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# Public Examinations

## Candidate Handbook 2018/19

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](http://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](http://www.maidenerleghschool.co.uk/students/examinations)

## 3. Contingency Day

The awarding bodies have designated **Wednesday 26 June 2019** 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, until their final exam is completed, 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.**

Candidates **must**:

- 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 the label from their water bottle
- Check their calculator conforms with the rules and has lid/case removed
- Switch-off mobile phone and stow it in their bag
- Check their pencil case is fully see-through
- Hand-in to an invigilator *without penalty before the exam starts*, all unauthorised items not in their bag
- Write in black ink or biro, not gel pens. Diagrams may be drawn in pencil
- Write answers only in the provided 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 exam finishes
- Remain seated and silent after the exam has finished until dismissed by the invigilator

Candidates **must not**:

- Have access to during the exam – on the person or nearby - 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
- 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. For students of 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. Invigilators supervising each exam will be able to remind candidates if necessary.

### **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 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 the date, start time, duration, exam room and seat assignment for each externally timetabled exam for which the candidate has been entered.

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 is incorrect or missing, please inform an exams officer immediately.*

## 7. Exams Clash and Supervised Quarantine

### Clash exams totalling three hours or fewer

When two or more exams are scheduled for the same exams session and the total duration, including any extra time allocated, is **three hours or fewer**, the exams will be conducted one after the other in the same exams session. The candidate will remain under exam conditions at their exam desk in between each exam.

### Clash exams totalling more than three hours

When two or more exams are scheduled for the same exams session and the total exam duration, including any extra time allocated, is **more than three hours**, arrangements will be made for the candidate to take one (or more) of these exams at an earlier or later session, usually on the same day.

A supervised, quarantined break between sessions will be arranged.

Candidates will be notified in advance with clash arrangements; the amended individual start time(s) should be shown on the individual candidate timetable.

*Candidates should direct queries to an exams officer.*

### Quarantined candidates must:

- be escorted to/from their quarantine room and kept under supervision at all times.
- **not** communicate or attempt to communicate with non-quarantine 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, pager, smart watch, Fitbit or any electronic communication or storage devices. Failure to do so will be considered malpractice.*

### Quarantined 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 may request in advance (to their head of year) a sandwich lunch to be brought to the 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.

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

Private, external and transferred candidates should follow the arrival and assembly 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.

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 session**
- **1:00pm, afternoon exams session;** *some exams are scheduled for 1.15pm and 1.30pm*

All candidates must assemble **15 minutes** prior to the scheduled start time of their exam at the relevant assembly point.

## 10. Supervision of exams

Public examinations 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 malpractice.*

## 11. Seating in the exam room

### Seating Plans

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

Seating plans are displayed daily:

- Exams in sports hall, gym, main hall and all non-sixth form block – displayed in glass lobby to Reception
- Exams in sixth form block – displayed in common room, on glass door near Claire's Café.

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

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.

On morning exam days, 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 in the exam room 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 at each exams session.

### Sixth form ID.

If not stowed in the candidate's bag, this must be placed on the candidate's exam desk with picture 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. laptop, 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 so that contents are fully visible.**

2 black biros

2 HB pencils

Ruler marked with millimetres

Pencil sharpener (which catches the shavings!)

Eraser

### Extra equipment allowed in some exams:

Compass}

Protractor} - *without the container*

Calculator - *without lid or case*

Tracing paper

Coloured pencils or crayons

**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.**

E.g. No glue sticks, Post-Its, scissors etc., as well as the more obvious, no mobile phone, etc.

**Wristwatch** - a clock is displayed in each exam room. However, the candidate may have an ordinary analogue or digital wristwatch provided it is removed and placed on the exam desk in full view of invigilators.

*All alarms and beeps must be silenced before entering the 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 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.

### 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.

\* Invigilators will supply a replacement calculator (subject to availability) if a candidate's breaks 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;

**are not permitted and possession of these during an exam - on the person or nearby - is malpractice.**

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

All unauthorised items should, ideally, be left at home but may be stowed in the candidate's bag which must be inaccessible and placed at the side of the room as instructed by invigilators.

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

In addition, candidates must not have:

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

## 16. Food and Drink

**Food** - candidates may not bring food, sweets, cough lozenges, medications etc., of any sort to exams unless this has been agreed in advance with the SENCo for a medical reason and the invigilator has been informed of this by the SENCo. All such approved items must be in a see-through bag and free of packaging.

Chewing gum is not allowed in school at any time.

**Drink** - candidates may bring still water only, **in an un-tinted, clear, plastic bottle without a label.**

**Candidates must remove all labels before entering the exam room.**

**Tissues** - these are allowed **if all packaging is removed and the tissues placed in full view on the desk.**

## 17. Exams Finish

***Candidates 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 and extra time finish but otherwise will not state how long is left or has elapsed.

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

Candidates must remain seated and check that 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 by the SEN team. Extra time will continue without a break after 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 should 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.

Candidates will be directed by invigilators where to place bags and belongings on entering the exam room.

This is not secure storage. Valuables should not be brought in to exam rooms.

The school accepts no responsibility for candidates' possessions.

### **Bags**

Candidates may bring a bag for personal possessions into the exam room provided it is inaccessible during the exam and is placed where instructed by invigilators.

## 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 the exams officers are 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
- Request that an exams officer is made aware.

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

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

- If during or on the day of an exam:
  - Alert an invigilator or exam 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 bereavement, which have led to absence 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](http://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:***

- 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, subject 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.

## 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 if instructed by the SENCo.

Further information about access arrangements is available on our website.

[www.maidenerleghschool.co.uk/students/examinations](http://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, 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 as follows:

GCE and level 3 qualifications - Thursday 15 August 2019, morning

GCSE and level-1/ level-2 qualifications - Thursday 22 August 2019, morning

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

**Collection times will be published on our website.** [www.maidenerleghschool.co.uk/students/examinations](http://www.maidenerleghschool.co.uk/students/examinations)

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

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.

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

Reviews of results services incur fees payable by candidates.

The services available, their deadlines and prices, are listed in the 'Post Results Request Form' available on our website or from the exams office from results days.

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.*

Copies of the relevant forms for each request/consent type will be available from the exams office or on our website.

[www.maidenerleghschool.co.uk/students/examinations](http://www.maidenerleghschool.co.uk/students/examinations)

*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
- Review of Marks (internally assessed marks)
- Post Results Services and Appeals
- Post Results Request Form
- Examinations Candidate Handbook (this document)

[www.maidenerleghschool.co.uk/students/examinations](http://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](http://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.

Continued overleaf.

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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## 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.

<b>A Regulations – Make sure you understand the rules</b>	
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 <b>must not</b> take into the exam room: <ul style="list-style-type: none"> <li>a) <b>notes;</b></li> <li>b) <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.</b></li> </ul> <p><b>Any pencil cases taken into the exam room must be see-through.</b></p> <p><b>Remember:</b> 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 <b>must not</b> 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>B Information – Make sure you attend your exams and bring what you need</b>	
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 <b>must</b> 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.
<b>C Calculators, Dictionaries and Computer Spell-checkers</b>	
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: <ul style="list-style-type: none"> <li>a) make sure it works properly; check that the batteries are working properly;</li> <li>b) clear anything stored in it;</li> <li>c) remove any parts such as cases, lids or covers which have printed instructions or formulas;</li> <li>d) do not bring into the exam room any operating instructions or prepared programs.</li> </ul>
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
<b>D Instructions during the exam</b>	
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"> <li>a) you think you have not been given the right question paper or all of the materials listed on the front of the paper;</li> <li>b) the question paper is incomplete or badly printed.</li> </ul>
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 <b>before</b> 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.
<b>E Advice and assistance</b>	
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"> <li>a) you have a problem and are in doubt about what you should do;</li> <li>b) you do not feel well;</li> <li>c) you need more paper.</li> </ul>
3	You must not ask for, and will not be given, any explanation of the questions.
<b>F At the end of the exam</b>	
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.