



WESTHOLME  
SENIOR SCHOOL

---

## EXAMINATION PROCEDURE FOR EXTERNAL EXAMS

### SUMMER 2019

PLEASE READ THROUGH THE FOLLOWING INSTRUCTIONS CAREFULLY-  
THEY ARE VERY IMPORTANT.

#### UNIFORM

Please make sure that you wear the correct uniform when you come into school for an examination.

#### TIMETABLE

It is **vital** that you read your timetable correctly and that you know exactly when all your examinations are- **this is your responsibility**. Make sure that you allow plenty of time for the journey to school- you do not want to be arriving at the last minute. **You have all been given an examination timetable. Please highlight your exams and check if they are in the morning or afternoon. KEEP THE TIMETABLE IN A SAFE PLACE.**

If you are late for an examination, you will be allowed the full time to complete the paper, but the examination board might not accept your work if they feel that the security of the examination might have been breached. Oversleeping, forgetfulness and misreading the timetable are **not** regarded as sufficient justification for lateness.

If you have a problem, inform school- **the earlier the better**.  
The number is- **01254 506070**

#### ILLNESS

If you are so unwell that, you cannot come to school to do your examination (broken leg, infectious illness etc.), ring school **as soon as possible** so that alternative arrangements can be made. It will **not** be possible for you to sit the examination on another day, but it might be possible for a member of staff to invigilate the examination at home or in the hospital.

## **EXAMINATION ROOMS AND SEATING**

Most of your examinations will be in the **Sports Hall**. For each of these examinations, your form teacher will give you a seat number before you go to the examination. For examinations in other rooms, you will be seated when you arrive in the room. Your form teacher will tell you which room to go to for your examination.

## **MORNING EXAMINATIONS**

If you have an examination in the morning, you should be in school by **8.50 a.m.** at the latest. Go directly to your form room where you will be registered by your form teacher and given your seat number. Do not go to assembly, but go **as quickly as possible** to the examination room- we will aim to start morning examinations by **9.15 a.m.** at the latest.

If you have no afternoon examination after a morning examination, you may go home at lunchtime, but you must **sign out** before you leave.

## **AFTERNOON EXAMINATIONS**

If you have an afternoon examination only, you may attend school in the morning- private study facilities will be available- or you may arrive **at the beginning of the lunch hour**. At **12.30 p.m.**, you must go to your form room to be registered and be given your seat number. This is very important, as we need to check that everyone has arrived for the examination. You will then be able to have lunch. **You must be in the examination room by 1.20 p.m.** so that the examination can start at **1.30 p.m.** at the latest.

## **ARTICLES NOT ALLOWED INTO THE EXAMINATION ROOM**

- Your blazer and bag, which should be left in the cloakroom in the main building
- **Mobile phones-you could be disqualified from the examination if you have brought a mobile phone into the room, even if it is not turned on**
- **Smartwatches**
- Spectacle cases
- Calculator cases, unless they cannot be removed
- Instructions for the use of the calculator
- Pencil cases, unless they are transparent
- Correcting fluid or correcting pens
- Blotting paper
- Food or drink, unless allowed for medical reasons
- **Any unauthorised material**, for example notes.

## **ARTICLES WHICH YOU SHOULD TAKE INTO THE EXAMINATION ROOM**

You must have with you all the equipment that you will need for the examination-pens, pencils, ruler, etc. You will **not** be allowed to borrow anything during the examination. The above items should be in a **clear** plastic bag or pencil case.

You might also need-

- A calculator, if one is allowed. Check beforehand that it has new batteries. See later for regulations regarding calculators.
- Your statement of entry sheet. This should have **nothing** written on it.
- For some subjects, you must ensure that you have with you any resources which have been given out in advance and which will be used in the examination.
- You might want to take some **tissues** into the examination. These should be in a transparent packet or bag.

## **USE OF CALCULATORS**

Calculators may be used in an examination unless prohibited by the awarding body's specification.

Where the use of a calculator is allowed, **candidates are responsible** for making sure that their calculators meet the awarding bodies' regulations.

### **Calculators must be:**

- of a size suitable for use on the desk
- either battery or solar powered
- free of lids, cases and covers that have printed instructions or formulas.

### **The candidate is responsible for the following:**

- the calculator's power supply
- the calculator's working condition
- clearing anything stored in the calculator.

### **Calculators must not:**

be designed or adapted to offer any of these facilities:-

- language translators
- symbolic algebra manipulation
- symbolic differentiation or integration
- communication with other machines or the internet

**be borrowed from another candidate during an examination for any reason**

**have retrievable information stored in them – this includes:-**

- databanks
- dictionaries
- mathematical formulas
- text.

The use of a calculator with any of the above features will be regarded as malpractice.

## **DURING THE EXAMINATION**

The examination is in progress from the time you enter the examination room until the scripts have all been collected and checked and you leave the examination room. You should therefore enter **in silence**, go to your seat and should not communicate **in any way** with anyone other than an invigilator until you have left the room.

The stationery and question papers will be given out. Read **carefully** all the instructions on the front of the examination paper and the answer booklet if you are using one.

Make sure you answer the correct number of questions. If necessary, write your answers in the answer booklet provided. Put the question numbers in the margin and, if you use supplementary sheets, number them as you use them.

Ensure that you turn over all the pages and that you see all the questions on the paper.

Use **black** ink. The use of coloured pens or pencils is only allowed on maps, charts and diagrams. You are not allowed blotting paper, so a ballpoint pen might be preferable to a fountain pen.

Rough work should be done in the answer booklet and crossed out neatly. All rough work should be given in.

Many examinations are now marked online, so it is important that you only write your answers in the designated areas of the examination paper.

If you need anything, such as a supplementary sheet, or if you drop anything, put your hand up, and an invigilator will help you.

If you are allowed extra time, you will be given, during the examination, a piece of paper showing your finishing time as well as that of the other candidates. **It is not compulsory for you to take all the extra time**

.

You will not be allowed to leave the room until the end of the examination.

Fill in all the details on the front of the answer booklet, including your candidate number. You should know this, but it is also on your statement of entry sheet.

The **centre number** of Westholme School is **47129**

## **AT THE END OF THE EXAMINATION**

Stop working **immediately** when you are told to do so. Do not try to finish what you are doing.

If necessary, fill in the boxes on the front of the answer booklet to show which questions you have answered.

At the end of the exam, you **must** put any loose additional answer sheets in the order you have answered the questions and insert them inside the answer booklet.

Sit in silence while the papers are taken in and checked, and wait to be dismissed - you will probably be dismissed one row at a time. Leave in silence - others may be still working, and must not be disturbed.

### **TRANSPORT HOME**

Remember to organise transport home after a morning examination or after an afternoon examination that is likely to end after 3.40 p.m. It is not always possible to collect and check all the scripts before the coaches leave.

### **IRREGULAR CONDUCT**

**PLEASE READ THE INFORMATION FOR CANDIDATES WHICH IS ATTACHED. THE EXAMINING BOARDS HAVE PRODUCED THIS.**

**ALSO ENSURE THAT YOU READ THE “WARNING TO CANDIDATES“. COPIES ARE DISPLAYED OUTSIDE ALL EXAMINATION ROOMS AND ON THE EXAMINATION NOTICE BOARD.**

**IF YOU ARE SUSPECTED OF USING, OR ATTEMPTING TO USE, UNFAIR PRACTICE OF ANY KIND, YOU WILL BE REPORTED TO THE EXAMINATION BOARD. THIS COULD RESULT IN YOUR DISQUALIFICATION FROM ALL YOUR EXAMINATIONS, INCLUDING THOSE THAT YOU HAVE ALREADY TAKEN.**

**PLEASE MAKE SURE THAT YOU BEHAVE IN SUCH A WAY THAT THERE CAN BE NO POSSIBLE SUSPICION OF ANY IRREGULARITY.**

If you have any questions about any of the above information, please come and see me.

Finally, I wish you all the very best for the coming examinations.

Mrs Bentham  
Examinations Officer

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
-----	---------------	------	-----	---------	------

**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) notes; 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.



**This notice has been produced on behalf of:**

**AQA, OCR, Pearson and WJEC**

**Information for candidates: non-examination assessments**

**This document tells you about some things that you must and must not do when you are completing your work.**

**When you submit your work for marking, the awarding body will normally require you to sign an authentication statement confirming that you have read and followed these regulations.**

**If there is anything that you do not understand, you must ask your teacher or lecturer.**

**In some subjects you will have an opportunity to do some independent research into a topic. The research you do may involve looking for information in published sources such as textbooks, encyclopedias, journals, TV, radio and on the internet.**

**Using information from published sources (including the internet) as the basis for your assignment is a good way to demonstrate your knowledge and understanding of a subject. You must take care how you use this material though - you cannot copy it and claim it as your own work.**

**The regulations state that:**

**the work which you submit for assessment must be your own;**

**you must not copy from someone else or allow another candidate to copy from you.**

**When producing a piece of work, if you use the same wording as a published source you must place quotation marks around the passage and state where it came from. This is called "referencing". You must make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: Morrison, 2000, pg.29.**

**For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: <http://www.geocases2.co.uk/rural1.htm> downloaded 5 February 2019.**

**You may be required to include a bibliography at the end of your piece of written work. Your teacher or lecturer will tell you whether a bibliography is necessary. Where required, your bibliography must list the full details of publications you have used in your research, even where these are not directly referred to, for example: Morrison, A. (2000) 'Mary, Queen of Scots', London: Weston Press.**

**If you copy the words or ideas of others and do not show your sources in references and a bibliography, this will be considered as cheating.**