



BROUGHTON

HIGH SCHOOL

Achieving Together

EXTERNAL EXAMINATIONS

A Guide for Parents and Pupils Summer 2024

Centre Number:	46609
Exams Officer:	Mrs R Patel
School Number:	01772 863849

DATE	START	LENGTH	BOARD	COMPONENT CODE	COMPONENT TITLE	LEVELS
TBA	TBA	00:00	EDEXL/GCSE	1AA0 2H	Arabic Speaking H [TBC]	GCSE/9FC
TBA	TBA	10:00	OCR	J587/04	PE: Practical Performance [TBC]	GCSE/9FC
TBA	TBA	00:00	OCR	J587/06	PE: Anlysg Evltng Prfrmnce Pmod - [Completed]	GCSE/9FC
TBA	TBA	00:00	AQA	8698/SX	Spanish Speaking Test Tier H [TBC]	GCSE/9FC
Mon 18 Mar	09:00	10:00	AQA	8202/X	Art & Des [Fine Art] Ext Set - [18th & 19th March]	GCSE/9FC
Mon 22 Apr	09:00	10:00	AQA	8668/SF	German Speaking Tier F & H - [22nd - 25th April]	GCSE/9FC
Mon 22 Apr	09:00	10:00	AQA	8668/SF	German Speaking Tier F & H - [22nd - 25th April]	GCSE/9FC
Fri 26 Apr	09:00	10:00	AQA	8658/SH	French Speaking Tier F & H - [26th & 29th April]	GCSE/9FC
Fri 26 Apr	09:00	10:00	AQA	8658/SH	French Speaking Tier F & H - [26th & 29th April]	GCSE/9FC
WEEK 1					WEEK 1	
Fri 03 May	13:00	02:00	EDEXL/GCSE	BT0301	Influences on Global T&T [Ex T to start at 12:30]	BTEC/1&2
Wed 08 May	09:00	02:00	EDEXL/GCSE	BEN0301	Marketing & Finance	BTEC/1&2
Thu 09 May	09:00	01:00	OCR	J625/01	Religious Studies:Chrst Blfs&Tchngs & Prcts	GCSE/9FC
		01:00	OCR	J625/05	RS:Hsm Blfs & Tchngs & Prctcs Wt	GCSE/9FC
Thu 09 May	13:00	01:45	EDEXL/GCSE	1DR0 3A	Drama Set Text List A [Ex T to start at 12:45]	GCSE/9FC
		01:45	EDEXL/GCSE	1B10 1F	Biology Paper 1 [F]	GCSE/9FC
Fri 10 May	09:00	01:45	EDEXL/GCSE	1B10 1H	Biology Paper 1[H]	GCSE/9FC
		01:10	EDEXL/GCSE	15C0 1BF	Comb Science Biology [F] Paper 1	GCSE/9DA
		01:10	EDEXL/GCSE	15C0 1BH	Comb Science Biology [H] Paper 1	GCSE/9DA
Fri 10 May	13:00	00:35	AQA	8668/LF	German Listening Test Tier F	GCSE/9FC
		00:45	AQA	8668/LH	German Listening Test Tier F - [Ex T to start at 12:45]	GCSE/9FC
	13:45	00:45	AQA	8668/RF	German Reading Test Tier F	GCSE/9FC
		01:00	AQA	8668/RH	German Reading Test Tier H	GCSE/9FC
WEEK 2					WEEK 2	
Mon 13 May	09:00	01:45	AQA	8702/1	English Literature Paper 1	GCSE/9FC
Tue 14 May	09:00	00:35	AQA	8658/LF	French Listening Test Tier F	GCSE/9FC
		00:45	AQA	8658/LH	French Listening Test Tier H	GCSE/9FC
		00:45	AQA	8658/RF	French Reading Test Tier F	GCSE/9FC
		01:00	AQA	8658/RH	French Reading Test Tier H	GCSE/9FC
Tue 14 May	13:00	01:30	OCR	J204/01	Business: Bus 1 Actvty Mrktng Pple Wtn	GCSE/9FC
		01:00	AQA	8145/1A/B	History Paper 1A Option B - (1st paper - Germany)	GCSE/9FC
Wed 15 May	10:00	01:00	AQA	8145/1B/D	History Paper 1B Option D - (2nd paper Asia)	GCSE/9FC
		00:45	EDEXL/GCSE	1AA0 1H	Arabic Listening [H] [Early Start at 10:20]	GCSE/9FC
Wed 15 May	11:15	01:05	EDEXL/GCSE	1AA0 3H	Arabic Reading [H]	GCSE/9FC
Wed 15 May	13:00	01:30	EDEXL/GCSE	1CP2 01	Computer Science : Principles of Comp.Sci.	GCSE/9FC
Thu 16 May	09:00	01:30	EDEXL/GCSE	1MA1 1F	Maths P1 [F] Non Calculator	GCSE/9FC
		01:30	EDEXL/GCSE	1MA1 1H	Maths P1 [H] Non Calculator	GCSE/9FC
Thu 16 May	12:30	02:00	OCR	J625/06	Religious Studies:Rlgn Phil Ethc [All start 12:30]	GCSE/9FC
		01:45	EDEXL/GCSE	1CH0 1F	Chemistry Paper 1 [F]	GCSE/9FC
		01:45	EDEXL/GCSE	1CH0 1H	Chemistry Paper 1 [H]	GCSE/9FC
Fri 17 May	09:00	01:10	EDEXL/GCSE	15C0 1CF	Comb Science Chemistry [F] Paper 2	GCSE/9DA
		01:10	EDEXL/GCSE	15C0 1CH	Comb Science Chemistry [H] Paper 2	GCSE/9DA
		13:00	AQA	8035/1	Geography Paper 1	GCSE/9FC
WEEK 3					WEEK 3	
Mon 20 May	09:00	02:15	AQA	8702/2	English Literature Paper 2	GCSE/9FC
Tue 21 May	09:00	01:00	AQA	8668/WF	German Writing Tier F	GCSE/9FC
	09:00	01:15	AQA	8668/WH	German Writing Test Tier H	GCSE/9FC
Tue 21 May	13:00	02:00	EDEXL/GCSE	1CP2 02	Comp Sci :Appli Comp.Th'g - [Ex T start 12:30]	GCSE/9FC
		01:45	EDEXL/GCSE	1PH0 1		

INTRODUCTION

It is the aim of Broughton High to make the examination experience as stress-free and successful as possible for all pupils.

Hopefully, this booklet will prove informative and helpful for you and your parents/carers. Please read it carefully and show it to your parents/carers 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 Broughton High is required to follow them precisely. You should therefore pay particular attention to the 'Information for Candidates' that is printed in this booklet.

Some of the questions that 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 Mrs. R. Patel. Tel 01772 863849 or email patelr@broughtonhigh.co.uk.

Remember – we are here to help.

GOOD LUCK!

BEFORE THE EXAMINATIONS

TIMETABLE

- All pupils will receive a timetable from the school indicating the subjects you are being entered for and the levels of entry, where applicable. Please check that these are correct. Some subjects only have one tier of entry, some have Foundation or Higher tiers.
- Timetables will contain the date, time and duration of your examinations, plus personal details about yourself. Please check everything on your timetables, paying particular attention to personal details. It is important that your date of birth and spelling of your names are accurate as these will appear on certificates and it may be difficult to change them once certificates are awarded. If you think something is wrong, please see Mrs. Patel in the Exams office..
Pupils will be given their final exam timetable just before Easter with the allocated room.
- GCSE examinations take place this year in **May and June**.
- GCSE **Contingency day 26th JUNE 2024**
Therefore it is Important that Parents and pupils are aware of this Contingency arrangement so that they take this into account when making their plans for the summer.

EXAMINATION BOARDS

- The School uses the following Examination Boards:
AQA, PEARSON EDEXCEL, OCR, WJEC, NCFE.

CANDIDATE NAME

- Pupils are entered under the name format of legal first name and surname.

CANDIDATE NUMBER

- Each pupil has a four-digit candidate number. This is the number you will enter on examination papers. It will appear next to your name on seating plans and examination registers. Your candidate number is on your timetable. **Please remember it.**

EQUIPMENTS

- Make sure you have all the correct equipment before your examinations, (black pens, pencil, sharpener, rubber, highlighters, calculator, ruler, protactor). Check the regulations in the 'Information for Candidates' and the information on the following pages.

DURING THE EXAMINATIONS

EXAMINATION REGULATIONS

- A copy of the 'Information for Candidates' which is issued jointly by all the Exam Boards, is printed at the back of this booklet. All pupils must read this 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

- Pupils are responsible for checking their own timetable and arriving at the school on the correct day and time, in full school uniform and equipped. Pupils must arrive 10 minutes prior to the start time of their examination or earlier if they have a booster lesson. Please wait quietly.
- The awarding body may not be prepared to accept the late candidates work if they believe the security of the examination has been compromised.
- If you believe you are going to be late for a good reason (for example, sudden illness or transport difficulties) please call the Pupil Reception as soon as possible on 01772 863849. When you arrive at the school report to the Reception where someone will collect and take you to the examination room.
- **Full school uniform** must be worn by all students attending external 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 should be black ink or ballpoint. No correction pens, highlighters or pale coloured gel pens are allowed.
- For Mathematics and Science exams, pupils should make sure their Scientific calculators confirm to the examination regulations. If in doubt, check with your teacher. Remove any covers or instructions and make sure batteries are new.
- If the **fire alarm** sounds during an examination the examination invigilators will tell you what to do. Don't 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

- Invigilators are in the examination rooms to supervise the conduct of the examination. They will distribute and collect the examination papers, hand out extra writing 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.

ABSENCE FROM EXAMINATIONS

- If you experience difficulties during the examination period (e.g. illness, injury, personal problems) please inform the school at the earliest possible point so we can help or advise you.
- Only in 'exceptional circumstances' pupils are allowed special consideration for absence from any part of an examination. It is essential that medical or other appropriate evidence is 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.

CONDUCT DURING EXAMINATIONS

- **Do not attempt to communicate with or distract other candidates.**

- Please make sure that any mobile phones are switched off.

No wrist or smart watches are allowed in the Exam room

- Examination regulations are very strict regarding items that may be taken into the examination room (see FAQs at the end of this booklet). 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 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.
- A water bottle can be brought in but only if it has a non-spill top. Labels must be removed from bottles.
- 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 at the beginning of exams – 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.
- Pupils **must** stay in the examination room for the duration of the examination. Pupils can expect that rooming, timing, and invigilator arrangements will always be appropriate to their needs. Pupils must, however, accept that all arrangements are made with consideration to the overall day to day running of the centre. Pupils are therefore expected to adhere to any rooming, timing and invigilator arrangements. 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 check 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 or loose sheets of paper ask for a tag to fasten them together in the correct order.
- 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.

AFTER THE EXAMINATIONS

NOTIFICATION OF RESULTS

- **Summer GCSE results will be available: Thursday 22nd August 2024**
- If you wish any other person (including family members) to collect your results on your behalf, you must give your written authorisation to the school before results day.
- Pupils who cannot collect their results may leave a stamped addressed envelope and we will post your results home on Thursday 22nd August. Please note you will receive them **after this date**.
We are unable to send results via email or telephone.

POST RESULTS SERVICES

- If you need post-results advice, senior and teaching staff will be available on results day.

APPEALS

Each Awarding Body (PEARSON EDEXCEL, AQA, OCR, WJEC) publishes procedures for appeals against its decisions, and the Exams Officer will be able to advise students and parents of their procedures.

Where a pupil is unhappy with the mark awarded for a particular exam a clerical check or re-mark may be requested via the Exams Officer.

PRESENTATION OF CERTIFICATES

- You will be invited to a Presentation evening in November 2024 where you will collect your certificates (date TBC).
- If you are unable to attend the Presentation evening, we will keep your certificates for 12 months, then they will be confidentially shredded.
- Certificates cannot be posted.

FREQUENTLY ASKED QUESTIONS

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

- The school will re-schedule papers internally (on the same day) where there is a clash of subjects. Pupil 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 will be on your individual candidate timetable.

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

- You will be asked to check your exam paper 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?

- Invigilators will have a list of your candidate number and they will be able to give it to you.

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

- Inform the 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.

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 the Academy 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 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.** School regulations apply to uniform, hair, jewellery, make-up, etc.

Q. What equipment should I bring for my exams?

- Pupils are allowed to bring their own equipment as long as it complies with exam board regulations.

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

- Only material that is listed on question papers is permitted in the examination room.
- Bags and coats and any other items not permitted under examination regulations must be left in the care of the invigilators .
Do not bring any valuables into school with you when you attend for an examination.
- Food/drink is not allowed in the exam room.
- **Mobile phones, smart or wrist watches must not be brought into the exam Room.**

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

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

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

- The length of the examination is shown in 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 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 **not** the School's policy to allow candidates to leave the exam room early, as this is disruptive to other candidates. Pupils who are entitled to extra time do need to use that.

A pupil must not leave the examination room without the permission of The Invigilators.

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

- The 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. If I have more than one exam on a day can I get lunch at school?

- Pupils who have examinations in both morning and afternoon sessions may obtain lunch in the usual way.

Q. Why do I need to check the details on the 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. 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 pupils receive an allowance of 25% extra time. Where possible such candidates will be seated together to minimise disturbance from other candidates who finish earlier. The invigilators will include the additional time when they display the finishing time of your exam on the board.

Q. What do I do if I don't get the grades I need for college?

- 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 Head of Department to obtain their advice as to the advisability of requesting a re-mark. You should be aware that your mark could go down as well as up or even stay the same.

On your exam day

This checklist will help you to be as prepared as possible for your exams, so that on the day itself you can focus on doing your best.

Before sitting your exams, ensure you know:

- ☐ the date, time and location of your exams – you might find it helpful to write this information in a calendar or planner
- ☐ who to contact at school or college in case there's an emergency that makes you late or unable to sit your exam

What you cannot take into exams:

- ☐ any type of phone
- ☐ revision notes
- ☐ any type of watch (this includes analogue, digital and smart watches)



What you will need:

- ☐ a clear pencil case
- ☐ at least two black ink pens – blue pens are not acceptable
- ☐ an approved calculator for relevant exams
- ☐ appropriate apparatus such as a ruler or protractor for relevant exams
- ☐ a clear water bottle if you wish to take one in – it must not have a label



Other important information:

- ☐ Listen carefully to the invigilator's instructions which will be specific to your exam. If you are unsure of anything, please raise your hand and wait for the invigilator.
- ☐ Fill in your details on the front of your answer booklet.
- ☐ If you need additional answer sheets, raise your hand and wait for an invigilator who will provide you with one. Remember to add your details to this booklet too.
- ☐ If you need to use the toilet or feel unwell, raise your hand and wait for an invigilator who will escort you from the exam room.
- ☐ Make sure you stay silent – talking to a fellow candidate could result in disqualification from all your exams.

Contingency sessions:

- ☐ There are contingency sessions within the Summer 2024 exam timetable – the afternoon of 6 June and 13 June 2024 and the morning and afternoon of 26 June 2024. Make sure you are available on all three dates even if you do not have an exam.

If you have any questions about your exams, please ask your teacher or exams officer.



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

Any pencil cases taken into the exam room **must** be see-through.

Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.

- 5 If you have a watch, the invigilator will ask you to hand it to them.
- 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

- 6 You may use a calculator unless you are told otherwise.
- 7 If you use a calculator:
 - make sure it works properly; check that the batteries are working properly;
 - clear anything stored in it;
 - remove any parts such as cases, lids or covers which have printed instructions or formulae;
 - **do not** bring into the exam room any operating instructions or prepared programs.
- 8 **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. Always follow their instructions.
- 2 Tell the invigilator at once if:
 - (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 **Do not** start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. **Do not** open the question paper until you are instructed that the exam has begun.
- 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, including those used for rough work.

E. Advice and assistance

- 7 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.
- 8 Put up your hand during the exam if:
 - (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.
- 9 **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.

additional answer sheets should be placed behind your script.

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. For CCEA examinations, any loose

This section was amended on 30 January 2024. For CCEA examinations, any loose additional answer sheets should be placed behind the script.

- 1 **Do not** leave the exam room until told to do so by the invigilator.
- 2 **Do not** take any stationery from the exam room. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.

ONSCREEN EXAM

**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, a watch, AirPods or earphones/earbuds.

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

- 5 You may use a calculator unless you are told otherwise.
- 6 If you use a calculator:
 - make sure it works properly; check that the batteries are working properly;
 - clear anything stored in it;
 - remove any parts such as cases, lids or covers which have printed instructions or formulae;
 - **do not** bring into the examination room any operating instructions or prepared programs.
- 7 **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

- 4 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.
- 5 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.
- 6 You must not ask for, and will not be given, any explanation of the questions.

F. At the end of the on-screen test

- 7 Ensure that the software closes at the end of the on-screen test.
- 8 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).
- 9 Do not leave the exam room until told to do so by the invigilator.
- 10 Do not take any stationery from the exam room. This includes rough work, printouts or any other materials provided for the on-screen test.

8 Top Tips!

Exams can be stressful for pupils, and parents should recognise that their child will need the best learning conditions possible to prepare for their exams effectively.

We have created this leaflet to provide you with some tips for creating the best environment for your child during the exam period!



Offer to help develop your child's revision timetable.

- Try to avoid thinking you know best, as this may increase pressure and lead to frustration.



Encourage plenty of rest breaks.

- Time away from the books to meet friends, relax and have fun will ensure your child doesn't become lethargic and they'll have the energy to commit to their revision - it's all about finding a balance!



Pick your battles.

- Exams are stressful; your child may need some slack cutting during this period and will not need the extra pressure of being nagged to pick up their socks. By taking some pressure off, you will greatly help with their revision time and stress levels.



Help siblings understand the importance of this time for their brother or sister and what they can do to help.

- Try to limit loud music, TV noise, friends visiting at key times, e.g. the night before an exam, and encourage siblings to help with some extra chores.



Encourage your child to eat a good breakfast to set them up for a big day of revision or an exam itself.

- Try providing a snacks tin which contains energy-boosting snacks, and make sure the fridge and cupboards are well stocked with nutritious foods, such as yogurts and fruit.



Provide a stationary box with everything your child may need to see them through the exam period.

- Remember to include lots of ink so the printer doesn't run out, highlighters, pens, record cards, paper, pencils, blue tack, a clear pencil case, a new maths set etc.





Discuss lessons and topics.

- Asking your child to explain a topic, or asking them to explain what they did in lessons or during their revision that day, helps your child to recall knowledge, which will improve memory.



Set realistic expectations for your child.

- By attending parents' evenings, you will be able to ask any questions that you have regarding your child's progress and how the school is supporting your child.

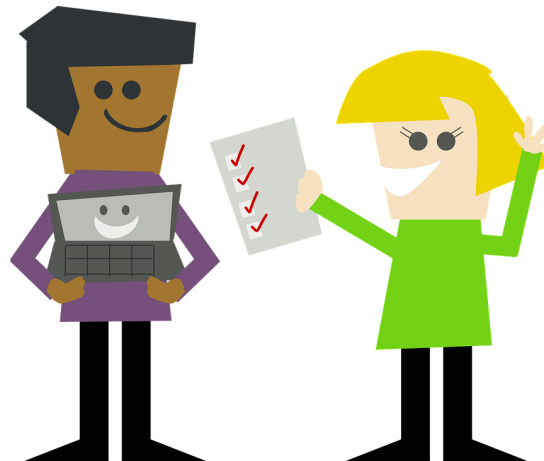


Remember!

Your exam experience was your own and will be different to your child's.

You should remember how stressful and worrisome you found your exams - your child will likely be feeling the same!

While you may think now that exams are nothing by comparison to the stresses experienced as an adult, to a child exams are a big worry!



Help your child beat exam stress – practical tips for parents





AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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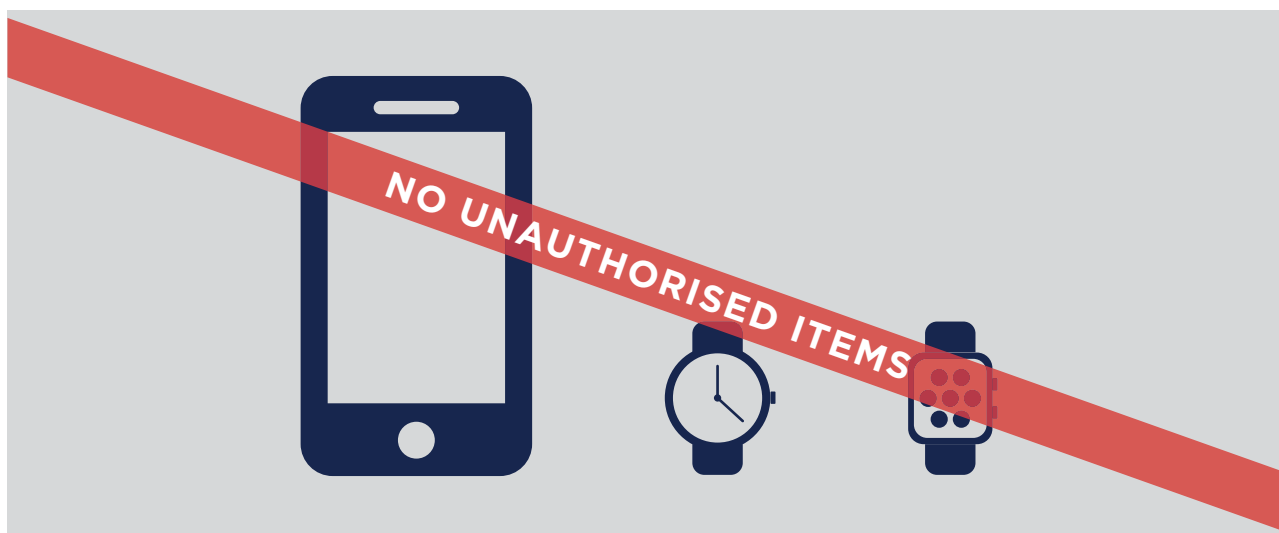
Warning to Candidates

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.

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.

AI and Assessments

A quick guide for students



What is AI?

- AI stands for artificial intelligence and using it is like having a computer that thinks
- AI tools like ChatGPT or Snapchat My AI can write text, make art and create music by learning from data from the internet, but watch out – they can also make things up and be biased



How can AI be misused in assessments?

AI misuse is when you take something made using AI and say it's your own work.

THIS IS CHEATING!



How do I make sure I don't misuse AI?



1 Know the rules

- You're **not allowed** to use AI tools when you're in an exam
- Your teachers will tell you if you're allowed to use AI tools when doing your coursework – the rules will depend on your qualification
- Even if you're allowed to use AI tools, you can't get marks for content just produced by AI – your marks come from showing your own understanding and producing your own work

2 Reference reference reference!

- If you're allowed to use AI tools, you must reference them clearly
- Name the AI tool you used
 - Add the date you generated the content
 - Explain how you used it
 - Save a screenshot of the questions you asked and the answers you got

3 Declare it's all your own work

– When you hand in your assessment, you have to sign a declaration. Anything without a reference must be all your own work. If you've used an AI tool, don't sign the declaration until you're sure you've added all the references

What happens if I misuse AI?

If you've misused AI, you could lose your marks for the assessment – you could even be disqualified from the subject.

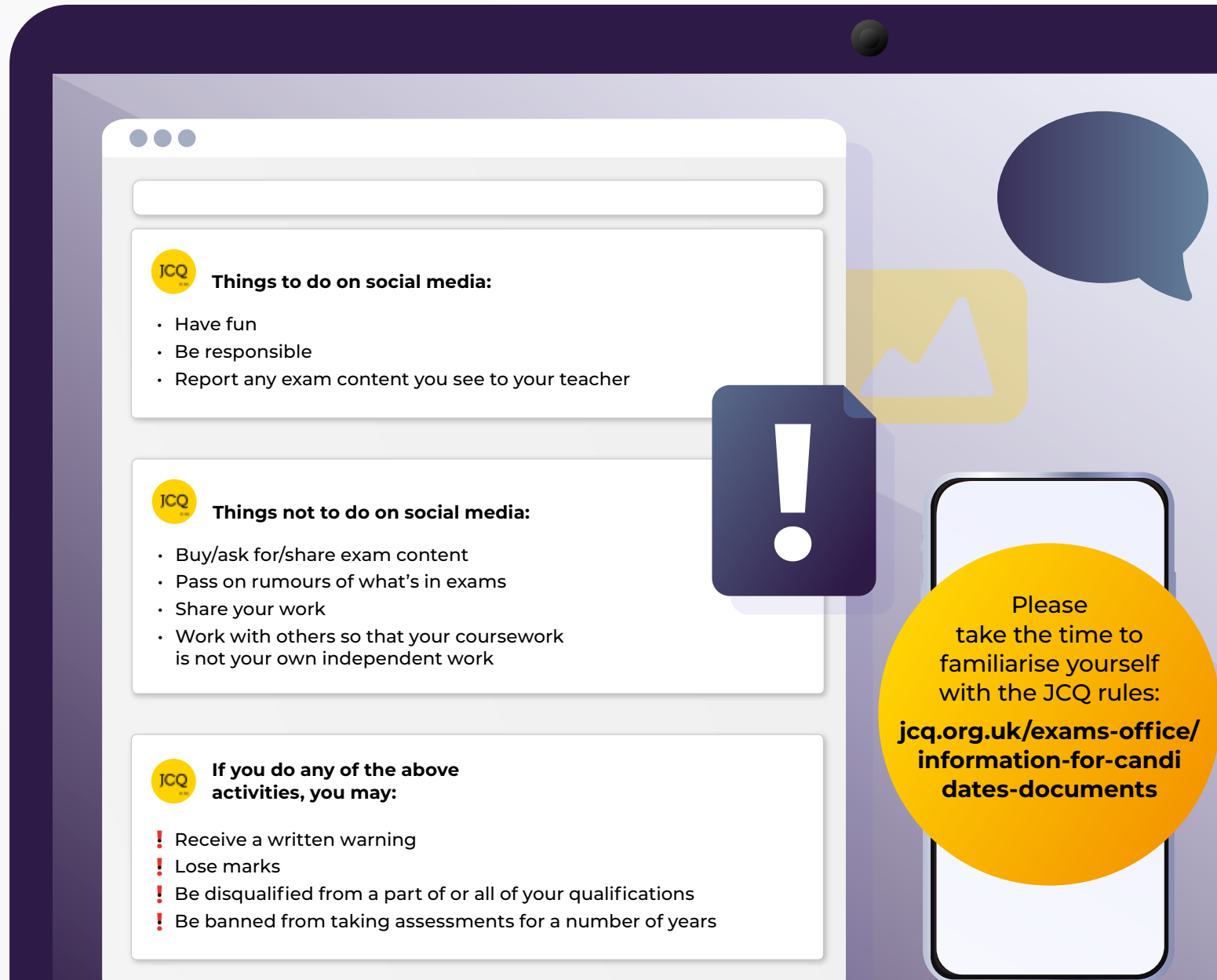
DON'T RISK IT!



REMEMBER
Misusing AI is cheating!
Know the rules
Talk to your teachers
Reference clearly

While we like to share our experiences online, when it comes to exams, we have to be careful.

- Sharing ideas online can be helpful when you're studying or revising
- However, sharing certain information (see information on the right) can break the rules and could affect your results
- If you're not sure what you can and can't discuss online, check with your teacher
- If you receive exam content on social media, you must tell your teacher
- Don't be caught out by scammers selling fake exam papers

Things to do on social media:

- Have fun
- Be responsible
- Report any exam content you see to your teacher

Things not to do on social media:

- Buy/ask for/share exam content
- Pass on rumours of what's in exams
- Share your work
- Work with others so that your coursework is not your own independent work

If you do any of the above activities, you may:

- ! Receive a written warning
- ! Lose marks
- ! Be disqualified from a part of or all of your qualifications
- ! Be banned from taking assessments for a number of years

Please take the time to familiarise yourself with the JCQ rules:
[jqc.org.uk/exams-office/information-for-candidates-documents](https://www.jcq.org.uk/exams-office/information-for-candidates-documents)