

Examination
Guidance for
Parents and
Students



2011-2012



W

ho 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 Head Teacher (Mr Read).

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 (AQA, CCEA, 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.

W

ho 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 Deputy Head Teacher (Mr Wappat), will students not be entered.

C

an students take Holidays during term time?

Dates for exams are rigidly fixed by the Awarding Bodies (ABs) and are subject to change until their 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 Head Teacher'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.

Controlled Assessment / Coursework deadlines

Most of the subjects have an element of coursework included in them. Coursework is more usually being replaced by Controlled Assessment as new GCSE specifications are introduced. This work 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 work on time may not be allocated a mark for this portion of the assessment 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 50% of the course.

How can parent's/carer'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 home 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 parent's/carer's 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!

W

hat 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's 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 self-certification form was produced, along with any medical evidence.

Where will the examinations be held?

The main locations for written papers are in the Sports Hall, 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 slip with their name & candidate number on it. On the noticeboard outside the Exams Office on the main corridor there will be a seating plan and any instructions needed for the a.m. and p.m. examinations that day. The arrangement follows awarding body 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 personalised 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

details slip 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 area or 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.

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hat 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 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 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 slip 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. It is recommended that parent/carer keeps the student under supervision at all times until the student is handed over to a member of staff. On handover, both parent/carer and student will be asked to sign a statement to confirm the supervision arrangements that were in place until the student reached the school.

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

W hat should students bring to the examinations?

Students need to provide their own writing equipment, mathematics measuring equipment, erasers etc. in a transparent pencil case. Where calculators are required for an examination, students should bring their own regulations compliant equipment.

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, 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 also 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, if this is the case.

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.

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hat 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.

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hat 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 and invigilators instructions

carefully.

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

A student who absents themselves from any examination without providing a self-certification form along with any medical evidence, 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.

H

ow are exams started?

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

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hat standards of behaviour are expected during the examinations?

All candidates are given a copy of a 'Information for candidates' produced by the regulatory body; this 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 Head Teacher Mr Read, 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.

W hat 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 moving them 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 no keys around necks.

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

Please ensure that you fully complete a self-certification form (available from the Examinations section of the school website) and return it to Mrs Short within 3 days of the examination. If the student sits the exam, you should still return the self-certification form along with any medical evidence, so that if necessary the school can forward it to the Awarding Body to request special consideration on the grounds of illness. If the student is unable through illness to sit a paper the awarding body **may**, after examining the application and any evidence of performance on other papers, decide to award a grade. It is essential that you return the form promptly for this to happen. Retrospective information is not accepted by the Awarding Bodies and any forms 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 information 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.

W hat 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

W hat 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 Exams Manager and Head Teacher are empowered to grant permission to read aloud, provide 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 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 may 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.

W

hen and how are the results distributed?

GCSE results arrive in school on the last Thursday in August . Results will normally be available for collection on the day of release:-

From 11 am to 12 noon for Year 11 students

From 12 noon to 12.30 pm for Year 10 students

From 12.30 am to 1 pm for Year 9 students.

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 a large letter postage stamp, 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.

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hat 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 Monday 10th September for Summer exams and 3 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 and administration 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. Payments received

after AB deadlines will incur the full AB late fees.

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 certificates for that year's leavers at a presentation evening which usually takes place on the last Thursday in November (confirmed dates are published in the school Examinations Timetable each year).

Students are required either to collect in person, or to have the certificate posted by special delivery for which the current fee charged by Royal Mail will be required in advance. 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 7 days in advance. The person collecting them must bring some form of photographic ID (such as a passport or driving licence).

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 in the region of £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

Information for candidates

GCSE, Functional Skills and Principal Learning, Controlled Assessments

This document tells you about some things that you must and must not do when you are completing your work.

Before you submit any work 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.

Controlled Assessment will provide you with an opportunity to do some independent research into a topic. The research you do may 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 assignment 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 2012.

You may be required to include a bibliography at the end of your work. Your teacher or lecturer will tell you whether a bibliography is necessary. Where required, your bibliography must list 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.

Preparing your work – good practice

If you receive help and guidance from someone other than your teacher, you **must** tell your teacher who will then record the nature of the assistance given to you.

If you worked as part of a group on an assignment, for example, undertaking field research, you must each write up your own account of the assignment. Even if the data you have is the same, the description of how that data was obtained and the conclusions you draw from it should be in your own words.

You must meet the deadlines that your teacher gives you. Remember - your teachers are there to guide you. Although they cannot give you direct assistance, they can help you to sort out any problems before it is too late.

Take care of your work and keep it safe. Don't leave it lying around where your classmates can find it. You must always keep your work secure and confidential whilst you are preparing it; do not share it with your classmates. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you don't need.

Don't be tempted to use essays from online essay banks — this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

Plagiarism

Plagiarism involves taking someone else's words, thoughts or ideas and trying to pass them off as your own. **It is a form of cheating which is taken very seriously.**

Don't think you won't be caught; there are many ways to detect plagiarism.

- Markers can spot changes in the style of writing and use of language.
- Markers are highly experienced subject specialists who are very familiar with work on the topic concerned — they may have read the source you are using (or even marked the essay you have copied from!).
- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

Penalties for breaking the regulations

If your work is submitted and it is discovered that you have broken the regulations, one of the following penalties will be applied:

- the piece of work will be awarded zero marks;
- you will be disqualified from that unit for the examination series in question;
- you will be disqualified from the whole subject for that examination series;
- you will be disqualified from all subjects and barred from entering again for a period of time.

Your awarding body will decide which penalty is appropriate.

REMEMBER – IT'S YOUR QUALIFICATION SO IT NEEDS TO BE YOUR OWN WORK



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AQA, City & Guilds, CCEA, Edexcel, OCR and WJEC

Information for candidates

GCE, ELC 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).

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(<http://www.bbc.co.uk/schools/16/sosteacher/history/49766.shtml>), downloaded 12 February 2012.

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.

Preparing your coursework – good practice

If you receive help and guidance from someone other than your teacher, you **must** tell your teacher who will then record the nature of the assistance given to you.

If you worked as part of a group on an assignment, for example, undertaking field research, you must each write up your own account of the assignment. Even if the data you have is the same, the description of how that data was obtained and the conclusions you draw from it should be in your own words.

Remember - your teachers are there to guide you. Although they cannot give you direct assistance, they can help you to sort out any problems before it is too late.

Take care of your work and keep it safe. Don't leave it lying around where your classmates can find it. You must always keep your coursework secure and confidential whilst you are preparing it; do not share it with your classmates. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you don't need.

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- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

Penalties for breaking the regulations

If your work is submitted and it is discovered that you have broken the regulations, one of the following penalties will be applied:

- the piece of work will be awarded zero marks;
- you will be disqualified from that unit for that examination series;
- you will be disqualified from the whole subject for that examination series;
- you will be disqualified from all subjects and barred from entering again for a period of time.

Your awarding body will decide which penalty is appropriate.

REMEMBER – IT'S YOUR QUALIFICATION SO IT NEEDS TO BE YOUR OWN WORK

AQA	City & Guilds	CCEA	Edexcel	OCR	WJEC
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Information for candidates
For on-screen tests – effective from 1 September 2011

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

A Regulations – Make sure you understand the rules	
1	Be on time for your on-screen test(s). If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the on-screen test.
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 exam room the materials and equipment which are allowed.
5	<p>You must not take into the exam room:</p> <ul style="list-style-type: none"> • notes; • calculator cases/Instruction leaflets; • reading pens; • mobile phones, iPods, MP3/4 players or any other products with text/digital facilities. <p>Unless you are told otherwise, you must not have access to:</p> <ul style="list-style-type: none"> • the Internet, e-mail, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks; • pre-prepared templates. <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>
6	Do not talk to or try to communicate with or disturb other candidates once the on-screen test has started.
7	If you leave the exam room unaccompanied by an invigilator before the on-screen test has finished, you will not be allowed to return.
8	Do not borrow anything from another candidate during the on-screen test.
B Information – Make sure you attend your on-screen test and bring what you need	
1	Know the date and time of your on-screen test(s).
2	Arrive at least ten minutes before the start of your on-screen test.
3	If you arrive late for an on-screen test, report to the invigilator running the test.
4	If you arrive more than one hour after the published starting time for the on-screen test, you may not be allowed to take it.
5	Your centre will inform you of any equipment which you may need for the on-screen test.
C Calculators, Dictionaries and Computer Spell-checkers	
1	You may use a calculator unless you are told otherwise.
2	<p>If you use a calculator</p> <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 examination 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 on-screen test	
1	Listen to the invigilator and follow their instructions at all times.
2	<p>Tell the invigilator at once:</p> <ul style="list-style-type: none"> • if you have been entered for the wrong on-screen test; • if the on-screen test is in another candidate's name; • if you experience system delays or any other IT irregularities.
3	You may be given a question paper or the instructions may be on-screen. In either case, read carefully and follow the instructions.
E Advice and assistance	
1	If on the day of the on-screen test you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	<p>Put up your hand during the on-screen test if:</p> <ul style="list-style-type: none"> • you have a problem with your computer and are in doubt about what you should do; • you do not feel well.
3	You must not ask for, and will not be given, any explanation of the questions.
F At the end of the on-screen test	
1	Ensure that the software closes at the end of the on-screen test.
2	If you are required to print off work outside the time allowed for the on-screen test, ensure that you collect your own work. You must not share your work with other candidates and make sure that another candidate does not collect your printout(s).
3	Do not leave the exam room until told to do so by the invigilator.
4	Do not take from the exam room any stationery, this includes rough work, printouts or any other materials provided for the on-screen test.
<p align="center">This information must be made available to all candidates in advance of their on-screen test(s). It may be provided electronically to candidates or in hard copy paper format.</p>	

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Information for candidates

For written examinations – effective from 1 September 2011

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; • calculator cases/instruction leaflets; • reading pens; • mobile phones, iPods, MP3/4 players or any other products with text/digital facilities. <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	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
8	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 be used only 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	Listen to the invigilator and follow their instructions at all times.
2	Tell the invigilator at once: <ul style="list-style-type: none"> • if you think you have not been given the right question paper or all of the materials listed on the front of the paper; • if 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.
<p>This information must be made available to all candidates in advance of their examination(s). It may be provided electronically to candidates or in hard copy paper format.</p>	

AQA	City & Guilds	CCEA	Edexcel	OCR	WJEC
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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 2011

AQA	City & Guilds	CCEA	Edexcel	OCR	WJEC
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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

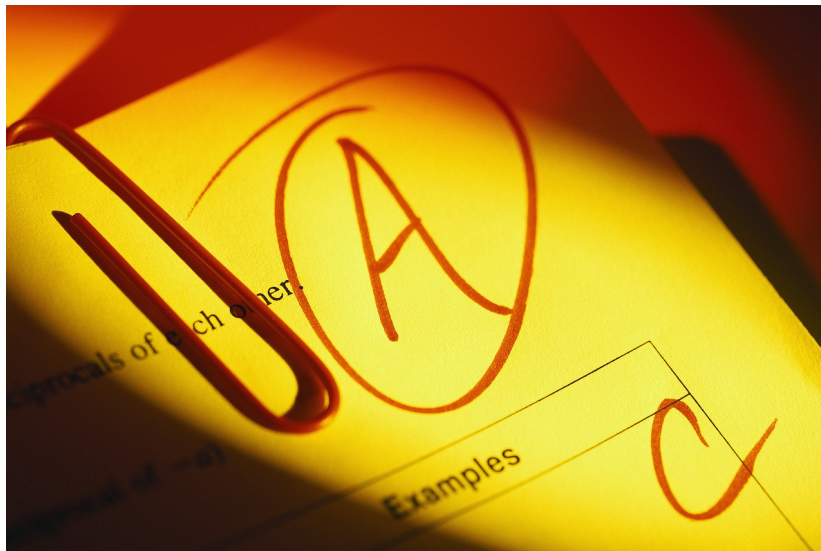
from the current examination and the overall qualification.

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 both inside and outside each examination room.

I f you require any more information please contact
Mrs Short on 01723 362301

or ex-



ams@scalbyschool.org.uk