



St. Mary's College Examination Information for Students

Your examinations are regulated by the Joint Council for Qualifications and they have strict conditions which must be followed. A breach of these conditions is likely to result in you being disqualified from the exam paper and so it is extremely important that you read the following guidelines carefully.

Please be aware that any changes of name during your studies here will have a serious impact on your examination certificates, which in turn can affect future employment.

Therefore, you are strongly advised against this.

- Your Exam Timetable will be available on Cedar. It will show the date, time, location and seat number. Check this information carefully to ensure that any late entries / re-sits are included
- Your four-digit candidate number will be shown on your Exam Timetable. You must learn this number, it will remain the same for each exam you take with us
- You should arrive **at least** 10 minutes before the start of each exam. Morning exams start promptly at 9.15 a.m. and afternoon exams start promptly at 1.30 p.m., so please check your exam start time carefully in advance. If you are late for your exams your work might not be accepted
- You **must** bring your student ID card with you as this should be displayed on your desk in order to formally identify you. If you don't have this with you the invigilators can prevent you taking the exam
- You must not bring into the Exam Room any notes or potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or a wrist watch which has a data storage device. Remember, possession of unauthorised material is breaking the rules, even if you do not intend to use them, and you will be subject to penalty and possible disqualification. **Candidates are advised that all such devices must not be in their possession whether switched on or not.**
- **Any disturbances would also be an infringement of the regulations and reported to the awarding body. Therefore, please make sure that any mobile phone or other electronic device is switched off completely and left in your bag or coat in the designated area of the Exam Hall**
- The wearing of wristwatches is not allowed in the examination rooms
- Bags and coats must be left in a designated area as instructed by the invigilators
- **You must write clearly and in black pen.** Remember it is your responsibility to make sure that you bring everything you need to take your exams e.g. pens, rulers, calculators etc. You **must not** borrow anything from other candidates. Pencil cases must be see-through
- You may use a calculator if appropriate unless you are told otherwise. If you use a calculator you are responsible for ensuring that it is working properly, you must clear any data stored in it and remove any cases, lids or covers before the start of the exam
- You may bring bottled water into the exam but all labels must be removed. You are not allowed any other food or drink

If you have any queries regarding this information or your Exam Timetable, please come to the Exams Office as soon as possible.