



Lowton

Church of England High School

**Examinations
Student and Parent
Handbook**

May and June 2025

Guidance	Page
Exam timetable	3 - 6
Advice for parents and carers	7
Student wellbeing	8
Before the exams	9 - 10
Expectations during exams	11 - 14
JCQ Information for candidates	15 - 20

Exam timetable

MORNING EXAMS			AFTERNOON EXAMS		
DATE	8.45AM START unless shown otherwise	DURATION	DATE	1.15PM START unless shown otherwise	DURATION
Thu 8 th May	Year 11 Drama 22 Students Will run into break	1 hr 45 min + E/T 26 min Will run past break	Thu 8 th May	Year 11 WJEC Entry Level English 2 students	1 hr + E/T 15 min
Fri 9 th May	No GCSE Exam		Fri 9 th May	No GCSE Exam	
Mon 12 th May	Year 11 English Literature Component 1 144 students Will run past break	2 hr E/T 30 min Will run past break	Mon 12 th May	Year 11 Computer Science Paper 1 Computer systems 20 students Year 10 Chinese (H) Listening and understanding Reading and Understanding 4 students	1hr 30 min + E/T 23 min May run after school 45min 1hr 05 min Will run after school
Tue 13 th May	Year 10 Religious Studies Paper 1 148 Students Will run into break	1 hr 45 min + E/T 26 min Will run past break	Tue 13 th May	Year 11 Combined Science Trilogy Biology Paper 1 128 students 33H, 95F Triple Science Biology (H) Paper 1 28 students	1 hr 15 min + E/T 19 min 1hr 45 min + E/T 26 min Will run after school
Wed 14 th May	Year 11 Geography Paper 1 84 students Will run into break	1 hr 30 min + E/T 23 min Will run into break	Wed 14 th May	No GCSE Exam	
Thu 15 th May	Year 11 Maths Paper 1 non-calculator 157 students 68F, 89H Will run into break	1 hr 30 min + E/T 23 min Will run into break	Thu 15 th May	No GCSE Exam	
Fri 16 th May	Year 11 History Paper 1 Thematic study and historic environment 75 Students Year 11 AQA History Paper 1 1 student	1 hr 20 min + E/T 20 min Will run into break 2 hr	Fri 16 th May	No GCSE Exam	

Exam timetable

DATE	8.45AM START unless shown otherwise	DURATION	DATE	1.15PM START unless shown otherwise	DURATION
Mon 19th May	<p>Year 11 Combined Science Trilogy Chemistry Paper 1 128 students 33H, 95F</p> <p>Triple Science Chemistry Paper 1 28 students Will run into break</p>	<p>1 hr 15 min + E/T 19 min</p> <p>1hr 45 min + E/T 26 min Will run into break</p>	Mon 19th May	<p>Year 11 PE Paper 1 Physical factors affecting performance 38 students</p> <p>Year 10 Chinese (H) Paper 4 Writing in Chinese 4 students</p>	<p>1 hr + E/T 15 mins</p> <p>1hr 25 mins</p>
Tues 20th May	<p>Year 11 English Literature Component 2 144 students Will run into break</p>	<p>2hr 30 mins +E/T 38 min Will run past break</p>	Tues 20th May	<p>Year 11 Computer Science Paper 2 Computational thinking, algorithms and programming 20 students May run after school</p>	<p>1hr 30 min + E/T 23 min May run after school</p>
Wed 21 st May	<p>Year 11 (100 1 Y10 student) French Listening & Reading 14 students 5F 9H May run into break</p>	<p>Listening 35min F 45min H + E/T 9min F 11min H</p> <p>Reading 45 min F 1hr H +E/T 11min F 15min H Will run into break</p>	Wed 21 st May	<p>Year 10 Religious Studies Paper 2 148 Students Will run after school</p>	<p>1 hr 45 min + E/T 26 min Will run after school</p>
Thu 22nd May	<p>Year 11 Combined Science Trilogy Physics Paper 1 128 students 33H, 95F</p> <p>Triple Science Physics Paper 1 29 students Will run into break</p>	<p>1 hr 15 min + E/T 19 min</p> <p>1hr 45 min + E/T 26 min Will run into break</p>	Thu 22nd May	<p>Year 10 Arabic (H) Listening & Reading 3 students</p>	<p>45 min 1 hr 05 min Will run after school</p>
Fri 23rd May	<p>Year 11 English Language Comp 1 155 students</p> <p>Year 11 AQA English Lang Comp 1 1 student Will run into break</p>	<p>1 hr 45 min + E/T 26 min Will run into break</p> <p>1 hr 45 min</p>	Fri 23rd May	No GCSE Exam	
MAY HALF-TERM HOLIDAY					

Exam timetable

DATE	8.45AM START unless shown otherwise	DURATION	DATE	1.15PM START unless shown otherwise	DURATION
Mon 2 nd June	No GCSE Exam		Mon 2 nd June	No GCSE Exam	
Tues 3 rd June	Year 10 Arabic (H) Writing 3 students Year 10 & 11 Portuguese (H) Listening & Reading 3 students	1hr 25 min 45 min E/T 11 mins 1 hr E/T 15 mins Will run into break	Tues 3 rd June	Year 10 Polish (H) Listening & Reading 2 students Year 10 Persian (H) Listening & Reading 1 student	45min 1hr 45 min 1hr 5 min Will run after school
Wed 4 th June	Year 11 Maths Paper 2 calculator 157 students 68F, 89H Will run into break	1 hr 30 min + E/T 23 min Will run into break	Wed 4 th June	No GCSE Exam	
Thu 5 th June	Year 11 History Paper 2 British depth study & Period study 75 Students Will run into break Year 11 AQA History Paper 2 1 student	1 hr 50 min + E/T 28 mins Will run after break 2 hr	Thu 6 th June	Year 11 (1 Y10 student) French Writing 14 students 5F 9H	1hr F 1hr 15 min H
Fri 6 th June	Year 11 English Language Comp 2 155 students Will run past break Year 11 AQA English Lang Comp 2 1 student	2hr + E/T 30 min Will run past break 1 hr 45 min	Fri 6 th June	Year 11 Geography Paper 2 84 students	1 hr 30 min + E/T 23 min Will run after school
Mon 9 th June	Year 11 Combined Science Trilogy Biology Paper 2 128 students 33H, 95F Triple Science Biology (H) Paper 2 28 students Will run into break	1 hr 15 min + E/T 19 min 1hr 45 min + E/T 26 min Will run into break	Mon 9 th June	Year 11 PE Paper 2 Socio-cultural issues and sports psychology 38 students	1 hr + E/T 15 mins
Tues 10 th June	Year 11 Spanish Listening & Reading 22 students 15F 7H	Listening 35min F + E/T 9min F 45min H Reading 45 min F +E/T 11min 1hr H Will run into break	Tues 10 th June	Year 11 History Paper 3 Modern Depth Study 75 Students	1hr 30 min + E/T 23 min

Exam timetable

DATE	8.45AM START unless shown otherwise	DURATION	DATE	1.15PM START unless shown otherwise	DURATION
Wed 11th June	Year 11 Maths Paper 3 calculator 157 students 68F, 89H Will run into break	1 hr 30 min + E/T 23 min Will run into break	Wed 11th June	Contingency Session (See below)	
Thu 12th June	Year 11 Geography Paper 3 1 hour 30 min 84 students Will run into break	1hr 30 min + E/T 23 min	Thu 12th June	Year 11 Level 1/2 Vocational Award Hospitality and Catering Unit 1 41 students	1 hour 20 mins+ E/T 20 mins May run after school
Fri 13 th June	Year 11 Combined Science Trilogy Chemistry Paper 2 128 students 33H, 95F Triple Science Chemistry Paper 2 28 students Will run into break	1 hr 15 min + E/T 19 min 1hr 45 min + E/T 26 min Will run into break	Fri 13 th June	Year 10 Polish (H) Writing 2 students Year 10 & 11 Portuguese (H) Writing H 3 students Year 10 Persian (H) Writing H 1 student	1hr 15 min 1hr 20 min 1hr 25 min
Mon 16 th June	Year 11 Combined Science Trilogy Physics Paper 2 128 students 33H, 95F Triple Science Physics Paper 2 28 students Will run into break	1 hr 15 min + E/T 19 min 1hr 45 min + E/T 26 min Will run into break	Mon 16 th June	Year 11 Music 11 students	1 hr 30 min E/T 23 mins May run after school
Tues 17 th June	Year 11 Spanish Writing 22 students 15F 7H	1 hr F 1 hr 15 min H + E/T 15min F 19min H	Tues 17 th June	No GCSE Exam	
Wed 18th June	Year 11 Design & Technology 3 students Will run past break	2 hr + E/T 30min	Wed 18th June	No GCSE Exam	
Wed 25 th June	Contingency Session (See below)		Wed 26 th June	Contingency Session (See below)	

Contingency sessions

All GCSE Students must be available to sit exams at these times

Wednesday 11th June PM
Wednesday 25th June AM and PM



Lowton Church of England High School wants to make the examination experience as stress free and successful as possible for all students.

We know that you will want to help support your child during their mock GCSE examinations and we appreciate that exam time can be stressful for the whole family.

The following tips may further help and support your child:

Encourage the rest of the family to help by not disturbing their revision

- Secure a quiet place for them to study.
- Encourage planned relaxation time.
- Praise their hard work.
- Emphasise the need for plenty of sleep.
- Check how they are doing by letting them explain something that they have learnt.
- Reading is unlikely to be enough in terms of revision. Encourage them to use the strategies shared on satchel one and during form time.
- Ask your child how they are feeling and how each of their exams has gone .

Your well-being and exams

There is no right place to revise; you need to find where works for you. You might want to consider:

- **What distractions are there in your chosen place? Will they stop you from being productive? e.g. TV, your friend.**
- **Do you work best when you have people around you to support you, for example a family member or a friend.**
- **Where can you work that will enable you to be able to focus in a quiet environment.**



Exams are stressful for everyone:

- **You won't be alone in feeling under pressure about your exams, many other students will feel the same**
- **A small amount of stress can be good for you - it can motivate you to do better and to focus.**



Ways to help yourself:

- **Go outside for exercise and fresh air.**
- **Set aside time to meet up with your friends when not revising.**
- **Give yourself relaxation time - this helps to maximise the time you then spend revising.**
- **Keep up with hobbies and activities that you enjoy.**
- **Eating and sleeping well can also help.**
- **Don't revise too late at night.**
- **Take adequate breaks.**
- **Talk about how you are feeling - this could be people at home, a friend or a member of staff at school.**



Before the exams

Examination Boards

The school will be using the following examining boards for this year's examinations: AQA, Edexcel (Pearson), OCR & WJEC (Eduquas).

Candidate Numbers

Each candidate is issued with a four-digit candidate number. It must be entered, along with your name, on every exam paper you sit. It will appear next to your name on seating plans and examination registers, and on the name card placed on your examination desk. **Please remember it!**

UCI Number

In addition to a candidate number candidates are issued with a 12-digit Unique Candidate Identifier number (UCI.) This usually begins with the Centre Number (33735), **and is for administration purposes only so it is not necessary for you to remember it.**

Timetable

You will receive an individual timetable showing your own specific examinations; please check this very carefully. If you think there is an error please speak to the Examinations Officer immediately.

Your timetable includes details of **CONTINGENCY SESSIONS**. These are dates and times designated by the exams boards to be used in the event of national or significant local disruption to exams in the UK. You **MUST** be available to sit exams at these times.

Some candidates may have a timetable clash, where more than one examination may be taking place at the same time. Candidates will be made aware of this at the earliest opportunity and school will re-schedule papers internally for the same day. Candidates will normally be supervised in another examination room, as they must not have any communication with any other candidates. Please inform the Examinations Officer immediately if you spot a clash on your timetable.

Please check all the details on your timetable extremely carefully, including all personal details; date of birth, spelling of names etc. This information will appear on your certificates so it is important that it is correct.

Contact numbers

Please make sure that school has at least one up-to-date contact number, parents will be contacted for any absent student to establish their whereabouts.





The pencil case must be clear

Equipment

- For each examination you need to make sure you bring:
 - A **black** biro pen (plus spares)
 - A pencil (plus spares)
 - A ruler
 - An eraser
- Another extremely important piece of equipment is a **CALCULATOR**. All calculators must conform to exam rules and regulations; if in doubt check with your teacher. Please remove all covers and/or instructions. You must remember to **clear the calculator memory** before you start each examination.
- **Please also check with your Subject Teacher whether you will require any additional equipment, for example a protractor or calculator for Maths or Science.**
- All items of equipment, pens, pencils etc., must be visible at all times. Therefore you are allowed **a clear pencil case only**. You **must not** wear a wrist watch, you must leave this in your bag.
- You are not permitted to bring 'Tippex' or correction pens into the exam room.
- Only material that is listed on the question paper is allowed into the examination room, such as anthologies, set texts etc. No 'rough or scrap paper' will be allowed. **Exam regulations are very strict regarding items that may be taken into the exam room. Any student found to have any material that is not permitted, will be reported to the exam board and risks being disqualified from the exam.**

Examination Regulations

- A copy of the **Information for Written Examinations, Warning to Candidates, and Notice to Candidates** which are issued jointly by all the Awarding Bodies, are printed at the back of this booklet. All candidates must read this carefully and note that to break any of the examination rules or regulations could lead to disqualification from **all subjects**.

Attendance

- Candidates are responsible for checking their own individual timetable and arriving at school on the correct day, at the correct time, in uniform and fully equipped.
- **MORNING EXAMS WILL START AT 8.45AM**
- **AFTERNOON EXAMS WILL START AT 1.15PM**
- You need to be in school at least 15 minutes before the start time of your examination. Please allow extra time to get to school so that if you are delayed, through transport problems for example, you will still arrive on time.

Lateness

- Candidates who arrive late for an examination **may** still be permitted to sit the paper.
- Candidates who arrive **one hour** after the official start time of the examination or before the end of the examination for examinations lasting less than an hour, may still be permitted to sit the paper, but it is likely that the Awarding Body **will not to accept** the script for marking. A **report has to be sent** to the Awarding Body for their consideration.
- Please inform school at the earliest opportunity if you are going to arrive late for an examination. Make your way immediately to B Block reception where a member of staff will escort you into the exam room. You must **NEVER** enter an exam room without permission.

Mobile phones and electronic devices.

DO NOT BRING MOBILE TELEPHONES, I-WATCHES, ANALOGUE WATCHES, IPODS, MP3/4 PLAYERS, AIRPODS, EARPHONES/EARBUDS, SMART GLASSES OR ANY OTHER SMART DEVICE INTO AN EXAMINATION ROOM.

IF YOU ARE FOUND CARRYING SUCH EQUIPMENT IT WILL BE CONFISCATED AND YOU RISK BEING DISQUALIFIED FROM THE WHOLE EXAM SERIES.

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.

If a mobile telephone, or any other equipment that is not permitted into the exam room, is found on your possession during an examination, it will be taken from you and a report will be sent to the Exam Board. **There can be no exceptions.**

Seating plans

- A seating plan will be in place for you, which will be displayed outside the exam room, and also on the notice board in the Year 11 area. The order of the seating plan cannot be changed and candidates must sit in the seats allocated to them on the plan.
- Name cards will be placed on a desk for each candidate stating your Name and Candidate Number. The plan is arranged according to TIER and candidate number, so you will sometimes be sitting in either FOUNDATION or HIGHER. This does not apply to every subject. Please note that candidates may not be sitting in the same seat for every examination, so always ensure you take the time to check the seating plan before each exam.
- Do not write on or graffiti on the exam desks or your name card in any way. Do not turn your name card over; it is **a requirement of the examination awarding bodies that a candidate can be identified.**

Exam room

- There will be a board at the front of every exam room clearly stating the Centre Number, the Subject and Start and Finish times of the exam. There will also be a clock in every examination room.
- Candidates are not allowed to leave the examination room without the permission of an invigilator. You will be escorted by an invigilator. Candidates are required to stay in the exam room for the duration of the examination to ensure they make full use of the time and avoid disruption to other candidates.
- You may, if you wish, bring still bottled water with a **sports cap** into each examination. All labels must be removed. Fizzy or any other drinks will be confiscated.

Invigilators

- The school employs external invigilators to assist with conducting the examinations. Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times. Failure to do so is a breach of examination conditions.
- Invigilators are in the examination rooms to assist you and supervise the conduct of the examination. They will distribute and collect the examination papers, tell candidates when to start and finish the examination, hand out continuation booklets if required and deal with any problems that occur during the examination, for example if a candidate is feeling unwell.
- Listen carefully to all instructions given by the invigilators as they may have to hand out some important last minute information regarding the examination.
- Please note that invigilators or any other member of staff cannot discuss the examination paper with you or explain the questions.
- Pupils who are disruptive or behave in an unacceptable manner will be removed from the examination room by invigilators and a member of the Senior Leadership Team will be informed.

Question papers

- Each question paper clearly states on the front the SUBJECT NAME, DATE, TIME & LENGTH OF EXAM PAPER. It is extremely important that you check this information including the **TIER OF PAPER, either FOUNDATION or HIGHER**, if applicable, that you have been given **If you think you have NOT been given the correct exam paper you must inform an invigilator immediately.**
- Read all instructions on the exam paper carefully.
- **Ensure you write your LEGAL NAME, CANDIDATE NUMBER & the CENTRE NUMBER on all question papers, when instructed to do so, and on any continuation booklets that you use.** Continuation booklets must be placed inside the answer booklet in the order used.
- **Do not draw, graffiti or write inappropriately on the examination papers in any way** – if you do the examination board may refuse to accept your paper, resulting in no marks for the paper. The examination board will report this to us. Examination papers are scanned by the examination boards.
- No question papers, answer, continuation booklets or texts may be taken from the exam room.
- At the end of the examination the invigilators will collect in all exam work. Remember to cross through any rough work you do not want marking and ensure you have put your details on every answer/continuation booklet. You are still under exam conditions at this point and must remain in absolute silence until you have left the room.

Fire Alarms

- If the fire alarm sounds during an examination the invigilators will ask you to stop writing and a note of the time will be made. If you have to evacuate the exam room, you will be asked to leave everything on your desk and leave in SILENCE. You will be escorted to a designated area. **You must not attempt to communicate with another candidate in any way, you are still under examination conditions.**
- When you return to the exam room you must not start writing until instructed to do so by the invigilators.
- You will be allowed the full working time for the exam and a request for special consideration for the disturbance will be sent to the Awarding Body.

Access Arrangements

- Access Arrangements means organising specific arrangements in examinations for those candidates who require such. These arrangements have been established as your Normal Way of Working ahead of the examinations.
- You will have been made aware by a member of the Special Educational Needs Department whether you are entitled to any Access Arrangements.
- Some candidates are allocated a separate exam room from the majority of the candidates to ensure their needs are met within the Awarding Bodies rules and regulations. If you are unsure, please see a member of the Special Educational Needs Department or the Examinations Officer.

JCQ
CIC

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




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.

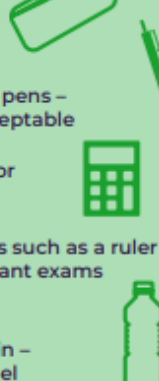
Before sitting your exams, ensure you know:

- 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

EFFECTIVE FROM 1 SEPTEMBER 2022

Appendix 5 Information for candidates for written examinations – effective from 1 September 2024



 AQA	 City & Guilds	 CCEA	 OCR	 Pearson	 WJEC
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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 exams.
4	You must not take into the exam room: a) notes; b) AirPods, Earphones/Earbuds, an iPod, a mobile phone, a MP3/4 player or similar device, a watch, smart glasses or any other smart device. 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 you have entered the exam room.
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	
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.

Appendix 5 Information for candidates for written examinations – effective from 1 September 2024



 AQA <small>Questions matter</small>	 City & Guilds <small>City & Guilds</small>	 CCEA <small>Rewarding Learning</small>	 OCR <small>Oxford Cambridge and RSA</small>	 Pearson	 WJEC <small>wjec cbac</small>
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D Instructions during the exam	
1	Always listen to the invigilator. Always follow their instructions.
2	Tell the invigilator at once if: <ul style="list-style-type: none"> 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. Do not open the question paper until you are told 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: <ul style="list-style-type: none"> a) you have a problem and are not sure 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. For CCEA examinations any loose additional sheets should be placed behind your script.
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.
This information must be made available to all candidates in advance of their examination(s) for each series. It may be provided electronically to candidates or in hard copy paper format.	

Warning to candidates



 AQA	 City & Guilds	 CCEA	 OCR	 Pearson	 WJEC
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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.



AQA

City & Guilds

CCEA

OCR

Pearson

WJEC

NO MOBILE PHONES NO WATCHES

NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION



Possession of unauthorised items, such as a mobile phone or any watch, is a serious offence and could result in

DISQUALIFICATION

from your examination and your overall qualification.

This poster must be displayed in a prominent place outside each examination room.

Notes

Notes

Notes

