

# Exams: Information for candidates



# Contents

- Before the exams
- Exam time
- In the exam hall/room
- Malpractice
- Resits
- After the exams
- Additional information

# Before the exams

- **Step 1- Entries:**
- Requests for exam entries are made by your Subject Teacher/Head of Department.
- The entries are then sent to the exam boards by the Exams Officer.
- **Step 2- Default timetables:**
- Once entries are finalised, the Exams Officer will issue a 'default timetable' to each candidate. This timetable tells you which exams you have been entered for, as well as the date and time of each exam.
- It's important that you **check your entries carefully**. Also, make sure that the spelling of **your name is correct**, as this is how it will appear on your certificates.
- If you notice any errors you must speak to your subject teacher, form tutor or Head of Year immediately.
- **Step 3- Individual timetables:**
- Once any changes have been made you will receive your final exam timetable. This contains the times and dates of your exams, as well as your exam room and seat number for each examination.
- You must **keep your exam timetable safe**. It's a good idea to take a picture on your phone, so you'll always know where you need to be and when.

# Exam time

Before entering the exam hall/room:

- **Know your seat number**- use your timetable! It's much less stressful than having to find your name on the board.
- **Switch off your phone** and place it in your bag. Bags must be left at the back of the hall/in front of the exam room before proceeding to your table.
- **Memorise your candidate number**. It's only four digits and you will need to know it for each exam.
- **Take any equipment you may need out of your bag before entering the exam hall/room**. This makes the entering process much easier and creates a calm atmosphere.
- **All watches must be removed before entering the exam hall/room**. Please make sure these are left at home or placed safely in your bags.
- **Empty your pockets**. Don't bring anything to your exam seat other than the necessary equipment. This includes a copy of your timetable.
- **Food is not permitted in the exam hall/room**. Any exceptions would only be if there is a documented medical need. This must be agreed in advance. Food has to be in a transparent, unmarked, container.
- **Water bottles must be fully transparent with no markings**. Please remove labels from bottles before going into the exam hall/room.
- **Pencil cases must be transparent** and contain only the equipment required for that exam.

# Inside the exam hall/room

Once in the exam hall/room you must follow the exam rules and procedures.


*You must not talk or communicate with other students. You may only speak to an invigilator.*

Things to remember:

- **Access rooms** are allocated to some students following an *extensive* investigation. You **cannot request** to be placed in a separate room.
- **You must sit in your allocated seat**. Swapping seats can result in a student sitting the wrong paper.
- **Check that you have the correct paper** and the correct tier (Foundation or Higher).
- **Listen carefully to the invigilator announcement**. Failing to follow these instructions is considered malpractice and must be reported to the exam board, which can lead to disqualification.
- **Write in black ink**. Highlighters can only be used for the questions. Diagrams should be drawn in pencil.
- **Write your full legal name on the front of the exam paper**. Please **do not** use preferred names or nicknames.
- **You must stay for the duration of the exam**. If you walk out of the exam hall/room, without permission/supervision, you will not be allowed to return.
- **Toilet breaks should not be requested during the exam**, unless you have a medical pass, which you must bring to every exam and keep it on your person.

**Do your best!**

You will notice these posters outside of all exam rooms. Make sure you are familiar with the content and that you follow the instructions.




AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
-----	---------------	------	-----	---------	------

### Warning to Candidates

1. You **must** be on time for all your examinations.
2. **Possession of a mobile phone** or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.
3. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
4. You **must** follow the instructions of the invigilator.
5. You **must not** sit an examination in the name of another candidate.
6. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
7. If you are confused about anything, only speak to an 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.

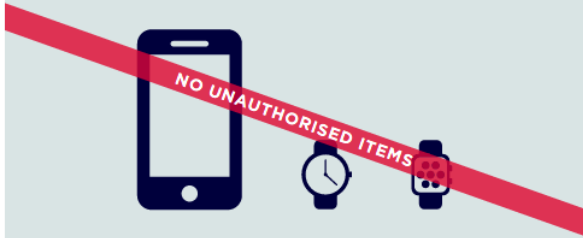
©JCQ 2021 – Effective from 1 September 2021



AQA    City & Guilds    CCEA    OCR    Pearson    WJEC

## NO MOBILE PHONES NO WATCHES

### NO POTENTIAL TECHNOLOGICAL/WEB ENABLED SOURCES OF INFORMATION



Possession of unauthorised items, such as a mobile phone or any watch, 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.

©JCQ<sup>®</sup> 2022 – Effective from 1 September 2022

### Appendix 3 Suggested wording for the invigilator's announcement at the beginning of written examinations

Centres may wish to laminate copies of this announcement or alternatively digitally record it. If using a digital recording centres must consider alternative means of communication for candidates with a Hearing Impairment.

1. You must now follow the regulations of the examination.
2. Only material listed on the question paper is allowed in the exam room. You must not have on or near you any other material.
3. Check your pockets now. Check for things such as notes, books, papers, **AirPods, earphones/earbuds**, iPods, mobile phones and watches. If you have any unauthorised items in your possession, you must hand them in to an invigilator now. Failure to do so may lead to disqualification.
4. If you have a watch, hand it to an invigilator now.
5. (For examinations with books that are allowed, add: check that no notes or papers have accidentally been left inside any book you are allowed to have in the examination room and that you have the correct edition of the allowed set text(s).)
6. (For examinations where a calculator is allowed, add: make sure that the lid, case, or cover of your calculator does not have printed formulae or instructions and that you have cleared anything stored in the memory.)
7. Check that you have been given the correct paper for the day, date, time, subject, unit/ component and tier.
8. Fill in all the details needed on the front of your answer book (or question paper) in black ink. Make sure you fill these details in on any additional answer sheets that you use. **Do not write anything else and do not open the question paper until you are instructed that the exam has begun.**

**Pause to allow time for candidates to fill in the details**

9. Read the instructions on the front of the question paper. (You may read these out to the candidates, if required.)
10. Check that you have all the materials you need for the exam.

**Pause to allow time for queries**




**Tell the candidates about any erratum notices**

11. Remember, you must write clearly and in black ink. You may use pencil for drawings and rough notes.
12. You must write in the designated sections of the answer booklet.
13. You must write all rough work in your answer book and neatly cross it through with a single line. (For multiple-choice papers, add: you must do any rough work in the question booklet.)
14. You must not use correcting pens, fluid or tape, erasable pens or blotting paper. You must not use highlighters or gel pens in your answers.
15. You must not communicate in any way with, ask for help from or give help to another candidate while you are in this exam room. You should put up your hand to attract the invigilator's attention.
16. If the fire alarm sounds, please remain seated and wait for instructions from the invigilator.

**Tell the candidates when they may begin and how much time they have**

This is the invigilator announcement given at the start of every exam. Failure to follow these instructions can lead to malpractice.

# What is malpractice?



## Student exam malpractice: don't get caught out

Malpractice can take lots of different forms, and has some very serious consequences. Here are some common examples and how to avoid them.

What happened?	What was the outcome?	What should they have done?
<p>Matt* had his mobile phone in his pocket in his GCSE Maths exam. He didn't check his pockets when told to by the invigilator before the exam started.</p> <p>Matt realised when his phone rang half way through the exam. The invigilator heard it and took Matt's phone from him.</p>	<p>Matt received zero marks for the exam.</p> <p>Having unauthorised materials, like phones, notes and any kind of watch at all, is breaking the rules, even if you don't intend to use them.</p>	<p>Matt should've left his phone at home or in a safe place outside the exam room.</p> <p>Matt should've checked his pockets when told to by the invigilator. If Matt had handed his phone in before the exam started he wouldn't have received zero marks.</p>
<p>Sophie* and Georgia* both received a link in a social media group to see questions from the GCSE English Literature exam that they were due to sit the following day.</p> <p>Sophie thought it would just be a fake paper and that there was no harm in clicking the link and then sharing it. Georgia wasn't sure so she didn't.</p> <p>Sophie realised after the exam that it wasn't a fake and reported it to a teacher.</p>	<p>Even though Sophie reported this straight away after the exam, she still had an unfair advantage by seeing the questions. She also shouldn't have shared this. Because of this Sophie was disqualified.</p> <p>Georgia's marks weren't affected because she did nothing wrong.</p>	<p>Georgia did the right thing by not clicking the link. Sophie shouldn't have clicked it or shared it.</p> <p>The right thing to do was ignore it and to tell a teacher as soon as they saw it.</p>

\*For the purposes of this case study people's names are made up.

### Exam rules and guidelines

Take a look at our website for information on exam rules and guidelines to help you understand what's considered to be malpractice and how to avoid it, as well as what to do if you suspect malpractice in exams and assessments.

[aqa.org.uk/student-and-parent-support/malpractice](https://aqa.org.uk/student-and-parent-support/malpractice)

Copyright © 2022 AQA and its licensors. All rights reserved.  
AQA Education (AQA) is a registered charity (registered charity number 1073334) and a company limited by guarantee registered in England and Wales (company number 3644723). Registered address: AQA, Devas Street, Manchester M15 6EX.

aqa.org.uk

- If a student breaks any of the exam rules, this must be reported to the exam board. The exam board will then conduct an investigation and decide what the consequence will be.
- Often, this can lead to a complete loss of marks.
- Malpractice includes (but is not limited to) using offensive language in the exam paper, having your mobile phone in your pocket (even if you have no intention of using it) and failure to follow the instructions of the invigilator.



# Resits

- Many students are under the impression that, if they miss/fail an exam, they can simply resit the paper. This is not the case.
- Resits are only available for GCSE Maths and GCSE English Language. Your 6<sup>th</sup> Form or college will enter you for these in November, if you have not achieved a grade of 4 or above.
- Any other exams that you wish to take again can only be done the following summer and the cost of entry is **charged to the student**.

# After the exams

## Results days

You will come back into school to collect your exam results on the following dates:

- A Level results: Thursday 15 August 2024 8:30am-11am
- GCSE Results: Thursday 27 August 2024 9:00am-11:30am

Occasionally, your results might not be what you were expecting. If you are concerned that one, or more, of your grades is incorrect please speak to a member of staff on results day.

Please familiarise yourself with the Post-results Services available. This information can be found on the school website or on the JCQ website.

## Certificates

Your certificates will be delivered to the school at the **end of November 2024**. You can collect them by coming to the main school reception at any point during the school day.

These are incredibly important and **cannot be replaced** so please make sure you collect them before the end of 2024.

Schools are only obliged to keep certificates for 12 months before they can be destroyed. After this, you can only request a certified statement of results from the exam board, not a certificate, and there is a charge for this service.

Your certificates are a legal document, and you will need them when applying to colleges, universities and places of work.

If you would like someone else to collect your certificate on your behalf, please email the Exams Officer with their name and ensure they bring a photo ID on the day of collection. This email must come from your Lawnswood account, so we know the request is genuine.

# Additional information

- If you have any concerns, or questions, about the exams please speak to a member of staff. We are all here to support you and help you to do your best.
- Look at the Exams section on the school website for further information that you may find useful.
- If you need to contact the Exams Officer, Irina Savic, please email [irina.savic@elawnswood.co.uk](mailto:irina.savic@elawnswood.co.uk)