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Public Examinations

Candidate Handbook 2019-20

Centre Number: 51603

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1. Introduction

This handbook is for all candidates entered for public examinations at Maiden Erlegh School, and their parents, including private/external/transferred candidates.

It is the school's aim that every candidate is given the same, fair opportunity to complete examinations and assessments to the best of their ability.

There are strict rules and regulations for examinations most of which are set by the Joint Council for Qualifications (JCQ) on behalf of the awarding bodies (exams boards). The school also has its own rules. This handbook sets out the main points and signposts JCQ information for candidates that should be read.

Candidates must comply with the rules and regulations at all times or risk being penalised by the awarding bodies whose penalties include loss of marks and disqualification. Ignorance of the rules and regulations is not accepted as a defence for non-compliance.

A copy of this handbook, and links to JCQ's information for candidates are available on the school website: www.maidenerleghschool.co.uk/students/examinations

It is each candidate's responsibility to read and understand the rules and regulations for examinations. Queries should be directed to the relevant head of year, head of key stage or exams officers.

2. Contacts

- School reception, 0118 926 2467
- Exams officers (EO) – Mr J Godfrey, Ms A Came
- Head of key stage 4 - Mr P Gillett
- Head of key stage 5 – Miss A Cheshire
- Senior Deputy Head – Mrs A Morgan

www.maidenerleghschool.co.uk/students/examinations

3. Contingency Day

The awarding bodies have designated **Wednesday 24 June 2020** as a contingency day for all examinations. In the event of local or national disruption to exams, the awarding bodies may invoke their contingency plan. Therefore, candidates should remain available up to and including this contingency day.

4. Candidates must...Candidates must not...

Candidates are under formal examination conditions, and subject to the rules and regulations, from the moment they enter the room in which they will be taking their examination(s) until the point at which they are permitted to leave.

Some points to note:

- Arrive in the right place at the right time for each exam
- Bring to the exam desk *only* the permitted equipment for each exam
- Remove label from water bottle
- Mobile phone off and in bag
- Watch of any type, in bag
- Check calculator conforms with the rules and has lid/case removed
- Hand-in to an invigilator *without penalty before the exam starts*, all unauthorised items not already in bag
- Write in black ink or biro, not gel pens. Diagrams may be drawn in pencil
- Complete candidate details on front of answer booklet
- Write answers only in the answer booklet or additional answer sheets, and only within the marked box borders
- Write question numbers and candidate details on all additional answer sheets
- Place additional answer sheets inside the answer booklet, in order
- Cross once through anything that should not be marked
- Let an invigilator know if another candidate is causing a disturbance
- Stop writing/working and put down pens/equipment immediately the invigilator ends the exam
- Remain seated and silent after the exam has finished until dismissed by the invigilator

Candidates **must not**:

- Have access, on the person or nearby, to any unauthorised items
- Write anything on the question paper or open it until instructed to do so
- Use gel pens or highlighters on answers. Candidates may highlight parts of *questions* only
- Have or use correcting fluid, pens or tape
- Have or use ordinary paper for any purpose
- Leave the exam room unescorted during the exam
- Leave the exam room until dismissed even if all answers have been completed.
- Communicate in any way with other candidates; this includes looks and gestures
- Disturb other candidates, e.g., by tapping, clicking or whistling
- Copy from other candidates
- Write on or deface examination desks or chairs.
- Remove any exams materials from the exam room, whether used or unused, e.g., question paper, answer booklet, additional answer sheets, provided texts or data booklets etc.

5. Candidate Details

Candidate Name

Candidates are entered for exams using legal names and this is what must be used on all examination documents.

Candidate Number and Centre number

Each candidate is issued with a four-digit exams candidate number. It appears on the individual candidate timetable. In this school, it is the same number as the student's school network login number. For certain exams, e.g. BTec, a different number may be issued to the candidate on an exam day.

The school's examination centre number is **51603**.

These two numbers are required on all examination or assessment papers.

Unique Candidate Identifier (UCI), Unique Learner Number (ULN)

In addition to a candidate number, each candidate will have a UCI (12 numbers and 1 letter) and a ULN (10 digits).

These numbers are for administrative purposes and it is not necessary for candidates to remember them.

6. Entries and Individual Candidate Timetable

Entries

Every student who is a class member of a subject taught in this school will be entered for the most appropriate level of exam as determined by the relevant head of department. Entry fees will be paid by the school. This includes entries for members of official re-sit classes for English and maths.

Candidates who do not attend examinations for which they have been entered, without an acceptable reason, may be charged the entry fee.

Students who wish to sit exams in subjects not taught here, for example a foreign language, may be allowed to do so.

We occasionally make 'private/external entries' for former students wishing to re-sit exams they entered here within the last year.

We occasionally accept transferred or external candidates.

In all non-taught/private/transferred/external cases, entries are subject to the agreement of the exams officer and entry fees and an administration fee must be paid by candidates. The exams officer will provide information on entry deadlines and fees.

Individual Candidate Timetable

Generic timetables are available on the school website in the spring term.

Each candidate will be issued with an individual candidate timetable showing when and where each of their exams will take place.

It will not show dates of internally assessed components, e.g. art timed-test, language speaking tests, as these dates and arrangements will be issued separately by subject teachers.

If any information seems incorrect or missing, please inform an exams officer immediately.

7. Exams Clash and Supervised Quarantine

Candidates sometimes have exams for different subjects initially timetabled at the same time – clashing.

The exams officer will know this and, depending on the total duration of the clashing exams, will arrange

a) for exams to be sat back to back in the same exam session or

b) for one or more exams to be rescheduled at an earlier or later session, usually on the same day, with the candidate in supervised quarantine in between the sessions.

Candidates will be notified in advance of the arrangements for any clashing exams – any amended individual start time(s) should be shown on the individual candidate timetable.

Candidates should direct queries to an exams officer.

Supervised quarantine candidates must:

- be escorted between exam room and quarantine room and remain under supervision at all times.
- **not** communicate or attempt to communicate with non-quarantined students, teaching staff or candidates being quarantined separately.
- **not have access to any unauthorised devices during quarantine** and **must hand-in** to an exams officer or to the quarantine supervisor, any/all of the following items:
Mobile phone, iPod, MP3/4 player, headphones, earpods, watch, Fitbit or any electronic communication or storage devices. Failure to do so may be considered malpractice.
All watches must also be handed in during quarantine.

Supervised quarantine candidates may:

- Talk quietly to the supervisor and other candidates being quarantined in the same room.
- Revise from their own printed resources.
- Bring lunch or refreshments; candidates will not be allowed to use the canteen, the sixth form common room or go to the shops during quarantine.
NB: Candidates who have free school meals should request in advance (to their head of year) a sandwich lunch to be brought to their quarantine room.

8. Exam Rooms and Pre-exam Assembly Points

Most exams will take place in the sports hall, gym, main hall or sixth form study area. Exams may be also be conducted in other rooms.

Candidates should assemble according to the room of their exam as follows:

- All non-sixth-form-block exams – assemble under Covered Way
- Sixth-form-block exams – assemble outside in sixth form quad.

All candidates must assemble **10 minutes** prior to the scheduled start time of their exam at the relevant assembly point.

Candidates should organise their permitted exams equipment while assembling and not wait until inside their exam room to do so.

Instructions for lining-up and entering exam rooms will be given at the assembly points by an exams officer or a senior teacher.

Private, external and transferred candidates should follow the arrival and assembly and proof of ID instructions provided in advance by the exams officer.

9. Exams Start Times

It is each candidate's responsibility to be familiar with their individual candidate timetable and to arrive at the correct date/time and location for each exam.

Candidates should not assume their exams are scheduled at the same time or in the same room as other candidates of the same subjects.

Unless otherwise stated on the individual candidate timetable or in clash instructions, written examinations at Maiden Erlegh School are *usually* scheduled to start at:

- **9:00am, morning exams**
- **1:00pm, afternoon exams;** *some exams are scheduled for 1.15pm or 1.30pm*

All candidates must assemble **10 minutes** prior to the scheduled start time of their exam at the relevant assembly point.

10. Supervision of exams

Public examinations and quarantine supervisions are conducted and supervised by the school's invigilators. Candidates are expected to be respectful and courteous to invigilators as they are to other members of school staff.

Failure to follow instructions given by invigilators is may be considered malpractice.

11. Seating in the exam room

Seating Plans

Candidates must sit in the specific room and seat, e.g., sports hall, A5, assigned on their candidate timetable and the seating plan unless the invigilator or an exams officer instructs otherwise.

The large exam rooms have column letters and row numbers displayed on the walls to help candidates locate seats.

Seating plans are displayed daily:

- glass lobby to Reception

Invigilators will direct candidates to seats in smaller rooms.

Candidates should ask an invigilator for help if they can't find their seat in the room.

It is malpractice to sit in the wrong seat - candidates could be penalised by the awarding body or marked absent with consequences for their results.

12. Identifying and Registering Candidates; Sixth Form ID cards.

Before morning exams, while still 'on-timetable', candidates should not attend registration but should go straight to their pre-exam assembly point.

Senior staff, including year heads, will be present to identify and register candidates before each exam session starts.

Private, external or transferred candidates not known to senior staff or to an exams officer will be given instructions in advance on proving their identity before each exams session.

Sixth form lanyard and ID.

If not stowed in the candidate's bag, lanyard and ID card must be placed on the candidate's exam desk with picture card face-up.

13. Equipment needed

Candidates are responsible for providing and bringing the right equipment to each exam.

The exceptions are permitted texts, equipment for specific access arrangements e.g. reading pen, or equipment for practical exams, which are provided to candidates in the exam room by the school.

Candidates may not borrow equipment from other candidates once in the exam room.

Candidates should bring to each exam_:

Pencil case or plastic bag – **must be see-through**
and contents fully visible
2 black biros
2 HB pencils
Ruler marked with millimetres
Pencil sharpener - *which catches the shavings!*
Eraser - *without wrapper/label*

Extra equipment allowed in some exams:

Compass}
Protractor} - *without the tin/container*
Calculator - *without lid or case*
Coloured pencils or crayons
Tracing paper – *blank and unmarked*

During the exam candidates must not have on or near them items other than those stated in the instructions on the question paper, the stationery list or the specification for that subject.
To do so may be considered malpractice.

Therefore, pencil cases should be emptied of glue sticks, Post-It notes, scissors, printed timetables, lip gloss, mascot etc.

See also section 15 – Unauthorised Items.

Wristwatch – in this school, all watches are now banned from public examinations.

A clock is displayed in each exam room.

14. Using calculators

Calculators (without a lid or case) are allowed in most examinations but there are **some exams in which they are not permitted**. Subject teachers should tell candidates what is allowed in each exam.

Where the use of a calculator is permitted or required, the candidate is responsible for making sure that their calculator meets the regulations, and that they know how to use it.

Candidates may not use mobile phones or other devices or programmes as calculators.

Calculators must be:

- of a size suitable for use on the desk;
- either battery or solar powered;
- free of lids, cases and covers.

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.

The candidate is responsible for the following:

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

* Invigilators will loan a replacement calculator (subject to availability) if a candidate's fails during an exam.

15. Unauthorised Items

In the examination room during the exam candidates must not have access to items other than those stated in the instructions on the question paper, the stationery list or the specification for that subject.

In particular, potential technological/web enabled sources of information such as:

- iPods;
- Mobile phones;
- MP3/4 players or similar device;
- Smartwatches;
- Fitbits, pagers and
- Wrist watches which have a data storage device;

Such items are not permitted; possession of these during an exam - on the person or nearby - is malpractice.

Wristwatch – in this school, all watches are now banned from public examinations.

A clock is displayed in each exam room.

All unauthorised and banned items and those not listed in section 13. Equipment Needed should be left at home but may be stowed in the candidate's bag which must be inaccessible and placed where instructed by invigilators.

All electronic devices stowed in the bag, including mobile phone, watch etc., **must be switched-off.**

Candidates may hand-in these and any unauthorised items to an invigilator without penalty before the exam starts.

In addition, candidates must not have:

- any writing or marks on the body – *not even the date and time of an exam* – on sixth form ID badge or on any permitted equipment.

16. Food and Drink

Food - no food, sweets, cough lozenges etc., are allowed in exams unless this has been pre-approved by SENCo for a medical reason and the invigilator has been informed of this by the SENCo.

All such pre-approved items must be placed in a see-through bag and free of packaging.

Inhaler – no pre-approval from SENCo needed. It must be free of wrapper/packaging and placed on the floor.

Chewing gum is not allowed in school at any time.

Drink - still water only, in a colourless, clear, plastic bottle without a label.

Candidates must remove all labels before entering the exam room.

Tissues - allowed **if all packaging is removed and the tissues placed on the desk.**

17. Exams Finish

Candidates in this school are not permitted to leave an examination room earlier than the end of normal finish time for their exam even if they have completed their answers.

Invigilators will give a five minute warning before the end of the exam's normal finish time but otherwise are not allowed to state how long is left or has elapsed.

A clock will be displayed and exams end times written-up.

Invigilators will announce the end of the exam. Candidates must stop writing immediately.

Candidates must remain seated and check that their candidate details are completed correctly on the front of the answer booklet and on any additional answer sheets.

Candidates must hand-in all examination materials, whether used or not, to the invigilator and wait to be dismissed.

Candidates will be told which exit to use.

Candidates must **remain silent until outside the building** since there may be other exams continuing.

Extra time finish

Candidates entitled to extra time or supervised rest breaks during an exam will have been notified of this in writing in advance by the SEN team. Extra time will continue without interruption at the end of normal time.

Candidates who don't wish to take any or all of their extra time, should let the invigilator know and wait to be dismissed at or after normal finish time.

18. Dress code

Candidates must wear, as appropriate, to all exams:

- Full school uniform or
- KS5 dress code or
- If private/external/transferred candidate, smart-casual attire.

Coats or other outside clothing must be placed with bags before the exam starts and not hung on exams chairs.

19. Storing Bags and Possessions

This school does not provide lockers in which to store possessions during exams.

Bags

Candidates may bring a bag for personal possessions into the exam room provided it is placed where instructed by invigilators and is not accessed during the exam. This should not be considered secure storage.

In some rooms, bags will have to be left outside the exam room.

Valuables should not be brought to exams. The school accepts no responsibility for candidates' possessions.

20. Candidates arriving late

Candidates arriving late or after candidates have been led into the main exam rooms must:

- **On arrival report to an exams officer – do not go straight to the exam room.**
- If possible before arrival, telephone the school and ask that an exams officer is notified of late arrival.

Depending on the time of late arrival, the candidate will usually be allowed to sit the exam for the full duration but should be aware that the awarding body may still decide not to accept the candidate's answer script.

If the exam has already finished the candidate will not be allowed to sit the exam.

21. Absence, Illness, Special Consideration

Absence

Candidates must attend all examinations shown on their individual candidate timetable. Misreading a timetable is not an acceptable reason for absence. The school reserves the right to charge the candidate the equivalent of the entry fee for examinations missed without acceptable reason.

Candidates who will be absent from an examination ***should:***

- Telephone the school as soon as possible before the examination and
- Request that an exams officer is made aware.

Illness or other difficulties at the time of an examination or assessment

Candidates who become unwell or who have other difficulties ***must:***

- If during or on the day of an exam:
 - Alert an invigilator or exams officer ***immediately***
- If before an exam day :
 - Alert the head of year/key stage or an exams officer

Special Consideration

This is a post-marking adjustment made by the awarding body to compensate for unavoidable, temporary circumstances beyond a candidate's control, for example *temporary* illness or injury or a recent bereavement, which have led to absence from exams or which have ***materially*** affected the candidate ***at the time of an examination.***

A minor disturbance in the exam room, for example, is not an acceptable reason to request Special Consideration.

Candidates must submit their request for Special Consideration using the school's form. There are evidence requirements and deadlines to be met and in all cases of illness the school requires a letter from an appropriate medical professional to be submitted with the request form.

The Special Consideration procedure and request form are available on our website.

www.maidenerleghschool.co.uk...Examination Policies and Procedures

22. Emergencies during an Exam

Fire alarm

If the fire alarm sounds during an exam the invigilator will instruct candidates to stop writing/working and await further instructions. Exam time will be suspended but exam conditions must be maintained.

Should it be necessary to evacuate the exam room, **candidates must:**

- Close their answer booklet/script
- Leave all examination materials and all belongings
- Leave the examination room as directed by the invigilator
- Remain silent and not communicate in any way with other candidates or students
- **Not go to the normal assembly point**, but instead remain as an exam room group and go to the all-weather pitch or other exams assembly point specified by the invigilator.
- Line-up at the exams assembly point in room and seat number order.

If the exam can be re-started, the full remaining exam duration will be given.

Special Consideration will automatically be assessed and sought without the need for candidates to submit individual requests to the school.

Lockdown

While the school is in a state of lockdown, this will not be announced to the exam room by invigilators while exams are still in progress but candidates will not be allowed to leave the exam room and will not be dismissed at the end of an exam.

Candidates must remain seated and under exam conditions as directed by invigilators.

23. Examinations Access Arrangements

Candidates granted examinations access arrangements to account for long-term difficulties which would otherwise put them at a disadvantage during an exam, will have been sent a letter by the SENCo explaining them.

Invigilators will apply access arrangements as instructed by the SENCo.

Further information about access arrangements is available on our website.

www.maidenerleghschool.co.uk/students/examinations

24. Malpractice

'Malpractice' means cheating or non-compliance with examinations regulations.

The school is obliged to notify the relevant awarding body of all alleged, suspected or actual incidents of malpractice in examinations or assessments.

The awarding bodies make all decisions regarding warnings, sanctions and penalties.

Penalties range from a written warning for a minor non-compliance, e.g. continuing to write for a short time after the end of the exam, to loss of all marks in a component, e.g., for possession of a switched-off phone, or notes, to disqualification from all exams for up to five years, e.g., for use of a mobile phone or use of notes.

25. Study Leave

Candidates will be notified in writing by the head of year/key stage of arrangements for study leave, if any.

Not all year groups and not all candidates will be given study leave.

26. Results

Provisional statements of results, which are subject to change, are issued to candidates of summer exams in August and will be available for collection from the school as follows:

GCE A Level and level 3 qualifications - Thursday 13 August 2020, morning

GCSE and level-1/ level-2 qualifications - Thursday 20 August 2020, morning

Collection times will be published on our website. www.maidenerleghschool.co.uk/students/examinations

Results for BTEC and other vocational qualifications may be issued at other dates/times which will be communicated to relevant candidates.

Candidates or their nominees, should collect their results in person from the school on the relevant morning. Nominees must present their own ID and the candidate's written and signed permission naming the nominee as collector.

Private/external/transferred candidates should present their own ID in order to collect their results.

Candidates who know they will be away in August are advised to write a nominee permission letter before they depart.

Results will not be issued by telephone or by email.

Results left uncollected at 13:00 on results days will be posted to the candidate's home address as held in the school's records.

27. Post-Results Services – Reviews of Results

Following the publication of results for each examination series, awarding bodies offer a range of post-results services relating to reviews of marking/results and moderation and access to examination scripts. Services include:

- **Clerical re-check**- a re-check of clerical procedures leading to the issue of a result
- **Post-results review of marking**- a review of the original marking to ensure that the agreed mark scheme has been applied correctly
- **Access to scripts** – an electronic version of the script, either as a priority or non-priority service

Details of the services are in the Post-Results Services' documents on our website.

Reviews of results services incur fees, usually payable by candidates. Requests will not be processed until payment due from candidate is received.

The services have request deadlines. These, and prices, are listed in the Post-Results Request *Form* available from the exams office from the time that results are published.

All services, including that by which the school requests candidates' scripts for its own use in teaching and learning, require the candidate's written consent to be given *after the publication of results*.

www.maidenerleghschool.co.uk/students/examinations

Subject teachers and exams officers will be available in school on the morning of results days to help candidates with queries about results.

If, for any reason, a candidate thinks their results are incorrect, this should be discussed with subject teachers as soon as possible and before deciding to formally request any reviews of results since these can also lead to results being lowered.

A Level candidates should, ideally, submit requests for reviews of results on results day if a university or higher education place depends upon results.

The opportunity to request a review of internally marked non-examination assessment (NEA) marks will be given to candidates before submission of marks to the awarding body and no further individual review is available post-results.

28. Certificates

The certificate is the final record of a candidate's achievement(s) and includes any changes made due to reviews of results.

Certificates are issued in the candidate's legal name.

Certificates will be available for collection from the school by candidates towards the end of the autumn term following the summer exams; candidates will be notified of relevant dates and times.

Candidates or their nominees, should collect their certificates in person from the school. Nominees must present their own ID and the candidate's written and signed permission naming the nominee as collector.

Unclaimed certificates will be kept by the school for twelve months from the date of issue after which they will be securely destroyed.

Awarding bodies may be able to issue a certifying statement of results to a candidate to replace an unclaimed or lost certificate but they will charge a fee and in some cases it may not be possible.

29. Examinations and complaints policies and procedures

The school's examinations policies and procedures may be found on the school's website:

- Special Consideration Procedure
- Non-Examination Assessment Policy
- Reviews of Marking (internally assessed marks)
- Post-Results Services and Appeals
- Post-Results Request Form
- Examinations Access Arrangements
- Examinations Candidate Handbook (this document)

www.maidenerleghschool.co.uk/students/examinations

The school's complaints and equality policies, among others, may be found on our website:

www.maidenerleghschool.co.uk/about-us/key-policies

30. JCQ Information for Candidates – links

Candidates' should read the following Joint Council for Qualifications (JCQ) documents for exams candidates:

<https://www.jcq.org.uk/exams-office/information-for-candidates-documents>

Information for candidates – written exams (see also next section)

Information for candidates – on-screen tests

Information for candidates – non-examination assessments

Information for candidates – privacy notice

Information for candidates – social media

<https://www.jcq.org.uk/exams-office/exam-room-posters>

Candidate warning - general

Candidate warning – mobile phones

These documents are also available on the school's website.

www.maidenerleghschool.co.uk/students/examinations

Continued overleaf.

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Information for candidates For written examinations – effective from 1 September 2019

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"> 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. <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	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"> 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: <ul style="list-style-type: none"> 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	When the invigilator tells you , 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 for rough work.
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"> 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 booklets used or unused, rough work or any other materials provided for the exam.