

The following points are extremely important. They should be read thoroughly and parents/guardians should discuss them with their son/daughter prior to the examinations:

1. Candidates **must not** bring a mobile phone or other electronic devices, such as an iPod, MP3/4 player or wrist watch with data storage/internet connectivity, into the examination room. If a candidate has such an item in his/her possession in the examination room, even if switched off, he/she is guilty of **malpractice**; the Examination Board will be informed immediately **with very serious consequences**.
2. Candidates should bring a copy of their examination timetable with them to the examinations, for identification purposes if required. **Any candidate who has misplaced their examination timetable should see Mr O'Shaughnessy in the main school office each day between 0830 - 0900 during the w/b Monday 4th January 2021.**
3. Candidates must remember to **bring their own calculator for the Mathematics examination**. They cannot borrow a calculator from another pupil during the examination. It is the pupil's responsibility to ensure it is in working order and that the batteries are working properly. Specific JCQ regulations on calculators are included here:  
<http://banbridgeacademy.connectedschools.co.uk/wp-content/uploads/sites/4/2019/12/JCQ-Regulations-on-Use-of-Calculators.pdf>
4. **Calculator cases are not allowed.** These must be removed and placed on the floor under the candidate's desk.
5. Candidates must enter the examination hall **in complete silence**, sit at their designated desk and **remain silent whilst invigilators prepare the room.**
6. Wrist watches must be removed from your wrist and laid flat on the desk.
7. Candidates must listen carefully to the Chief Invigilator whilst they read out examination instructions.
8. Candidates are **not** permitted to leave the exam hall before the end of the exam.
9. Candidates must wear **full school uniform**. Only official black school hoodies are permitted in the examination hall.
10. If candidates encounter any difficulties (eg travel) which will affect their ability to arrive promptly for their examination, the school office should be contacted **immediately, leaving the candidate's name, a contact telephone number and details of the examination he/she may be late for.**
11. If a candidate is not well enough to attend his/her examination, contact the school office **immediately, leaving the candidate's name, a contact telephone number and details of the examination he/she is unable to attend.**
12. Candidates must not bring food into the exam hall. A bottle of **water** will be permitted **provided the label has been removed.**

13. **Only transparent pencil cases are permitted in the exam hall.** Ideally bring two or three black pens and leave pencil cases in school bags.
14. Candidates must not use correction fluid/highlighters/gel pens/erasable pens in their answers. Candidates must write in black ink or ballpoint pen unless the instructions on the front of the question paper say otherwise. **You must not write in pencil.**
15. When in the examination hall, do not try to communicate with, or disturb other candidates at any time.
16. Candidates should ensure that school has been informed of any changes to home/parent/guardian contact numbers.
17. Candidates and invigilators do not need to wear face coverings during examinations, but they may wear them if they wish to.

These instructions are mainly extracted from JCQ regulations which all schools administering public examinations must adhere to. The associated JCQ document with its full contents is included below. Pupils and parents/guardians must read them carefully.

[https://www.jcq.org.uk/wp-content/uploads/2020/09/IFC-Written\\_Examinations\\_FINAL.pdf](https://www.jcq.org.uk/wp-content/uploads/2020/09/IFC-Written_Examinations_FINAL.pdf)