

# Examination Guidance for Parents & Students



## Who is responsible for the examinations?

The schools' Examinations Manager (Mrs Short) is responsible for administering all public examination arrangements and for oversight of students during exams, under the direct responsibility from the Principal (Mr Tarn).

There is a team of adult invigilators who will be present during the exams at all times and who are supervised by Mrs Short.

The Awarding Bodies or Examination Boards (AQA, Edexcel, OCR and WJEC) set down strict criteria which must be followed for the conduct of exams, and the school is required to follow them precisely.

## Who is entered for Public examinations?

It is School policy to enter every student who is being taught a subject, for the most appropriate level of exam. Only by exception, after consultation with parents and with the written consent of the Vice Principal (Mr Wappat), will students not be entered.

## Can students take Holidays during term time?

Dates for exams are rigidly fixed by the Awarding Bodies (ABs) and are subject to change until the final timetable has been distributed. The Examinations Manager cannot give actual dates for exams to parents or students in advance, wishing to book holidays. Parents are reminded that they require the Principal's permission to take students out of school and they book holidays during term time at their own risk. It is strongly against good practice, careful preparation and school policy to take holidays in term time.

## Coursework deadlines

Most of the subjects have an element of coursework included in them which has to be completed, marked and assessed and the marks and work sent to the ABs well before the formal exam sessions take place. The school sets deadlines that allow time for this process and to meet the ABs deadlines. These cannot be changed. Students who do not submit coursework on time may not be allocated a mark for this portion and their overall grade will suffer. They may also not be eligible for special consideration for the formal exams should they be ill as they will not have completed the minimum 35% of the course.

## How can parent's best help their son/daughter during the examination period?

Examinations are inevitably a stressful time for some students and support from both school and parents can be helpful. The school provides advice about revision programmes and examination techniques, and if this is followed it should not be necessary for any student to work abnormally long hours during the revision period. It is probably helpful to discuss with your son/daughter how he/she intends to organise revision and to talk through any anxieties about particular techniques or subject matter. Testing knowledge of factual material can benefit the student if such help is requested, but often all that is needed is a quiet place to work and lots of encouragement. Students should get plenty of sleep and some opportunities for relaxation. Key ways in which parents can help students:

- Check their planner to ensure homework is completed and check for messages from teaching staff
- Encourage their son/daughter to work in a quiet place for 20 minute periods with regular breaks
- Make sure a revision timetable is being used to ensure organised, effective revision
- Help ensure any part-time jobs do not inhibit the revision and preparation for exams
- Help purchase a revision guide for every exam subject. They are cheap and a great investment.
- Regularly ask about progress at school and how the student is doing. They know their targets and how to get to them - they just need a little prod sometimes!

## What information will students receive about their examination entries?

When the entries have been entered on the schools computer system, students will receive a student entry summary detailing the subjects and tiers for which they been entered. This should be checked and you are asked to inform the school if you believe there are any errors or problems.

This document serves two purposes:

1. to check that all entries have been made and are correct,
2. to inform parents that they undertake to pay the entry fees should their son/daughter fail to take the examination without good reason.

Once the ABs have received entries, Statements of Entry will be issued showing the subjects entered with that board, and giving the dates of the examination. These should be checked and kept safely by the candidate, as they are evidence that an

entry has been made. They should be brought by the candidate to each examination as an additional check on papers entered, tiers of entry, candidate number etc. but not written on.

Sometimes candidates will receive updated statements if the entries made for them change.

## **What are Modular examinations?**

Modular GCSE involve the written examinations on sections of the syllabus being taken at intervals throughout the course rather than all at the end.

Most modular sessions are in November, January, March and June according to the Awarding Body used. Students have the opportunity to retake certain units on the advice of their subject teachers but the school only pays the entry fee if the original examination was missed through illness and a medical certificate was produced.

## **Where will the examinations be held?**

The main locations for written papers are in the Main Hall or the Gym. Students are asked to be there 30 minutes before the advertised start time to enable seating procedures to be carried out efficiently, and to allow for any unforeseen room changes. They are asked to wait quietly in the designated area until invited to enter the exam room. Where a candidate sits will be determined by their candidate number, which appears on all statements of entry. The candidate will sit at the desk bearing a card with their name & candidate number on it. On the Veranda there will be a seating plan and any instructions needed for the a.m. and p.m. examinations that day. The arrangement follows examination board rules and the school cannot change it. When entering the exam room students must not talk to each other as this is dealt with as a serious breach of Awarding Body rules.

## **How will I know when I have an exam?**

Students will receive an electronic link to an overall timetable booklet and once all entries are correct and no amendments to be made your son/daughter will receive a personalised timetable. It is helpful if parents make sure a copy of this timetable is available to them at home with the days and times highlighted.

## **At what times do the exam sessions begin?**

The Awarding Bodies dictate the permissible start times for exams. Students are asked to report no later than 8:30 a.m. for morning examinations and 1:00 p.m. for afternoon examinations. The length of examination papers varies and they will frequently not finish until after school finishes. Students and parents should be aware of this and make appropriate arrangements for getting home. Students will not

be allowed out of an exam early for any reason.

The Invigilators call candidates in by candidate number or subject group and candidates should find the desk with their candidate number card on it.

Some students may also receive an allowance of extra time for the examinations and so their finishing times will be even later, extra time students generally take their exams in a separate room. This will be arranged by Mrs Haythorne and Mrs Short prior to the exam and will be noted on the seating plan. It is the students' responsibility to be aware of the start time of each exam, but parents should be warned there is a tendency for students to confuse a.m. and p.m. sessions. Please ensure your son/daughter checks his/her exam commitments for each day on the previous evening.

## What happens if a student has more than one exam at the same time?

If a student is timetabled to sit two or more exams at the same time this is known as a clash. If these are for the same subject this is intentional on the part of the board and the exams are meant to run one after another. If not, then this should be picked up during the checking process, if it has not been picked up please inform Mrs Short immediately, she will then decide the course of action to be taken which is usually to do one exam first then carry straight on with the other depending on the length of each paper.

Sometimes it may be necessary for the student to take one exam in the morning and then be supervised over the lunch period and take the second in the afternoon, this very rarely happens, but if it does the students should bring with them some lunch and a drink and some revision work to do. They are not allowed to communicate with any other student; if they do they are in breach of Awarding Body rules and will be disqualified from that examination.

## How are students supervised?

Adult external invigilators will supervise students under the direct management of the Exams Manager. Once students enter the exam room they must remain supervised and follow the invigilators instructions at all times. **THEY DO NOT HELP WITH THE QUESTIONS.** The invigilators are experienced in exam procedures and subject to strict regulation, references and police checks. They usually work in teams and can contact the Exams Manager to resolve any issues.

In some sessions, papers will be already open or on exam desks, these must not be opened until candidates are advised to do so.

## What happens if a student cannot find his/her place in the exam room?

Occasionally problems arise because a student's number card is not where he/she thinks it should be. Your son/daughter will be asked to wait at the front for a few moments whilst the invigilator on duty in that venue checks the entry and sorts the problem out with the Exam Manager. Every effort is made to keep these problems to a minimum and they will not prejudice any student's chance of taking an examination for which he/she has been entered. Students who have been officially withdrawn from an examination will not be permitted to sit the papers. It is helpful if the candidate has his/her statements of entry with him/her, but these must not be written on.

## What happens if a student is late?

If parents are aware that their son/daughter has got the timing of the examination wrong and has missed the starting time, they should telephone the school immediately and get a message to Mrs Short, the Exams Manager. Depending on how long the exam has been in progress, it may be possible for the student to be admitted. However, we are bound by Awarding Body regulations on this matter. Normally students with a genuine reason and who are brought straight to school may be admitted within the first 30 minutes of the start time, after this time the board will decide whether to accept any paper sat.

Students who arrive more than 1 hour after the start or after the end of the exam will not be admitted.

## What should students bring to the examinations?

Students can provide their own writing equipment, but will be provided with writing equipment, mathematics measuring equipment, erasers etc. in a transparent pencil case. Where calculators are required for an examination, these will be provided by the school, although students may bring their own regulations compliant equipment.

Students will be expected to return all loan items in a suitable condition for use by another candidate at the end of every examination.

Some subject papers will require the use of dictionaries or set texts, and students will be advised by their subject teachers about this.

**Students are responsible for ensuring that they bring any additional items that they need (for example coloured pencils are required in some examinations such as Technology subjects) to the examination.**

## May students bring a drink?

Students may bring a drink of water into the exam room preferably in a clear sports cap bottle to avoid any spillage, with all labels removed. No fizzy drinks, cans or pouches will be allowed. Don't forget that drinking too much may cause an issue since students may not be allowed to use toilet facilities during short exams due to issues of supervision.

## Items which are not allowed into the exam room

Some items are **strictly banned** from exam rooms and should not be brought into school under any circumstances. The Awarding Bodies treat mere possession of these items as an infringement.

**MOBILE PHONES (see below)**

**IPODS/MP3/Personal CD PLAYERS**

These items (which **MUST** be named and turned OFF) can be handed to an invigilator before the start of an exam, but the school **cannot be responsible** for the security of these items while the examination is in progress.

The use of **tippex or correction pens** is not permitted. Students should cross through work they do not wish to be marked with a single line.

Notes, papers and text books etc are only allowed in certain exams and students will be informed by the subject teachers in advance.

Under no circumstances are bags or coats allowed in the exam room.

Students should not bring lucky mascots etc into the examination room.

No food items or chewing gum are allowed.

## What are the regulations regarding mobile phones?

The regulations state that **Mobile Phones are not to be brought into examination rooms under any circumstances**. This applies to all public and school/mock examinations. They cause a disturbance to other students if they ring and can present opportunities for malpractice. Any student found to have a phone in the exam room will be reported to the appropriate Awarding Body. Should this happen they are likely to be disqualified from that paper and possibly from the whole examination in that subject. Even if the phone is not in the students' possession, if it rings, a

warning letter will be issued by the awarding body.

**It is a very serious offence** and our advice is that mobile phones should not be brought to school. We can take no responsibility for the security of mobile phones brought to school.

## What is meant by Malpractice?

Malpractice is the term that the Awarding Bodies use for any irregularity, or breach of the regulations of any form. The Exams Manager is required to, and will, report all infringements to the appropriate body and they will decide on what action to take based on the nature of the infringement. There is a tariff system of actions from which they can decide within limits and some infringements carry automatic loss of marks as a minimum penalty. The Awarding Bodies take the integrity of exams very seriously and it is important that students heed the Exam Manager's instructions carefully.

## What happens if a student does not turn up for an examination?

A student who absents themselves from any examination without presenting a doctor's note or a satisfactory reason for a request for special consideration will receive a grade based only on those elements of the examinations which have been marked.

Parents should be aware that the school will seek to recover the exam fees if a child does not turn up for an examination and parents will be asked for a payment of £20 - £75 per GCSE depending on the Awarding Body in the event of absence. It is in all our interests to ensure that the examination budget is not wasted.

## How are exams started?

The Exams Manager or Lead Invigilator will usually announce the exam formally, and students cautioned that they are subject to the regulations. These regulations and warnings are displayed outside the exam room as well as inside. Any instructions or board notices, changes to papers etc will be read out and the students asked to complete their details on the answer papers.

## What standards of behaviour are expected during the examinations?

All candidates are given a copy of a 'notice to candidates' produced by the awarding bodies, which gives general guidelines for conduct, which must be observed. The wording of this is included at the back of this booklet.

The school and the Awarding Bodies regard breaches of examination regulations very seriously. Parents should please impress on your son/daughter the importance of good behaviour in an examination, as any activities that may disturb or upset other students will not be tolerated.

Any problem occurring during an examination should be brought to the attention of an invigilator supervising the examination. Remember that invigilators cannot answer any question regarding the content of a paper.

**The Principal Mr Tarn, and Examinations Manager Mrs Short, have the power to remove disruptive students.**

Students are asked to wait quietly outside the exam room and to enter and leave in silence. This avoids disturbance to other students and does help to maintain a calm atmosphere for those students who are nervous about their exams.

Students who try to communicate with other students inside the exam room, or who create a disturbance will be asked to leave and the circumstances will be reported to the Awarding Body. This may result in the student not receiving a grade for the whole of that examination.

## What should students wear?

Examinations are a school activity and students must wear normal uniform. We ask for the co-operation of parents in ensuring students are correctly dressed as we wish to avoid causing stress to students in the examination room by pointing out when they are not in correct uniform. All students know the school rules regarding uniform, chewing, jewellery and make-up and it is their responsibility to ensure they observe them. Students not dressed properly or modestly will not be permitted to sit exams.

**Please do not bring any other items such as jackets, jumpers, bags etc into school as there are limited facilities to store them. The school cannot accept any responsibility for items that are left outside the exam room.**

Items of Jewellery, such as rings or bracelets should not be worn as they make a noise on the desk and would be deemed a disruption to other students, likewise keys around necks.

## What do I do if my son/daughter is unwell at the time of one of the examinations?

Even if you would not normally visit your doctor's surgery for minor illnesses it is important that you do so at examination time if your child is ill. Your doctor will advise as to whether your son/daughter is fit to sit the examination. If the student takes the paper, your doctor should give you a letter, which the school can forward to the Awarding Body asking for special consideration on the grounds of illness. If the student is unable through illness to sit a paper the board **may**, after examining the doctor's letter and any evidence of performance on other papers, decide to award a grade. It is essential that you see your doctor on the day of the examination. Retrospective information is not accepted by the Awarding Bodies and any doctors' letters must be forwarded to the Examination Manager, Mrs Short without delay, as there is a tight deadline.

Please telephone the school if your son/daughter will not be attending an examination or if he/she will be present but is unwell. It is often helpful for the invigilator to be aware that a student is not feeling well.

Please also be aware that any medical certificate must be accompanied by a note detailing the examinations to which it refers and the date on which the papers were sat. We cannot guarantee otherwise that all relevant examinations will be covered.

## What do students do who finish early?

Students should use all the available time on their exams and spend any time at the end checking their answers. In any event they are not permitted to leave until the end of the exam. They must sit quietly at their desk so as not to disturb other students

## What do I need to do if a student has problems that may affect his/her examination performance?

Some candidates are eligible for extra time or special examination arrangements. These are normally identified by the school and appropriate applications made supported by an Educational Psychologist's report, The Exam Manager and Principal are empowered to grant extra time, the provision of a Prompter or similar arrangements, but only given the correct evidence and at their sole discretion. Mrs Haythorne and The Learning Support Department will make arrangements for providing any other special assistance and inform the candidates of any special rooming arrangements.

Any illness, or family circumstances, which may affect examination performance, arising shortly before or during the exams, should be notified as soon as possible to Mrs Short so that an application for special consideration can be made to the ABs. Parents should be aware that any adjustment is likely to be small and that no feedback is ever provided.

## Evacuation in the event of an emergency

It is hoped that no fire alarms will go off during the examination period, however if one does go off the instructions of the invigilator must be followed in COMPLETE SILENCE.

- Do not panic
- If you are asked to leave the room, do so only when instructed, in the order instructed by the invigilator
- Do not finish the sentence you are writing
- Leave all equipment in the exam room
- Keep at least one metre from students around you
- Do not walk to where you normally stand
- You will be told where to stand, adjacent to the Impact Centre
- When you return to the exam room do not start writing until the invigilator tells you to.

LISTEN CAREFULLY AND DO NOT PANIC

## What happens about the return of school books and equipment at the end of the exam period?

Students will have been informed by subject departments of the arrangements for return of books etc. Please ensure that all textbooks and equipment are returned promptly to school.

## When and how are the results distributed?

GCSE results arrive in school on Tuesday 24 August 2010. Results will normally be available for collection from 11 a.m. on the day of release. Students wishing for a relative or friend to collect their results **must** send a signed letter of authorisation to the school at least 7 days before. Results will not be given over the telephone under any circumstances. Candidates not intending to collect in person but wishing their results to be posted, should leave an addressed envelope (also bearing their candidate number) stamped with postage to the value of £0.90, with Mrs Short. Result slips for GCSE not collected or posted on results day will be retained in school for collection at the start of term, again with the necessary authority.

## What do the grades mean?

Your results will be published as one of the following grades:

A*	A	B	C	D	E	F	G	U
Pass								Unclassified/fail

## What can I do if results are substantially different from what is anticipated?

It must be remembered that examinations can only measure performance on the day, and that students can do better or worse than anticipated for a variety of reasons. If there are serious grounds for concern about a result then the school can initiate an enquiry with the appropriate board. Details of the procedures and the fees involved are available from Mrs Short and the process should be started as soon as possible after consultation with the Head of Department concerned.

The final date for submission to the board is 10th September for Summer exams and 4 weeks after results for others.

If there is an enquiry about the result, it must be pointed out to parents and students that there is also a possibility that the result could go down as well as up and that a charge will be made.

## How do candidates apply to re-sit?

It is possible to re-sit some modules of modular exams.

Requests to re-sit units must be made on the correct form, via subject departments and accompanied by the appropriate examination fees.

Students should discuss their decision to re-sit with their subject teacher or relevant department head, who will need to sign the form to signify approval.

Fees may vary depending on the subject and must be paid by the deadlines set. Refunds are not normally given.

## How should fees be paid?

Where students are requesting a chargeable service, full payment by cheque (made payable to Scalby School) should accompany the appropriate completed form and handed to Mrs Short.

## When do students receive certificates?

The Awarding Bodies issue certificates well after the examinations have taken place. The school distributes the ones issued for the main summer's exams between the second week of November and the following July.

Students are required either to collect in person, or to have the certificate posted by special delivery for which there is a charge of £5.00 to cover costs. A friend or family member may collect them providing a letter of request signed by the candidate has been received by Mrs Short at least 5 days in advance. The person collecting them must bring some form of photographic ID.

Certificates uncollected after 1 year are destroyed; they can only be replaced by direct application to the awarding bodies by the candidate, who will require proof of identity such as an original birth certificate and a substantial fee per certificate (currently £35.00). The awarding body will then issue a Certifying Statement of Results rather than a certificate.



**This notice has been produced on behalf of:  
AQA, City & Guilds, CCEA, Edexcel, OCR and WJEC**

### **Notice to Candidates**

#### **GCSE, GCE, ELC, Functional Skills and Project Qualifications: Coursework Assessments**

**This leaflet tells you about some things that you must, and must not, do when you are completing coursework.**

**Before you submit any coursework for marking, you will be asked to sign an authentication statement confirming that you have read and followed these regulations.**

If there is anything that you do not understand, you **must** ask your teacher or lecturer.

Coursework provides you with an opportunity to do some independent research into a topic. The research you do will involve looking for information in published sources such as textbooks, encyclopedias, journals, TV, radio, and on the internet.

Using information from published sources (including the internet) as the basis for your coursework is a good way to demonstrate your knowledge and understanding of a subject, but you must take care how you use this material - you cannot copy it and claim it as your own work.

**The regulations state that:**

**"the work which you submit for assessment must be your own";**

**"you must not copy from someone else or allow another candidate to copy from you".**

If you use the same wording as a published source, you must place quotation marks around the passage and state where it came from. This is called "referencing". You must make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: (Morrison, 2000, pg.29).

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example:

<http://www.bbc.co.uk/schools/16/sosteacher/history/49766.shtml>), downloaded 12 February 2010.

You must also include a bibliography at the end of your work, which lists the full details of publications you have used in your research, even where these are not directly referred to, for example:  
Morrison, A. (2000) "Mary, Queen of Scots", London: Weston Press.


**If you copy the words or ideas of others and don't show your sources in references and a bibliography, this will be considered as cheating.**

AQA	City & Guilds	CCEA	Edexcel	OCR	WJEC
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### Notice to Candidates

#### For written examinations held in the period 1 September 2009 to 31 August 2010

This notice 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.

<b>A</b>	<b>Regulations – Make sure you understand the rules</b>
1	Be on time for all your examinations. If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the examination.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4	Only take into the examination room the materials and equipment which are allowed.
5	Do not take into the examination room any unauthorised materials or equipment which might give you an unfair advantage. This includes notes, calculator cases/instruction leaflets, bags, personal TVs/stereos, digital equipment, reading pens, electronic communication/storage devices, <b>including mobile telephones</b> , iPods, MP3/4 players or any other products with text/digital facilities. Any pencil cases taken into the examination room must be see-through. <b>Remember:</b> 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.  
6	Do not use correcting pens, fluid or tape, highlighters or pale coloured gel pens in your answers.
7	Do not talk to or try to communicate with or disturb other candidates once the examination has started.
8	If you leave the examination room unaccompanied by an invigilator before the examination has finished, you will not be allowed to return.
9	Do not borrow anything from another candidate during the examination.
<b>B</b>	<b>Information – Make sure you attend your exams and bring what you need</b>
1	Know the dates and times of all your examinations.
2	Arrive at least ten minutes before the start of each examination.
3	If you arrive late for an examination, report to the invigilator running the examination.
4	If you arrive more than one hour after the published starting time for the examination, you may not be allowed to take it.
5	Only take into the examination room the pens, pencils, erasers and any other equipment which you need for the examination.
6	You must write in black ink. Coloured pencils or inks may be used only for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.
<b>C</b>	<b>Calculators, Dictionaries and Computer Spell-checkers</b>
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator <ul style="list-style-type: none"> <li>make sure it works properly; check that the batteries are working properly;</li> <li>clear anything stored in it;</li> <li>remove any parts such as cases, lids or covers which have printed instructions or formulas;</li> <li>do not bring into the examination room any operating instructions or prepared programs.</li> </ul>
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
<b>D</b>	<b>Instructions during the examination</b>
1	Listen to the invigilator and follow their instructions at all times.
2	Tell the invigilator at once: <ul style="list-style-type: none"> <li>if you think you have not been given the right question paper or all of the materials listed on the front of the paper;</li> <li>if the question paper is incomplete or badly printed.</li> </ul>
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 examination.
5	Remember to write your answers within the designated sections of the answer booklet.
6	Do your rough work on the proper examination stationery. Cross it through and hand it in with your answers.
<b>E</b>	<b>Advice and assistance</b>
1	If on the day of the examination 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 examination if: <ul style="list-style-type: none"> <li>you have a problem and are in doubt about what you should do;</li> <li>you do not feel well;</li> <li>you need more paper.</li> </ul>
3	You must not ask for, and will not be given, any explanation of the questions.
<b>F</b>	<b>At the end of the examination</b>
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.
2	Do not leave the examination room until told to do so by the invigilator.
3	Do not take from the examination room any examination stationery, (i.e. the question paper, answer booklets used or unused), rough work or any other materials provided for the examination.
<b>The invigilator will tell you when you may leave the examination room.</b>	

AQA	City & Guilds	CCEA	Edexcel	OCR	WJEC
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## Warning to Candidates

### For written examinations held in the period 1 September 2009 to 31 August 2010

1. You **must** be on time for all your examinations. You **must** remain under supervision until at least one hour (or a period equal to the duration of the examination if this is less than one hour) after the published starting time for each examination.
2. Remember; you **must not** become involved in any unfair or dishonest practice in any part of the examination.
  - Sitting an examination in the name of another candidate or allowing another person to sit an examination in your name, is gross misconduct and may amount to a criminal offence.
  - You **must not** have in your possession any unauthorised material or equipment which might give you an unfair advantage such as notes, calculator cases/instruction leaflets, bags, personal TVs/stereos, reading pens and electronic communication or storage devices, including mobile telephones, iPods and MP3/4 players. You **must not** have in your possession any product which can capture a digital image. Any pencil cases taken into the examination room must be see-through.
  - If you have any unauthorised items that need to be stored during the examination, so that they are not in your possession, you **must** follow the instructions issued by your centre. If you are in any doubt, you **must** ask an invigilator before the examination starts.
  - 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.
  - You **must not** talk to, attempt to communicate with or disturb other candidates once the examination has started.



3. The head of your centre **must** report to the awarding body all cases of irregularity or misconduct connected with the submission of controlled assessments, coursework or those which occur in the examination room.
4. If the awarding body is satisfied that you are involved in any irregularity, misconduct or dishonesty, your results may be cancelled. For involvement in serious offences, you may also be disqualified from the current examination and debarred from future examinations of all the awarding bodies.

**Copies of this poster must be displayed in a prominent place both inside and outside each examination room.**

**YOUR OWN NOTES:**

**If you require any more information please contact Mrs Short on 01723 362301  
or [exams@scalbyschool.org.uk](mailto:exams@scalbyschool.org.uk)**

