



# Moseley School and Sixth Form

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## **SUMMER 2023 EXAMINATIONS – GUIDANCE FOR INTERNAL CANDIDATES**

As the May/June examinations approach, we wish to outline some general guidance with regards to the exams. Below is a link to JCQ Guidance on all things exam related which we ask your son/daughter to read **before their 1<sup>st</sup> exam**. These are regulations that we abide by in the running of Exams and are therefore important information. These documents give pre-exams guidance to all candidates entered into Public examinations.

### **Please see below our expectations for the forthcoming examinations:-**

1. Arrive in plenty of time, prepared and ready for your exam.
2. We ask that students use the toilets before the main exams.
3. Place any coats/bags in the designated area as told by your invigilator, once entering the exam room you are under exam conditions and should remain silent at all times.
4. There will be a system in place to collect phones but we advise/request that phones are not brought to the exams where possible. These are unauthorised items.
5. Watches of any kind are not allowed in exam rooms – these are unauthorised items.
6. Be seated as per the seating plan and your personal exam timetable, the seating plan will be displayed outside the exam room.
7. Make yourself comfortable, prepared and ready for your exam.
8. Place all your stationary and equipment on your desk, only clear pencil cases are allowed.
9. Check the exam paper top page on your desk is what you are expecting to take, do not turn any pages until you are told to start your exam.
10. If you need help during the exam, raise your hand and an invigilator will come to assist you.
11. You must wait to be dismissed from the exam before leaving the room.

**Link to JCQ Guidance:** [JCQ Guidance](#)

**Link to Exam information:** [Exam information](#)

Wishing you all the very best in your forthcoming examinations – Good luck.

Exams and Data Officer