



Eden Boys' School Bolton

GCSE Examinations 2023-24

Student Guide



Centre Name: Eden Boys' School, Bolton

Centre Number: 32173

Candidate Name:

Candidate Number:

To promote a culture of educational excellence, from within a caring and secure Islamic environment enriched with the values of discipline, mutual care and respect which extends beyond the school into the wider community.



INTRODUCTION

It is the aim of Eden Boys' School, Bolton to make the examination experience as stress-free and successful as possible for all our candidates.

Hopefully, this booklet will prove informative and helpful for you and your Parent/Carer. Please read it carefully and go through it together, 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' School, Bolton is required to follow them precisely.

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

Important: **Contingency up to and including 26th June 2024** – The Joint Council for Qualifications (JCQ) require all **students to be available**, up to and including **Wed 26th June 2024**, in case any exams need to be rescheduled due to unforeseeable circumstances that may have occurred.

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 Rehana Patel, the Examinations Officer, either by telephone or email using the school contacts found at the end of this booklet.

Remember – we are here to help.

GOOD LUCK!



GCSE Examination Timetable Summer 2024

Exam Board	Exam	Date	Time	Duration	Year Group
AQA	GCSE Religious Studies A Paper 1 (Christianity & Islam)	Thurs 9 th May	9am	1hr 45m	10
AQA	GCSE Italian Listening – Higher	Thurs 9 th May	1pm	45m	11
AQA	GCSE Italian Reading – Higher	Thurs 9 th May	1pm	1hr	11
AQA	GCSE Urdu Listening – Foundation GCSE Urdu Listening - Higher	Thurs 9 th May	1pm	35m 45m	11
AQA	GCSE Urdu Reading - Foundation GCSE Urdu Reading - Higher	Thurs 9 th May	1pm	45m 1hr	11
AQA	GCSE Combined Science Trilogy: Biology Paper 1 GCSE Biology Paper 1	Fri 10 th May	9am	1hr 15m 1hr 45m	11
AQA	GCSE English Literature Paper 1	Mon 13 th May	9am	1hr 45m	11
OCR	Cambridge Nationals – Sport Studies Contemporary Issues in Sport	Mon 13 th May	1pm	1hr 15m	11
AQA	GCSE French Listening – Foundation GCSE French Listening – Higher	Tues 14 th May	9am	35m 45m	11
AQA	GCSE French Reading – Foundation GCSE French Reading - Higher	Tues 14 th May	9am	45m 1hr	11
Edexcel	GCSE Business Studies Paper 1: Investigating Small Business	Tues 14 th May	1pm	1hr 45m	11
AQA	GCSE History Paper 1A/B (Germany 1890-1945 Democracy and Dictatorship) GCSE History Paper 1B/B (Conflict and Tension 1918-1939 Inter-war years)	Wed 15 th May	9am	2hrs	11
Edexcel	GCSE Arabic Listening – Foundation GCSE Arabic Listening - Higher	Wed 15 th May	1pm	35m 45m	11
Edexcel	GCSE Arabic Reading – Foundation GCSE Arabic Reading - Higher	Wed 15 th May	1pm	50m 1hr 5m	11
OCR	GCSE Computer Science Paper 1 – Computer Systems	Wed 15 th May	1pm	1hr 30m	11
Edexcel	GCSE Mathematics Paper 1 (non-calculator)	Thurs 16 th May	9am	1hr 30m	11
AQA	GCSE Religious Studies Paper 2 - Thematic studies	Thurs 16 th May	1pm	1hr 45m	10
AQA	GCSE Combined Science Trilogy: Chemistry Paper 1 GCSE Chemistry Paper 1	Fri 17 th May	9am	1hr 15m 1hr 45m	11
AQA	GCSE Geography Paper 1	Fri 17 th May	1pm	1hr 30m	11
AQA	GCSE English Literature Paper 2	Mon 20 th May	9am	2hr 15m	11
AQA	GCSE Italian Writing – Higher	Mon 20 th May	1pm	1hr 15m	11
AQA	GCSE Urdu Writing – Foundation GCSE Urdu Writing – Higher	Tues 21 st May	1pm	1hr 1hr 15m	11
OCR	GCSE Computer Science Paper 2 Computational Thinking, Algorithms and Programming	Tues 21 st May	1pm	1hr 30	11
AQA	GCSE Combined Science Trilogy: Physics Paper 1 GCSE Physics Paper 1	Wed 22 nd May	9am	1hr 15m 1hr 45m	11
AQA	GCSE English Language Paper 1	Thurs 23 rd May	9am	1hr 45m	11
Edexcel	GCSE Arabic Writing – Foundation GCSE Arabic Writing - Higher	Thurs 23 rd May	1pm	1hr 20m 1hr 25m	11
AQA	GCSE French Writing – Foundation GCSE French Writing - Higher	Fri 24 th May	9am	1hr 1hr 15m	11

Half-Term

GCSE Examination Timetable Summer 2024

Exam Board	Exam	Date	Time	Duration	Year Group
Edexcel	GCSE Mathematics Paper 2 (Calculator)	Mon 3 rd June	9am	1hr 30m	11
AQA	GCSE History Paper 2A/C (Migration, empires, and the people: c790 to the present day)	Tues 4 th June	1pm	2hrs	11
	GCSE History Paper 2B/C (Elizabethan England, c1568–1603)				
AQA	GCSE Geography Paper 2	Wed 5 th June	9am	1hr 30m	11
Edexcel	GCSE Business Studies Paper 2: Building a Business	Wed 5 th June	1pm	1hr 45m	11
AQA	GCSE English Language Paper 2	Thurs 6 th June	9am	1hr 45m	11
AQA	GCSE Combined Science Trilogy: Biology Paper 2 GCSE Biology Paper 2	Fri 7 th June	1pm	1hr 15m 1hr 45m	11
Edexcel	GCSE Mathematics Paper 3 (Calculator)	Mon 10 th June	9am	1hr 30m	11
OCR	Cambridge Nationals Creative iMedia In the Media Industry	Mon 10 th June	1pm	1hr 30m	10 & 11
AQA	GCSE Combined Science Trilogy: Chemistry Paper 2 GCSE Chemistry Paper 2	Tues 11 th June	9am	1hr 15m 1hr 45m	11
AQA	Level 2 Certificate in Further Mathematics Paper 1	Tues 11 th June	1pm	1hr 45m	11
AQA	GCSE Geography Paper 3	Fri 14 th June	9am	1hr 30m	11
AQA	GCSE Combined Science Trilogy: Physics Paper 2 GCSE Physics Paper 2	Fri 14 th June	1pm	1hr 15m 1hr 45m	11
Eduqas	GCSE Design and Technology Component 1	Tues 18 th June	9am	2hrs	11
AQA	Level 2 Certificate in Further Mathematics Paper 2	Wed 19 th June	9am	1hr 45m	11

Contingency Days Thursday 6th, 13th (afternoons) and Wednesday 26th June 2024 all day – The Joint Council for Qualifications (JCQ) require all **students to be available**, up to and including **Wednesday 26th June 2024**, in case any exams need to be rescheduled due to unforeseeable circumstances that may have occurred.

BEFORE THE EXAMINATIONS

EXAMINATION BOARDS

- The school uses the following Examination Boards: **AQA, Edexcel (Pearson), OCR (Oxford and Cambridge) and WJEC/Eduqas**

CANDIDATE NAME and NUMBER

- Candidates are entered under the name format of: legal forename, middle name in full and legal surname, e.g. Jonathon David Smith. This name might be different to the name you are known (John Smith) by at school but it is the legal name that will appear on your certificates. Please ensure you use your **FULL LEGAL** name (not any name you are 'known as') when completing your details on the front of the examination paper, and any extra answer booklets. **Failure to abide by these regulations may result in no qualification being awarded.**
- Each candidate 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 and on your examination ID card which will be issued closer to the exams. Your candidate number is on all statements of entry and individual timetables.

TIMETABLES

- Timetables for all examination series are displayed on the exams noticeboard at the top of the first floor stairs near the library and uploaded onto the school website under the 'Information' section. They are also included in the '**Exam Success at GCSE**' booklet that guides you through each of the examinations that you will sit.
- Your **Statement of Entry** is sent to you via email, which you need to check careful. Once we receive your confirmation that it is indeed correct, we can generate your **Personal Examination Timetable**, which will be available after Easter. It will give dates and times of your examinations. You will need to use this when scheduling revision in the final weeks up to the exams.
- On very rare occasions, some candidates may have a clash where two subjects' examinations are timetabled at the same time. **Mrs Rehana Patel (Examinations Officer)** will resolve these clashes by making special timetable arrangements for these candidates only. You must check your individual timetable and see the Examinations Officer to find out about these alternative arrangements.
- Just before your examinations you will receive an **Individual Candidate Timetable** giving, not only dates and times of your examination papers, but also details of the room and seat where you will be sitting. Keep this document safe and check it daily to make sure you know the details. This will save you time and stress when you arrive at school.

CONTACT NUMBERS

- Please check that school has at least one up-to-date contact number for you. If you are not in school **15 minutes before** the start of an examination, we will need to contact you. In such circumstances time is crucial to try to get you here before it is too late. Please note if you are late, you may not be allowed into the exam room, the decision will be at the discretion of the Examinations Officer and any lateness will need to be reported to the awarding body, who will decide whether your paper can be accepted.

EQUIPMENT

- Make sure you have all the correct equipment before your examinations. Check the regulations in the '**Information to Candidates**' at the end of this booklet.

You may take the following items into the exam room:

- A clear pencil case or plastic bag containing writing materials needed to complete the paper (please do not bring a coloured pencil case).
- Two black pens - pens should be black ink or ballpoint. No eraser pens or correction pens are allowed.
- Two pencils (1 to use and a spare)
- Eraser, ruler, pencil sharpener
- Geometry set – protractor, pair of compasses, set square.
- Highlighters – to be used on questions only and not on your written answers.
- Scientific calculator - without cover (REMEMBER – it is not just needed for Maths!)
- A small bottle of still water (500ml or less) Please note, labels must be removed from bottles.
- If you need tissues, you may bring in a small number, but these must not be in a packet.

Although we have spare equipment for EMERGENCIES, we will have a limited supply - it is always better to use your own equipment that you are familiar with.

DURING THE EXAMINATIONS

EXAMINATION REGULATIONS

- A copy of the JCQ '**Warning to Candidates**' and '**Information for Candidates**' will be located outside each examination room and copies are enclosed in this booklet. Please read this guidance thoroughly. Please note any candidate that attempts to break any of the examination rules or regulations will be disqualified from some or maybe all subjects. The school must report any breach of regulations to the Awarding Body.

ATTENDANCE AT EXAMINATIONS

- Morning sessions will start at **9.00am** and afternoon sessions will start at **1.00pm**. Please note that this is the time that the examination will start, and you should allow 15 minutes to enter the examination room and for papers to be handed out and instructions given.
- Candidates are responsible for checking their own timetable and arriving at school on the correct day and time. Candidates must arrive **15 minutes prior to the start time of examination** shown on your individual timetable. Please assemble quietly outside the examination room and await instruction. When you are invited to enter the examination room you **must enter in silence**, taking only the necessary equipment to your desk. Candidates who arrive late for an examination may still be admitted. However, depending on the time of arrival and the circumstances, awarding bodies may not always mark papers.

EXPECTATIONS DURING EXAMINATIONS

- Full school uniform must be worn.
- All items of equipment; black pens, pencils, mathematical instruments, etc. should be always visible to invigilators. You must either use a transparent pencil case or clear plastic bag.
- Pens should be black ink or ballpoint. No correction pens or Tippex are allowed.
- For mathematics and science exams, students should make sure their calculators conform to the examination regulations. Please refer to the Candidate Instructions. Remove any covers or instructions and make sure the batteries are new.
- Watches of any type must not be brought into the examination room.
- 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. If you break these rules, you will be disqualified from the examination.
- You are allowed to bring a small clear bottle of plain water into examination rooms. There should not be any labels on the bottle. However, if this results in you needing to visit the toilet during an examination, this arrangement will be withdrawn.
- 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.
- Candidates must stay in the examination room for the duration of the exam. You will not be allowed to leave an examination room early. If you have finished the paper early, 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. Please don't forget to put your name, Centre number and Candidate number on each additional sheet or booklet.
- Invigilators will collect your exam papers before you leave the room. Absolute silence must be maintained during this time.
- 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.
- You should be familiar with the procedure if the **fire alarm or lockdown message** sounds during an examination. The Examinations Officer and invigilators will supervise the evacuation of examination rooms, if necessary. Don't panic. You must remain silent 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. This compromises the integrity of the examination and could lead to all examination papers being cancelled. 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 supervise the examinations. Students are expected to behave in a respectful manner towards all invigilators and always follow their instructions.
- The invigilators will distribute and collect the examination papers, tell candidates when to start and finish the examination, hand out extra writing paper if required, and deal with any problems that occur during the examination.
- Please note that invigilators cannot discuss the examination paper with you or explain the questions.
- Any unacceptable behaviour will result in you being removed from the examination. Removal from an examination will result in a malpractice report being sent to the awarding body and possible disqualification from your examinations.

ABSENCE FROM EXAMINATIONS

- If you experience difficulties during the examination period (e.g. illness, injury or personal problems), please contact 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 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 Examinations Officer without delay, in all cases where an application is to be made for Special Consideration.
- For the award of a grade by special consideration, where a student misses' part of an examination through illness or personal misfortune, a minimum of 25% of the total assessment (including controlled assessment) must have been completed. The school may be asked to send your mock examination

papers to the awarding body. If you are given these during a LEAP lesson, do not lose them, you must hand it back at the end of the lesson **(it must stay in school)** as this may prevent them awarding you a grade if this is not available.

- Parents and candidates are reminded that the school will require payment of entry fees should a candidate fail to attend an examination without good reason and without informing the school. Failure to pay may result in your examination results being withheld.
- Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

AFTER THE EXAMINATIONS

NOTIFICATION OF RESULTS

- Results will be available for collection from school, Sports Hall on:

Thursday 22nd August 2024
Y11 - Between 9:00am and 11:00am
Y10 – Between 11am and 12noon

- Candidates who are unable to collect their results in person on 24th August can either nominate another person to collect them on their behalf (a letter **from the student** must be given to the Examinations Officer beforehand authorising this). Due to data protection rulings, we are unable to give results over the telephone, or to any other person who has not been authorised beforehand.

POST RESULTS

- If you fail to achieve the grade, which you expected in a subject, it may be possible to make an 'Review of Marking' (ROM). Your teachers will check through results to identify any students for whom they feel an ROM may be worthwhile. However, you and your parents can initiate an ROM. This will require payment in advance – details can be obtained from the Examinations Officer.

COLLECTION OF CERTIFICATES

- A formal celebration evening for Year 11 leavers will take place early in 2025. It is hoped that you will be able to attend to collect your certificates. Invitations to students will be sent out with full details nearer the time.
- Students who are unable to attend this evening will be able to collect their certificates from the school reception afterwards. Certificates will not be given to anyone other than the candidate, without the candidate's written authorisation. All certificates must be signed for on collection. Please note that the Statements of Results, which you receive in August, are not the documents, which you will be required to produce later in life.
- Eden Boys' School, Bolton is only obliged to keep certificates for a period of 12 months after issue. If candidates do not collect their certificates within this time (or if they lose their certificates), they can only be replaced by direct application to the appropriate examination boards. This will require proof of identity (such as a birth certificate) and a fee per examination board. You are therefore urged to collect your certificates on the Presentation Evening or as soon as possible thereafter and to keep them safe.

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. 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. The Examinations Officer will have seen you with revised times for your examinations. You may wish 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 to inform the invigilator **immediately**.

Q. What do I do if I do not know my Candidate Number?

Candidate Numbers are printed on seating plans, which are displayed outside the examination rooms, and on your school ID cards, these must be placed on your exam desk for every exam.

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

The Centre Number is **32173**. It will be clearly displayed in the examination rooms.

Q. What do I do if I have an accident, or I 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 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 an adjustment to the marks or grades of a candidate who is eligible for consideration. 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, 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 for each subject) and the candidate will be required to provide evidence to support such an application. It is possible that the awarding body will ask for mock examination papers. If you are given them for revision purposes make sure that you keep them safe in case, they are needed.

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.

Q. What happens if I am 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.

If, however, if you are unavoidably detained, you should get to school as quickly as possible and report to the Exams Office. 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. Late arrival will be reported to the Awarding Body who will decide whether the paper will be marked.

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

No - timetables are regulated by the exam boards.

Q. Do I have to wear school uniform?

Yes, full uniform must be worn for all examinations.

Q. What equipment should I bring for my exams?

- For all exams you should bring at least two pens (**black ink only**)
- For Mathematics, pencils must be used for diagrammatic work.
- For most exams you will need a calculator (not just Maths and Science), a 30cm ruler (marked with cm and mm), pencil sharpener and rubber, compasses, protractor, coloured pencil crayons (not gel pens).
- 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 do forget to bring something or your pen runs out, you should let the invigilator know.

Q Why do I have to use a black pen?

Many examination papers are now being marked online. This means that they are scanned. Anything other than a black pen does not scan well and can delay the marking procedure.

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

Only material that is listed on question papers 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.

Bags and coats are not allowed in the examination rooms. Please ensure you have all your equipment with you prior to lining up outside the exam room.

Mobile phones, electronic devices, EarPods, watches of any kind including Smart watches etc. are not allowed in the exam room, even if they are turned off.

Q. Why can't I keep my mobile phone in the exam room?

Being in possession of a mobile phone (or any other electronic communication device, e.g. tablet, data storage watch, headphones), even if you did not intend to use it, is regarded as malpractice and is subject to a severe penalty from the awarding bodies. The mobile phone policy is in place for your security. We do not want many years of hard work to be ruined by a careless mistake.

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 examination on a board at the front of the exam room. There will be a clock in all exam rooms.

Q. Can I leave the exam early?

It is not the school's policy to allow any candidates to leave the exam room early, as this is disruptive to other candidates.

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

You will have been advised before the start of the examination about the procedure should this happen. The invigilators will tell you what to do. If you must 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?

No, unless permission has been pre-arranged with the Examinations Officer.

Q. I am entitled to extra time and / or other special arrangements?

How will this affect the way I take my exams?

These students will receive instructions from Mrs Ibrahim, our SENCO.

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

On results day, careers staff will be on hand to advise you. If you feel strongly that it is necessary to make an enquiry about your result, you should first consult the Head of Subject to obtain their advice as to the possibility of requesting a re-mark. They will have looked at the results to identify any candidates for whom they think an enquiry about result is appropriate.

You should be aware that your mark could go down as well as up, or even stay the same. Review of marking requests must be submitted to the Examinations Officer by the first Friday after school has returned in September.

When you collect your results, you will be asked to complete a Candidate Consent Form. If school has identified, you as being suitable for an enquiry to be made you will be contacted. In such circumstances, the school will pay the cost. If you or your parents initiate the enquiry, you will be required to send a cheque before the enquiry is processed. Details of charges can be obtained from the Examinations Officer. If the enquiry is successful, the fee will be returned.



SCHOOL CONTACT DETAILS

Main School Office – 01204 849240

Mrs Rehana Patel, Examinations Officer – 01204 563760 or email rehana.patel2@ebbolton.staracademies.org

JCQ Information for candidates
Using social media and examinations/assessments

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

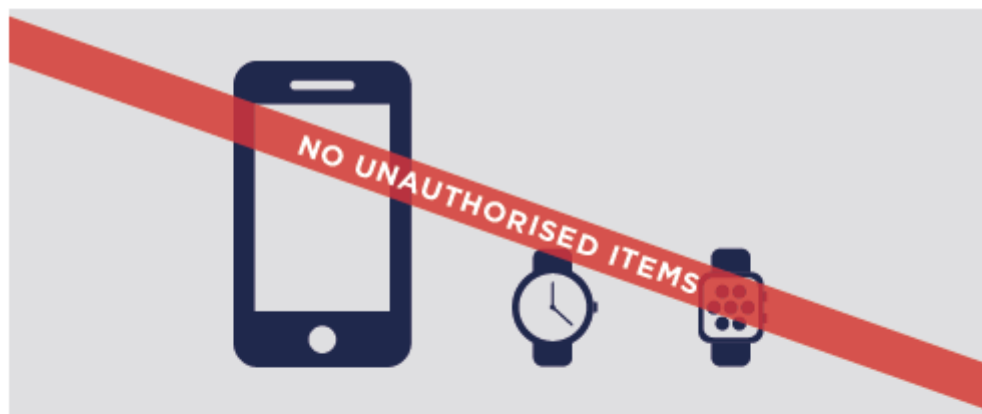
If you do any of the above activities, you may:

- ! 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

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.



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

Written examinations

With effect from 1 September 2025

Recognised by



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 player or similar device, a watch, AirPods or earphones/earbuds.Any device must be 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, eraser and any other equipment which you need for the exam.
- 5 You **must** write clearly and in black ink. Coloured pencil or ink may only be used for diagrams, maps, charts etc. unless the instructions printed on the front of the question paper state otherwise.

C. Calculators, dictionaries and computer spell-checkers

- 1 You may use a calculator unless you are told otherwise.
- 2 If you use a calculator:
 - (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 exam room any operating instructions or prepared programs.
- 3 Do not use a dictionary or computer spell checker unless you are told otherwise.

D. Instructions during the exam

- 1 Always listen to the invigilator. 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

- 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:
 - (a) you have a problem and are in doubt about what you should do;
 - (b) you do not feel well;
 - (c) you need more paper.
- 3 You **must not** ask for, and will not be given, any explanation of the questions.

F. At the end of the exam

- 1 If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order.
Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.
- 2 Do not leave the exam room until told to do so by the invigilator.
- 3 Do not take 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.


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.

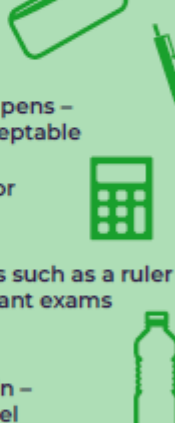
Before sitting your exams, ensure you know:

- 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.

If you have any questions about the format on the day, please ask your teacher or exams officer.



You can also find useful information about preparing for exams at www.jcq.org.uk/exams-office/information-for-candidates-documents

Briefing: Instructions for Candidates

As an exam candidate you must ensure you are fully prepared for every exam you are taking. You need to understand the rules and what will happen at the time of your exam(s).

The rules JCQ's **Information for candidates - written exams 2023-24**. This document has been written to help you - read it carefully and follow the instructions. https://www.jcq.org.uk/wp-content/uploads/2023/08/IFC-Written_Examinations_Sep2023_FINAL.pdf

At the time of your exam

- ① You **must not** enter the exam room until invited to do so by the invigilator.
- ① You are under **formal examination conditions** from the moment you enter the room in which you will be taking your exam(s) until the point at which you are permitted to leave.

This means you **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.

A breach of examination conditions is considered by the awarding bodies as **malpractice***

- ① You **must** listen to and always follow the instructions given to you by the invigilator.
- ① The Centre number, subject title and paper code, the actual starting and finishing times, and date, of each exam will be clearly displayed and visible to you in the exam room.

Before you are permitted to start your exam(s), the invigilator will:

- make sure you are seated according to the set seating arrangements.
- tell you that you must now follow the regulations of the exam.
- ask you to check that you have been given the correct question paper for the day, date, time, subject, unit/component (and tier of entry, if appropriate)
- tell you to read the instructions on the front of the question paper.
- ask you to check that you have all the materials you need for the exam.
- tell you about any erratum notices.
- instruct you about emergency procedures.

The invigilator will also remind you that you **must**:

- hand in any unauthorised items in your possession (this includes mobile phones and watches) if you have not already done so (**This is your final chance. Failure to do so may lead to disqualification**)
- write clearly and in black ink.
- write your first name, surname, (except for CCEA exams), Centre number, candidate number and unit or component code or paper details on your answer booklet(s) and on any additional answer sheet(s) used.
- fill in any other details as necessary.
- write your answers in the designated sections of the answer booklet.
- do all work, including rough work, in your answer booklet and neatly cross it through with a single line (for multiple-choice papers, you must do any rough work in the question booklet)
- neatly cross through any rough work but do not make it totally illegible, as it will be forwarded to the examiner.

The invigilator will also remind you that you **must not** use correcting pens, fluid or tape, erasable pens, blotting paper, and you **must not** use highlighters or gel pens in your answers.

The invigilator will:

- tell you **when** you may complete the details on the front of your answer booklet.
- tell you **when** you may begin to write your answers.
- tell you the time allowed (the duration) of your paper(s)
- remind you that you **must not** communicate in any way with, ask for help from or give help to another candidate while you are in the exam room.

The invigilator is **not allowed**:

- to give you any information or answer any questions from you about the content of your exam paper unless it relates to the instructions on the front of the question paper.
- to give you any indication of the time elapsed or remaining for you to complete your exam paper.

*Malpractice includes: a breach of the instructions or advice of an invigilator, supervisor, or the awarding body in relation to the examination rules and regulations; failing to abide by the conditions of supervision designed to maintain the security and integrity of the examinations; disruptive behaviour in the examination room or assessment session; the introduction of unauthorised material into the examination room. Any candidate who breaches examination conditions may be subject to sanctions as detailed in the JCQ publication **Suspected Malpractice: Policies and Procedures 2023-24**. (www.jcq.org.uk/exams-office/malpractice)