



Chesterfield High School

Candidate Information Pack

Exam Procedures

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Exam Board Notices 2019

REMINDERS

The published start times of examinations set by the examination boards are:

9.00 am for morning examinations

1.30pm for afternoon examinations

It is your responsibility to bring all equipment needed to examinations, do not rely on borrowing it.

If on an examination day you are late for any reason please telephone the school on 0151 924 6454 and ask for a message to be passed urgently to the Examinations Office.

The examination board has strict rules and regulations and late arrival may result in your paper being disqualified.

The Examinations Office

It is our aim to ensure all pupils have the fairest chance to demonstrate their ability in all examinations. This document contains information to act as a reminder to candidates regarding examination routines and procedures, combined with information from the Examination Boards which we are obliged to give to all examination candidates.

Please see an Examinations Officer if you are unsure about any aspect of your examination timetable.

Examination Arrangements

If you have more than one examination commencing at the same time (a clash), the examinations officer will discuss with you what the procedure will be. If you have not heard from the Examinations Office about a clash on your timetable please make enquiries at the Examinations Office.

If on the examination day you are late for any reason please let the Examination Office know as soon as possible. There is a very short window of time, (half an hour), to get you into the examination before you are **classed as very late**. If you are late we will do what we can to help to make sure that you are able to take the examination, but you do run the risk of your paper being disqualified.

In Preparation for Examinations

Please gather all the equipment together you will need to do your examinations, including black pens, pencils, ruler, mathematical instruments and a calculator and keep the items in a clear plastic bag or see through pencil case to be brought to examinations.

Please note all examinations are to be completed in black pen

Before the Examination

Make sure you know your seat number. Seat numbers will be displayed in the Mall.

Timetables with seat numbers will also be sent out to you via email once all entries have been confirmed.

The only drink you are allowed to bring into the examination room is water and the label must be removed from the bottle.

All mobile phones, electronic equipment and smart watches **must** be handed in to an invigilator before entering the examination room, you will be given a numbered ticket and everything handed in will be kept securely and returned to you at the end of the examination.

As many items look the same if you lose your ticket you will be asked to wait until other equipment has been collected so that we can ensure that the item is yours.

During the Examination

Examination regulations start outside the examination room. As you come into the examination, senior teachers, invigilators and support staff from the school will remind candidates what is expected of them.

This will include:

No communication between candidates.

All water bottles should have the label removed.

Candidates must not have any unauthorised material relating to the examination in their possession.

All electronic equipment including smart watches and any web enabled device have been handed into an invigilator.

All watches must be removed and placed on the desk in front of you.

Candidates requiring stationery or who have a query must take their seat and put their hand up for invigilator assistance.

All bags and coats must be placed at the back of the room.

If you remove your blazer it must be hung on your chair properly.

When you take your seat you will be asked to check that you have the correct paper at the correct level or tier. Please raise your hand if you have a query and an invigilator will respond.

The invigilator will put on the board all start and finish times.

If you are unsure about any of the arrangements for your examination please do not be afraid to ask an invigilator or a member of the Examinations Office staff.

If you are unwell on the day of an examination or during an examination, please tell an invigilator or a member of the Examinations Office staff and we will do our best to help.

GOOD LUCK WITH YOUR EXAMINATIONS

REMEMER: See a member of the Examinations team if you have any queries.

Examinations Team: Mrs Ray, Mrs Smith, Mrs Manning

EXAMINATION
BOARD NOTICES

PLEASE READ, THEY
APPLY TO EVERY
CANDIDATE

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Warning to Candidates



1. You **must** be on time for all your examinations.
2. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
3. You **must not**:
 - sit an examination in the name of another candidate;
 - Have in your possession any unauthorised material or equipment which might give you an unfair advantage.
4. **Possession of a mobile phone** or other unauthorised material **is breaking the rules**, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
5. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
6. You **must** follow the instructions of the invigilator.
7. If you are in any doubt speak to the invigilator.



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.

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:
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.
Any pencil cases taken into the exam room must be see-through.
Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
- 5 If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
- 6 Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
- 7 Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
- 8 You must not write inappropriate, obscene or offensive material.
- 9 If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
- 10 Do not borrow anything from another candidate during the exam.

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.

Calculators, Dictionaries and Computer Spell-checkers

1 You may use a calculator unless you are told otherwise.

2 If you use a calculator:

- 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.

Instructions during the exam

1 Always listen to the invigilator. Follow their instructions at all times.

2 Tell the invigilator at once if:

- 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.

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:

- 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.

At the end of the examination

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 examination room until told to do so by the invigilator.

3 Do not take from the examination room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the examination.



**NO IPODS, MOBILE PHONES MP3/4
PLAYERS SMARTWATCHES**

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

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

DISQUALIFICATION

from your examination and your overall qualification.

Information for candidates



For on-screen tests – 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, ask your teacher.

A Regulations – Make sure you understand the rules

- 1 Be on time for your on-screen test(s). If you are late, your work might not be accepted.
- 2 Do not become involved in any unfair or dishonest practice during the on-screen test.
- 3 If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
- 4 Only take into the exam room the materials and equipment which are allowed.
- 5 You must not take into the exam room:
 - 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.

Unless you are told otherwise, you must not have access to:

- The Internet, e-mail, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks;
- pre-prepared templates.

Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.

- 6 If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
- 7 Do not talk to or try to communicate with or disturb other candidates once the on-screen test has started.
- 8 If you leave the exam room unaccompanied by an invigilator before the on-screen test has finished, you will not be allowed to return.
- 9 Do not borrow anything from another candidate during the on-screen test.

**Information – Make sure you attend your on-screen test
and bring what you need**

- 1 Know the date and time of your on-screen test(s). Arrive at least ten minutes before the start of your on-screen test.
- 2 If you arrive late for an on-screen test, report to the invigilator running the test.
- 3 If you arrive more than one hour after the published starting time for the on-screen test, you may not be allowed to take it.
- 4 Your centre will inform you of any equipment which you may need for the on-screen test.

Calculators, Dictionaries and Computer Spell-checkers

1. You may use a calculator unless you are told otherwise.
2. If you use a calculator
 - 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 examination room any operating instructions or prepared programs.
- 3 Do not use a dictionary or computer spell checker unless you are told otherwise.

Instructions during the on-screen test

- 1 Always listen to the invigilator. Follow their instructions at all times.
- 2 Tell the invigilator at once if:
 - You have been entered for the wrong on-screen test;
 - The on-screen test is in another candidate's name;
 - You experience system delays or any other IT irregularities.
- 3 You may be given a question paper or the instructions may be on-screen. In either case, read carefully and follow the instructions.

Advice and assistance

- 1 If on the day of the on-screen test you feel that your work may be affected by ill health or any other reason, tell the invigilator.
- 2 Put up your hand during the on-screen test if:
 - You have a problem with your computer and are in doubt about what you should do;
 - You do not feel well.
- 3 You must not ask for, and will not be given, any explanation of the questions.

At the end of the on-screen test

- 1 Ensure that the software closes at the end of the on-screen test.
- 2 If you are required to print off work outside the time allowed for the on-screen test, ensure that you collect your own work. You must not share your work with other candidates. Make sure that another candidate does not collect your printout(s).
- 3 Do not leave the exam room until told to do so by the invigilator.
- 4 Do not take from the exam room any stationery.

This includes rough work, printouts or any other materials provided for the on-screen test.

This notice has been produced on behalf of: AQA, City & Guilds, CCEA, OCR, Pearson and WJEC Information for candidates GCE, ELC and Project qualifications, coursework assessments.

This document tells you about some things that you must and must not do when you are completing coursework. When you submit any coursework for marking, you will be asked to sign an authentication statement confirming that you have read and followed these regulations. If there is anything that you do not understand, you must ask your teacher or lecturer.

Coursework provides you with an opportunity to do some independent research into a topic. The research you do will involve looking for information in published sources such as textbooks, encyclopaedias, journals, TV, radio and on the internet. Using information from published sources (including the internet) as the basis for your coursework is a good way to demonstrate your knowledge and understanding of a subject. You must take care how you use this material though - you cannot copy it and claim it as your own work. The regulations state that: "the work which you submit for assessment must be your own"; "you must not copy from someone else or allow another candidate to copy from you". If you use the same wording as a published source, you must place quotation marks around the passage and state where it came from. This is called "referencing". You must make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: (Morrison, 2000, pg.29). For material taken from the internet, your reference should show the date when the material was

downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line.

For example: (<http://www.bbc.co.uk/schools/16/sosteacher/history/49766.shtml>), downloaded 5 February 2018. You must also include a bibliography at the end of your work. This must list the full details of publications you have used in your research, even where these are not directly referred to, for example: Morrison, A. (2000) "Mary, Queen of Scots", London: Weston Press. If you copy the words or ideas of others and do not show your sources in references and a bibliography, this will be considered as cheating. 20 Preparing your coursework — good practice if you receive help and guidance from someone other than your teacher, you must tell your teacher who will then record the nature of the assistance given to you. Your parent/carer may provide you with access to resource materials and discuss your coursework with you. However, they must not give you direct advice on what should or should not be included. If you worked as part of a group on an assignment, for example undertaking field research, you must each write up your own account of the assignment. Even if the data you have is the same, the description of how that data was obtained and the conclusions you draw from it should be in your own words. You must meet the deadlines that your teacher gives you. Remember - your teachers are there to guide you. Although they cannot give you direct assistance, they can help you to sort out any problems before it is too late. Take care of your work and keep it safe. Don't leave it lying around where your classmates can find it. You must always keep your coursework secure and confidential whilst you are preparing it; do not share it with your classmates. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you do not need. Don't be tempted to use essays from on-line essay banks — this is cheating. Electronic tools used by awarding bodies can detect this sort of copying. You must not write inappropriate, offensive or obscene material.

Plagiarism

Plagiarism involves taking someone else's words, thoughts or ideas and trying to pass them off as your own. It is a form of cheating which is taken very seriously. Don't think you won't be caught; there are many ways to detect plagiarism. Markers can spot changes in the style of writing and use of language. Markers are highly experienced subject specialists who are very familiar with work on the topic concerned — they may have read the source you are using (or even marked the essay you have copied from!). Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation. There are penalties for breaking the regulations. If your work is submitted and it is discovered that you have broken the regulations, one of the following penalties will be applied: the piece of work will be awarded zero marks; you will be disqualified from that unit for that examination series; you will be disqualified from the whole subject for that examination series; you will be disqualified from all subjects and barred from entering again for a period of time. The awarding body will decide which penalty is appropriate.

REMEMBER – IT'S YOUR QUALIFICATION SO IT NEEDS TO BE YOUR OWN WORK.