

**GCSE EXAMINATIONS**

**GUIDANCE FOR**

**STUDENTS & PARENTS**

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| **Candidate Name:** |
| **Exam Number:** |

**CENTRE NUMBER: 40224**

**Examinations Officer – Mrs Nicola O’Mahoney**

**INTRODUCTION**

These instructions are to guide you through the examination period. It is your responsibility to read them carefully to ensure you understand what is expected of you. A copy can be found on the school website along with various JCQ notices and other exam information. Please share these instructions with your parents/guardians.

Generally, GCSEs are taught over two years. GCSEs are now generally taken in a linear fashion with exams normally at the end of the two-year course.

The Awarding Bodies (Examination Boards) set down strict criteria which must be followed for the conduct of examinations and Sandymoor Ormiston Academy is required to follow them precisely. You should therefore, pay particular attention to the Notice to Candidates that is printed in this booklet.

If you or your parents have any queries or need help or advice at any time before, during or after the examinations please contact:

**Examinations Manager – Mrs Nicola O’Mahoney**

**The school telephone number is 01928 571217**

Finally, as ever, in addition to all the above please remember – we are here to help!

GOOD LUCK!

**BEFORE THE EXAMINATION**

* The timetable that you have received is always subject to change up until the end of the exam season. Only the initial timetable is sent home. Any amendments will be shown on subsequent timetables printed and given to the student within school, usually via their form tutor. Any discrepancies or queries on your exam timetable should be reported to Mrs O’Mahoney or Miss Johnson immediately.
* Examinations will be held in over 2 floors in dedicated examination rooms. Students are expected to act sensibly and leave all belongings, except equipment required for exams, where instructed by the invigilator.
* Check the examination notice boards on the first floor or in the forum. Any last-minute instructions will appear there, as will your seating arrangements for the next examination. Make sure you know where to go and you know your seat number BEFORE entering the exam venue. This will help towards an efficient start to the exam.
* All candidates will have received an individual exam timetable indicating subjects and level of entry where applicable. If you require a further copy, you should visit the exams office. A composite centre timetable is shown on the examinations notice board.
* Candidates are entered under their legal name that is held on the school system. This should be checked with school immediately, if there are any discrepancies.
* Each candidate has a four-digit candidate number. This is the number you will enter on examination papers. It will appear next to your name on seating plans and examination registers. Please remember it. The seating plans are usually devised in tiers (if applicable) and candidate number order. It is imperative that you sit at the correct desk designated to you. You must not remove or deface the photo candidate I.D card which must remain visible on your desk at all times during the exam.
* A few candidates may have clashes where two subjects are timetabled at the same time. Special arrangements will be made for these candidates nearer the time. If you identify a clash on your timetable and you have not received any further guidance by the end of April, you must see the Exams Officer as soon as possible. If you have a clash, you MUST adhere to all regulations otherwise you are at risk of jeopardising your results and possibly those of others. Please see Mrs O’Mahoney if you are unsure of these arrangements.
* Please ensure that the school has at least one up-to-date contact number for you.
* Make sure you arrive with all the correct equipment before your examinations. This will consist of two BLACK pens, pencil, pencil sharpener, rubber, ruler, maths equipment such as a protractor and pair of compasses, drawing equipment and calculator (no lids or instructions).

**DURING THE EXAMINATION**

* Arrive at least 5 minutes early for each examination. Remember: Morning exams start at **9.00am** Afternoon exams start at **1.15pm** (If any changes to the school day this may be altered – all pupils will be advised in advance).
* YOU NEED TO WEAR YOUR UNIFORM FOR THE ENTIRE EXAMINATION PERIOD, if you do not, you may be refused entry to the exam room to sit the exam.
* You must provide your own equipment for examinations such as **BLACK** pens, pencils and rulers. Some examinations require drawing equipment and/or mathematical equipment. Do not rely on the school to provide them. It is your responsibility to find out what you need for each exam and to bring it with you.
* **The following items are NOT allowed to be taken into the exam room:**
* Correction fluid
* Highlighter pens (may be used in texts but not in answers)
* Gel pens
* Dictionaries (unless specified) – these will be provided by school if required
* Electronic devices (mobiles, iPods, earphones, smart watches or any watch etc)
* Calculator lids or instruction leaflets
* Pencil cases that are not transparent
* Bottles (unless they are clear with the label removed, and must only contain still water)
* Food of any kind (unless for medical purposes – must carry permission slip and any packaging must be checked by an invigilator)
* Any item that is not listed on the exam paper – as it may be classed as unauthorised and may need to be reported to the Exam Board, who may take disciplinary action
* Any writing/marks/symbols must be removed from skin before entering the exam room.

If you carry a toilet/medical pass as normal practice within school, please make it visible on your desk, as it is **NOT** normal practice to allow students to go to the toilet once the exam has started.

**These are requirements of the EXAM Boards, and must all be adhered to, at all times.**

* **Remember that once in the examination room, rules of conduct are very strict and must be obeyed totally. Infringement of examination rules could lead to you being disqualified from ALL examinations of that Board.**
* **MOBILE PHONES/ELECTRONIC DEVICES AND WATCHES ARE NOT ALLOWED IN THE EXAMINATION ROOM. CANDIDATES IN POSSESSION OF A MOBILE PHONE/ELECTRONIC DEVICE ARE AT RISK OF DISQUALIFICATION FROM THE SUBJECT. IT IS STRONGLY ADVISED THAT YOU DO NOT BRING MOBILE PHONES/MP3/TABLETS/I-PODS AND WATCHES ETC TO SCHOOL WHEN YOU HAVE AN EXAMINATION. WHILST YOU MAY LEAVE PHONES AND WATCHES ETC WITH INVIGILATORS, ITEMS ARE LEFT AT YOUR OWN RISK AND THE SCHOOL DOES NOT ACCEPT RESPONSIBILITY FOR LOSS OR DAMAGE TO ANY ITEMS.**
* For any extremely late arrivals after 10.00am\* for morning exams and 2.30pm\* for afternoon exams - you may be refused admission to the exam. It is likely that the Exam Boards will refuse to mark exam papers after this time, as they will deem that security of the exam has been breached. A written explanation for arriving late has to be made to the Board and trivial reasons such as oversleeping, missing the bus or misreading the exam timetable are not deemed as acceptable. An in-depth explanation is required to prove the security of the exam paper has not been compromised. Please make appropriate transport arrangements to ensure that you arrive for your exam in plenty of time. *(\*Sometimes earlier for specific exams with a shorter duration).*
* If you are likely to be late, please contact school as early as possible informing them that you have an exam and ensure a message is transferred through to the exams office. Do NOT use your mobile phone after 9.00am or 1.00pm, ensure it is then switched off. This may sound strange, but the Exam Boards will need to ensure that the security of the exam paper is not compromised and if you have spoken to anyone after these times, it is likely that your paper will not be marked and your phone log will be checked.
* You will be expected to arrange alternative transport home where exams are scheduled to finish beyond 3.05pm, as the school buses cannot be held. Some afternoon exams may be longer than 1hr 30mins, or sometimes it is not possible to start the exam on time, or if there is an unexpected delay during the exam additional time may need to be added on to the end.
* **Any appointments, whether it is medical or not, should be re-arranged. The school is not allowed to change the start times of the exams whatsoever, except when it is a clash situation (see paragraph on clashes).**

**INVIGILATORS**

* The school employs external invigilators to conduct the examinations. Candidates are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times, as they would with other members of school staff.

If you need an invigilator help, raise your hand, and await their arrival. **Under no circumstances should you call out.**

* Invigilators are in the examination room to supervise the conduct of the examination room and to ensure everyone is given a fair chance of the exam. They will distribute and collect the examination papers, tell candidates when to start and finish the examination and deal with any issues that occur during the examination. They are trained with regards the rules and regulations in the conduct of public examinations and perform a highly responsible role. You must remain silent at all times in the examination room, including the collecting of papers.
* They are unable to help with any part of the exam, read any words or provide any explanation other than the instructions on the front of the exam paper. If candidates fail to follow invigilator instructions, this would be classed as malpractice and must be reported to the Exam Board which may result in sanctions and penalties being issued.
* Candidates who are disruptive or behave in an unacceptable manner may be removed from the examination room and escorted to a member of the senior management team. Candidates are also discouraged in engaging in any type of behaviour including minor disturbances such foot-tapping, fidgeting etc. These candidates face disqualification from the exam, and may well be asked to reimburse the school for the entry fee.
* If you finish your paper early use the time to check through your answers, once you have checked your answers you must sit quietly until dismissed from the room at the end of the exam. Remember other candidates may still be working.

**ABSENCE FROM EXAMINATIONS**

* If you experience difficulties during the examination period (e.g., illness, injury, or personal problems) please inform school at the earliest possible time so we can help and advise you. A parent/carer must contact school by telephone on 01928 571217 and specifically ask if not present that the message is also given to Mrs O’Mahoney the examinations officer. We must receive a call for EVERY exam missed.
* Not attending the exam, even due to illness, has to be the very last resort. All possible attempts must be made to sit the exam even if disadvantaged in some way. However, please make the Exams Office aware of any such disadvantage before the exam.
* Only in ‘very exceptional circumstances’ are candidates granted special consideration for absence from any part of an examination. It is essential that medical or other appropriate evidence is obtained on the day by the candidate/carer and given to the Exams Office without delay. In all cases where an application can be made for special consideration, it must be submitted within 5 days following the exam. It may be that if you do not sit a particular unit – you may not obtain an overall result for that subject. Where an application for special consideration is submitted to the Exam Board, it is for them to consider - it is not the decision of the school.
* Parents and candidates are reminded that the school will require payment for entry fees (usually approximately £35.00 per subject, depending on the subject and the Exam Board however this can change) should a candidate fail to attend an examination without good reason. Medical evidence is usually required.
* Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

**AFTER THE EXAMINATIONS**

## RESULTS

* Results day will be published prior to the commencement of examinations and can change. Please ensure you are available to collect your results or you have given written permission for another person to collect their results.
* Please be aware that you will require evidence of ALL of your results obtained at Sandymoor School to enable you to enrol onto your courses at your desired Post-16 centre/college. You should check that you have received evidence of everything taken at Sandymoor.
* These provisional Statement of Results are NOT certificates and will not be sufficient for proof of qualifications for potential employers (please see ‘Certificates’ section).
* Results can NOT be given over the telephone to anyone under any circumstances. Students should collect their own results in person ideally.
* If the student is unable to collect their own results in person, the following is required:
  + A written request, signed by the student, with full details of the nominated person authorised to collect the results. A proforma has been included within this booklet if you wish to use this,

*and*

* + Photographic proof of identity of the nominated person (not the student), in the form of a driver’s licence or passport.
* The results belong to the pupil and to protect pupil confidentiality, we will be unable to release results without such consent and evidence.
* If you are on holiday or cannot come into school for your results you can leave an A4 stamped addressed envelope (with sufficient postage) with Mrs O’Mahoney for your results to be posted to you on the Results Day. This can be done at any time during the remainder of the summer term.
* Any results not collected will be posted to the home address held on the school database. Please ensure the address is correct and up to date.

## CERTIFICATES

* Certificates usually arrive by mid-November. They are available for collection from 1st December onwards. You will be given ALL of your certificates gained for qualifications taken at Sandymoor.
* You will be able to collect your certificates in person during school hours. You should bring in I.D with you and you will be asked to sign to prove you have collected them.
* Certificates will **NOT** be issued to any person other than yourself unless that person has a signed, written authorisation from you to collect certificates on your behalf. They must also bring their own I.D with them and sign the collection register. A proforma has been included within this booklet if you wish to use this for this purpose.
* Once issued, certificates cannot be replaced by the school if lost or damaged and duplicates are rarely issued by exam boards. It is very expensive and time consuming to obtain a ‘certifying statement of results’ and you must obtain them by contacting the exam boards directly.
* IT IS VITAL THAT YOU COLLECT YOUR CERTIFICATES. The school is obliged to hold certificates for a minimum of 12 months. It is your responsibility to ensure these are collected and kept safe. You will need to provide certificates to colleges, training providers and employers as proof of your qualifications.

**The Use of Calculators in Exams.**

Sandymoor advises that students bring and use their own scientific calculators for exams. They should ensure that they are familiar with the use of the calculator which will save time during the exam. Candidates who need to borrow calculators may waste valuable time during the exam as they may be unfamiliar with them. There are very few calculators available to borrow in the exam room and some students may be disadvantaged if they fail to bring their own equipment.

**JCQ - Important information about the use of calculators in exams**

For question papers where the use of calculators is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies’ regulations.

The instructions set out in this section apply to all examinations unless stated otherwise in the appropriate awarding body’s subject-specific instructions.

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| **Candidates should be told these regulations beforehand.**  **Calculators must be:**   * 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 | **Calculators must not:**   1. be designed or adapted to offer any of these facilities: -  * language translators; * symbolic algebra manipulation; * symbolic differentiation or integration; * communication with other machines or the internet.  1. be borrowed from another candidate during an examination for any reason; \* 2. have retrievable information stored in them - this includes: -  * databanks; * dictionaries; * mathematical formulas; * text. |
| **The candidate is responsible for the**  **following:**   * the calculator’s power supply; * the calculator’s working condition. |

**Advice:**\* An invigilator may give a candidate a replacement calculator, if available.

Where access is permitted to a calculator for part of an examination, it will normally be acceptable for candidates to place their calculators on the floor under their desks in sight of the invigilator(s) for the non-calculator section of the exam.

Calculator lids and instruction leaflets are not allowed in the exam room, all students must leave them in their bags or hand them in to an invigilator before entering the exam room.

Pencil cases and spectacle cases that are not transparent must NOT be taken into the exam room and must certainly not be on the candidate’s desk.

**RESULTS THIRD PARTY COLLECTION**

**PERMISSION TO COLLECT A CANDIDATE’S RESULTS**

**To Student: Please print and complete this form**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Address 1)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Address 2)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Address 3)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Address 4)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Address 5)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Date)

**To: Examinations Office**

I will not be able to collect my results on results day and, therefore, give permission for

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Name) to collect them on my behalf.

**He/she will bring proof of identity and a copy of this notification to enable you to release my results.**

Yours faithfully

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Form Group \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Student: Print Name)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Exam/Candidate Number)

This form must be handed in on Results Day by the nominated person named above for the collection of student results (as signed above).

*Office Use Only: I.D checked – please initial*

**CERTIFICATES THIRD PARTY COLLECTION**

**PERMISSION TO COLLECT A CANDIDATE’S CERTIFICATES**

**To Student: Please print and complete this form**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Address 1)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Address 2)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Address 3)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Address 4)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Address 5)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Date)

**TO: Examinations Office**

I am unable to collect my certificates in person from school, and therefore, give permission for

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name) to collect them on my behalf.

**He/she will bring proof of identity and a copy of this notification to enable you to release my certificates.**

Yours faithfully

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Form Group \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Student: Print Name)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Exam/Candidate Number)

This form must be handed in when collecting certificates by the nominated person named above for the collection of student certificates (as signed above).

*Office Use Only: I.D Checked – please initial*



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| AQA | City & Guilds | CCEA | OCR | Pearson | WJEC |

**Warning to Candidates**

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| 1. You **must** be on time for all your examinations.      1. You **must not** become involved in any unfair or dishonest practice in any part of the examination.      1. 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.     **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.     1. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.      1. You **must** follow the instructions of the invigilator.      1. If you are in any doubt speak to the invigilator.       **The** Warning to Candidates **must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.**    **Effective from 1 September 2014** |



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| AQA | City & Guilds | CCEA | OCR | Pearson | WJEC |

**Information for candidates**

**For written examinations – effective from 1 September 2017**

**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.**

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| **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:   * **notes;** * **potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player, 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:  make sure it works properly; check that the batteries are working properly;   * clear anything stored in it; * remove any parts such as cases, lids or covers which have printed instructions or formulas; * do not bring into the exam room any operating instructions or prepared programs. |
| 3 | Do not use a dictionary or computer spell checker unless you are told otherwise. |
| **D** | **Instructions during the exam** |
| 1 | Always listen to the invigilator. Follow their instructions at all times. |
| 2 | Tell the invigilator at once if:  you think you have not been given the right question paper or all of the materials listed on the front of the paper;   * the question paper is incomplete or badly printed. |
| 3 | Read carefully and follow the instructions printed on the question paper and/or on the answer booklet. |
| 4 | Fill in all the details required on the front of the question paper and/or the answer booklet **before** you start the exam. Make sure you fill these details in on any additional answer sheets that you use. |
| 5 | Remember to write your answers within the designated sections of the answer booklet. |
| 6 | Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers. Make sure you add your candidate details to any additional answer sheets that you use. |
| **E** | **Advice and assistance** |
| 1 | If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator. |
| 2 | Put up your hand during the exam if:  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 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. |

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**Information for candidates**

**For on-screen tests – effective from 1 September 2017**

**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.**

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| **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 | You **must not** take into the exam room:   * **notes;** * **potential technological/web enabled sources of information such as an iPod, a mobile phone**, **a MP3/4 player, a smartwatch or a wrist watch which has a data storage device.**   Unless you are told otherwise, you **must not** have access to:   * 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.   **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.** |
| 6 | If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk. |
| 7 | Do not talk to or try to communicate with or disturb other candidates once the on-screen test has started. |
| 8 | If you leave the exam room unaccompanied by an invigilator before the on-screen test has finished, you will not be allowed to return. |
| 9 | 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). Arrive at least ten minutes before the start of your on-screen test. |
| 2 | If you arrive late for an on-screen test, report to the invigilator running the test. |
| 3 | 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. |
| 4 | 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 | If you use a calculator:   * 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 | Always listen to the invigilator. Follow their instructions at all times. |
| 2 | Tell the invigilator at once if:   * you have been entered for the wrong on-screen test; * the on-screen test is in another candidate’s name; * 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, telnl the invigilator. |
| 2 | Put up your hand during the on-screen test if:  • 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. 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. |

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| AQA | City & Guilds | CCEA | OCR | Pearson | WJEC |



**NO iPODs, MOBILE PHONES**

**MP3/4 PLAYERS**

**SMARTWATCHES 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.**

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