



# Mark Hall Academy

**Aspire, Endeavour, Achieve**

## **EXAMINATIONS CANDIDATE INFORMATION BOOKLET**

### **GUIDANCE FOR STUDENTS & PARENTS**

**Centre Number: 16823**

Academy Telephone Number: **01279 866280**

Exams Office Ext Number: **236**

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## INTRODUCTION

It is the aim of Mark Hall Academy to make the examination experience as stress free and successful as possible for all candidates.

Hopefully, this booklet will prove informative and helpful for you and your parents. Please look at it carefully and read it through with your parents so that they are also aware of the examination regulations and the procedures to follow in the event of any problems occurring.

The Joint Council for Qualifications (JCQ) and the Awarding Bodies (or Examination Boards) set down strict criteria which must be followed for the conduct of examinations and Mark Hall Academy is required to follow them precisely. You should therefore, pay particular attention to the Notice to Candidates and Warning to Candidates (p4 and p5).

Some of the questions you may have are answered at the back of this booklet. **If there is anything you do not understand or any question that has not been addressed, please ask me.** The examinations office is open to students during break time.

If you or your parents have any queries or need help or advice at any time before, during or after the examinations; please contact me on **01279 866280 ext. 236**. Remember, we are here to help.

**GOOD LUCK!**

**Mrs J McCarthy**  
**Examinations Officer**



**Joint Council for  
Qualifications**

<b>AQA</b>	<b>City &amp; Guilds</b>	<b>CCEA</b>	<b>Edexcel</b>	<b>OCR</b>	<b>WJEC</b>
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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.

**Effective from 1<sup>st</sup> September 2014**



AQA City & Guilds CCEA OCR Pearson WJEC

**Information for candidates**  
**For written examinations - effective from 1 September 2017**

**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.**

<b>A Regulations – Make sure you understand the rules</b>	
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 <b>must not</b> take into the exam room: <ul style="list-style-type: none"> <li>• notes;</li> <li>• potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player, a smartwatch or a wrist watch which has a data storage device.</li> </ul> <b>Any pencil cases taken into the exam room must be see-through.</b> <b>Remember:</b> 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	<b>If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.</b>
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 <b>must not</b> 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>B Information – Make sure you attend your exams and bring what you need</b>	
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 <b>must</b> 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.
<b>C Calculators, Dictionaries and Computer Spell-checkers</b>	
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: <ul style="list-style-type: none"> <li>• make sure it works properly; check that the batteries are working properly;</li> <li>• clear anything stored in it;</li> <li>• remove any parts such as cases, lids or covers which have printed instructions or formulas;</li> <li>• do not bring into the exam room any operating instructions or prepared programs.</li> </ul>
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
<b>D Instructions during the exam</b>	
1	Always listen to the invigilator. Follow their instructions at all times.
2	Tell the invigilator at once if: <ul style="list-style-type: none"> <li>• you think you have not been given the right question paper or all of the materials listed on the front of the paper;</li> <li>• the question paper is incomplete or badly printed.</li> </ul>
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 <b>before</b> 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.
<b>E Advice and assistance</b>	
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: <ul style="list-style-type: none"> <li>• you have a problem and are in doubt about what you should do;</li> <li>• you do not feel well;</li> <li>• you need more paper.</li> </ul>
3	You must not ask for, and will not be given, any explanation of the questions.
<b>F At the end of the exam</b>	
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.
<b>This information must be made available to all candidates in advance of their examination(s) for each series.</b> <b>It may be provided electronically to candidates or in hard copy paper format.</b>	

## **INFORMATION CANDIDATES NEED TO KNOW BEFORE THE EXAMINATIONS**

### **CANDIDATE NAME**

Candidates are entered under the name format of first name + middle initial + (legal) surname, e.g. Adam J Smith.

### **CANDIDATE NUMBER**

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, examination registers and on the card that will be placed on your examination desk.

### **UNIQUE CANDIDATE IDENTIFIER (UCI)**

In addition to a candidate number, each candidate must have a Unique Candidate Identifier (12 numbers and 1 letter) which is shown on the top of statements of entry.

### **TIMETABLES AND SEATING PLANS**

Candidates will receive an individual timetable showing their own specific examinations with details of date, time, and duration of exam. **Check it carefully.** If a candidate thinks something is wrong they need to see the Examinations Officer immediately. Occasionally a few candidates have clashes where two or more subjects are timetabled at the same time. The academy will make special timetable arrangements for these candidates only. If there is a clash on your timetable that has not been resolved, please see the Examinations Officer immediately.

A seating plan will be published prior to the examination. These will be displayed in the noticeboards outside Café 54 and the East Hall and on the noticeboard within the East Gym. Candidates **must** know where they will be sitting **before** each examination.

### **CONTACT TELEPHONE NUMBERS**

Candidates must ensure that the school has at least one up-to-date contact telephone number.

### **EQUIPMENT**

Candidates will be provided with a clear pencil case containing the basic equipment needed for the examination including a **black pen, a pencil, a rubber, ruler, pencil sharpener, compass, calculator, protractor, colouring pencils, tracing and graph paper.**

### **CONTROLLED ASSESSMENTS**

Please note that some subjects have controlled assessments that take place in the academy.

Controlled assessments take place within classrooms after a period of preparation. They usually contribute to the overall grade. It is vital that attendance is excellent to ensure that no controlled assessment is missed.

## **CANDIDATE MALPRACTICE**

'Candidate Malpractice', means malpractice by a candidate in the course of any examination or assessment, including the preparation and authentication of any controlled assessments or coursework, the presentation of any practical work, the compilation of portfolios of assessment evidence and the writing of any examination paper.

The Head of Centre has a responsibility, under the regulators' GCSE, Principle Learning and Project Code of Practice to report to the relevant awarding body any suspected cases of malpractice involving candidates. (Principal Learning and Project Code of Practice, Section 8, p49)

The Head of Centre must report to the appropriate awarding body at the earliest opportunity all suspicions or actual incidents of malpractice. The only exception to this is malpractice discovered in controlled assessments or coursework **before** the authentication forms have been signed by the candidate.

(JCQ Suspected Malpractice in Examinations and Assessments: Policies and Procedures, section 4.3)

Full information detailing malpractice and codes of conduct can be found at: <http://www.jcq.org.uk/exams-office/malpractice>

## DURING THE EXAMINATIONS

### EXAMINATION REGULATIONS

All candidates must read carefully the 'Information for Candidates' printed on page 5 of this handbook. Remember, breaking any of the examination rules or regulations may lead to **disqualification from all subjects and possibly all examination series**. The academy **must** report any breach of regulations to the Awarding Bodies.

### ATTENDANCE AT EXAMINATIONS

Candidates are responsible for checking their own timetable and arriving at the academy on the correct day and time, properly dressed and equipped. Candidates must arrive 10 minutes before the start time of their examination and are responsible for knowing their individual seat positions within the exam room.

Candidates who arrive late for an examination may still be admitted. They must report to the Examinations Officer in the first instance, before attempting to go into the examination room. If special consideration applies then you must speak to the Examinations Officer (see ABSENCE FROM EXAMINATIONS p10).

**Full academy uniform must be worn by all candidates for all examinations. BAGS, COATS** and other personal items must be left in the designated areas identified by the invigilators (usually the East Gym).

All items of equipment, pens, pencils, mathematical instruments, etc. should be visible to the invigilators at all times.

Pens should be **BLACK BALLPOINT ONLY** (except for drawings/diagrams). The reason for this is that a vast majority of exam papers are now scanned and then marked on computers. Black ballpoint ink comes through the clearest when papers are scanned by the Examining Boards; therefore no gel/fibre pens are to be used. No correction pens or liquids are allowed.

**From September 2017 candidates are no longer allowed to wear any form of wristwatch in the examination room. Analogue wristwatches are allowed to be laid on the table in front of the candidate and it is the candidate's responsibility to declare this item to an invigilator upon entering the exam room. Failure to declare this item may lead to disqualification.**

**Do not** attempt to communicate with or distract other candidates.

**Mobile telephones MUST NOT BE BROUGHT INTO THE EXAMINATION ROOM.** If a mobile phone (or any other type of electronic communication or storage device including smartwatches, MP3, MP4 and headphones) is found in your possession during an examination (**even if it is turned off**) it will be taken from you and a malpractice report made to the appropriate awarding body. **No exceptions can be made.**

**Do not** bring food or drink into the examination rooms. You may, however, bring a bottle of water in a clear container with no label attached.

**Do not** write on the examination desks or the name cards. This is regarded as vandalism and you may be asked to pay for any damage.

**Do not** draw graffiti or write offensive comments on the examination papers or answer booklets. If you do, the awarding body may refuse to accept your paper.

Listen carefully to instructions and notices read out by the invigilators. There may be amendments to the exam question 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.

Candidates must stay in the examination room for the duration of the exam. If you have finished the paper, use any time remaining to check over your answers and ensure you have completed your details correctly.

On completion of an examination, all work must be collected by an invigilator – remember to put a line through any mistakes that you do not want to be marked. If you have used more than one answer book or individual sheets of paper, ask for a treasury tag to fasten them together in the correct order.

Invigilators will collect your exam papers before you leave the room. **Absolute silence** must be maintained during this time. Remember, you are under examination conditions until you have left the room.

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 candidates who may still be working in another room.

If the fire alarm sounds during an examination the invigilators will tell you what to do. **Don't panic.** If you have to evacuate the room you will be asked to leave in silence and in the order in which you are sitting. You will be escorted to a designated assembly point. Leave everything on your desk. You must not attempt to communicate with anyone else during the evacuation. When you return to the exam room do not start writing until the invigilator tells you to. You will be allowed the full working time for the examination and a special considerations report will be sent to the awarding body detailing the incident.

## **INVIGILATORS**

The academy employs external invigilators to conduct the examinations. Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.

Invigilators are in the examination rooms to supervise the conduct of the examination. They will distribute and collect the examination papers, tell candidates when to start and finish the examination, hand out extra writing paper if required and deal with any problems that occur during the examination, for example if a candidate is feeling ill.

Please note that invigilators cannot discuss the examination paper with you or explain the questions.

Candidates who are disruptive or behave in an unacceptable manner will be removed from the examination room by the Examinations Officer and/or members of the Academy Leadership Team. If you feel ill or have a question, students should raise their hand and wait until an invigilator arrives.

## **ABSENCE FROM EXAMINATIONS**

Only in exceptional circumstances are students allowed special consideration for absence from any part of an examination. In order to process the special consideration it is essential that medical or other appropriate evidence is obtained on the day by the student/parent and given to the Examinations Officer without delay.

**There is no opportunity for any student to sit/re-take any exam that they have been absent for.**

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 40% of the examination (including coursework) must be completed.

Parents and students are reminded that the academy may ask for payment of entry fees (usually £30.00 per GCSE subject) should a candidate fail to attend an examination without good reason and without informing the academy.

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

### **Candidates need to remember:**

- Be **on time** for your exam.
- Display your **timetable** in a prominent position.
- **No** Mobile Phones

## **AFTER THE EXAMINATIONS**

### **NOTIFICATION OF RESULTS**

**Thursday 23<sup>rd</sup> August 2018 from 8.00am – 10.00am in the East Hall**

If you would like another person (including family members) to collect your results on your behalf, you must give your written authorisation naming the designated person to the Examinations Officer **before Results Day. An authorisation form must be completed by you with the details of the person you would like to pick up your results and handed to the Exams Officer by the end of the 29<sup>th</sup> June 2018 (the form is attached on the back of this pack).** The designated person must produce forms of identification before the results are relinquished.

No results will be given out by telephone under any circumstances. However, results will be posted if they are not collected.

### **POST-RESULTS SERVICE**

If you need post-results service advice, the Examinations Officer will be available on Results Day.

**Post Results Services** can only be submitted online via the Examinations Officer, Mrs McCarthy. They include:

**1 – Review of Marking (EAR)** – for where serious doubts about the marking of the script arise. You are strongly advised to discuss this with your teacher first as this can be quite expensive.

**2 – Access to Scripts (Copies of your script)** – if you want to have your original script returned (it may not be received before the October half term).

Further details and application forms can be found on the official JCQ website:

[www.jcq.org.uk](http://www.jcq.org.uk)

### **APPEALS PROCEDURE**

The appeals process is available to centres or private candidates who remain dissatisfied after receiving the outcome of an enquiry about results.

Appeals can only be submitted after the outcome of an enquiry about results has been reported to the centre or private candidate. Where an original script has been returned to a centre or a private candidate as part of an enquiry about results, its security is compromised and it cannot be subject to an enquiry or appeal.

Appeals must be submitted to the relevant awarding body within **fourteen** calendar days of the notification of the outcome of the enquiry.

Only the Head of Centre or a private candidate can submit an appeal.

Appeals must be made in writing and clearly state the grounds for appeal.

The grounds for appeal must relate to the awarding body's procedures or the application of these procedures.

Appeals do not generally involve further reviews of marking of candidates' work. The appeals process will consider if the awarding body's procedures are consistent with the regulators' Code of Practice and have been properly and fairly applied. Centres are advised to refer to the relevant sections of the regulators' Code of Practice prior to submitting an appeal.

### **The procedures open to investigation may include:**

- The setting of papers
- Marking/moderation procedures
- The grade award
- Enquiries About Results (EAR) and Appeal procedures
- Awarding bodies may charge a fee for appeals. This fee will be refunded if the appeal is upheld.
- All awarding bodies publish details of their appeal procedures. The appeals process consists of two stages:

### **Stage 1 – Awarding Body**

- A review of the case by a senior member of the awarding body's staff who has had no previous involvement with the case.
- The outcome of the stage 1 appeal will be notified in writing.
- The head of centre or private candidate must take any further appeal to stage 2 within fourteen calendar days of the receipt of the outcome of stage 1 of the appeal.

### **Stage 2 – Awarding Body Panel**

- The case will be presented to the Appeals Panel convened by the awarding body.
- The Appeals Panel will be comprised of at least three members, one of whom will be an independent member
- The Appeals Panel is not authorised to further review the marks of candidates' work.
- The Appeals Panel can instruct the awarding body to reconsider the case and may offer recommendations.
- The outcome of the stage 2 appeal will be notified in writing.
- A report on the stage 2 appeal hearing will be provided.
- Awarding bodies are required to complete stages 1 and 2 of the appeal process and report the outcome within 50 working days. Centres are therefore requested to co-operate with the awarding bodies in order to facilitate the appeal process.

### **Final Stage – Office of Qualifications and Examinations Regulation (Ofqual)**

- Ofqual is independent of the awarding bodies and exists as a final avenue of appeal. A centre or a private candidate can only appeal to Ofqual if they have completed a Stage 2 appeal and remain dissatisfied with the outcome.
- External appeals are made to Ofqual's Examination Procedures Review Service (EPRS) to review the case.
- Ofqual will only hear an appeal once stages 1 and 2 of the awarding body's appeal process have been completed.
- Appeals to Ofqual EPRS must be submitted in writing within three weeks of receipt of the draft report detailing the outcome of an appeal to an awarding body.
- Further information regarding the external appeals process to Ofqual's EPRS (which may only be used after stage 1 and stage 2 appeals have been heard and completed by an awarding body) may be obtained from Ofqual. The address is: EPRS, Ofqual, Spring Place, Herald Avenue, Coventry, CV5 6UB. They can be contacted on 0300 303 3346. Their web address is: <http://ofqual.gov.uk/>

## **CERTIFICATES**

Certificates will come into the academy from the awarding bodies at the end of October. Candidates will be awarded their certificates during the Presentation Evening; the date will be confirmed nearer the time. If candidates do not attend the Presentation Evening they will be able to collect their certificates from the academy (with identification) after that date up until **31<sup>st</sup> October 2019**.

**Mark Hall Academy is only obliged to keep certificates for a period of 12 months after issue.** If candidates 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 awarding bodies which will be for a fee. **You are therefore urged to collect your certificates at the Presentation Evening or pay to have them posted home by Recorded Delivery.**

Certificates will not be given to anyone other than the candidate without the candidate's written authorisation. Proof of ID will need to be shown when collecting certificates.

### **Please note:**

Candidates should be informed that some awarding bodies **do not** offer a replacement certificate service. In such circumstances the awarding body will issue a Certifying Statement of Results.

## FREQUENTLY ASKED QUESTIONS

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

- A.** The academy will re-schedule papers internally (on the same day) where there is a clash of subjects. Candidates will normally sit one paper then have a break during which they will be supervised and must not have any communication with other candidates. They will then sit the second subject paper. Correct times should be on your individual candidate timetable. It may be necessary for you 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?**

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

**Q. What do I do if I forget my Candidate Number?**

- A.** Candidate Numbers are printed on your individual exam timetable, name card on your desk and the seating plans (displayed outside Café 54 and East Hall and inside the East Gym). If you are in doubt please raise your hand and ask an invigilator.

**Q. What do I do if I forget the academy's Centre Number?**

- A.** The Centre Number is 16823. It will be clearly displayed in all the examination rooms.

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

- A.** Inform the academy 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 prior notice as possible and proof from a Hospital and/or your GP. You must obtain medical evidence if you wish the academy to make an appeal for Special Consideration on your behalf (see below).

**Q. What is an Appeal for Special Consideration?**

- A.** 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. Candidates 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, but not limited to illness, accident or injury, bereavement, or 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.

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

- A.** Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before or during an exam and you feel this may affect your performance.

**Q. If I am late can I still sit the examination?**

- A.** Provided you are not more than one hour late, it will still be possible for you to sit the examination. You should get to the academy as quickly as possible and report to Student Reception. A member of staff will escort you to the Examinations Officer. You **must not enter** an examination room without permission after an examination has begun. It may not be possible to allow you the full time for an exam paper if you start the examination late.

You should also be aware that if you start the exam more than 60 minutes after the published starting time, the academy must inform the exam board and it is possible that the board may decide not to accept your work. Please ensure that you allow enough time to get to the academy so that if you are delayed (e.g. through transport problems) you will still arrive on time.

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

- A.** No. Timetables are regulated by the exam boards and you must attend on the given date and time.

**Q. Do I have to wear academy uniform?**

- A.** Yes. Normal academy regulations apply to uniform, hair, jewellery, make-up, footwear, etc.

**Q. What equipment should I bring for my exams?**

- A.** We will provide you with all the equipment you need for your exam.
- You must not attempt to borrow equipment from another candidate during the examination.
  - If you require any equipment not present on your desk, raise your hand and an Invigilator will try to assist you.

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

- A.** Only material that is listed on question papers (e.g. sources booklet) is permitted in the examination room and students who 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 and any other items not permitted under examination regulations must be left in the area designated by the invigilator. Do not bring any valuables into the academy with you when you attend an examination.

Remember, no food is allowed in the exam room. You may bring a bottle of water and this must have no label on. Mobile telephones **must not** be brought into the exam room even if they are turned off. Wristwatches are **not allowed** to be worn in the exam room, however, an analogue wristwatch may be placed on the table in front of the candidate. This must be declared to the invigilator upon entering the exam room.

**Q. If I have more than one exam on a day can I get lunch at the academy?**

- A.** Candidates who have examinations in both morning and afternoon sessions may obtain lunch from the canteen in the usual way or bring a packed lunch.

**Q. Why can't I bring my mobile phone into the exam room?**

- A.** Being in possession of a mobile phone (or any other electronic communication device, e.g. iWatch, IPOD, MP3 or MP4 player, headphones) is regarded as cheating and is subject to severe penalties:

The **minimum** penalties are as follows:

- Device found on you and turned **ON** - **disqualification for the entire subject award and/or entire exam series.**
- Device found on you and turned **OFF** — **disqualification** from the specific paper you are sitting at the time.
- Phone rings during the exam **wherever it is in the room** the exam board must be informed **and you may be disqualified from all papers for the subject (including any already taken).**
- Invigilators will warn candidates at the beginning of each examination for you to hand in your mobile phone if you have not already done so. You are responsible for collecting your phone at the end of the exam, if you have handed it in. The invigilators and the Examinations Officer will not be held responsible for the safety of the mobile phone.

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

- A.** The length of the examination is shown in minutes on your individual timetable under the heading 'duration'. The time is also shown on the question paper. Invigilators will tell you when to start and finish the exam. They will display the finish time of the exam on a flip chart or board at the front of the exam room. There will be a clock in all examination rooms.

**Q. Can I leave the exam early?**

- A.** It is a requirement of the exam boards that you must stay in the examination room for the duration of the exam. It is not the academy's policy to allow candidates to leave the exam room early, as this is disruptive to other candidates. A candidate may not leave the examination room without the permission of the invigilators.

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

- A.** Remain in your seat and await instruction from the Examination Officer or Invigilator. 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 candidates during the evacuation.

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

- A.** Yes, you will be escorted by an invigilator and will not be allowed any extra time. Please go to the toilet before your exam starts as this will cause less disruption to you and other students. The Examinations Officer must be made aware of any medical conditions that may affect you during an examination **before** the exam.

**Q. I am entitled to extra time; how will this affect the way I take my exams?**

- A.** Some candidates receive an allowance of 25% extra time. Where possible, such candidates will be seated together to minimise disturbance from other candidates who finish earlier. The invigilators will include the additional time when they display the finishing time of your exam on the board.

**Q. What do I do if I do not get the grades I need for college?**

- A.** Teaching staff will be available to advise you on Results Day.

**Exam Results Collection 2018**



Candidate's Name:

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Please allow .....  
(named responsible person) to collect my examination certificates on my behalf. He/she understands that **a recognised form of Identification will be required** (e.g driving license, passport etc.)

Signed..... Date .....