

# **Instructions to Candidates**

## **Internal & Public Examinations**

St Mary's Catholic School hopes that all students will be successful in their examinations. To ensure that examinations you take run as smoothly as possible, there are many rules that you need to be aware of.

**The following information is important, therefore read these instructions carefully. Please abide by any "No Entry" signs on doors during the examination period. In addition to these instructions, please read the "Notice and Warning to Candidates" displayed outside of the examination room.**

**Absence from Examinations** - You must attend all your examinations. Mis-reading your timetable is not an acceptable explanation for absence. If absence is due to illness, the school must be notified **ASAP on the day of the examination.**

**Bags, Notes,** - Candidates must leave these at the front of the examination room with the invigilator. However, if possible, leave them at home. Please do not bring in valuables with you when you have an examination.

**Calculators** - may be used in most examinations. Your subject teacher will tell you if they are prohibited. Calculators must not be larger than the usual handheld size. No printed instructions or cases are permitted. No allowance will be made for calculator failure or operational mistakes. **You must bring your own calculator if you need one. You may not use a mobile phone/watch as a calculator.** Calculators must not be dependent upon mains supply, have alphabetic keys or be programmable, have noisy keys that may disturb other candidates or use magnetic card input or have a permanent memory.

**Candidate Number** - Please commit your 4 digit candidate number to memory. You will need it in every examination. You will be seated in candidate number order in the examination room.

**Certificates** - St Mary's holds a Presentation of Awards and Certificates Evening in September at which you are expected to attend. If you are unable to attend, your certificates will be sent to you by post. Therefore, please ensure that the Examinations Office is aware of any address changes. **Keep these certificates safe.** Employers and Universities may need to see them. Some awarding bodies do not issue replacement certificates, and those that do will charge a fee for this service.

**Cheating** - Candidates caught cheating in examinations, including being in possession of a mobile phone, using unauthorized aids, copying from and communicating with other candidates, must be reported by St Mary's Catholic School to the Examination Bodies. **Penalties are severe.**

**Clashes** - If you have an examination clash involving different subjects, let the Examinations Office know **ASAP.** If you have a clash involving 2 or 3 examinations, you will sit these examinations one after the other as long as the total published examination time does not exceed 3 hours. If the total time does exceed 3 hours, the examinations will be split between the morning and afternoon session. Candidates in this position will be "corralled" (supervised isolation) between the 2 sessions and will need a packed lunch and drink.

**Conduct in the Examination Room** - Candidates must be quiet at all times when entering, whilst in and leaving the examination room. Other examinations may be continuing when you leave. Should you require any assistance, raise your hand and wait for the invigilator or member of staff to assist you. You will not be allowed to leave the examination room until the conclusion of the exam. **Please do not write on the examination tables.**

**Coursework** - The examination bodies will return most coursework during October. Students wishing to reclaim their coursework should apply to their subject teachers.

**Corralling** - Please bring a packed lunch and a drink if you are to be corralled during an examination day. **Mobile phones, pagers and electronic communication devices will be held by the Examination Office throughout the duration of this time.** You will be supervised immediately after your examination until the end of your corraling period. Candidates affected in this way must be in their designated room by **9:30 am or 2:00 pm at the very latest.** Examination security will not permit candidates to sit their examination if they have failed to arrive by these times.

You will be notified of your corraling arrangements.

You may revise for your next examination whilst being corralled. Please be respectful of invigilators and ensure that the classroom is left as it was found. Take all rubbish away with you.

**Dictionaries** - Dictionaries may not be used unless they are specifically permitted by the subject specification or unless special arrangements have been approved by the Examination Bodies.

### **Epipens.**

**If you have been prescribed an epipen, you must bring it with you into every exam, clearly displaying it on your desk.**

**End of the Examination** - Absolute silence must be maintained until you have left the building. Other examinations may be continuing when you leave. All question papers, answer booklets and additional papers remain in the examination room.

**Equipment - Candidates must provide all their own equipment.** Make sure that you are fully aware of the equipment required for your examination. Borrowing is **not** allowed. Ball point pen in black or blue ink must be used in all papers. Please also bring an HB pencil with you.

Do not use highlighter pens or correcting fluid on your answer booklet.

All rough work must be done in the answer book provided and should be crossed out. Paper will not be provided for rough work unless specified on the examination paper.

**Examination Regulations** - It is the candidates' responsibility to familiarise themselves with the Examination Bodies' regulations. Copies of these notices will be displayed outside the examination room.

**Mobile Phones, Pagers and Electronic Organisers** - Should a mobile phone, pager or other electronic communication device be found in your possession during an examination or when being corralled (**even if it is turned off**), a report must be made by St Mary's Catholic School to the appropriate Examination Body. This may result in you losing all marks for that particular paper/exam or in some cases being barred from entering future exams.

**Pencil Cases** - Please ensure that all pencil cases brought into the examination room are **transparent.**

**Prohibited Material** - The following items **must be left with the invigilator** at front of the exam room:

Mobile phones, pagers or other communications device

Calculator cases and instruction books

Personal stereos including MP3 players

Books (unless set texts for specific examinations), notes, letters, diaries or other printed material

Bags, briefcases etc.

Please be aware that invigilators are primarily responsible for safeguarding the integrity of the examination process, and not responsible for the security of valuable items. Any item of value left with the invigilator(s) will be at the candidate's own risk. **The Exams Office recommends that items of a valuable nature are left at home during the exam season.**

**Special Consideration** - Special consideration can be applied for if an event has affected the candidate's performance on the day of the examination, for example illness, bereavement, accident or distress suffered. However, the Examination Boards may only award up to a maximum of 5% of the total marks given. Medical evidence will be required when submitting an application for special consideration. **All applications for special consideration must be submitted within one week of the examination.**

**Statement of Entries** - Please check your statement of entry carefully. If there are any errors (eg name, date of birth, sex, examination entry), please notify the Examinations Office immediately. Check carefully to see if your examinations are held in the morning or the afternoon, **extra time is not given for candidates who mis-read their timetable.** Take special note of any re-arrangements due to timetable clashes.

## **You are responsible for checking your examination timetable**

### **Times**

**Morning examinations** - Unless otherwise stated, all morning examinations will start at 9:30am.

**Afternoon examinations** - Unless otherwise stated on timetable all afternoon examinations will start at 2.00pm. **Candidates should be ready to enter the examination room at least 15 minutes before the start of an examination with all the necessary equipment they need for that exam.**

If you are sitting more than one exam in a session, you will be notified of time changes.

### **Warning.**

All Examination Bodies make it clear that:

- Their official examination sessions must be run under strictly fair conditions, with no form of deception. This rule severely excludes any form of communication between students during an examination, as well as any other practice that could conceivably be seen as an attempt to deceive.
- Anyone attempting unfair practice can expect cancellation of examination entries and possible exclusion from future GCSE/AS and A2 level examinations.