

S. Peters Collegiate School



**GUIDANCE FOR
STUDENTS & PARENTS**

EXTERNAL EXAMINATIONS

Centre Number: 20962



This information is to help you with valuable advice for examinations held at
S Peters Collegiate School.

**You are required to read this document carefully
and retain it for future reference**

If you have **ANY** questions or problems, please contact the Exams Office,
01902 558600 - exams@speters.org.uk

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INTRODUCTION

It is the aim of S Peters' Collegiate School to make the examination experience as stress-free and successful as possible for all candidates.

Hopefully, this booklet will prove informative and helpful for you and your parents. Please read it carefully and show it to your parents so that they are also aware of the examination regulations and the procedures which must be followed in the event of any problems occurring.

The awarding bodies (examination boards) have strict regulations which must be followed for the conduct of examinations and S Peters' Collegiate School is required to follow them precisely. You should, therefore, pay particular attention to the **JCQ INFORMATION FOR CANDIDATES** that is enclosed with this booklet.

Some of the questions you may have are answered at the back of this booklet. If there is anything you do not understand or any question that has not been addressed, **PLEASE ASK NOW!**

CONTACT NUMBERS

- Please check that school has at least one up-to-date contact number for you. Please email exams@speters.org.uk or send a note to school for our database to be updated. If you or your parents/carers have any queries or need help or advice at any time before, during or after the examinations please contact a member of the exams team:
- The school telephone number is: 01902 558600
- Email: exams@speters.org.uk

Remember - we are here to help.

GOOD LUCK!

BEFORE THE EXAMINATIONS

Statements of Entry/Timetable:

All candidates receive a Statement of Entry/Examination Timetable from school indicating the subjects they are being entered for and the levels of entry, where applicable. Please check that these are correct. Some subjects only have one tier of entry, some have Foundation or Higher tiers.

Candidates may also receive Statements of Entry from the exam boards. You must check everything on your Statements of Entry very carefully. Particularly check that all personal details (date of birth, spelling of names) are accurate as these will appear on certificates and it may be difficult to change them once certificates have been awarded.

Examination Boards

Your School uses the following Examination Boards: AQA, OCR, Edexcel, WJEC, IGCSE and NCFE.

Candidate Name:

Please check your name is spelt correctly on your timetable.

Candidate Number:

Each candidate has a four-digit candidate number. This is the number you will enter on examination papers. Please remember it.

UCI/ULN:

In addition to a candidate number, each candidate must have a Unique Candidate Identifier (UCI) and a Unique Learner Number (ULN) which are shown on the top of statements of entry. Your UCI/ULN is used for administration purposes and it is not necessary for you to remember it.

Timetables

Make sure you know the dates and times of your examinations. If you miss a public examination **you cannot take that paper at another time.**

Unless notified otherwise:

- Morning exams start at **9.10am**
- Afternoon exams start at **1.10pm**

YOU MUST BE IN THE ENVIRONMENT AREA 15 MINUTES BEFORE THESE TIMES.

It is your responsibility to turn up on time for the examination so make sure that you and your parents know the dates and times of each of your exams. If you are late for an exam you may not be allowed the full time and the examination board may not accept the script, depending on the circumstances. **If you know that you are going to be late contact the school (01902 558600) so that the invigilators will know that you will be turning up late.**

Your timetable is your proof that you have been entered for a particular exam. If your timetable contains any errors you must see a member of the exams team.

Examination Clashes

A few candidates may have a clash where two subjects are timetabled at the same time. The school will make special timetable arrangements for these candidates only. You must check your individual timetable and see the exams officer immediately if you think there is a clash on your timetable.

Special Arrangements

Special arrangements, including extra time, may be approved for candidates with:

- Physical difficulties;
- Language difficulties;
- Specific learning difficulties.

Special Consideration

If you are fully prepared for an examination, but are ill on or just before the day of an examination, an application may be made for special consideration for the examination affected. Examination boards decide on the validity of each application. To support the application for Special Consideration, you will be required to provide a doctor's certificate.

Equipment

MAKE SURE YOU HAVE ALL THE CORRECT EQUIPMENT BEFORE YOUR EXAMINATIONS.

Check the regulations in the JCQ INFORMATION FOR CANDIDATES and the information on the following pages.

You must provide all your own equipment. Borrowing from other candidates is **NOT** allowed under any circumstances. Ordinary pencil cases or boxes are not allowed in the exam room. You should bring your equipment in a clear plastic bag or transparent pencil case.

The following equipment should be brought to **EVERY** exam:

- 2 pens - black only
- 2 HB pencils
- Ruler (marked with millimetres)
- Pencil sharpener (preferably one which catches the shavings!)
- Rubber

For certain exams you will also need the following:

- Compasses
- Protractor
- Calculator
- Coloured pencil crayons

DURING THE EXAMINATIONS

Examination Regulations

A copy of the JCQ 'INFORMATION FOR CANDIDATES', which is issued jointly by all the examination boards, is attached. All candidates must read this carefully and note that to break any of the examination rules or regulations could lead to disqualification from all subjects. The school must report any breach of regulations to the awarding body.

Attendance at Examinations

Candidates are responsible for checking their own timetable and arriving at school on the correct day and time, properly dressed and equipped. Candidates must arrive 15 minutes before the start time of their examination. Please wait quietly outside your exam room until you are invited to enter by the examination invigilators.

Candidates who arrive late for an examination may still be allowed to enter the examination room and sit the examination. This is entirely at the discretion of the centre. If the candidate arrives late, they will be allowed the full time for the examination.

Full school uniform must be worn by all students attending school for examinations.

All items of equipment, pens, pencils, mathematical instruments, etc must be visible to the invigilators at all times. You must use either a transparent pencil case or clear plastic bag.

Pens should be black ballpoint. Correction pens/fluids are NOT allowed. Highlighters **MUST NOT** be used in your answers but may be used on question papers.

For Mathematics and Science exams, students should make sure that your calculator conforms to the examination regulations. If in doubt, check with your teacher well in advance of the examination date. Remove any covers (which must NOT be brought into the examination room) and make sure batteries are new. Calculators with a memory function should be cleared before entering the exam room.

Please make sure that any watch-alarms are turned off.

Do not attempt to communicate with, or distract other candidates.

Examination regulations are very strict regarding items that may be taken into the examination room. If you break these rules you will be disqualified from the examination. Mobile Telephones **MUST NOT BE BROUGHT INTO THE EXAMINATION ROOM** even if they are turned off. If you accidentally take one in, you should leave it with the lead invigilator.

If you are found to have a mobile phone once the exam has started the exam board must be informed and you could be disqualified from this and possible future examinations.

No food is allowed in the examination rooms. However, water bottles are allowed in the exam hall. These **MUST** be clear bottles with a spill-proof cap. There **MUST** be no label on the bottle.

Please do not write on examination desks. This is regarded as vandalism and you will be asked to pay for any damage. **REMEMBER WE HAVE A PLAN; WE KNOW WHERE YOU WERE SITTING!**

Do not draw graffiti or write offensive comments on examination papers - if you do the examination board may refuse to accept your paper.

Listen carefully to instructions and notices read out by the invigilators - there may be amendments to the exam paper that you need to know about.

Check you have the correct question paper - check the subject, paper and tier of entry.

Read all instructions carefully and number your answers clearly.

You will not be allowed to leave an examination room early. If you have finished the paper use any time remaining to check your answers and that you have completed your details correctly.

At the end of the examination all work must be handed in - remember to cross out any rough work. If you have used more than one answer book or loose sheets of paper ask for a tag to fasten them together in the correct order.

Invigilators will collect your exam papers before you leave the room. **ABSOLUTE SILENCE** must be maintained during this time. Remember you are still under examination conditions until you have left the room.

Question papers, answer booklets and additional paper must **NOT** be taken from the exam room.

Remain seated in silence until told to leave the examination room. Please leave the room in silence and show consideration for other candidates who may still be working.

If the **FIRE ALARM** sounds during an examination the examination invigilators will tell you what to do. If you have to evacuate the room you **MUST** leave in silence and in the order in which you are sitting. You will be escorted to a designated assembly point. Leave everything on your desk. You must not attempt to communicate with anyone else during the evacuation. When you return to the exam room, do not start writing until the invigilator tells you to do so. You will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident.

INVIGILATORS

The school employs invigilators to conduct the examinations. Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.

Invigilators are in the examination rooms to supervise the conduct of the examination. They will distribute and collect the examination papers, tell candidates when to start and finish the examination, hand out extra writing-paper if required and deal with any problems that occur during the examination, for example if a candidate is feeling ill.

Please note that invigilators cannot discuss the examination paper with you or explain the questions.

Pupils who are disruptive or behave in an unacceptable manner will be removed from the examination room by invigilators and members of the Senior Leadership Team.

ABSENCE FROM EXAMINATIONS

What to do if you are ill on the day of an exam

If you are ill and are unable to attend an exam it is vital you phone the school first thing in the morning (01902 558600) to inform us.

You must also obtain a note from your doctor detailing the reason for non-attendance. There is the possibility of submitting this note to the examination board to ask for special consideration. The board looks at this in conjunction with other exam marks from the student in that particular subject, coursework marks and mock exam marks. This will then sometimes enable them to adjust the mark and grade accordingly.

If you are feeling unwell, but still able to travel, I suggest you come to the exam and we can assess the situation then. In most cases it is better to take the exam if you can.

If in doubt - TELEPHONE THE SCHOOL

Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

Although we encourage all students to arrive in plenty of time for all exams, so that there is not a last minute panic, it is important that we have up-to-date contact telephone numbers for both you and your parents, or anybody else who might be able to help in an emergency.

If you are late for an exam, we may not be able to get the exam paper accepted by the exam board.

We also suggest that your parents save the school telephone number on their mobile phone so you they can call in if you have a serious problem on your journey to school : 01902 558600.

EXAM CHECK LIST

- You must arrive at school 15 minutes prior to an exam **AT THE LATEST**. It is much better to leave yourself a safety margin in case of problems with the journey.
- When taking exams, bags and coats should be left in your locker or the hall corridor. Do not bring these items to the exam room.
- Phones - Students must not have mobiles phones in their possession (either on or off). They can be handed in for safe-keeping during the exam if necessary. The school is not held responsible for the safe-keeping of your phone.
- Do not take into the exam any unauthorised electronic devices: stereos, digital equipment, reading pens, electronic communication/storage devices, iPods, MP3/4 players, smart watches or any other products with text/digital facilities.
- You should bring a pen, pencil, rubber and any other writing equipment needed to your exams. Only clear pencil cases are allowed on your desk; any others should be left in your bag. Do not use gel pens - this is because many of the exam papers are now scanned and sent electronically for marking - gel pens do not scan well.
- In an exam where you have the use of a calculator, you should not have a calculator cover on your desk.
- Sshh! There must be absolutely no talking or communication between students once you enter the exam hall. If you have any questions, you should raise your hand once seated and an invigilator will come to you.
- Normal school uniform rules apply.
- No food is allowed in the exam hall (if you have a special requirement - please see The exams officer before the exams)
- Water bottles are allowed in the exam hall if necessary. These should be clear bottles with a spill-proof cap. There should be no label on the bottle.

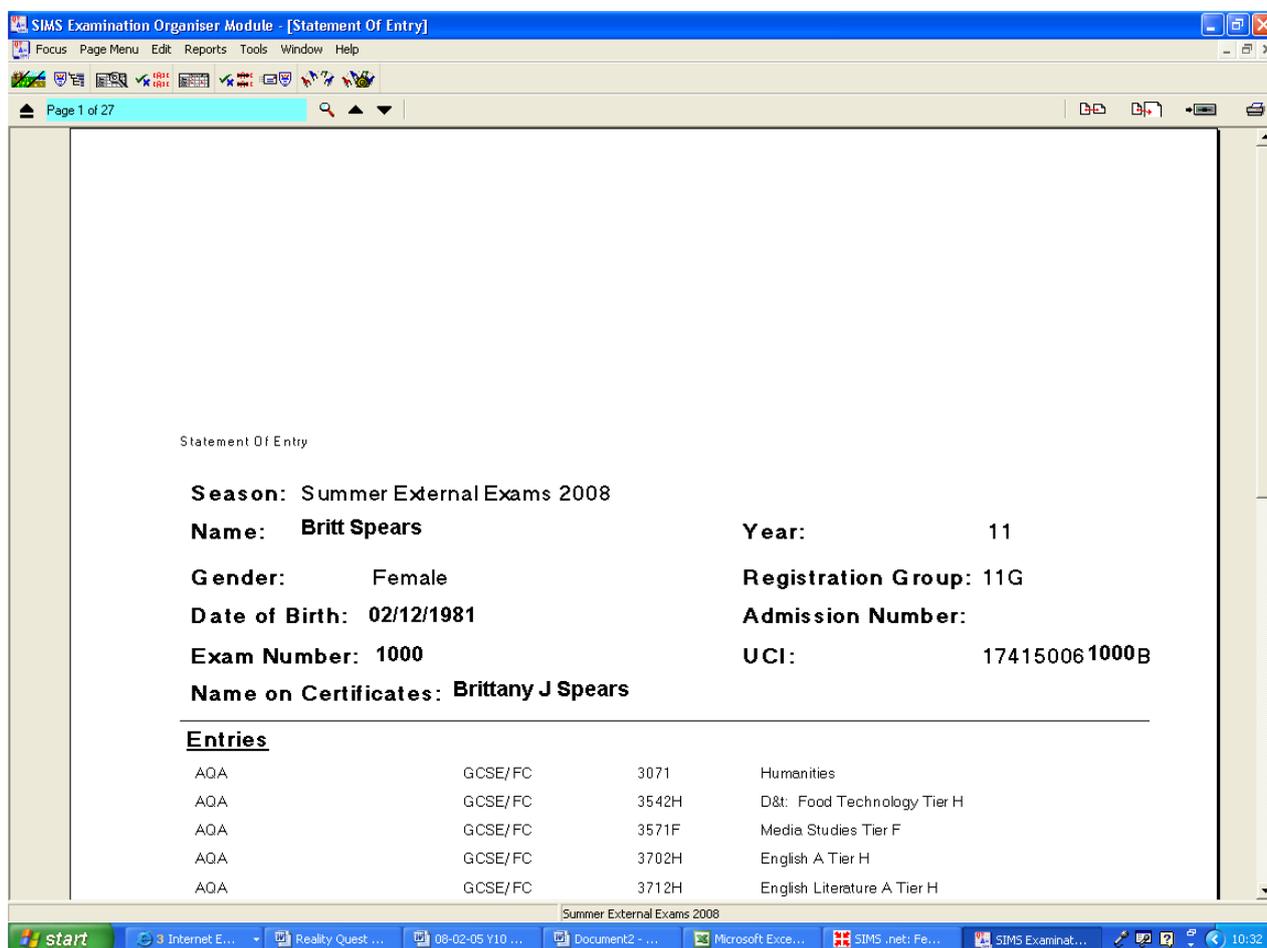
UNDERSTANDING EXAM PAPERWORK

Exam paperwork can be confusing and understanding the numbers and codes used by the Exam boards is not an easy task, even for an exams officer!

Statement of Entry

Each student will bring home a 'Statement of Entry' produced from the school's exam management system. This document lists all the exams that your son/daughter has been entered for. This document should be checked carefully once received, if any of the information is incorrect, please inform the exams officer IMMEDIATELY. Dates for final entries are set by the exam boards and are beyond our control.

When you get your son/daughter's statement of entry you are asked to check that their personal information is correct. It is important that their name and date of birth are correct as it is the LEGAL name that will be printed on their FINAL certificate.



The screenshot shows a software window titled "SIMS Examination Organiser Module - [Statement Of Entry]". The window displays a "Statement Of Entry" form for a student named Britt Spears. The form includes the following details:

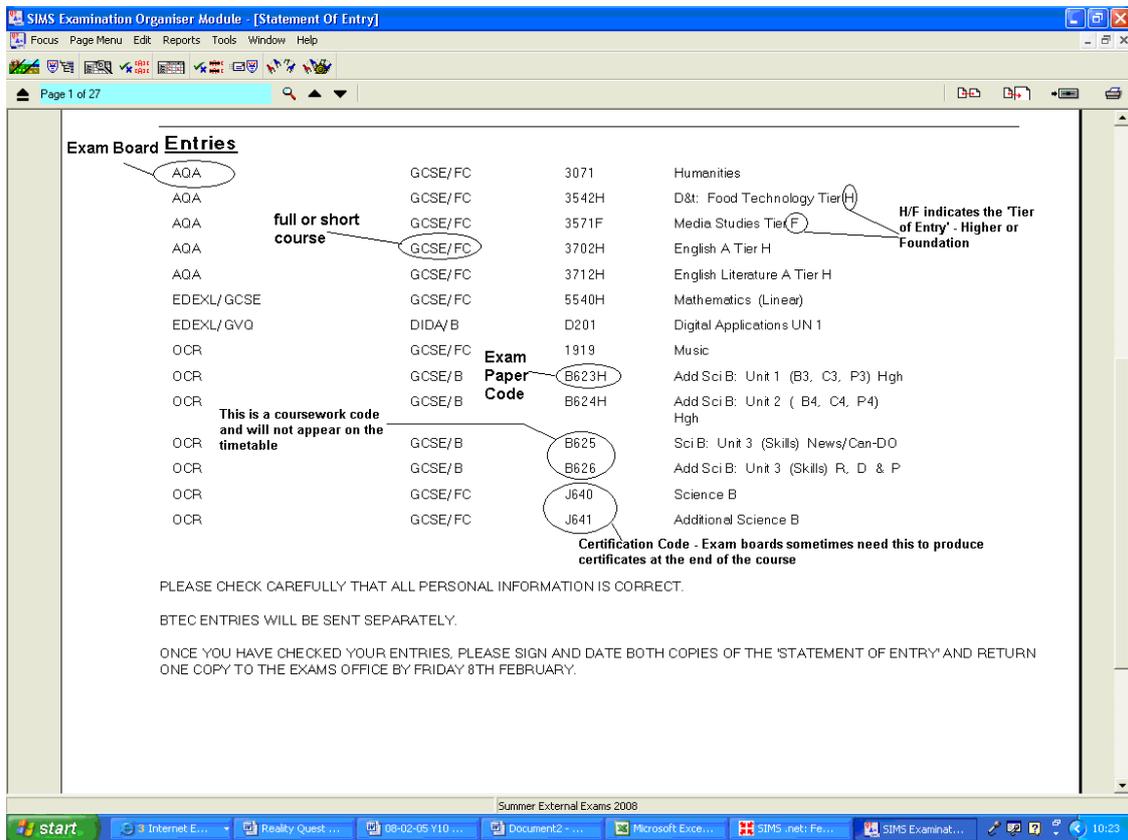
Season: Summer External Exams 2008
Name: Britt Spears
Year: 11
Gender: Female
Registration Group: 11G
Date of Birth: 02/12/1981
Admission Number:
Exam Number: 1000
UCI: 174150061000B
Name on Certificates: Brittany J Spears

Below the personal information, there is a section titled "Entries" which lists the following exams:

Exam Code	Exam Board	Exam Number	Exam Name
AQA	GCSE/FC	3071	Humanities
AQA	GCSE/FC	3542H	D&T: Food Technology Tier H
AQA	GCSE/FC	3571F	Media Studies Tier F
AQA	GCSE/FC	3702H	English A Tier H
AQA	GCSE/FC	3712H	English Literature A Tier H

The next part of the 'Statement of Entry' lists all the exams that your son/daughter has been entered for. They should know which exams they are taking, however, if they have any queries, they should direct them to the head of department or subject teacher.

This breaks down as follows:



The Exam Boards we use for GCSE/A Level are:

- AQA
- EDEXCEL
- OCR
- WJEC

Paper Code will be listed on the timetable. If you feel that something is missing, or there is something you don't understand, please contact the exams officer.

Coursework Code - this indicates coursework that will be submitted for the GCSE course. This will not be indicated on the timetable.

Certification Code - this is a code that the exam board uses to produce a certificate for the completed course. This code will not appear on the timetable.

Timetable

Individual Candidate Timetable - Default

Season: Summer External Exams 2015

Name: Brittany Spears

Year: (11)

Gender: Female

Registration Group: (11U)

Date of Birth: 01/04/1999

Admission Number: 004632

Candidate Number: 1000

ULN: 000000061000B

UCI: 000000061000B

Name on Certificates: Brittany Spears

Timetabled Components

Internally assessed exams, date and time will be set by subject tutor

Date	Start	Duration	Board	Level	Element	Component
TBA	N/A	0	CIE	GCSE/FC	0522BS: First Language English Opt BS	0522/05: Speaking & Listening
TBA	N/A	0	EDEXL/GCS	GCSE/B	5FR04: French 4	5FR0401: Writing

Language exams automatically have an entry for Foundation and Higher as the tiers can be mixed – candidates will sit one of each exam one after the other

Tue 12/05/2015	09:00	25	EDEXL/GCS	GCSE/B	5FR01: French 1	5FR011F: Listening (F)
Tue 12/05/2015	09:00	35	EDEXL/GCS	GCSE/B	5FR01: French 1	5FR011H: Listening (H)
Tue 12/05/2015	09:00	35	EDEXL/GCS	GCSE/B	5FR03: French 3	5FR033F: Reading (F)
Tue 12/05/2015	09:00	50	EDEXL/GCS	GCSE/B	5FR03: French 3	5FR033H: Reading (H)
Mon 18/05/2015	09:00	90	AQA	GCSE/B	97151H: English Literature Unit 1H	97151H: English Literature Unit 1 Ter H
Wed 20/05/2015	09:00	60	OCR	GCSE/B	A292: Bus Studs: Business & People	A292/01: Bus Studs: Business & People Written

Wed 20/05/2015	13:30	75	OCR	GCSE/B	B731H: Biol B: Biology Modules B1, B2, B3 Hgh	B731/02: Biol B: Biol Mod B1, B2, B3 Wrtn Hgh
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Date Time Length In minutes Board Level Which exam is being taken

Unless there is an exam clash, there is not opportunity to take the exam at a different time or on a different day – it is very important that you note down the times of all your exams and ensure that you are on time.

Wed 03/06/2015	09:00	120	OCR	FSMQA	6993: Maths: Additional Mathematics	6993/01: Maths: Additional Maths Paper 1
Thu 04/06/2015	09:00	105	EDEXL/GCS	GCSE/FC	1MA0H: Mathematics A (Linear) Option H	1MA0 1H: Non Calculator (H)
Fri 05/06/2015	09:00	90	OCR	GCSE/B	A293: Bus Studs: Prd, Financ & Ext Bus Env	A293/01: Bus Stud: Prd Fin & Ext Bus Env Wrtn
Fri 05/06/2015	13:30	75	OCR	GCSE/B	B741H: Chemistry B: Chem Mdls C1, C2, C3 Hgh	B741/02: Chmstry B: Chem Mdl C1, C2, C3 Wtn Hgr
Mon 08/06/2015	09:00	105	EDEXL/GCS	GCSE/FC	1MA0H: Mathematics A (Linear) Option H	1MA0 2H: Calculator (H)
Mon 08/06/2015	13:30	75	WJEC/GCSE	GCSE/B	473201: Hospitality & Paper Assessment	47320001: Hospitality & Unit 2 Written Paper
Tue 09/06/2015	13:30	75	OCR	GCSE/B	B751H: Physics B: Physcs Mdls P1, P2, P3 Hgh	B751/02: Physics B: Physc Mdl P1, P2, P3 Wtn Hgh
Wed 10/06/2015	09:00	105	AQA	GCSE/B	91402D: History A Unit 2 Option	91402D: History A Unit 2 Option

Printed On 24/09/2015

Results

On results day you will receive a 'Statement of Results'. THIS IS NOT YOUR FINAL CERTIFICATE. The statement lists ALL the exams you have taken and any components within the qualification. A capital letter indicates an OVERALL grade, whereas a lowercase letter indicates a COMPONENT within the qualification. The points are the value given to the OVERALL grade for data analysis.

Candidate Statement of Results

Season: Summer External Exams 2015

Series: (All)

Name: Brittany Spears

Year: (11)

Candidate Number: 1000

Reg.

UCI: 00000061000B

ULN: 0123456789

Exam Results

Board	Level	Element Code	Title	Grd1	Grd2	Mark Equiv	End1	End2	Points
RSA	FSKL/L2	987701	OCR Functional Skills Ict L2	P					0
OCR	FSMQ/A	6993	Maths: Additional Mathematics	A					45
CIE	GCSE/FC	0522BS	First Language English Opt BS	A					52
EDEXL/GC	GCSE/FC	1MA0H	Mathematics A (Linear) Option H	A*					58
EDEXL/GC	GCSE/FC	2FR01	French	A*		278			58
WJEC/GCS	GCSE/FC	4730LA	Catering Cash in (Linear)	A*		184			58
WJEC/GCS	GCSE/FC	4740LA	Hospitality Cash in (Linear)	A		162			52
AQA	GCSE/FC	9142	History A	A		179			
AQA	GCSE/FC	9717	English Literature	A*		183			
OCR	GCSE/FC	J253	Business Studies	A		212			52
OCR	GCSE/FC	J263	Biology B	A*		381			58
OCR	GCSE/FC	J264	Chemistry B	A*		378			
OCR	GCSE/FC	J265	Physics B	A*		381			
WJEC/GCS	GCSE/B	473101	Hospitality & Controlled Assessment			113	a*		
WJEC/GCS	GCSE/B	473201	Hospitality & Paper Assessment			71	a		
WJEC/GCS	GCSE/B	474101	Hospitality & Event Based Task			96	a		
WJEC/GCS	GCSE/B	474201	Hospitality & Unit 4 Written Paper			66	a		
EDEXL/GC	GCSE/B	5FR01	French 1			54	a*		
EDEXL/GC	GCSE/B	5FR02	French 2			78	a		
EDEXL/GC	GCSE/B	5FR03	French 3			60	a*		
EDEXL/GC	GCSE/B	5FR04	French 4			86	a*		
AQA	GCSE/B	91401A	History A Unit 1 Option A			49	b		
AQA	GCSE/B	91402D	History A Unit 2 Option D			80	a*		
AQA	GCSE/B	91403	History A Unit 3			50	a*		
AQA	GCSE/B	97151H	English Literature Unit 1H			65	a		

Printed On 23/09/2015

FREQUENTLY ASKED QUESTIONS

Q. Why do I need to check the details on the Statement of Entry/my Exam Timetable?

A: The details on your Statement of Entry/timetable will be used when certificates are printed. If the name or date of birth on your certificates does not match your birth certificate it could cause you problems if you are asked to show your certificates to a potential employer or for college/university in the future. You should also check that the subjects and tiers of entry you are entered for are correct and that no subjects are missing.

Q. My name has been misspelt on my timetable. What can I do?

A: We can rectify this problem very quickly. Please come to the exam office and we will amend our records. This will ensure that your certificate is correct.

Q. What do I do if there's a clash on my timetable?

A: Your school will re-schedule papers internally (on the same day) when there is a clash of subjects. Candidates will normally sit one subject paper followed by the second paper. If in doubt contact the examinations officer.

Q. What do I do if I think I have the wrong paper?

A: Invigilators will ask you to check before the exam starts. If you think something is wrong put your hand up and inform the invigilator immediately.

Q. What do I do if I forget my candidate number?

A: Candidate numbers are on the identification label on your desk. Invigilators will be able to help you find your number.

Q. What do I do if I forget the school centre number?

A: The centre number is 20962. It will be clearly displayed in the examination room. It is also on the identification label on your desk

Q. What do I do if I have an accident or I am ill before the exam?

A: Inform your school at the earliest possible point so we can help or advise you (School Reception: 01902 558600). In the case of an accident that means you are unable to write, it may be possible to provide you with a scribe to write your answers but we will need as much prior notice as possible. You may need to obtain medical evidence (from your GP or hospital) if you wish us to make an appeal for special consideration on your behalf.

Q. What is an appeal for special consideration?

A: Special consideration is an adjustment to the marks or grades of a candidate who is eligible for consideration. The allowance for special consideration is from 0% (consideration given but mark allowance not appropriate) up to a maximum 5% (reserved for exceptional cases). Parents should be aware that any adjustment is likely to be small and no feedback is ever provided. Candidates will only be eligible for special consideration if they have been fully prepared and covered the whole course but performance in the exam or in the production of coursework is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness, accident or injury, bereavement, domestic crisis. The exams officer, must be informed immediately, so that the necessary paperwork can be completed (within 7 days of the last exam session for each subject) and the candidate will be required to provide evidence to support such an application.

Q. What do I do if I feel ill during the Examination?

A: Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before or during an exam and you feel this may have affected your performance.

Q. If I'm late can I still sit the Examination?

A: Provided you are not more than one hour late, it may still be possible for you to sit the exam. You should get to school as quickly as possible and report to reception. A member of staff will escort you to the examination room.

You should also be aware that if you start the exam more than 30 minutes after the published starting time, the school is obliged to inform the exam board and it is possible that the board may decide not to accept your work. Please ensure that you allow enough time to get to school so that if you are delayed (e.g. by transport problems) you will still arrive on time.

Q. If I miss the examination can I take it on another day?

A: No. Timetables are regulated by the exam boards and you must attend on the given date and time.

Q. Do I have to wear school uniform?

A: Yes. Normal school regulations apply to uniform, hair, jewellery, make-up, etc.

Q. What equipment should I bring for my Examinations?

A: For most exams you should bring at least 2 pens (black ink only).

For Science modules you need 2 x HB pencils.

For Mathematics, pencils must be used for diagrammatic work.

For some exams you will need a calculator (Maths/Science), a 30cm ruler (marked with cm and mm), eraser, compasses, protractor, coloured pencil crayons (not gel pens).

You are responsible for providing your own equipment for exams.

You must NOT attempt to borrow equipment from another candidate during the exam.

Q. What items are not allowed into the Examination room?

A: Only authorised material is permitted in the examination room and students who are found to have any material with them that is not allowed will be reported to the appropriate exam board. In such circumstances, a student would normally be disqualified from the paper or the subject concerned. If in doubt ask!

Bags and coats and any other items not permitted under examination regulations must be left at the back of the examination room. Do not bring any valuables into school when you attend for an exam.

No food is allowed in the exam room. However, water bottles are allowed and these should be clear bottles with a spill-proof cap. There should be no label on the bottle.

Q. Why can't I bring my mobile telephone into the Exam room?

A: Being in possession of a mobile 'phone (or any other electronic communication device, e.g. iPod, MP3/4 Players, smart watches, headphones) is regarded as cheating and is subject to severe penalty from the awarding bodies:

Q. How do I know how long the examination is?

A: The length of the exam is shown in minutes on your individual timetable under the heading 'duration'. Invigilators will tell you when to start and finish the exam. They will write the start & finish time of the exam on a flip chart or board at the front of the examination room. There will be a clock in the examination room.

Q. Can I leave the examination early?

A: It is a requirement of the exam boards that you must stay in the examination room for at least one hour after the published start time of the exam (or for the duration of the exam if it is less than one hour). It is not school policy to allow candidates to leave the examination room early, as this is disruptive to other candidates. A candidate may not leave the examination room without the permission of the invigilators.

Q. What do I do if the fire alarm goes?

A: The examination invigilators will tell you what to do. If you have to evacuate the room leave everything on your desk and leave the room in silence. You must not attempt to communicate with any other candidates during the evacuation.

Q. Can I go to the toilet during the exam?

A: If it is absolutely necessary. You will be escorted by an invigilator and will not be allowed any extra time.

Q. If I have more than one exam on a day, can I get lunch?

A: Students who have exams in both morning and afternoon sessions may obtain lunch from the dining hall in the usual way or bring a packed lunch.

Q. What do I do if I don't get the grades I need?

A: If you feel strongly that it is necessary to make an enquiry about your result you should first consult the head of department to obtain their advice as to the advisability of requesting a re-mark. You should be aware that your mark could go down as well as up or even stay the same. Re-mark requests must be submitted to the exams office. You must complete a Candidate Consent Form and return it with a cheque to cover the cost. We have a policy covering the re-mark process, please contact the exams office if you wish to see it.



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Information for candidates For written examinations – effective from 1 September 2015

This document has been written to help you. Read it carefully and follow the instructions.
If there is anything you do not understand, especially which calculator you may use, ask your teacher.

A	Regulations – Make sure you understand the rules
1	Be on time for all your exams. If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the exam.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4	You must not take into the exam room: <ul style="list-style-type: none"> • notes; • potential technological/web enabled sources of information such as an iPod, an iWatch, a mobile phone, a MP3/4 player or a wrist watch which has a data storage device. <p>Any pencil cases taken into the exam room must be see-through.</p> <p>Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.</p>
5	Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
6	Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
7	You must not write inappropriate, obscene or offensive material.
8	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
9	Do not borrow anything from another candidate during the exam.
B	Information – Make sure you attend your exams and bring what you need
1	Know the dates and times of all your exams.
2	Arrive at least ten minutes before the start of each exam.
3	If you arrive late for an exam, report to the invigilator running the exam.
4	If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
5	Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
6	You must write in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.
C	Calculators, Dictionaries and Computer Spell-checkers
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: <ul style="list-style-type: none"> • make sure it works properly; check that the batteries are working properly; • clear anything stored in it; • remove any parts such as cases, lids or covers which have printed instructions or formulas; • do not bring into the exam room any operating instructions or prepared programs.
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
D	Instructions during the exam
1	Always listen to the invigilator. Follow their instructions at all times.
2	Tell the invigilator at once if: <ul style="list-style-type: none"> • you think you have not been given the right question paper or all of the materials listed on the front of the paper; • the question paper is incomplete or badly printed.
3	Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4	Fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. Make sure you fill these details in on any additional answer sheets that you use.
5	Remember to write your answers within the designated sections of the answer booklet.
6	Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers. Make sure you add your candidate details to any additional answer sheets that you use.
E	Advice and assistance
1	If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	Put up your hand during the exam if: <ul style="list-style-type: none"> • you have a problem and are in doubt about what you should do; • you do not feel well; • you need more paper.
3	You must not ask for, and will not be given, any explanation of the questions.
F	At the end of the exam
1	If you have used more than one answer booklet and/or any loose sheets of paper, place them in the correct order. Remember to fasten them together with a treasury tag before you leave. Make sure you add your candidate details to any additional answer sheets that you use.
2	Do not leave the exam room until told to do so by the invigilator.
3	Do not take from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.

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Information for candidates Guidelines when referring to examinations/assessments through the Internet

This document has been written to help you. Please read it carefully.

We all like to share our experiences when taking examinations. However, it is important to consider what you say. Your comments may lead to an investigation for malpractice and result in the application of a penalty.

Awarding bodies monitor social media and websites. They do not wish to see candidates jeopardise their marks or grades as there are significant consequences for anyone caught breaching the rules for examinations, controlled assessment or coursework.

The rules are set by the Joint Council for Qualifications^{CIC} (JCQ^{CIC}) on behalf of all the awarding bodies and can be found at: <http://www.jcq.org.uk/exams-office/malpractice>

Examples of statements or activities that will lead to a malpractice investigation include:

- copying or allowing work to be copied – i.e. posting written work on social networking sites prior to an examination/assessment;
- collusion: working collaboratively with other candidates beyond what is permitted;
- allowing others to help produce your work or helping others with theirs;
- being in possession of confidential material in advance of the examination;
- exchanging, obtaining, receiving or passing on information by any means of communication (even if just attempting to);
- passing on rumours of exam content from another candidate.

This list is not exhaustive. Other instances of candidate malpractice may be considered by an awarding body.

If you are found guilty of breaching any of these rules you could find yourself facing:

- a warning;
- the loss of marks for a section, component or unit;
- disqualification from a unit, all units or qualifications; or
- a ban from sitting exams for a set period of time.

You must familiarise yourself with the rules:

<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

Take care to avoid possible malpractice and the application of a penalty.

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Warning to Candidates

1. You **must** be on time for all your examinations.
2. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
3. You **must not**:
 - sit an examination in the name of another candidate;
 - have in your possession any unauthorised material or equipment which might give you an unfair advantage.
4. **Possession of a mobile phone** or other unauthorised material **is breaking the rules**, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
5. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
6. You **must** follow the instructions of the invigilator.
7. If you are in any doubt speak to the invigilator.

The *Warning to Candidates* must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.

Effective from 1 September 2014

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**NO MOBILE PHONES, IPODS,
MP3/4 PLAYERS.**

**NO PRODUCTS WITH AN
ELECTRONIC
COMMUNICATION/STORAGE
DEVICE OR DIGITAL FACILITY.**

Possession of unauthorised items is an infringement of the regulations and could result in

DISQUALIFICATION

from the current examination and the overall qualification.

Candidates are advised that mobile phones in particular **must not** be in their possession whether switched on or not.

This poster must be displayed in a prominent place outside each examination room.