



Adeyfield School

Examination Essentials

Preparing for your examinations ...

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This leaflet should be read together with the **JCQ Information for candidates** (copy on the Exams notice board) and **JCQ Warning to candidates**

Your individual timetable

Your personal exam timetable shows the date, start time and duration of each exam. If you have two exams scheduled to take place at the same time (a 'clash'), you should see Mrs Wright in the Exams Office. You will have to sit both exams during the timetabled session and will be supervised until both are completed.

Your candidate number & ID cards

You will need to use your candidate number and your legal name for all written exams and controlled /non-exam assessments. You are allocated a unique four digit candidate number which is used for all exams at Adeyfield School.

Small laminated cards with your name, the exam centre number (17109) and your candidate number will be on your exam desk. You will need to write this information on the front of each exam paper. These cards are also used so that the invigilators can identify you, so do not write or draw on them.

Examination start times

Morning exams start at **9am** and afternoon exams at **1.30 pm**. Please make sure that you are outside the exam room by 8:45am (morning exams) or 1:15pm (afternoon exams). Most of your written exams will be in the Hall, so please go to the Canteen to wait. Check the seating plan which will be posted on the Exams noticeboard and go to your assigned seat when you are told to. Enter in silence, leaving any unauthorised materials outside the exam room.

What items can I take into the exam?

Take only what you need into the exam room. If you have a coat or bag, you will have to leave it at the back of the room.

Mobile phones must be handed in to Student Services before each exam and collected again afterwards. They should not be brought into the exam room under any circumstances.

The exam regulations are very clear about this. This also applies to Smart Watches.

What's Allowed

Materials approved
by Exam Boards

Approved calculators
(no lids)

Mathematical
instruments

CLEAR Pencil Cases

Black pens, pencils,
erasers

Water in sports
bottle (label must be
removed)

What's Not Allowed

Revision or course
notes

Books, dictionaries

Media storage, audio
players

Ink erasers

Large water bottles

Any food or drink
(other than water)

**MOBILE PHONES
SMART WATCHES**

What should I do if:

I lose my timetable?

You can get a replacement from Mrs Wright in the Exams Office.

I feel unwell on the day of an exam?

Call school as early as possible and before 8:30am at the latest. We will be able to advise you what to do.

I arrive late for an examination?

Leave enough time so that you are not late. If you are, you will be allowed into the hall to sit the examination but we will need to know the reason for the delay. If you are **more than 30 minutes late**, we have to inform the Exam Board and they may refuse to mark the exam.

Something happens that you think may have affected your exam performance (such as illness)?

Details and evidence of any circumstances that have affected your exam performance must be submitted to Mrs Wright within seven days of the examination as we may need to make an application for special consideration.

If you have any other questions, please see Mrs Wright, the Exams Officer and/or email exams@adeyfield.herts.sch.uk

On the day - Dos & Don'ts

DO sit in your assigned seat .

DO NOT communicate with other candidates.

DO raise your hand if you have a query, feel unwell, need more stationery.

DO NOT take any unauthorised materials into the exam room.

DO leave your candidate card visible throughout the examination.

DO NOT bring mobile phones, smart watches or other electronic equipment into the exam room.

DO check you have the correct paper.

DO read all instructions on the question paper and answer book.

DO fill in the front cover in CAPITAL LETTERS and listen to the Invigilator's announcements.

DO NOT open the question paper until told to do so.

DO write clearly.

DO use black ink only.

DO NOT leave your seat without permission once the examination has started

DO NOT use scrap paper, all rough work must be in the answer book, put a single line through anything you do not want marked.

DO check the clock so that you know how much time you have left.

DO stop writing as soon as time is called, close your answer book and check all your details are correct.

DO indicate the question numbers attempted and the number of answer books used.

DO put any extra sheets inside the answer book.

DO remain silent in your seat until all answer books have been collected.

DO NOT take out of the hall used or unused answer books or question papers.

DO leave the hall quickly and quietly when told to do so by the invigilator .

Useful Contacts

School telephone number 01442 406020
Mrs Wright, Exams Officer
exams@adeyfield.herts.sch.uk

When do I get my results?

Results Days

A Level Thursday 17th August

GCSE Thursday 24th August

School will be open from **8:30am until 12:30pm** on both days for the collection of results. There will be staff available should you need help or advice. If you are not able to collect your results and would like them posted to you, please provide Mrs Wright with a stamped addressed envelope before the end of the Summer Term.

If someone is collecting results on your behalf they must bring a note, signed by you, giving them permission. **Under no circumstances will results be given out over the phone or by email to candidates, family members or friends.**

Certificates are received in school in early November and are available for collection in person . Certificates cannot be posted to leavers.

This leaflet, the JCQ rules and an outline timetable are available on the school website.

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Information for candidates For written examinations – effective from 1 September 2016

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	Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
6	Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
7	You must not write inappropriate, obscene or offensive material.
8	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
9	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.
2	Arrive at least ten minutes before the start of each exam.
3	If you arrive late for an exam, report to the invigilator running the exam.
4	If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
5	Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
6	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.



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