

Examination Information Booklet

For Students, Parents and Carers

Introduction

South Hunsley School and Sixth Form College is committed to ensuring that exams run as smoothly as possible for all candidates.

Exams can be a stressful time, so it is important that everyone who is involved in exams has all the information they need. The aim of this booklet is to explain the main exam procedures and to answer some frequently asked questions.

Please read the booklet carefully keep it safe you can refer to it if you have any questions about exam regulations or procedures.

If you are unsure of anything, please ask your form tutor, your Head of Year or please visit the Exams Officer in the office next to the Drama Studio in Kingston.

Conduct

At South Hunsley School and Sixth form College, we expect the highest standards of behaviour during all exams from every student.

The Awarding Bodies/Exam Boards have strict rules and regulations that we, as a school, are required to adhere to. It is important that you are aware of these regulations. All regulations are available on the JCQ website www.jcq.org.uk.

We have included the JCQ 'Information for Candidates' and the 'Warning to Candidates' notices in the back of this booklet. These will be displayed outside each examination room so please make sure you read and adhere to them.

Failure to follow the rules and regulations can result in disruption to exams for you or other candidates and in the most serious cases can lead to disqualification from exams or entire qualifications.

Non-Examined Assessment

Some subjects have non-examined assessments as part of the course. Before submitting any of these assessments for marking, all students will be asked to sign a document saying that they have read and followed the official regulations.

It is essential that any work submitted is your own; you must not copy work from anyone else (students, parents, carers, teachers, authors of textbook or information from the internet), or try to pass any work off as your own that has come from AI.

If you are caught breaking these regulations, you could be disqualified from that subject.

Once marked, you will be informed of the mark awarded for your work. All students are entitled to appeal an NEA mark. Please speak to your subject teacher if you have any questions.

Before the Exams

Before exams start you will be given a timetable showing your exam entries. You will then be given an updated timetable shortly before exams which will include your confirmed rooms and allocated seat numbers.

For the final GCSE/A-level exams in the summer, you will be given your statement of entry timetable between February half-term and Easter.

Statement of Entry

The timetable is your statement of entry and will include all the exams you have been entered for and will be sitting during the summer term. For some subjects, exams are tiered and you will therefore be entered for either the higher or the foundation tier.

It is important you check everything on your statement of entry very carefully.

- Personal details: Please check your date of birth and the spelling of your name is accurate as this is how it will appear on your official certificates.
- Entries: Please check you have been entered for all of your exams in every subject.

If anything is incorrect, you must inform the Exams Officer as soon as possible. If you do not let a member of staff know, it could result in you not receiving a result for your exam.

As an example, if you are entered for the wrong exam, you may be sent the wrong paper and a replacement paper may not arrive in time.

Candidate Name

Candidates are entered under the name format of the legal first name and legal surname. Form tutors will confirm any legal middle names. It is important you use your legal name on all your exam papers even if you have a preferred name that you use in school. Your legal name will be on your exam certificates as these are official documents.

Candidate Number

Your candidate number is a 4-digit number that is shown at the top of your statement of entry. Please memorise this number as you will be asked to write it on each of your exam papers.

Centre Number

You will also have to write the school centre number on each exam paper. For South Hunsley School, this is 44215. This number will be displayed in each exam room so you do not need to memorise it.

Exam Clashes

An exam clash is when you have two or more exams scheduled at the same time. Don't worry if you have this on your statement of entry as the Exams team will sort this out for you. It will usually mean you will sit one of the exams either earlier or later than the scheduled time. You will be able to take one straight after the other if the total time does not exceed three hours. If the total time is more than three hours, you will take one in the morning and one in the afternoon.

If this happens, an invigilator will supervise you between exams. During this time, you will not be allowed access to your mobile phone, the internet or be in contact with anyone who may have already sat the exam. However, you will be able to revise for your next exam. You will be informed of any clash arrangements well before your exams start.

Final timetable

You will receive a final copy of your timetable towards the end of April. This timetable will show your final entries including tiers and will also include your allocated seat numbers for each exam.

MAKE SURE YOU KEEP THIS SOMEWHERE SAFE!

Any clashes will also have been resolved so please double check the dates and times of each of your exams. This may mean you sit an exam at a different time to other students.

Please note that some afternoon exams can finish after the end of the normal school day so you may have to make alternative transport arrangements if you normally travel on a school bus.

Equipment

It is your responsibility to make sure you have all the equipment you need. There is a very limited supply of spare equipment so you may end up having to manage without something if you forget.

For each exam, it is recommended that you bring:

- 2 black pens
- 2 HB pencils
- Ruler
- Rubber

For some exams, you will also need:

- Compass
- Protractor
- Calculator

Any pencil cases must be see-through.

Scrap paper and revision notes must not be taken into the exam room.

You are not allowed to use correcting pens, fluid or tape, erasable pens or gel pens. You should not use a highlighter, other than to highlight parts of the question paper if a separate answer booklet is used.

You must write in **black ink** or ballpoint pen, except for drawings or rough notes.

Calculators

You may use a calculator in an exam, unless this is prohibited by the awarding body. The instructions on the front of the question paper will either specify whether calculators are not allowed or if they are expected to be used in the exam.

There are certain regulations regarding calculators that are used and it is your responsibility to be aware of these.

<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:</p> <ul style="list-style-type: none">▪ Be designed or adapted to offer any of these facilities:<ul style="list-style-type: none">○ Language translators;○ Symbolic algebra manipulation;○ Symbolic differentiation or integration;○ Communication with other machines or the internet;▪ Be borrowed from another candidate during an exam for any reason;▪ Have retrievable information stored in them, which includes:<ul style="list-style-type: none">○ Databanks;○ Dictionaries;○ Mathematical formulas;○ Text.
<p>You are responsible for:</p> <ul style="list-style-type: none">▪ The calculator's power supply;▪ The calculator's working condition;▪ Clearing anything stored in the calculator.	

Exam times and locations

When:

- Morning exams start at 9:10 am.
- Afternoon exams start at 1:20pm.

You should arrive in the designated area by either 8:50 or 1:10.

Where:

- Sports Centre: please leave your bags in the racks in The Space and line up in front of your seat row letter.
- Riding Gym: Your bags will usually be left in Riding Hall, although sometimes they will be at the back of the gym. Line up outside the music door entrance
- TDC, East Dale, Welton, MMS: For exams in these venues, please wait outside the relevant building. Each room will be called in separately and bags will be left in the corridor.

Occasionally other rooms are used e.g. for IT exams. If you are in any room different to the above, these will show on your timetable. Please make your way to this room 15 minutes before your exam is due to start.

You are not allowed to bring a mobile phone, smart watch, or any other potential technological or web enabled source of information into an exam room. (See warning poster at the end of this handbook). Please leave any such items in your bag and ensure they are switched off.

If a mobile has been accidentally brought into the examination room, you must hand it in when the invigilator asks. It will be locked away during the exam. Please note that the school cannot be held responsible for the safe keeping of your phone. It is best to leave it either at home or ensure it is switched off in your bag.

Bags that are left in any public places will always be supervised for the duration of the exam. However, the school cannot be held responsible for any loss or damage caused to devices left in bags or coats.

Entering the exam room:

You should not enter the exam room until you are called in.

As soon as you enter an exam room, you are under exam conditions and must not communicate with any other student in any way. This includes talking to another student, gesturing to another student or passing anything to another student. Any communication

will be deemed as potential malpractice and must be reported to the Exam Boards. This could result in you being disqualified from your exam and from future exams.

You must sit at the correct desk. Your seat numbers are displayed on your timetable. All seat numbers are also displayed either on The Space windows, the music corridor windows, or outside the relevant exam room. Please check this before you enter the exam room if you have forgotten your seat.

During the Exams

Remember to bring all the equipment you need to the exam.

You are not allowed to bring in any unauthorised books or rough paper into the exam room. Only authorised books such as an anthology or translation dictionary are allowed to be used.

Listen carefully to instructions and notices that are given by invigilators as there may be amendments to the exam paper that you need to know about.

Check that you have been given the correct question paper and an answer booklet if required. If you think you have the wrong paper, please raise your hand and ask an invigilator.

Read through the instructions on the front of the exam paper before starting the exam and make sure you are clear as to how many questions you are required to answer.

On every paper, you must write:

- Your name: This has to be your legal name and not any preferred names;
- Your candidate number;
- The school centre number: 44215;
- All answers must be written in black ink. Pencils may be used for diagrams.
- Be careful only to write in the spaces indicated. Exam papers are scanned prior to marking. Any writing in the wrong area may therefore not be seen by the exam marker.

Invigilators:

Invigilators are the staff in the exam room who ensure the school adheres to Exam board regulations. They are also there to help you with any queries you may have.

They cannot help you with any of the questions on your exam paper, but for other queries, for example, if you think something is missing from your paper, you do not have the correct equipment or you think you have the wrong paper, please put your hand up and wait for an invigilator to come to you.

Please do not leave it until after the exam as it is usually then too late for the school to be able to do anything about it.

Invigilators will report any misconduct or suspected malpractice (cheating) to the senior management team, who in turn will report it to the Exam Board in line with school policy.

Remember this could result in you being disqualified from all exams.

At the end of the Exam

You will not be allowed to leave an exam early if you have finished as this disturbs other candidates.

If you finish before the time allowed for the exam, carefully check all of your answers and sit in silence.

Make sure your name and candidate number are on every piece of paper used. At the end of the exam all work must be handed in.

Rough paper is not allowed in exams so all work you have done will be sent to the Exam Board for marking therefore remember to cross through any rough work you do not want to marked.

If anything inappropriate is written on an exam paper the Exam Board can refuse to mark your script.

Invigilators will collect your exam papers and any equipment you have borrowed before you leave the exam venue.

Remember you are under exam conditions until you have left the room. If there is any communication it will be assumed you are cheating and will be treated accordingly.

You will be dismissed from the exam row by row. You must remain in complete silence until you have left the exam room.

Any student who is disruptive or behaves in an unacceptable manner will be removed from the exam room and may be reported to the Exam Board.

Emergency Evacuation

In the event of the fire alarm sounding during an exam, the procedures below will be followed:

Firstly do not panic.

You must stop writing, remain seated and listen to the instructions from an invigilator.

Initially, you will remain seated in the exam room.

If the invigilator is told to evacuate the room, it is important you remain silent and listen to the instructions.

The invigilator will tell you when to leave and where to assemble.

Leave all your equipment in the exam venue.

You must leave the room in complete silence and must not speak to other students.

When you return to your exam room please do not start writing until the invigilator informs you to do so.

The invigilator will make a note of the time of the interruption and how long it lasted.

You will be allowed the full working time set for the examination.

Absence from Exams

If you feel ill on the day of your exam, it is always best to try and attend school to sit your exam.

Remember these exams cannot be taken at another time and missing an exam may result in you not gaining a grade in the subject.

If you are too ill to take your exam, you should ring the main school reception by 8:30am for morning exams and 13:00 for afternoon exams to say you are not attending. You will need to produce a note from a parent/carer, a member of staff or a medical professional.

If you do not attend an exam without a valid reason you may be charged for that exam.

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

Lateness:

If you are late for your exam, for example in the event of traffic problems such as buses not turning up, you are still allowed to sit your exam.

If you arrive within 1 hour of the start time, you can still take the exam and will be entitled to the full time.

If you arrive after the hour, you can still take the exam but the school has to report this to the exam board and they may decide that your work cannot be accepted.

Contact Details:

We encourage all students to arrive in plenty of time for all exams. This helps ensure all checks can be done, and means candidates are not sat waiting for others to arrive.

In the event of unexpected problems, it is important that we have up-to-date contact telephone numbers for students and parents and carers, or anybody else who might be able to help in an emergency.

If you are missing from the start of the exam, the school will contact the primary contacts as recorded on Arbor. The school will then contact any other appropriate contacts on your records.

We suggest students and parents and carers save the school telephone number on mobile phones so a phone call can be easily made if there are significant problems on the journey to school. This school phone number is 01482 631208.

Exam Results

Final GCSE/GCE results:

These are always collected from school in August. Please see the exams section on the school website for details of the dates and times.

Results are also emailed to your school email address later results days. The exact time of this email can vary. Make sure you know how to access your school emails if this is how you intend to receive your results, but please be aware that school emails are not usually accessible from a foreign country. If you are going to be abroad and will need access to your results through email, please speak to the Exams team as soon as possible.

If you are unable to collect your results in person, you can also provide the exams officer with a stamped addressed envelope so we can post your results to you or you can nominate someone else to collect them on your behalf.

If you are nominating someone to collect your results for you, you must inform the exams officer prior to results day. Please provide a letter authorising the named person to collect them for you. The named person must also bring photo ID on results day to prove their identity.

Results cannot (under any circumstances) be given out over the telephone.

Please try not to worry if you do not receive the results you were expecting. Staff will be available on results days to help and support you in your next steps.

Also, once you have collected your results, do not rush off! Every year we identify students who we would like to talk to (there will be a slip attached to your results envelope if you have been chosen). We may wish to take your photo and ask you questions about the results you have achieved. If you are applying to South Hunsley Sixth Form, you will complete your enrolment on results day.

November Resits:

These are made available in January and will be available for you to collect from the Sixth-Form on the release date.

January Exams:

These are made available in March. You will be able to collect these from your subject teacher on the release date.

Enquiries about Results

All information about post results queries will be made available on the school website. For each post results service, the Exam Boards set deadlines by which any enquiry has to be received. Any enquiry after these times will not be able to be processed so it is important to make yourself aware of the deadlines.

You will be able to request a remark or a copy of your script. This service is subject to an administration fee.

Depending on the Exam Board and level of your exam, you may be able to request a priority re-mark or a priority copy of your script. There will be a charge made by Exam Boards for these services. Please see the Exams Officer for any enquiries about results.

Re-marks:

If you would like to query a mark/grade upon receipt of your exam results you should contact the relevant Head of Department, subject teacher or Exams Office as soon as possible.

They may review your marks/grades with you and look at the breakdown of marks and grade boundaries before requesting the remark.

Please be aware that grades can be either increased, remain the same or lowered.

If you wish to go ahead, payment must usually be received by Finance before the request can be processed. In all cases, the consent form must be signed by the candidate before the application can be processed. We cannot process requests for any exams services from parents.

Access to scripts:

You will receive your original script back. Please note you will NOT be able to apply for a re-mark if you have made a request for the original script to be returned.

Timescales:

The Exam Boards set the timescales for processing the above requests. This is currently as follows:

The outcome of re-marks can take up to 20 calendar days to be received from the date the school requests it.

Original scripts will be received by mid-November.

As soon as the re-mark or script is received by the school, we will notify candidates by email.

Exam Certificates

All exam certificates are available for collection in the autumn term following your final exams. Candidates will be notified once they are available.

GCE certificates are available from the December Awards Evening.

GCSE certificates are made available at the KS4 Awards Evening held in the Autumn term.

If you do not attend the Awards evening, you will be able to collect your certificates after this date from the main reception.

You must bring identification with you upon collection and you will be asked to sign for your certificates.

If you are unable to collect your certificates in person and would like someone else to collect them on your behalf, please notify the school giving your authorisation. The person you nominate must show photo ID as proof of their own identity.

It is extremely important that certificates are collected as they are required for Higher Education, and when you apply for work, employers will usually request original copies of exam certificates.

Your examination certificates are very important and are evidence of your hard work and school career. If you lose them, they are expensive to replace so look after them carefully.

In line with relevant guidelines, we only hold certificates for three years after they are issued.

After that time, you will need to contact Awarding Organisations to request any replacement certificates.

Frequently Asked Questions

Q. Why do I need to check the details on my Exam Timetable?

A: It is vital that you check all of the information on your exam timetable. If your personal details are not correct, they will appear incorrectly on your certificates. The details on your timetable will be used when certificates are printed. If the name or date of birth on your certificates does not match your birth certificate, it could cause you problems if you are asked to show your certificates to a potential employer or for college / university in the future. You should also check that the subjects and tiers of entry you are entered for are correct and that no subjects are missing.

Q. What if my personal details are incorrect on my exam timetable or if I am entered for the wrong exam?

A. If any of your details are incorrect or you think you are entered for the wrong exam please let the Exams Officer know as soon as possible and before the exams start. If you do not let the Exams Office know, you may not be able to take your exam.

Q. What if I have an interview/course/training session/sports event during my exams?

A. Only if you represent your country at an International level in sport, will you be allowed to re-schedule your exam. You should talk to the exams office as soon as possible.

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

A: If you have two exams timetabled at the same time and the total time is less than 3 hours, you will have to sit these exams one straight after the other.

If the total length of time exceeds 3 hours, you will take one in the morning and the other in the afternoon. You will be supervised by an invigilator and will not be able to have any contact with other students or have access to your phone or the internet.

Your final seated timetable will show the revised times of any clashes. If in doubt, please contact the Exams Officer.

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

A: The length of the exam is shown in minutes on your individual timetable under the heading 'duration'. Invigilators will tell you when to start and finish the examination. The start and finish times will be displayed on the wall at the front of the room. There will be a clock in the room and all timings are set by this clock.

Q. What time do the exams start?

A. Morning exams start at 9.10am and afternoon exams start at 1.20pm. We ask students to arrive at least 15 minutes before the exams start to ensure the exams begin on time.

Q. Where do exams take place?

A: Most exams will be in the Sports Centre. For some exams, Riding Gym is also used and if you have concessions, you may be in a separate classroom or office. Your final timetable will show the rooms you will be in and the seats you have been allocated.

Q. Can I bring food and drink into the exam?

A. Only bottled water may be taken into an exam room. This must be in a clear bottle with the label taken off and should be placed on the floor under your exam desk. The only exception to this is on medical grounds e.g. if you are diabetic.

Q. Can I take my mobile phone or watch into the exam room?

A. No. Only authorised material is permitted in the exam room and students who are found to have any material with them that is not allowed will be reported to the appropriate Exam Board.

Mobile phones, smart watches, watches, smart glasses or any other potential technological or web-based sources of information are not allowed in the exam room. Possession of any unauthorised items such as these is a serious offence and could result in disqualification from your exam and your overall qualification.

Please leave these at home on exam days. If you bring them into school, you must leave them in the designated room for bags and coats, which will be supervised. If you bring any of these items into the exam room, you must hand them to an invigilator before the start of the exam. They will be kept safely and returned to you after the exam.

Q. Why can't I bring my mobile telephone into the examination room?

A: Being in possession of a mobile phone (or any other electronic communication device, e.g. iWatches or headphones) is regarded as cheating, even if you do not intend to use them, and is subject to severe penalties from the awarding bodies.

Q. What happens if I forget my calculator or any other equipment?

A. The exams team have a supply of spare equipment that you may borrow. However this is limited and if this supply runs out you may have to do your exam without the necessary equipment. The best advice is to prepare for your exam the night before and pack all the equipment you will need.

Q. Do I have to wear school uniform?

A: Yes. Normal school regulations apply to uniform, hair, jewellery, make-up, etc.

Q. Can I write in pencil or coloured pens?

A. All exam papers MUST be written in black pen, if you write in pencil or coloured pens your work may not be accepted by the Exam Board. You may draw diagrams in pencil if this is needed as part of your exam answer.

Q. Can I talk to my friends in the exam room before the exams starts?

A. There must be no talking or communication of any kind in the exam room. The exam papers may already be out on the desks so you must stay silent and listen carefully to instructions. Even when the papers have been collected in at the end of the exam, there may be other people doing a different subject in the same room and therefore you must remain silent until you have left the exam space.

Q. Can I leave the exam room if I finish early?

A. Candidates are not allowed to leave the exam room early. If you finish early, you should use the time to check your work.

Q. Can I ask questions?

A. You cannot ask the invigilators questions relating to the content of the exam paper. Invigilators can only read you the instructions on the front cover of the paper. However, if you think there is something missing from your paper, please tell an invigilator who can then investigate with the Exams Officer.

Also please let an invigilator know if you have the wrong paper in front of you, or you have any other issues during the exam.

Q. What happens if I forget my seat number or I sit in the wrong seat?

A. It is very important that you sit in the correct seat. Not everyone in the exam room will know who you are, so may think that you are missing and mark you as absent, meaning the exam board will not be expecting your paper. If you forget your seat number you can ask an invigilator.

If someone else is sitting in your seat, please speak to an invigilator.

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

A: Invigilators will ask you to check you have the correct paper 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: Please ask an invigilator if you have forgotten your number. It is important you remember it though as you will need it for every exam.

Q. What do I do if I forget the school's centre number?

A: The centre number is 44215. It will be clearly displayed in the exam room.

Q. If I'm late can I still sit the examination?

A: If you arrive late, you are still allowed to sit the paper and have the full allowance of time. However, if you arrive more than an hour late, the school has to report this to the Exam board and they may decide that your work cannot be accepted.

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

A: No. Timetables are published by the Examination Boards and must be sat on the published date and time.

Q. What if I am too ill to take the exam?

A. If you are too ill to take an exam you need to contact the school by 8.30am to say you are not attending. You will often need to produce a note from medical professional if you are not able to miss an exam and want the exam board to take this in to account when issuing your grade.

Q. What if I feel ill during an exam?

A: Please raise your hand and wait for an invigilator to come to you. If necessary, you can leave the room under supervision and return to the room when you feel able to do so. You will be allowed any time you have missed. Remember that if you have a cold or suffer from hay fever, bring plenty of tissues with you!

Q. What are exam concessions?

A: Exam concessions, often called access arrangements or reasonable adjustments, are modifications made to exam conditions for students with special educational needs, disabilities, or temporary injuries. They ensure students can demonstrate their knowledge without being unfairly disadvantaged, providing support like extra time, scribes, or readers. To be eligible, there must be a history of need, and the concession will usually reflect a candidate's 'normal way of working' in the classroom. Evidence of need must be approved by exam boards and exam concession arrangements must be made in advance exams starting.

Q. What is an application for Special Consideration?

A: Special Consideration is an adjustment to your marks that the Exam Board may make. This is only done in exceptional circumstances to reflect temporary injury, illness or other indisposition at the time of the exam.

Before the school can request this with the Exam Board, we need to have received an explanation of the circumstances in writing or a letter from a medical professional. It is up to the exam boards to decide whether to award special consideration.

The amount of consideration given ranges from 0% (consideration given but mark adjustment not appropriate) to a maximum 5% (reserved for exceptional cases).

You 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 is affected by adverse circumstances beyond their control. The Exam Officer must be informed immediately so that the necessary paperwork can be completed (within 7 days of the last examination session for each subject) and the candidate will be required to provide evidence to support such an application.

Q. What if there is a fire alarm?

A. If a fire alarm does sound during an exam, you will be told to put down your pen and to sit in silence while awaiting instructions. 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 candidates during the evacuation.

Q. Can I lend any equipment to my friends if they forget theirs?

A. You cannot pass anything to anyone else in the exam room. This would be regarded as malpractice and reported to the Exam Board.

Q. What if I need to go to the toilet?

If you are desperate to go to the toilet during the exam, raise your hand and wait for an invigilator to come to you. You will be escorted by an invigilator and you will not be allowed any extra time. We ask you to avoid this if possible as it disturbs other students in the room and also breaks your concentration.

Q. How do I get my results?

A. You will collect your results from school when they are released in August. You will also be sent an email on results day that confirms your results. Details for collection dates/times will be provided before the summer break. Exam results will never be shared over the phone or to friends. If you are unable to collect them in person, please email the exams office before results day giving your permission for someone to collect them on your behalf. That person will need to bring photo ID with them when they collect them. If you would like us to post them to you, please leave an A4 stamped, addressed envelope with the exams office.

Q. What if I don't get a grade 4 in English or Maths?

A. If you are coming back into the 6th Form and do not achieve at least a grade 4 in English or maths, you will have to follow the resit course and then retake the exam in November. If you are going to college, you should be able to re-sit the exam again there. Speak to the admissions team for further details.

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

A: Please do not panic if you do not receive the results you were expecting. Staff will be around to help support you in your next steps. If you feel strongly that it is necessary to make an enquiry about your result you should first consult with your subject teacher to obtain their advice as to the advisability of requesting a re-mark. 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. You must complete a Candidate Consent Form.

Q. What if there is a problem with my results?

A. If you think there is a problem you should take your results to your subject teacher. You may be able to get your exam paper back to see where you went wrong, or have your paper re-checked in case there was a mistake. This can only be done if the subject teacher agrees there is a problem. The Exam Boards charge you for this service. Please see separate sheet re Enquiries about Results, which can be found on the school website.

If you have any other questions that are not answered above, please speak to the Exams Officer as soon as possible.

Warning to candidates



 AQA	 City & Guilds	 CCEA	 NCFE	 OCR	 Pearson	 WJEC
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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 examination or 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.

JCQ Mobile Phone poster:



AQA

City & Guilds

CCEA

NCFE

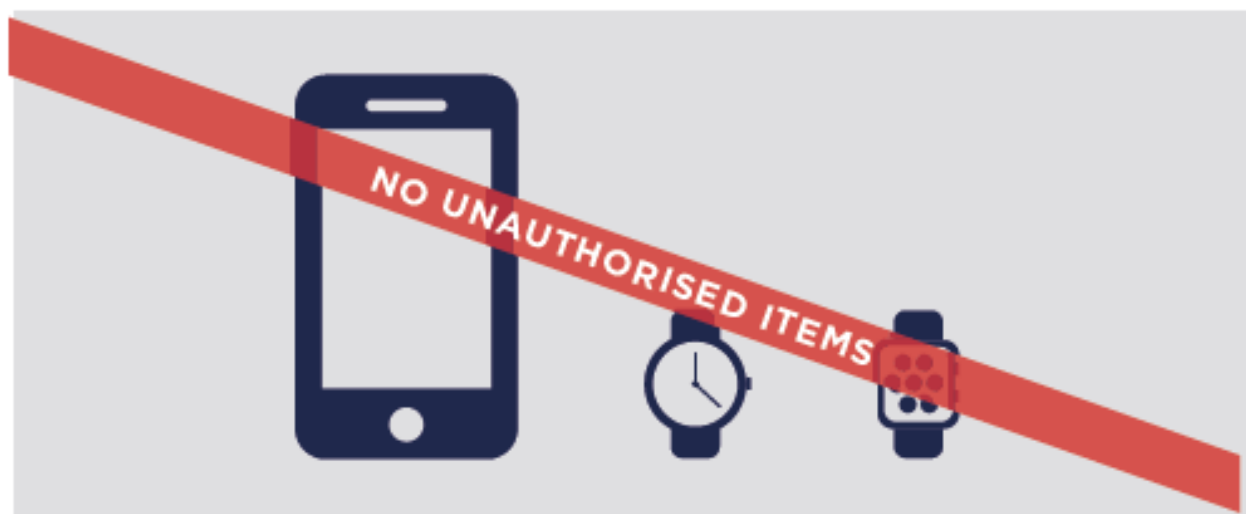
OCR

Pearson

WJEC

NO MOBILE PHONES NO WATCHES

**NO TECHNOLOGICAL OR WEB-ENABLED
POTENTIAL 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.