

## Candidate Information

For this academic year only all external examinations will occur at UTC Sheffield City site, 111 Matilda Street, Sheffield, S1 4QF.

- *Please arrive at least 30 minutes before the start of the exam.*
- *Check the seating plan BEFORE you are called into the examination hall. These will be displayed in the creative exchange at UTC Sheffield City site*
- *It is important that you read the JCQ examination notices on display.*
- *Once you have entered the examination hall exam conditions apply.*
- *You will remain silent and face the front when seated.*
- *You must not communicate with any other candidates.*
- *If you need help raise your hand and wait quietly for an invigilator to assist you.*
- Black Pens – Please make sure that you have your own black pen to bring to your examinations.
- Pencil cases – These should be transparent.
- Calculators – Please make sure that you bring your own calculator and any other maths equipment you may need. Calculator lids should be placed on the floor underneath your chair. Invigilators have a small number of calculators to hand out as emergency replacements only.

### **YOU WILL NOT BE GIVEN A CALCULATOR TO USE – PLEASE BRING YOUR OWN**

- Students must attend examinations in UTC business dress
- Mobile Phones – These are not allowed in the examination hall. Alarms may still go off when mobile phones are turned off and this distracts other candidates. You should not have a mobile phone on your person or in your bag during an examination.

Bringing a mobile phone into the examination hall may lead to disqualification

- You may bring a bottle of water with you. Bottles should be transparent and the label must be removed. It is your responsibility to ensure it does not spill over your paper.

Do not ask invigilators to refill your water bottle

- After you have finished your examination you must sit in silence and face the front until you are dismissed by the invigilators. When you are dismissed leave the examination hall in silence. Do not wait for friends at the examination hall door:

**Please leave the area immediately**

## **Important Things to Remember**

- If UTC is closed for a training day, external examinations will still take place.
- Morning exams start at 9 am so you need to arrive at UTC Sheffield City site at 8.30 am. Afternoon session exams start at 2 pm so you need to arrive at UTC Sheffield City site at 1.30 pm
- If you are unable to attend, please phone school and leave a message. If you are ill on the day of the exam you must obtain a medical certificate or complete JCQ Form 14.
- If you arrive late to an exam, please report to reception. If you are more than 1 hour late, or arrive after the exam has finished, you will not be allowed to sit the exam.
- Candidates cannot leave the examination room before the end of the exam. If you are unwell, you will be escorted to the medical room.