



St Peter's Catholic High School



GCSE EXAMINATIONS 2017 GUIDANCE FOR STUDENTS & PARENTS

**EXAMINATIONS OFFICER
MRS FAIRCLOUGH
01942 747693
m.fairclough@saintpetershigh.wigan.sch.uk**

As you approach this last, and very sizeable, “hurdle” and challenge at St Peter’s we aim to make the examination experience as stress-free and successful as possible for all candidates. Bringing all the detailed information regarding timings, equipment and required procedures etc. into one place is a small, but vital part of this.

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

The Awarding Bodies (Examination Boards) set down strict criteria which must be followed for the conduct of examinations and St Peter’s is required to follow them precisely. You should therefore, pay particular attention to the **JCQ INFORMATION FOR CANDIDATES DOCUMENTATION** that are enclosed at the back of this booklet.

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

Examinations Officer – Mrs Fairclough

The school telephone number is 01942 747693

You will be aware of the ongoing revision/preparation support available to you before, and during, this period. Please make full use of it as appropriate.

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

GOOD LUCK

**NB: Results will be released on
Thursday 24th August 2017
9:30 am**

Provisional Results Slips will be printed in school for collection on the above date. They will include everything required for moving on to Post-16 education.

Certificates arrive in school in November and will be presented to you at the Awards Evening (details to follow). You will be given all certificates gained throughout your time at St. Peter’s together with your Record of Achievement.

If for any reason you are unable to attend the evening, certificates will be available for collection from the school office after the 4th December 2017.

BEFORE THE EXAMINATION

Statement of Entry

All Candidates receive a Statement of Entry from the school indicating the subjects they are being entered for and the levels of entry, where appropriate. Some subjects only have one tier of entry, some have Foundation or Higher Tiers. Candidates will be required to check that these are correct under the guidance of their Form Tutors.

Along with the examination entries it is vital that your personal details (date of birth, spelling of names) are accurate as these will appear on certificates and it may be difficult to change them once certificates are awarded. Candidates are entered under their legal name that is held on the school system.

Once your statement of entries has been checked and where necessary, any amendments processed, you will be issued with your Individual Examination Timetable.

Examination Boards

St Peter's use the following Examination boards:

- ❖ AQA
- ❖ Pearson (Edexcel)
- ❖ OCR
- ❖ WJEC

Candidate Number

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 examination.

UCI / ULN

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

Examination Timetable

The timetable that you receive is always subject to change up until the end of the exam season. 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 the exams office immediately.

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

Unless notified otherwise:

- ❖ Morning exams start at **9:15 am**
- ❖ Afternoon exams start at **1:00 pm**

YOU MUST BE AT THE GYM 15 MINUTES BEFORE THESE TIMES

It is your responsibility to turn up on time for the examination so make sure that you and your parents/carers know the dates and times of each of your exams. If you are late for an exam the Examination Board may not accept your paper depending on the circumstances.

If you are likely to be late, please contact school as early as possible (01942 747693) 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 9:00 am or 1:00 pm and 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.

Examinations will normally be held in the Sports Hall, with specialised ones (e.g. Listening Tests) being held elsewhere. Students are expected to act sensibly and move through the Sports Hall as quickly as possible.

Any appointments, whether they are 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.

Examination Clashes

A few candidates may have a clash - 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 Fairclough if you are unsure of these arrangements.

Equipment

Make sure you have all the correct equipment before your examinations. Check the regulations in the JCQ INFORMATION FOR CANDIDATES.

You must provide all your own equipment for examinations. Do not rely on the school to provide them. It is your responsibility to find out what you need for each exam. Borrowing from other candidates is **NOT** allowed under any circumstances. Ordinary pencil cases or boxes are not allowed in the exam room. **You should bring your equipment in a clear plastic bag or transparent pencil case.**

The following equipment should be brought to EVERY exam

- ❖ 2 pens – black only
- ❖ 2 pencils
- ❖ Ruler
- ❖ Pencil sharpener (preferably one which catches the shavings!)
- ❖ Rubber

For certain exams you will also need the following

- ❖ Compasses
- ❖ Protractor
- ❖ Calculator (no lids or instructions – calculators with a memory function should be cleared before entering the exam room)
- ❖ Coloured pencils

Special Arrangements

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

- ❖ Physical difficulties
- ❖ Language difficulties
- ❖ Specific learning difficulties

Special Consideration

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

Textbooks

If you have borrowed textbooks from school they should be brought back no later than the day of that subject examination and handed back to the Curriculum Leader, otherwise you may be charged.

DURING THE EXAMINATION

Examination Regulations

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

The following items are **NOT** allowed to be taken into the exam room

- ❖ Correction fluid
- ❖ Highlighter pens (may be used in texts **but not answers**)
- ❖ Gel pens
- ❖ Dictionaries (unless specified)
- ❖ 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 have approval from the Exams Officer 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.

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.

IPODS / MOBILE PHONES / MP3 /4 PLAYERS / SMARTWATCHES / ANY POTENTIAL TECHNOLOGICAL / WEB ENABLED SOURCES OF INFORMATION ARE NOT ALLOWED IN THE EXAMINATION ROOM.

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.**

Candidates are asked to place watches on their desk in front of them. If however their watch is not an analogue one then it **MUST BE** handed to an invigilator.

Candidates must not communicate with, or distract other candidates.

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

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

Listen carefully to instructions and notices read out by the Exams Officer / Invigilators – there may be amendments to the exam paper that you need to know about.

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

Read all the instructions carefully and number your answers clearly.

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

At the end of the examination all work must be handed in – remember to cross out any rough work. If you have used more than one answer book or loose sheets of paper ask for a tag to fasten them together in the correct order. Make sure all your details are on any additional answer books / loose sheets.

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

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

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

If the **FIRE ALARM** sounds during an examination the examination invigilators will tell you what to do. If you have to evacuate the room you **MUST** leave in silence and in the order in which you are sitting. You will be escorted to a designated assembly point (Tennis Courts) where you will be required to line up in **SILENCE, AND IN ROW / SEAT NUMBER** order. Leave everything on your desk. You must not attempt to communicate with anyone else during the evacuation. When you return to the exam room, do not start writing until the Exams Officer / Invigilator tells you to do so. You will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident.

EXAM CHECK LIST

- ❖ You must report for your exam at least 15 minutes before the start of the exam. It is much better to leave yourself a safety margin on timings in case of problems with the journey.

- ❖ When taking exams, bags and coats should be left in your locker. Do not bring these items to the exam room.
- ❖ Phones – students must not have mobile phones in their possession (either on or off). They can be handed in for safe keeping during the exam if necessary. The school is not held responsible for the safe keeping of your phone.
- ❖ Do not take into the exam any unauthorised electronic devices; stereos; digital equipment; electronic communication / storage devices; smartwatches; ipods; MP3/4 players or any other products with text / digital facilities.
- ❖ You should bring pen, pencil, rubber and any other writing equipment needed to your exams. Only clear pencil cases are allowed on your desk; any other should be left in your bag. Do not use gel pens – this is because many of the papers are now scanned and sent electronically for marking – gel pens do not scan well.
- ❖ In an exam where you have the use of a calculator, you should not have a calculator cover / instructions on your desk
- ❖ **Sshh!** There is absolutely no talking or communication between students once you enter the exam hall. If you have any questions, you should raise your hand once seated and an invigilator will come to you.
- ❖ Normal School Uniform rules apply.
- ❖ No food allowed in the exam hall (if you have a special requirement – please see the Exams Officer.
- ❖ Water bottles are allowed in the exam hall if necessary. These should be clear bottles with a spill-proof cap. There should be no label on the bottle.

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.

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 regard to the rules and regulations in the conduct of public examinations and perform a highly responsible role.

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. These candidates face disqualification from the exam, and may well be asked to reimburse the school for the entry fee.

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 the Attendance Officer at school by telephone on 01942 747693**

and specifically ask that the message is also given to Mrs Fairclough, Exams Officer. We must receive a call for **EVERY** exam missed.

Not attempting 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 Officer 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/parent/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/carers 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) should a candidate fail to attend an examination without good reason. Medical evidence is usually required. Please check with the Exams Officer.

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

AFTER THE EXAMINATIONS

Results

Provisional results are available in school on Thursday 24th August 2017 from 9:30 am. Results can be obtained up to 2:00 pm

Please be aware that you will require evidence of ALL of your results obtained at St Peter's 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 St Peter's.

These provisional Statement of Results are NOT certificates and will not be sufficient for proof of qualifications for potential employers (please see Certificate section)

Results CANNOT be given over the telephone to anyone under any circumstances. Students should collect their own results in person ideally.

If you are unable to collect your 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 for 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 are 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 a stamped addressed envelope (with sufficient postage) with the Exams Officer for your results to be posted to you on the Results Day. This can be done at any time.

CERTIFICATES

As stated previously Certificates usually arrive in School in November and will be presented to you at the Awards Evening (details to follow). You will be given all certificates gained throughout your time at St. Peter's together with your Record of Achievement.

If for any reason you are unable to attend the evening, certificates will be available for collection from the school office after the 4th December 2017.

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. This 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.

REFERENCES

If you need an official school reference for employment or other purposes you should ensure that under normal circumstances employers contact the Headteacher at the school address and not individual teachers. The address is:

St Peter's Catholic High School
Howards Lane
Orrell
Wigan
WN5 8NU

USE OF CALCULATORS IN EXAMS 2016 – 2017

St Peter's advises that students bring and use their own 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

Candidates may use a calculator in an examination unless prohibited by the awarding body's specification. Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations.

The instructions set out in this section apply to all examinations unless stated otherwise in an awarding body's specification.

Candidates must be told these regulations beforehand and be familiar with the *Information for candidates* documents.

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

Advice: *An invigilator may give a candidate a replacement calculator.

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

EXAMINATION AND ASSESSMENT MALPRACTICE

What is malpractice?

'Malpractice' is any act, default of practice which is a breach of the JCQ regulations or which:

- ❖ compromises, attempts to compromise or may compromise the process of assessment, the integrity of any qualification or the validity of an examination result for certificate

This malpractice can occur in the course of any exam or assessment, including the preparation and authentication of any coursework, the presentation of any practical work, the compilation of portfolios of assessment evidence and the writing of any exam paper.

Did you know that the following all constitute malpractice offences for which there are penalties imposed by the awarding bodies?

- ❖ Possessing a mobile telephone (even with the SIM card or battery removed), or MP3, iPod, Smartwatch or unauthorised device whilst in the exam room or during supervised breaks.
- ❖ Altering results documentation, including certificates.
- ❖ A breach of the instructions or advice given by an invigilator, or awarding body in relation to the examination rules and regulations
- ❖ Failing to abide by the conditions of supervision designed to maintain the security and integrity of the examinations.

- ❖ Collusion – working collaboratively with other candidates beyond what is permitted.
- ❖ Copying from another candidate – including coursework and during the exam, including the misuse of IT
- ❖ Deliberate destruction of work – including defacing your own script (exam paper).
- ❖ Disruptive behaviour in the exam room or assessment session, including the use of offensive language.
- ❖ Talking in the exam room.
- ❖ Written communication between candidates.
- ❖ Using social media – accepting, passing or distributing exam related information to / from others.
- ❖ Taking unauthorised notes into the exam room and / or using permitted notes / books that have been over annotated, own paper, calculators / dictionaries when prohibited. Writing or symbols on hands / skin.
- ❖ Including inappropriate, obscene or offensive material in scripts or coursework, including drawings / comments which could cause offence to others.
- ❖ Plagiarism – unacknowledged copying from published sources, including the internet; incomplete referencing.
- ❖ Making a false declaration of authenticity – using work of others and declaring it is your own work.
- ❖ Theft of someone else's work (project or coursework) to pass off as your own.
- ❖ Leaving the exam room or supervised break unescorted before the end of the exam or during clash supervision.
- ❖ Personation – deliberate using of wrong name or number or arranging to be impersonated.

**Make sure you know what you can and cannot do in an exam room,
before it is too late.**

**Do not take unnecessary risks otherwise all your efforts during the
year could be wasted.**

UNDERSTANDING EXAM PAPERWORK

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

Statement of Entry

This document lists all the exams that you have been entered for. This document should be checked carefully once received, if any of the information is incorrect, please inform the Exams Officer IMMEDIATELY. Dates for final entries are set by the Exam Boards and are beyond our control.

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

SMS Examination Organiser Module - [Statement Of Entry]

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Statement Of Entry

Season: Summer External Exams 2008

Name: Britt Spears **Year:** 11

Gender: Female **Registration Group:** 11G

Date of Birth: 02/12/1981 **Admission Number:**

Exam Number: 1000 **UCI:** 174150061000B

Name on Certificates: Brittany J Spears

Entries

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

Summer External Exams 2008

The next part of the 'Statement of Entry' lists all the exams that you have been entered for. You should know which exams you are taking, however, if you have any queries, you should direct them to the Curriculum Leader or Subject Teacher.

This breaks down as follows:

SMS Examination Organiser Module - [Statement Of Entry]

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Exam Board Entries

AQA	GCSE/FC	3071	Humanities
AQA	GCSE/FC	3542H	D&T: Food Technology Tier H
AQA	GCSE/FC	3571F	Media Studies Tier F
AQA	GCSE/FC	3702H	English A Tier H
AQA	GCSE/FC	3712H	English Literature A Tier H
ED/EXL/GCSE	GCSE/FC	5540H	Mathematics (Linear)
ED/EXL/GVQ	DIDA/B	D201	Digital Applications UN 1
OCR	GCSE/FC	1919	Music
OCR	GCSE/B	B623H	Add Sci B: Unit 1 (B3, C3, P3) High
OCR	GCSE/B	B624H	Add Sci B: Unit 2 (B4, C4, P4) High
OCR	GCSE/B	B625	Sci B: Unit 3 (Skills) News/Can-DO
OCR	GCSE/B	B626	Add Sci B: Unit 3 (Skills) R, D & P
OCR	GCSE/FC	J640	Science B
OCR	GCSE/FC	J641	Additional Science B

PLEASE CHECK CAREFULLY THAT ALL PERSONAL INFORMATION IS CORRECT.

BTEC ENTRIES WILL BE SENT SEPARATELY.

ONCE YOU HAVE CHECKED YOUR ENTRIES, PLEASE SIGN AND DATE BOTH COPIES OF THE 'STATEMENT OF ENTRY' AND RETURN ONE COPY TO THE EXAMS OFFICE BY FRIDAY 8TH FEBRUARY.

Summer External Exams 2008

Paper Code - will be listed on the timetable, if you feel that something is missing, or there is something you don't understand, please contact the Exams Officer.

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

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

Timetable

Individual Candidate Timetable - Default

Season: Summer External Exams 2015

Name: Brittany Spears

Year: (11)

Gender: Female

Registration Group: (11U)

Date of Birth: 01/04/1999

Admission Number: 004632

Candidate Number: 1000

ULN: 000000061000B

UCI: 000000061000B

Name on Certificates: Brittany Spears

Timetabled Components

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

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

Mon 18/05/2015	09:00	90	ACA	GCSE/B	97151H: English Literature Unit 1H	97151H: English Literature Unit 1 Tier H
Wed 20/05/2015	09:00	60	OCR	GCSE/B	A292: Bus Studs: Business & People	A292/01: Bus Studs: Business & People Written
Wed 20/05/2015	13:30	75	OCR	GCSE/B	B731H: Biol B: Biology Modules B1, B2, B3 Hgh	B731/02: Biol B: Biol Mod B1, B2, B3 Writn Hgh

↑ Date ↑ Time ↑ Length In minutes ↑ Board ↑ Level ↑ Which exam is being taken

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

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

Results

On results day you will receive a 'Statement of Results'. THIS IS NOT YOUR FINAL CERTIFICATE. The statement lists ALL the exam you have taken and any components within the qualification.

A capital letter indicates an OVERALL grade, whereas a lowercase letter indicates a COMPONENT within the qualification. The points are the value given to the OVERALL grade for data analysis.

Candidate Statement of Results

Season: Summer External Exams 2015

Series: (All)

Name: Brittany Spears

Year:

Candidate Number: 1000

Reg. Group: (11U)

UCI: 000000061000B

ULN 0123456789

Exam Results

Board	Level	Element Code	Title	Grd1	Grd2	Mark	Equiv	End1	End2	Points
RSA	FSKL/L2	987701	OCR Functional Skills Ict L2	P						0
OCR	FSMQ/A	6993	Maths: Additional Mathematics	A						45
CIE	GCSE/FC	0522BS	First Language English Opt BS	A						52
EDEXL/GC	GCSE/FC	1MA0H	Mathematics A (Linear) Option H	A*						58
EDEXL/GC	GCSE/FC	2FR01	French	A*						58
WJEC/GCS	GCSE/FC	4736LA	Catering Cash in (Linear)	A*		184				58
WJEC/GCS	GCSE/FC	4740LA	Hospitality Cash in (Linear)	A		162				52
AQA	GCSE/FC	9142	History A	A		179				52
AQA	GCSE/FC	9717	English Literature	A*		183				58
OCR	GCSE/FC	J253	Business Studies	A		212				58
OCR	GCSE/FC	J263	Biology B	A*		381				58
OCR	GCSE/FC	J264	Chemistry B	A*		378				58
OCR	GCSE/FC	J265	Physics B	A*		381				58
WJEC/GCS	GCSE/B	473101	Hospitality & Controlled Assessment			113 a*				58
WJEC/GCS	GCSE/B	473201	Hospitality & Paper Assessment			71 a				58
WJEC/GCS	GCSE/B	474101	Hospitality & Event Based Task			96 a				58
WJEC/GCS	GCSE/B	474201	Hospitality & Unit 4 Written Paper			66 a				58
EDEXL/GC	GCSE/B	5FR01	French 1			54 a*				58
EDEXL/GC	GCSE/B	5FR02	French 2			78 a				58
EDEXL/GC	GCSE/B	5FR03	French 3			60 a*				58
EDEXL/GC	GCSE/B	5FR04	French 4			86 a*				58
AQA	GCSE/B	91401A	History A Unit 1 Option A			49 b				58
AQA	GCSE/B	91402D	History A Unit 2 Option D			80 a*				58
AQA	GCSE/B	91403	History A Unit 3			50 a*				58
AQA	GCSE/B	97151H	English Literature Unit 1H			65 a				58

Overall Result

Value given to the overall grade

Total marks for the qualification

Total marks for the individual paper and equivalent grade

JCQ

INFORMATION FOR CANDIDATES

PRIVACY NOTICE

**GUIDELINES WHEN REFERRING TO EXAMINATIONS / ASSESSEMENTS
THROUGH THE INTERNET**

GCSE CONTROLLED ASSESSMENTS

ENTRY LEVEL CERTIFICATES (ELC) – COURSEWORK ASSESSMENTS

NON-EXAMINATION ASSESSMENTS (NEA)

WARNING TO CANDIDATES

MOBILE PHONE NOTICE

INFORMATION FOR WRITTEN EXAMINATIONS

INFORMATION FOR ON-SCREEN TESTS



Produced on behalf of: AQA, City & Guilds, CCEA, OCR, Pearson and WJEC

Information for candidates – Privacy Notice

General and Vocational qualifications

Effective from 1 September 2016

The JCQ awarding bodies will process your personal data in accordance with the Data Protection Act 1998 and the *Code of Practice* issued by the qualification regulators of England, Wales and Northern Ireland.

Correspondence on any aspect of a candidate's examination or assessment will only be conducted between the awarding body and the head of the centre, a member of the senior leadership team or the examinations officer.

Awarding bodies will undertake the following administrative activities in relation to the processing and exchange of candidates' personal data:

1. Personal data relating to the name(s), date of birth, gender, unique candidate identifier (UCI) and unique learner number (ULN) of an individual candidate will always be collected by an awarding body for the purposes of examining and awarding qualifications. In some cases additional information, which may include sensitive personal data relating to health, will also be collected to support requests for access arrangements and reasonable adjustments and/or special consideration. Such personal data will be supplemented by the results of examinations and assessments undertaken by the respective candidate.
2. A candidate's personal data will only be collected from registered examination centres in the context of examination entries and/or certification claims.
3. Such data collected will not be used by an awarding body other than for the administration of the examinations process, conducting assessments and the certification of results claims.
4. Personal data within candidates' work will be collected and processed by an awarding body for the purposes of marking, issuing of examination results and providing candidates with access to post-results services. Examination results will be retained for a minimum of forty years.

In order for an awarding body to achieve this, some personal information may be transferred to third parties such as examiners, who may in some instances, reside outside the European Economic Area.

5. Awarding bodies may be required to provide a candidate's personal data to educational agencies such as DfE, WG, DENI, The Skills Funding Agency, Ofqual, HESA, UCAS, Local Authorities, EFA and Learning Records Service (LRS). Additionally, candidates' personal data may be provided to a central record of qualifications approved by the awarding bodies for statistical and policy development purposes.
6. Some of the information candidates supply will be used by the Skills Funding Agency to fulfil its statutory functions, issue/verify a candidate's Unique Learner Number (ULN) and update/check a candidate's Personal Learning Record.

The Skills Funding Agency may share a candidate's ULN and Personal Learning Record with other education related organisations, such as a careers service, a candidate's school or college, Government Departments and public bodies responsible for education. Further details of how information is processed and shared can be found at:

<http://www.learningrecordsservice.org.uk/>

7. Awarding bodies are obliged to confirm what personal data is held, what it is held for, to whom the data is to/may be disclosed to, and disclose the information that they hold about data subjects, (e.g. the candidates) within 40 days of receiving a formal request for disclosure, subject to the application of any relevant exemptions under the Data Protection Act 1998.

Candidates should make an application to the appropriate awarding body's data protection officer. Awarding bodies may charge a fee for this service.

8. If you have not reached the age of 16, you may first wish to discuss this Privacy Notice with your parent or legal guardian.

Awarding bodies, schools, Department for Education (DfE), Welsh Government (WG), Department of Education Northern Ireland (DENI), Local Authorities, the Office of the Qualifications and Examinations Regulation (Ofqual), Ofsted, and Skills Funding Agency (SFA) are all 'data controllers' under the Data Protection Act 1998, in that they determine the purpose(s) for which 'personal data' (information about living individuals from which they can be identified) is processed and the way in which that processing is undertaken.

It is a requirement for data controllers to provide data subjects (individuals who are the subject of personal data) with details of who they are, the purposes for which they process the personal data, and any other information that is necessary to make the processing of the personal data secure and accurate, including any third parties to whom it may be passed to.



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Information for candidates

Guidelines when referring to examinations/assessments through the Internet

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

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

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

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

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

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

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

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

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

You must familiarise yourself with the rules:

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

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



This notice has been produced on behalf of:

AQA, CCEA, OCR, Pearson and WJEC

Information for candidates – GCSE controlled assessments

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

When 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. You must take care how you use this material though - 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 5 February 2017.

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 on-line essay banks — this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

You must not write inappropriate, offensive or obscene material.

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



This notice has been produced on behalf of:

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

Information for candidates

GCE, ELC and Project qualifications - coursework assessments

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

When 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. You must take care how you use this material though - 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 5 February 2017.

You must also include a bibliography at the end of your work. This **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 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.

Your parent/carer may provide you with access to resource materials and discuss your coursework with you. However, they must not give you direct advice on what should and should not be included.

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 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.

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

You must not write inappropriate, offensive or obscene material.

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 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



This notice has been produced on behalf of:

AQA, OCR, Pearson and WJEC

Information for candidates: non-examination assessments

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

When you submit your work for marking, the awarding body will normally require you 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.

In some subjects you will have 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. You must take care how you use this material though - 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".

When producing a piece of written work, 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 5 February 2017.

You may be required to include a bibliography at the end of your piece of written 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, you **must** describe in your own words how that data was obtained and **you must independently draw your own conclusions from the data.**

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 on-line essay banks — this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

You must not write inappropriate, offensive or obscene material.

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 or seen 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 component 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



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Warning to Candidates

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

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

Effective from 1 September 2014

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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**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.

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Information for candidates

For written examinations – effective from 1 September 2016

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

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

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Information for candidates

For on-screen tests – effective from 1 September 2016

**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; • 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. <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	Always listen to the invigilator. Follow their instructions at all times.
2	<p>Tell the invigilator at once if:</p> <ul style="list-style-type: none"> • 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, 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. 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	<p>Do not take from the exam room any stationery.</p> <p>This includes rough work, printouts or any other materials provided for the on-screen test.</p>

RESULTS

THIRD PARTY COLLECTION



PERMISSION TO COLLECT A CANDIDATE'S RESULTS

To Student: Please print and complete this form

Student Name: _____

Address: _____

Date: _____

To Examination 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 _____
(Student Signature)

_____ Exam Number _____
(Student Print Name)

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

Student Name: _____

Address: _____

Date: _____

To Examination 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 results.

Yours faithfully

_____ Form Group _____
(Student Signature)

_____ Exam Number _____
(Student Print Name)

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