



NINESTILES
AN ACADEMY

Exam Handbook Guidelines for Students and Parents/Carers 2020-2021

Centre Number 20119

Produced/reviewed by	
Exam Officer	
Date of next review	September 2021

Introduction

Ninestiles, An Academy is committed to ensuring that candidates are fully briefed on the exam and assessment processes in place and are made aware of the required JCQ instructions and information for candidates. The school's aim is to make the experience as stress free and successful as possible for all candidates.

The purpose of this handbook is to ensure that candidates are provided with all relevant information about their exams and assessments in advance and to answer any questions candidates may have. **Please read it carefully, so that you are aware of the examination procedures and regulations.**

The Awarding Bodies (sometimes referred to as Exam Boards) set down strict criteria for the conduct of examinations which must be followed precisely. **Students should therefore pay particular attention to the JCQ Notices at the end of this booklet (Appendices). Failure to do so could result in disqualification from some or all examinations.**

If there is anything that you do not understand, please ask. If you have any queries or need help or advice at any time before, during or after the examinations, please contact:

- *Subject teachers*
- *Head of KS4: Ms Oliver (email: Kathryn.Oliver@ninstiles.org.uk)*
- *Head of Year 11: Ms Kaur (email: Sheran.Kaur@ninstiles.org.uk)*
- *Examinations Officer: Ms Kalis (Room 135, email: Anna.Kalis@ninstiles.org.uk)*

Examination Regulations

JCQ Notices are included at the end of this booklet (Appendices 1-8). Students must read these carefully and note that breaking any of the rules or regulations could lead to disqualification from all subjects. Ninestiles, An Academy has a duty to report any breach of regulations to the Awarding Body concerned.

These notices are also available on the Ninestiles website, if pdf copy is required.

Exam Start Times

Morning Exams – 9.15 am

Afternoon Exams – 1pm

During exams and PPEs, on Tuesday the school day will not finish early at 2pm. Exams will finish around or after 3 pm.

- Candidates must stay in the exam room until the official finishing time of the exam.
- If candidates finish early, they should check their work and then sit still and in silence.
- Some exams may finish later than the normal school day.
- Please check the exam timetable for this information.

Exams cannot be scheduled for another time or date
Candidates are responsible for checking their timetable and arriving at school on time.

Absence / Illness / Lateness

School must be informed as soon as possible, and before 9am on the day of the examination, that a student will be late/absent.

School telephone No: 0121 628 1311

Absence from examinations

- Students are advised to sit the exam if possible.
- If a student is absent due to an illness, supporting medical evidence is usually required. If that's not possible, a self-certification form (JCQ Form 14) can be completed to confirm the reason for absence.

Being Unwell

If a student is unwell, school needs to be informed and a decision needs to be made about the student's fitness to sit the exam

- If the candidate is unwell, it is important to visit a doctor and get their advice on whether the candidate is well enough to sit the exams
- If possible it is advised to obtain a doctor's note, so evidence can be provided to the exam board
- If a candidate feels unwell during the exam, an invigilator must be notified, and the student will be escorted out of the exam room
- Special Consideration might be applicable, but this will be determined individually

Being Late

If a student is running late, they may still be allowed to enter the exam room to take the exam:

- They must arrive at school and be under supervision before
 - 10 am for morning exams
 - 2.30 pm for afternoon exams
- Candidates arriving **after** 10am/2.30pm may be allowed to sit the exam at the discretion of the Principal. However, the awarding body might not accept their script for marking.
- Late candidates will be allowed the full exam time

School Examinations – PPEs (Pre-Public Exams)

At Ninestiles, during Years 10 and 11, students sit mock exams that give them the chance to experience what it is like to sit the examination in each of their subject areas. PPEs are important as they give us an indication of students' current attainment and areas for improvement. The examination regulations apply. Students not following them may be disqualified and receive no grade for that exam.

Coursework and Controlled assessments

Some courses include internally or externally assessed units/tasks. Depending on the subject they may need to be completed at home or at school under exam conditions. Subject teachers will give out information about these – when assessments are taking place and deadlines associated with them.

Dates for non-examined assessments are not included in the exam timetables; this information will be provided by the subject teachers and any questions should be directed to teachers.

After candidates' work has been internally assessed it is moderated by the awarding body to ensure consistency in marking between centres. The moderation process may lead to mark changes. This process is outside the control of Ninestiles, An Academy

If a student feels that marking procedures have not been correctly followed, they may appeal against the marking/assessment process (see Internal Appeals Procedure on the school's website or ask for a copy from the Exams Officer).

Written Examinations

Timetables

Individual timetables will be provided for each candidate. This will include dates, times, tiers and duration of exams. Candidates should carefully check their timetable and personal information as it will be shown on their certificates. If there are any mistakes (name, spelling, date of birth, exams), please speak to Examinations Officer (Ms Kalis) immediately.

Exam Location

Exams at Ninestiles usually take place in the Hall and Gym. Peter Bennett Block is used for languages exams. Other rooms can be used when required. Please check seating lists in Social Spare for details.

Contingency Days

There will be an additional contingency exam series in July for students who missed their exams. The details will be confirmed as soon as information is available from exam boards.

All candidates must be available to sit their exams up to and including 2nd July 2021. Exams cannot be rearranged for a different date/time. Please be mindful of that when booking holidays.

Examination Clash

Examination Clash occurs when a candidate is scheduled to sit more than one exam at the same time. Special arrangements will be made for these candidates. They will be supervised during any breaks and between exams.

- If the duration of both papers is **under 3 hours**, one paper will be taken followed immediately by the second paper. There will be a short supervised break under exam conditions.
- If the duration of both papers is **over 3 hours** in one session (am or pm), one paper can be taken in another session on the same day. In between exams the candidate will be supervised at all times. There will be no access to the internet or mobile phone. However, books and notes will be allowed to revise for the next exam.
- If a candidate is entered for 3 exams on one day and the duration of these papers is **over 5½ hours**, special arrangements will be made. This will be discussed individually with the candidate.

Onscreen Tests

If a candidate needs to sit an onscreen test, they will be informed at least 7 days in advance of the date of the test.

Access Arrangements

Students in possession of one of the following documents **may** be eligible for extra time or other arrangements in their exams:

- A Statement of Special Educational Needs relating to secondary education or an Education, Health and Care Plan which confirms a disability or
- A Psychological Assessment carried out by a qualified psychologist confirming a learning disability during the secondary school period or
- An assessment carried out no earlier than the start of Year 9 by a specialist assessor confirming a learning difficulty relating to secondary education

Students **may** also be eligible for extra time or other arrangements if they have:

- Behavioural, Emotional and Social Development Needs or
- Communication and Interaction Needs or
- Sensory and/or Physical Needs

Students **may** also be eligible for extra time (up to 10%) if their first language is not English and they need to make extensive reference to a bilingual dictionary.

If the SENCo feels that there is justification for an Access Arrangement an application will be made to the relevant Awarding Body and parent(s)/guardians(s)/carer(s) will be notified if the arrangement is granted.

Special Consideration

Special consideration is a post-examination adjustment to candidate's mark or grade to reflect adverse circumstances beyond their control at the time of assessment which had a negative effect on their ability to take an assessment or demonstrate their normal level of attainment.

The allowance for Special Consideration ranges from 0% to 5%. Parents/carers and students should be aware that any adjustment is likely to be small and only at the discretion of the exam board.

Please notify Ms Oliver, Ms Kaur or Ms Kalis if there are any circumstances that affect a candidate. Arrangements will be discussed separately in each case.

Equipment

Students should ensure that they have everything that they need for the examination. School is no longer able to provide students with the equipment for their examinations.

Students must not lend equipment or attempt to borrow from another candidate in the examination room.

Only material listed on the question paper is allowed in the examination room. Students **MUST NOT** have on or near them any other material.

Wrist watches must be removed and placed on the desk. Smartwatches are not allowed.

Correction fluids and gel pens are not allowed.

All stationery and equipment must be visible to the invigilator at all times so a transparent pencil case or clear plastic container should be used. All writing must be in black ink.

What equipment need to be brought in to the exams:

- A black ball-point pen (must be black) and spares
- Pencil, sharpener, eraser
- Ruler
- Eraser
- Highlighter (can highlight the question paper but not your answers)
- Clear pencil case
- Scientific calculator (unless the exam does not allow a calculator) without a lid/cover.
- Maths exams will also require a protractor, set square and compass. Your Maths teacher will give you more information regarding the equipment needed.
- Some exams may need coloured pencils. Your subject teacher will advise you

Students may not use in their answers:

- correcting pens, fluid or tape;
- erasable pens;
- highlighter pens (although they may be used to highlight questions, words or phrases within the question paper or question/answer booklet. A highlighter pen may also be used to highlight extracts in any resource material provided);
- gel pens
- blotting paper

If students forget the equipment, in exceptional circumstances, the equipment might be borrowed from Ms Kalis in Exams Office. All borrowed equipment must be signed for and returned to Ms Kalis promptly.

Using Calculators

Candidates may use a calculator in an examination unless prohibited by the Awarding Body's specification. The instructions set out in this section apply to all examinations unless stated otherwise in an awarding body's specification

If a candidate wants to bring their own calculator, where allowed, they must ensure that their calculator meets the JCQ regulations. Calculators cannot be on a MOBILE PHONE

Calculators must be: <ul style="list-style-type: none">○ 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: <ul style="list-style-type: none">• be designed or adapted to offer any of these facilities: -<ul style="list-style-type: none">○ language translators;○ symbolic algebra manipulation;○ symbolic differentiation or integration;○ communication with other machines or the internet;• be borrowed from another candidate during an examination for any reason;• have retrievable information stored in them - this includes:<ul style="list-style-type: none">○ databanks;○ dictionaries;○ mathematical formulas;○ text.
The candidate is responsible for the following: <ul style="list-style-type: none">○ the calculator's power supply;○ the calculator's working condition;○ clearing anything stored in the calculator.	

Exam Room Conditions

Candidates must line up in the designated areas 15 minutes prior to the start of the exam. They will be escorted to the exam room one row at a time.

Once candidates enter any exam room they are under exam conditions and must follow invigilators' instructions at all times. Failure to do so may mean they are removed from the exam and may be prevented from sitting the exam. Candidates must not communicate with other candidates.

Mobile phones (switched off) must be handed in to an invigilator before entering the exam room. Bags and coats must be placed at the back of the room.

Exam information will be displayed at the front of the exam room and will include: day/date, centre number, subject title, paper number, start and finish times. Each desk will have desk card with candidate number. An invigilator will give the required "starting announcement" which will include the length of the paper and start and end times of the exam.

Candidates should check that they have the correct question paper – subject, unit and tier.

Candidates must produce legible handwriting in their exams. It is important that the required information on the front page of the answer booklet is filled in. If additional answer sheets/books are used, the front must be filled in with personal information and the number of any question answered needs to be stated. At the end of the exam, the additional sheets need to be placed inside the answer booklet.

Supervision during exams

Exams are supervised by a team of invigilators who make sure exams are conducted according to JCQ rules and regulations. Students who need assistance during the exam, should raise their hand and wait for an invigilator to respond. Invigilators cannot discuss the examination paper or explain questions.

In case of an emergency, students must follow instructions from the invigilator. If candidates are asked to leave the examination room, they must close their question paper and answer booklets and leave them on the desk and remain silent at all times.

If the exam is disrupted or stopped for any reason, (evacuation, student being sick etc.) students will be told to stop writing and the time will be noted. Once the exam restarts, the missed time will be added to the end. A Special Consideration report will be sent to the awarding body detailing the incident.

Seating arrangements

Seating lists are displayed on the Exam Noticeboard (outside room 135), in the Social Space and outside the Hall and the Gym. Candidates are usually seated in candidate number order.

Food and Drink

No food (including sweets and chewing gum) is allowed in the exam room (with the exception of students with a medical condition - please see the Examinations Officer).

Bottled water in sports cap bottles may be taken in to the exam room. Bottles must be clear plastic and free of any labels. No other drinks are permitted.

Malpractice

Malpractice is the term exam boards use for any irregularity or breach of the regulations. Any alleged, suspected or actual incidents of malpractice will be investigated and reported to the relevant exam board. They will decide what action will be taken, such as no marks for component, no marks for the subject, disqualification from exams with certain exam board or all exam boards.

JCQ provides information regarding what constitutes malpractice:

- Breaches of examination conditions
 - Exchanging, obtaining, receiving, or passing on information which could be examination related (or the attempt to)
 - Offences relating to the content of candidates' work
 - Undermining the integrity of examinations/assessments, eg. defacing script, destroying own or others work, falsification/forgery
- Introduction of unauthorised material into the examination room, eg:
 - Possession of notes, books
 - Possession of mobile phones or other electronic devices in the exam room (whether switched off or not)
- Being in possession of confidential material relating to the exam in advance of the examination
- Passing of information between students during an examination
- Copying or allowing work to be copied (including the use of technology to aid the copying)
- Collusion: working collaboratively with other candidates beyond what is permitted
- Disruptive/inappropriate behaviour in the examination room or during an assessment (including use of offensive language)
- The inclusion of inappropriate, offensive or obscene material in scripts or any form of assessment
- Passing on rumours of exam content

Anyone found in the possession of an electronic device during the examination, even if it is switched off, will be reported to the Examination Board and may be disqualified from that examination and any subsequent exams.

NO EXCEPTIONS WILL BE MADE.

Results

Results for Summer 2021 are available to students on **Thursday 26th August 2021**.

If a student cannot collect results in person, they can

- authorise someone else to collect them (written consent required) or
- have them posted (a stamped addressed envelope must be brought to the Exams Officer before the end of the term).

Staff are not permitted to release results by phone, email or to anyone without authorisation.

Post- Results Services

After the publication of results, awarding bodies offer a range of different services:

- Access to Scripts
- Review of Results
 - Clerical Re-Check
 - Review of Marking
 - Review of Moderation

All post-results services should first be discussed with the relevant subject teacher, who will advise on the viability of a request. If the student decides to proceed with the enquiry, a consent form needs to be completed, signed and returned within a set deadline. By signing the consent form the student confirms that they understand the consequence of enquiry about the result – marks/grades can be raised, confirmed or lowered.

If a fee has to be paid, the consent form and payment (exact cash) must be handed in to school before the enquiry is processed. The Awarding Body will not charge if the outcome of the review is a change of grade, in which case the fee will be refunded. All deadlines and fees will be published on the school's website in July.

Certificates

Certificates for the Summer 2021 Series examinations will be received in school by the end of November 2021. A letter will be sent out in November notifying leavers when certificates are ready to collect.

Certificates can be collected in person or by someone who has been given an authority letter from the student.

Certificates are important documents. Most educational institutions and potential employers will ask to see original certificates. Leavers who lose or fail to collect their certificates will need to obtain duplicates from the relevant Awarding Body – the current charge is in the region of £50 per certificate.

Uncollected certificates will be retained by school only for 12 months to conform to GDPR rules.

JCQ Notices

Please familiarise yourself with the JCQ notices:

They can be found on our website in the exam section or on the JCQ website:
<https://www.jcq.org.uk/exams-office/information-for-candidates-documents/>

The most important notices have been included for you in appendices.

JCQ Warning to candidates Poster

Appendix 4



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.

Effective from 1 September 2020



AQA City & Guilds CCEA OCR Pearson WJEC

NO MOBILE PHONES SMARTWATCHES MP3/4 PLAYERS

NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION



Possession of unauthorised items, such as a mobile phone, is a serious offence and could result in

DISQUALIFICATION

from your examination and your overall qualification.

This poster must be displayed in a prominent place outside each examination room.

JCQ Information for candidates – on-screen tests

Appendix 6



AQA City & Guilds CCEA OCR Pearson WJEC

**Information for candidates for on-screen tests –
effective from 1 September 2020**

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) potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device. Unless you are told otherwise, you must not have access to: a) the internet, e-mail, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks; b) 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 wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
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.
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 from the exam room any stationery. This includes rough work, printouts or any other materials provided for the on-screen test.
This information must be made available to all candidates in advance of their on-screen test(s) for each series. It may be provided electronically to candidates or in hard copy paper format.	

JCQ Information for candidates – written exams

Appendix 5



AQA City & Guilds CCEA OCR Pearson WJEC

**Information for candidates for written examinations –
effective from 1 September 2020**

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) potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device. Any pencil cases taken into the exam room must be see-through. Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
5	If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
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	When the invigilator tells you, fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. Make sure you fill these details in on any additional answer sheets that you use.
5	Remember to write your answers within the designated sections of the answer booklet.
6	Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers. Make sure you add your candidate details to any additional answer sheets that you use 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 from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.
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.	

Rules and regulations - Summary

Many rules that students need to adhere to are determined by JCQ. Failure to follow these rules could result in a student's paper being disqualified.

- Students must be silent and face the front at all times when in the exam room
- Students must not turn around or attempt to communicate with any other student until they have collected their belongings and left the exam room
- Students are not allowed to leave the exam room until the official published end time.
 - It is advised to use the full time to check work and add any extra information.
- Students must follow invigilators' instructions at all times
- Mobile phones and any other electronic devices must be switched off and handed to the invigilators before entering exam room
 - It is advised to leave mobile phones and all electronic devices at home during exams
- Wrist watches must be taken off and placed on the desk.
- Smart watches are not permitted, they should be handed in with the mobile phones
- Students must check that they have been given correct exam paper
- Students are required to go to their assigned seat and check that the candidate card on the desk is correct
- Bags, books or notes are not allowed at the examination desk
 - Pockets must be empty
 - Bags, jackets and coats should be placed at the back of the room
 - Blazers may be temporarily placed at the back of the chair – pockets must be empty
 - The School can take no responsibility for valuables left in bags
- If assistance is needed from an invigilator, a hand needs to be raised to attract their attention. (Invigilators are not able to help with the content of the exam paper)
- Water can be taken into the exam but must be in a clear bottle with the label removed
- No food is permitted in the exam room (including gum and sweets)
- If students bring their own equipment, it must be in a clear pencil case (and calculator lids must be removed)
- School uniform must be worn
- Inappropriate or disruptive behaviour will not be tolerated. Disruptive students may be removed.
 - Instances of disruptions and/or attempts to communicate with other students will be recorded by invigilators and reported to the exam boards,
 - penalties may be applied by the exam boards who are very strict about breaking the rules.

Prohibited Items

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

- Mobile telephones, pagers or other communication devices
- Smart watch or wrist watch with a storage device/internet access
- Non-transparent pencil cases
- Calculator cases and instruction books
- Personal stereos, including MP3/4 players
- Books, notes, letters, diaries or other printed material
- Food and drink
- Tippex, correction pens, gel pens.

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UNAUTHORISED MATERIALS

WHAT **NOT** TO BRING

Mobile phones



**iPods/Mp3/4
players**



Smart watches



**Any other device
that can be used
to communicate,
store data or
connect to the
internet**



Notes



**Tipp-Ex or other
correction fluids
or tape**



**Food and drink,
except water in a
clear bottle with
the label removed**



**Possession of unauthorised materials
can lead to DISQUALIFICATION!**

EXAMS EQUIPMENT CHECKLIST

WHAT TO BRING

Clear pencil case or plastic bag



Black pens (not gel pens)



Pencils



Ruler, marked in cm and mm



Rubber



Pencil sharpener



**FOR MATHS:
Protractor and
compass**



**FOR MATHS
(Paper 2),
SCIENCES and
GEOGRAPHY:
Calculator**



**FOR DT:
Coloured pencils**



Pre-exams checklist

- Check your timetable; make sure your personal details are correct.
- Check you have been entered for the correct subjects and tiers. If there are any mistakes or changes speak to your teacher or Ms Kalis (Exams Officer) as soon as possible.
- Make sure you have confirmed necessary access arrangements with SENCo or Ms Kalis

On the day of the exam

- Morning exams start at 9am.
- Afternoon exams start at 1.00pm.
- Seating lists are displayed in Social Space, on the Exam Noticeboard and outside each exam room. You need to register in the Social Space
- If you need to go to the toilet, you should go before the exam as you will not normally be allowed to go during the exam.
- Bags and coats need to be placed at the back of the exam room Check that you handed in your mobile phone, electronic devices and smart watch. Leave any unauthorised materials in your bag.
- Lining up
 - Line up in your rows behind the letters in the Quad/MUGA.
 - Listen carefully to instructions from the teachers/Invigilators.
 - When instructed, make your way to the exam room in absolute silence.
- If you are in a small room for your exams you need to gather around Drama 1.

GCSE exams are timetabled by the Exam Boards so that every person sits the same exam at the same time throughout the country. These exams cannot be rescheduled.

In the exam room

- As soon as you are in the exam room, you are under strict exam conditions.
- Remain in absolute silence. You must not communicate with other students in any way, including eye contact, facial expressions or body language.
- Find your desk and sit down, check your candidate card is correct.
- Listen carefully to the invigilator's instructions.
- If you need anything, have a question or feel unwell, put your hand up and wait for an invigilator. Do not ask other candidates.
- When the invigilator asks you to check that you have no mobiles or other unauthorised items, please do so. This is your last chance to hand in any items. Once the exam has started, any unauthorised items found will be reported to the exam board and you may be disqualified.
- If you are disruptive or behave in an unacceptable manner, you will be removed from the examination room by members of the Senior Leadership Team.
- Please make sure that you fill in the front of your paper correctly. Your name must be the same as the name on your candidate card.

During the exam

- Read the instructions carefully.
- Make sure you answer the correct questions.
- Show all your working/rough work. Cross it through when you have finished with it. Hand it in with the rest of your answers.
- Leave yourself 5-10 minutes at the end to read through and check all your answers.

At the end of the exam

- You must stop writing when instructed to by the invigilator.
- Remain seated in silence while the invigilators collect the papers.
- The invigilator will dismiss you in rows. You must stay silent until you have left the hall. Please leave quietly as there may still be students working.
- Remember to collect your belongings from the exam room.

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Candidate confirmation

To confirm you have received, read and understood the contents of this handbook, please sign and date the tear-off slip below and return to Ms Kalis (Exams Officer) by 30th April 2021.

If there is anything you do not understand, you should ask Ms Kalis for clarification.



Candidate exam handbook

NAME: _____

Form Tutor: _____

Date I received the handbook: DD / MM / YYYY

I have read the contents

I understand (Tick all of the boxes that apply)

- What constitutes malpractice in examinations/assessments

I have read and understand the 2020-2021 JCQ information for candidates documents as they relate to the qualifications I am taking (Tick all of the boxes that apply)

- Coursework
 Non-examination assessments
 On-screen tests
 Privacy Notice
 Social media
 Written exams

By signing here, I am confirming all of the above

Candidate Signature: _____

Date of signature: DD / MM / YYYY

Parent/Carer Signature: _____

Date of signature: DD / MM / YYYY