





Exam Regulations

By the Exams Department



HOW WE RUN EXAMS AT COLLEGE



You will receive exam timetables with date and times for your exams – remember your candidate number !

These times and dates cannot be changed.



Arrive early before your exam. An attendance register will be placed outside the exam room for you to find out which number desk to sit at. The invigilator will call you in when they are ready

Exams start – Morning – 9.30 a.m.
Afternoon – 1.30 p.m.

If you are running late, please contact Reception or Exams staff immediately.



Student ID badge required. If you forget your badge, you can buy a replacement in the Library



Electronics

Mobile phones must be **switched off** and handed in. The invigilator will give instructions where phones must be kept. Do not keep it in your pocket, on your desk or in your bag.

iWatches must also be switched off and handed in. Any watches must be taken off.



**Switch off and
hand in
mobile phones**



No watches



**Remember
black pens**



**Remove labels
from drink bottles**



**Clear pencil
cases only**



**No
headphones**



**No hats or
hoodies**



Malpractice

- Mobile phones, iPods, MP3 players, Smart watches not to be used and switched off
- No notes to be taken into the exam
- No communicating with other students during the exam. Invigilator is there to help



Malpractice is subject to penalties and disqualification

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 should be in place for you. Please check before the day of the exam with your tutor or Student Support.
- 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 Team -

Any questions please email:-
exams@nptcgroup.ac.uk

Neath Campus - Nicola Jones, Natalie Sambrook, Rhian Hawkes, Sian Mainwaring, Asa Webber

Afan Campus - Andrea-Lee Davies

Brecon Campus - Danielle Richards

Newtown Campus - Sara Morgan, Gill Abel