

GCSE EXAMINATIONS - INSTRUCTIONS TO CANDIDATES

Leave your bag and coat in the bag store – there will be a queue so give yourself plenty of time. Only take what you need to the exam ie pencil case, calculator.....

You should arrive at the venue at least **15 minutes** before the start of each examination.

For examinations taking place in the Sports Hall / Oak Hall, you will need to line up according to **seating plans** on the doors outside the venues. Line up in the correct row. Your row & seat number is also on your timetable.

MOBILE PHONES AND DATA STORAGE DEVICES, INCLUDING SMART WATCHES AND DEVICES SUCH AS FITBITS, MUST NOT BE TAKEN INTO THE EXAMINATION ROOMS. Taking these into an examination room, even switched off, **could lead to disqualification**.

No **WRISTWATCHES** are allowed (including analogue watches). Students must use the clock in the examination room.

Clear, plastic drinks containers only. All labels **must** be removed. Metal, coloured, containers are not allowed. No fizzy drinks.

You must enter the examination room **IN SILENCE** and **REMAIN SILENT** until you have left the examination room. **Failure to do so may lead to disqualification**. Do not talk to or try to communicate with or disturb others.

Please ensure that you **bring everything you need to complete the examination**. You may not borrow equipment from another candidate during the examination.

You may use a **calculator**, unless you are told you must not. Make sure that your calculator works properly and that you have removed any cases, printed instructions or formulae before the examination.

You are not allowed to borrow a calculator from the Academy or another student in the examination room.

All **pencil cases** must be **transparent** – use a polythene bag if necessary.

You **MUST** write in **BLACK INK**. Coloured pencils or inks may be used only for diagrams, maps charts etc.

The use of correcting **fluids/tape/correcting pens, erasable pens, highlighters and gel pens** is not allowed.

You **must not** use a dictionary or computer spell-checker unless you are told that you may do so.

Tell the invigilator at once:

- If you think you have the **wrong question paper** or do not have the **materials** listed on the front of the paper.
- If the question paper is **incomplete or badly printed**.

You must put your correct **FULL** name on examination papers – **NO SHORTENED VERSIONS**.

You **must not** write inappropriate, offensive or obscene material in your examination script, draw on your examination script, be disruptive or use offensive language or disobey an invigilator. **This could lead to disqualification from all of your examinations**.

If during the examination, any of the following apply, **PUT UP YOUR HAND**:

- you have a **problem** and are in doubt about what you should do
- you feel ill
- you need more **paper**

You must not ask for, and will not be given, any **explanation of the questions**.

You will not be allowed to **leave** the examination room until your examination has ended and all the examination papers have been collected and the Invigilator gives you permission to do so.

You must not take from the examination room any **examination stationery, rough work or any other materials** provided for the examination.

Failure to follow the rules of the examination room could lead to disqualification from one or more of your examinations. Do not become involved in any unfair or dishonest practice during the exam.

If you have any problems, please ask for **Mrs Chan** at Oak Reception.

GOOD LUCK!!

Appendix

There are some subjects that have coursework and other assessments that follow different arrangements to final examinations. Candidates should note the following specific details in subjects that apply to them:

Supervising and authenticating

To meet Ofqual's qualification and subject criteria:

- **students** must sign the *Candidate record form* (CRF) to confirm that the work submitted is their own
- all **teachers** who have marked a student's work must sign the declaration of authentication on the CRF. This is to confirm that the work is solely that of the student concerned and was conducted under the conditions laid down by this specification
- teachers must ensure that a CRF is provided with each student's work.

Students must have some direct supervision to ensure that the work submitted can be confidently authenticated as their own. If a student receives additional assistance and this is acceptable within the guidelines for this specification, you should award a mark that represents the student's unaided achievement. Please make a note of the support the student received on the CRF and sign the authentication statement. If the statement is not signed, we cannot accept the student's work for assessment.

Avoiding malpractice

Please inform your students of the AQA regulations concerning malpractice. They must not:

- submit work that is not their own
- lend work to other students
- allow other students access to, or use of, their own independently-sourced source material
- include work copied directly from books, the internet or other sources without acknowledgement
- submit work that is word-processed by a third person without acknowledgement
- include inappropriate, offensive or obscene material.

Art / Photography

Design and Technology

Modern Foreign languages

Drama

Food

Music

Media Studies

Computer Science