

Ellesmere College



Student and Parent

Examination Guidance 2024/2025

Candidate Name:

Candidate Number:

Centre Number: 29065

Centre Name: Ellesmere College

CONTENTS

Introduction	3
Typical Exam costs for external awards	4-5
Key Dates 2023/2024	6-7
Before the Examinations:	
Examination Regulations	8
Examination Boards	8
Statements of Entry	8
Candidate Name	8
Exam Candidate Number and Centre Number	8
UCI (Unique Candidate Identifier)	8
Timetables	8
Exam Clashes	9
Special Exam Arrangements	9
During the Examinations:	
Dress Code / Personal Belongings	10
Seating Plans	10
Be Prepared	10
Communication	11
Food & Drink	11
End of an Examination	11
Malpractice (Cheating)	12
Late Arrival	12
Invigilators	12
Absence from Examinations	12
Emergencies	13
Book Return	13
After the Examinations:	
Results Day	14
Results & Certificates	14
Post results	
Exam season candidate information about results	15
Post results Fees and information for Access to Scripts (ATS)	16
Post results Fees for Enquires about Results (EAR's)	17
Exam Board Regulation Posters (Introduction)	18
Information for Candidates - Written examinations	19
Information for Candidates – On Screen Tests	20
Warning to Candidates	21
No Mobile Phones	22
Social Media warning	23
Exam Checklist	24

INTRODUCTION

Examinations are a crucial part of your life and it is the aim of Ellesmere College to make the whole experience as stress-free and successful as possible for you. Your forthcoming examinations can influence what you do in the future, so it is very important to us that you have as much detail as possible. The information contained in this booklet is to help you understand the procedures and policies that are essential to the smooth running of the external examination season.

I hope that this guidance will prove informative and helpful for you and your parents. Please read it carefully and show it to your parents so that they are also aware of the examination regulations and the procedures to follow in the event of any problems occurring. The Examination Boards set down strict criteria that must be followed for the conduct of Examinations and Controlled Assessment and Ellesmere College is required to follow them precisely.

You should therefore, pay particular attention to the Notice to Candidates Poster in this guidance. If you or your parents have any queries, need help or advice at any time before, during or after the examinations, please contact the Examinations Office or Head of Middle/Senior School.

Good luck in all your forthcoming examinations.

J W W Nicholson

Mr J.W.W.Nicholson

Examinations Officer

A guide to the typical costs associated with external examinations.

The tables below give an indication as to the typical costs that are associated with taking specific external examined courses at Ellesmere. (The information below is for illustrative purposes as the actual cost will depend on the level and number of units and subject taken – individual course specifics)

Students in Years 8 – 13:

English Speaking Board (ESB) Exam

ESB	Level	Cost
Yr 7 –Yr 11	Level 1 Grade 2	£31
	Level 1 Grade 3	£32
	Level 2 Grade 4	£33
	Level 2 Grade 5	£34

ESB	Level	Cost
Yr 12 - 13	Level 3 Grade 8	£50

Students in Year 9:

The following timetabled courses are examined externally:

Curriculum	Exam Fees
French Short Course	£22.50
Spanish Short Course	£22.50

Students in Year 11 taking GCSE's

Exam Board	AQA	WJEC	OCR	EDEXCEL	CIE
Typical Cost per GCSE subject	£38	£37	£38	£42	£52.70
Typical Cost per IGCSE subject	£50	£50	£50	£52	£60

Students in Year 13 taking GCE's.

Exam Board	AQA	WJEC	OCR	EDEXCEL	CIE
A2 Award per Subject **	£88	£90	£90	£101	£85
** The cost per subject may be higher if the award includes practical assessment / coursework.					

Students in Year 13 taking BTEC

Exam Board	EDEXCEL
BTEC Level 3 Diploma	£189**
** The cost per subject may be higher if the award includes practical assessment / coursework.	

Students in YR 13 taking the IB Diploma

Exam Board	IBO
International Baccalaureate	£500
** The cost per subject may be higher if the award includes practical assessment / coursework.	

Key Dates 2024 / 2025

These are the examination dates set by the Examination Boards

The list refers only to written examinations. Please be aware that practical, orals, controlled assessment etc., are not included.

Examinations in November 2024

4th October 2024	GCSE November 2024 entry deadline
3rd November 2024	GCSE November 2024 examinations begin.
16th November 2024	GCSE November 2024 examinations end.
9th January 2025	GCSE November 2024 examination results issued to students.
5th February 2025	Final date for receipt of requests for re-marks GCSE November 2024 examinations.
14th February 2025	Final date for applications for return of original scripts of GCSE November 2023 examinations.

Examinations in May/June 2025

21st February	GCSE Summer 2025 entry deadline AS and A2 Summer 2025 entry deadline
7th May	GCSE, AS and A2 Summer 2025 examinations begin.
20th June	GCSE, AS and A2 Summer 2025 examinations end.
25th June	Final contingency day for examinations. The designation of a 'contingency day' within the common examination timetable is in the event of national or local disruption to examinations. It is part of the awarding bodies' standard contingency planning for examinations. Candidates must remain available until 25th June should an awarding body need to invoke its contingency plan.
13th August	Results released for Cambridge International AS & A Levels and iGCSEs.
14th August	A level examination results issued to students.
21st August	iGCSE & GCSE Summer 2025 examination results issued to students.
21st August	Final date for applications for advanced photocopies of scripts and for Priority Service 2 enquiries about results (University place dependant) <u>for A Level</u> Summer 2025 examinations.
21st September	Final date for applications for non-priority clerical checks, review of marking scripts, return of original scripts of GCSE, AS and A level Summer 2025 examinations.

BEFORE THE EXAMINATIONS

EXAMINATION REGULATIONS

Copies of the ***Warning to Candidates, Notices to Candidates*** Leaflets, which are issued jointly by all the Examining Boards, are printed in this guidance. Candidates must read these 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 Examination Boards.***

EXAMINATION BOARDS

The School uses the following Examination Boards: AQA, Edexcel, OCR, WJEC/Eduqas, CIE and the IB.

STATEMENTS OF ENTRY

All candidates receive a Statement of Entry from the Examinations Office indicating the subjects for which they are been entered. Please check that the entries are correct as some subjects may have different tiers or modules. Also **check that your personal details are correct** as this is how they will appear on certificates.

If any errors are spotted, it must be brought to the attention of the Exam Officer immediately. Once these changes have been amended, revised versions will be given out via the Form Tutors.

CANDIDATE NAME

Your legal forenames and surname must appear on your entries and certificates. If you are using a different name and the School is not aware of your legal name, you must inform the Examinations Office immediately.

EXAM/CANDIDATE NUMBER AND CENTRE NUMBER

Each student sitting GCSE / A Levels has a four-digit exam candidate number, IB Candidates have a different numbering system which is valid for the full academic year. This number must be written on all examination papers and answer booklets - **please remember it.**

The School's centre number is 29065.

UCI (Unique Candidate Identifier)

In addition to an exam candidate number, each candidate must have a Unique Candidate Identifier (12 numbers and 1 letter) which is shown on the top of Statements of Entry. This number will usually begin with the Centre Number (**29065**) unless you have transferred from another school that had already issued your UCI. Your UCI is used for administration purposes and it is not necessary for you to remember it.

TIMETABLES

A copy of your personal examination timetable will be given to you, via your tutor. **Check it carefully.** If you think there are any mistakes, go to the Examinations Office immediately. **YOU** are responsible for knowing your examination dates and times and also arriving with the correct equipment.

EXAMINATION CLASHES

If you have a clash of 2 or more examinations at the same time, one examination will follow-on after the other unless the total examination time in a morning or afternoon session is more than 3 hours. If the total time exceeds 3 hours, the examinations will be split between the morning and afternoon sessions. The Examinations Office will inform you if you have a genuine clash and confirm in writing your individual clash arrangements. You will be supervised over lunchtime and will not be able to communicate with other students so you will be put in isolation for this period.

SPECIAL EXAMINATION ARRANGEMENTS

Candidates who have been granted Special Arrangements following agreement with Mrs Welti, Head of Support for Learning, will be informed separately of these arrangements. The candidates should be aware of the support they are getting and the procedure for examinations. This will include, scribes, readers or those people who have permission to word process their examinations.

DURING THE EXAMINATION

DRESS CODE

Full school uniform and correct dress code is required for all examinations.

PERSONAL BELONGINGS

Other than the equipment you need for your examinations, it is advisable not to bring any other personal belongings or valuables with you. Bags should be left in your studies and the School will not accept responsibility for valuables brought into the examination room.

SEATING PLANS

Each candidate will have a final entry sheet showing the location and seat number for each examination being taken. Seating plans will be posted on the exams notice-board and outside the examination room before each examination commences. These are in candidate exam number order. It is imperative that you sit in the numbered seat allocated to you for a specific examination. Your own timetable will have this information on it – so keep it safe.

BE PREPARED

Examinations start at **9.00am and 1.45pm**. Make sure you arrive 15 minutes prior to the start time of each examination (*ready at 8.45am for a morning exam and 1.30pm for an afternoon exam*) and wait quietly outside on the **Lower School Bus Park** until invited into the examination room enter by a member of staff.

It is your responsibility to ensure that you have all the necessary equipment with you. The School is under no obligation to provide equipment during examinations. All items of equipment, pens, pencils, mathematical instruments, etc. should be visible to the invigilators at all times. You must either use a transparent pencil case or clear plastic bag.

- Pens should be **black** ink or ballpoint. No correcting pens, fluid or tape, highlighters or pale-coloured gel pens are allowed.
- For Mathematics and Science examinations, your calculator must conform to the examination regulations. If in doubt, check with your teacher. Remove any covers or instructions and make sure batteries are new.
- Make sure that ALL watches and wearable technology are taken off, turned off and handed to the invigilator.
- Listen carefully to instructions and notices read out by the invigilators - there may be amendments to the examination paper that you need to know about.
- Check you have the correct question paper - check the subject, paper and tier of entry.
- Read all instructions carefully and number your answers clearly.
- Write your name and exam candidate number on all answer booklets and papers.

COMMUNICATION

- Do not attempt to communicate with or distract other candidates.
- **Smart phones, Smart watches, music players, AirPods/headphones and any type of electronic communication including any wearable technology or storage device MUST NOT BE BROUGHT INTO THE EXAMINATION ROOM.** If any of these items are found in your possession during an examination (even if it is turned off) it will be taken from you and a report made to the appropriate examination board. No exceptions can be made. If you hand any equipment in to an invigilator, it must be turned off.
- If a mobile phone or device is found on you, in your bag/coat or it rings, the following rules apply: - found in possession of candidate but not used - zero mark for that component will be awarded - in bag/coat and rings - zero mark for component will be awarded. - used or rings in the possession of candidate - immediate disqualification from the subject.

FOOD & DRINK

- No food or drink is allowed in the examination rooms except water. Drinking water should be in **small, clear bottles** 500ml max with sports-cap lids and **labels removed**. Chewing gum is not allowed.

AT THE END OF AN EXAMINATION

- At the end of an 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.
- Invigilators will collect your examination 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. As others may still be working do not talk until you have left the stairwell area.
- Question papers, answer booklets and additional paper **must NOT be taken** from the examination 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.

MALPRACTICE (CHEATING)

If you are caught cheating in any way in an examination, you **WILL** be reported to the relevant examination board. 'Cheating' means doing anything that is against the rules stated on the *Notice to Candidates* leaflet and includes:

- Being in possession of a mobile phone
- Using unauthorised materials, e.g. revision notes
- Communicating with other candidates (by talking or otherwise)
- Copying from other candidates

PENALTIES FOR CHEATING CAN INCLUDE DISQUALIFICATION FROM TAKING ANY EXAMINATION FOR UP TO FIVE YEARS.

LATE ARRIVAL

Candidates who arrive late for an examination must go immediately to the examination room and report to an invigilator. The School will do its utmost to ensure you are able to sit the examination in the full allocated time. However, examination boards warn that they may not be prepared to accept work from candidates who arrive very late. If you are going to be delayed for any reason, please let the school know immediately so we can facilitate any changes to ensure the exam can be sat where applicable.

INVIGILATORS

The College teaching staff will be involved in the invigilation of exams however at peak times the College employs external invigilators to help with the conduct of examinations. Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.

Invigilators are in the examination rooms to supervise the conduct of the examination. They will distribute and collect the examination papers, hand out extra writing paper if required and deal with any problems that occur during the examination, e.g. if a candidate is feeling ill.

Invigilators cannot discuss the examination paper with you or explain the questions.

Students who are disruptive or behave in an unacceptable manner will be removed from the examination room by invigilators and dealt with accordingly.

ABSENCE FROM EXAMINATIONS

If you are unwell or have been affected by circumstances outside your control at the time of your examination but feel able to sit it, inform the Examinations Officer immediately. If you are unable to attend an examination due to illness or some other serious reason, your parent/guardian must contact School before 8.30am on the day of the examination. ***Medical evidence must be provided*** stating your illness, specific dates and that you were unfit to take the examination. Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

REMEMBER: All exams have to take place on the days and times stated. If you miss an exam on a particular day, ***you will not be able to sit it until the next examination season.***

EMERGENCIES

If the **fire alarm** sounds during an examination the examination invigilators will tell you what to do. Don't panic. If you have to evacuate the room you will be asked to leave **in silence** and in the order in which you are sitting. You will be escorted to a designated assembly point. Leave everything on your desk. You must not attempt to communicate with anyone else during the evacuation. When you return to the examination room do not start writing until the invigilator tells you to. You will be allowed the full duration time for the examination and a report will be sent to the examination board detailing the incident.

BOOK RETURN

All textbooks belonging to the School must be returned on the day of your last examination in each subject. Failure to return books will result in departments charging you for these texts.

AFTER THE EXAMINATIONS

NOTIFICATION OF RESULTS

- Results will be available for collection from Reception from 9am onwards on the day of the results. They will also be available from **8.30am** on the ***“Parental Portal” and also sent via pupil email address.***
- Please do not telephone in for results before 9.00am as staff will be busy preparing to issue results.
- If you wish someone other than yourself or your parent/guardian to collect your results, the collector will require a letter of authority signed by you or your parents.
- Results not collected by 3.00pm will be posted to the candidate’s home address held on the School system.
- It is strongly recommended that you keep all your Notification of Results slips for future reference especially UCAS applications.

RESULTS PUBLICATION DAY

Summer 2025 AS and A level Thursday 14th August from 9:00am

Summer 2025 IGCSE/GCSE Thursday 21st August from 9:00am

Note: Cambridge International A level and iGCSE 13th August

POST RESULTS

- If you require advice regarding university placements, remarked scripts, script returns or re-sits, Examinations Office staff and members of the Senior Management Team will be available on Results Days. (Please read pages 15-17 for more information)

CERTIFICATES

- Once certificates arrive in School in November, leavers will receive them by post to the address we have on the school system. Students who have returned to Year 11 and 6th form will receive their certificates via their tutors.
- **NOTE:** If you have recently moved house or will be in the very near future, just check in with reception to ensure we have the most current address for postage.

- If your certificates are to be collected by someone other than yourself or your parent/guardian, the collector will require a letter of authority signed by you or your parents.

Remember - your certificates are extremely important documents and must be kept safe.
Replacement certificates can only be issued by the examination boards and they will charge you a considerable fee if you need them reprinting.

POST RESULTS

Candidate Information GCSE, GCE Results Summer 2025

There are a couple of points of which all students should be aware with regards to the awarded results.

Grade Boundary Information

On the exam board websites, you will find information regarding grade boundaries for both GCSE and GCE qualifications. Please look very closely at both the grade and unit boundaries prior to requesting a remark and remember marks/grades can and do go down every season.

If your mark is close to the lower part of the boundary either as a whole subject grade or on an individual unit, it may not be in your best interests to request a remark. Once a grade has been aggregated (cached in) marks of individual units count towards the final grade awarded, therefore the decision to request a remark should be an informed decision and one based on assessment of risk on both individual unit mark and the potential effect to the overall final grade.

Following the collection of your results:-

- Check grade and unit boundaries and assess where your grade/unit mark falls within each boundary.
- Consider if you have further examinations or coursework to sit in the future which may affect your overall grade, such as if you are continuing with your studies next year (Lower Sixth)
- If you are considering making an EAR (Enquiry about a result) check the costs associated with this request (page 17) and ***please speak with the appropriate Head of Department*** to ensure that a remark is both warranted and would be beneficial.
- Once you have had a professional dialogue with the Head of Dept. for that particular subject area, they will then liaise with the exam officer and confirm the details of the request for a remark.
- For Upper Sixth and Leavers, payment **will be added to the final school bill.**

Raw Marks to UMS

Marks from papers are converted to UMS (Uniform Mark Scale) and it is the UMS mark that is shown under "equiv" on your results overleaf. There is no straightforward conversion of raw marks to UMS, the conversion varies each year. Further information on UMS and grade boundaries can be sought from both the **Head of Department** and the individual awarding bodies. Please bear in mind, to gain one UMS, you are likely to require more than one mark from an EAR. Please refer to the following links:-

AQA <http://www.aqa.org.uk/> select Students and Parents

Edexcel <http://www.edexcel.com/> select I am a..... Student

OCR <http://www.ocr.org.uk/> select Learners and Parents

WJEC [http://www.wjec.co.uk /](http://www.wjec.co.uk/) select Learners and Parents

Post Results - Fees for Access to Scripts (ATS)

The script fee below is for each unit or module unless specified otherwise.

Awarding Body Fees are PER SCRIPT	AQA	EDEXCEL	OCR	WJEC
GCE ONLY PRIORITY PHOTOCOPY (Available until 24 th August)	Free*	Free*	Free*	11.00
GCE & GCSE ORIGINAL SCRIPT (Available until 29 th September)	Free*	Free*	Free*	11.00

*Free from self-service portal for access to scripts, all ATS requests.

IMPORTANT - PLEASE NOTE REGARDING 'ORIGINAL SCRIPT' REQUESTS

Once you have requested the return of an original script, this will immediately end your right to request an Enquiry About a Result (EAR).

If you require a copy of a remarked script, such a request must be made with the EAR enquiry. It is essential that you do not request a script separately from the EAR. A copy of a remarked script is not possible once the EAR has been submitted.

PLEASE BE CLEAR - Awarding bodies will not accept a script request once the EAR has been processed, unless you are requesting return of an original un-remarked script.

We are advised that the earliest likely return of a non-priority original script is the end of September, most will arrive during October. The later you submit your request the more likely it is that you will not receive the script until after we return from the October half term break.

Awarding bodies will aim to fulfil all original script requests by the end of October.
There are two ATS services available

- at GCE (A level) - Priority (up to 21st Aug) and Original Script return (up to 21st Sept)
- at GCSE – Original Script return and enquiries (up to 21st Sept)

N.B. Even though you may have requested the return of an original script, what we receive depends on the awarding body and can vary by subject. We have no control over what we receive in some instances, we will only receive a photocopy of a script.

Requests made after the deadlines **CAN NOT BE ACCEPTED or PROCESSED.**

FEES FOR ATS SERVICES: UPPER SIXTH and LEAVERS are required to submit payment with the application or give permission for this to go on the final bill and a request will only be processed once payment or approval has been received.

Notification that a script has been received will be made via the candidates school email account and once notification has been received, the script must be collected promptly from school reception.

2025 Examination Board Enquiries about Results Fees. (EAR's)

Awarding Body (These costs are approximate to the service and may vary)	AQA		Edexcel		OCR		WJEC	
<i>All Fees are per unit not per subject.</i>	GCSE	GCE	GCSE	GCE	GCSE	GCE	GCSE	GCE
Option 1								
Clerical re-check	£ 8.25	£ 8.25	£ 11.90	£ 11.90	£ 10.00	£ 10.00	£ 11.00	£ 11.00
clerical re-check with script.	£ 8.25	£ 8.25	£ 13.10	£ 13.10	£ 24.75	£ 24.75	£ 22.00	£ 22.00
Option 2								
Remark and clerical check	£ 38.35	£ 44.45	£ 42.40	£ 49.20	£ 57.50	£ 57.50	£ 37.50	£ 37.50
Option 3								
Remark, clerical check with copy of remarked script	£ 38.35	£ 44.45	£ 53.50	£ 62.30	£ 70.75	£ 70.75	£ 48.50	£ 50.00
Option 4 GCE ONLY (Until 25th August)								
Priority remark inc. clerical re-check of remarked script		£ 52.85		£ 74.20		£ 85.50		£ 59.00
Option 4s Priority Remark (as above)								
Priority remark inc. clerical re-check and copy of remarked script		£ 66.05		£ 87.30		£ 95.50		£ 70.00

Some boards hadn't yet released the summer fees but these are a good guide.

JCQ Examination Information **and warning posters.**

The following posters will be displayed both inside and outside of every examination room. The information on them is to ensure all candidates are fully aware of the procedures and conditions by which the external examinations will operate.

Please take the time to familiarise yourself with them and the instructions and warnings they make.

Appendix 1	Information to Candidates for written exams	20
Appendix 2	Information to Candidates for on screen tests	21
Appendix 3	Warning to Candidates	22
Appendix 4	Mobile Phone Warning	23
Appendix 5	Social Media Warning	24
Appendix 6	Exam Checklist	25

Please also read the attached official JCQ rules carefully

Appendix 5 Information for candidates for written examinations – effective from 1 September 2024



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 exams.
4	You must not take into the exam room: <ul style="list-style-type: none"> a) notes; b) AirPods, Earphones/Earbuds, an iPod, a mobile phone, a MP3/4 player or similar device, a watch, smart glasses or any other smart 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 have a watch, the invigilator will ask you to hand it to them.
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 you have entered the exam room.
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: <ul style="list-style-type: none"> a) make sure it works properly; check that the batteries are working properly; b) clear anything stored in it; c) remove any parts such as cases, lids or covers which have printed instructions or formulae; d) do not bring into the exam room any operating instructions or prepared programs.
3	Do not use a dictionary or computer spell checker unless you are told otherwise.

D Instructions during the exam	
1	Always listen to the invigilator. Always follow their instructions.
2	Tell the invigilator at once if: <ul style="list-style-type: none"> a) you think you have not been given the right question paper or all of the materials listed on the front of the paper; b) the question paper is incomplete or badly printed.
3	Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4	Do not start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and/or the answer booklet. Do not open the question paper until you are told that the exam has begun.
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, including those used for rough work.
E Advice and assistance	
1	If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	Put up your hand during the exam if: <ul style="list-style-type: none"> a) you have a problem and are not sure what you should do; b) you do not feel well; c) you need more paper.
3	You must not ask for, and will not be given, any explanation of the questions.
F At the end of the exam	
1	If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order. Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use. For CCEA examinations any loose additional sheets should be placed behind your script.
2	Do not leave the exam room until told to do so by the invigilator.
3	Do not take any stationery from the exam room. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.
This information must be made available to all candidates in advance of their examination(s) for each series. It may be provided electronically to candidates or in hard copy paper format.	

Appendix 6 Information for candidates for on-screen tests – effective from 1 September 2024



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 exams.
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"> a) notes; b) AirPods, Earphones/Earbuds, an iPod, a mobile phone, a MP3/4 player or similar device, a watch, smart glasses or any other smart device. <p>Unless you are told otherwise, you must not have access to:</p> <ul style="list-style-type: none"> a) the internet, email, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks; b) 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	If you have a watch, the invigilator will ask you to hand it to them.
7	Do not talk to or try to communicate with or disturb other candidates once you have entered the exam room.
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	<p>If you use a calculator:</p> <ul style="list-style-type: none"> a) make sure it works properly, check that the batteries are working properly; b) clear anything stored in it; c) remove any parts such as cases, lids or covers which have printed instructions or formulae; d) do not bring into the 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. Always follow their instructions.
2	<p>Tell the invigilator at once if:</p> <ul style="list-style-type: none"> a) you have been entered for the wrong on-screen test; b) the on-screen test is in another candidate's name; c) you experience system delays or any other IT issues.
3	You may be given a question paper or the instructions may be on-screen. In either case, read carefully and follow the instructions. Do not open the question paper until you are told that the exam has begun.
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	Put up your hand during the on-screen test if: <ul style="list-style-type: none"> a) you have a problem with your computer and are not sure what you should do; b) 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 any stationery from the exam room. This includes rough work, printouts or any other materials provided for the on-screen test.
This information must be made available to all candidates in advance of their on-screen test(s) for each series. It may be provided electronically to candidates or in hard copy paper format.	



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

Warning to candidates

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

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

Effective from 1 September 2021



AQA

City & Guilds

CCEA

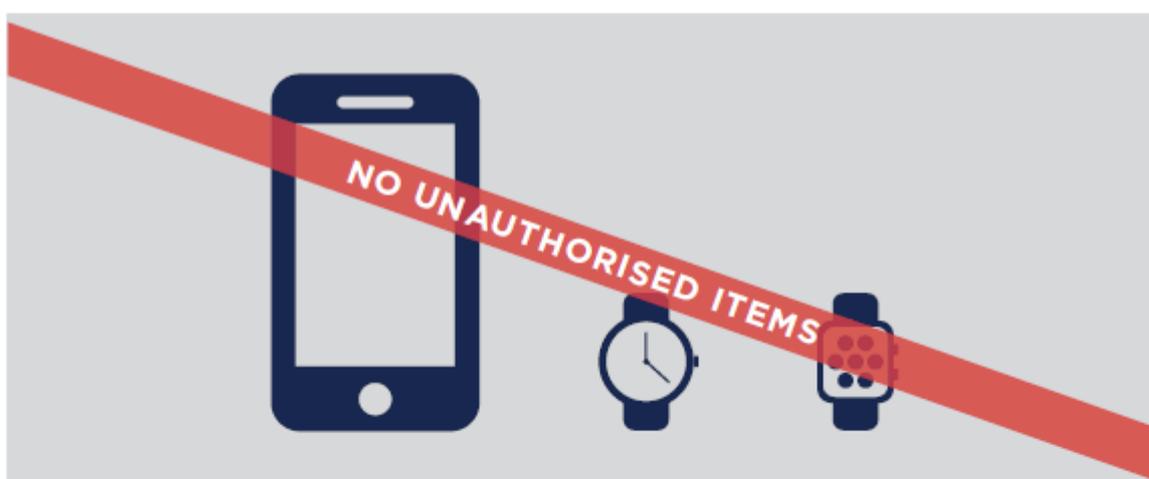
OCR

Pearson

WJEC

NO MOBILE PHONES NO WATCHES

NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION



Possession of unauthorised items, such as a mobile phone
or any watch, 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
-----	---------------	------	-----	---------	------

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.

JCQ^{CIC} 2014

Exam Day Check List



Phones – Students must not have mobile phones in the Exam hall not even in their bags (either on or off). Please do not bring a mobile phone to school on examination days. If found with a phone this will be reported to the Exams Board and you will be disqualified.



You should **not** have notes, AirPods/Earphones, Smart watches, watches, MP3 players, translators, wearable technology or other data storage devices in your possession.



You should bring a **black pen**, pencil, rubber and any other writing equipment needed to your exams. Only clear pencil cases are allowed on your desk, any others should be left in your bag. **Do not use gel pens** – this is because many of the exam 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 on your desk. **This must not be a programmable calculator.**



Bags and coats must be left in your lockers.



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.



No food or drink is allowed in the exam hall except water. Drinking water should be in clear bottles with sports-cap lids and **labels removed**. Chewing Gum is not allowed.