

# **KING EDWARD VI CAMP HILL SCHOOL FOR GIRLS**



## **EXAMINATIONS GUIDANCE FOR STUDENTS AND PARENTS SUMMER 2018**

**CENTRE NUMBER 20151**

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## INTRODUCTION

It is the aim of Camp Hill Girls School is to make the examination experience as straight forward and as successful as possible for all candidates.

Hopefully, this booklet will prove informative and helpful for you and your parents. Please read it carefully and show it to your parents so that they are also aware of the examination regulations and what procedures to follow in the event of any problems.

The awarding bodies (or examination boards) set down strict criteria which must be followed for the conduct of examinations. All examination centres are required to follow them precisely.

**If there is anything you do not understand or any question that has not been addressed, PLEASE ASK.**

If you or your parents have any queries or need help or advice at any time before, during or after the examinations please contact:

The Examinations Officer - **Mrs Lynn Kennedy**

Remember – we are here to help.

**GOOD LUCK!**

## **BEFORE THE EXAMINATIONS**

### **STATEMENTS OF ENTRY:**

- ❖ All candidates will receive a statement of entry indicating the subjects they are being entered for and the levels of entry, where applicable. It is your responsibility to check that these are correct. You must check everything on your statements of entry very carefully. Particularly check all personal details (date of birth, spelling of names) are accurate as these will appear on certificates and it is difficult to change these once certificates are awarded.

### **EXAMINATION BOARDS**

- ❖ The School uses the following Examination Boards: AQA, Edexcel, OCR and WJEC.

### **CANDIDATE NAME:**

- ❖ Candidates are entered under the name format of First Name + One middle initial + (Legal) Surname, e.g. Adam J. Smith.

### **CANDIDATE NUMBER:**

- ❖ Each candidate has a four digit candidate number. This is the number you will enter on examination papers. It will appear next to your name on seating plans and examination registers. **Please learn it.**

### **UCI NUMBER:**

- ❖ In addition to a candidate number, each candidate must have a Unique Candidate Identifier (12 numbers and 1 letter) which is shown on the top of statements of entry. This number will usually begin with the Centre Number (20151) unless you have transferred from another school that had already issued your UCI. Your UCI is used for administration purposes and it is not necessary for you to remember it.

### **FINAL TIMETABLES**

- ❖ You will receive an individual timetable, via email, showing your own specific examinations with details of date, time, room and duration. Check it carefully. If you think something is wrong please come to the exams office immediately.
- ❖ If you have a clash where two subjects are timetabled at the same time the exams office will make special timetable arrangements for you. You must check your individual timetable and see the exams office if you are unsure what to do. If you think there is a clash on your timetable that has not been resolved, please come to the exams office immediately.
- ❖ If you lose your individual timetable please see Mrs Kennedy. There is also a whole school timetable on display on the examination noticeboard and on the school website under – *Parents & Students – Essential Information – External Exams, Timetables & Re-sits.*

## **CONTACT NUMBERS**

- ❖ Please check that school has at least one up-to-date contact number for you, preferably your mobile phone number (sixth form students). A list will be sent to sixth form tutors before each exam season to ensure we have up to date mobile numbers for each candidate.

## **EQUIPMENT**

- ❖ Make sure you have all the correct equipment before your examinations. Check with your subject teachers and the regulations in the Notice to Candidates and the information on the following pages.

## **REGISTRATION**

- ❖ All candidates must be outside the examination room by 8.45 for morning examinations and 1.15 for afternoon examinations to ensure registration can be completed and examinations start on time. Year 11 pupils are to wait in form rooms before examinations unless instructed otherwise.

## **IMPORTANT JCQ INFORMATION – PLEASE READ**

All candidates must read the following JCQ documents at the back of this booklet:

Appendix 1	JCQ Information for candidates – For written examinations
Appendix 2	JCQ Warning to candidates
Appendix 3	JCQ Mobile Phone Poster
Appendix 4	JCQ Information for candidates –Privacy Notice - all candidates under the age of 16 must discuss this with their parents or legal guardian
Appendix 5	JCQ Information for candidates – Social Media
Appendix 6	JCQ Information for candidates – Coursework Assessments
Appendix 7	JCQ Information for candidates – Controlled Assessment
Appendix 8	JCQ Information for candidates – Non-examination assessments

**Appendix 2 and Appendix 3 are copies of the posters that all examination centres must display for all public examinations.**

## DURING THE EXAMINATIONS

### ATTENDANCE AT EXAMINATIONS

- ❖ Mobile phones must be given in to reception, in a named envelope, for safekeeping during every examination. If a mobile phone/smart watch (or any other potential technological/web enabled or storage device) is found in your possession during an examination (even if it is turned off) it will be taken from you and a report made to the appropriate exam board. No exceptions can be made.
- ❖ All watches must be placed on the desk in front of you where they can be seen by invigilators.
- ❖ We cannot provide a secure storage area for valuables, we advise that you do not bring valuable items into school, if you do so please be aware that this is at your own risk. Candidates without a locker should leave bags in the changing room area behind the Gym.
- ❖ Candidates are responsible for checking their own timetable and arriving at school on the correct day and time, wearing correct school uniform/dress code applicable to your year group and with all necessary equipment. Candidates must arrive **15 minutes prior** to the start time of their examination (usually 8.45 am and 1.15 pm). Please wait quietly outside your exam room until you are invited to enter by the examination invigilators.
- ❖ The venues for all exams are also displayed on the Examinations Notice Board which is situated outside the Gym, and on the school website. Daily information (e.g. room changes) will be displayed on this notice board and on a board in the main school foyer, please remember to check for any notices on arrival at school.
- ❖ Candidates who arrive late for an examination may still be admitted but may not receive any additional time. If special consideration applies then you must speak to the Examinations Officer (see ABSENCE FROM EXAMINATIONS - page 11).
- ❖ For **Mathematics and Science exams**, students should make sure their calculators conform to the examination regulations. If in doubt, check with your teacher. Remove any covers or instructions and make sure batteries are new.
- ❖ **Examination regulations are very strict regarding items that may be taken into the examination room (see FAQs at the end of this booklet and Page 7). If you break these rules you may be disqualified from the examination.**
- ❖ Listen carefully to instructions and notices read out by the invigilators – there may be an erratum notice applicable to the exam paper that you need to know about
- ❖ Check you have the correct question paper – check the subject, paper and tier of entry.
- ❖ Read all instructions carefully and number your answers clearly.
- ❖ You will not be allowed to leave an examination room early. If you have finished the paper use any time remaining to check over your answers and that you have completed your details correctly.
- ❖ At the end of the examination all work must be handed in – remember to cross out any rough work. If you have used more than one answer book or loose sheets of paper please put these sheeting inside your main examination paper, in the order, ensure your details are on additional papers.

- ❖ Invigilators will collect your exam papers before you leave the room. Absolute silence must be maintained during this time. Remember you are still under examination conditions until you have left the room.
- ❖ Question papers, answer booklets and additional paper must NOT be taken from the exam room.
- ❖ Remain seated in silence until told to leave the examination room. Please leave the room in silence and show consideration for other candidates who may still be working.

## **WHAT EQUIPMENT SHOULD I BRING FOR MY EXAMS?**

- ❖ For most exams you should bring at least 2 pens (black ink only).
- ❖ For Science and Maths where you may need to draw diagrams or graphs you need 2 pencils.
- ❖ For some exams you will need a calculator (Maths/Science, Economics), a 30cm ruler (marked with cm and mm), pencil sharpener and eraser, compasses, protractor, coloured pencils (not gel pens), un-annotated set texts (e.g. for English Literature).
- ❖ If you wish to use a pencil cases for your equipment this must be transparent.
- ❖ You are responsible for providing your own equipment for examinations. You must not attempt to borrow equipment from another candidate during the examination.
- ❖ Occasionally invigilators may have spare equipment but you may have to wait your turn.
- ❖ Water is allowed in a transparent bottle with all labels removed.

## **WHAT ITEMS ARE NOT ALLOWED IN THE EXAMINATION ROOM?**

- ❖ Only material that is listed on question papers (e.g. an anthology) is permitted in the examination room and students who are found to have any material with them that is not allowed will be reported to the appropriate examinations board. In such circumstances, a student would normally be disqualified from the paper or the subject concerned.
- ❖ Bags and coats and any other items are not permitted under examination regulations and must be stored in lockers – please allow yourself time before the examination to get organized.
- ❖ Do not bring any valuables into school with you when you attend for an examination.
- ❖ No food is allowed in the exam room.
- ❖ No tippex or correction pens.
- ❖ No mobile phones, Smartwatches, iPods, MP3/4 players.
- ❖ No other potential technological/web enabled sources of information.

# CORRECT EXAM EQUIPMENT



TWO OR MORE  
BLACK PENS



COLOURED PENCILS  
(NOT GEL PENS!)

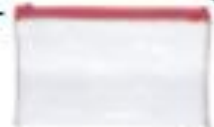
YOU ARE  
RESPONSIBLE FOR  
THE PROVISION OF  
EQUIPMENT



ERASER



TRANSPARENT  
PENCIL CASE  
ONLY



TWO OR MORE  
PENCILS + A  
SHARPENER

MATHS, SCIENCES AND  
GENERAL STUDIES

CALCULATOR, 30CM  
RULER, COMPASSES  
AND A PROTRACTOR





# UNAUTHORISED ITEMS

NO BAGS OR COATS  
IN THE EXAM  
ROOM



DO NOT BRING  
ANY VALUABLES  
INTO SCHOOL



NO UNAUTHORISED  
MATERIALS



NO FOOD



NO TIPP-EX OR  
CORRECTION PENS



NO POTENTIAL TECHNOLOGICAL/  
WEB ENABLED SOURCES OF IN-  
FORMATION



NO POTENTIAL FORMS OF  
COMMUNICATION



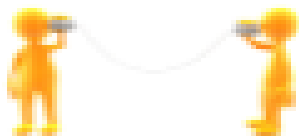
**NO MOBILE PHONES**

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



**NO FOOD**

**NO ALARMS**



**NO COMMUNICATION OF ANY SORT**

**NO ERASERS OR CORRECTION PENS**



**FULL SCHOOL UNIFORM OR DRESS CODE**

**CHECK PAPER; READ INSTRUCTIONS CAREFULLY**



**WATER IN CLEAR BOTTLE (REMOVE ALL LABELS)**

**TRANSPARENT PENCIL CASE**



**LISTEN TO INVIGILATORS AND FOLLOW INSTRUCTIONS**

**BLACK INK ONLY**



## EMERGENCY EVACUATION

- ❖ If the fire alarm sounds or it is necessary to evacuate the building during an examination, the examination invigilators will tell you what to do. Don't panic. If you have to evacuate the room you will be asked to leave **in silence** and in the order in which you are sitting. You will be escorted to a designated assembly point. Leave everything on your desk. You must not attempt to communicate with anyone else during the evacuation. You must wait **in silence** or you risk disqualification from the examination. When you return to the exam room do not start writing until the invigilator tells you to. You will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident. **Please read page 15 – Emergency procedure for examinations.**

## INVIGILATORS

- ❖ The school employs external invigilators to conduct the examinations. Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.
- ❖ Invigilators are in the examination rooms to 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 extra paper if required and deal with any problems that occur during the examination, for example if a candidate is feeling ill.
- ❖ Please note that invigilators cannot discuss the examination paper with you or explain the questions.
- ❖ All pupils are expected to behave in an appropriate manner and show consideration to other candidates in the examination.

## ABSENCE FROM EXAMINATIONS

- ❖ If you experience difficulties during the examination period (e.g. illness, injury, or personal problem) please inform the Examination Officer or your Key Stage Coordinator at the earliest possible point so we can help or advise you.
- ❖ Only in 'exceptional circumstances' are candidates allowed special consideration for absence from any part of an examination. It is essential that medical or other appropriate evidence is obtained on the day by the candidate/parent and given to the Examinations Officer without delay in all cases where an application is to be made for special consideration.
- ❖ For the award of a grade by special consideration, where a student misses part of an examination through illness or personal circumstances, a minimum of 50% (for GCSE) or 50% (for A Level) of the assessment (including coursework) must be completed.
- ❖ Parents and candidates are reminded that the school will require payment of entry fees should a candidate fail to attend an examination without good reason and without informing the school.
- ❖ Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

# AFTER THE EXAMINATIONS

## NOTIFICATION OF RESULTS

- ❖ Results for the Summer 2018 examination season will be published on the following dates:

**GCE**            **Thursday 16<sup>th</sup> August 2018**

**GCSE**         **Thursday 23<sup>rd</sup> August 2018**

## NO RESULTS WILL BE GIVEN OUT BY TELEPHONE UNDER ANY CIRCUMSTANCES

*If you are unable to collect your results you can nominate, in writing to Mrs Kennedy, a person to collect them on your behalf. The nominated person must bring ID with them when they come into school to collect results.*

\*\*\*\*\*

## POST RESULTS INFORMATION

### INFORMATION ON HOW TO ACCESS POST RESULTS SERVICES AND FEES WILL ACCOMPANY YOUR RESULTS

#### PHOTOCOPY OR ORIGINAL SCRIPT

- ❖ Candidates can order a photocopy to help to make a decision regarding a review of marking or their original script (charges may apply). Mrs Kennedy will notify you when your script arrives in school.

#### REVIEW OF MARKING REQUESTS (INCLUDES P2 PRIORITY REVIEW OF MARKING)

- ❖ This is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. **It is not a re-marking of the candidate's script.**
- ❖ The awarding body will have trained its reviewers to conduct reviews of marking accurately and consistently. **Reviewers will not re-mark the script.**
- ❖ All candidates should seek advice from the relevant subject leader before requesting a review of marking. You will be asked to sign a declaration on the order form to confirm you have discussed this with your parents and subject leader and that you are aware that the original examination mark may go up or down.
- ❖ Fees for post-results services (Access to Scripts and Enquiries about Results) are set independently by each individual awarding body.
- ❖ Order forms and fees information will accompany your results slips. Payment is via ParentPay.

## University place pending?

If a university place is pending please speak to Ms Whittington or a member of Senior Leadership in the first instance.

They may recommend a Priority Review of marking.

(Deadline Thursday 23rd August 2018)

If you require a Priority P2 Review of marking please **DO NOT** request a copy of the script first as this will not arrive before the priority remark deadline.

## COLLECTION OF CERTIFICATES

- ❖ Certificates will arrive in school late October.
- ❖ Year 11 students will receive their certificates at the Year 12 Parents Evening or they can be collected from main school reception.
- ❖ Year 12 will receive their certificates following a KS5 assembly. Mrs Kennedy will inform you when they are available.
- ❖ Year 13 Leavers can collect certificates at the following times:  
*Week commencing Monday 7th January 2019*  
***If not collected within one year they will be returned to the examination board(s).***
- ❖ Candidates who need to collect certificates may do so from Examination Officer. Certificates will not be given to anyone other than the candidate without the candidate's written authorisation. Certificates must be signed for on collection.
- ❖ The school is only obliged to keep certificates for a period of **one year** after issue. If candidates do not collect their certificates within this time (or if they lose their certificates) they can only be replaced by direct application to the appropriate examination boards. This will require proof of identity (such as a birth certificate) and a substantial fee per examination board. You are therefore urged to collect your certificates as soon as possible and to keep them safely.



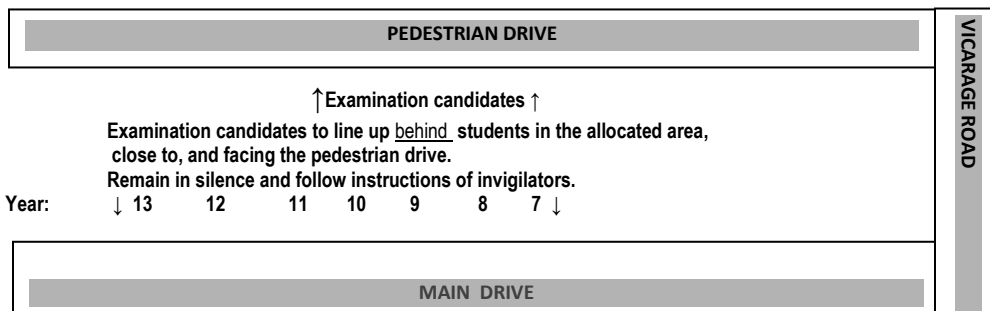
# **FIRE DRILL/ EMERGENCY EVACUATION PROCEDURE FOR EXAMINATIONS**

**In case of any emergency, if the Fire alarm sounds  
YOU SHOULD**

BE SILENT, STOP WORKING AND LEAVE ALL QUESTION PAPERS AND SCRIPTS ON THE DESK

LISTEN CAREFULLY TO INSTRUCTIONS FROM INVIGILATORS. YOU WILL BE ASKED TO LEAVE THE EXAMINATION ROOM IN SILENCE AND IN THE ORDER YOU ARE SITTING

YOU WILL BE ESCORTED BY INVIGILATORS TO THE DESIGNATED ASSEMBLY POINT, SHOWN BELOW



ALL CANDIDATES ARE TO REMAIN SEPARATE FROM OTHER PUPILS AND MAKE NO ATTEMPT TO REJOIN THEIR TUTOR GROUP

YOU MUST WAIT IN SILENCE AND NOT MAKE ANY ATTEMPT TO COMMUNICATE WITH OTHERS

WALK SAFELY TO YOUR ASSEMBLY POINT

PUSH INTERNAL FIRE DOORS TO EXIT

REGISTER PROMPTLY WITH YOUR INVIGILATOR ON ARRIVAL AT ASSEMBLY POINT

REMAIN IN SILENCE AND WAIT UNTIL INVIGILATORS GIVE THE ALL CLEAR SIGNAL TO RETURN TO THE BUILDING

RETURN TO EXAMINATION ROOM IN SILENCE, RETURN TO YOUR ALLOCATED SEAT.

DO NOT START WRITING UNTIL THE INVIGILATORS ARE READY AND INFORM YOU TO DO SO.

YOU WILL BE ALLOWED THE FULL WORKING TIME FOR THE EXAMINATION

A REPORT WILL BE SENT TO THE EXAMINING BODY DETAILING THE INCIDENT

**YOU SHOULD NOT -**

- STOP TO COLLECT BELONGINGS**
- RUN**
- LINE UP WITH YOUR TUTOR GROUP**
- COMMUNICATE WITH OTHER CANDIDATES**
- USE THE LIFT**

## **FREQUENTLY ASKED QUESTIONS**

### **Q. What do I do if there's a clash on my timetable?**

The school will re-schedule papers internally (on the same day) where there is a clash of subjects. Candidates will normally sit one paper then have a break during which they will be supervised and must not have any communication with other candidates. They will then sit the second subject paper. It may be necessary for you to bring a packed lunch if you have exams in the morning and afternoon as you will have to remain in isolation until both examinations are completed. If in doubt consult the Examinations Officer.

### **Q. What do I do if I think I have the wrong paper?**

Invigilators will ask you to check before the exam starts. If you think something is wrong put your hand up, wait until an invigilator comes to you, and tell them immediately.

### **Q. What do I do if I forget my Candidate Number?**

Your Candidate Number will be on a printed cards that will be on your exam desk, it is also on the exam room register so Invigilators will be able to help you find your number.

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

The Centre Number is **20151**. It will be clearly displayed in the examination rooms.

### **Q. What do I do if I have an accident or am ill before the exam?**

**Ring the main school office on 0121 444 2150.** Inform school at the earliest possible point so we can help or advise you. In the case of an accident that means you are unable to write it may be possible to provide you with a scribe to write your answers but we will need as much prior notice as possible. You may need to obtain medical evidence (from your GP or hospital) if you wish the school to make an appeal for Special Consideration on your behalf (see below).

### **Q. What is an Appeal for Special Consideration?**

Special Consideration is an adjustment to the marks or grades of a candidate who is eligible for consideration. The allowance for Special Consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for exceptional cases). Parents should be aware that any adjustment is likely to be small and no feedback is ever provided. Candidates will only be eligible for Special Consideration if they have been fully prepared and covered the whole course but performance in the examination or in the production of coursework is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness, accident or injury, bereavement, domestic crisis. The Examination Officer must be informed immediately, so that the necessary paperwork can be completed (within 7 days of the last exam session for each subject) and the candidate will be required to provide evidence to support such an application.

### **Q. What do I do if I feel ill during the exam?**

Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before or during an exam and you feel this may have affected your performance.

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

No. Timetables are regulated by the exam boards and you must attend on the given date and time.

### **Q. Do I have to wear school uniform?**

Yes. Normal school regulations apply to uniform, sixth form dress code, hair, jewellery, make-up, etc.



**Q. If I'm late can I still sit the examination?**

Please ensure that you allow enough time to get to school so that if you are delayed (e.g. through transport problems) so you will still arrive on time.

Examinations lasting less than 30 minutes – candidates will be considered very late if they arrive after the awarding body's published starting time for the examination or 30 minutes after the awarding body's finishing time, whichever is later.

Examinations lasting more than one hour – candidates will be considered very late if they arrive more than one hour after the awarding body's published starting time for an examination which lasts one hour or more.

You should get to school as quickly as possible and report to Reception. A member of staff will escort you to the exam room. You must not enter an examination room without permission after an examination has begun. (It may not be possible to allow you any extra time if you start the examination late.) You should also be aware that if you arrive very late for an examination the school must inform the awarding body and it is possible that the awarding body may decide not to accept your work.

**Q. What equipment should I bring for my exams?**

- ❖ For most exams you should bring at least 2 pens (black ink only).
- ❖ For Science and Maths where you need to draw diagrams or graphs you need 2 pencils.
- ❖ For some exams you will need a calculator (Maths/Science and Economics), a 30cm ruler (marked with cm and mm), pencil sharpener and eraser, compasses, protractor, coloured pencils (not gel pens), un-annotated set texts (e.g. for English Literature).
- ❖ If you wish to use a pencil cases for your equipment this must be transparent.
- ❖ You are responsible for providing your own equipment for examinations. You must not attempt to borrow equipment from another candidate during the examination.
- ❖ Occasionally invigilators may have spare equipment but you may have to wait your turn.

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

- ❖ Only material that is listed on question papers (e.g. an anthology) is permitted in the examination room and students who are found to have any material with them that is not allowed will be reported to the appropriate examinations board. In such circumstances, a student would normally be disqualified from the paper or the subject concerned.
- ❖ Bags and coats and any other items are not permitted under examination regulations and must be stored in lockers – please allow yourself time before the examination to get organized.
- ❖ Do not bring any valuables into school with you when you attend for an examination.
- ❖ No food is allowed in the exam room.
- ❖ No erasers or correction pens.
- ❖ No mobile phones, iPods, MP3/4 players, smart watches.
- ❖ No potential technological/web enabled sources of information

**Q. How do I know how long the exam is?**

The length of the examination is shown in minutes on your individual timetable under the heading 'duration'. Invigilators will tell you when to start and finish the exam. They will write the finish time of the exam on a flip chart or board at the front of the exam room. There will be a clock in all examination rooms.

**Q. Can I go to the toilet during the exam?**

Only if it is absolutely necessary, you will be escorted by an invigilator and will not be allowed any extra time.

**Q. If I have more than one exam on a day can I get lunch at school?**

Pupils who have examinations in both morning and afternoon sessions may obtain lunch from the dining hall in the usual way or bring a packed lunch.

**Q. Can I leave the exam early?**

It is not the school's policy to allow candidates to leave the exam room early, as this is disruptive to other candidates. If you feel ill, please raise your hand and wait silently until an invigilator comes to you. A candidate may not leave the examination room without the permission of an invigilator.

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

Please make yourself familiar with the emergency procedure on Page 9. The examination invigilators will tell you what to do. If you have to evacuate the room leave everything on your desk and leave the room in silence. You must not attempt to or communicate with any other candidates during the evacuation, if you do you risk disqualification.

**Q. Why do I need to check the details on the Statement of Entry?**

The details on your Statement of Entry will be used when certificates are printed. If the name or date of birth on your certificates does not match your birth certificate it could cause you problems if you are asked to show your certificates to a potential employer or college/university at some time in the future. You should also check that the subjects and tiers of entry you are entered for are correct and that no subjects are missing.

**Q. I am entitled to extra time – how will this affect the way I take my exams?**

Some students receive an allowance of up to 25% extra time. Where possible such candidates will be seated in a separate room. The invigilators will include the additional time when they display the finishing time of your exam on the board.

**Q. Why can't I bring my mobile telephone into the exam room?**

Being in possession of a mobile 'phone (or any other technological/web enables of electronic communication device, e.g. ipod, MP3/4 players, headphones) is regarded as cheating and is subject to severe penalty from the awarding bodies.

**Q. Can I wear a smartwatch into an examination room?**

No – Wearing a smartwatch you could be accused of malpractice. This is possession of an unauthorised item and considered a serious offence which could lead to disqualification. Smartwatches are now included on the mobile phone poster which will be on display outside every examination room. Now with the introduction of the smartwatch candidates will be asked to place any wrist watches on the desk in front of them.

