

Candidate information - June 2024

With the June 2024 exams approaching, we're here to ensure you're well-prepared and informed. Below, you'll find essential details regarding exam procedures and expectations. Please review them carefully, and feel free to get in touch if you have any questions.

Before the exam:

- Check the timetable (text sent in advance to each candidate and notice board in reception) and make sure you know where your exam room is.
- Aim to arrive at your exam room 20 minutes before the start of the exam.
- If you have Access Arrangements and Reasonable Adjustments (AARAs), ensure you have checked your letter advising you what they are.
- Make sure you get a good night's sleep and have breakfast on the morning of your exam to boost your concentration levels.

Exam hall rules:

- Pencil cases must be totally clear (a poly pocket will do just as well)
- Calculators - bring your own so you are used to it. No calculator cases.
- Water bottles must only be plastic bottles with labels removed - sorry, no re-usable ones will be accepted. No food (unless required for medical purposes).

NO WATCHES, EAR BUDS, HEADPHONES OR PHONES - any of these in the exam room will mean that you get no marks for that paper and risk greater punishment by the Examination Board.

- Once you are through the exam hall doors, no talking/making faces/smirking etc. to/with any other candidate.
- Do not do anything (e.g. open paper, write anything, leave) until instructed by an invigilator.
- Check the paper carefully - it is your responsibility to make sure that you are sitting the correct paper.
- All candidates must stay until the end of standard time. If you choose to use your extra time, then you must stay until the end of extra time - no leaving as you finish due to disruption to others in the room.
- If there is a fire alarm/emergency evacuation, do as you are instructed by the invigilator but be aware you are still in exam conditions. **DO NOT TALK TO ANYONE ELSE.**

Toilet breaks

None will be allowed in first 30 minutes or last 30 minutes of an exam (*this does not apply to those with a medical need*). All time taken for toilet breaks will be given back at the end of the exam to ensure that you have the full time available.

Behaviour

If the invigilator feels you are being disruptive, one verbal warning will be given after which you will be removed from the exam hall. A report will be sent to the exam board which may impact that paper and other qualifications. A report will also be sent to the Director of English and Maths in the College, and you will risk being withdrawn from your remaining exams.

Lateness

Arriving within half an hour of the scheduled start time of the exams means that you may still be allowed to sit the exam. After this, you will not be able to. If you think you are going to be late, contact your progress coach as soon as you realise so that we can help to get you to the exam. Learners who arrive late will be placed into a supervised holding room and will sit the examination after the main exam has finished. If you are persistently late, you risk being withdrawn from your remaining exams.

Absence

Sickness - if you are poorly on the day of an exam, call reception on 01283494400 or WhatsApp/SMS on 07590245716 as soon as possible and get a doctor's note. Email this to mis@bsdc.ac.uk, explaining the circumstances so that we can let the exam board know and you can perhaps still get a grade. Any other reason - call reception on 01283494400 or WhatsApp/SMS on 07590245716 as soon as possible. Non-attendance due to reasons such as sleeping in, getting the date confused, being on holiday etc. will result in lost marks which will put your overall grade at risk.

If you have any questions regarding your exam, please contact MIS@bsdc.ac.uk or for any questions regarding AARAs contact ALS@bsdc.ac.uk.

We wish you all the very best of luck in your exams!