



ST PATRICK'S
Roman Catholic High School



THE ST PATRICK'S CENTRE
of Educational Excellence

Amazing things happen here

St Patrick's RC High School

Centre Number: 33309

Candidate Examination Booklet

2022 – 2023

Guidance for Pupils and Parents/Carers

Helping every child to be the very best version of themselves

Headteacher: Mrs A Byrne



ST PATRICK'S
Roman Catholic High School

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Public Examinations

Public examinations can be a stressful time for pupils and parents/carers. It is the aim of St Patrick's RC High School to make the examination experience as stress-free and as successful as possible for all pupils.

We will make every effort to ensure that all pupils receive the best possible preparation for their examinations, that the administrative arrangements run smoothly, and that the examinations are conducted in a way that will cause as little stress as possible to help pupils to achieve their best.

This booklet is intended to inform you about examination procedures, to answer some of the most frequently asked questions and to guide and support pupils and parents/carers through the examination process, please read it carefully.

The awarding bodies (examination boards) set down strict criteria which must be followed for the conduct of examinations and St Patrick's RC High School is required to follow them precisely. You should, therefore, pay particular attention to the appendices that can be found at the back of this booklet and on our school website: www.stpatricksrchigh.co.uk/pupils/examination-information.

If there is anything you do not understand or any question that has not been addressed, **PLEASE ASK.**

INVIGILATORS

The school employs external invigilators to conduct the examinations – they have a key role in ensuring that all examinations at St Patrick's are conducted in accordance with school policy and the exam boards strict regulations.

**PUPILS ARE EXPECTED TO BEHAVE IN A RESPECTFUL MANNER TOWARDS
ALL MEMBERS OF THE INVIGILATION TEAM AND FOLLOW THEIR INSTRUCTIONS**

Disruptive pupils will be removed from the examination room

Invigilators will supervise the conduct of the examination. They will distribute and collect the examination papers, inform pupils when to start and finish the examination and deal with any problems that occur during the examination. Please note that they are unable to discuss the examination paper with you or explain the questions.

BEFORE THE EXAMINATIONS

Individual Candidate Timetable

You will receive an individual candidate timetable, which will show details of each exam such as date, time and duration of exam, paper details, venue and seat number. **Check it carefully.**

The details to check are:

- Your personal details – this means the correct spelling of your legal (not your preferred) name and your correct date of birth. These details are how they will appear on your exam certificates which are legal documents and must be correct.
- The examination units you are taking, especially the level of the paper e.g. Foundation or Higher. If you have been entered for the wrong exam, you will be given the wrong paper.

If you think something is wrong, please let the Examinations Officer know immediately.

Centre Number

The centre number for St Patrick's RC High School is **33309**.

Candidate Number (also known as Exam Number)

Each pupil has a four-digit candidate number. **This is the number that you will enter on every examination paper.** It will appear next to your name on examination registers. Your candidate/exam number is shown on the front of your individual candidate timetable.

My Candidate Number is				
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(Please complete and remember)

Contact Numbers

Please ensure that school have your up to date telephone numbers.

BE PREPARED FOR YOUR EXAMS

Equipment

Please ensure that you arrive for **EVERY** examination with the required equipment. Only take into the examination room the pens, pencils, erasers and any other equipment which you need for the examination you are about to sit.

You must:

- write clearly in **BLACK** ink, unless the instructions on the front of the question paper say otherwise.

You must not use:

- correcting pens, fluid or tape;
- erasable pens;
- blotting paper;

- highlighter pens in your answers (although you may use them to highlight questions within the question paper or question/answer booklet and to highlight extracts in any resource material provided);
- gel pens in your answers;

Calculators

Candidates may use a calculator in an examination unless prohibited by the awarding body's specification.

The instructions on the question paper will say whether calculators are not allowed or if they are expected to be used in the examination. If the instructions do not include either of these statements, calculators are treated as standard equipment and may be used.

Where calculators are permitted, it is your responsibility to ensure that your calculator meets the awarding bodies' regulations.

Calculators must be:

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

Calculators must not:

- 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.
- have retrievable information stored in them – this includes:
 - databanks;
 - dictionaries;
 - mathematical formulas;
 - text.

An invigilator may give you a replacement calculator to use during the exam, **if available**.

You are responsible for the following:

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

Calculators – not just for mathematics

Where permitted you may wish to use your calculator in subjects other than maths e.g. sciences and geography. Therefore, ensure you have your calculator with you for all subjects where you may wish to use one.

DURING THE EXAMINATION

You **must** wear full school uniform.

Normal school regulations apply to hair, jewellery, make-up etc., in accordance with current school policy.

Ensure you arrive for **EVERY** exam fully equipped.

You must not lend equipment or attempt to borrow from another pupil in the exam room.

Mobile Phones, Watches and other forms of communication are strictly prohibited in exams.

REMEMBER - being in possession of a mobile phones, watches, MP3/4 Players and iPods (or any other electronic communication or storage device, which have a data storage device and products with text or digital facilities) even if turned off **MUST** be reported to the awarding body - **NO EXCEPTIONS CAN BE MADE**. This is regarded as malpractice and is subject to a severe penalty from the awarding bodies.

Requests to use the toilets during an examination should **ONLY** be in cases of emergency. If you request to go to the toilet during an examination, you will be escorted by an invigilator. Pupils with a specific medical condition must submit a medical note.

All visits to the toilet will be logged and the log made available to support any report of suspected malpractice or if requested by the JCQ Inspector during his/her inspection.

In the interest of all pupils and in order to keep disruption to a minimum during the examinations please remember to go to the toilet before the exam commences.

EXAMINATION REGULATIONS

Copies of the formal notices that are required by regulation to be given to each pupil can be found at the back of this booklet.

Please pay particular attention to the '**Information for candidates for written examinations**' notice. All pupils must read this carefully and note that to break any of the examination rules or regulations could lead to disqualification from all subjects.

The school **MUST** report any breach of regulations to the Awarding Body.

ATTENDANCE AT EXAMINATIONS

You are responsible for checking your own timetable and ensuring that you are prepared for the start of your examination.

Unless otherwise notified, morning examinations start **promptly at 9:00am** and afternoon exams start **at 1:15pm at the latest**. Pupils who arrive late for an examination may still be admitted but may not receive any additional time. However, please be aware that **awarding bodies have the right not to accept your exam paper**.

DO NOT attempt to communicate with or distract other pupils.

Drinks - **WATER ONLY** may be brought into the examination room, which must be in a transparent plastic bottle **and the label must be removed**.

You are not allowed to bring in the following items:

- canned or cartons of drinks;
- chewing gum;
- any food.

Read the instructions on the front of the question and answer papers carefully so you understand what you need to do. **Ensure that all the necessary information is written on the front of your script, and on any loose additional answer sheets or answer booklets, i.e. full name, candidate number and centre number.**

Tell the Invigilators **AT ONCE**: -

- if you think you have not been given the correct paper;
- if any of the materials (listed in a box on the front of the paper) are missing;
- if the paper is incomplete or badly printed.

IF A PAGE IS MEANT TO BE BLANK, IT WILL SAY SO!!

Work carefully and write clearly.

REMEMBER DO NOT RUSH – try to give the examiners what they are looking for – NEAT working and CLEARLY written answers!

Leave yourself approximately 5 – 10 minutes at the end of your exam so that you can go through and check ALL of your answers. It is very important as you can often find mistakes and/or omissions and then you can put it right – this could make the difference in achieving a higher grade.

You must put your hand up to get the attention of an Invigilator if:

- you need more paper;
- you feel unwell;
- you have a particular problem and you do not know what to do.

At the end of the exam you must **stop writing immediately when you are asked**. Do not be tempted to communicate in any way whatsoever with any other pupil as exam conditions **DO NOT END** until you have left the exam hall.

You must not leave the exam hall until you are asked to do so by the Lead Invigilator.

OTHER IMPORTANT INFORMATION

Listen carefully to instructions and notices read out by the invigilators – there may be amendments to the exam paper that you need to know about. Read all instructions carefully.

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

If the **fire alarm** sounds during an examination the invigilators will provide instructions on 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 exam room do not start writing until the Lead Invigilator resumes the examination and asks you to commence. You will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident.

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 please ensure that **every** sheet/additional booklet is marked with your name, candidate number, centre number and unit or component code or paper details.

Invigilators will collect your exam papers before you leave the room. **Absolute silence must be maintained during this time.** Question papers, answer booklets and additional paper must **NOT** be taken from the exam room.

Remember you are still under examination conditions until you have left the room. At this time please show consideration for other candidates who may still be working.

ABSENCE FROM EXAMINATIONS

If you experience difficulties during the examination period (e.g. illness, injury, personal problems) please inform school at the earliest possible point so that we may help or advise you. **IF YOU ARE UNWELL ON THE ACTUAL DAY OF YOUR EXAM, YOU MUST CONTACT THE SCHOOL IMMEDIATELY TO INFORM US.**

Only in 'exceptional circumstances' are pupils eligible for an application for special consideration for absence from any part of an examination. Strict regulations apply for any applications for special consideration. In all cases where an application is to be made it is essential that full medical or other appropriate evidence to support such an application is obtained by the pupil/parent/carer and is given to the Examinations Officer without delay.

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

Parents/carers and pupils are reminded that the school will require payment of entry fees (starting from around £40 per subject) should a pupil fail to attend an examination without good reason and without informing the school.

POSSESSION OF UNAUTHORISED ITEMS

Mobile phones, watches, electronic communication or storage devices such as iPods, MP3/4 players, reading pens and any other products with text, web enabled or digital facilities are NOT allowed in the examination room.

If a mobile phone, watch (or any other type of electronic communication or storage, web enabled device) is found in your possession during an examination (**even if it is turned off and you did not intend to use it**) it is breaking the rules and is subject to penalty and possible disqualification. It will be taken from you and a report made to the appropriate awarding body. **NO EXCEPTIONS CAN BE MADE.**

Possession of unauthorised items could result in **DISQUALIFICATION**.

Finally....

We hope that you will make full use of the support available and do your best.

Exams are stressful, but need not be daunting. They can provide a good sense of job well done, knowledge consolidated and skill displayed. Try to rise to the challenge and do your best.

GOOD LUCK!

Frequently asked questions

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

If you think something is wrong put your hand up and inform an Invigilator **immediately**.

Q. What do I do if I forget the school Centre Number/Candidate/Exam Number?

The Centre Number is **33309** and is displayed at the front of the examination room. Candidate numbers are displayed on the identification card on your desk for each exam.

Q. What do I do if I have an accident or I am unwell before the exam?

Inform school at the earliest possible point so that we can help or advise you. In the case of an accident that means you are 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 to make an application to the relevant awarding body. You may need to obtain full medical evidence (from your GP or hospital) to support such an application.

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

Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before or during an examination.

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

Only if it is absolutely necessary. You will be escorted by an invigilator and will not be allowed any extra time. Ensure you go to the toilet before the examination.

Remember – going to the toilet not only disturbs other people in the room, it also breaks your concentration. It should not be seen as a chance to have a break.

Q. If I'm late can I still 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. It may not be possible to allow you the full time if you start the examination late.

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

No. Timetables are regulated by the awarding bodies and you must attend on the given date and time.

Q. Can I leave the exam early?

It is not the school's policy to allow candidates to leave the exam room early, as this is disruptive to other candidates.

Q. What do I do if I want to appeal against the procedure used in internal/non examination assessment for work that contributes to my GCSE award?

Appeals may be made to the school regarding the **procedures** used in internal/non examination assessment but **not the actual marks or grades** submitted by the school to the awarding bodies.

Full details, of the 'Reviews of Marking Centre assessed marks' appeal procedures, including deadline dates are available upon request from the Examinations Officer.

Appendices

All appendices below are displayed on our website

- 1. Information for candidates – social media**
- 2. Information for candidates – non examination assessments**
- 3. Information for candidates – privacy notice**
- 4. Information for candidates – on screen tests**
- 5. Information for candidates – written examinations**
- 6. Unauthorised items**
- 7. Warning to candidates**
- 8. Notification of GCSE Results**
- 9. Collection of GCSE Certificates**

Information for candidates Using social media and examinations/assessments



Image by Patricia Jones

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.

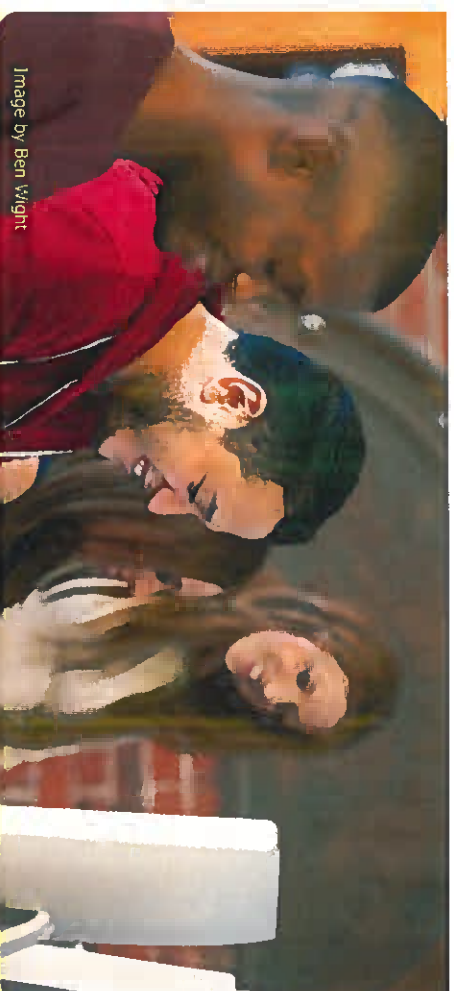


Image by Ben Wright

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>





**Joint Council for
Qualifications^{CIC}**

Information for candidates

Non-examination assessments

Effective from 1 September 2022

Produced on behalf of:



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

When you submit your work for marking, the awarding body will normally require you to sign an authentication statement confirming that you have read and followed the regulations.

If there is anything that you do not understand, you **must** ask your teacher.

Preparing your work — good practice

If you receive help and guidance from someone other than your teacher, you **must** tell your teacher who will then record the nature of the assistance given to you.

If you worked as part of a group on an assignment, for example undertaking field research, you **must** each write up your own account of the assignment. Even if the data you have is the same, you **must** describe in your own words how that data was obtained and you **must independently draw your own conclusions from the data**.

You **must** meet the deadlines that your teacher gives you. Remember – your teachers are there to guide you. Although they cannot give you direct assistance, they can help you to sort out any problems before it is too late.

Take care of your work and keep it safe. **Do not** leave it lying around where your classmates can find it or share it with anyone, including posting it on social media. You must always keep your work secure and confidential whilst you are preparing it; **do not** share it with your classmates. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you do not need.

Do not be tempted to use pre-prepared online solutions – this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

You **must not** write inappropriate, offensive or obscene material.

Research and using references

In some subjects you will have an opportunity to do some independent research into a topic.

The research you do may involve looking for information in published sources such as textbooks, encyclopedias, journals, TV, radio and on the internet.

Using information from published sources (including the internet) as the basis for your assignment is a good way to demonstrate your knowledge and understanding of a subject. You **must** take care how you use this material though – you **cannot** copy it and claim it as your own work.

The regulations state that:

'the work which you submit for assessment **must** be your own';

'you **must not** copy from someone else or allow another candidate to copy from you'.

When producing a piece of work, if you use the same wording as a published source, you **must** place quotation marks around the passage and state where it came from. This is called 'referencing'. You **must** make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: Morrison, 2000, p29.

For material taken from the internet, your reference should show the date when the material was downloaded and **must** show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: http://news.bbc.co.uk/onthistday/hi/dates/stories/october/28/newsid_2621000/2621915.stm, downloaded 5 February 2023.

You may be required to include a bibliography at the end of your piece of written work. Your teacher will tell you whether a bibliography is necessary. Where required, your bibliography **must** list the full details of publications you have used in your research, even where these are not directly referred to, for example: Curran, J. *Mass Media and Society* (Hodder Arnold, 2005).

If you copy the words or ideas of others and do not show your sources in references and a bibliography, this will be considered as cheating.

Plagiarism

Plagiarism involves taking someone else's words, thoughts or ideas and trying to pass them off as your own. **It is a form of cheating which is taken very seriously.**

Don't think you won't be caught; there are many ways to detect plagiarism.

- Markers can spot changes in the style of writing and use of language.
- Markers are highly experienced subject specialists who are very familiar with work on the topic concerned — they may have read the source you are using, or even marked the work you have copied from!
- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

Penalties for breaking the regulations

If it is discovered that you have broken the regulations, one of the following penalties will be applied:

- the piece of work will be awarded zero marks;
- you will be disqualified from that component for the examination series in question;
- you will be disqualified from the whole subject for that examination series;
- you will be disqualified from all subjects and barred from entering again for a period of time.

The awarding body will decide which penalty is appropriate.

REMEMBER - IT'S YOUR QUALIFICATION SO IT NEEDS TO BE YOUR OWN WORK



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

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). 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). The awarding bodies are regulated by Ofqual (<https://www.gov.uk/government/organisations/ofqual>) in England; Qualifications Wales (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

On-screen tests

With effect from 1 September 2022

Produced on behalf of:



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**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, or a watch.

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.

Information for candidates

Written examinations

With effect from 1 September 2022

Produced on behalf of:



**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, or a watch.

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

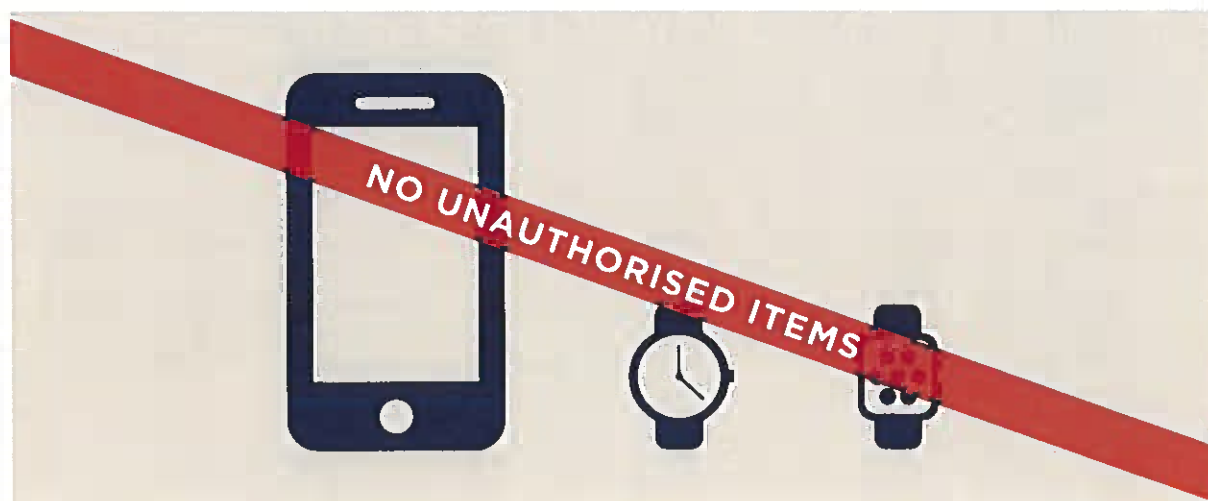
- 1 If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order.

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.

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
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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.

After the examinations

NOTIFICATION OF RESULTS

GCSE results will be available for collection on
THURSDAY 24th AUGUST 2023 at 10:00 am

If you wish any other person (friend/family member) to collect your results on your behalf, you must give your written authorisation. This must be brought to school by your nominated person, who must also bring proof of their identification with them.

Alternatively, you can provide a stamped self-addressed envelope for your results to be posted home.

No results will be given out by telephone or any other form of communication other than stated above, under any circumstances.

POST RESULTS

Important information regarding all post results procedures will accompany your results on 24th August 2023.

The awarding bodies cannot engage in correspondence with pupils or parents/carers relating to the marked examination scripts. The awarding bodies operate a service for review of marking and checking of scripts after results have been issued. Any queries must be part of this formal process and must be submitted by school, following discussions directly with the subject teacher.

It is worth noting that in the case of a review of marking, the final mark awarded following an enquiry may be lower than, higher than, or the same as the grade which was originally awarded. It is for this reason that YOU will be asked to sign a 'Candidate Consent Form' before any action can be taken. This is in compliance with the regulations of the awarding bodies.

Collection of GCSE Certificates

All students will be invited to a **Certificate Evening** to collect their GCSE certificates. This usually takes place during the autumn term following the issue of results slips on results day. A letter with further details will be sent out prior to this event taking place.

If you are unable to attend the Certificate Evening your certificates **must** be collected in person **AFTER** the Certificate Evening has taken place.

<p>Certificates will NOT be given to anyone other than the pupil without the pupil's written authorisation</p>

Each year, more and more ex-pupils are disappointed to find that prospective employers are requesting proof of qualifications. Exam boards no longer issue replacement certificates where originals have been lost or were not collected from school. Each exam board will issue a Statement of Results - however a SUBSTANTIAL fee will be charged by EACH exam board for EACH exam session and for EACH level of exam.

If there are siblings currently attending the school, you may write a letter of authorisation to nominate your sibling to collect your certificates on your behalf.

Alternatively, parents/carers can collect your certificates on your behalf if you provide them with written consent, which they must bring with them together with proof of their identification.