





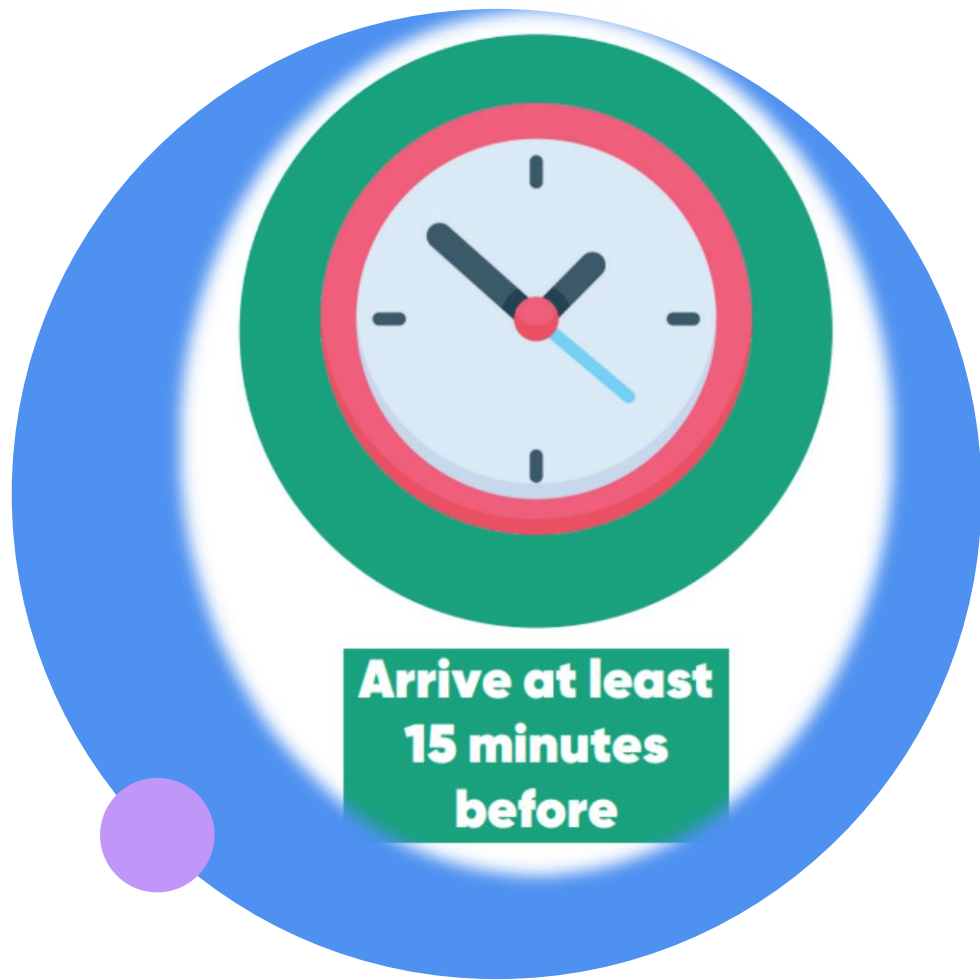
HOW WE RUN EXAMS AT COLLEGE

Bilborough College Centre Number = 28228



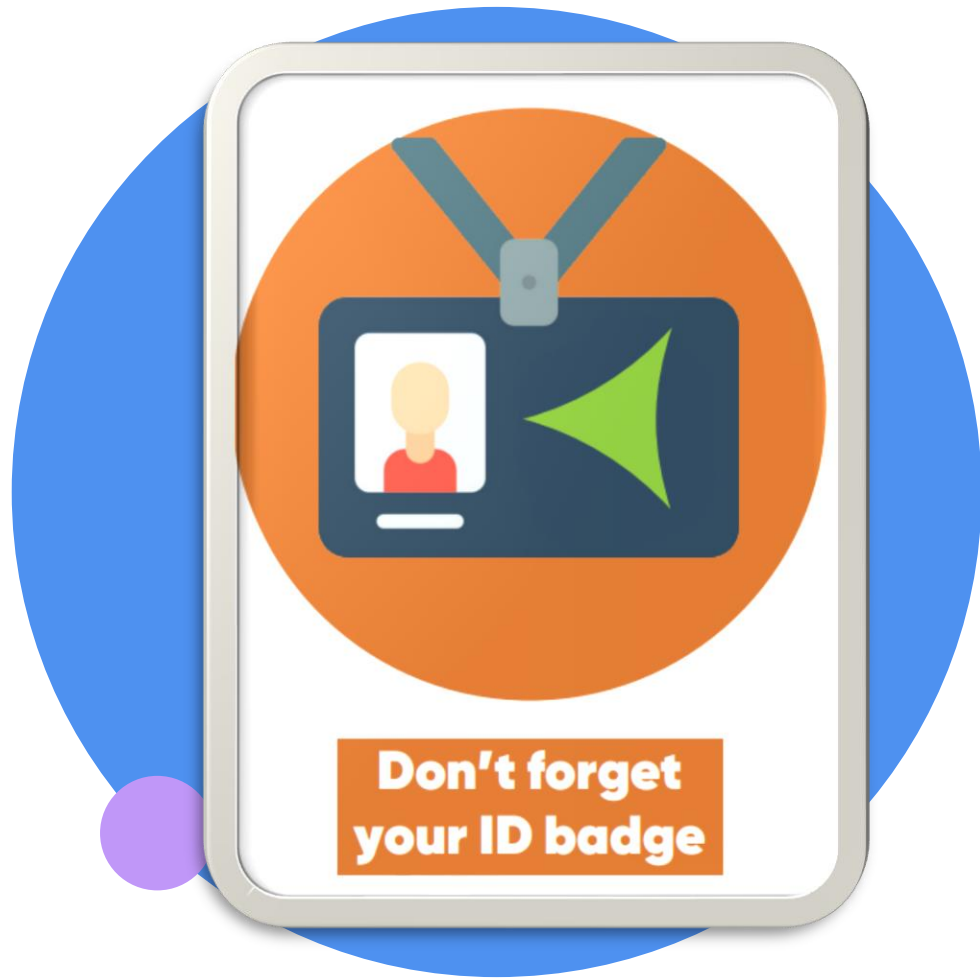
Exam Timetables

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- Your exam timetable on Cedar will show the date and time for each your exams
 - It will also show the room, your seat number and your candidate number.
 - You will need to write your candidate number on your exam papers so please try to remember this!



Arrive at least **15 minutes** before your exam. The invigilator will call you in when they are ready.

If you are running late, please ring college and let us know so we can put arrangements in place.



Your student ID badge is required to enter the exam room - we need to be able to identify you for attendance registers.

Once you are seated for the exam, place your ID card on the desk in front of you so invigilators can see it without disturbing you.

Electronics

Mobile phones must be **switched off** and **placed in your bag**. The invigilator will give instructions where bags must be kept. **Do not keep it in your pocket.**

All watches must be placed in your bag - clocks will be visible to everyone in the exam room.



**Switch off and
hand in
mobile phones**



No watches



**Remember
black pens**



**Remove labels
from drink bottles**



**Clear pencil
cases only**

Leaving the exam room

- If you leave the exam room before the end of the exam unaccompanied, you will not be able to return.
- There may be exams finishing at different times – please be mindful of those still working when you leave and remain silent.

Malpractice

- All mobile phones and electronic devices (including Smart watches) must be turned off and placed in your bag.
- No notes are to be taken into the exam.
- No communicating with other students during the exam.
- Invigilators are happy to help – raise your hand if you need anything during the exam.

Malpractice is subject to penalties and disqualification – please report anything suspicious.

How can we help?

- Invigilators are there to uphold exam regulations and to ensure your well-being during the exam.
- If you need assistance, please don't be afraid to ask! (such as extra paper, stationary, toilet break) - if you do require a toilet break, you must be escorted by a member of staff.
- If you have access arrangements, these will be in place for you. If you feel you need other assistance, please ask the Exams Team for advice - if you no longer require your access arrangements please let us know.



ANY
QUESTIONS?

Exams can be found opposite reception
(room B1.08)

If you have any questions please email:
exams@bilborough.ac.uk