

**Information for students  
taking external examinations**

**2023-2024**

Name \_\_\_\_\_

Form \_\_\_\_\_

<b>Exam Subjects</b>	<b>Teacher</b>
English Literature	
English Language	
Biology	
Chemistry	
Physics	
Trilogy Science	
RE	
<b>Options</b>	

# On your exam day

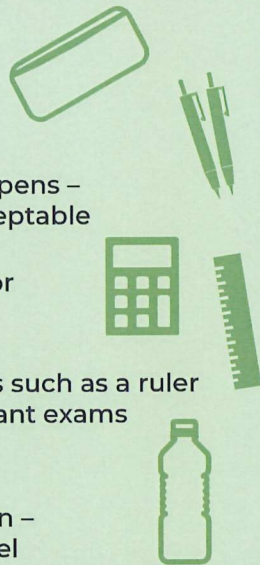
This checklist will help you to be as prepared as possible for your exams, so that on the day itself you can focus on doing your best.

## 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 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



## What you cannot take into exams:

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



## 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.





Name:  
Form:

What are your key strengths?

What key areas do you need to improve?

Subject	Grade in most recent assessment	What topics will be assessed in the exam? Colour code them <span style="color: red;">R</span> – I remember nothing about this <span style="color: orange;">A</span> – I remember some of the key knowledge <span style="color: green;">G</span> – I am confident with this topic	What are your next steps for revising for each exam? What resources do you need to achieve this?
English Lang			
English Lit			
Maths			
Science			

# Revision Timetable

Mon	Tues	Wed	Thur	Fri	Sat	Sun
<p>Intervention Subject: Topic: Key Focus:</p> <p>Resources: R A G</p> <p>Target:</p>	<p>Intervention Subject: Topic: Key Focus:</p> <p>Resources: R A G</p> <p>Target:</p>	<p>Intervention Subject: Topic: Key Focus:</p> <p>Resources: R A G</p> <p>Target:</p>	<p>Intervention Subject: Topic: Key Focus:</p> <p>Resources: R A G</p> <p>Target:</p>	<p>Intervention Subject: Topic: Focus:</p> <p>Resources: R A G</p> <p>Target:</p>	<p>Morning Subject: Topic: Focus:</p> <p>Resources: R A G</p> <p>Target:</p>	<p>Morning Subject: Topic: Focus:</p> <p>Resources: R A G</p> <p>Target:</p>
<p>Evening slot 1 Subject: Topic: Focus:</p> <p>Resources: R A G</p> <p>Target:</p>	<p>Evening slot 1 Subject: Topic: Focus:</p> <p>Resources: R A G</p> <p>Target:</p>	<p>Evening slot 1 Subject: Topic: Focus:</p> <p>Resources: R A G</p> <p>Target:</p>	<p>Evening slot 1 Subject: Topic: Focus:</p> <p>Resources: R A G</p> <p>Target:</p>	<p>Evening slot 1 Subject: Topic: Focus:</p> <p>Resources: R A G</p> <p>Target:</p>	<p>Afternoon slot 1 Subject: Topic: Focus:</p> <p>Resources: R A G</p> <p>Target:</p>	<p>Afternoon slot 1 Subject: Topic: Focus:</p> <p>Resources: R A G</p> <p>Target:</p>
<p>Evening slot 2 Subject: Topic: Key Focus:</p> <p>Resources: R A G</p> <p>Target:</p>	<p>Evening slot 2 Subject: Topic: Key Focus:</p> <p>Resources: R A G</p> <p>Target:</p>	<p>Evening slot 2 Subject: Topic: Key Focus:</p> <p>Resources: R A G</p> <p>Target:</p>	<p>Evening slot 2 Subject: Topic: Key Focus:</p> <p>Resources: R A G</p> <p>Target:</p>	<p>Evening slot 2 Subject: Topic: Key Focus:</p> <p>Resources: R A G</p> <p>Target:</p>	<p>Afternoon slot 2 Subject: Topic: Key Focus:</p> <p>Resources: R A G</p> <p>Target:</p>	<p>Afternoon slot 2 Subject: Topic: Key Focus:</p> <p>Resources: R A G</p> <p>Target:</p>



## Examination Equipment

Please use the table below to see what essential equipment you will need for your exams. You must use a **BLACK** pen in all exams and bring your equipment in a clear pencil case or bag. If you bring a water bottle please make sure it is clear, take any labels off and keep it under the exam desk or your chair so there is no chance of spillages.

<b>Subject</b>	<b>Equipment</b>
Business Studies	Black pen, pencil and calculator
Computer Science	Black pen and pencil
Drama	Black pen and pencil
Engineering	Black pen, pencil, pencil sharpener, scientific calculator, ruler and eraser
English	Black pen and highlighters
Food & Nutrition	Black pen, pencil, pencil sharpener, ruler and eraser
Further Maths	Black pen, pencil, eraser, pencil sharpener, scientific calculator, ruler, protractor and compass
Geography	Black pen, pencil, ruler, eraser, calculator and protractor
History	Black pen and highlighter
iMedia	Black pen, pencil, eraser, pencil sharpener
Maths	Black pen, pencil, eraser, pencil sharpener, scientific calculator, ruler, protractor and compass, tracing paper
Music	Black pen, pencil, pencil sharpener and eraser
PE	Black pen, pencil, pencil sharpener, ruler and eraser
Religious Education	Black pen and pencil
Science	Black pen, pencil, eraser, pencil sharpener, scientific calculator, ruler, protractor and compass
Spanish	Black pen and pencil

### **Reminder to students taking exams**

- No toilet breaks in first 60 minutes or last 20 minutes – ie 75 minute exam no toilet breaks.
- Clear water bottle – no labels. Small lids, no sports grips.
- No food in the exam room.
- Must stay for entire length of exam even if using laptop and printing.
- No writing on anything other than answer paper. Don't write/draw on candidate card, hands/arms.
- Go to room they are allocated – sports hall or access room. They can't choose to go to another venue.
- If they are late, they must only enter the exam room with Mrs Ridley, Mrs Allen, Mr Emberley or Mrs Brown.
- Ensure they only take in the equipment needed for that exam. An English exam, for example, does not require a calculator, so please don't take one in.
- No coats or bags in any exam room, even the Spanish speaking prep room.

### **Calculators in exams**

Calculators must be:

- of a size suitable for use on the desk;
- either battery or solar powered;
- free of lids, cases and covers which have printed instructions or formulae.

Calculators must not be designed or adapted to offer any of these facilities:

- language translators;
- symbolic algebra manipulation;
- symbolic differentiation or integration;
- communication with other machines or the internet;
- be borrowed from another candidate during an examination for any reason;
- have retrievable information stored in them. This includes:
  - databanks;
  - dictionaries;
  - mathematical formulae;
  - text.

The candidate is responsible for the following:

- the calculator's power supply;
- the calculator's working condition;
- clearing anything stored in the calculator.





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.**



AQA

City & Guilds

CCEA

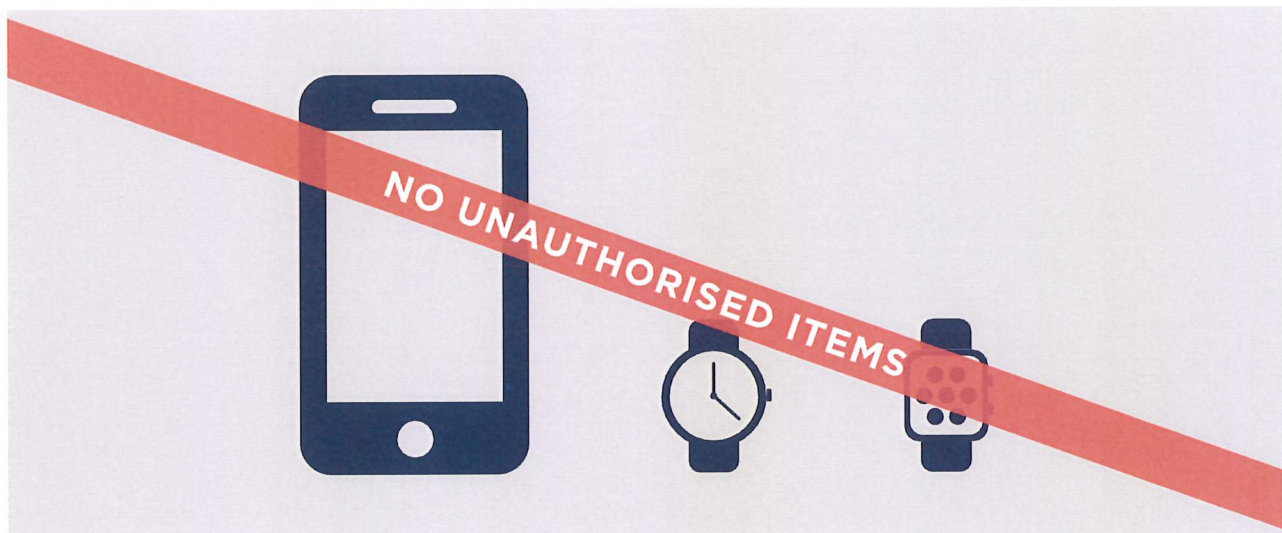
OCR

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.





## Information for Candidates

### Information About You and How We Use It

You have entered general or vocational qualifications such as GCSE, A-level, functional skills qualifications etc with one or more of the awarding bodies listed above. In order to be able to provide examinations and assessments, the awarding body needs to collect and use information about you. This notice provides you with a high level summary of the information the awarding body is required by law to give you about what happens to that information. For more detail see each awarding body's full Privacy Notice:

AQA	<a href="https://www.aqa.org.uk/about-us/privacy-notice">https://www.aqa.org.uk/about-us/privacy-notice</a>
CCEA	<a href="https://ccea.org.uk/legal/privacy-notice">https://ccea.org.uk/legal/privacy-notice</a>
City & Guilds	<a href="https://www.cityandguilds.com/help/help-for-learners/learner-policy">https://www.cityandguilds.com/help/help-for-learners/learner-policy</a>
NCFE	<a href="https://www.ncfe.org.uk/legal-information">https://www.ncfe.org.uk/legal-information</a>
OCR	<a href="https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/">https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/</a>
Pearson	<a href="https://qualifications.pearson.com/en/about-us/qualification-brands/gdpr.html">https://qualifications.pearson.com/en/about-us/qualification-brands/gdpr.html</a>
WJEC	<a href="https://www.wjec.co.uk/home/privacy-policy/">https://www.wjec.co.uk/home/privacy-policy/</a>

### Who we are and how to contact us

Each awarding body is a separate organisation. Your school or examination centre will be able to confirm to you which awarding body is delivering each qualification you are undertaking and you will receive a statement confirming what qualifications you have been entered for and which awarding body. You will find links to each awarding body's website and information on how to contact them here: <https://www.jcq.org.uk/contact-our-members/>

### Information about you and from where it is obtained

Each awarding body whose qualifications you enter will need to use a variety of information about you. This includes obvious identification details such as your name, address, date of birth and your school or examination centre. It also includes information about your gender, race and health, where appropriate. This information is provided by you or your parents/guardians and/or by your school or examination centre.

Each awarding body will create certain information about you such as a candidate number, examination results and certificates.

You will find further information about this in the awarding bodies' full Privacy Notice (see links above) or by contacting the awarding body (see above).

## **What happens to the information about you**

The awarding bodies use the information about you to deliver the examinations and assessments which you have entered. This includes making a variety of arrangements for you to sit the examinations or assessments, marking, providing you and your school or centre with results and certificates. The awarding bodies also use some of the information about you for equality monitoring and other statistical analysis.

The awarding bodies may share information about your results with official bodies such as the Department for Education and the examinations regulators (e.g. Ofqual in England) and also relevant local authorities and the Universities and Colleges Admissions Service (UCAS). An awarding body may also use information about you to investigate cheating and other examination malpractice and will share information about malpractice with other awarding bodies.

The awarding bodies take the security of the information about you that they hold seriously.

You will find further, technical information about what the awarding bodies do with information about you, why and the legal basis in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

## **Your rights**

The law gives you a number of rights in relation to the information about you that the awarding bodies hold. Those rights are:

- Access – you are entitled to ask each awarding body about the information it holds about you.
- Rectification – you are entitled to ask each awarding body to correct any errors in the information that it holds about you.
- Erasure – in certain circumstances you are entitled to ask each awarding body to erase the information about you that it holds.
- Object to or restrict processing – in certain circumstances you are entitled to ask each awarding body to stop using information about you in certain ways.
- Complain – you are entitled to complain to the Information Commissioner (the body regulating the use of personal information) about what each awarding body does with information about you.

You will find further information about your rights in relation to information about you in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

## **How long the information about you is held**

Each awarding body retains information about you only for as long as it is needed. Some of the information is needed only during the period in which you are undertaking the examination or assessment and is securely destroyed a short while afterwards. Other information about you, such as your name, gender, address, qualification and subjects entered and the results, are held indefinitely and for at least 40 years.

Each awarding body has its own retention policy that sets out what information it retains, how it is retained and for how long. You can find out more about retention policies by contacting each awarding body (see above).



### **How to find out more about the information about you that the awarding bodies use**

To find out more about the information about you that the awarding bodies collect and use, including what happens to that information and why, you can review the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or contact the awarding body. You will find links to each awarding body's website and information on how to contact them here: <https://www.jcq.org.uk/contact-our-members/>.

### **Please note**

It is important to note that this notice concerns only how the awarding bodies use information about you (called your "personal data"). Complaints about how an awarding body handles your personal data can be made to the Information Commissioner ([www.ico.org.uk](http://www.ico.org.uk)). Information about the examinations and assessments themselves, including the rules about assessments, can be found on the JCQ Exams Office pages ([www.jcq.org.uk/exams-office](http://www.jcq.org.uk/exams-office)). The awarding bodies are regulated by Ofqual (<https://www.gov.uk/government/organisations/ofqual>) in England; Qualifications Wales ([www.qualificationswales.org](http://www.qualificationswales.org)) in Wales, and the Council for the Curriculum, Examinations and Assessment (<http://ccea.org.uk/regulation>) in Northern Ireland.

## Information for candidates Using social media and examinations/assessments



### **This document has been written to help you stay within exam regulations. Please read it carefully.**

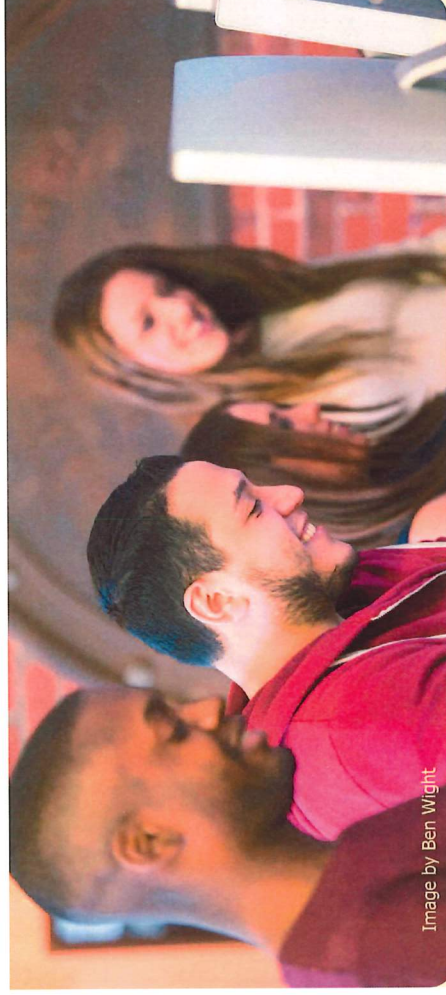
We all like to share our experiences when taking exams and sharing ideas with others online can be helpful when you're studying or revising.

However, it is important to consider what you say and to think about what information is being shared as there are limits to what you can share and you need to be careful not to break the rules. The rules are in place to ensure that exams are fair to everyone, students don't become worried about false rumours and any real issues can be sorted out quickly by the right people.

We'd like to ask you to act responsibly when discussing online. If you're in doubt about what you can and can't discuss online regarding your exams, it's always best to check with your teacher.

If you receive what is or what looks to be assessment related information through social media, or any other means, you must tell your teacher or another member of staff. You must show them what you have received (if available). They will then report the matter to the awarding body and it will be investigated.

Where candidates breach the rules for examinations, controlled assessments, coursework or non-examination assessments, awarding bodies have an obligation to investigate and may apply penalties.



### **You need to know that the following would be malpractice:**

- copying or allowing work to be copied – e.g. posting written work on social networking sites prior to an examination/assessment;
- collusion: allowing others to help produce your work or helping others with theirs;
- asking others about what questions your exam will include (even if no one tells you);
- having or sharing details about exam questions before the exam - whether you think these are real or fake; or
- not telling exam boards or your school/college about exam information being shared.

### **Penalties that awarding bodies apply include:**

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

### **Please take the time to familiarise yourself with the JCQ rules:**

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





# GCSE Examinations

## Things you need to know

Before entering the exam room you should take note of the seat number you have been assigned from the Timetable issued to you by your Tutor.

### Absence from Examinations:

- You must attend all exams that are allocated to you on your individual candidate timetable.
- Misreading the timetable will not be accepted as a satisfactory explanation for your absence.
- If you miss an exam due to illness, you must telephone the school.

### Bags, Books, Notes and Valuables:

- Possessions of things such as **notes, books, papers, iPods, headphones, mobile phones and watches** are not allowed in the exam room. If you have any unauthorised items in your possession, you must hand them in to an invigilator before the start of exam. Failure to do so may lead to disqualification.
- Please do not bring valuables with you when you come into school for an exam.

IF A MOBILE PHONE, IPOD, HEADPHONES OR A WATCH IS FOUND IN YOUR POSSESSION DURING AN EXAM, EVEN IF IT IS TURNED OFF, THE DEVICE WILL BE TAKEN FROM YOU AND A REPORT MADE TO THE APPROPRIATE EXAM BOARD. NO EXCEPTIONS WILL BE MADE.

MINIMUM PENALTIES IMPOSED BY THE EXAM BOARDS ARE AS FOLLOWS (WITHOUT EXCEPTION):

- Device found on you and turned ON: disqualification from entire subject award.
- Device found on you and turned OFF: disqualification from that component.

### Additional Prohibited Material:

The following items must not be brought into any exam room:

- Any type of electronic communication or storage device.
- Non-transparent pencil cases/boxes.
- Calculator cases and instruction books.
- MP3 players and other music devices.
- Books (except for authorised texts), notes, letters, diaries or other printed material.
- Bags, rucksacks, PE kits, etc.
- Drinks and food, including chewing gums.

### Cheating:

If you are caught cheating in any way in an exam, you WILL be reported to the exam boards. 'Cheating' means doing anything that is against the rules stated and includes:

- Being in possession of a mobile phone.
- Using unauthorised aids.
- Communicating with other candidates (by talking or otherwise).
- Copying from other candidates.
- Attempting to communicate with other candidates (turning around, looking across at other candidates etc).



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

**Equipment:**

You must provide all your own equipment. 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 ink only
- 2 HB pencils
- Ruler
- Pencil sharpener
- Rubber
- For certain exams you will also need the following:
- Compasses
- Protractor
- Calculator
- Coloured pencils

You must do any rough work in the answer booklet provided. Cross out anything that you do not wish to be marked.

YOU ARE NOT ALLOWED TO USE CORRECTING FLUID, CORRECTING PENS, HIGHLIGHTER PENS OR GEL PENS IN ANY ANSWER BOOKLETS.

If you need tissues in the exam room, ask an invigilator - there will be a supply of tissues in the exam room.

**Calculators:**

Not all exams allow the use of a calculator, but where they are permitted, there are restrictions on the models allowed.

- of a size suitable for use on the desk;
- either battery or solar powered;
- free of lids, cases and covers and printed instructions or formulae.
- Calculators must not be designed or adapted to offer any of these facilities: language translators; symbolic algebra manipulation; symbolic differentiation or integration; communication with other machines or the internet;

YOU MUST BRING YOUR OWN CALCULATOR IF YOU NEED ONE. YOU ARE NOT ALLOWED TO USE A MOBILE PHONE AS A CALCULATOR.

**Conduct in the Exam Room:**

You must be silent at all times when you are in the exam room. This includes when you enter and leave. If you need assistance, put your hand up clearly and wait for an invigilator to attend to you.

Once you have entered the exam room, you have to be escorted at all times if you need to leave (e.g. if you need to go to the toilet).

You will not be allowed to leave the room for toilet break during the first hour of the examination, nor may you leave during the last twenty minutes. For exams of duration up to one hours, no toilet breaks are allowed.

You will not be allowed to leave an exam early if you have finished your work as this disturbs other candidates in the room.

#### **Location of Exams:**

Most GCSE exams will take place in the Sports Hall. Please arrive well before the start time shown on your timetable so that you are not in a rush before your exam. Seating plans for each exam session will be displayed on the exam notice board, near the dining room. Please make a note of the row and seat number you will be seated in.

You are NOT allowed to enter the exam room before the exam time.

#### **Special Consideration:**

Special consideration can only be applied for if something has seriously affected your performance on the day of an exam. Examples of acceptable reasons for application are bereavement (if a close relative or friend has passed away close to the exam), injury or illness (you must have a doctor's note).

#### **Drinks and Sweets:**

You are ONLY allowed to take into the exam room a drink of plain water in a sealed clear plastic bottle with the label removed.

NO sweets or other foods of any kind are permitted in an examination.

#### **End of the Exam:**

The invigilators will collect your exam papers before you leave the exam room. Absolute silence MUST be maintained during this time.

Question papers, answer booklets and additional paper must NOT be taken from the exam room. You will be dismissed from the exam row by row. You must remain silent until you are outside the hall.

#### **WARNING**

All the exam boards have very strict rules and regulations. They make it clear that:

- Their official exam sessions must be run under strictly fair conditions. Anyone attempting unfair practices can expect cancellation of exam entries, as well as possible exclusion from any further external exams for a period of up to 5 years.
- All invigilators HAVE to stick to the rules; they HAVE to report to the Exams Officer ANYTHING that they feel could be suspicious.

## Appendix 5 Information for candidates for written examinations – effective from 1 September 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, 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.
- 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 2023

**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 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, earphones/earbuds**.

Unless you are told otherwise, you **must not** have access to:

- (c) the internet, email, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks;
- (d) pre-prepared templates.

**Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.**

- 6 If you 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 the on-screen test has started.
- 8 If you leave the exam room unaccompanied by an invigilator before the on-screen test has finished, you **will not** be allowed to return.
- 9 **Do not** borrow anything from another candidate during the on-screen test.



## **B. Information – Make sure you attend your on-screen test and bring what you need**

- 1 Know the date and time of your on-screen test(s). Arrive at least ten minutes before the start of your on-screen test.
- 2 If you arrive late for an on-screen test, report to the invigilator running the test.
- 3 If you arrive more than one hour after the published starting time for the on-screen test, you may not be allowed to take it.
- 4 Your centre will inform you of any equipment which you may need for the on-screen test.

## **C. Calculators, dictionaries and computer spell-checkers**

- 1 You may use a calculator unless you are told otherwise.
- 2 If you use a calculator:
  - (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 Tell the invigilator at once if:
  - (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 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. **Do not** open the question paper until you are instructed 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:
  - (a) you have a problem with your computer and are in doubt about 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 examination(s) for each series. It may be provided electronically to candidates or in hard copy paper format.**



## Start your day right.

- Breakfast balances blood sugar levels.
- Breakfast kick-starts your metabolism.
- Breakfast boosts energy levels.
- Breakfast promotes heart health.
- Breakfast stimulates the brain



## Plan Ahead

Organise yourself so that you know/have the following:

- Date, Time & Room for each exam
- Collate your exam pencil case
- Know the topics that each exam will test
- Plan your revision timetable carefully



## Positive Mindset

This is not the same as tricking yourself into believing you will pass everything without doing any work.

Instead, it is about:

- knowing where you are in your learning
- Accepting the advice from your teachers
- Believing that you can overcome learning barriers when you ask the right questions and spend time working to achieve SMART targets

## Find ways to relax

Relaxing is an essential part of being successful during the exam period. This is not always the same as having fun, but is a way to **calm and relax your mind and body** so that you able to sleep and think when you need to.

- ✗ Do not play video games until late as they raise adrenalin
- ✗ Do not use your phone for at least 30 minutes before bed
- ✓ Listen to music
- ✓ Take a bath or shower
- ✓ Exercise – Pilates or Stretches are really helpful
- ✓ Practice mindfulness

## Sleep well

Sleep is an essential part of ensuring your well-being. You cannot function properly if you do not have good sleep habits. It is important to get into these early.

- Go to sleep at the same time each night, and get up at the same time each morning, even on the weekends.
- Don't take naps after 3 p.m. and don't nap longer than 20 minutes.
- Stay away from caffeine and energy drinks
- Limit your exposure to your phone before bed.
- Use the relaxing tips to plan your evening routines