



STEPHENSON
ACADEMY

**External Examinations
Information for Candidates**

Feb 2015

Regulations – Make sure you understand the rules

Be on time for all your exams. If you are late, your work might not be accepted.

Do not become involved in any unfair or dishonest practice during the exam.

If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.

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

If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.

Information – Make sure you attend your exams and bring what you need

Know the dates and times of all your exams. Use your timetable. Morning exams start at 9.30am and afternoon exams start at 1.30pm.

Wear your uniform to your exams.

Arrive at least twenty minutes before the start of each exam. School transport will be provided for you, both to and from school. Breakfast and/or lunch will also be provided.

If you are late for an exam, call reception on **01908 889400**. If you are less than an hour late you will be able to sit the exam.

If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.

If you are ill on exam day, try to come in and sit as much of the exam as possible. Tell reception you are ill by calling **01908 889400**.

If you are absent on an exam day, you will be contacted and encouraged to come in and sit the exam.

Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam. **The school will provide basic stationery for candidates sitting exams.**

You must write in **black ink.**

Coloured pencils or inks may be used only for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.

Instructions during the exam

Always listen to the invigilator. Follow their instructions at all times, especially in emergencies.

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;
- if the question paper is incomplete or badly printed.

Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.

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.

Remember to write your answers within the designated sections of the answer booklet.

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. These details will be on a card on your desk in the exam room.

Advice and assistance

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.

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.

You must not ask for, and will not be given, any explanation of the questions. Readers and Scribes in the exam room cannot explain questions to you.

At the end of the exam

If you have used more than one answer booklet and/or any loose sheets of paper, place them in the correct order. Remember to fasten them together with a treasury tag before you leave. Make sure you add your candidate details to any additional answer sheets that you use.

Not allowed in an exam

You **must not** take into the exam room:

- **notes**
- **a calculator case/instruction leaflet**
- **a mobile phone, iPod, MP3/4 player, a wrist watch which has a data storage device or any other product with text/digital facilities**
- **Food, chewing gum, mints or sweets**
- **Personal belongings ie. Bags, coats etc**

Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.

Do not talk to or try to communicate with, or disturb other candidates once the exam has started.

Do not borrow anything from another candidate during the exam.

Do not use a dictionary or computer spell checker unless you are told otherwise.

Do not leave the exam room until told to do so by the invigilator.

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.

Allowed in an exam

Any pencil cases taken into the exam room must be see-through.

You may use a calculator unless you are told otherwise.

The school will provide basic calculators for candidates to use in appropriate exams.

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.

A bottle of water in a see through container will be provided by the school for candidates in exams.

You can have a toilet break if you need one but you must be under the supervision of a member of staff at all times.

NORMAL SCHOOL RULES APPLY AT ALL TIMES!

Access Arrangements

Letters have been sent out giving details of planned access arrangements to suitable candidates.

Stephenson Academy will make every effort for candidates to work with the same members of staff during exams and in most cases in the same rooms.

Some candidates will take their exams in House 1 and in the Flat, as well as in the main school building.



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

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

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

DISQUALIFICATION

from your examination and your overall qualification.

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



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Warning to Candidates

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

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

Effective from 1 September 2014

All information taken from JCQ Instructions for Conducting Examinations