



Examinations Handbook

Examinations Officer - Mrs C Nickless

Email: claire.nickless@holytrinity.academy
01952 386114

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Introduction

Public examinations are a stressful time for students and parents or guardians, so it is important that all those involved are as well informed as possible. Well-informed students will realise that the rules and regulations are designed to ensure fairness and minimise disturbance.

This handbook is intended to inform you about the examination processes and procedures followed here at Holy Trinity Academy (HTA). **Please read it carefully and share it with your parents or guardians so that they are also aware of the examination regulations and procedures.**

The Awarding Bodies (sometimes called Exam Boards) set down strict criteria which must be followed for the conduct of examinations and HTA is required to follow them precisely. **You should therefore pay particular attention to the JCQ notices at the end of this booklet. Failure to do so can result in disqualification from some or all of your subjects.**

If there is anything that you do not understand, please ask. If you or your parents or guardians have any queries or need help or advice at any time before, during or after the examinations, please contact Mrs Nickless, the Examinations Officer.

Awarding Bodies

The Awarding Bodies used at HTA for GCSEs are:

AQA	www.aqa.org.uk
Pearson Edexcel	www.qualifications.pearson.com
OCR	www.ocr.org.uk
EDUQAS	www.eduqas.co.uk
NCFE	www.ncfe.org.uk

Boards publish timetables and key dates well in advance of any examination series as well as other information, such as subject specifications and practice papers. Care should be taken to check whether dates are provisional or final and that you are referring to the correct specification.

Entry Procedures and Fees

Entries for exams are made by the Examinations Officer following discussions between the Subject Teachers, Heads of Departments, students and sometime parents. Your placement at HTA means that the school covers your entry fees. However, please be aware that non-attendance at an examination will result in parents being invoiced for the entry fee which is typically in the region of £40 - £80 per subject.

The Examination Year

September	2 nd year of GCSE and GCE courses. Deadline for Enquiries about results (19 th)
October	Internal Assessments for Years 11 & 13
November	GCSE Maths & English resits. Certificates available for collection
December	Provisional information regarding summer examinations available from the Exams Office
January	GCSE resit results
February	Entry deadline for all qualifications
March	Engineering, Dance & Drama examinations
April	Student's personal timetable with rooms and seat numbers issued. Art & Photography exams
May	Main exam season commences
June	Main exam season concludes
July	
August	GCSE (4 th Thursday) and GCE (3 rd Thursday) results

Controlled Assessments and Non-Examinations Assessments – Reviews

You will receive details of the centre-assessed marks you have achieved in any controlled assessment or non-examination assessment (including GCSE English Language Spoken Language element marks and GCE Science Practical Endorsement result) from your teachers. You have the right to request a review of these marks before they are submitted to the Awarding Body.

Once you have received your marks, you may request materials (for example, a copy of your marked work, the relevant specification, the mark scheme and any other associated subject-specific documents) to assist you in considering whether to request a review of the centre's marking of your assessment.

You may make a request for a copy of your marked work and other documents before deciding to submit an application for a review. The appeal must be made in writing on the Internal Appeals Form available from the Examinations Officer.

Please note that you must state your ground(s) for appeal on the application form. Simply stating you are unhappy with your marks is not sufficient – you must give the reasons why you feel your marks are incorrect (Please see the Internal Appeals Policy for further details). *Be aware that after your work has been internally assessed, it is moderated by the Awarding Body to ensure consistency in marking between centres. The moderation process may lead to mark changes. This process is outside the control of Holy Trinity Academy and is not covered by this procedure.*

Preparing for the Exams

Examination Regulations

A copy of the 'Information for Candidates', which is issued by JCQ on behalf of the exams boards, is printed at the end of this booklet. You 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.

Exam Equipment

Examination regulations are very strict regarding items that may be taken into the examination room (please see 'Information for Candidates'). If you break these rules it could result in disqualification.

Stationery

Ensure you have everything you need for your exams – do you need a ruler or a protractor, for example? Make sure you have sufficient black pens and sharp pencils. All stationery and equipment must be visible

to the invigilator at all times so you must use a transparent pencil case or clear plastic container. **All writing must be in black ink.** See page 13 for an Examination Equipment Checklist.

You may not use:

- correcting pens, fluid or tape;
- erasable pens;
- highlighter pens in your answers (although you may use them to highlight questions, words or phrases within the question paper or question/answer booklet. You may also use a highlighter pen to highlight extracts in any resource material provided);
- gel pens in your answers;
- blotting paper.

Calculators

Candidates may use a calculator in an examination unless prohibited by the Awarding Body's specification. Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the Awarding Bodies' regulations and are in good working order.

<p>Calculators must be:</p> <p>of a size suitable for use on the desk; either battery or solar powered; free of lids, cases and covers which have printed instructions or formulas.</p>	<p>Calculators must not:</p> <p>be designed or adapted to offer any of these facilities: -</p> <ul style="list-style-type: none"> - language translators; - symbolic algebra manipulation; - symbolic differentiation or integration; - communication with other machines or the internet; <p>be borrowed from another candidate during an examination for any reason;</p> <p>have retrievable information stored in them - this includes databanks; dictionaries; mathematical formulae or text.</p>
<p>The candidate is responsible for the following:</p> <p>the calculator's power supply; the calculator's working condition clearing anything stored in the calculator</p>	

Dictionaries

Electronic dictionaries will not be permitted in the examination room. If you have an arrangement which permits the use of a bilingual dictionary, a paper copy will be provided which must not be written in or marked in any way. Dictionaries must not be removed from the examination room.

Food and Drink

No foods (including sweets and chewing gum) are allowed in the examination room (with the exception of students with a medical condition – please see the Examinations Officer).

Bottled water in sports cap bottles may be taken in to the examination room. **Bottles must be clear plastic and free of any labels.** No other drinks are permitted.

The Exam Day

Starting Times

- Morning examinations start at 8.20am and afternoon examinations start at 1.00pm.
- You are responsible for checking your own timetable and arriving at school on the correct date and time.
- You must wear correct school uniform.
- You must arrive outside the examination room at least 5 minutes before the starting time.
- Bags, coats, electronic equipment, notes and paper of any kind (other than a copy of your timetable) are not permitted in the examination room and must be left in your bag.
- You must wait quietly on the yard as per your seat number and enter the examination room only when instructed to do so.

Late arrival for an Exam

- If you are delayed on the way to school and you are likely to be late for an examination, you should contact the school as soon as possible on 01952 386100.
- If you have not arrived by the scheduled time of an exam the Examinations Officer or Attendance Officer will check if you have telephoned the school and, if not, will try to contact you.
- If you arrive after the start time of your exam, report to the School Office. The Receptionist will contact the Examinations Officer who will escort you to the examination room.
- If you arrive later than 1 hour after the published start time of an exam or after the end of the exam if it is shorter than 1 hour, you will be considered "very late". You will be allowed to complete the exam in the normal exam time. However, the Examinations Officer is required to send a full written report to the appropriate Awarding Body including a statement on whether security may have been broken due to you arriving late, including information about the extent to which you were under supervision from the actual starting time of the examination. It is possible that the Awarding Body may not accept your work.

In the Examination Room

- You must be silent and not attempt to communicate with or distract other candidates. This includes, talking, facial gestures or turning around.
- If you are under supervision because of a timetable clash, you must not communicate with any other candidate.
- **Potential technological/web enabled sources of information such as iPods, mobile phones, MP3/4 players or wrist watches MUST NOT BE BROUGHT INTO THE EXAMINATION ROOM.** If a mobile, wrist watch (or any type of electronic communication or storage device) is found in your possession during an examination (even if it is turned off) it will be taken from you and **you will be reported to the appropriate Awarding Body.**
- No foods (including sweets and chewing gum) are allowed in the examination room (with the exception of students with a medical condition – please see the Examinations Officer).
- Bottled water with a sports cap may be taken in to the examination room. **Bottles with a sports cap must be clear plastic and free of any labels.** No other drinks are permitted.

At the Start of the Examination

- Your name and candidate number will be identified on the seating plan and you will be directed to the correct desk.
- If you are eligible for extra time or some other access arrangement this will be identified on your desk.
- Listen carefully to all instructions and notices read out by the invigilator – there may be amendments to the exam paper that you need to know about.
- You are responsible for checking you have the correct exam paper – check the date, subject, unit and tier. If you have any concerns, put your hand up and wait for an invigilator to come to you. **DO NOT OPEN THE PAPER UNTIL INSTRUCTED TO DO SO.**
- Candidates are required to write their legal forename and surname on each exam paper (see your timetable) – **do not write a nickname or an abbreviated form of your name.**

During the Examination

- All examination stationery will be provided. If you require additional paper raise your hand and wait for an invigilator to come to you.
- All rough work must be done on official exam stationery. It should be neatly crossed through but not obliterated as it will be forwarded to the Examiner.
- If you have a query or problem, raise your hand and wait for an invigilator to come to you. Invigilators cannot discuss the examination paper with you or explain the questions.
- Sit looking at the front at all times – not sideways.
- Read all instructions carefully and number your answers clearly.
- Use your time carefully. There will be a clock in the examination room and a notice showing the starting and finishing time of your exam.
- Read all instructions carefully and number your answers clearly.
- You must stay in the examination room for the whole duration of the examination. If you complete your paper within the allocated time and have checked your work you must sit in silence and on no account disturb other candidates. **DO NOT LOOK AROUND AT OTHER PEOPLE!!**
- Toilet breaks are not permitted unless you have a toilet pass.

Do not draw graffiti or write comments on yourself, desks or examination papers – if you do the Awarding Body may refuse to accept your paper.

If the fire alarm sounds during an examination, the invigilator(s) will tell you what to do. Please do not panic. If you have to evacuate the room you will be asked to leave in silence and in the order in which you are sitting. Leave everything on your desk and close your exam paper. 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. You will be allowed the full working time for the examination and a report will be sent to the Awarding body detailing the incident.

At the End of the Examination

- 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, ensure they are tucked inside your exam paper or main answer book in the correct order. Ensure your name and candidate number is written on each additional piece of paper or booklet.

- An invigilator will collect your exam papers before you leave the room. Absolute silence must be maintained during this time.
- Remain seated in silence until told to leave the examination room. Leave the room in silence and show consideration for other candidates who may still be working. Do not talk until you are outside the Hall or well away from any other examination room.

Absence from an Examination

If you experience difficulties during the examination period (e.g. illness, injury, personal problems), please inform the school at the earliest possible point so we can help or advise you.

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 addition of marks considered inappropriate) to 5% (reserved for exceptional cases). You 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 examination, 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 or domestic crisis. The Examinations Officer must be informed immediately, so that the necessary paperwork can be completed and the candidate will be required to provide evidence to support such an application.

After the Examinations

Notification of Results

GCE results will be available for collection from the school between 08.00 am and 10.00 am on Tuesday, 24th August 2021. **GCSE results** will be available for collection from school between 10.00am and 11.30am on Friday 27th August 2021. Members of staff will be on hand to provide support and guidance to students who require it on both days.

If you wish for any other person (including family members) to collect your results on your behalf, you must give written authorisation to school stating the name of who will be collecting. The person collecting the results will need to bring a form of ID with them.

If you are unable to collect your results personally and wish to have them posted then you must provide the examinations officer with a stamped addressed envelope prior to results day. The Examinations Officer will endeavour to despatch by 1.00 pm on results day.

If you do not collect your results or make other arrangements, you will receive notification through the normal post in September. No results will be given out by telephone or email under any circumstances.

Enquiries about Results

All Enquiries about Results (EARs) should first be discussed with the Exams Officer or relevant Head of Department/subject teacher who will advise on the viability of such a request – it may be possible to obtain a copy of an exam paper for this purpose. An “Enquiries and Appeals about Results Form” should then be completed, signed and returned with the appropriate fee, if applicable

In the school’s experience it is rare for marks to change upwards by more than a marginal amount. However the school reviews the marks that you and others have achieved and will advise you if we feel there is an anomaly and that the paper should be remarked. In the event that we feel a number of candidates have been marked wrongly the school itself will request a remark of all those papers (with your agreement)

In general we recommend that a review of marking would be unwise unless we advise to the contrary.

If your university place is at stake you can:

<p>Apply for a Service 2 Priority Review of Marking Deadline: please see Exams Officer (takes up to 15 calendar days) <i>A copy of the reviewed script can be requested at the same time</i></p>

or (all Awarding Bodies):

<p>Apply for a Service 1 Clerical Recheck</p> <p>This is a re-check of all clerical procedures leading to the issue of a result. This service includes checks that all parts of the script have been marked and that the totalling and recording of marks is correct. Marks and grades may stay the same, go up or go down.</p> <p style="text-align: center;">Deadline: please see Exams Officer Takes up to 10 calendar days</p>	<p>Apply for a Service 2 Review of Marking</p> <p>This is a review of the original marking of the paper, by a second examiner, to ensure it is free from error and represents a reasonable exercise of academic judgement (includes a clerical check). Marks and grades may stay the same, go up or go down.</p> <p style="text-align: center;">Deadline: please see Exams Officer Takes up to 20 calendar days</p>
<p><i>A copy of the reviewed script can be requested at the same time</i></p>	

Or you can:

<p>Apply for a Priority Photocopy GCE Script</p> <p>Candidates may request a copy of their script prior to deciding whether to lodge an enquiry about results. Deadline: please see Exams Officer</p>
<p>Apply for a Photocopy Script or return of the Original Script</p> <p>Edexcel - PDF copies of most Edexcel scripts are available quickly via their portal. If a script is not available in this way, a copy can be requested. The Exams Officer will notify you if the script is not immediately available in which case the deadlines for Priority Reviews of Marking or ordinary Reviews of Marking should be borne in mind.</p>

OCR – PDF copies for OCR scripts are provided and it is possible that the scripts may be received during the post results period. However, this is not guaranteed and, again, the deadlines for Reviews of Marking should be borne in mind.

AQA –Original scripts can be requested if a review of marking is not required (these may be either PDFs or actual original papers).

WJEC - PDF copies of most scripts are available quickly via their portal. If a script is not available in this way, a copy can be requested. The Exams Officer will notify you if the script is not accessible electronically in which case the deadlines for Priority Reviews of Marking or ordinary Reviews of Marking should be borne in mind.

Deadline: please see Exams Officer (normally circa 15th September)

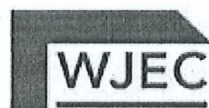
Certificates

Certificates are received in school early in November and are available for collection for leavers from the Exams Office from late-November. You will receive written confirmation when certificates are available and a message will be placed on to the school website.

Leavers are strongly recommended to collect their Certificates from the school in person. However, if this is not possible, someone else can collect on your behalf with your written consent. The nominated person must be able to prove their identity if asked to do so. Uncollected Certificates will be retained by the school for one year after which they will be returned to the awarding bodies.



Most educational institutions and potential employers expect you to collect your Certificates, you will need to do so. This currently costs in the region of £40.00 per



Subjects, Codes and Papers

Subject	Level	Board	Code	Title	% of marks	Exam length
Art (Fine Art)	GCSE	OCR	J171	Portfolio of work	60%	
				Externally Set Task	40%	
Art (Photography)	GCSE	OCR	J173	Portfolio of work	60%	
				Externally Set Task	40%	
Biology	GCSE	AQA	8461	Topics 1-4	50%	1hr 45
				Topics 5-7	50%	1hr 45
Biology	GCE	Eduqas	A400QS	Energy for life	33.30%	2hrs
				Continuity of Life	33.30%	2hrs
				Requirements for Life	33.30%	2hrs
Business Studies	GCSE	Edexcel	1BS0	Investigating small businesses	50%	1hr 30
				Building a business	50%	1hr 30
Business Studies	GCE	AQA	7132	Business 1	33.30%	2hrs
				Business 2	33.30%	2hrs
				Business 3	33.30%	2hrs
Chemistry	GCSE	AQA	8462	Topics 1-4	50%	1hr 45
				Topics 5-7	50%	1hr 45
Chemistry	GCE	AQA	7405	Chemistry 1	35%	2hrs
				Chemistry 2	35%	2hrs
				Chemistry 3	30%	2hrs
Combined Science	GCSE	AQA	8464	Bio - Topics 1-4	16.70%	1hr 15
				Bio - Topics 5-7	16.70%	1hr 15
				Chem - 1-4	16.70%	1hr 15
				Chem - 5-7	16.70%	1hr 15
				Phy - 1-4	16.70%	1hr 15
				Phy - 5-7	16.70%	1hr 15
Computer Science	GCSE	OCR	J276	Computer Science	50%	1hr 30
				Algorithms & Programming	50%	1hr 30
Dance	GCSE	AQA	8236	Performance	30%	1hr 30
				Choreography	30%	
				Appreciation of Dance	40%	
Design	GCSE	OCR	J310	Design Challenge	50%	2hrs
				Principles of D&T	50%	
Design	GCE	AQA	7552	Technical Principles	30%	2hrs 30
				Design principles	20%	1hr 30
				Practical NEA	50%	
Drama	GCSE	AQA	8261	Understanding drama	40%	1hr 45
				Devising drama	40%	
				Texts in practice	20%	

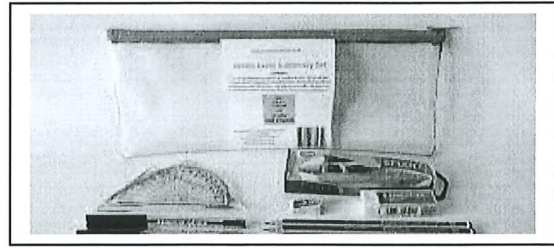
Engineering	Vocational	NCFE	L1/L2	Understanding Engineering	40%	1hr 30
				Skills & Techniques	60%	
English Language	GCSE	AQA	8700	Creative reading & writing	50%	1hr 45
				Viewpoints & Perspectives	50%	1hr 45
				Spoken Language		
English Lang/Lit	GCE	Edexcel	9EL0	Voices	40%	2hrs 30
				Varieties	40%	2hrs 30
				Investigate & Create	20%	
English Literature	GCSE	AQA	8702	Pre-19th Century	40%	1hr 45
				Poetry	60%	2hrs 15
Extended Project (EPQ)	GCE	Edexcel	ZPJ30	EPQ	100%	
French	GCSE	Edexcel	1FR0	Listening	25%	45mins
				Speaking	25%	
				Reading	25%	1hr
				Writing	25%	1hr 20
Geography	GCSE	AQA	8035	Physical	35%	1hr 30
				Human	35%	1hr 30
				Applications	30%	1hr 15
Geography	GCE	OCR	H481	Physical	22%	1hr 30
				Human	22%	1hr 30
				Debates	36%	2hrs 30
				Investigative	20%	
Health & Social Care	BTEC	Edexcel	L1/L2	Lifespan	30%	
				Services & Values	30%	
				Health & Wellbeing	40%	
History	GCSE	Edexcel	1HI0	Thematic Study	30%	1hr 15
				Period Study	40%	1hr 45
				Modern Depth Study	30%	1hr 20
History	GCE	OCR	H505	Period Study	25%	1hr 30
				USA study	15%	1hr
				Thematic Study	40%	2hrs 30
				Topic	20%	
Hospitality	Vocational	Eduqas	5569QA	H&C Industry		1hr 30
				H&C in Action		
Mathematics	GCSE	Edexcel	1MA1	Non-Calculator	33.30%	1hr 30
				Calculator	33.30%	1hr 30
				Calculator	33.30%	1hr 30
Mathematics	GCE	Edexcel	9MA0	Pure Maths 1	33.30%	2hrs
				Pure Maths 2	33.30%	2hrs
				Statistics & Mechanics	33.30%	2hrs
Music	GCSE	AQA	8271	Understanding Music	40%	1hr 30
				Composing	30%	
				Performance	30%	
Physical Education	AQA	AQA	8582	The Human Body	30%	1hr 15
				Socio-Cultural Influences	30%	1hr 15
				Practical NEA	40%	
Physics	GCSE	AQA	8463	Topics 1-4	50%	1hr 45
				Topics 5-7	50%	1hr 45

Physics	GCE	Edexcel	9PH0	Advanced 1	30%	1hr 45
				Advanced 2	30%	1hr 45
				General Principles	40%	2hrs 30
Religious Studies	GCSE	AQA	8062	Religions	50%	1hr 45
				Themes	50%	1hr 45
Religious Studies	GCE	Eduqas	A120PA	Christianity	33.30%	2hrs
				Philosophy	33.30%	2hrs
				Ethics	33.30%	2hrs

Examination Equipment Checklist

For every exam, you will need:

- 2 x black pens (not gel or erasable)
- A pencil
- A rubber
- A pencil sharpener
- A ruler



Some exams required additional materials - make sure you bring these with you:

GCSE Subject	Additional Materials
Biology	Calculator (with lid removed)
Business Studies	Calculator (with lid removed)
Chemistry	Calculator (with lid removed)
Design & Technology	Colouring pencils
Geography	At least three coloured pencils
Mathematics	Protractor or angle indicator Compass Calculator (for Papers 2 and 3 with lid removed)
Physics	Calculator (with lid removed), protractor or angle indicator
Combined Science	Calculator (with lid removed)
Physical Education	Calculator (with lid removed)

You may also wish to bring:

- Highlighters (to be used to highlight questions, words and phrases on the question paper only)
- Water (in a clear plastic container with a sports cap lid free of any labels).

REMEMBER:

Do not bring mobile phones, wrist watches, iPods or any other technology into the examination room. Do not bring your calculator lid into the examination room. Ensure that your pockets are empty.



REGULATIONS

NOT allowed in the exam room;

- No hats on or hoods up.
- Notes.
- Calculator lids or cases/instruction leaflets.
- Bags.
- Electronic data storage devices.
- Communication devices, eg mobile phones, MP3, iPods, smart watches or pens etc.

"You could be disqualified from all your exams"





Joint Council for
Qualifications^{CIC}

Information for candidates

Written examinations

With effect from 1 September 2020

Produced on behalf of:



©JCQ^{CIC} 2020

**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:
 - (a) notes;
 - (b) potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device.

Any pencil cases taken into the exam room must be see-through.

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.

- 5 If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
- 6 Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
- 7 Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
- 8 You must not write inappropriate, obscene or offensive material.
- 9 If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
- 10 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. Arrive at least ten minutes before the start of each exam.
- 2** If you arrive late for an exam, report to the invigilator running the exam.
- 3** If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
- 4** Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
- 5** You must write clearly and 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:
 - (a) make sure it works properly; check that the batteries are working properly;
 - (b) clear anything stored in it;
 - (c) remove any parts such as cases, lids or covers which have printed instructions or formulae;
 - (d) 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. Always follow their instructions.
- 2 Tell the invigilator at once if:
 - (a) you think you have not been given the right question paper or all of the materials listed on the front of the paper;
 - (b) 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 When the invigilator tells you, 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 for rough work.

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:
 - (a) you have a problem and are in doubt about what you should do;
 - (b) you do not feel well;
 - (c) 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

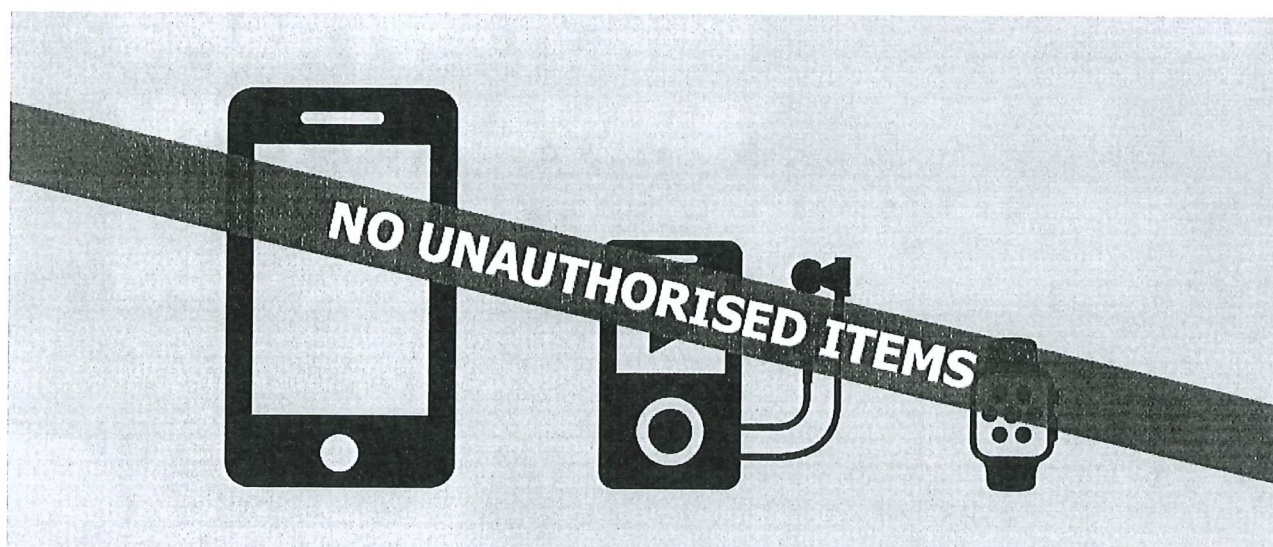
- 1 If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order.

Place any loose additional answer sheets inside your answer booklet. 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.

NO MOBILE PHONES SMARTWATCHES MP3/4 PLAYERS

**NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION**



Possession of unauthorised items, such as a mobile phone, is a serious offence and could result in

DISQUALIFICATION
from your examination and your overall qualification.

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



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Warning to Candidates

1. You **must** be on time for all your examinations.
2. **Possession of a mobile phone** or other unauthorised material **is not allowed** - even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.
3. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
4. You **must** follow the instructions of the invigilator.
5. You **must not** sit an examination in the name of another candidate.
6. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
7. If you are confused about anything, only speak to an 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.

