



**Heston**

COMMUNITY  
SCHOOL



**STUDENT  
EXAM INFORMATION  
2019**

The aim of this booklet is to make sure that you fully understand all the rules and regulations that you must follow during examinations. If there is anything you do not understand you must ask a teacher or invigilator for help.

If you fail to follow these rules you put yourself at risk of being disqualified from your exams.

### **Exam Timetable**

1. When you receive your personalised exam timetable you must check that you have been entered for all of your subjects and that you are doing the correct tier – if you have any concerns you must speak to the Curriculum Leader
2. It is your responsibility to know your seat number and room for each exam
3. Seating Plans will be displayed each morning outside the exam rooms

### **Equipment**

1. You must bring all your own equipment in a clear pencil case or plastic bag
2. You must have;
  - 3 black pens
  - 3 sharp pencils
  - Rubber
  - 30cm Ruler
  - Protractor [Maths and Science]
  - Scientific Calculator [Maths and Science]
3. Do not bring highlighters, tippex or gel pens
4. You will not be allowed to take any food or drink in to the exam except water in a clear plastic bottle

### **iPODs, Mobile Phones MP3/4 Players and Smart Watches**

1. You must not bring iPODs, Mobile Phones MP3/4 Players or Smart Watches into the exam room under any circumstances
2. We strongly advise that you do not bring these into school
3. All bags will be locked away in secure rooms before the exam starts
4. If you discover that you have accidentally brought in your phone or smart watch you must give this to the invigilator at the start of the exam
5. Please read the JCQ [Joint Council for Qualifications] Poster at the end of this booklet for further clarification

## **Conduct in Exam Room**

1. You must not communicate with any other candidates in any way – this includes turning around, trying to make eye contact, attract their attention or talking
2. If there is any communication, it will be assumed that you are cheating and the exam boards will be notified
3. You can be disqualified from the paper, subject or all exams
4. If you believe another candidate is trying to contact you, you must notify the invigilator immediately
5. Do not write on or graffiti the examination desks as this may be seen as a method of communication
6. Do not draw graffiti on your exam paper as the exam boards can refuse to accept it.

## **Start of the Exam**

1. Listen very carefully to the instructions as there are occasionally amendments to the paper that you must be aware of
2. You must check the paper, date and tier and alert the invigilator if you have any concerns by raising your hand
3. Only fill out the front of your paper when you are instructed to

## **End of Exam**

1. You must stop writing when instructed by the invigilator
2. You must not communicate until you are out of the exam room
3. If you have any additional pieces of paper, ensure you have written your name and candidate number on each piece. Ensure you have also clearly labelled the question number
4. You must not take any answer booklets or additional paper out of the exam room
5. You will not be allowed to leave the exam room early even if you have finished

## **Toilet**

1. You must go to the toilet before the exam
2. If you really have to go to the toilet or feel unwell you must raise your hand and wait for an invigilator
3. You will be escorted to a toilet
4. You will not receive any extra time

## **Lateness**

1. You must arrive before 08:30 for a morning exam
2. You must arrive before 13:15 for an afternoon exam
3. If you are late for the exam you must ring the school in advance, with a reason, on 0208 572 1931
4. Whether you will be allowed to sit the exam is at the discretion of the Exams Officer and will be dependent on how late you are
5. The exam board will also be notified
6. If you are allowed to take the exam, you will be given the full amount of allocated time

## **Illness**

1. If you miss an exam, the exam board may use your other papers within that subject to give you a grade, but this is not guaranteed
2. You must contact the school on the day of the exam on 0208 572 1931
3. You must get a doctor's certificate as evidence
4. The Exam Officer will liaise with the exam board

## **Special Consideration**

1. If you have taken the exam but feel you have a very good reason why you may have underperformed e.g. broken arm, food poisoning, bereavement of close relative, you can apply for Special Consideration by contacting the Exam Officer within 3 days of the exam
2. You should provide a doctor's certificate [if appropriate]
3. It is at the discretion of the exam board if this will have any effect on your result

## **Fire Alarm**

1. If the alarm sounds, you will be instructed to stop writing and turn over the paper
2. You will be kept separate from the rest of the school and escorted to the Courts in absolute silence
3. You must stay in silence and not communicate in any way with other candidates
4. When you return to the exam hall wait to be told when you may start the exam again
5. You will be given the full allocated time for the exam
6. The exam board will be informed of the incident

## **Lock Down Alarm**

1. If the alarm sounds you will be instructed to stop writing and turn over the paper
2. You must stay in your seats unless you are instructed otherwise by the invigilators
3. The invigilators will ensure all doors and windows are locked
4. You must stay in silence and not communicate in any way with other candidates
5. Wait to be told when you may start the exam again
6. You will be given the full allocated time for the exam
7. The exam board will be informed of the incident

## **Using Social Media**

1. If you receive what is or what looks to be any assessment related material, via social media, you must tell your teacher
2. This includes controlled assessments, coursework or non-examined assessments
3. Further information can be found on the School Website – Information for Candidates – Social Media 2018-2019

## **Results day**

**GCE results -15 August 2019**

**GCSE results – 22 August 2019**

1. If you believe a result may not be accurate you should initially contact the Curriculum Leader for that subject
2. If your results are very close to the grade boundary above, then the Curriculum Leader will contact you to get permission for your paper to be remarked
3. This will not be done without your permission and you must understand the grades can also go down
4. The fee for the remark will sometimes be paid for by the School, if you are very close to the grade above. This is at the discretion of Mr Berdesha. The appeals policy is available upon request
5. You will be informed by the Curriculum Leader of any grade change as soon as possible
6. You will also be asked to sign a confirmation that the School may access your scripts in order to improve teaching and learning for future students
7. You will be sent a letter to inform you when your certificates are available for collection. You will need to sign for these at the School Main Office.

## **Top Tips for Day of Exam**

1. Do not stay up late to revise – Get a minimum of 8 hours of sleep
2. Have breakfast/lunch
3. Leave plenty of time to get to School
4. Ensure you have all your equipment, water and some tissues
5. Go to the toilet before the exam
6. It is normal to feel anxious – try to breathe slowly and deeply
7. If you get stuck on a question just move on and come back to it later
8. A good tip is to circle any question you know you want to come back to
9. Always guess an answer – it is better than leaving it blank
10. Read the questions carefully - especially looking at the command words such as describe, evaluate, compare
11. Have a rough time strategy – e.g. I want to be up to Q5 by the half way point
12. Give yourself 10 minutes to check that you have not missed any questions or misread a task
13. You should never finish early – you can always rewrite an answer or check your calculations
14. Try not to dissect the exam afterwards –it will just make you stressed. Better to focus on your next exam.

## **Appendices**

Please read the JCQ documents

1. Warning to candidates poster
2. Mobile Phone Disqualification poster
3. Information for Candidates for written and on-screen tests

The following can also be found on the School Website

1. Exam board Privacy Notices – “Information about you and how we use it”
2. Information for candidates – coursework
3. Information for candidates – Non-examined assessments
4. Information for candidates – Social media use

## Warning to Candidates

1. You **must** be on time for all your examinations.
2. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
3. You **must not**:
  - sit an examination in the name of another candidate;
  - have in your possession any unauthorised material or equipment which might give you an unfair advantage.
4. **Possession of a mobile phone** or other 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. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
6. You **must** follow the instructions of the invigilator.
7. If you are in any doubt speak to the 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.

Effective from 1 September 2014



**NO IPODS, MOBILE PHONES  
MP3/4 PLAYERS  
SMARTWATCHES**

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

Possession of unauthorised items, such as a mobile phone, 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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**Information for candidates**  
**For on-screen tests – effective from 1 September 2018**

**This document has been written to help you. Read it carefully and follow the instructions.**  
**If there is anything you do not understand, ask your teacher.**

<b>A Regulations – Make sure you understand the rules</b>	
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 <b>must not</b> take into the exam room: a) <b>notes;</b> b) <b>potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device.</b> Unless you are told otherwise, you <b>must not</b> have access to: c) the Internet, e-mail, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks; d) pre-prepared templates. <b>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.</b>
6	If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
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>B Information – Make sure you attend your on-screen test and bring what you need</b>	
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.
<b>C Calculators, Dictionaries and Computer Spell-checkers</b>	
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: 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 formulas; 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.
<b>D Instructions during the on-screen test</b>	
1	Always listen to the invigilator. Follow their instructions at all times.
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.
<b>E Advice and assistance</b>	
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.
<b>F At the end of the on-screen test</b>	
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 from the exam room any stationery. This includes rough work, printouts or any other materials provided for the on-screen test.

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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## Information for candidates

### For written examinations – effective from 1 September 2018

**This document has been written to help you. Read it carefully and follow the instructions.  
If there is anything you do not understand, especially which calculator you may use, ask your teacher.**

<b>A Regulations – Make sure you understand the rules</b>	
1	Be on time for all your exams. If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the exam.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4	You <b>must not</b> take into the exam room: a) <b>notes</b> ; b) <b>potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device.</b>  <b>Any pencil cases taken into the exam room must be see-through.</b>  <b>Remember:</b> possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
5	If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
6	Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
7	Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
8	You <b>must not</b> write inappropriate, obscene or offensive material.
9	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
10	Do not borrow anything from another candidate during the exam.
<b>B Information – Make sure you attend your exams and bring what you need</b>	
1	Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
2	If you arrive late for an exam, report to the invigilator running the exam.
3	If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
4	Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
5	You <b>must</b> write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.
<b>C Calculators, Dictionaries and Computer Spell-checkers</b>	
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: 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 formulas; 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.
<b>D Instructions during the exam</b>	
1	Always listen to the invigilator. Follow their instructions at all times.
2	Tell the invigilator at once if: 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	Fill in all the details required on the front of the question paper and/or the answer booklet <b>before</b> you start the exam. Make sure you fill these details in on any additional answer sheets that you use.
5	Remember to write your answers within the designated sections of the answer booklet.
6	Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers. Make sure you add your candidate details to any additional answer sheets that you use.
<b>E Advice and assistance</b>	
1	If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	Put up your hand during the exam if: 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.
<b>F At the end of the exam</b>	
1	If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order. Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.
2	Do not leave the exam room until told to do so by the invigilator.
3	Do not take from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.