



Guidance for Students, Parents and Carers External Examinations 2024

Student Name: _____

Form: _____

**Candidate
Number:** _____

Centre Number: 32445

School Telephone No: 0161 226 2054 / 0161 241 1453

Email: anne.harvey@whgs-academy.org

**You are required to read this document carefully and
retain it for future reference**

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Introduction

It is the aim of William Hulme's Grammar School to make the examination experience as stress-free and successful as possible for all students.

The information in this booklet is designed to be helpful to you and your parents/carers. Please read it carefully and ask your parents/carers to read it so that they are also fully aware of the examination regulations as well as the procedures which must be followed in the event of any problems occurring.

The Examination Boards set down strict criteria for the conduct of examinations and William Hulme's is required to follow them precisely. You should therefore, pay particular attention to the JCQ INFORMATION FOR STUDENTS enclosed with this booklet.

You may find the answers to some of the questions you have at the back of this booklet. If there is anything you do not understand or any question that has not been addressed, PLEASE ASK!

Contact Numbers

School must have at least one up-to-date contact number for you. Any changes of contact details should be sent via email to enquiries@whgs-academy.org or a note can be sent in to school.

If you/your parents/carers have any queries or need help or advice at any time before, during or after the examinations feel free to contact a member of the examinations team who will be happy to help:



Examinations Officer
Mrs A Harvey
(0161 241 1453)
Anne.harvey@whgs-academy.org



Data & Exams Administrator
Mr N Tromans
(0161 241 1451)
Nathan.tromans@whgs-academy.org

The main switchboard: school telephone number is: **0161 226 2054**

Remember – we are here to help.



Before the Examinations

Statements of Entry/Timetable:

- All students will receive a **Statement of Entry/Exam Timetable** from school. On here you will see details of the subjects and tier for which you have been entered. Some subjects have only one tier of entry, others have **Foundation** or **Higher Tiers (only applicable to GCSE)**. It is important that you check your entries are correct and notify the Examinations Office immediately if you think there is an error.
- **Statements of Entry:** You must check everything on your Statements of Entry very carefully. Pay particular attention to your personal details such as date of birth and spelling of names as these are the details used on your certificates and if any of them are incorrect it may be difficult and/or costly to change them once certificates are awarded.

Examination Boards

- WHGS use the following Examination Boards: **AQA, Cambridge Nationals, NCFE, OCR, Pearson and Educas (WJEC)**

Candidate (student) Name:

IMPORTANT! Please check your name is spelt correctly on your Statement of Entry.

Student ID **must be** verified against suitable identification such as a **birth certificate, passport or driver's licence**. We need to ensure that your name is your legal name rather than 'known as' name. This will help to prevent issues at a later date when you may need to verify that you are the person named on your examination certificates.

Please bring to the Exams Office asap – a copy will be kept in the exams folder and a copy in your student file. **This is a JCQ/Exam Board requirement.**

Candidate (student) Number:

Each student has a four-digit candidate number. This is the number you will enter on examination papers.

UCI:

In addition to a candidate number, each student has 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 our Centre Number (32445) unless you have transferred from another school when it will start with their Centre Number. Your UCI is used for administration purposes and although it is not necessary for you to remember it is useful for you to keep a record of it as it remains with you throughout your educational life. (School, College and University).

Timetables

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 9.00am**
- **Afternoon exams start at 1.30pm**

YOU MUST BE AT THE EXAMINATION HALL/ROOM; AT LEAST 10 MINUTES BEFORE THESE START TIMES.

It is **your** responsibility to turn up on time for the examination. Make sure that you and your parents know the dates and times of each of your examinations. If you are late for an examination, you may not be given the full time to complete it and the Examination Board may not accept the script. If you know that you are going to be late contact the **school office (0161 226 2054)** to enable them to inform the Examinations Officer and the invigilators.

Your timetable is your proof that you have been entered for a specific examination. If your timetable contains any errors, you must see a member of the examinations team. If there is any dispute over whether you have been entered for an examination, you will not be permitted to take it unless you have your examination timetable with you as evidence. The Exams Team can also check this for you on ARBOR.

Examination Clashes

Students may find that they have a clash ie: where two subjects are timetabled at the same time. The school will make alternative timetable arrangements for these students and notify them of this via Form Tutors/Assembly. You must check your individual timetable and see the Exams Team immediately if you think there is a clash on your timetable.

Contingency Days

The dates that have been set aside as the contingency days are **Thursday 6 June** and **Thursday 13 June 2024** (afternoons only), and **Wednesday 26 June 2024** (all day).

This means that all students **must** be available to sit exams from the date of their first exam until Wednesday 26 June 2024. This decision is not a school decision and applies to all students in all schools. Please can all students/parents/carers make a note of the new contingency exam dates in the event that an awarding body needs to invoke its contingency plan.

Should a student not be available for a re-scheduled exam, they will be marked as absent and receive zero score for that paper.

Once a student has completed all their exams there is no longer a need for them to remain available until 26 June 2024.

Special Arrangements

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

- Physical difficulties;
- Language difficulties;
- Specific learning difficulties.

If you think you may be eligible for special arrangements, you must discuss this with the SEND Team at the start of the course who will then liaise with the Examinations Officer. **Applications must be processed in advance.**

Special Consideration

Please inform the Examinations Officer if you think you may be eligible for special consideration. In order to qualify you must be fully prepared and present for an examination but think your performance was affected by circumstances beyond your control. For example, if you have had a recent personal illness, accident or bereavement. The Examination Boards consider the validity of each individual application.

Equipment

- Make sure you have all the correct equipment before your examinations.
- Check the regulations in the **JCQ INFORMATION FOR STUDENTS** and the information on the following pages.
- You must provide all your own equipment.
- Whilst in the exam room, borrowing equipment from other students is **NOT** allowed under any circumstances; please ask invigilators if you have forgotten anything. **We have a limited supply that cannot be relied on.**
- You should bring your equipment in a clear plastic bag or transparent pencil case.
- A new calculator is being promoted on exam board websites for GCE/GCSE subjects (***CASIO Fx-991 EX CLASSWIZ non-programmable calculator or the FX-CG50 graphic calculator**); it is advisable that you buy one for use in both internal and external examinations.

You should bring the following equipment to EVERY examination:

- 2 pens – black ink only
- 2 HB pencils
- Ruler (marked with millimetres)
- Pencil sharpener (preferably one which catches the shavings!)
- Eraser

For certain exams you will also need the following:

- Compass
- Protractor
- Calculator (**please see above recommended model*)
- Coloured pencil crayons may only be used for diagrams, maps, charts etc. *Unless the instructions printed on the front of the question paper state otherwise*

During the Examinations

Examination Regulations

Every year JCQ (Joint Council for Qualifications) issue 'Information for Students' documents.

- Written Exams
- Non-Examination Assessment
- Onscreen Tests
- Coursework
- Social Media
- Privacy Notice

They can be found on the school website. You **must** read them all as they give you information about what you are allowed and not allowed to do during your exams.

[IFC-Written_Examinations_2324_Revision_One_FINAL.pdf](#)

[Information for candidates documents - JCQ Joint Council for Qualifications](#)

Attendance at Examinations

- Students are responsible for checking their own timetable and arriving at school on the correct day and time, properly dressed and equipped. **Students must arrive at least 10 minutes prior to the start time of their examination.** Please wait quietly outside your examination room until you are invited to enter by a member of the exams team/or a senior member of staff.
- Students who arrive late for an examination **may** still be admitted but your work might not be accepted by the exam board.
- Full School Uniform **must** be worn by all students attending school for 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.
- You must write in **black ink** (ballpoint pen).
- You must **NOT** use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
- You are permitted to use highlighter pens and write notes on your question paper which is not submitted for marking.
- For Mathematics and Science examinations, you should make sure that your calculator conforms to the examination regulations **see above recommended models*. If in doubt, check with your teacher well in advance of the examination date. Remove any covers (which must NOT be brought into the examination room) and make sure batteries are new.
- Do not attempt to communicate with, or distract other students.
- Examination regulations are very strict regarding items that may be taken into the examination room. **If you break these rules you MAY be disqualified from the examination.**



If you are found with a mobile phone, watch, ear phones any devices once the examination has started the Examination Board must be informed and you could be disqualified from this and possibly other examinations.

You must not take into the exam room:

- Notes
- Potential technological/web enabled sources of information such as iPod, a mobile phone, a MP3/4 player or a wristwatch which has a data storage device.

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.

- No food or drink is allowed in the examination room. However, **water bottles** are allowed if necessary. These **MUST** be clear bottles with a spill-proof cap. There **MUST** be no label on the bottle.
- Please **do not write** on examination desks. This is regarded as vandalism and you will be asked to pay for any damage.
- You **must not** write inappropriate, obscene or offensive material 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 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. (*GCSE only)
- Read all 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 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.
- 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.
- Remain seated in silence until told to leave the examination room. Please leave the room in silence and show consideration for other students who may still be working.
- Question papers, answer booklets and additional paper must **NOT** be taken from the examination room.
- If the **FIRE ALARM** sounds during an examination the invigilators will tell you what to do. If we 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. 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 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.

Invigilators

- The school employs invigilators to conduct the 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, tell students when to start and finish the examination, hand out extra writing paper if required and deal with any problems which may arise during the examination, for example if a student is feeling ill.
- Please note that 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.

Malpractice

- Any breach of exam regulations will result in the student being reported to the relevant awarding body for malpractice. The awarding body will then decide the course of the action to be taken. This is usually zero marks for that paper but can include zero marks for all exams with that board.
- The most common forms of Malpractice are:
 - (i) Possession of a mobile phone – whether turned on or off

- (ii) Wristwatch / earphones
- (iii) Writing on the exam paper before being instructed to do so
- (iv) Revision and/or other notes left in pocket

Please be aware of all the exam regulations, listen to the invigilators and follow the instructions, ensure you hand your items in.

Absence from Examinations

What to do if you are ill on the day of an exam:

- If you are ill and are unable to attend an examination, it is important you phone the school first thing in the morning (**0161 226 2054**) to inform us.
- You must request a **JCQ/ME FORM 14** from the Exams Office which must be completed by your doctor detailing the reason for non-attendance. There is the possibility of submitting this form to the Examinations Board to ask for special consideration. The Board looks at this in conjunction with other examination marks from the student in that particular subject, coursework marks and mock exam marks. This will then sometimes enable them to adjust the mark and grade accordingly.
- If you are feeling unwell, but still able to travel, we suggest you come to the examination and we can assess the situation then. In most cases it is better to take the examination if it is at all possible.
- If in doubt – **TELEPHONE THE SCHOOL.**



If you fail to attend an examination without a valid reason, it is possible that you will be charged for that examination.

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

In previous exam series, students have had problems getting to an examination on time. This can be as a result of car breakdown, traffic jams, buses not turning up etc.

Although we encourage all students to arrive in plenty of time for all examinations, so that there is not a last-minute panic, it is important that we have up-to-date contact telephone numbers for both you and your parents/carers, or anybody else who might be able to help in an emergency.

If you are late for an examination the Examining Board may not accept the paper.

We suggest that your parents save the school telephone number on their mobile phone so you they can call us if you have a serious problem on your journey to school. (**0161 226 2054**)



Exam Check List

- You must arrive at school **30 minutes** prior to an examination start time **AT THE LATEST**. It is much better to leave yourself a safety margin on timings in case of problems with the journey.
- You must arrive at your exam room at least 10 minutes before the exam start time.
- When taking examinations, bags and coats should be left outside the exam room. **Do not bring these items to the examination room.** We do not accept responsibility for your possessions.

- **Do not take into the examination!** Personal TVs/stereos, digital equipment, reading pens, electronic communication/storage devices, iPods, MP3/4 players, watches, earphones or any other products with text/digital facilities.
- **Do not take into the examination! Students must not have mobiles phones in their possession** (either on or off).
- You should bring a black pen, pencil, rubber and any other writing equipment needed for your examination. 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 examination papers are now scanned and sent electronically for marking – gel pens do not scan well.
- In an examination where you have the use of a calculator, the calculator cover must not be on your desk.
- There must be no talking or communication between students once you enter the examination hall. If you have any questions, you should raise your hand once seated and an invigilator will come to you.
- It is School Policy that you **must wear school uniform and be dressed appropriately for an exam**. You are not permitted to wear hoodies, hats, caps, scarves, or coats during exams.
- **No food is allowed in the examination hall** (if you have a special requirement – please see Mrs Harvey or Mr Tromans, before the examinations)
- **Water bottles** are allowed in the examination hall if necessary. These must be clear bottles with a spill-proof cap. There should be no label on the bottle.

GCE Result Information

Thursday 15 August 2024: GCE Results Day (8.00am-12noon)

Results will be available from the school on **Thursday, 15 August between 8.00am and 12noon** in the Great Hall in the Sixth Form Building.

GCSE Result Information and Entry to VI Form Applicants

Thursday 22 August 2024: GCSE Results Day (9.00am-12noon)

Results will be available from the school on **Thursday, 22 August between 9.00am and 12noon** in the Great Hall in the Sixth Form Building.

Entry to Sixth Form

Members of staff will be available on **Thursday, 22 August** to offer help and advice about sixth form courses and future choices. If you are unable to come to the school before 12noon on Friday, 23 August it is essential that you or your parents/carers contact the Sixth Form Administrator, Miss Valvona (11ichola.valvona@whgs-academy.org) or via telephone, 0161 226 2054 to confirm your intention of taking up your place in Year 12. We will not be able to hold your place if we have not heard from you by **12noon on Friday, 23 August 2024**.

Student permission form

Results collection/Result date: GCSE Thursday 22 August 2024

The normal arrangements for collecting results are in person on the dates and times allocated above. If you are unable to come in person, please leave a stamped addressed envelope at the school office by the end of the summer term for your exam results to be sent by post. If you wish to nominate a third party to collect on your behalf, please complete the details below:

If you require your results by either method below, please tick the relevant box and complete the required information.

Student name / Form and Candidate number	
<input type="checkbox"/> Results should be sent to my email address@.....	
<input type="checkbox"/> I give permission for my representative (insert name) to collect results on my behalf. I confirm that my representative will provide photographic ID on collection.	
Student signature	Date

Post Results Services – Summer 2024

Service 1 Clerical re-check – this is a re-check of all clerical procedures leading to the issue of a result. Students will need to sign a Candidate Consent Form and submit with the relevant fee. The deadline for completion is within 10 calendar days. This service will include the following checks: that all parts of the scripts have been marked; the totalling of marks; and the recording of marks.

Service 2 – Review of marking - this is post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. A marking error can occur because of:

- an administrative error.
- a failure to apply the mark scheme where a task has only a ‘right’ or ‘wrong’ answer;
- an unreasonable exercise of academic judgement. The awarding body will train its reviewers to conduct reviews of marking accurately and consistently.

Reviewers **will not** re-mark the script. They will only act to correct any errors identified in the original marking. Students will need to sign a Candidate Consent Form and submit with the relevant fee. The deadline for completion is within 20 calendar days. This service will include – the clerical re-checks detailed above in Service 1, and a review of marking.

Service 3 – Review of moderation – this is a review of the original moderation to ensure that the assessment criteria have been fairly, reliably, and consistently applied. **It is not a re-moderation of students’ work.** If WHGS’s internally assessed marks (coursework or non-examination assessment) have been accepted without change by an awarding body, this service will not be available. Please discuss with the Subject Leaders at school on Results Day.

Additional information:

- Further information will be in your RESULTS ENVELOPE on Results Day.
- The awarding body will not deal directly with individual students.
- Students must sign a Candidate Consent Form for the above services.
- All such requests must be accompanied by the appropriate fee.
- **Late applications will not be accepted by the Exam Boards**
- Contact the Exams Team for further information.

Collection of Certificates

Following the summer exams, certificates will be available for collection from the School Reception **between the hours of 9.30am and 2.30pm**.

- **Summer Exams** - certificates available for collection in November.

Certificates belong to the student and, therefore, cannot be issued to any other individual without a signed letter of authorisation from the student and identification of the person collecting.

Certificates can be sent via the post. As per exam regulations, the certificates will have to be sent by Recorded Delivery. There is a fee of **£3.50** to cover this service.

It is extremely important exam certificates are collected and kept secure as they are required for Higher Education and workplaces often request them.

Frequently Asked Questions

Q. Why do I need to check the details on the Statement of Entry/ Exam Timetable?

The details on your Statement of Entry/Timetable will be used when certificates are printed. If the name or date of birth on your certificates does not match your birth certificate it could cause you problems if you are asked to show your certificates to a potential employer or for college/university in the future. You should also check the subjects and *tiers for which you are entered are correct and that none are missing. ***GCSE only.**

Q. My name has been mis-spelt on my timetable. What can I do?

We can rectify this problem very quickly. Please come to the Exams office and we will amend our records. This will ensure that your certificates will be correct. If you fail to do this before result days, there is an approx £50.00 charge for the exam boards to re-issue your certificate, which has to be paid by you.

Q. What do I do if there's a clash on my timetable?

When a clash of examinations occurs WHGS will re-timetable your examinations and you will receive a message to come to the Examinations Office in order to agree to the changes made. We will ask you to agree to these changes in writing. If there is a clash on your timetable when you receive it, you should speak to Mrs Harvey as soon as you can.

Q. What do I do if I don't agree with my NEA mark from my teacher?

Your teacher will inform you of your mark (not grade) for NEA that you have completed. If you feel that the assessment process was wrong, then you should discuss this with your teacher first. If you feel strongly that this has been exhausted then you can make a formal appeal against your centre assessed mark for your NEA, this is only used in exceptional circumstances and must be done within 2 days of receiving your mark. Please contact Mrs Harvey, Exams Officer for an appeal form. **You should be aware that your mark may stay the same, be lower or higher than the original mark and may still change after the exam board moderation process has taken place.**

Q. What do I do if I think I have the wrong paper?

You will be asked to check that you have the right paper before the examination starts. If you think something is wrong put your hand up and inform the invigilator immediately.

Q. What do I do if I forget my Candidate Number?

Candidate Numbers will appear on your desk. Invigilators will be able to help you find your number.

Q. What do I do if I forget the WHGS Centre Number?

The Centre Number is **32445**. It will be clearly displayed in the examination room.

Q. What do I do if I have an accident or I am ill before the Examination?

Inform WHGS at the earliest possible point so we can help or advise you (**School Reception: 0161 226 2054**). In the case of an accident leaving you unable to write it may be possible to provide you with a scribe to write your answers but we will need as much prior notice as possible. You may need to obtain medical evidence (from your GP or hospital) if you wish us to make an application for Special Consideration on your behalf.

Q. What is Special Consideration?

Special Consideration is an adjustment to the marks or grades of a student. It is important to note that any adjustment is likely to be small and no feedback is ever provided. You will only be eligible for Special Consideration if you are fully prepared and present for an examination, but your performance was affected by circumstances beyond your control. Examples of such circumstances are a recent personal

illness, accident, bereavement or domestic crisis. The Examination Boards consider the validity of each individual application.

The Examinations Office **must** be informed immediately, in order for the necessary paperwork to be completed (within 7 days of the last examination session for each subject). The student will be required to provide evidence to support such an application.

Q. What do I do if I feel ill during the Examination?

Put your hand up and an invigilator will assist you. If you feel ill before or during an examination and you think it may have affected your performance you should inform an invigilator immediately.

Q. If I'm late can I still sit the Examination?

If you are late, it may still be possible for you to sit the examination. You should get to school as quickly as possible and report to Reception. A member of staff will escort you to the examination room. You must not enter an examination room, without permission, after an examination has begun.

You should also be aware that if you start the examination more than 60 minutes after the published starting time, WHGS must inform the Examination Board who may decide not to accept your work. Please ensure you allow enough time to get to school so that if you are delayed (e.g. through transport problems) you will still arrive on time.

Q. If I miss the Examination can I take it on another day?

No. Timetables are regulated by the Examination Boards and you must attend on the given date and time.

Q. Do I have to wear school uniform?

Yes. Normal school regulations apply to uniform, hair, jewellery, make-up, etc.

Q. What equipment should I bring for my Examinations?

- For most examinations you should bring at least 2 pens (black ink only).
- For Science Modules you need 2 x HB pencils.
- For Mathematics pencils must be used for diagrammatic work.
- For some examinations you will need a calculator, a 30cm ruler (marked with cm and mm), eraser, compasses, protractor, coloured pencil crayons (not gel pens).
- You are responsible for providing your own equipment for exams.
- You must NOT attempt to borrow equipment from another student during the examination.

Q. What items are not allowed into the Examination room?

- Only authorised material is permitted in the examination room and students who are found to have any material with them that is not allowed will be reported to the relevant Examination Board. In such circumstances, a student may be disqualified from the paper, or the subject concerned. If in doubt, ask!
- Bags, coats and any other items not permitted under Examination regulations and must be left outside the examination room. Do not bring any valuables into school when you attend for an examination.
- No food or drink is allowed in the examination room. However, if necessary, Water bottles are allowed, these should be clear bottles with a spill-proof cap. There should be no label on the bottle.

Q. Why can't I bring my mobile telephone into the Examination room?

Being in possession of a mobile 'phone whether it is 'on' or 'off' (or any other electronic communication device, e.g. iPod, MP3/4 Players, headphones, earphones, watches etc) is regarded as cheating and is subject to severe penalty from the awarding bodies. See *Malpractice page 9*

Q. How do I know how long the Examination is?

The length of the examination is shown in minutes on your individual timetable under the heading 'duration'. Invigilators will tell you when to start and finish the Examination. They will write the start & finish time on a flip chart or board at the front of the Examination room. There will be a clock in the Examination room.

Q. Can I leave the Examination early?

It is the school policy not to allow students to leave the exam room early as this is disruptive to other students, and you are then not making good use of the time available to you. A student may not leave the examination room without the permission of the invigilators. If you have finished the paper, use any time remaining to check over your answers and ensure you have completed your details on the front of the answer booklet correctly.

Q. What do I do if the fire alarm goes?

The Examination invigilators will tell you what to do. If you must evacuate the room leave everything on your desk and leave the room in silence. You must not attempt to communicate with any other students during the evacuation.

Q. Can I go to the toilet during the Examination?

It is good practice to go to the toilet before you come to the exam room. You may be refused to go to the toilet during an exam unless we are aware of a medical problem. Going to the toilet during an exam means you miss precious minutes of the exam time, and it also disrupts the concentration of others. You will be escorted by an invigilator and will not be allowed any extra time.

Q. If I have more than one Examination on a day can I get lunch?

Students who have examinations in both morning and afternoon sessions may obtain lunch from the dining hall in the usual way or bring a packed lunch.

Q. What do I do if I don't get the grades I need?

Staff will be available to advise you on Results Day. If you feel strongly that it is necessary to make an enquiry about your result you should first consult your teacher and/or Head of Faculty who will be able to advise you on requesting a post results service. Should you wish to go ahead with a review, you should be aware that your mark could go down as well as up or may even stay the same. The Examinations Teams will advise you on the cost of this process. Details of the post results service, including review of marking will be included in the envelope with your results. Please note that there are strict deadlines connected to the post results service.



Joint Council for
Qualifications ^{CIC}

REVISION ONE

Information for candidates

Written examinations

With effect from 1 September 2023

Published on: 1 September 2023

Revision one: 30 January 2024

Produced on behalf of:



©JCO^{CIC} 2023

**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:
 - (a) notes;
 - (b) an iPod, a mobile phone, a MP3/4 player or similar device, a watch, AirPods or earphones/earbuds.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 the exam has started.
- 8 You **must not** write inappropriate, obscene or offensive material.
- 9 If you leave the exam room unaccompanied by an invigilator before the exam has finished, you **will not** be allowed to return.
- 10 **Do not** borrow anything from another candidate during the exam.

B. Information – Make sure you attend your exams and bring what you need

- 1 Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
- 2 If you arrive late for an exam, report to the invigilator running the exam.
- 3 If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
- 4 Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
- 5 You **must** write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.

C. Calculators, dictionaries and computer spell-checkers

- 1 You may use a calculator unless you are told otherwise.
- 2 If you use a calculator:
 - (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:
 - (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 before you start the exam. **Do not** open the question paper until you are instructed 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:
 - (a) you have a problem and are in doubt about 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 answer 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 section was amended on 30 January 2024. For CCEA examinations, any loose additional answer sheets should be placed behind the script.

On your exam day

This checklist will help you to be as prepared as possible for your exams, so that on the day itself you can focus on doing your best.

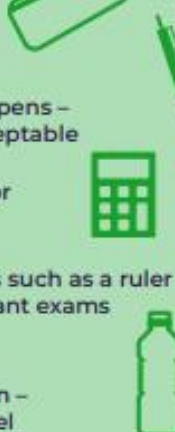
Before sitting your exams, ensure you know:

- the date, time and location of your exams – you might find it helpful to write this information in a calendar or planner
- who to contact at school or college in case there's an emergency that makes you late or unable to sit your exam

What you cannot take into exams:

- any type of phone
 - revision notes
 - any type of watch (this includes analogue, digital and smart watches)
- 

What you will need:

- a clear pencil case
 - at least two black ink pens – blue pens are not acceptable
 - an approved calculator for relevant exams
 - appropriate apparatus such as a ruler or protractor for relevant exams
 - a clear water bottle if you wish to take one in – it must not have a label
- 

Other important information:

- Listen carefully to the invigilator's instructions which will be specific to your exam. If you are unsure of anything, please raise your hand and wait for the invigilator.
- Fill in your details on the front of your answer booklet.
- If you need additional answer sheets, raise your hand and wait for an invigilator who will provide you with one. Remember to add your details to this booklet too.
- If you need to use the toilet or feel unwell, raise your hand and wait for an invigilator who will escort you from the exam room.
- Make sure you stay silent – talking to a fellow candidate could result in disqualification from all your exams.

Contingency sessions:

- There are contingency sessions within the Summer 2024 exam timetable – the afternoon of 6 June and 13 June 2024 and the morning and afternoon of 26 June 2024. Make sure you are available on all three dates even if you do not have an exam.

If you have any questions about your exams, please ask your teacher or exams officer.



You can also find useful information about preparing for exams at www.jcq.org.uk/exams-office/information-for-candidates-documents

EFFECTIVE FROM 1 SEPTEMBER 2023



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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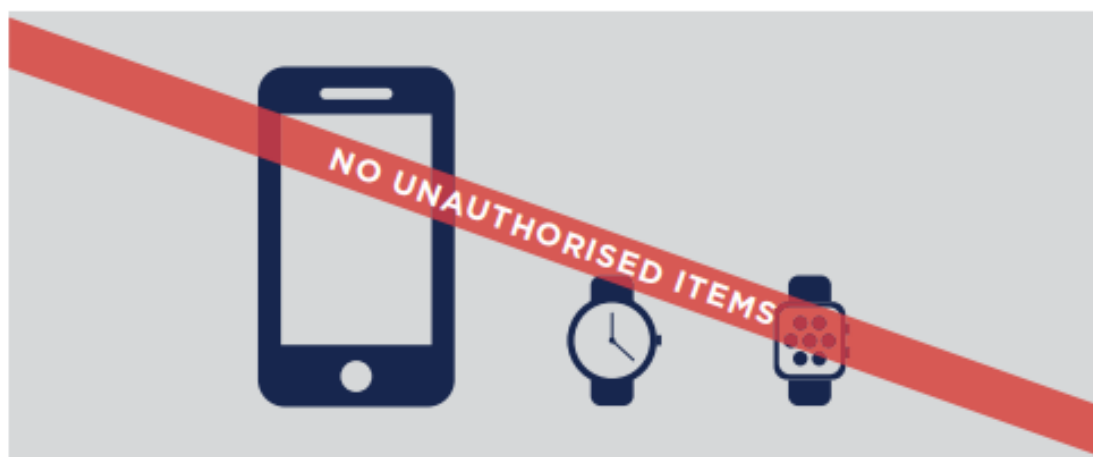
Warning to Candidates

1. You **must** be on time for all your examinations.
2. **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.

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.

