



**EXAMINATION INFORMATION AND
SUPPORT BOOKLET 2023
FOR STUDENTS AND PARENT/CARER**

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Introduction

The aim of this guide is to enable students and parents/carers to access information about examination procedures that is usually provided directly to students and to answer some of the most frequently asked questions, guiding and supporting students and parents/carers through the examination process.

Read it carefully, and if you are still not sure about anything **please ask!**

The Exams Officer, Mr Don Hilton, is located in his office, next to S8/the Serious Incident Room.

You can contact him by:

- a) Speaking to him in person in his office before school, at break 1, break 2, or after school.
- b) Telephoning him on 01752 406961
- c) emailing him on dhilton@coombedean.co.uk **and** using the exams email 2023exams@coombedean.co.uk (which will be available for correspondence by May 2023).

Please don't forget he is here to help you!

Exams-related information is available on the exams section of the school website.

The school will make every effort to ensure that candidates receive the best possible preparation for their examinations, that the administrative arrangements run smoothly, and the examinations are conducted within JCQ regulations in a way that will cause as little stress as possible and help students to achieve their best.

There are often government-produced student guides to exams which we will circulate as they are published. The most recent guide (for summer 2022 exams) is (at the time of updating for 2022-23 exams) available here:

<https://www.gov.uk/government/publications/student-guide-to-exams-and-formal-assessments-in-2021-to-2022/student-guide-to-exams-and-formal-assessments-in-2021-to-2022>

A student guide to coping with exam pressure is (at the time of updating for 2022-23 exams) available here:

<https://www.gov.uk/government/publications/coping-with-exam-pressure-a-guide-for-students/coping-with-exam-pressure-a-guide-for-students>

Examinations 2022-23

Dates for internally-set exams are scheduled already and can be found below. Dates for public exams (the real thing) are not yet set at the time of writing. These will be available on Awarding Body websites once they have been agreed.

Dates	Year	Main Venue
1 st – 4 th November	13 - 1 paper mock week	New Hall
7 th -18 th November	11 – full mock fortnight	Sports Hall
4 th -13 th January	13 – full mock	New Hall
9 th – 13 th January	12 – 1 paper mock	New Hall
21 st February – 3 rd March	11 – full mock	Sports Hall
18 th – 28 th April	12 – full mock	New Hall
May-June 2023	11 GCSE, 13 A level	Sports Hall/New Hall
19 th – 30 th June (exact dates to be confirmed once public exam timetable confirmed)	10 – full mock	Sports Hall

The following document from Ofqual gives guidance on the subject content and assessment arrangements for 2022-23.

<https://www.gov.uk/government/publications/subject-content-and-assessment-arrangements-2022-to-2023>

Uniform

For Year 11, School Uniform must be worn at ALL times, when sitting exams, and when you are in school during the examination and subsequent study leave period. For Years 12 and 13, all Sixth Form should be aware that ‘appropriate’ casual clothing should be worn. Outdoor jackets are not permitted in the exam venues, so please ensure you dress warmly enough to suit the venue, underneath any jacket you may wear to school.

Exam Plan – Year 11

You will receive a generic exam plan for mock exams and for the public exam phase in May-June 2023 which will detail provision for you during the exam period. It will detail arrangements prior to each exam, where you need to go and when. The exam plan will also be published on the school website.

Arrangements for post-16 students are more straightforward and will be summarised ahead of each exam phase.

Attendance

Year 11

You are expected to attend lessons as normal until the agreed date when lessons take place differently from the usual arrangements. These arrangements are detailed in the summer exams plan. For the public exams in May-June 2023, if you have an exam in the morning, make your way to the agreed location for final preparation as detailed in your exam plan, you will then be escorted or sent to your exam venue by your teacher(s) for a prompt start, 10 minutes prior to the start of your exam.

If you have an exam in the afternoon, make your way to the baggage venue at least 10 minutes prior to the scheduled exam start time following your break for lunch. We usually provide a final preparation session with your teacher prior to afternoon exams.

Year 12

Very few Year 12 students have exams because A level courses are two-year courses. You are expected to attend all timetabled lessons in each of your subjects unless you have an exam that prevents your attendance.

Year 13

You are expected to attend all timetabled lessons in each of your subjects until you have sat the final exam in that subject. In the case of applied subjects that don't have an exam, you are expected to attend through the examination period until you have submitted your final work for that qualification and your teacher authorises you to stop attending. They should communicate this to Mrs McDowall for recording on your attendance record.

Your candidate or exam number

You have previously used your candidate number (sometimes called Exam Number) – you will find this on the top of your Individual Candidate Timetables. **Ensure you know your candidate number which is used to identify you to invigilators when checking seating and the examiner marking your paper.**

Individual Candidate Timetable

When distributed, usually via tutors, this document is **important** and should be kept safely for reference purposes, all students **MUST** refer to their Individual Candidate Timetable for information on rooming and timing. Please read your timetable very carefully to make sure you know when and where your exams take place. Your

timetable is unique to you. Do not ask your friends where the exam is they may be somewhere different!

You should bring a copy of your exam timetable to every examination so that you know which room you are in and your seat number.

If you lose your timetable you can get a replacement from the Exams Officer. If you miss an exam because you misread the exam timetable, you will not qualify for special consideration!

Exam Start Times

For mock exams, we usually have two sessions which begin at 9am and 11:45am. Sometimes we will add an afternoon session which will start around 1:30pm.

For public examinations in May-June:

Morning Examinations usually start at 9:15am and certainly between 9.00am and 9:30am

Breakfast will be available for you to purchase before morning examinations from 8:15am in the dining hall, you can collect this before (for Year 11) making your way to your usual classroom for some final contact (this information will be communicated to students via the exam plan) before (for Year 11 and 13) making your way to the baggage room and exam venue.

Afternoon Examinations usually start at 13.30pm but certainly between 13:00 and 13:30.

These times may vary in some cases, please rely on **your** individual timetable – not your friends or your Statement of Entry – as it may well be different.

Please be in the designated venue (gym for Year 11, Post-16 common area for Post-16) at least 10 minutes before the scheduled start time of the exam to ensure a prompt start.

It is your responsibility to know the exam start times, not reading your timetable is not an excuse to turn up late or at the wrong time or the wrong day!

Access Arrangements

i.e., Extra Time, Reader, Scribe, Word Processor, etc.,

Your Individual Candidate Timetable will reflect the allocation of an Access Arrangement by indicating any additional time and / or an alternative room. If you have any queries regarding your Access Arrangement or feel that you no longer require an existing Access Arrangement, please see or contact Mrs Avery immediately. **If you have existing access arrangements, make sure you make full use of them, they are put in place to support and help you and your assessment outcome. If you do not use them as your normal way of working, you risk having arrangements for public examinations removed.**

Rooming

We use the Sports Hall for most large exams for Years 10&11, but we also use the other classrooms in the school and usually the New Hall for Years 12&13 – your timetable will tell you where to go please check it carefully! Seating plans will also be displayed outside the exam venue.

Seat Numbers and registers

You **MUST** sit at the correct desk! Check your timetable for your seat number before each exam. You can also check outside the exam venue. The letters and numbers are displayed around the side walls of the larger venues. If you are unsure of where you are seated, remember you are called forward in seat order for each exam if you are in the sports hall. In the larger venues, registers are attached to the front desk in each row.

By following the labels across the front and side of the room you should be able to find your seat. Each exam may have a different seating plan so BEWARE! Bring your timetable to every exam so that you can check, if you forget.

For smaller venues, you will be called by your allocated invigilator to attend the correct room.

A register is taken in each exam venue, this information is shared with staff at the school who monitor attendance at exams. It is also a requirement that we identify you as the correct person sitting the paper.

Being Silent!

Please wait quietly outside the exam room (Post-16) and in the gym (Year 11 in the Sports Hall) – you will be called in when the room is ready.

Once you enter the gym and then the exam room, YOU ARE UNDER JCQ RULES AND SHOULD REMAIN SILENT, until the examination is over and you are well away from the exam room (it is important you respect those students still sitting their exams in your venue or other venues around the school). You must not communicate with any other student either by speaking or mouthing to them, turning around to see what might be going on behind you or for any other reason.

Even eye contact or smiling at another student is counted as communicating and could be treated as misconduct – as an exams centre, we are required to report all cases of malpractice and one possible outcome of an exam board investigation is that you could be disqualified from all your exams – BEWARE!

You must not pass anything to another student in an examination. If you need to borrow a pen or pencil or have a question – put your hand up and speak to an invigilator – they are there to help you.

The right equipment

It is your responsibility to ensure that you have the necessary equipment with you for each examination, eg: **black pens x 2**, pencils x 2, coloured pencils, eraser, ruler, pencil sharpener, **calculator**, compass and protractor (if you are unsure, check with your subject teacher ahead of each paper) if in doubt bring it anyway and you can check in the baggage room! There is a limited supply of replacements available should yours stop working.

If your paper is a calculator paper, ensure you bring a calculator! This should be checked by you in advance.

You can buy exam materials from the School Shop, calculators are also available. If you need support purchasing materials, please speak to your tutor or another member of staff.

You will need to bring all your equipment to the exam room in a clear plastic pencil case or plastic bag.

You must not bring any unauthorised books or paper into the exam room – this is regarded as malpractice and will need to be reported to the exam board. However, remember to bring any set texts or books that are required.

During the summer months exams, rooms can get very hot you are advised to bring a drink of water with you – this should be in a **clear plastic bottle, with any labels removed**. NO fizzy or fruit drinks – the liquid (and the bottle) must be transparent!

At the start of an examination

Check you have the correct paper in front of you... if you think that the paper is not correct, signal for an invigilator straight away by raising your hand.

You will be told how to complete the details on the front of your exam paper (please await instructions before doing this) or on the answer booklet. LISTEN carefully to all instructions given at the start of the exam and make sure you know how long you have to complete the paper.

On every paper, you must write:

1. Your surname and forename (this is your legal name not your 'known as' name).
2. Candidate (exam) number.
3. Centre Number **54413**

Only write in **BLACK** ink – DO NOT WRITE IN PENCIL – only use pencil for diagrams. Do not use correction fluid (tippex) or correction pens!

You cannot ask the invigilators questions regarding the content of the exam, but if you think there is something missing from your paper, then put your hand up and ask for guidance. Equally, if you feel you have not been given the correct amount of reading time for example, signal for an invigilator and bring it to their attention – the front of the paper will list what you are entitled to.

When your exam has finished and your papers have been collected in, you will be dismissed a row at a time. PLEASE LEAVE IN SILENCE – other students may still be working in the room or a room nearby. You are not allowed to take anything from the exam room except your own possessions – it is an offence to remove exam material.

Once you have been dismissed you must follow the details given in the exams plan, if the time you are required to be attending school full time has passed, you should either go home or go to the designated study room (the library). PLEASE DO NOT DISTURB THE REST OF THE SCHOOL which will continue to operate as normal!

Your coats, bags and valuables

For all exams in the Sports Hall, coats, bags and personal belongings will be left in LA1 for Year 11 and the designated room in Post-16. If your exam is in another room you will be advised by the invigilator where to leave your belongings.

Please Note: Coombe Dean School cannot guarantee the security of your personal property during examinations. Our advice therefore is that all valuables should be left at home and any devices that are brought are switched off when they are left in the baggage room.

Mobile phones, Smart Watches, pagers, MP3 players and any other gadgets

It is important that you follow all directions regarding these devices that should be switched off and secured inside your bag. Please note that if you are found to have a mobile phone or Smart Watch on you during an examination – whether it is turned on or not and whether it is oversight or intentional – you risk being disqualified from that examination and may jeopardise all your other examinations. All such cases have to be reported to the relevant exam board and will be investigated. Exam Boards can disqualify students from taking examinations for up to 5 years. You will be asked prior to entering the exam venue to ensure you have no device on your person.

Please be aware that any infringement of this rule must be reported to the relevant Examination Board, this isn't a rule just for Coombe Dean.

Travel arrangements

It is your responsibility to ensure you arrive at the examination room at least 10 minutes before the examination is due to start, using the timings on your individual candidate timetable. If your exam is not due to finish until after 3:00pm, you must make your own arrangements to get home.

If you have transport problems

If you are ill, or going to be late on the day of your exam, you or your parent/carer should notify the school IMMEDIATELY on 01752406961, asking to be put through to the attendance officer who will advise you. If your bus is delayed, provided you arrive

within the time allowed after the start of the paper, we will accommodate you in one of our exam venues.

You must be aware that if you are too late, your exam paper may not be accepted by the Exam Board, even if we are able to accommodate you.

If you are ill

For 2022, please see the summary guidance provided for special consideration which contains information about Covid-related illness. This document is available via the exams section of the school website.

Special Consideration

The school can write to the Exam Board to ask for Special Consideration in exceptional circumstances ONLY. Feeling unwell or stressed will, unfortunately, not qualify for Special Consideration. Serious illness of a student will qualify as will deaths of close family members and major traumas but will require you to submit a letter specifying dates and exact reasons – otherwise we will not be able to submit an application to the Exam Board. Please inform the Exams Office at the earliest opportunity prior to or on the morning of your exam if you have any problems i.e. broken arm where we will need to put arrangements in place for you **using the exams email** 2023exams@coombedean.co.uk

Remember, Special Consideration will only be granted in exceptional circumstances allowances in these cases are not significant – more information is available about this on the exams section of the website.

Frequently Asked Questions.

What if the fire alarm goes off?

If the fire alarm does go off during an exam, you will be told to put your pens down and to sit in silence while awaiting instructions. If the fire alarm is genuine, you will be instructed by the invigilator, and led to the assembly point in an orderly manner and in silence. You must not communicate with the other candidates. If the fire alarm is not relating to a threat to those in the exam venue, you will remain seated in the exam room in silence. In either situation, the length of time of disruption will be noted and will be added on at the end, and Special Consideration will be applied for all candidates.

What if during the exam I am disturbed by noise or other distractions?

You must bring it to the attention of the Invigilator immediately. They in turn, will contact the Exams Officer who will investigate and deal with the issue appropriately. The Exams Officer may also decide to add extra time to the exam if he feels you have been severely affected and/or apply for Special Consideration. Please be aware that any issues must be raised at the time of the assessment.

What if I need to go to the toilet during the exam?

The toilet that we use during each exam will vary. We keep a record of who uses the toilet during an exam and for how long, just in case there are any allegations of malpractice (cheating) through access to the toilet during an exam. You will be required to show the invigilator that accompanies you to the toilet that your pockets are empty and your blazer if you take it with you will need to remain with the invigilator.

If you get the right balance between remaining hydrated and not needing the toilet, disruption will be kept to a minimum. If you are desperate to go to the toilet during the exam, raise your hand and wait for an invigilator to come to you. He or she will then accompany you to the toilet.

Please remember – going to the toilet not only disturbs other candidates in the room, it also breaks your concentration, make sure you go before each exam you sit and don't consume excessive amounts of water during the exam. You must not get up and leave the exam venue to go to the toilet - you must be accompanied. Failure to follow these instructions will result in your paper being voided.

What if I feel ill during the exam?

If you feel unwell during an exam, raise your hand and wait for an invigilator to come to you. Explain what the problem is and they will deal with it appropriately. **Please remember – if you have a cold or suffer from hay fever, bring plenty of tissues with you and take appropriate medication in advance!**

What if I have a clash?

Depending on the total length of the exams, you will take them one after the other in either the morning or afternoon session. Any serious clashes will have been identified by the Exams Office and you will have been informed what arrangements have been made. We can move an exam due to clashes from a morning or afternoon session and very occasionally we can move it to the next day – we CANNOT move it to the previous day! If you notice you have a clash or are concerned please contact the Exams Office immediately.

What if I have an appointment the same day as my exam?

You will need to change your appointment! Exams MUST happen on the date and time specified by the exam board because they are dates and times for students across England. Attending a medical appointment, going on holiday, or to a wedding or having your hair done is not a valid excuse!

For the scribblers!

Defacing of exam papers is forbidden and could result in you being disqualified! Graffiti on exam desks is also forbidden! All the desks are scribble free and we would like to keep them that way. If you are found scribbling or scratching on your desk you will be asked to remain behind after the exam to clean it. We have detailed seating plans and we will know WHO YOU ARE!

Summer 2023 Exams Results days

GCE results day is on Thursday 17th August 2023.

GCSE results day is on Thursday 24th August 2023

Year 11 (and Y12/13 GCSE & L2 retakes)

You can collect your results from the post-16 centre between 08:30am and 10:30am.

What if I cannot collect my results on results day?

Results will be available for you to collect until 10:30pm on the results day but not before 08:30am. If you cannot make it between those times you can collect them from the exams officer, at a later date.

If you wish to have them posted, you should give a stamped addressed A5 envelope to the Exams Office before Friday 14th July 2023. **Your results will be posted on the afternoon of results day.**

If you would like your exam results emailed to you, you must request this using the email 2023exams@coombedean.co.uk and they will be sent by email as soon as possible after the 8:30am opening of the school. We will send your results to your school email address, so please ensure you know your details to access this. If you are in Year 13 or Year 11 and leaving the school, you will have access to your school email until the end of August at least.

We are not able to give out results over the phone or fax and we cannot give them to a friend to deliver for you.

If you wish someone (even your parent) to collect them for you, you must send a signed note explaining that you give permission for that person to collect your results – there is a form at the back of this booklet that you should use.

Examination Policies and Internal Appeals

Enquiries About Results

If you are concerned about any aspect of your results, please speak to your subject teacher, the Head of Department or member of the senior leadership team urgently – there are strict deadlines provided by the Exam Board and these are not negotiable. There are costs associated with remarking papers and the school will only pursue remarking where there is a clear reason to. You can opt to pay for your own remark. **There is exam board paperwork that will require your signature and further details, it is always advisable therefore for you to collect your results yourself.**

Certificates

Students will receive notification of when their certificates are available – Mr Hilton will notify students about collecting certificates which are normally available from 2nd

week of November via text, social media and the School website. These can be collected from Post-16 reception.

Lost Certificates - Students are warned that replacing lost certificates can be expensive. Please be advised that certificates should be treated with the same level of care as a passport or driving license, they are often required as evidence when applying for jobs or education courses.

Careers Advice

Several members of Coombe Dean staff will be available to discuss any concerns you may have on results day between 8:30 and 10:30am.

If you wish to change your 6th form choices in the light of examination results (or indeed if your exam results mean that you will have to change your 6th form choices) you can discuss this with a member of the Sixth Form Team either on Results Day or on the first day of term in September. **Urgent** queries can be directed to Mr Koehler-Lewis in the period between results day and the start of the academic year and he will advise further at that stage although a response may not be immediate.

**PLEASE ENSURE YOU TAKE SOME TIME TO READ CAREFULLY
THROUGH THE FOLLOWING JCQ INFORMATION BEFORE YOU
START YOUR EXAMS.**

Information for candidates

In this section, you will find information for candidates provided by JCQ. If you are undertaking coursework which will be assessed for a qualifications or undertaking an exam (on screen or written), you are a candidate and must adhere to the guidance provided here.

Information for candidates

Coursework assessments

With effect from 1 September 2021

<https://www.jcq.org.uk/wp-content/uploads/2021/08/IFC-Coursework Assessments 2021 v4.pdf>

Information for candidates

Non-examination assessments

Effective from 1 September 2022

<https://www.jcq.org.uk/wp-content/uploads/2022/08/IFC-NE Assessments 2022 FINAL.pdf>

Information for candidates

On-screen tests

With effect from 1 September 2021

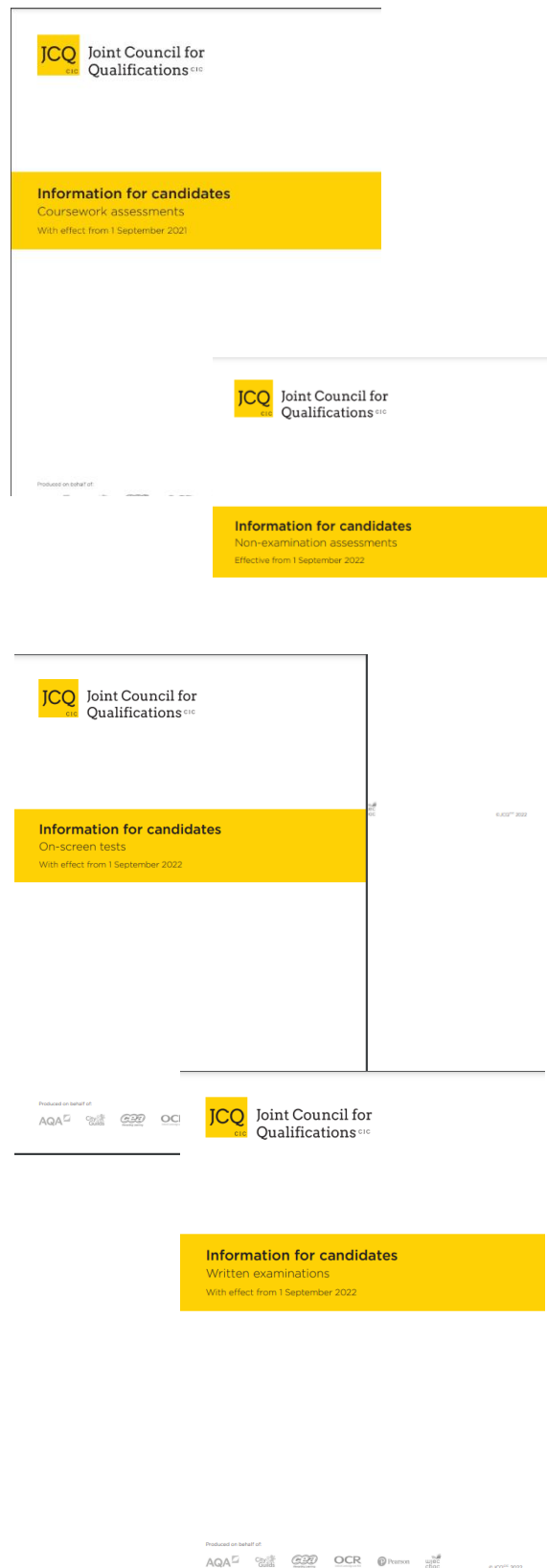
<https://www.jcq.org.uk/wp-content/uploads/2022/08/IFC-On-Screen Examinations 2022 FINAL.pdf>

Information for candidates

Written examinations

With effect from 1 September 2021

<https://www.jcq.org.uk/wp-content/uploads/2022/08/IFC-Written Examinations 2022 FINAL.pdf>



On your exam day

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

Before sitting your exams, ensure you know:

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

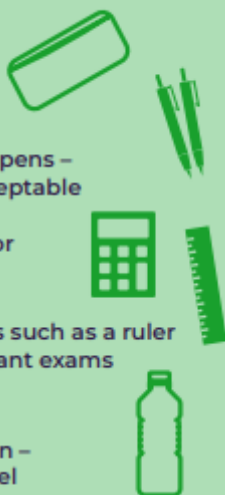
What you cannot take into exams:

- ☐ any type of phone
- ☐ revision notes
- ☐ any type of watch (this includes analogue, digital and smart watches)



What you will need:

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



Other important information:

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

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



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

EFFECTIVE FROM 1 SEPTEMBER 2022

<https://www.jcq.org.uk/wp-content/uploads/2022/08/JCQ-Preparing-to-sit-your-exams.pdf>

Social Media https://www.jcq.org.uk/wp-content/uploads/2021/09/Social-Media-Information-for-Candidates_Final.pdf

This document has been written to help you stay within exam regulations. Please read it carefully.

We all like to share our experiences when taking exams and sharing ideas with others online can be helpful when you're studying or revising.



Information for candidates
Using social media and examinations/assessments



This document has been written to help you stay within exam regulations.
Please read it carefully.

We all like to share our experiences when taking exams and sharing ideas with others online can be helpful when you're studying or revising.

However, it is important to consider what you say and to think about what information is being shared as there are limits to what you can share and you need to be careful not to break the rules. The rules are in place to ensure that exams are fair to everyone, students don't become worried about false rumours and any real issues can be sorted out quickly by the right people.

We'd like to ask you to act responsibly when discussing online. If you're in doubt about what you can and can't discuss online regarding your exams, it's always best to check with your teacher.

If you receive what is or what looks to be assessment related information through social media, or any other means, you must tell your teacher or another member of staff. You must show them what you have received (if available). They will then report the matter to the awarding body and it will be investigated.

Where candidates breach the rules for examinations, controlled assessments, coursework or non-examination assessments, awarding bodies have an obligation to investigate and may apply penalties.



You need to know that the following would be malpractice:

- copying or allowing work to be copied – e.g. posting written work on social networking sites prior to an examination/assessment;
- collusion: allowing others to help produce your work or helping others with theirs;
- asking others about what questions your exam will include (even if no one tells you);
- having or sharing details about exam questions before the exam - whether you think these are real or fake; or
- not telling exam boards or your school/college about exam information being shared.

Penalties that awarding bodies apply include:

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

Please take the time to familiarise yourself with the JCQ rules:
<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

JCQ 2021 – Effective from September 2021

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

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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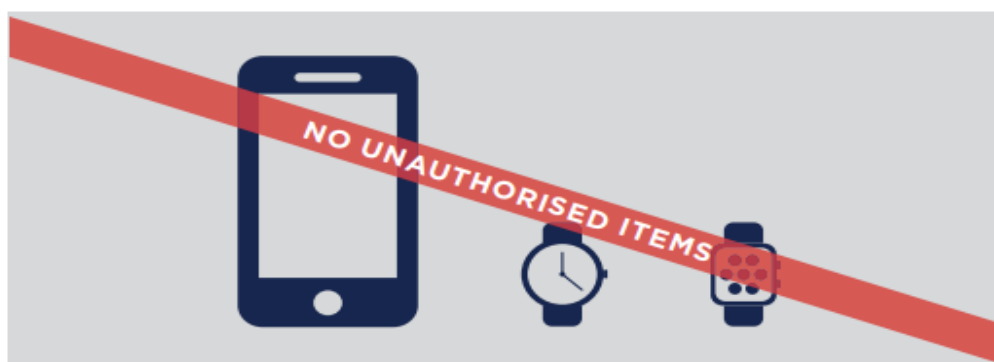
Information for candidates For written examinations – effective from 1 September 2017

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.

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: <ul style="list-style-type: none"> • notes; • 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. <p>Any pencil cases taken into the exam room must be see-through.</p> <p>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.</p>
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: <ul style="list-style-type: none"> • make sure it works properly; check that the batteries are working properly; • clear anything stored in it; • remove any parts such as cases, lids or covers which have printed instructions or formulas; • 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: <ul style="list-style-type: none"> • you think you have not been given the right question paper or all of the materials listed on the front of the paper; • 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: <ul style="list-style-type: none"> • you have a problem and are in doubt about what you should do; • you do not feel well; • 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.

NO MOBILE PHONES NO WATCHES

**NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION**



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

DISQUALIFICATION

from your examination and your overall qualification.

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



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Warning to Candidates

1. You **must** be on time for all your examinations.
2. **Possession of a mobile phone** or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.
3. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
4. You **must** follow the instructions of the invigilator.
5. You **must not** sit an examination in the name of another candidate.
6. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
7. If you are confused about anything, only speak to an invigilator.

The *Warning to Candidates* must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.

Summary of Exam Top Tips

Revision

- ✓ Set realistic goals. You are only expected to do your very best.
- ✓ Create a realistic revision timetable well ahead of time. Prioritise and plan what you are going to revise and when, but remember to be flexible too.
- ✓ Revision should be an active process. Practice recalling what you have been taught. Make notes of your notes, highlighting all of the key points. Use different colours for different ideas. You could draw 'spider diagrams' or 'mind maps' to connect different but related revision topics visually. Summarise the key points for each topic at the end of your notes. You could even make up rhymes or songs, (mnemonics), to help you learn and remember information better.
- ✓ Practice answering questions and assessing your answers. Using past exam papers can be a really good way of testing yourself on the topics you have just revised. These papers will show you the format, mark scheme and the style of the questions you will be asked, which means you will not be thrown by any of these on the day. By practising the exam questions you can give yourself a rough idea of how long each sort of question will take you and so be able to divide up your time sensibly for the actual exam. If you have been able to get hold of a lot of past papers you will soon realise that some of the same sorts of questions come up year after year. Knowing this will go some way to building up your confidence.
- ✓ Minimise distractions by turning off the TV and your mobile and combat boredom by taking plenty of breaks – about ten minutes every hour.
- ✓ Reward yourself. When you've worked hard and achieved one of your goals, reward yourself. Whether this is going out, having a relaxing bath or catching up with friends, look after yourself and give your brain a rest. Different methods work for different people and for different styles of exams so find what works best for you!

Last-minute revision

This is not recommended but some last-minute retrieval can help a little.

- ✓ Do not give up – you can still make a difference, marginal gains are still gains, just marginal ones.
- ✓ Try not to panic – you probably know more than you think you do.

- ✓ Try to focus on the areas that you feel you understand and go over these. Do not stay up cramming all night, keeping yourself awake with endless coffee or sugary sweets. However good an idea this seems to you, you will not thank yourself when you wake up on the morning of the exam with a banging headache and bleary eyed from lack of sleep! You need to be fresh, so try to have an early night.

Exam stress

Most of us get stressed about exams but this stress can affect us in different ways. For some people, the adrenalin and pressure can have a positive effect but others may find themselves filled with anxiety. Learn to relax, talk over any worries you may have with friends and family, eat a balanced healthy diet, exercise well and get plenty of sleep. And if it all gets too much, just shout 'arrrrgghh!' and release that tension. You'll feel much better.

<https://www.gov.uk/government/publications/coping-with-exam-pressure-a-guide-for-students/coping-with-exam-pressure-a-guide-for-students>

On your exam day

- ✓ Eat breakfast - even if you feel queasy - as food will help you concentrate – slow release food is the best for this and can support you for a longer period.
- ✓ Check you have all the materials you need in a clear pencil case before you leave the house.
- ✓ Remember that some exams may allow you (or require you) to bring a calculator.
- ✓ Bring a clear bottle of water with the label removed.
- ✓ Arrive early at the exam room and try to relax – attend preparation sessions with your teachers before your exam.
- ✓ Listen to the exam rules.
- ✓ Make sure you fill out all the relevant details on the front of your exam paper in clear capitals before you open the paper.
- ✓ Read the whole paper from cover to cover, looking carefully at any directions you are given. Look on the back page to check there aren't questions on there too!
- ✓ Make sure you know how many questions you are required to answer.

- ✓ Underline key words in the questions (describe, discuss, compare, contrast, evaluate etc).
- ✓ Essay-based questions: Plan the amount of time you can realistically take for each part of the paper and stick to this.
- ✓ Plan your answers before you start writing, as this will show the examiner the direction you wanted to take even if you didn't have time to go there.
- ✓ Leave space at the bottom of your answers so that if you think of any other ideas during the exam you can add them in at the end.
- ✓ Read through your answers and check spelling, punctuation and grammar.
- ✓ Revision is hard and definitely easier said than done, but don't give up. Try to keep exams in perspective – nothing is the end of the world – and do your best on the day

And finally ...

These exams should represent the culmination of several years of your hard work at Coombe Dean. Do not behave in any way that might jeopardise your chances or those of other students in the exam room. **Remember – even eye contact can be taken as communication!**

Exam Board rules are strict and must be followed to the letter – the Exams Officer - Mr Hilton – has no choice but to report any breaking of rules, the sanctions applied in this case are decided by the exam board and not the school. Any misbehaviour or infringement of rules **MUST** be reported to the Exam Board and will **ALWAYS** be dealt with very formally.

PERMISSION FORM - FOR SOMEONE ELSE TO
COLLECT YOUR EXAMINATIONS RESULTS



The results of your examinations are **your** property. Until you have received them, we are not allowed to release them to anyone else – or even tell someone what the results are.

Unless you give specific permission for someone else to pick them up on your behalf, without **your** permission, we will refuse to give them out.

Every year, on results day, parents and friends (even brothers and sisters) ask for the results of a student who is away on holiday or working or unable to get to school. We **cannot** give them to anyone without your permission.

To avoid any difficulty, please fill in the form below and bring it to the Exams Officer and/or submit to the email address 2023exams@coombedean.co.uk.

I, _____ (your name), give permission for the following person to pick up my examination results on my behalf:

Name: _____

Relationship to you: _____ E.g. Parent, brother, sister, friend

Signed: _____ Date: _____ Tutor Group: _____
(Your signature)

ID such as a driving licence or passport should be brought by the person collecting your results.

