



Dear Parent/Guardian,

Assalaamu Alaikum – ‘Peace be upon you’

RE: NCFE Level 2 Interactive Media

I am writing to inform you that your son will be sitting the External Assessment for Interactive Media.

This assessment comprises of 3 tasks to be completed over 15 hours. This has been scheduled to take place on Wednesday 8th, Thursday 9th and Friday 10th February 2023. The schedule

The assessment will be starting promptly at **8:15am** and will finish at **3:15pm** on Wednesday and Thursday, on Friday if they do not extra time allocated to them, they will complete the final assessment at **11:35am**. Pupils who require extra time will finish at **4:15pm**.

I have attached the **Student Examination Booklet**, which details the requirements during the assessment period.

I thank you in advance for your support during this assessment period.

Kind Regards

Miss Akhtar
Assistant Principal - Assessment and Reporting

**NCFE – Interactive Media Level 2 – Unit 5 (57 students) – 15 Hour**

<u>Session 1</u> <u>(8:05am - 10:05am)</u>	<u>Session 2</u> <u>(10:20am - 11:20am)</u>	<u>Session 3</u> <u>(1:10 pm-3.10pm)</u>
<u>WEDNESDAY 8th February 2023</u>		
Group A F25 Group B F16 Group C G69 Group D G67	Group A F25 Group B F16 Group C G69 Group D G67	Group A F25 Group B F16 Group C G69 Group D G67
<u>THURSDAY 9th February 2023</u>		
Group A F25 Group B F16 Group C G69 Group D G67	Group A F25 Group B F16 Group C G69 Group D G67	Group A F25 Group B F16 Group C G69 Group D G67
<u>FRIDAY 10th February 2023 – (Friday Timings apply – sessions adjusted for this</u>		
<u>Session 1 - 2hrs</u> <u>(8.00am-10.05am)</u>	<u>Session 2 - 1hr</u> <u>(10 :20 am-11.20 am)</u>	<u>Session 2</u> <u>(11:45 am-4:00pm)</u>
Group A F25 Group B F16 Group C G69 Group D G67	Group A F25 Group B F16 Group C G69 Group D G67	Group D G67 (Extra Time students' session)



Student Examinations Booklet 2022/23

Eden Boys' Leadership Academy, Birmingham East





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Purpose of the Booklet

Eden Boys' is committed to ensuring that the exams management and administration process is run effectively and efficiently. This booklet will ensure that:

- all exams and assessments are conducted in accordance with JCQ and awarding body regulations, guidance and instructions *'to ensure that the integrity and security of the examination/assessment system is maintained at all times and is not brought into disrepute'* [JCQ General regulations (GR) 1]
- exam candidates understand the exams process and what is expected of them.

This booklet will be reviewed annually by the Exams Officer (EO).

Hopefully, this booklet will prove informative and helpful for you and your parents. Please read it carefully and show it to your parents so that they are also aware of the examination regulations and the procedures to follow in the event of any problems occurring.

The awarding bodies (or examination boards) set down strict criteria which must be followed for the conduct of examinations and Eden Boys' is required to follow them precisely. You should therefore pay particular attention to JCQ Notice to Candidates given out to you with this booklet.

Some of the questions you may have are answered at the back of this booklet. If there is anything you do not understand or any question that has not been addressed, PLEASE ASK.

If you or your parents have any queries or need help or advice at any time before, during or after the examinations please contact the Exams Office via email on ebbham_examoffice@ebbhameast.staracademies.org.

Remember – we are here to help.

GOOD LUCK



Candidates Roles and Responsibilities

- Should understand coursework / controlled assessment regulations and signing a declaration that authenticates the coursework as their own.
- Should ensure punctual attendance at all their exams.
- Should know their seat number.
- Should ensure they conduct themselves in all exams according to the JCQ regulations.

Before the Examinations

Examination Boards

- The School uses the following Examination Boards: AQA, Edexcel (Pearson), NCFE and OCR.

Candidate Name

- Candidates are entered under the name format of (Legal) First Name + One middle name (where appropriate) + (Legal) Surname.

Candidate Number

- Each candidate has a four-digit candidate number for their GCSE exams. This is the number you will write on examination papers. It will be displayed on your examination desk on your individual photo card; it is also on your timetable.
- Candidates sitting NCFE examinations will also have a nine-digit 'Learner Number'. This will also be noted on your Candidate card on the exam desk. Students must ensure they use the correct code on their exam paper.

UCI

- In addition to a candidate number, each candidate must have a Unique Candidate Identifier (12 numbers and 1 letter) which is shown on the top of statements of entry. This number will usually begin with the Centre Number (20541) unless you have transferred from another school that had already issued your UCI. Your UCI is used for administration purposes and it is not necessary for you to remember it.

ULN

- In addition to a candidate number and UCI number, each candidate must have a Unique Learner Number (12 numbers) which is shown on the top of the timetable. Your ULN is used for administration purposes and it is not necessary for you to remember it, but the next school or college you go to will require this number.



Timetables

B. Information – Make sure you attend your on-screen test and bring what you need

- 1 Know the date and time of your on-screen test(s). Arrive at least ten minutes before the start of your on-screen test.
- 2 If you arrive late for an on-screen test, report to the invigilator running the test.
- 3 If you arrive more than one hour after the published starting time for the on-screen test, you may not be allowed to take it.
- 4 Your centre will inform you of any equipment which you may need for the on-screen test.

C. Calculators, dictionaries and computer spell-checkers

- 1 You may use a calculator unless you are told otherwise.
- 2 If you use a calculator:
 - (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 formulae;
 - (d) **do not** bring into the examination 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 on-screen test

- 1 Always listen to the invigilator. Always follow their instructions.
 - 2 Tell the invigilator at once if:
 - (a) you have been entered for the wrong on-screen test;
 - (b) the on-screen test is in another candidate's name;
 - (c) you experience system delays or any other IT irregularities.
 - 3 You may be given a question paper or the instructions may be on screen. In either case, read carefully and follow the instructions. **Do not** open the question paper until you are instructed that the exam has begun.
- Your individual timetable was given to you with this booklet, showing your own specific examinations with details of date, time, and duration of exam, venue and seat number. Check it carefully. If you think something is wrong see the Exams Officer immediately.



- If there is a 10 minute break between your exams, you DO NOT leave the examination room, unless supervised.
- If there is a nationwide issue with one or more of the exams and it cannot be sat on the intended day the Contingency day for the papers to be sat will be (date to be announced). Please ensure you are available to sit an exam on this date just in case.

Contact Numbers

- Please check that school has at least one up-to-date contact number for you and a parent or guardian.

Equipment

- Make sure you have all the correct equipment before your examinations. Check the regulations in the Notice to Candidates and the information on the following pages.

During the Examinations

Examination Regulations

- Copies of the JCQ Information to Candidates, which is issued jointly by all the Examining Boards, has been distributed with this booklet. All candidates must read these carefully and note that to break any of the examination rules or regulations could lead to disqualification from all subjects. The school must report any breach of regulations to the Awarding Body.

Attendance at Examinations

- Candidates are responsible for checking their own timetable and arriving at school on the correct day and time, properly dressed and equipped. Candidates must arrive at the exam room 15 minutes prior to the start time of their examination. Please wait quietly outside your exam room until you are invited to enter by the examination invigilators or school staff.
- Candidates must wear school uniform for all exams.
- Candidates who arrive late for an examination may still be admitted but may not receive any additional time. If special consideration applies then you must speak to the Exams Officer (see Absence from Examinations).
- All items of equipment, pens, pencils, mathematical instruments, etc. should be visible to the invigilators at all times. You must either use a transparent pencil case or clear plastic bag.
- Pens must be black ink or ballpoint. No erasers or correction pens are allowed.
- For Mathematics and Science exams, students should make sure their calculators conform to the examination regulations. If in doubt, check with your teacher. Remove any covers or instructions and make sure batteries are new.
- **Please make sure that any watch you are wearing is removed and either put in your bag or handed to a member of staff.**
- Do not attempt to communicate with or distract other candidates.



- Examination regulations are very strict regarding items that may be taken into the examination room (see Notice for Candidates). If you break these rules you will be disqualified from the examination.
- **MOBILE TELEPHONES MUST NOT BE BROUGHT INTO THE EXAMINATION ROOM.** If a mobile phone (or any other type of electronic/digital communication or storage device) is found in your possession during an examination (even if it is turned off) it will be taken from you and a report made to the appropriate exam board. No exceptions can be made.
- Drinks are allowed in the examination rooms as long as free from labels. Labels must be removed before entering the examination room.
- Do not write on examination desks. This is regarded as vandalism and you will be asked to pay for any damage.
- Do not draw graffiti or write offensive comments on examination papers – if you do the examination board may refuse to accept your paper.
- Listen carefully to instructions and notices read out by the invigilators – there may be amendments to the exam paper that you need to know about.
- Check you have the correct question paper – check the subject, paper and tier of entry.
- Read all instructions carefully and number your answers clearly.
- You will **not** be allowed to leave an examination room early. If you have finished the paper, use any time remaining to check over your answers and that you have completed your details correctly.
- At the end of the examination all work must be handed in – remember to cross out any rough work. If you have used more than one answer book/sheet put it inside your original answer booklet.
- Invigilators will collect your exam papers before you leave the room. Absolute silence must be maintained during this time. Remember you are still under examination conditions until you have left the room.
- Question papers, answer booklets and additional paper must NOT be taken from the exam room.
- Remain seated in silence until told to leave the examination room. Please leave the room in silence and show consideration for other candidates who may still be working.
- Candidates will be reminded at the start of every exam the rules they must abide by during the exam.
- If a candidate is badly behaved during an exam they will receive one warning during the exam to improve their behaviour and abide by the JCQ regulations which are displayed in every examination room. Failure to correct their behaviour candidates will be removed from the examination room and subsequently reported to awarding body regarding their conduct
- If the fire alarm sounds during an examination the examination invigilators will tell you what to do. Do not panic. If you have to evacuate the room you will be asked to leave in silence and in the order in which you are sitting. You will be escorted to a designated assembly point. Leave everything on your desk. You must not attempt to communicate with anyone else during the evacuation. When you return to the exam room do not start writing until the invigilator tells you to. You will be allowed the



full working time for the examination and a report will be sent to the awarding body detailing the incident.

Invigilators

- The school employs external invigilators to conduct the examinations. Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.
- Invigilators are in the examination rooms to supervise the conduct of the examination. They will distribute and collect the examination papers, tell candidates when to start and finish the examination, hand out extra additional paper if required and deal with any problems that occur during the examination, for example if a candidate is feeling ill.
- Please note that invigilators cannot discuss the examination paper with you or explain the questions.
- Pupils who are disruptive or behave in an unacceptable manner will be removed from the examination room by invigilators and handed over to a member of the Senior Leadership Team.

Absence from Examinations

- If you experience difficulties during the examination period (e.g. illness, injury, and personal problems) please inform the school at the earliest possible point so we can help or advise you.
- Only in 'exceptional circumstances' are candidates allowed special consideration for absence from an examination. It is a school requirement that medical or other appropriate evidence be obtained on the day by the candidate/parent and given to the Examination Officer without delay in all cases where an application is to be made for special consideration. Candidates must provide appropriate evidence to support special consideration requests, where required.
- For the award of a grade by special consideration, where, in exceptional circumstances, a student misses part of an examination through illness or personal misfortune, a minimum of 50% of the total assessment (including coursework) must be completed and the component/unit missed be in the exam series.
- Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

After the Examinations

Notification of Results

Results for the January examinations will be available for collection on Thursday 16th March 2023 for OCR exams, and Friday 21st April 2023 for NCFE exams. Results for the Summer 2023 examinations will be available **Thursday 24th August 2023** from Dining Hall. Details will be sent out when confirmed by JCQ.

If you wish any other person (including family members) to collect your results on your behalf, you must give them a completed Authorisation Form (please ask at the Exam Office) or a permission letter with your signature on to present on results day. No results will be given out by telephone under any circumstances.



Frequently Asked Questions

Q. What do I do if there is a clash on my timetable?

The school will re-schedule papers internally (on the same day) where there is a clash of subjects. Candidates will normally sit one paper then have a break during which they will be supervised and must not have any communication with other candidates. They will then sit the second subject paper. Correct times should be on your individual candidate timetable. It may be necessary for you to bring a packed lunch if you have exams in the morning and afternoon as you will have to remain in isolation until both examinations are completed. If in doubt, consult the Examinations Officer.

Q. What do I do if I think I have the wrong paper?

Invigilators will ask you to check before the exam starts. If you think something is wrong put your hand up and tell the invigilator immediately.

Q. What do I do if I forget my Candidate Number?

Candidate Numbers and NCFE Learner numbers are printed on your individual photo card that will be placed on your examinations desk, and on attendance registers. Invigilators will clearly state at the start of the exam which number you need to use and will be able to help you find your number.

Q. What do I do if I forget the school Centre Number?

The Centre Number for GCSE exam papers is 20339. The correct number will be clearly displayed in the exams room and the invigilators will clearly state which number needs to be used. If you are unsure please raise your hand and an invigilator will be able to help.

Q. What do I do if I have an accident or am ill before the exam?

Inform school at the earliest possible point so we can help or advise you. In the case of an accident that means you are unable to write it may be possible to provide you with a scribe to write your answers but we will need as much prior notice as possible. You will need to obtain medical evidence (from your GP or hospital) if you wish the school to make an appeal for Special Consideration on your behalf (see below).

Q. What is an Appeal for Special Consideration?

Special consideration is a post-examination adjustment to a candidate's mark or grade to reflect temporary illness, temporary injury or other indisposition at the time of the examination. The allowance for Special Consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for exceptional cases). Parents should be aware that any adjustment is likely to be small and no feedback is ever provided. Candidates will only be eligible for Special Consideration if they have been fully prepared and covered the whole course but performance in the examination or in the production of coursework is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness, accident or injury, bereavement, or domestic crisis. The Examinations



Officer must be informed immediately, so that the necessary paperwork can be completed (within 7 days of the last exam session) and the candidate will be required to provide evidence to support such an application. (See Appendix E for further information.)

Q. What do I do if I feel ill during the exam?

Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before or during an exam and you feel this may have affected your performance.

Q. If I'm late can I still sit the examination?

Provided you are not more than 1 hour late, it may still be possible for you to sit the examination. You should get to school as quickly as possible and report to Reception. A member of staff will escort you to the exam room. You must not enter an examination room without permission after an examination has begun. It may not be possible to allow you any extra time if you start the examination late. Please ensure that you allow enough time to get to school so that if you are delayed (e.g. through transport problems) you will still arrive on time.

Q. If I miss the examination can I take it on another day?

No. Timetables are regulated by the exam boards and you must attend on the given date and time.

Q. Do I have to wear school uniform?

Yes. Normal school regulations apply to uniform.

Q. What equipment should I bring for my exams?

- For most exams you should bring at least 2 pens (black ink only).
- For Science Modules you need 2 pencils.
- For Mathematics, pencils must be used for diagrammatic work.
- For some exams you will need a calculator (Maths/Science), a 30cm ruler (marked with cm and mm), pencil sharpener, rubber, compasses, protractor, coloured pencil crayons (not gel pens), set texts (e.g. for English Literature).
- You are responsible for providing your own equipment for examinations. You must not attempt to borrow equipment from another candidate during the examination.
- If you require a coloured overlay you must provide this as we may not have access to one.

Q. What items are not allowed into the examination room?

- Bags and coats and any other items not permitted under examination regulations must be left in the care of the invigilators at the front/back of the room. Do not bring any valuables into school with you when you attend for an examination.
- Drinks are allowed in the examination rooms as long as are free from labels.



- No electronic, radio or digital devices including mobile phones can be brought into the exam room even if they are turned off.
- Only material that is listed on question papers (e.g. an anthology) is permitted in the examination room and students who are found to have any material with them that is not allowed will be reported to the appropriate examinations board. In such circumstances, a student would normally be disqualified from the paper or the subject concerned.

Q. Why can't I bring my mobile telephone into the exam room?

Being in possession of a mobile phone (or any other electronic communication device, e.g. iPod, headphones) is regarded as cheating and is subject to severe penalty from the awarding bodies:

The minimum penalties are as follows:

Device found on you and turned ON/OFF - disqualification from the specific paper you are sitting at the time.

Phone rings during the exam, wherever it is in the room, the exam board must be informed and you will be informed of their decision.

If there is an emergency that requires that you bring a mobile telephone to school, you must switch it off and hand it at Reception as per the school rules.

Q. How do I know how long the exam is?

The length of the examination is shown in hours and minutes on your individual timetable under the heading 'duration'. Invigilators will tell you when to start and finish the exam. They will write the finish time of the exam on a flip chart or board at the front of the exam room. There will be a clock in all examination rooms.

Q. Can I leave the exam early?

It is a requirement of the exam boards that you must stay in the examination room for at least one hour after the published start time of the exam (or for the duration of the exam if it is less than one hour). However, it is not the school's policy to allow candidates to leave the exam room early, as this is disruptive to other candidates. A candidate may not leave the examination room without the permission of the invigilators.

Q. What do I do if the fire alarm goes?

The examination invigilators will tell you what to do. If you have to evacuate the room leave everything on your desk and leave the room in silence. You must not attempt to communicate with any other candidates during the evacuation.



Q. Can I go to the toilet during the exam?

If it is absolutely necessary. You will be escorted by an invigilator and will not be allowed any extra time.

Q. Why do I need to check the details on the Default Timetable?

The details on your timetable will be used when certificates are printed. If the name or date of birth on your certificates does not match your birth certificate it could cause you problems if you are asked to show your certificates to a potential employer or college/university at some time in the future. You should also check that the subjects and tiers of entry you are entered for are correct and that no subjects are missing.

Q. I am entitled to extra time – how will this affect the way I take my exams?

Some students receive an allowance of 25% extra time. Where possible such candidates will be seated together to minimize disturbance from other candidates who finish earlier. If your timetable does not already show this extra time but you believe you are entitled to it, inform the Exams Officer immediately.

Q. What do I do if I do not get the grades I need for college/sixth form?

Teaching staff will be available to advise you on results day. If you feel strongly that it is necessary to make an enquiry about your result you should first consult the Director of Learning/Subject Teacher to obtain their advice as to the advisability of requesting a review of marking. You should be aware that your mark could go down as well as up or even stay the same. EAR requests must be submitted to the Examinations Officer.

Q. Where will I sit my exams?

Your timetable shows you the venue of your exam and your seat number.

Q. What do I do if I want to appeal about my coursework or controlled assessment marking?

Ask the Exams Office for a copy of the schools Internal Appeals Policy, which details the school Code of Practice for internal moderation and how students can appeal, you cannot appeal against your mark/grade, only the procedures used to get to that mark/grade.



Special Consideration – from JCQ Access arrangements, Reasonable Adjustments and Special Consideration Booklet (C)

The following circumstances must apply at the time of the assessment. Awarding bodies will not enter into discussion with candidates or their parents as to how much special consideration should be applied. The examples listed below are provided for illustrative purposes only.

- 5% This is the maximum allowance and will be reserved for the most exceptional cases, such as:
- terminal illness of the candidate
 - terminal illness of a parent/guardian/carer
 - very recent death of a member of the immediate family
 - very serious and disruptive domestic crisis leading to acute anxiety about the family
- 4% Very serious problems such as:
- life-threatening illness of candidate or member of immediate family
 - major surgery at or near the time of the examination
 - severe disease
 - severe injury arising from a car accident
 - very recent death of member of extended family
 - severe or permanent bodily injury occurring at the time of examinations
 - serious domestic crisis at time of examinations
- 3% A more common category, (more cases will fall into this category) including:
- recent traumatic experience such as death of a close friend or distant relative
 - recent illness of a more serious nature
 - flare-up of a severe congenital condition such as epilepsy, diabetes, severe asthmatic attack
 - recently broken limbs
 - organ disease
 - physical assault trauma before an examination
 - recent domestic crisis
 - witnessing a distressing event on the day of the examination
- 2% The most common category of allowance – the majority of cases will fall within this category:
- illness at the time of the assessment
 - broken limb on the mend
 - recent viral illness
 - concussion
 - effects of pregnancy (not pregnancy per se)
 - severe hay fever on the day of an examination
 - extreme distress on day of examination
 - allowance on last paper taken on a day when a candidate has been entered for three or more examinations timetabled for the same day and the total duration of those papers is more than 5 hours and 30 minutes.



1% Reserved for minor problem:

- noise in the examination room which is more than momentary
- illness of another candidate which leads to disruption in the examination room
- stress or anxiety for which medication has been prescribed
- minor ailments
- headache
- minor upset arising from administrative problems, such as wrong time allocated

0% The application was reviewed but the addition of marks was deemed inappropriate. (Where the request fails to meet the criteria, it will be rejected.)

Candidates will NOT be eligible for special consideration if preparation for or performance in the examination is affected by:

1. Long term illness or other difficulties during the course affecting revision time, unless the illness or circumstances manifest themselves at the time of the assessment.
2. Bereavement occurring more than six months before the assessment, unless an anniversary has been reached at the time of the assessment or there are ongoing implications such as an inquest or court case.
3. Domestic inconvenience, such as moving house, lack of facilities, taking holidays (including school/exchange visits and field trips) at the time of the assessment.
4. Minor disturbance in the examination caused by another candidate, such as momentary bad behaviour or a mobile phone ringing.
5. The consequences of committing a crime or being charged with an offence.
6. The consequences of taking alcohol or any other non-prescribed drugs.
7. The consequences of disobeying the centre's internal regulations.
8. The failure by the centre to prepare candidates properly for the examination for whatever reason.
9. Staff shortages, building work or lack of facilities.
10. Misreading the timetable and/or failing to attend at the right time and in the right place.
11. Misreading the instructions of the question paper and answering the wrong questions.
12. Making personal arrangements such as a wedding or holiday arrangements which conflict with the examination timetable.
13. Submitting no controlled assessment/coursework at all, unless controlled assessment/coursework is scheduled for a restricted period of time, rather than during the course.



14. Missing all examinations and internally assessed components/units.
15. Failure to cover the course as a consequence of joining the class part way through.
16. Permanent disability unless illness affects the candidate at the time of the assessment or where the disability exacerbates what would otherwise be a minor issue.
17. Failure by the centre to process access arrangement on time

School Personnel (D)

Head of Centre:	Mr Akhmed Hussain
Assistant Principal:	Ms Farooq Akhtar (Assessment and Reporting Lead)
Exams Manager:	Mr Ihsaan Yousaf



Information for Candidates:



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. **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.



Information for candidates

On-screen tests

With effect from 1 September 2022



Joint Council for
Qualifications^{CIC}

**This document has been written to help you.
Read it carefully and follow the instructions.**

If there is anything you do not understand ask your teacher.

A. Regulations – Make sure you understand the rules

- 1 Be on time for your on-screen test(s). If you are late, your work might not be accepted.
- 2 **Do not** become involved in any unfair or dishonest practice during the on-screen test.
- 3 If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
- 4 Only take into the exam room the materials and equipment which are allowed.
- 5 You **must not** take into the exam room:

- (a) notes;
- (b) an iPod, a mobile phone, a MP3/4 player or similar device, or a watch.

Unless you are told otherwise, you **must not** have access to:

- (c) the internet, email, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks;
- (d) pre-prepared templates.

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.

- 6 If you have a watch, the invigilator will ask you to hand it to them.
- 7 **Do not** talk to or try to communicate with or disturb other candidates once the on-screen test has started.
- 8 If you leave the exam room unaccompanied by an invigilator before the on-screen test has finished, you **will not** be allowed to return.
- 9 **Do not** borrow anything from another candidate during the on-screen test.



B. Information – Make sure you attend your on-screen test and bring what you need

- 1 Know the date and time of your on-screen test(s). Arrive at least ten minutes before the start of your on-screen test.
- 2 If you arrive late for an on-screen test, report to the invigilator running the test.
- 3 If you arrive more than one hour after the published starting time for the on-screen test, you may not be allowed to take it.
- 4 Your centre will inform you of any equipment which you may need for the on-screen test.

C. Calculators, dictionaries and computer spell-checkers

- 1 You may use a calculator unless you are told otherwise.
- 2 If you use a calculator:
 - (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 formulae;
 - (d) **do not** bring into the examination 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 on-screen test

- 1 Always listen to the invigilator. Always follow their instructions.
- 2 Tell the invigilator at once if:
 - (a) you have been entered for the wrong on-screen test;
 - (b) the on-screen test is in another candidate's name;
 - (c) you experience system delays or any other IT irregularities.
- 3 You may be given a question paper or the instructions may be on screen. In either case, read carefully and follow the instructions. **Do not** open the question paper until you are instructed that the exam has begun.



E. Advice and assistance

- 1 If on the day of the on-screen test 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 on-screen test if:
 - (a) you have a problem with your computer and are in doubt about what you should do;
 - (b) you do not feel well.
- 3 You **must not** ask for, and will not be given, any explanation of the questions.

F. At the end of the on-screen test

- 1 Ensure that the software closes at the end of the on-screen test.
- 2 If you are required to print off work outside the time allowed for the on-screen test, ensure that you collect your own work. You **must not** share your work with other candidates. Make sure that another candidate does not collect your printout(s).
- 3 **Do not** leave the exam room until told to do so by the invigilator.
- 4 **Do not** take any stationery from the exam room. This includes rough work, printouts or any other materials provided for the on-screen test.



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.

**Information for candidates
Using social media and examinations/assessments**



Image by Patrice Jones

This document has been written to help you stay within exam regulations. Please read it carefully.

We all like to share our experiences when taking exams and sharing ideas with others online can be helpful when you're studying or revising.

However, it is important to consider what you say and to think about what information is being shared as there are limits to what you can share and you need to be careful not to break the rules. The rules are in place to ensure that exams are fair to everyone, students don't become worried about false rumours and any real issues can be sorted out quickly by the right people.

We'd like to ask you to act responsibly when discussing online. If you're in doubt about what you can and can't discuss online regarding your exams, it's always best to check with your teacher.

If you receive what is or what looks to be assessment related information through social media, or any other means, you must tell your teacher or another member of staff. You must show them what you have received (if available). They will then report the matter to the awarding body and it will be investigated.

Where candidates breach the rules for examinations, controlled assessments, coursework or non-examination assessments, awarding bodies have an obligation to investigate and may apply penalties.



Image by Ben Wight

You need to know that the following would be malpractice:

- copying or allowing work to be copied – e.g. posting written work on social networking sites prior to an examination/assessment;
- collusion: allowing others to help produce your work or helping others with theirs;
- asking others about what questions your exam will include (even if no one tells you);
- having or sharing details about exam questions before the exam - whether you think these are real or fake; or
- not telling exam boards or your school/college about exam information being shared.

Penalties that awarding bodies apply include:

- a written warning;
- the loss of marks for a section, component or unit;
- disqualification from a unit, all units or qualifications; or
- a ban from taking assessments or exams for a set period of time.



Please take the time to familiarise yourself with the JCQ rules:

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



