

fortismere

**EXAM
INSTRUCTIONS
AND
INFORMATION**

Centre No: 12602

EXAM TIMES

Morning Session : 8:45am

Afternoon Session : 1:15pm

See your exam timetable for any additional exam times.

PLEASE MAKE SURE YOU ARE OUTSIDE YOUR EXAM ROOM AT LEAST 15 MINUTES BEFORE THE START OF YOUR EXAM.

FOR EXAMS TAKEN IN THE SOUTH WING HALL AND GYM YOU MUST MEET IN THE PLAYGROUND OUTSIDE AND LINE UP ACCOURDING TO THE SEATING PLAN.

LANYARDS

ALL STUDENTS MUST BRING THEIR LANYARDS TO EVERY EXAM!

ALL STUDENTS ARE REQUIRED TO WEAR THEIR LANYARDS WHEN ENTERING THE EXAM ROOM AND MUST PLACE THEM ON THE DESK FOR ALL EXAMINATIONS.

ILLNESS AND EMERGENCY

If you are ill or there is a serious emergency on the day of an examination, you or your parent/carer must telephone the school office by 8:15am and speak to a member of the office staff.

For any other problems or long term medical issues that may affect your examinations, please let an Examinations Officer (Miss Ozturk) know as soon as possible.

CANDIDATE NUMBER

**YOU MUST LEARN YOUR CANDIDATE NUMBER BEFORE YOUR EXAMINATIONS. THIS WILL BE THE SAME NUMBER FOR EVERY EXAM YOU TAKE!
YOU WILL NEED TO PUT THIS ON EVERY EXAM PAPER!**

SEATS

Check your exam room and seats carefully!
Make sure you double check your seat before entering the exam room and that you are sitting in the correct place.

DO NOT BE MISTAKEN FOR A MISSING CANDIDATE.

EQUIPMENT

Please ensure that you bring the correct equipment To your examinations!

CLEAR pencil cases only!

Please note that we are unable to provide equipment during the exams. Ensure that you bring all equipment to all exams—especially with Maths and Science specialist equipment.

Do not bring any unauthorised materials into the examination room with you. This includes your exams timetable!

If you would like to have water in the examination room it must be in a clear plastic bottle.

ALL LABELS MUST BE REMOVED FROM BOTTLES BEFORE ENTERING THE EXAM ROOM.

No other drinks are permitted in exam rooms!

MAKE SURE YOU KNOW THE RULES!

NOTICE TO CANDIDATES

All exam boards have very strict rules and regulations, which candidates AND invigilators are required to stick to!

- Official exam sessions are run under fair conditions.
- Anyone attempting unfair practices can expect cancellation of their exam entries and are liable for any charges that may occur, as well as possible exclusion from GCSE, GCE level and BTEC exams for a period of up to five years
- The invigilators **MUST** comply with the rules. They are required to report **ANYTHING** that they feel could be suspicious.

**DO NOT RISK THIS HAPPENING TO YOU.
STICK TO THE RULES!**

EMERGENCY EVACUATION PROCEDURES

In the event of an emergency:

- The invigilator will stop the exam and make a note of the time.
- Candidates will need to leave the room under the instruction of the invigilators. **No talking is allowed.**
- You will be kept under supervision until it is deemed safe to return to the examination room and complete the exam with the full time allowed.
- If for any reason the examination cannot be completed because of the emergency, the awarding body will be notified and special consideration will be applied for.

EXAM ROOM RULES

There are some rules that are set by JCQ and Exam Boards that all students and schools must comply with:

When entering an exam room, you must enter in silence.

You must sit in your correct seat and must NOT attempt to communicate or look as though you are communicating with any other student. If you are found trying to communicate this will be reported to the exam board and could result in the disqualification of your exam paper.

No hats, hoods/hoodies or scarves are permitted in the exam room. Please wear suitable clothing to exam and remember that the temperature can vary.

ELECTRONIC EQUIPMENT IN EXAM ROOM

No electronic equipment must be on your person at any point whilst you are taking your examination. This can result in an automatic disqualification from the exam board. Any electronic devices brought in to the examination room must be completely switched off before entering and must be placed in the plastic wallet which will be on your exam table. These will be collected in at the beginning of the examination and handed back at the end. You **MUST NOT** switch on any electronic equipment before leaving the examination venue. If you are found using and/or attempting to use your device this will be reported to the exam board and could result in the disqualification from your exam paper.

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



AQA City & Guilds CCEA OCR Pearson WJEC

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.

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. 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.
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: <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.
This information must be made available to all candidates in advance of their examination(s) for each series. It may be provided electronically to candidates or in hard copy paper format.	



**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.

ACCESS ARRANGEMENTS

A small number of students may be entitled to additional Access Arrangements for examinations, most usually 25%. The award for 25% additional time will be shown on your timetable and your exam card which is placed on your table at the beginning of every exam.

ATTENDANCE AND ABSENCE

PLEASE NOTE:

IF YOU FAIL TO ATTEND ANY OF YOUR EXAMS WITHOUT PROVIDING EVIDENCE YOU MAY BE CHARGED FOR THE EXAMINATION MISSED!

EXAMS OFFICE

If you require any further information please see Miss Ozturk (Exams Officer) - South Wing Foyer.

APPEALS & SPECIAL CONSIDERATION

For additional information on Appeals Procedures and any Special Consideration you must see **Miss Ozturk**. You will need to provide something in writing e.g. Medical evidence, before we can go ahead with the process.

EXAM RESULTS

Collecting results

You can collect your results in person from school in the South Wing Hall.

AS/A2/BTEC level results will be issued to students on **Thursday 16th August** from **8:00am**.

GCSE/BTEC results will be issued to students on **Thursday 23rd August** from **9:00am**.

If somebody else will be collecting your results slip, you will need to provide them with written and **signed** confirmation. The letter must be brought with them before we can hand over your results or given to **Miss Ozturk** before you leave school in the summer, or brought in on the day by an adult to collect your results.

Results by post

If you would like your result slips to be posted to your home, you must bring in a stamped addressed envelope to the **Examinations Office (South Wing Foyer)** before you finish your exams. Your results slip should arrive at the address the following day.

PLEASE NOTE:

We are **not** allowed to disclose any results via telephone, fax or email.

RE-MARK & SCRIPT REQUESTS

Any student that would like to request a re-mark once they have their results **MUST** complete the relevant forms and have it signed by the Head of Department before it is handed in. Once the re-mark has been agreed you must the Exams Officer for your application to be processed.

Students must be aware that exam boards charge a fee for this service, which you will be required to meet. The school **will not** process your request for re-marks until the payment has been made.

PLEASE NOTE:

In the event that you request a re-mark, the grade may go down as well as up. If your grade goes up your payment made will be fully refunded.

Deadlines:

Priority Re-marks & Requests for Photocopied Scripts -
Thursday 23rd August (For A Level candidates only)

Non-priority Re-marks - **18th September 2018**

Request for Original Scripts - **29th September 2018**

Good Luck!