



Derbyshire County Council

Aldercar High School

In pursuit of excellence

Candidate exam handbook 2018/19

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Introduction

Aldercar High School is committed to ensuring that candidates are fully briefed on the exam and assessment process in place in the centre and are made aware of the required JCQ awarding body instructions and information for candidates.

Purpose of the candidate exam handbook

- ▶ To complement the candidate briefing session/assembly
- ▶ To ensure candidates are provided with all relevant information about their exams and assessments in advance of any exams being taken
- ▶ To ensure copies of relevant JCQ information for candidates documents and posters are provided in advance of any exams being taken
- ▶ To answer any questions candidates may have etc.

Contingency day - Summer 2019

The awarding bodies have designated Wednesday 26 June 2019 as a 'contingency day' for examinations. This is consistent with the qualification regulators' document Exam system contingency plan: England, Wales and Northern Ireland

<https://www.gov.uk/government/publications/examsystem-contingency-plan-england-wales-and-northern-ireland>

The designation of a 'contingency day' within the common examination timetable is in the event of national or local disruption to examinations. It is part of the awarding bodies' standard contingency planning for examinations.

Candidates **must remain available until Wednesday 26 June 2019** should an awarding body need to invoke its contingency plan.

What to do if you identify you have two or more exam papers timetabled at the same time (a timetable clash)

If you are concerned that you have more than one exam taking place at the same time or any kind of timetable clash please go and see the Exams Officer immediately so a plan can be arranged. The Exams Officer will then discuss with you;

- ▶ How a timetable clash within the same session will be managed (where one paper will be taken, followed immediately/after a short supervised break by the next paper(s) in the same session and the formal supervision arrangements that will be in place in the exam room)
- ▶ How a timetable clash over exam sessions will be managed and the supervision arrangements that will be put in place. Candidates may have a supervised break of no more than twenty minutes between (exam clash) papers within a session. This must be conducted within the examination room, under formal examination conditions at all times. Therefore candidates cannot revise.

What time your exams will start and finish

Before each exam there will be a revision session, please follow your timetable as per usual when you arrive at school.

All Morning exams will start at 09.00am

All Afternoon exams will start at 1.15pm

Please be sure to check your timetable as some exams will finish after the normal school day of 2.45pm.

Where you will take your exams

Sports Hall – Most exams will be held in the Sports Hall, where you will be asked to enter in exam and then candidate number order. There are a few exams as per below that will be held in the pavilion.

Pavilion – Room 1

Y12 Criminology	20-May
Y13 Sociology	22-May
Y11 Chinese Writing	03-Jun
Y11 Polish List + Read	12-Jun
Y13 Maths	14-Jun
Y13 Biology	17-Jun
Y11 Polish Writing	19-Jun
Y13 Chemistry	19-Jun

Access Rooms – The Pavilion, Board Room and Nearside Sports Hall.

If you have previously taken your exams in a place other than the Sports Hall or use a laptop for any exams, please speak with the Exams Officer or Learning Support to find out where your designated room for the exams will be.

English Functional Skills will be held in MR2.

Spanish Listening Foundation – This will be held in the Main School Hall.

Y12 Media – This will be held in the Library.

The Exam Room

You must wait outside the exam room and ensure that you are prepared by reading the notices, ensuring you have the correct equipment and have been to the toilet.

You will be asked to line up firstly in exam order and secondly, candidate number.

You are under formal exam conditions from the moment you enter the exam room until you are given permission to leave by the invigilator.

You must listen to and follow the instructions of the invigilator at all times in the exam room.

You must not communicate with other candidates, this includes verbal, hand or eye gestures. You must also not make any unnecessary noises such as tapping your foot or pen.

The exam room will display centre number, subject title, paper number; and the actual start and finishing times and date of each exam.

When the invigilator instructs you to you must complete your first and surname, centre number and candidate number on the front of your answer book and ensure it matches your entry information. This information will also need to be added to any additional paper that you use to complete the exam. It is important you complete this information correctly.

The invigilator must:

a) announce clearly to the candidates when they may complete the details on their answer booklet;

b) announce clearly to the candidates when they may begin to write their answers. The examination will formally start at this point;

c) specify the time allowed for the paper(s)

At the end of the exam you need to remain under exam conditions until your paper had been collected. You will then be dismissed by the invigilator a row at a time. There may be students using additional time, late arrivals or completing a different exam that are still working, so please ensure you are respectful of this as you are leaving and when you have left the exam room.

Supervision during your exams

Exams are supervised by a team of invigilators; you should listen to their instruction to ensure malpractice is not committed.

Invigilators must follow strict rules and regulations when conducting exams as directed by JCQ awarding bodies etc. They have a responsibility to ensure **ALL** rules are adhered to and will report any sign of malpractice.

Where you will sit in the exam room

You will be instructed to enter the exam room silently in candidate number order. You will find an identification card on your table to ensure you are sat in the correct place. If you are unsure where you must sit, please highlight this to the invigilators who will help you find your correct table.

What equipment you need to bring to your exams

Only take into the exam room the pens, pencils, erasers and any other equipment you may need for the exam. If you bring these items in a pencil case, please ensure that it is see through.

There will be some spare supplies such as pens, rulers, calculators etc in the exam room. Raise your hand and inform the invigilator if you require something.

Using calculators

You must be aware of JCQ awarding body instructions regarding the use of calculators in your exams

Candidates may use a calculator in an examination unless prohibited by the awarding body's specification.

The instructions on the question paper will say whether calculators are not allowed or if they are expected to be used in the examination. If the instructions do not include either of these statements, calculators are treated as standard equipment and may be used by candidates.

Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations

Calculators must be:

- 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.

The candidate is responsible for the following:

- the calculator's power supply;
- the calculator's working condition;
- clearing anything stored in the calculator.

Calculators must not:

- be designed or adapted to offer any of these facilities: -
 - language translators;
 - symbolic algebra manipulation;
 - symbolic differentiation or integration;
 - communication with other machines or the internet;
- be borrowed from another candidate during an examination for any reason;
- have retrievable information stored in them - this includes:
 - databanks;
 - dictionaries;
 - mathematical formulas;
 - text.

[Taken from, Section 10.3 downloaded 11 October 2018]

What you should not bring into the exam room

Mobile phones or any technological/web enabled sources of information. If you do not want to leave any items in your bag or coat, please hand them over to the invigilators who will place your items securely into see through sealed bags and look after these during the exam.



Multi coloured pens such as these are not permitted in the exams room.

You should not have any paper in your pockets and if you have a pencil case it should be see through.

No hats, scarfs or hoods should be worn during exams.

You can wear a wrist watch into the exams room but it must be placed on your desk.

Food and drink in exam rooms

You can take a see through bottle without any labels on it of water into the exam room but no other drink or food are allowed.

What you should wear for your exams

You are expected to come to school for your exams in school uniform.

Where your personal belongings will be stored during your exam

Your bag and coat should be stored at the entrance to the sports hall or at the front of the class room (or in your locker), please place any unauthorised exam room items into your bag remembering to turn your mobile phone off. If you phone goes off during the exam this will be classed as malpractice for disturbing the exam.

What to do if you arrive late for an exam

If you are going to be late for an exam, please inform the school at the earliest opportunity. When you arrive at school sign in at reception and then make your way to your exam. When you arrive at your exam make sure you do not have any unauthorised items on you and then make yourself known to the invigilators ensuring you adhere to exam conditions and be as quiet as possible as to not disturb anybody.

If you are an hour or over late for an exam or arrive after the exam has finished you are classed as very late. Sign in at reception and wait to be escorted to your exam. If you arrive 'very late' the awarding body may not accept you script.

Illness, bereavement or other trauma resulting in missing exam

If you are unable to attend the exam due to illness, suffering a bereavement or other trauma you will need to notify the exams officer. You will need to provide appropriate evidence within 7 days of the exam if you wish to be considered for special consideration.

If you are unwell but manage to attend the exam let the invigilators know so this can be recorded.

If you feel unwell during the exam please let the invigilator know straight away so It can be recorded.

For further information regarding special consideration please refer to the JCQ guide; www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance/a-guide-to-the-special-consideration-process-2018-2019

What happens if you have an unauthorised absence from an exam

If you fail to attend the exam due to an **unauthorised** absence, then the school will claim the exam cost from you.

Exam Cost Example – GCSE English language - £37.55

A Level Biology - £87.00

Candidates with access arrangements

If you have access arrangements the rooms that you will be doing your exams in are; The Pavilion, the Boardroom and there will also be seating in the nearside of the Sports Hall. If there is anything you would like to discuss regarding your arrangements or if you would like to discuss an arrangement then please see Mrs Temple.

Alleged, suspected or actual incidents of malpractice

Malpractice

'Malpractice', which includes maladministration and non-compliance with the Regulations, means any act, default or practice which is a breach of the Regulations or which:

- ▶ compromises, attempts to compromise or may compromise the process of assessment, the integrity of any qualification or the validity of a result or certificate; and/or
- ▶ damages the authority, reputation or credibility of any awarding body or centre or any officer, employee or agent of any awarding body or centre.

To give you an idea how seriously the awarding bodies takes malpractice please see the example awarding penalties;

Candidate malpractice – penalties

Standard Penalties	
1	Warning
2	Loss of marks gained for a section
3	Loss of all the marks gained for a component
4	Loss of all the marks gained for a unit
5	Disqualification from the unit
6	Disqualification from all units in one or more qualifications taken in the series
7	Disqualification from the whole qualification
8	Disqualification from all qualifications taken in that series
9	Barred from entering for examinations for a set period of time

- Mobile phone in candidate's possession but no evidence of use: penalties 2 – 4
- Minor disruptive behavior (e.g. calling out, causing noise): penalty 1
- Impersonating another individual: penalties 5 – 9
- Deliberate destruction of work (e.g. defacing scripts): penalties 2 – 4

We will inform the awarding body immediately of any alleged, suspected or actual incidents of malpractice or maladministration, involving a candidate or a member of staff, by completing the appropriate documentation.

What happens in the event of an emergency in the exam room

In the event of an emergency whilst in the exam room, await to be instructed by the invigilators on what you should do. In the case of an evacuation from the exam room you **MUST** remain under exam conditions whilst leaving the room and remain under exam conditions during the time you spend out of the room. When you are able to go back into the exam room remain under exam conditions and wait for the invigilators to advise you when the exam has started again. The time that you have missed from the exam during the evacuation will be added onto the exam at the end.

Results and Post-results services

POST16 / A LEVEL – You are invited into school on Thursday 15 August 2019 to collect your provisional statements of results from 10.00am to 1.00pm.

GCSE – You are invited into school on Thursday 22 August 2019 to collect your provisional statements of results from 10.00am to 1.00pm.

If you are unable to collect your results due to exceptional circumstances, please let the Exams Officer know so alternative arrangements can be discussed.

Any uncollected results will be kept for 12 months, they will then be destroyed.

Senior members of staff will be present on results day so you can discuss your results with them and discuss options and future steps.

Enquiries about results (EAR)

A request for a review of marking can be made; this is where a Senior Examiner reviews the marking of your script. Review of marking requests must be submitted by the deadline dates below and applications after this date will not be accepted. The Head of Faculty (HOF) will make the decision on an application. When the centre does not support a candidate's or parent's/carer's request for an EAR, a candidate may apply to have an enquiry carried out. If a candidate requires this against the advice of HOF, they will be charged at the cost of the awarding body.

Students may request their original Exam scripts (which in some cases may be a scanned image) back from most timetabled exams to support their own learning or for general interest. Please note that once you have requested your script back you cannot lodge an Enquiry about Results. There is a charge for this which may vary across the different awarding bodies and payment for this will need to be paid prior to the request being submitted.

Deadline for enquiries about Reviews of marking and Script requests for A Levels is 22 August 2019.

The deadline for GCSE Script requests is the 29 August 2019 and the deadline for enquiries about Reviews of marking for GCSE is 19 September 2019.

CONSENT

You will be asked to sign a consent form when you collect your results to allow us to apply for a review of marking or get access to your scripts. We will request consent from you to take your photograph to be used in media or social pages or on our website for promotional purposes.

Certificates

Your certificates will be available for collection from **Monday 2 December 2019**. They will be held in reception awaiting your collection. You will need to sign for your certificates and may be asked to show photographic identification.

If you are unable to collect your certificates and would like someone else to collect them for you then we will need a signed statement from yourself declaring this and the name of the person who will be collecting them on your behalf.

Aldercar High School reserves the right to destroy any unclaimed certificates after holding them for a period of 12 months.

Please be aware that some awarding bodies do not offer a replacement certificate service. In such circumstances the awarding body will issue a Certifying Statement of Results.

Internal appeals procedures

Controlled Assessment Appeals

Candidates will be informed of their assessed marks and are then allowed to request a review of the centre's marking before marks are submitted to the awarding body.

If you wish to appeal any decision made you must follow talk to Head of Faculty, you can find further details regarding this in our Controlled assessment policy on the website.

Internally Assessed Marks

An appeal may only be made against the assessment process and not against the mark to be submitted to the awarding body. These appeals should be made as early as possible before marks are submitted to the awarding body and should be done in writing. You can find further details regarding this in the Appeals procedure policy on the website.

EDEXCEL BTEC Appeals

Please refer to the Assessment, internal verification and malpractice Policy for EDEXCEL BTEC Course on the website.

Complaints and appeals procedure

If you wish to make a complaint or appeal regarding the centre's delivery or administration of a qualification then please refer to our complaints procedure on the website.

JCQ Information for candidates – Written exams

You **must** read this information before you undertake any externally assessed timetabled written exams.

Information for candidates

For written examinations – effective from 1 September 2018

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:
 - a) notes;
 - b) **potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, 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.
 - 1 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:
 - a) make sure it works properly; check that the batteries are working properly;
 - b) clear anything stored in it;
 - c) remove any parts such as cases, lids or covers which have printed instructions or formulas;
 - d) 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:
 - a) you think you have not been given the right question paper or all of the materials listed on the front of the paper;
 - b) 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:
 - a) you have a problem and are in doubt about what you should do;
 - b) you do not feel well;
 - c) 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



JCQ Information for candidates – Privacy Notice

You **must** read this information as it informs you how the “JCQ awarding bodies will process your personal data.”

Information for Candidates

Information About You and How We Use It

You have entered general or vocational qualifications such as GCSE, A-level, functional skills qualifications etc with one or more of the awarding bodies listed above. In order to be able to provide examinations and assessments, the awarding body needs to collect and use information about you. This notice provides you with a high level summary of the information the awarding body is required by law to give you about of what happens to that information. For more detail see each awarding body's full Privacy Notice:

AQA <https://www.aqa.org.uk/about-us/privacy-notice>

CCEA http://ccea.org.uk/legal/privacy_policy

City & Guilds <https://www.cityandguilds.com/help/help-for-learners/learner-policy>

NCFE <https://www.ncfe.org.uk/legal-information>

OCR <https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/>

Pearson <https://www.pearson.com/corporate/privacy-notice.html>

WJEC <https://www.wjec.co.uk/about-us/data-protection/WJEC%20Privacy%20Notice.pdf>

Who we are and how to contact us

Each awarding body is a separate organisation. Your school or examination centre will be able to confirm to you which awarding body is delivering each qualification you are undertaking and you will receive a statement confirming what qualifications you have been entered for and which awarding body. You will find links to each awarding body's website and information on how to contact them here: www.jcq.org.uk/contact-us/contact-details-for-jcq-and-members.

Information about you and from where it is obtained

Each awarding body whose qualifications you enter will need to use a variety of information about you. This includes obvious identification details such as your name, address, date of birth and your school or examination centre. It also includes information about your gender, race and health, where appropriate. This information is provided by you or your parents/guardians and/or by your school or examination centre.

Each awarding body will create certain information about you such as a candidate number, examination results and certificates.

You will find further information about this in the awarding bodies' full Privacy Notice (see links above) or by contacting the awarding body (see above).

What happens to the information about you

The awarding bodies use the information about you to deliver the examinations and assessments which you have entered. This includes making a variety of arrangements for you to sit the examinations or assessments, marking, providing you and your school or centre with results and certificates. The awarding bodies also use some of the information about you for equality monitoring and other statistical analysis.

The awarding bodies may share information about your results with official bodies such as the Department for Education and the examinations regulators (eg Ofqual in England) and also relevant local authorities and the Universities and Colleges Admissions Service (UCAS). An awarding body may also use information about you to investigate cheating and other examination malpractice and will share information about malpractice with other awarding bodies.

The awarding bodies take the security of the information about you that they hold seriously.

You will find further, technical information about what to the awarding bodies do with information about you, why and the legal basis in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

Information for Candidates - Continued

Your rights

The law gives you a number of rights in relation to the information about you that the awarding bodies holds. Those rights are:

- Access – you are entitled to ask each awarding body about the information it holds about you.
- Rectification – you are entitled to ask each awarding body to correct any errors in the information that it holds about you.
- Erasure – in certain circumstances you are entitled to ask each awarding body to erase the information about you that it holds.
- Object to or restrict processing – in certain circumstances you are entitled to ask each awarding body to stop using information about you in certain ways.
- Complain – you are entitled to complain to the Information Commissioner (the body regulating the use of personal information) about what each awarding body does with information about you.

You will find further information about your rights in relation to information about you in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

How long the information about you is held

Each awarding body retains information about you only for as long as it is needed. Some of the information is needed only during the period in which you are undertaking the examination or assessment and is securely destroyed a short while afterwards. Other information about you, such as your name, gender, address, qualification and subjects entered and the results, are held indefinitely and for at least 40 years.

Each awarding body has its own retention policy that sets out what information it retains, how it is retained and for how long. You can find out more about retention policies by contacting each awarding body (see above).

How to find out more about the information about you that the awarding bodies use


To find out more about the information about you that the awarding bodies collect and use, including what happens to that information why, you can review the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or contact the awarding body. You will find links to each awarding body's website and information on how to contact them here: www.jcq.org.uk/contact-us/contact-details-for-jcq-and-members.

Please note

It is important to note that this notice concerns only how the awarding bodies use information about you (called your "personal data"). Complaints about how an awarding body handles your personal data can be made to the Information Commissioner (www.ico.org.uk). Information about the examinations and assessment themselves, including the rules about assessments, can be found on the JCQ Exams Office pages (www.jcq.org.uk/exams-office). The awarding bodies are regulated by Ofqual (<https://www.gov.uk/government/organisations/ofqual>) in England; Qualifications Wales (www.qualificationswales.org) in Wales, and the Council for the Curriculum, Examinations and Assessment (<http://ccea.org.uk/regulation>) in Northern Ireland.

JCQ Information for candidates – social media

You **must** read this information to help you stay within examination/assessment regulations when using social media.



**Information for candidates
Using social media and examinations/assessments**

We all like to share our experiences when taking examinations. However, it is important to consider what you say and to think about what information is being shared.

Sharing ideas with others online could be helpful when you're studying or revising.

However, there are limits to the amount of information you can share and you need to be careful not to break the rules. 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 should be aware that the following constitute malpractice:

- copying or allowing work to be copied – i.e. posting written work on social networking sites prior to an examination/assessment;
- collusion: working collaboratively with other candidates beyond what is permitted;
- allowing others to help produce your work or helping others with theirs;
- being in possession of confidential assessment related information in advance of the examination;
- exchanging, obtaining, receiving (even if not requested) or passing on assessment related information by any means of communication (even if just attempting to);
- failing to report to your centre assessment related information being shared online; or
- passing on rumours of exam content.

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 No Mobile Phones poster

This poster will be displayed outside each exam room. You **must** note that “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.”

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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**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.


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

Appendix 5

JCQ Warning to Candidates poster

This poster will be displayed outside each exam room. You **must** note all the warnings.

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