

Exam Procedures

Key Stage 4

Student Guide 2018/19

Exam Entry Information

Preferred Name	
Name on Certificates	
Date of Birth	
Candidate Number	
Centre Number	31300

Important Contacts

Tutor Name	
Progress Leader	Mr Hill
College Leader	
Examinations Officer	Mrs Douglass

Contents

The aim of this guide is to help you throughout the exam period by explaining the procedures and by answering some of the questions you may have. Read it carefully, and if you are still unsure about anything, please ask **YOUR FORM TUTOR, PROGRESS LEADER, COLLEGE LEADER, EXAMINATIONS OFFICER OR ANY OTHER MEMBER OF THE SCHOOL TEAM.**

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1. General Information

Conduct

At Stratford upon Avon School, we expect the highest standards of behaviour during all exams, PPE and external, from every student. All exams are delivered in accordance with JCQ regulations, the regulatory body for Exam Boards.

Any misconduct will be reported to the Senior Leadership Team and Exam Boards and will be dealt with rigorously. This could result in you being disqualified from all exams.

Graffiti

You must not draw graffiti or write offensive comments on any exam papers – if so during an external exam the Exam Board may refuse to accept your paper.

You must not deface your candidate card, if you do you will be reported to the Head Teacher.

You must not write on the exam desks. This is regarded as vandalism and you will be asked to pay for any damage.

Dress Code

School uniform dress code MUST be adhered to at all times.

Exam Entries

Your teachers will inform the Exams Office which exams you need to be entered for. Exam entries will be available to view through your Bromcom VLE account and MCAS and it is recommended that you log in to the system to review your entries. If you are unsure of your Bromcom VLE log in details please ask your tutor or any teacher for help. Parent/carers can email examsanddata@stratfordschool.co.uk for MCAS log in details.







Coursework

You will be advised of your coursework mark by your subject teacher before it is submitted to the relevant Exam Board. There is an Internal Appeals Policy should you feel it necessary to review the mark given. This policy is available to download from the Examinations section of the school website.

Materials and Equipment

It is essential that you are aware of what is, and what is not allowed in the exam room when you sit your exams. On the following page is a table detailing what you may and may not bring with you. If you are in any doubt whether something is permitted you must ask the Examinations Officer immediately.

Equipment Check List

	<p>Bags Bags are NOT allowed in the exam room under any circumstances.</p>
	<p>Equipment You are responsible for ensuring you have the necessary equipment to take your exam e.g. calculators, pencils, rubbers etc. School does not provide it for you.</p> <ul style="list-style-type: none">• You must only use BLACK ink or ballpoint pens.• Only clear pencil cases are allowed in the exam room.• The use of highlighter pens can only be used on question papers.• Correction fluid, correcting tape or pens is not permitted.
	<p>Mobile Phones and Electronic Devices are not allowed in the exam room. Any device capable of storing technology/data must not be brought into the exam room e.g. MP3s, iPods and iWatches/Smart Watches.</p> <p>Any other watches must be removed and placed on your desk.</p>
	<p>Food & Drinks You may only bring bottled water to drink. The bottle needs to be clear, uncoloured plastic with all labels removed. It should also have a sports cap and not a screw top to avoid spillage.</p> <p>Food, including chewing gum, is not allowed in the exam room.</p>
	<p>Paperwork You are not allowed to bring paper into the exam room, this includes tissues, planners and diaries. You are not allowed to remove paper from an exam room.</p>
	<p>Calculators Where the use of a calculator is allowed, you are responsible for making sure that your calculator meets the Exam Board regulations.</p> <p>Calculators must be:</p> <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 <p>Calculators must not be designed or adapted to offer any of these facilities:</p> <ul style="list-style-type: none">- language translators- symbolic algebra manipulation- symbolic differentiation or integration- communication with other machines or the internet- have retrievable information stored in them - this includes:<ul style="list-style-type: none">- databanks- dictionaries- mathematical formulas- text <p>You are responsible for the following:</p> <ul style="list-style-type: none">- the calculator's power supply- the calculator's working condition- clearing anything stored in the calculator
<p>You cannot borrow a calculator from another candidate during an exam for any reason.</p>	

Malpractice

Not adhering to JCQ regulations is malpractice.

School will notify an Exam Board immediately of any alleged, suspected or actual incidents of malpractice. Notification must be made to an Exam Board whether involving a candidate during exams or following the authentication of controlled assessment, coursework, non-examination assessment or verification of other assessed qualifications.

To ensure that you are not involved in any form of malpractice it is essential you read the JCQ candidate information documentation which is contained within the appendices at the end of this booklet. The documents are:

- JCQ Information to Candidates – written exams
- JCQ Information to Candidates – non-examination assessments
- JCQ Information to Candidates – on-screen tests
- JCQ Unauthorised equipment poster
- JCQ Warning to Candidates poster

Key Rules when taking exams

- **Talking is not allowed** at any time.
- **Do not turn or make contact, or attempt to make contact with another candidate(s).**
- **Wrist watches must be removed** and placed on the desk.
- **Follow ALL instructions** given by invigilators.
- **Do not write anything at all until instructed to do so** – this includes completing the front cover of exam scripts with your personal details.
- **Do not write anywhere other than on the exam answer booklet** – do not write on yourself, clothes, desk or equipment.
- **Do not bring, or have on your person, any unauthorised materials, equipment or devices.**
- **Food and drink is NOT allowed** other than water in a clear, uncoloured bottle with a sports cap (max. 500ml in size).
- **Stop writing immediately** when you are instructed to do so.
- Papers or exam materials **MUST NOT** be removed from the exam room.
- When leaving the exam room **you MUST remain silent** until you have left the building so as not to distract other students still working.

The items above are key points however you **MUST** read the JCQ information provided in the Appendices to ensure you are aware of all the rules and regulations when taking exams.

2. Exam Dates and Timetables

Exam Dates

The dates of Summer 2019 external exams are set by the exams boards and take place during May and June 2019.

Contingency Date

The exam boards have designated **Wednesday 26 June 2019** as a 'contingency day' for external exams taking place during the Summer 2019 series. The contingency day is set in the event of a national or local disruption to exams. **Students must remain available until Wednesday 26 June 2019 should an exam board need to invoke its contingency plan.**

Statement of Entry

You will be provided with a Statement of Entry for PPE and external exams which will include details of each written exam for which you are entered (including date and time). The Statement of Entry will be available to view via your Bromcom VLE account and MCAS.

When you are issued with your statement of entry, please read it thoroughly. This is a final check to ensure that that you are entered for the correct exams and tiers and your personal details are accurate. **YOU MUST CHECK IT VERY CAREFULLY.**

Personal details

Check the spelling of your name and date of birth as this will appear on your certificates. This will be your legal name e.g. Joseph rather than Joe.

Exam units

Check the subjects and tiers for which you are entered.

If **anything** is incorrect, you must write the correct spelling or exam on the timetable and tell the Exams Office (G10) **IMMEDIATELY.**

Exam Timetables

As soon as complete, provisional exam timetables for PPE and external Summer 2019 exams will be available to download from the school website:

www.stratforduponnavonschool.com/examinations

Timetable Variations

Exam clashes during external exams do occur. If you have two exams timetabled at the same time, you will take one exam followed by the other. If the combination of exams lasts longer than three hours then one exam will be taken in the morning and the other in the afternoon. You will be supervised between the two exams by an invigilator and you will need to bring a packed lunch. Should this affect you, written instructions will be provided detailing how a timetable variation will be addressed and what you need to do. This will be in accordance with JCQ regulations.

A final timetable, detailing dates, time and seating arrangements, will be issued once seating has been completed and clashes resolved. This information will also be available to view via your Bromcom VLE account and MCAS.

3. Exam Day

Exam Start Times

It is your responsibility to know when your exams are taking place and to arrive in good time with the correct equipment. Please be aware of the start time for all of your exams, both PPE and external exams. The start times are as follows:

PPE: Session 1 - 9.00am Session 2 - 11.10am
External Exams: Morning and afternoon sessions – please refer to your timetable for start times.

Preparatory Sessions

Prior to external exams preparatory sessions will be arranged for all students. Details will be circulated in due course.

Exam Rooms and seating

Exams take place in rooms throughout the school. Please refer to your timetable for details

Main Exam Venues

SH	Sports Hall	Line up on the playground facing the Technology department.
GYM	School Gym	
G86	PE Classroom	
S02	Second Floor, Main School	Wait in the corridor outside the room, not the playground
G06	Ground Floor, Main School	

Seating lists will be posted on the Exam Notice Board near the Technology department. **YOU MUST CHECK THIS BEFORE EACH EXAM AS LAST MINUTE CHANGES DO OCCUR.**

Ensure you are in the correct place at least **15 minutes** before the exam start time.

Toilet Breaks

You should not need a toilet break during an exam, however, if you do you will be required to remove items from your pockets and place them in a tray. These items will be returned immediately after.


Candidate Numbers

You will be given a unique candidate number. This 4 digit number must be written on every exam paper taken and will remain the same throughout your education at Stratford upon Avon School. You must also write the full name that is on your candidate card, the centre number, **31300** and sign each exam paper.

Exam papers cannot be sent to the Exam Board without your signature.

Example of a candidate card:

This is where you will find your 4 digit candidate number which must be written on every exam paper.

Name:		
Candidate No:	1234	
Centre No:	31300	
Please ensure you sign your exam paper		

4. Exam Absence

If you are unable to attend an exam your parent/carer **MUST** contact the Exams Office immediately on **01789 268 051**.

For any other case contact the **24 Hour Student Absence Line** : **01789 209296**

Illness

Absence through illness

If absence is through illness then your parent/carer must write to the Exams Office explaining the circumstances accompanied by a Doctor's note. If you are feeling slightly ill, you must try and sit the exam where possible.

Illness during an exam

If you feel unwell on your exam day please speak with the Examinations Officer before the exam starts. If you feel unwell during your exam you must raise your hand to attract the attention of an invigilator who will assist you.

Special Consideration

A Special Consideration is a post-exam adjustment to a candidate's mark or grade to reflect temporary illness, temporary injury or other indisposition at the time of the assessment, which has had, or is reasonably likely to have had, a significant effect on a candidate. If you feel that this applies to you then your parent/carer will need to contact the Examinations Officer.

Unexplained Absence

Failure to provide a reason and supporting evidence for external exam may result in you having to pay for the missed exam.

Late Arrival to Exams

If you are late for your exam you must go immediately to Attendance Support Room where you must wait for instructions. Attendance Support Room staff will notify the Examinations Officer straightaway of your arrival and supervise you till you are collected and escorted to your exam room by an invigilator.

5. Emergency Procedures

School Closure

In the unlikely event of a school closure, e.g. due to severe weather conditions, fire etc, details will be posted on the school website (www.stratforduponavonschool.com) and announced via Twitter (@straUponAvonSch). The target time to publish messages concerning school closure is 6.30am.

The Exams Policy, in light of School Closure, can be downloaded from the school website at www.stratforduponavonschool.com/examinations

Emergency Evacuation

In the event of a fire alarm the invigilators will advise you of the action needed. This will be either:

1. You will be led outside in an orderly manner to line up in rows as you were seated, OR
2. You will remain seated in the exam room whilst the alarm is silenced.

You must remain silent as you are still under strict exam conditions. In either situation, the length of time of the disruption will be noted and you will be given that time at the end of the exam.

6. Results

Results Day

GCSE results will be issued on **Thursday 22 August 2019**. If you are unable to collect your results you **must** supply an **A4 1st Class Large letter Stamped Addressed Envelope** by 28 June 2019 and indicate clearly on the envelope your results type, e.g. GCSE. Please hand this directly to the Exams Office.

Results cannot be emailed or given over the telephone. If you would like a friend or relative to collect the results on your behalf, you must write and sign a letter giving them permission—they must also bring photo identification with them.

Year 11 Results Collection 9:00am - 10:00am

Results will be distributed in the main school hall on Thursday 22 August 2019 from 9:00am till 10:00am. During this time teaching and support staff will be available to assist with any additional exam information you may need.

Entering Stratford upon Avon Sixth Form

If you meet the entry requirements please hand in your completed enrolment form to a Sixth Form representative.

If you are unable to collect your results and enrol, you must speak to a Sixth Form representative before you begin your study leave.

If you do not meet the entry requirements the Careers Team at school will be able to discuss the options available to you. It may be necessary to make an appointment, details of how will be available on Results Day.

Enrolling at another institution

If you are continuing your education elsewhere, then you must familiarise yourself with their enrolment procedure.

Post Results Services

Following the release of exam results a window of opportunity opens with each exam board to use post result services. Examples of the types of services include:

- Clerical Checks
- Review of Marking
- Access to Scripts

Full details of the Post Result Services available, their associated fees and application form will be provided on Results Day with your results. Please read this information carefully when you receive it to ensure you are aware of all of the deadline dates. Post Results Services information will also be published on the school website along with the relevant application form.

Only Stratford upon Avon School forms will be accepted. This needs to be given to the Exams Office with the correct payment.

Please be aware that when requesting a review of marking/clerical check of an exam paper, marks could go down as well as up or even stay the same. If the grade changes there is no charge to you and your original payment will be refunded, however, if your grade stays the same no refund is available.

**APPLICATIONS WILL NOT BE PROCESSED WITHOUT THE CORRECT FEE
OR AFTER THE DEADLINE DATE.**

Access to Script for Teaching & Learning Purposes

Teaching Staff may request copies of marked exam scripts for teaching and learning purposes. Your permission will be sought after your results have been released and before any request to an Exam Board is made.

Coursework Collection—Art

We are obliged to keep Art coursework till results have been published and all Post Result Services have been completed and deadlines passed.

If you wish to keep your Art coursework, please make arrangements to collect it from the Art Department before 14 February 2020. Due to the sheer volume of work that school has to store, space restrictions dictate that work will be discarded after 14 February 2020 if uncollected.

9-1 Grading System

GCSE's will be graded 9—1, rather than A* - G. This applies to exams for specifications first started teaching from 2015. Grade 9 is the highest grade, set above the current A*. The new 9—1 grades were introduced in 2017 and now universally used across all GCSE subjects.

Ofqual

Grading new GCSEs from 2017

New grading structure	Current grading structure
9	
8	A*
7	A
6	B
5	
4	C
3	D
2	E
1	F
	G
U	U

Nine things you should know about 9 to 1 GCSE grades

- GCSEs in England are being reformed and will be graded with a new scale from 9 to 1, with 9 being the highest grade.
- New GCSE content will be more challenging.
- Fewer grade 9s will be awarded than A*s.
- English language, English literature and maths will be the first to be graded from 9 to 1 in 2017.
- Another 20 subjects will have 9 to 1 grading in 2018, with most others following in 2019. During this transition, students will receive a mixture of letter and number grades.
- The new grades are being brought in to signal that GCSEs have been reformed and to better differentiate between students of different abilities.
- In the first year each new GCSE subject is introduced, broadly the same proportion of students will get grades 1, 4 and 7 and above as would have got grades G, C and A and above respectively in the old system.
- Regulators in Wales and Northern Ireland are not introducing the new 9 to 1 grading scale as part of the changes to GCSEs in their jurisdictions.
- You can see how the 9 to 1 grades compare with the A* to G scale in the infographic on the right.

9 to 1 GCSE

Follow. bit.ly/9to1news

Watch. bit.ly/9to1explained

Ask. public.enquiries@ofqual.gov.uk

7. Certificates

IT IS VERY IMPORTANT that you collect your certificates as they are valuable documents.

Details of when and how to collect your certificates will be published on the school website and emailed to your parent/carer. If you continue to study at Stratford upon Avon school certificate collection details will also be shared via your tutor and in Sixth Form briefings.

It is important that your certificates are collected promptly as there is a fee for replacement certificates with typographical errors. It will be your responsibility to replace certificates with errors via the Exam Boards if you have not collected them within 6 weeks of the collection notification date.

Certificates may be collected on your behalf provided the nominated person has a letter of authorisation from you and necessary photo identification.

The School is obliged to keep certificates for only 12 months and from then either return to the Exam Board or destroy them. It will be your responsibility to organise replacement certificates if they have not been collected within the 12 month timeframe.

8. Exam Check List

- ✓ When issued with exam information check your personal and exam entry details are correct.
- ✓ Be organised and make a note of the dates and times of your exams.
- ✓ Keep your exam timetable safe – do not bring it into the exam room - it is an unauthorised item.
- ✓ Check the seating plans so you know which room you are in and where you are sitting.
- ✓ No mobiles or data storage devices allowed
- ✓ No bags allowed.
- ✓ Check you have a Black Pen and the correct equipment for the exam.
- ✓ Line up 15 minutes before the exam on the playground at the tennis courts or, if in the main building, go to the necessary room.
- ✓ Put your full name, candidate number, centre number on each answer book and sign it.
- ✓ Follow **ALL** instructions given by the invigilators.

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Information for candidates
For written examinations – effective from 1 September 2018

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 formulas; 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. Follow their instructions at all times.
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	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.
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 notice has been produced on behalf of:

AQA, OCR, Pearson and WJEC

Information for candidates: non-examination assessments

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 these regulations.

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

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, pg.29.

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://www.geocases2.co.uk/rural1.htm> downloaded 5 February 2019.

You may be required to include a bibliography at the end of your piece of written work. Your teacher or lecturer 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: Morrison, A. (2000) 'Mary, Queen of Scots', London: Weston Press.

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.

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. 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 essays from on-line essay banks — this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

You must not write inappropriate, offensive or obscene material.

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.**

Do not think you will not 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 or seen the source you are using (or even marked the essay 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 your work is submitted and 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

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Information for candidates
For on-screen tests – effective from 1 September 2018

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: c) the Internet, e-mail, 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 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 formulas; 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. Follow their instructions at all times.
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
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.

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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**NO IPODS, MOBILE PHONES
MP3/4 PLAYERS
SMARTWATCHES**

**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.



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. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
3. You **must not**:
 - sit an examination in the name of another candidate;
 - have in your possession any unauthorised material or equipment which might give you an unfair advantage.
4. **Possession of a mobile phone** or other 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. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
6. You **must** follow the instructions of the invigilator.
7. If you are in any doubt speak to the 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 2014

Important Contact Information

Contact Name	Location	Contact Information
24 Hour Student Absence Line		01789 209 296
School Reception		01789 268 051 (non exam issues only)
Exams Office	G10	examsanddata@stratfordschool.co.uk
Attendance Support Room	G20	01789 268 296

School Website:

www.stratforduponavonschool.co.uk

Exam information, including provisional timetables, can be found at:

www.stratforduponavonschool.co.uk/examinations

