



**Candidate Exam  
Handbook**  
for  
**GCSE, A Level and  
Pre-U**  
**2016/17**

This handbook is reviewed and updated annually

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## Introduction

Whitgift School is committed to ensuring that candidates are fully briefed on the exam and assessment process in place in the centre and are made aware of the required JCQ awarding body and CIE instructions and information for candidates.

### Written Exam Timetable

- Candidate Timetable – your timetable has already been posted home. Please contact Mrs Barber (Exams Officer) if you have not received it or have mislaid it.
- If you feel that any of the information on your timetable is incorrect contact Mrs Barber immediately ([a.barber@whitgift.co.uk](mailto:a.barber@whitgift.co.uk))

### Exam Clashes

If you have an exam clash we will have written to you already to let you know how that clash will be resolved.

Your clash will either be a “Back to Back” clash, where you take one exam straight after the other or a “Proper Clash” where you will take one exam in the morning and one in the afternoon.

If you have a Proper Clash” your letter will have reminded you that

- you will be kept under supervision in between your two exams
- during this time you can revise, however you cannot have any internet access
- during this time you cannot have contact with other pupils, except those pupils who are being supervised in the same room as you
- you must bring a packed lunch as you will not be allowed to go to the tuck shop or the dining hall
- you will be collected from your morning exam venue by a member of staff and returned to your afternoon venue by a member of staff

**If you do not understand your clash instructions please speak to Mrs Barber or your Head of Year**

### Exam Venues

Exam venue information will be posted on your year group noticeboard and on the exams noticeboard the day before each exam. This information will also be available on Firefly. It is important that you check carefully where your exam is taking place.

This year the main exam venues will be the Marlars Halls, Big School, the Concert Hall and the Old Library, as well as some of the smaller venues such as A22, MU6 or the Subba Row Room.

### Exam Invigilation

- Exams are supervised by a team of invigilators made up of teaching staff and a group of experienced external invigilators
- Our invigilators must follow strict rules laid down by JCQ and CIE for the conduct of examinations

## Exam Start Times

The start times for exams at Whitgift School are:

- 9am for morning exams
- 2pm for afternoon exams

(The exam board published start times for Public Exams are 9am for morning exams and 1.30pm for afternoon exams – exam board regulations allow us to start half an hour later which we choose to do in the afternoon).

- You should aim to arrive at School at least half an hour before the start of your exam, and make your way to your exam venue once you have checked the noticeboard.
- You must remain seated in the room until the end of normal time.
- If you are entitled to extra time you will be allowed to leave the room at the end of normal time if you wish to.

## Exam conditions

An exam briefing for all candidates will be given by a Senior Invigilator outside the exam venue before the exam begins. Candidates must not enter the exam room until directed to do so by the Senior Invigilator.

Remember:

- *You are under exam conditions from the moment you enter the exam room until you are given permission to leave by the invigilator*
- *You must listen to and follow the instructions of the invigilators at all times in the exam room*
- *You must not communicate with other candidates*
- *You should write clearly and legibly*
- *The Centre Name and Number (14388) will be displayed on the white board at the front of the room*
- *The exam title and the start and finish times will also be written on the white board*

## Where you will sit in the exam room

- A candidate card with your name, candidate number and photograph will be on your desk. Candidates will be seated in candidate number order – try to find your desk as quickly and quietly as possible and sit down.
- If you cannot see your card speak to an invigilator who will help you.

## At the end of the exam

An invigilator will let you know when you have 5 minutes remaining, and when your time is up.

- No candidate will be allowed to leave the room until the end of normal time.
- If you are entitled to extra time you will be allowed to leave the room at the end of normal time if you wish to.
- Candidates must remain seated until all papers have been collected and the Senior Invigilator instructs you to leave.
- When you leave the exam venue you should walk out in complete silence, collect your bag, and refrain from talking until you are well away from the room so that you do not disturb your fellow-students who are still working.

## Equipment

- Only authorised material can be brought into the exam room
- Remember that you need to write in **black ink**
- Do **not** use any of the following:
  - Correcting pens, fluid or tape
  - Erasable pens
  - Highlighters
  - Gel Pens
- Your pencil case must be see through
- Your water bottle must be see through and have no label or writing on it

You may use coloured pens or inks for diagrams, maps, charts etc. if your exam allows them. The instructions at the front of your paper will tell you if these are not allowed.

## Using calculators

You must be aware of awarding body instructions regarding the use of calculators in your exams which state:

*Candidates may use a calculator 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*

<b>Calculators must be:</b> <ul style="list-style-type: none"><li>○ of a size suitable for use on the desk;</li><li>○ either battery or solar powered;</li><li>○ free of lids, cases and covers which have printed instructions or formulas.</li></ul>	<b>Calculators must not:</b> <ul style="list-style-type: none"><li>• be designed or adapted to offer any of these facilities: -<ul style="list-style-type: none"><li>○ language translators;</li><li>○ symbolic algebra manipulation;</li><li>○ symbolic differentiation or integration;</li><li>○ communication with other machines or the internet;</li></ul></li><li>• be borrowed from another candidate during an examination for any reason;*</li><li>• have retrievable information stored in them - this includes:<ul style="list-style-type: none"><li>○ databanks;</li><li>○ dictionaries;</li><li>○ mathematical formulas;</li><li>○ text.</li></ul></li></ul>
<b>The candidate is responsible for the following:</b> <ul style="list-style-type: none"><li>○ the calculator's power supply;</li><li>○ the calculator's working condition;</li><li>○ clearing anything stored in the calculator.</li></ul>	

## What you should **not** bring into the exam room

Do not bring any unauthorised items/material into the exam room. These include:

- Mobile Phones
- MP3 Players
- iPad
- Smartwatches
- Any internet enabled device
- Revision notes

You will be reminded about this during the exam briefing and the Senior Invigilator will carry out spot-checks before every exam to check for these items. If you are found to be in possession of any of the above once you have entered the exam room we will be obliged to report this to the exam board.

## Food and drink in exam rooms

Water bottles are allowed in the exam room, as specified before.

No other drinks or food are allowed in the exam room unless there is a medical need. If this is the case please speak to Mrs Barber, your Head of Year or Mrs Richardson (SENCo) as early as possible before the start of the exam season so that we can ensure we have everything in place for you.

## What you should wear for your exams

It is a requirement that normal School uniform must be worn for exams.

## Where your personal belongings will be stored during your exam

Any personal belongings will be left outside the exam venue. You will not be permitted to take anything in with you.

## Analogue Watches

It is fine to bring your normal (analogue) watch into the exam room, however you will be asked to remove it and place it on the desk where it can be seen.

## What to do if you arrive late for an exam

It sounds obvious, but....ensure that you know which date your exams are taking place and whether they are morning or afternoon exams.

A register is taken at the start of each exam to check that all candidates are here - **if you are running late for your exam, you or your parents must call the School Office on 020 8688 9222 and say that you urgently need to speak to Mrs Barber, Exams Officer, or your Head of Year** so that we are aware of what is happening.

If you find that you are running late don't panic! When you arrive at School you should report to North Entrance and a member of the School Office staff will escort you to the exam venue.

If you arrive for your exam within an hour of the EXAM BOARD PUBLISHED START TIMES you will be allowed to take your seat and begin your exam, and you will be given the full amount of time for that exam. This means before 10am for a morning exam and before 2.30pm for an afternoon exam.

**If you are going to be "VERY LATE" for an exam – i.e. more than an hour after the exam board published start times – you must call us as early as possible.** Even though we will allow you to sit the exam, and give you the full time for that exam, you should be aware that the exam board may not accept your paper. You will need to prove that you have not had access to the internet whilst making your way into School. The best way to do this is :

- Avoid public transport
- Ask your parent/guardian to drive you to School and ensure you give them **all internet enabled devices** you may be carrying e.g. mobile phone, smartwatch
- You and your parent/guardian will be asked to sign a letter confirming that you have not had internet access and from what time
- You and your parent/guardian will be asked to make a written statement giving the details of your movements until you arrived for the exam
- The decision about whether to accept your script is at the discretion of the exam board

## What to do if you are unwell on the day of an exam

### **If you feel unwell on the day of your exam:**

- *You or your parent/guardian should call ahead to the School Office and let us know so that we can help you as best we can when you arrive*
- *Once you are here, speak to your Head of Year or the Senior Invigilator before your exam and update them on how you are feeling*
- *We will do what we can to help you – for example seat you close to an exit in case you need to leave the room or place a sick bucket next to your desk*

### *If you feel unwell during an exam:*

- *Let the invigilators know as soon as possible what is wrong so that they can take any measures possible to assist you*

**Please refer to the School Policy for Late and Absent Candidates, which is published on the School website under Academic/Public Exams for further details.**

## What happens in the event of an emergency in the exam room

In the event of the emergency bell sounding the following will happen:

- The invigilator will ask you to stop writing, close your answer booklet and put your pen down
- The invigilator will evacuate the room if there is clear danger
- If there is no clear danger to candidates the invigilator will await instructions from senior School staff, who will be with you very quickly

In the event of a false alarm:

- The exam will be re-started once the alarm bell has stopped ringing
- You will be given a few minutes to compose yourself and get ready to start again
- The amount of time lost will be added on to your exam time so that you do not lose out. The new finish time will be clearly written on the whiteboard at the front of the room

If an evacuation is necessary:

- The invigilator will ask you to line up in complete silence and leave the exam venue without talking to one another, or to any other pupil you may see during the evacuation
- You will not be evacuated to the same area as the rest of the School
- If your exam is in the Sports Centre you will be evacuated to South Field
- If your exam is taking place in any other School building you will be evacuated to North Field
- During the whole evacuation time you cannot speak to any other pupil as this may compromise exam security and will mean that the exam may have to be abandoned
- Once you have returned to the exam room your new finish time will be calculated and you will be given time to compose yourself before the exam is re-started.

## Results

### Upper Sixth

**A Level and Pre-U results** will be published on **Thursday, 17 August** and made available at School at **8.00 am in the Raeburn Library**, when senior staff will be here for advice and consultation. We strongly advise that you collect your results in person, and that you are available for two weeks afterwards in case there are any complications.

If you don't achieve the required grades for your chosen university, you must seek advice immediately. Swift action can often enable you to obtain a place through UCAS Clearing. Increasingly it is possible to secure excellent places through Clearing and Adjustment, and further guidance will be provided for those students who wish to make use of these services. Here, as elsewhere, we will be doing everything we can to obtain the best possible outcome for all pupils. It is essential that you maintain and update your personal details on UCAS so that you are contactable throughout this period.

### Lower Sixth

**AS Level** results will be published on **Thursday, 17<sup>th</sup> August** and made available at School at **8.30 am in the Raeburn Library**, when senior staff will be here for advice and consultation. We strongly advise that you collect your results in person, and that you are then available for two weeks afterwards in case there are any complications, and to discuss your programme of study in the U6th.

### Upper Fifth

**GCSE results** will be available on **Thursday 24<sup>th</sup> August** from **8.30am in the Raeburn Library**.

We strongly advise students to attend with their parents/guardians to collect results and discuss Sixth Form options if necessary.

## Post-results services

Once you have received your results you will need to discuss these further with the relevant Head of Department if you have not achieved the grades you need for university or entry into the Sixth Form, or if you feel have not achieved the grade you expected to.

The Heads of Department and senior staff will be here to advise you on Post Results Services and tell you what the next step is. Enquiries About Results should not be applied for without first speaking to the Head of Department or a senior member of staff, such as your Head of Year, because remarks can result in grades going down as well as up. Senior staff and Heads of Department are very experienced in advising students in these matters.

- *The post-results services available to you include "Enquiries About Results" (also referred to as "EARs" or "Remarks") and Access to Scripts (in other words you may request a copy of your exam script if you wish to).*
- *All requests for post-results services must be made through School – the exam boards will not deal directly with candidates.*
- *EAR Request Forms will be made available to you when you collect your results and you will be given information about the deadlines, fees and charges for these services. It is extremely important that Upper Sixth students whose university places may dependent on a grade increase act swiftly and **in consultation with senior teaching staff.***
- *We can only apply for a remark if you give us written permission*



## Certificates

- *Exam Certificates will arrive at School in the Autumn term*
- *Certificates will be sent by recorded delivery to all students who have left Whitgift – it is therefore important that you keep us updated with up to date home address details.*
- *Certificates will need to be signed for on receipt and undelivered certificates will be returned to us, at which point we will contact you.*
- *Certificates for students still at Whitgift will be available to collect from the Exams Officer and must be signed for. Your form tutor will let you know when you can collect them.*

## JCQ and CIE Exam Board Guidelines

At Whitgift we enter pupils for exams with four different exam boards (AQA, CIE, Edexcel and OCR) depending on the subject. If you are taking an exam with AQA, Edexcel or OCR, your exams are regulated by a body called the **Joint Council for Qualifications (JCQ)** and we are obliged to follow their examination rules and regulations when we run Public Exams. The fourth exam board, **Cambridge International (CIE)**, have their own separate, but similar, set of exam rules which we must also adhere to. On the next few pages you will find documents for candidates from both the JCQ and CIE which you should read carefully.

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

**For written examinations – effective from 1 September 2016**

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: <ul style="list-style-type: none"> <li>• <b>notes;</b></li> <li>• <b>potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player, a smartwatch or a wrist watch which has a data storage device.</b></li> </ul> <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	Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
6	Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
7	You <b>must not</b> write inappropriate, obscene or offensive material.
8	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
9	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.
2	Arrive at least ten minutes before the start of each exam.
3	If you arrive late for an exam, report to the invigilator running the exam.
4	If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
5	Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
6	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: <ul style="list-style-type: none"> <li>• make sure it works properly; check that the batteries are working properly;</li> <li>• clear anything stored in it;</li> <li>• remove any parts such as cases, lids or covers which have printed instructions or formulas;</li> <li>• do not bring into the exam room any operating instructions or prepared programs.</li> </ul>
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: <ul style="list-style-type: none"> <li>• you think you have not been given the right question paper or all of the materials listed on the front of the paper;</li> <li>• the question paper is incomplete or badly printed.</li> </ul>
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: <ul style="list-style-type: none"> <li>• you have a problem and are in doubt about what you should do;</li> <li>• you do not feel well;</li> <li>• you need more paper.</li> </ul>
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.

**Produced on behalf of: AQA, City & Guilds, CCEA, OCR, Pearson and WJEC**

## **Information for candidates – Privacy Notice**

### **General and Vocational qualifications**

**Effective from 1 September 2016**

The JCQ awarding bodies will process your personal data in accordance with the Data Protection Act 1998 and the Code of Practice issued by the qualification regulators of England, Wales and Northern Ireland.

**Correspondence on any aspect of a candidate's examination or assessment will only be conducted between the awarding body and the head of the centre, a member of the senior leadership team or the examinations officer.**

Awarding bodies will undertake the following administrative activities in relation to the processing and exchange of candidates' personal data:

1. Personal data relating to the name(s), date of birth, gender, unique candidate identifier (UCI) and unique learner number (ULN) of an individual candidate will always be collected by an awarding body for the purposes of examining and awarding qualifications. In some cases additional information, which may include sensitive personal data relating to health, will also be collected to support requests for access arrangements and reasonable adjustments and/or special consideration. Such personal data will be supplemented by the results of examinations and assessments undertaken by the respective candidate.
2. A candidate's personal data will only be collected from registered examination centres in the context of examination entries and/or certification claims.
3. Such data collected will not be used by an awarding body other than for the administration of the examinations process, conducting assessments and the certification of results claims.
4. Personal data within candidates' work will be collected and processed by an awarding body for the purposes of marking, issuing of examination results and providing candidates with access to post-results services. Examination results will be retained for a minimum of forty years.

In order for an awarding body to achieve this, some personal information may be transferred to third parties such as examiners, who may in some instances, reside outside the European Economic Area.

5. Awarding bodies may be required to provide a candidate's personal data to educational agencies such as DfE, WG, DENI, The Skills Funding Agency, Ofqual, HESA, UCAS, Local Authorities, EFA and Learning Records Service (LRS). Additionally, candidates' personal data may be provided to a central record of qualifications approved by the awarding bodies for statistical and policy development purposes.
6. Some of the information candidates supply will be used by the Skills Funding Agency to fulfil its statutory functions, issue/verify a candidate's Unique Learner Number (ULN) and update/check a candidate's Personal Learning Record.

The Skills Funding Agency may share a candidate's ULN and Personal Learning Record with other education related organisations, such as a careers service, a candidate's school or college, Government Departments and public bodies responsible for education. Further details of how information is processed and shared can be found at: <http://www.learningrecordsservice.org.uk/>

7. Awarding bodies are obliged to confirm what personal data is held, what it is held for, to whom the data is to/may be disclosed to, and disclose the information that they hold about data subjects, (e.g. the candidates) within 40 days of receiving a formal request for disclosure, subject to the application of any relevant exemptions under the Data Protection Act 1998.

Candidates should make an application to the appropriate awarding body's data protection officer. Awarding bodies may charge a fee for this service.

8. If you have not reached the age of 16, you may first wish to discuss this Privacy Notice with your parent or legal guardian.

Awarding bodies, schools, Department for Education (DfE), Welsh Government (WG), Department of Education Northern Ireland (DENI), Local Authorities, the Office of the Qualifications and Examinations Regulation (Ofqual), Ofsted, and Skills Funding Agency (SFA) are all 'data controllers' under the Data Protection Act 1998, in that they determine the purpose(s) for which 'personal data' (information about living individuals from which they can be identified) is processed and the way in which that processing is undertaken.

It is a requirement for data controllers to provide data subjects (individuals who are the subject of personal data) with details of who they are, the purposes for which they process the personal data, and any other information that is necessary to make the processing of the personal data secure and accurate, including any third parties to whom it may be passed to. 2

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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## Information for candidates Guidelines when referring to examinations/assessments through the Internet

**This document has been written to help you. Please read it carefully.**

We all like to share our experiences when taking examinations. However, it is important to consider what you say. Your comments may lead to an investigation for malpractice and result in the application of a penalty.

Awarding bodies monitor social media and websites. They do not wish to see candidates jeopardise their marks or grades as there are significant consequences for anyone caught breaching the rules for examinations, controlled assessment or coursework.

The rules are set by the Joint Council for Qualifications<sup>CIC</sup> (JCQ<sup>CIC</sup>) on behalf of all the awarding bodies and can be found at: <http://www.jcq.org.uk/exams-office/malpractice>

Examples of statements or activities that will lead to a malpractice investigation include:

- copying or allowing work to be copied – i.e. posting written work on social networking sites prior to an examination/assessment;
- collusion: working collaboratively with other candidates beyond what is permitted;
- allowing others to help produce your work or helping others with theirs;
- being in possession of confidential material in advance of the examination;
- exchanging, obtaining, receiving or passing on information by any means of communication (even if just attempting to);
- passing on rumours of exam content from another candidate.

**This list is not exhaustive. Other instances of candidate malpractice may be considered by an awarding body.**

If you are found guilty of breaching any of these rules you could find yourself facing:

- a warning;
- the loss of marks for a section, component or unit;
- disqualification from a unit, all units or qualifications; or
- a ban from sitting exams for a set period of time.

**You must familiarise yourself with the rules:**

<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

Take care to avoid possible malpractice and the application of a penalty.

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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**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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## 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 MOBILE PHONES, IPODS OR  
MP3/4 PLAYERS. NO PRODUCTS  
WITH AN ELECTRONIC  
COMMUNICATION/ STORAGE  
DEVICE OR DIGITAL FACILITY.**

Possession of unauthorised items is an infringement of the regulations and could result in

**DISQUALIFICATION**

from this examination and the overall qualification.

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



## Notice to Candidates

Make sure you know the rules before you take your examinations.

1. You **must** be on time for all your examinations and any required periods of supervision.
2. You **must** provide what you need e.g. pens, pencils and rulers.
3. You **may** use a calculator unless you are told not to do so. You **must not** use the calculator function of another device.
4. You **must not** become involved in any unfair or dishonest practice before, during or after the examination.
5. You **must not**:
  - sit an examination in the name of another candidate
  - have in your possession any unauthorised material, including electronic devices and mobile phones
  - have in your possession any equipment which might give you an unfair advantage.



6. Possession of **a mobile phone or other** unauthorised material is breaking the rules, even if you do not intend to use it. If found in possession of unauthorised material you will be subject to penalty and possible disqualification.
7. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
8. You **must** follow the instructions of the invigilator.
9. If you are in any doubt speak to the invigilator.
10. You **must**, when leaving the examination room, leave behind the question paper, your answer book or answer paper, rough work and any other (used or unused) materials.

## Information for candidates

To help maintain the security of our exams you must share this information with your candidates.

### Coursework

Coursework provides you with an opportunity to do independent research into a topic that interests you. You will probably look for information in published sources, images, and via multimedia, including the internet. Using information from all these sources is a good way to show your knowledge and understanding. Take care how you use this information – do not copy it and claim it as your own work.

### What can I do to be academically honest?

- Make sure that you understand all instructions given to you. Ask your teacher if you are not sure.
- Learn how to correctly reference your work. Include references for all sources you have used, not just books but also internet sites, images etc.
- If you work within a group, make sure that your contribution is your work, using your ideas.
- Acknowledge the work of others.
- Allow enough time to finish your work so you are not tempted to rush and leave out references.

### What you must not do

- Do not allow others to have access to your work. You will be held responsible if it is copied.
- Do not copy another person's work and pretend it is your own. This includes the work of other students, books, images and web pages. This is known as plagiarism.
- Do not make up or invent data or findings. This is called fabrication.
- Do not accept help and input from another person, or work collaboratively when this is not permitted; for example, working with a classmate on an assignment and then submitting it as entirely your own work. This is called collusion.

### Full Centre Supervision

Your exam board, Cambridge International Examinations, has candidates in over 160 countries. It is really important that question papers are kept secure so that the exam is fair and that all candidates get the marks they deserve. To help keep the question papers secure the exam board asks your Centre to supervise you at particular times around your exam. We call this 'Full Centre Supervision'. You must follow the rules for Full Centre Supervision. If you do not, you may not be allowed to take the exam, your paper may not be marked or your results may be cancelled.

## Full Centre Supervision rules

- Full Centre Supervision sessions can take place before or after your exams. You must attend all sessions and arrive in good time.
- Your Centre will tell you the dates, times and venues of your Full Centre Supervision sessions.
- If you arrive late, report directly to the person in charge of the session.
- You are not allowed to have mobile phones or use any communication device, including the internet, during Full Centre Supervision.
- You can have books and revision notes with you during Full Centre Supervision, but you must not take them into the exam)
- You can talk to each other during Full Centre Supervision, but you must not during the exam.
- Do not leave the room until you are given permission to do so.
- If you need to leave the room you must be supervised by a member of staff.
- If you feel unwell during Full Centre Supervision tell the person in charge of the session.

