



**Pedmore
High School**

Aspire, Persevere, Succeed

GCSE Examinations 2022-23

Student Guide





Pedmore
High School
Aspire, Persevere, Succeed

INTRODUCTION

It is the aim of Pedmore High School to make the examination experience as stress-free and successful as possible for all our students.

Hopefully, this booklet will prove informative and helpful for you and your Parent/Carer. Please read it carefully and go through it together, so everyone is aware of the examination regulations and the procedures to follow in the event of any problems occurring.

The Awarding Bodies (or Examination Boards) set down strict criteria, which must be followed for the conduct of examinations and Pedmore High School is required to follow them precisely.

Some of the questions you may have are answered in this booklet. *If there is anything that you do not understand or any question that has not been addressed, PLEASE ASK.*

Important: Contingency up to and including 28th June 2023 – The Joint Council for Qualifications (JCQ) require all **students to be available**, up to and including **Wed 28th June 2023**, in case any exams need to be rescheduled due to unforeseeable circumstances that may have occurred.

If you or your parents have any queries or need help or advice at any time before, during or after the examinations, please contact Mrs Teresa Wainwright, the Examinations Officer, either by telephone or email using the school contacts found at the end of this booklet.

Remember – we are here to help.

For any additional information for students, parents/carers including policies and JCQ guidance please visit Pedmore High School website examination section.

GOOD LUCK!

GCSE Examination Timetable Summer 2023

Week commencing 24 April	<p>Students are informed of their assessment marks for the following subjects. Engineering, Enterprise & Marketing, Child Development, Creative I Media, Food Preparation & Nutrition</p> <p>This requirement is to enable students to request a review of their marks prior to the marks being submitted to the awarding body should they wish.</p> <p>For more information, please see our policy on our website Pedmore High School Internal Appeals Procedures can be accessed on our website.</p> <p style="text-align: center;">Policies –https://www.pedmorehighschool.uk/exam-policies</p>		
Week commencing 1 May	<p style="text-align: center;">Assessment marks to be uploaded and sent to the moderator before deadline.</p> <p style="text-align: center;">Engineering, Enterprise & Marketing, Child Development, Creative I Media, Food Preparation & Nutrition.</p>		
Tue 2 May	PERIOD 2-3	FRENCH SPEAKING TEST	Room A20/A21
	PERIOD 5 & 6	ART & PHOTOGRAPHY – SUBMISSION DAY OF ESA UNIT 2 IN PREPERATION FOR EXAM DURING LESSON.	D2 period 5 B3 period 6
Wed 3 May	ALL DAY	URDU SPEAKING TESTS ALL DAY	Room A20/A21
	PERIOD 1-4	ART EXAM	Room B3
	PERIOD 1-4	PHOTOGRAPHY EXAM	Room D4
Fri 5 May	PERIOD 1-4	ART EXAM	Room B3
	PERIOD 1-4	PHOTOGRAHY EXAM	Room D4
Thur 11 May	PERIOD 1-4	ART EXAM	Room B3
	PERIOD 1-4	PHOTOGRAPHY EXAM	Room D4
Friday 12 May	<p style="text-align: center;">CONTINGENCY DAY FOR ART AND PHOTOGRAPHY EXAM (Day added should there be exceptional circumstances that may require us to reschedule an examination)</p> <p style="text-align: center;">ALL MODERATED WORK TO HAVE BEEN SENT TO MODERATOR</p>		

GCSE Examination Timetable Summer 2023

Date	Session	Booster sessions	Components	Length
Mon 15 May, 2023	A	8:15am	01 6A R105/01 - ENGINEERING:DES SPECS USER REQ WRTN 70 6G 8062/13 - RELIGIOUS STUDIES A P1-3 CHRIST 70 6G 8062/15 - RELIGIOUS STUDIES A P1-5 ISLAM	60 0 0
Tue 16 May, 2023	A	8:15am	70 6G 8461/1H - BIOLOGY PAPER 1 TIER H 70 6G 8464/B/1F - COMBINED SCI TRILOGY BIOLOGY P1F 70 6G 8464/B/1H - COMBINED SCI TRILOGY BIOLOGY P1H	105 75 75
Tue 16 May, 2023	D		70 6G 8192/1 - SOCIOLOGY PAPER 1	105
Tue 16 May, 2023	P		70 6G 8192/1 - SOCIOLOGY PAPER 1 70 6G 8648/LH - URDU LISTENING TEST TIER H 70 6G 8648/RH - URDU READING TEST TIER H	105 45 60
Wed 17 May, 2023	A	8:15am	70 6G 8702/1 - ENGLISH LITERATURE PAPER 1	105
Thu 18 May, 2023	A	8:15am	70 6A 8720R - ENGLISH LEVEL 1 READING (F Skills) 70 6G 8145/1A/B - HISTORY PAPER 1A OPTION B 70 6G 8145/1B/C - HISTORY PAPER 1B OPTION C	60 0 0
Thu 18 May, 2023	P		70 6A 8720W - ENGLISH LEVEL 1 WRITING (F Skills)	60
Fri 19 May, 2023	A	8:15am	10 6G 1MA1 1F - NON CALCULATOR (F) 10 6G 1MA1 1H - NON CALCULATOR (H)	90 90
Fri 19 May, 2023	P		01 6A J277/01 - COMP SCI: COMPUTER SYSTEMS WRTN 70 6G 8182/1 - PSYCHOLOGY PAPER 1	90 105

Additional booster sessions highlighted in yellow.

Where possible additional booster sessions have been put in place to support students prior to their exams. These sessions have been proven to be very effective and we would encourage all students to attend these sessions when available.

GCSE Examination Timetable Summer 2023

Date	Session		Components	Length
Mon 5 Jun, 2023	A	8:15am	70 6G 8700/1 - ENGLISH LANGUAGE PAPER 1	105
Mon 5 Jun, 2023	P		10 6G 1FR0 4H - WRITING (H)	80
Wed 7 Jun, 2023	A	8:15am	10 6G 1MA1 2F - CALCULATOR (F) 10 6G 1MA1 2H - CALCULATOR (H)	90 90
Wed 7 Jun, 2023	P		70 6G 8145/2A/A - HISTORY PAPER 2A OPTION A 70 6G 8145/2B/C - HISTORY PAPER 2B OPTION C	60 60
THURSDAY 8 JUNE - CONTINGENCY AFTERNOON ALL STUDENTS NEED TO BE AVAILABLE (Half day added should there be exceptional circumstances that may require us to reschedule an examination)				
Fri 9 Jun, 2023	A	8:15am	70 6G 8035/2 - GEOGRAPHY PAPER 2	90
Fri 9 Jun, 2023	P	In lesson	70 6G 8461/2H - BIOLOGY PAPER 2 TIER H 70 6G 8464/B/2F - COMBINED SCI TRILOGY BIOLOGY P2F 70 6G 8464/B/2H - COMBINED SCI TRILOGY BIOLOGY P2H	105 75 75

Date	Session		Components	Length
Mon 12 Jun, 2023	A	8:15am	70 6G 8700/2 - ENGLISH LANGUAGE PAPER 2	105
Mon 12 Jun, 2023	P		01 6A R081/01 - CREATIVE IMEDIA:PREPRDCTN SKILLS WTN	75
Tue 13 Jun, 2023	A	8:15am	70 6G 8462/2H - CHEMISTRY PAPER 2 TIER H 70 6G 8464/C/2F - COMBINED SCI TRILOGY CHEMISTRY P2F 70 6G 8464/C/2H - COMBINED SCI TRILOGY CHEMISTRY P2H	105 75 75
Wed 14 Jun, 2023	A	8:15am	10 6G 1MA1 3F - CALCULATOR (F) 10 6G 1MA1 3H - CALCULATOR (H)	90 90
THURSDAY 15 JUNE CONTINGENCY AFTERNOON ALL STUDENTS NEED TO BE AVAILABLE (Half day added should there be exceptional circumstances that may require us to reschedule an examination)				
Fri 16 Jun, 2023	A	8:15am	70 6G 8463/2H - PHYSICS PAPER 2 TIER H 70 6G 8464/P/2F - COMBINED SCI TRILOGY PHYSICS P2F 70 6G 8464/P/2H - COMBINED SCI TRILOGY PHYSICS P2H	105 75 75
Fri 16 Jun, 2023	P		70 6G 8035/3 - GEOGRAPHY PAPER 3	75
Tue 20 Jun, 2023	A	8:15am	40 6G C560UA0-1 - FoodPrp&Ntrition Comp1 Written Princ	105
WEDNESDAY 28 JUNE CONTINGENCY DAY ALL STUDENTS NEED TO BE AVAILABLE (Day added should there be exceptional circumstances that may require us to reschedule an examination)				

BEFORE THE EXAMINATIONS

EXAMINATION BOARDS

- The School uses the following Examination Boards: **AQA, Edexcel (Pearson) OCR (Oxford and Cambridge) and Eduqas (WJEC)**

CANDIDATE NAME and NUMBER

- Students are entered under the name format of: legal forename, middle name in full and legal surname, e.g. Jonathon David Smith. This name might be different to the name you are known (John Smith) by at school but it is the legal name that will appear on your certificates. Please ensure you use your **FULL LEGAL** name (not any name you are 'known as') when completing your details on the front of the examination paper, and any extra answer booklets. **Failure to abide by these regulations may result in no qualification being awarded.**
- Each candidate has a four-digit candidate number. This is the number you will enter on examination papers. It will appear next to your name on seating plans and examination registers and on your examination ID card which will be issued closer to the exams. Your candidate number is on all statements of entry and individual timetables.

TIMETABLES

- Timetables for all examination series are displayed on the exams noticeboard next to the meeting room on A block
- Your **Statement of Entry** has been sent to you, which you need to check carefully. Once we receive your confirmation that it is indeed correct, we can generate your **Personal Examination Timetable**, which will be available after Easter. It will give dates and times of your examinations. You will need to use this when scheduling revision in the final weeks up to the exams.
- On very rare occasions, some students may have a clash where two or more subjects' examinations are timetabled at the same time. **Mrs Teresa Wainwright (Examinations Officer)** will resolve these clashes by making special timetable arrangements for these students only. You must check your individual timetable and see the Examinations Officer to find out about these alternative arrangements.
- Just before your examinations you will receive an **Individual Candidate Timetable** giving, not only dates and times of your examination papers, but also details of the room and seat where you will be sitting. Keep this document safe and check it on a daily basis to make sure you know the details. This will save you time and stress when you arrive at school.

CONTACT NUMBERS

- Please check that school has at least one up-to-date contact number for you. If you are not in school **15 minutes before** the start of an examination we will need to contact you. In such circumstances time is crucial to try to get you here before it is too late. Please note if you are late you may not be allowed into the exam room, the decision will be at the discretion of the Examinations Officer and any lateness will need to be reported to the awarding body, who will decide whether your paper can be accepted.

EQUIPMENT

- Make sure you have all the correct equipment before your examinations. Check the regulations in the ***'Information to Students'*** at the end of this booklet.

You may take the following items into the exam room:

- A clear pencil case or plastic bag containing writing materials needed to complete the paper (please do not bring a coloured pencil case).
- Two black pens - pens should be black ink or ballpoint. No eraser pens or correction pens are allowed.
- Two pencils (1 to use and a spare)
- Eraser, ruler, pencil sharpener
- Geometry set – protractor, pair of compasses, set square
- Highlighters – to be used on questions only and not on your written answers
- Scientific calculator - **without cover** (REMEMBER – it is not just needed for Maths!)
- A small bottle of still water (500ml or less) Please note, labels must be removed from bottles.
- If you need tissues, you may bring in a small number, but these must not be in a packet.

Although we have spare equipment for EMERGENCIES, we will have a limited supply - it is always better to use your own equipment that you are familiar with.

DURING THE EXAMINATIONS

EXAMINATION REGULATIONS

- A copy of the JCQ '**Warning to Students**' and '**Information for Students**' will be located outside each examination room and copies are enclosed in this booklet. Please read this guidance thoroughly. Please note any candidate that attempts to break any of the examination rules or regulations will be disqualified from some or maybe all subjects. The school must report any breach of regulations to the Awarding Body.

ATTENDANCE AT EXAMINATIONS

- Morning sessions will start at **9.00am** and afternoon sessions will start at **1.30pm**. Please note that this is the time that the examination will start and you should allow 15 minutes to enter the examination room and for papers to be handed out and instructions given.
- Students are responsible for checking their own timetable and arriving at school on the correct day and time. Students must arrive **15 minutes prior to the start time of examination** shown on your individual timetable. Please assemble quietly outside the examination room and await instruction. When you are invited to enter the examination room you **must** enter **in silence**, taking only the necessary equipment to your desk. Students who arrive late for an examination may still be admitted. However, depending on the time of arrival and the circumstances, awarding bodies may not always mark papers.

EXPECTATIONS DURING EXAMINATIONS

- Full school uniform must be worn
- All items of equipment; black pens, pencils, mathematical instruments, etc. should be visible to invigilators at all times. You must either use a transparent pencil case or clear plastic bag.
- Pens should be black ink or ballpoint. No correction pens or Tippex are allowed.
- For mathematics and science exams, students should make sure their calculators conform to the examination regulations. Please refer to the Candidate Instructions. Remove any covers or instructions and make sure the batteries are new.
- Watches of any type **must not** be brought into the examination room.
- Do not attempt to communicate with or distract other students.
- Examination regulations are very strict regarding items that may be taken into the examination room. If you break these rules, you will be disqualified from the examination.
- You are allowed to bring a small clear bottle of plain water into examination rooms. There should not be any labels on the bottle. However, if this results in you needing to visit the toilet during an examination, this arrangement will be withdrawn.
- Do not write on examination desks. This is regarded as vandalism, and you will be asked to pay for any damage.
- Do not draw graffiti or write offensive comments on examination papers – if you do, the examination board may refuse to accept your paper.

- Listen carefully to instructions and notices read out by the invigilators – there may be amendments to the exam paper that you need to know about.
- Check you have the correct question paper – check the subject, paper and tier of entry.
- Read all instructions carefully and number your answers clearly.
- Students must stay in the examination room for the duration of the exam. You will not be allowed to leave an examination room early. If you have finished the paper early, use any time remaining to check over your answers and check that you have completed your details correctly.
- At the end of the examination, all work must be handed in – remember to cross out any rough work. If you have used more than one answer book or loose sheets of paper ask for a tag to fasten them together in the correct order. Please don't forget to put your name, Centre number and Candidate number on each additional sheet or booklet.
- 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
- Remain seated in silence until told to leave the examination room. Please leave the room in silence and show consideration for other students who may still be working.
- You should be familiar with the procedure if the **fire alarm or lockdown message** sounds during an examination. The Examinations Officer and invigilators will supervise the evacuation of examination rooms, if necessary. Don't panic. You must remain silent and in the order in which you are sitting. You will be escorted to the **designated assembly point on B Block playground**. Leave everything on your desk. You must not attempt to communicate with anyone else during the evacuation. This compromises the integrity of the examination and could lead to all examination papers being cancelled. When you return to the exam room, do not start writing until the invigilator tells you to. You will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident.

INVIGILATORS

- Invigilators supervise the examinations. Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.
- The invigilators will distribute and collect the examination papers, tell students when to start and finish the examination, hand out extra writing paper if required, and deal with any problems that occur during the examination.
- Please note that invigilators cannot discuss the examination paper with you or explain the questions.
- Any unacceptable behaviour will result in you being removed from the examination. Removal from an examination will result in a malpractice report being sent to the awarding body and possible disqualification from your examinations.

ABSENCE FROM EXAMINATIONS

- If you experience difficulties during the examination period (e.g. illness, injury or personal problems), please contact school at the earliest possible point so we can help or advise you.

- Only in exceptional circumstances are students allowed special consideration for absence from any part of an examination. It is essential that medical, or other appropriate evidence, is obtained on the day by the candidate/parent and given to the Examinations Officer without delay, in all cases where an application is to be made for Special Consideration.
- For the award of a grade by special consideration, where a student misses' part of an examination through illness or personal misfortune, a minimum of 50% of the total assessment (including controlled assessment) must have been completed. The school may be asked to send your mock examination papers to the awarding body. If you are given these during lesson, do not lose them, you must hand it back at the end of the lesson **(it must stay in school)** as this may prevent them awarding you a grade if this is not available.
- Parents and students are reminded that the school will require payment of entry fees should a candidate fail to attend an examination without good reason and without informing the school. Failure to pay may result in your examination results being withheld.
- Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

AFTER THE EXAMINATIONS

NOTIFICATION OF RESULTS

- Results will be available for collection from the **main hall** on:

Thursday 24th August 2023 between 9:00 and 11:00am

- Students who are unable to collect their results in person on 24th August can either nominate another person to collect them on their behalf (a letter **from the student** must be given to the Examinations Officer beforehand authorising this). Due to data protection rulings, we are unable to give results over the telephone, or to any other person who has not been authorised beforehand.

POST RESULTS

- If you fail to achieve the grade which you expected in a subject, it may be possible to make an 'Enquiry about Results' (EAR). Your teachers will check through results to identify any students for whom they feel an EAR may be worthwhile. However, you and your parents can initiate an EAR. This will require payment in advance – details can be obtained from the Examinations Officer.

COLLECTION OF CERTIFICATES

- These are usually available towards the end of November. Students will be informed by letter of the date nearer the time.
- Pedmore High School is only obliged to keep certificates for a period of 12 months after issue. If students do not collect their certificates within this time (or if they lose their certificates), they can only be replaced by direct application to the appropriate examination boards. This will require proof of identity (such as a birth certificate) and a fee per examination board. You are therefore urged to collect your certificates as soon as possible thereafter and to keep them safe.

FREQUENTLY ASKED QUESTIONS

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

The school will re-schedule papers internally (on the same day) where there is a clash of subjects. Students will normally sit one paper; then have a break during which they will be supervised and must not have any communication with other students. They will then sit the second subject paper. The Examinations Officer will have seen you with revised times for your examinations. You may wish to bring a packed lunch if you have exams in the morning and afternoon, as you will have to remain in isolation until both examinations are completed. If in doubt consult the Examinations Officer

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

Invigilators will ask you to check before the exam starts. If you think something is wrong, put your hand up to inform the invigilator **immediately**.

Q. What do I do if I do not know my Candidate Number?

Candidate Numbers are printed on seating plans, which are displayed outside the examination rooms, and on cards placed on your desk.

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

The Centre Number is **20566**. It will be clearly displayed in the examination rooms.

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

Inform school at the earliest possible point so 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 notice as possible.

You will need to obtain medical evidence (from your GP or hospital) if you wish the school to make an appeal for Special Consideration on your behalf (see below).

Q. What is an Appeal for Special Consideration?

Special Consideration is an adjustment to the marks or grades of a candidate who is eligible for consideration. The allowance for Special Consideration is from 0% (consideration given, but addition of marks considered inappropriate) to 5% (reserved for exceptional cases).

Parents should be aware that any adjustment is likely to be small and no feedback is ever provided. Students will only be eligible for Special Consideration if they have been fully prepared and covered the whole course, but performance in the examination or in the production of coursework is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness, accident or injury, bereavement, domestic crisis. The Examinations Officer must be informed immediately, so that the necessary paperwork can be completed (within 7 days of the last exam session for each subject) and the candidate will be required to provide evidence to support such an application. It is possible that the awarding body will ask for mock examination papers. If you are given them for revision purposes make sure that you keep them safe in case they are needed.

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 exam.

Q. What happens if I am late?

Please ensure that you allow enough time to get to school so that if you are delayed (e.g. through transport problems), you will still arrive on time.

However, if you are unavoidably detained, you should get to school as quickly as possible and report to the Exams Office. A member of staff will escort you to the exam room. You **must not enter** an examination room without permission after an examination has begun. It may not be possible to allow you any extra time if you start the examination late. Late arrival will be reported to the Awarding Body who will decide whether the paper will be marked.

Q. If I miss the examination can I take it on another day? No- timetables are regulated by the exam boards.

Q. Do I have to wear school uniform?

Yes, full uniform must be worn for all examinations.

Q. What equipment should I bring for my exams?

- For all exams you should bring at least two pens (**black ink only**)
- For Mathematics, pencils must be used for diagrammatic work
- For some exams you will need a calculator (Maths/Science), a 30cm ruler (marked with cm and mm), pencil sharpener and rubber, compasses, protractor, coloured pencil crayons (not gel pens).
- You are responsible for providing your own equipment for examinations. You must not attempt to borrow equipment from another candidate during the examination
- If you do forget to bring something or your pen runs out, you should let the invigilator know
- Highlighters may be used to highlight questions, words or phrases within the question/answer booklet or resource material. **Highlighters can not be used in your answers!**

Q Why do I have to use a black pen?

Many examination papers are now being marked online. This means that they are scanned. Anything other than a black pen does not scan well and can delay the marking procedure.

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

Only material that is listed on question papers is permitted in the examination room and students who are found to have any material with them that is not allowed will be reported to the appropriate examinations board. In such circumstances, a student would normally be disqualified from the paper or the subject concerned.

Bags and coats are not allowed in the examination rooms. If you have these please place them in the designated area of the room. Please ensure you have all your equipment with you prior to lining up outside the exam room. Any mobile phones should be switched off and placed in your bag.

Mobile phones, electronic devices, watches of any kind including Smart watches and any web based technology are not allowed in the exam room, even if they are turned off.

Q. Why can't I keep my mobile phone in the exam room?

Being in possession of a mobile phone (or any other electronic communication device, e.g. tablet, data storage watch, headphones), even if you did not intend to use it, is regarded as malpractice and is subject to a severe penalty from the awarding bodies. The mobile phone policy is in place for your security. We do not want many years of hard work to be ruined by a careless mistake

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

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

Q. Can I leave the exam early?

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

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

You will have been advised before the start of the examination about the procedure should this happen. The invigilators will tell you what to do. If you have to evacuate the room, leave everything on your desk and leave the room in silence. You must not attempt to communicate with any other students during the evacuation.

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

No, unless permission has been pre-arranged with the Examinations Officer.

Q. I am entitled to extra time and / or other special arrangements? How will this affect the way I take my exams?

These students will receive instructions from Mrs Durrant, our SENDCo.

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

On results day, careers staff will be on hand to advise you. If you feel strongly that it is necessary to make an enquiry about your result, you should first consult the Head of Subject to obtain their advice as to the possibility of requesting a re-mark. They will have looked at the results to identify any students for whom they think an enquiry about result is appropriate.


You should be aware that your mark could go down as well as up, or even stay the same. Re-mark requests must be submitted to the Examinations Officer by the first Friday after school has returned in September.

When you collect your results, you will be asked to complete a Candidate Consent Form. If school has identified you as being suitable for an enquiry to be made, you will be contacted. In such circumstances, the school will pay the cost. If you or your parents initiate the enquiry, you will be required to send a cheque before the enquiry is processed. Details of charges can be obtained from the Examinations Officer. If the enquiry is successful, the fee will be returned.

SCHOOL CONTACT DETAILS

Main School Office – 01384 686711

Mrs Teresa Wainwright, Examinations Officer – 01384 686746/732 or email exams@pedmorehighschool.uk



Information for candidates
Using social media and examinations/assessments



Image by Patrice 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 Wight

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:

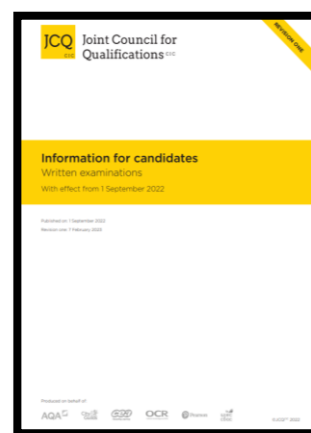
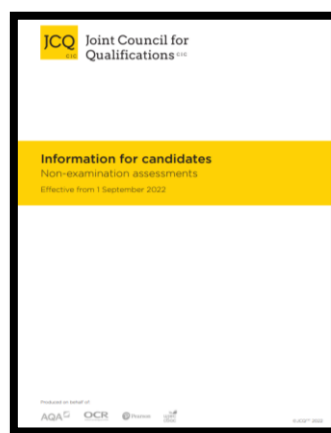
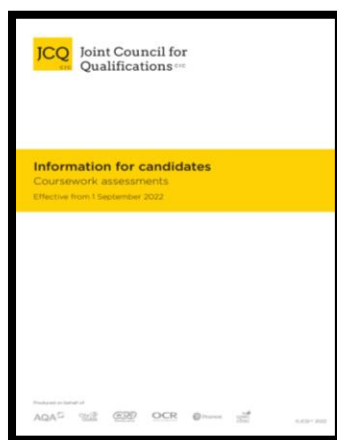
- a written warning;
- the loss of marks for a section, component or unit;
- disqualification from a unit, all units or qualifications; or
- a ban from taking assessments or exams for a set period of time.

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

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



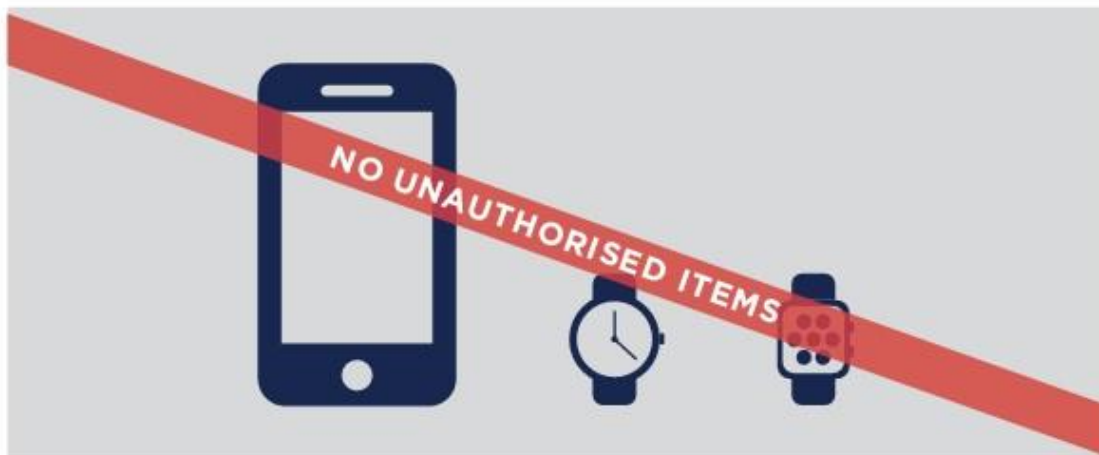
JCQ 2022 – Effective from September 2022



Important documents to support students/parents/carers. Please take your time to familiarise yourselves with these documents. They can all be found on our school website in the exams section or at Jcq.org.uk

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.


On your exam day

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


Before sitting your exams, ensure you know:

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

What you cannot take into exams:

- any type of phone
 - revision notes
 - any type of watch (this includes analogue, digital and smart watches)
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What you will need:

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

Other important information:

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

If you have any questions about the format on the day, please ask your teacher or exams officer.



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

EFFECTIVE FROM 1 SEPTEMBER 2022

Briefing: Instructions for Students

As an exam candidate you must ensure you are fully prepared for every exam you are taking. You need to understand the rules and what will happen at the time of your exam(s).

The rules in the video refer to sections of JCQ's **Information for Students - written exams 2022-2023**. This document has been written to help you - read it carefully and follow the instructions.

At the time of your exam

- ① You **must not** enter the exam room until invited to do so by the invigilator
- ① You are under **formal examination conditions** from the moment you enter the room in which you will be taking your exam(s) until the point at which you are permitted to leave

This means you **must not** talk to, attempt to communicate with or disturb other students once you have entered the examination room

A breach of examination conditions is considered by the awarding bodies as **malpractice***

- ① You **must** listen to and follow the instructions given to you by the invigilator at all times
- ① The centre number, subject title and paper code, the actual starting and finishing times, and date, of each exam will be clearly displayed and visible to you in the exam room

Before you are permitted to start your exam(s), the invigilator will:

- make sure you are seated according to the set seating arrangements
- tell you that you must now follow the regulations of the exam
- ask you to check that you have been given the correct question paper for the day, date, time, subject, unit/component (and tier of entry, if appropriate)
- tell you to read the instructions on the front of the question paper
- ask you to check that you have all the materials you need for the exam
- tell you about any erratum notices
- instruct you about emergency procedures

The invigilator will also remind you that you **must**:

- hand in any unauthorised items in your possession (this includes mobile phones and watches) if you have not already done so (This is your final chance. Failure to do so may lead to disqualification)
- write clearly and in black ink
- write your first name, surname, centre number, candidate number and unit or component code or paper details on your answer booklet(s) and on any additional answer sheet(s) used
- fill in any other details as necessary
- write your answers in the designated sections of the answer booklet
- do all work, including rough work, in your answer booklet and neatly cross it through with a single line (for multiple-choice papers, you must do any rough work in the question booklet)
- neatly cross through any rough work but do not make it totally illegible, as it will be forwarded to the examiner

The invigilator will also remind you that you **must not** use correcting pens, fluid or tape, erasable pens, blotting paper and you **must not** use highlighters or gel pens in your answers.

The invigilator will:

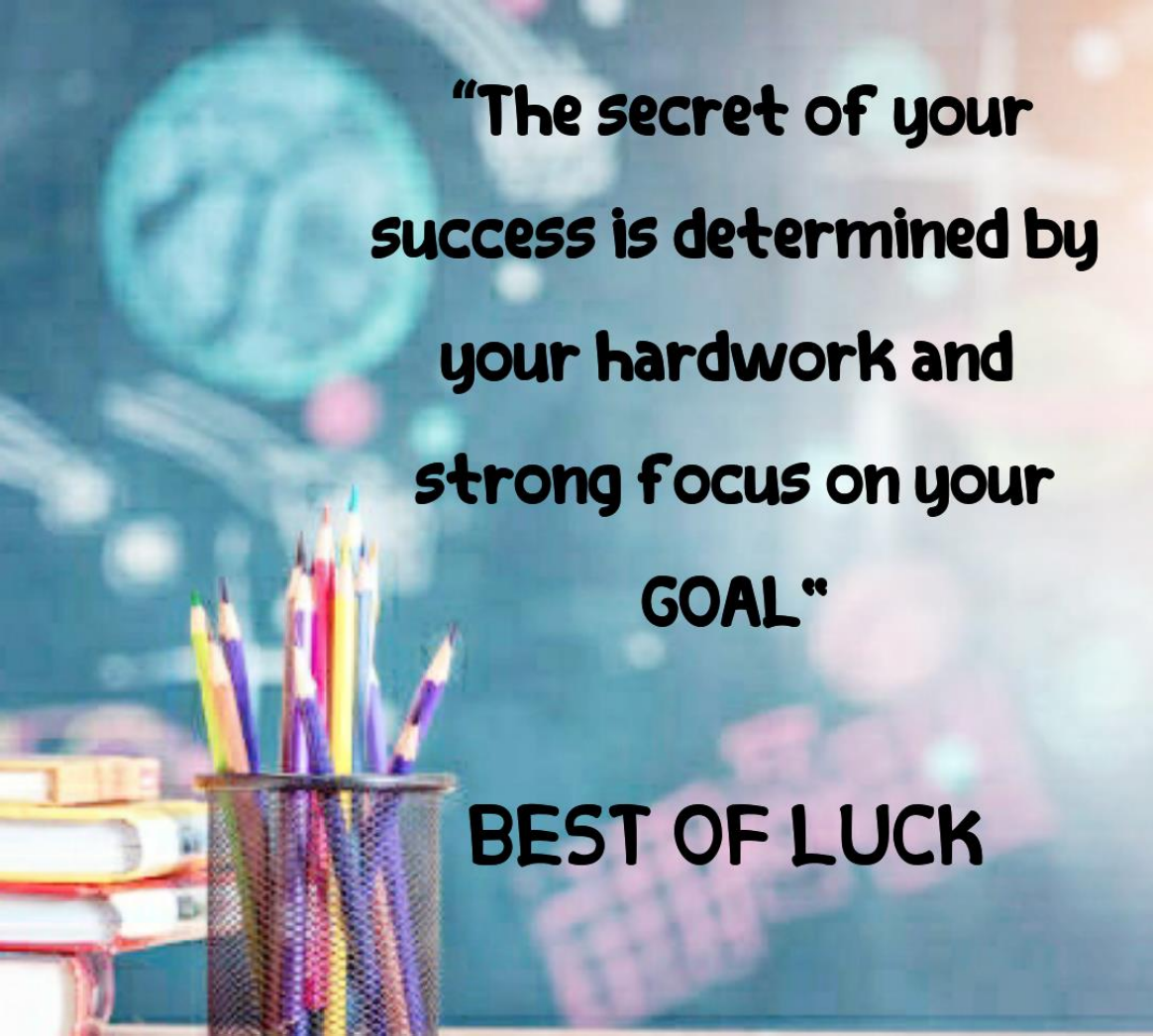
- tell you **when** you may complete the details on the front of your answer booklet
- tell you **when** you may begin to write your answers
- tell you the time allowed (the duration) of your paper(s)
- remind you that you **must not** communicate in any way with, ask for help from or give help to another candidate while you are in the exam room

The invigilator is **not allowed**:

- to give you any information or answer any questions from you about the content of your exam paper unless it relates to the instructions on the front of the question paper
- to give you any indication of the time elapsed or remaining for you to complete your exam paper

*Malpractice includes: a breach of the instructions or advice of an invigilator, supervisor, or the awarding body in relation to the examination rules and regulations; failing to abide by the conditions of supervision designed to maintain the security and integrity of the examinations; disruptive behaviour in the examination room or assessment session; the introduction of unauthorised material into the examination room. Any candidate who breaches examination conditions may be subject to sanctions as detailed in the JCQ publication

Suspected Malpractice: Policies and Procedures 2022-2023 (www.jcq.org.uk/exams-office/malpractice)



**“The secret of your
success is determined by
your hardwork and
strong focus on your
GOAL”**

BEST OF LUCK