



# **SIDDAL MOOR**

Where students *fly high* through the expectation of *excellence* in *everything* we do

# **Examination Booklet**

**For**

**Students & Parents/Carers**

**2017 – 2018**

**Centre Number: 33203**

***Believe you can  
and you're  
halfway there***



## **Introduction**

Siddal Moor Sports College aims to ensure exams run as smoothly as possible for all our candidates. We hope this booklet will provide you with informative and helpful advice to assist you in all of your exams. Please read the booklet carefully so you are aware of the exam procedures and regulations. The information in this booklet applies to all of your exams, including pre-public examinations.

There are a number of rules and regulations for exams that you must be aware of, most of which are set by Exam Boards. The school is required to ensure that the regulations are followed.

We have tried to answer some of the questions you may have in the 'Frequently Asked Questions' section of this booklet but if you have any more questions or something which you do not understand please contact Mrs Forster, the Examinations Officer. Also, if you are worried or concerned about something you can either speak to your Form Tutor or your Head of Year.

## **Before your examinations**

In March, you will receive your individual candidate exam timetable for your Summer Exams. Please check your timetable carefully. If there are mistakes (e.g. name, date of birth, exam entry etc.) you must inform Mrs Forster, the Examinations Officer immediately as certificates will be prepared with these personal details. The name that appears on your exam entries will appear on your certificates, so it must be the name that is on your passport, driving licence and other official paperwork. Check each exam and tier of entry and ensure everything is correct on your timetable. If you have any queries you must speak to your class teacher as soon as possible so that any changes can be made before the day of the exam.

## **Clashes**

If you have a clash on your timetable (two exams at the same time), arrangements will be made for you to take these subjects one after the other as long as the total time is not more than three hours. If the total time is more than three hours, the exams will be split between morning and afternoon sessions. If this happens an invigilator will supervise you in between exams and you must bring food and drink with you. During this time, you will not be allowed access to your mobile phone, however you will be able to revise for your next exam.

You will be informed of any clash arrangements before your exams commence. If you have a clash on your exam timetable which has not been resolved, you must inform Mrs Forster in the Exams Office.

## **Candidate Number/Centre Number**

All candidates are given a four-digit number which can be found on your exam timetable. Please memorise this number as you will have to enter it on all answer/question booklets in your exams. You will also be required to enter the school centre number on all your exam answer/question booklets. The school centre number is 33203. It will also be displayed on the white board in your exam room.

## **Dates and times of examinations**

Examination dates and times are clearly shown on your exam timetable. Make sure you arrive at least 15 minutes before the start of your examination. Morning exams start at 9:00am and afternoon exams start at 1:15pm, unless you are informed otherwise.

## **Absence**

Please telephone the school main reception on 01706 369436 if you are unable to attend your exam due to illness, absent through a genuine emergency or you have been delayed getting to school for the start of an exam. Please ensure you telephone by 8:30am for morning exams and 12:30pm for afternoon exams. If you are absent due to illness and have a medical note, please pass it to Mrs Forster in the Exams Office.

The school has always tried to make contact with home where students have failed to attend an exam in case there has been an oversight or misreading of the timetable. Unfortunately, due to the increasing number of exams, the school is no longer able to guarantee that this will continue. Exams not taken by a student will be awarded a 0 mark.

### Special Consideration

If unusual circumstances (such as a family bereavement) are likely to affect the performance of your child in one or more exams you should contact the school: exam boards sometimes take these matters into consideration when marking the papers.

### Lateness

If you are late for an exam the school will try to give you the full time allowance as long as an invigilator is available. But if you are more than an hour late your exam paper may not be accepted by the Exam Board. If you are late for an exam, please report to Reception.

### Uniform / Dress code

Year 7 to 11 students must wear full uniform to all examinations. Outdoor jackets, scarves and hats cannot be worn. Only items you require for your exam are to be taken into your exam room. Bags and other materials including mobile phones/electronic devices/wrist watches must be left at the back of the Exam Room or with an invigilator.

***Will it be easy? - NO***  
***Worth it? –ABSOLUTELY***

### Mobile Phones and other Electronic equipment

Any unauthorised materials or equipment e.g. iPods, mobile phones, MP3/4 players, pen drives, wrist watches for example iWatches or smart watches (which have a data storage device) or any products with an electronic communication/storage device or a digital facility **must not be taken to your exam desk**. Possession of unauthorised material is breaking the rules and you will be subject to a penalty and possible disqualification. Therefore, mobiles/electronic devices must either be left at home, or given to an invigilator on entering the exam room and you will be issued with a ticket. When the exam has finished, invigilators will return your belongings.

### Equipment

It is your responsibility to bring all your own equipment and any resources required to your exam. Borrowing from other candidates is NOT allowed when you are in the exam room.

You should bring your equipment in a clear plastic bag or clear pencil case.

Equipment you are required to bring to every exam:

- 2 black pens
- 2 HB pencils
- Ruler
- Pencil sharpener
- Rubber

Items to be brought to certain exams, check equipment needed with your teacher for each exam – if you are unsure bring the following with you:

- Compass
- Protractor
- Calculator
- Coloured Pencils

Scrap paper and revision notes must not be taken into the exam room. You must do any rough work in your answer booklet. Cross out anything you do not wish to be marked. Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers. However, you are allowed to highlight parts of the question paper if a separate answer booklet is used. You must write in **black ink**, except for drawings or rough notes.

### **Food and Drink**

You are only allowed to take water into the exam room in an unlabelled clear bottle. Chewing gum and any other food and drink are not permitted. Please ensure you have enough water for the duration of your exam as you will not be allowed to refill your bottle during the exam and invigilators cannot do this for you.

### **Calculators**

A calculator can be used in all exams unless you are told otherwise. Your subject teacher will inform you if you are not allowed a calculator for a particular paper. If you are allowed a calculator in an exam, check the batteries are working properly, clear anything stored in it, remove the case and ensure it is a size suitable for use on the exam desk. You must bring your own calculator if you need one and you are responsible for making sure your calculator works properly and it meets exam board regulations.

### **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 formulae
- Text

If you are unsure about any of the above, please ask an invigilator or teacher to check.

### **Seating plans/Exam Rooms**

Seating plans for Exams will be displayed on the noticeboard in the Atrium and in the Exam Room.

You should check your seat number before you go into the exam room.

You are to enter the exam room in silence and in single file.

***Believe in yourself  
and anything  
becomes possible***

### **Conduct in the Exam Room**

As soon as you enter the exam room you are under exam conditions. You must not communicate with any of your fellow students. If there is any communication between students it will be assumed that you are cheating and be treated accordingly. You must ensure you sit at the correct desk to ensure you complete the correct question paper. If you need assistance put up your hand and wait for an invigilator to attend to you. Once you have entered the exam room, you have to be escorted at all times if you need to leave (for example if you need the toilet or feel unwell).

Listen carefully to instructions and notices that are read out by invigilators – there may be amendments to the exam paper that you need to know about. Before you start, check that you have the correct question paper and an answer booklet, if required. Read through the instructions on the front of the exam paper before starting the exam and make sure you are clear as to how many questions you are required to answer. Please put your legal name on your exam paper (not your preferred name).

Invigilators are there to run the exam and cannot help you with any questions on your exam paper. If you have any

queries, don't be afraid to put your hand up and ask for assistance. You will not be allowed to leave an exam early if you have finished as this disturbs other candidates. You must take time to check your exam paper through and sit in silence. Please do not write on examination desks or write or draw anything other than exam answers in your question/answer booklet. If anything inappropriate is written on an exam paper the Exam Board can refuse to mark your script.

### **End of the exam**

If you finish before the time allowed for the exam, carefully check all your answers. Make sure your name and candidate number are on every piece of paper used. At the end of the exam all work must be handed in. Rough paper is not allowed in exams so all work you have done will be sent to the Exam Board for marking therefore remember to cross through any rough work you do not want to be marked. Invigilators will collect your exam papers before you leave the exam room. If there is any communication it will be assumed that you are cheating and will be treated accordingly. You will be dismissed from the exam row by row and will be told which exit to use. You must remain in complete silence until you have left the exam room.

### **Emergency evacuation**

In the event of an emergency for example a fire drill the following must be carried out in complete silence: If the fire alarm goes off firstly do not panic.

- You must stop writing and remain seated and listen to the instructions from an invigilator.
- You will be told by an invigilator when to leave and where to assemble.
- Leave all your equipment in the exam room.
- You must leave the room in complete silence and must not speak to fellow students.
- When you return to your exam room do not start writing until the invigilator informs you to do so
- The invigilator will make a note of the time of the interruption and how long it lasted
- You will be allowed the full working time set for the examination

### **Exam Results**

GCSE Exam results will be available for collection on Thursday 23rd August 2018

If you are unable to collect your results in person and would like someone else to collect them on your behalf (e.g. a parent or a nominated representative) they must bring a signed letter of authorisation from you giving them permission to pick up your exam results and also proof of their own identity. Results CANNOT under any circumstances be given out over the telephone or via email. If for any reason you cannot collect your results personally or send in a nominated representative. We are able to post out results upon receipt of an A5 stamped self-addressed envelope which must be left at the main reception. Certificates arrive into school in October. An Awards Evening is held in November, where you will be presented with your certificates and awards.

### **Enquiries about Results**

Review of marking:

Teachers and HoD's will look at the grade boundaries when the results are published and if they feel that you are close to the boundary and your grade may change they will instruct the Exams Officer to apply for a re-mark, school will cover the cost of this re-mark. If you would like to query a mark/grade upon receipt of your exam results you should contact either your teacher, the relevant Head of Department or the Examinations Officer. All information and deadlines will be given to you with your exam results.

**Please be aware that grades can be either raised, remain the same or lowered.**

***In order to succeed,  
we must believe  
that we are capable of success***

## **Internal Assessments**

### **Controlled Assessments**

The dates for Controlled Assessments are set by your teachers therefore please check with your subject teachers when these are scheduled. You must read the Information to Candidates for Controlled Assessments.

## **What do I do if I think my coursework has not been marked fairly or I disagree with an exam result?**

*Your exam courses may have coursework or controlled assessments in them. This work counts towards your examination mark but it is marked and graded by your teachers. This sheet tells you what you can do if you are not happy about the mark you get for a piece of coursework or for an exam set by the exam board.*

### **Coursework**

#### **1. Speak to the teacher who marked the work first**

If you are not happy with the mark you have received, the first thing you should do is talk to your teacher about it. They should be able to explain to you how your mark was worked out and how it fits with the marking rules set by the exam board.

#### **1. Speak to the Head of Department**

If you have spoken to your teacher and you still think they have made a mistake marking your work, you can ask the Head of the Department to go through the work and check that your teacher has marked it correctly. The best way of doing this is for you to write a letter explaining why you think your mark is wrong (you can get your parents to do this for you if you wish). If you do not know who the Head of Department is, or it was the Head of Department who marked your work, you should ask another teacher in the Department who teaches the same subject.

The Head of Department, or someone else in the department, will check the marking. If they think the mark given is accurate, they will give you a letter explaining why. If they think the mark was inaccurate, they will change it and explain why it was changed to you and your teacher.

#### **2. Involving the Headteacher**

If you are still not happy after the work has been re-checked, you must tell the teacher and the Head of Department this. They have to pass your concern on to the Headteacher. The Headteacher will give you and your parents the opportunity to go over your concerns, and will try to get everyone to agree on the result. They may ask one of the Governors to help them come to a decision.

*You should remember that you can speak or write to the Headteacher at any time if you have concerns about how your coursework/controlled assessment is being marked.*

### **Exam Results**

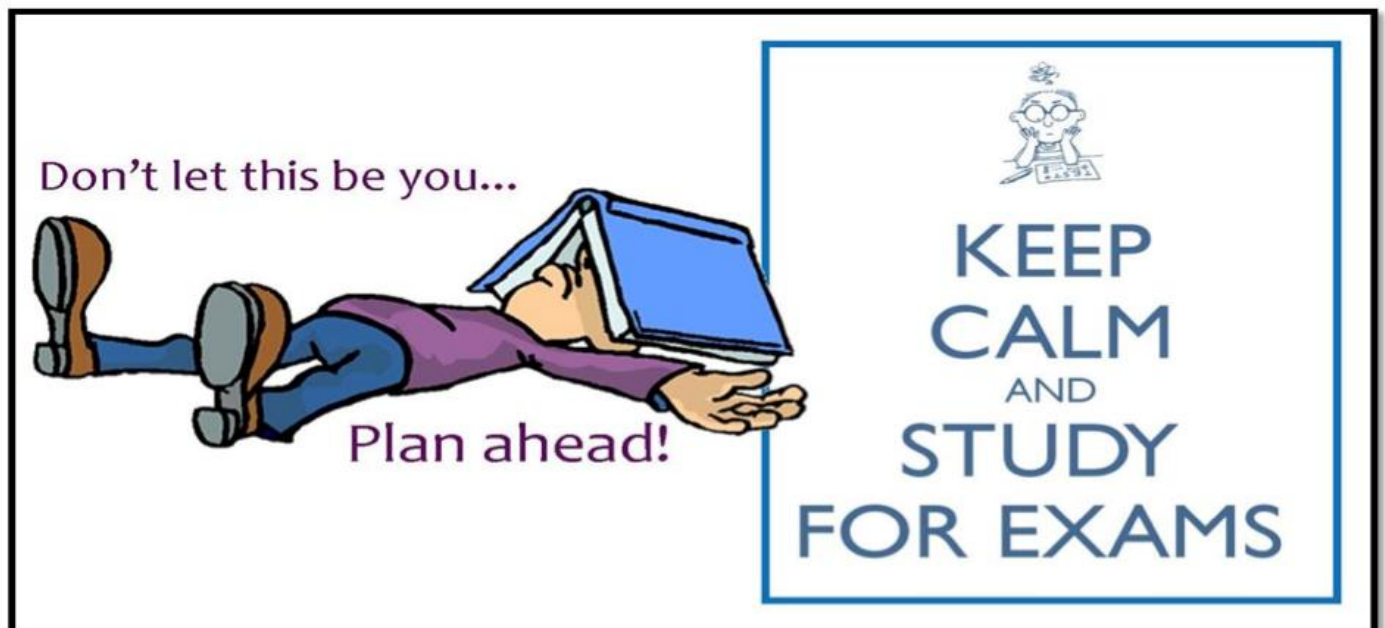
If you believe the result you have been given for an exam is unfair, then you should speak to your subject teacher as soon as possible after you have received the exam result, and talk to them about your concerns. You must have a good reason for your concern – you can't appeal the result just because you are unhappy with it, it must be because you think you were disadvantaged or there was something really unfair about the exam at the time you sat it.

If your teacher thinks you may have a valid concern, they will raise the issue with the exams officer and the Headteacher, who will speak to you regarding your concerns. They may wish to meet with you and your parents, and as a result of that meeting a decision will be made about whether to appeal to the exam board. The school will assist you in appealing to the exam board if we believe you have a valid case.

There is usually a time limit on appeals about examination results, so it is important that if you have any concerns you raise them as soon as possible: you only have about 1 month for GCSE papers and BTEC external exams after you get the results.

## Exam tips for the day of your exam!!

- Eat a good breakfast
- Make sure you know where your exam is being held and what time it starts
- Give yourself plenty of time to get to school
- Take all the equipment you need for each exam, including extra pens and pencils
- Go to the toilet beforehand!
- Read all the instructions carefully before starting the exam and ask the invigilator if anything is unclear
- Read through the questions before you start writing and make sure you are clear as to how many questions you are required to answer
- If you are stuck on a question move onto the next. You can always come back to it later
- Plan how much time you will need for each question
- Never leave a question unanswered. Even if you write an answer in the last minute of the exam, you might get some marks for your answer. If you are really stuck, try to have an intelligent guess
- Leave time to read through and check your answers before the exam finishes





## Frequently Asked Questions

Q. What time do examinations start?

Morning exams start at 9:00am – arrive at 8:40am. Afternoon exams start at 1:15pm – arrive at 1:00pm. Check the seating plan displayed on the noticeboard by Student Services for your exam room and seat number.

Q. What happens if I have a clash? (2 exams at the same time)

The Examinations Officer (Mrs Forster) will speak to you and arrange which exam you will take first. If you have to take one in the morning and one in the afternoon you will be supervised in between.

Q. How do I get into school for an afternoon exam when I am on study leave?

Please sign in at reception, then wait in the Atrium until you are instructed to enter the Exam Room

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

Invigilators will ask you to check your paper before the exam starts. If you think something is wrong put your hand up and tell the invigilator immediately.

Q. What do I do if I am late?

Report to Reception and wait to be escorted into the exam room. If you are more than 1 hour late your exam paper may not be accepted by the Exam Board.

Q. What do I do if I am ill on the day of an examination and miss the exam?

Your parent/carer must contact the school as soon as possible to inform of your absence. Where possible you should get a doctor's note.

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

If it is absolutely necessary. You will be escorted by an invigilator but will not be allowed any extra time.

Q. If I miss an examination can I take it on another day?

No. Timetables are regulated by Exam Boards and you must attend on the given date and time.

Q. Do I have to wear school uniform?

Yes. If you do not, you will not be allowed into the exam. Hats, scarves and outdoor jackets must not be worn in the exam room. Bags must be left at the back of the exam room.

Q. Can I leave the exam when I have finished?

No. You must use the full time allowance and check your paper thoroughly. You will only be allowed to leave when all the exam papers have been collected and you have been dismissed by an invigilator.

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

The length of the exam is shown in minutes on your individual timetable under the heading 'duration'. Invigilators will tell you when to start and finish the exam. The start and finish time of the exam will be displayed on the white board in your exam room.

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

Candidates are seated together in Columns A and B of the hall to minimise disturbance from other candidates who finish earlier. The invigilator will include the additional time when they display the finishing time on the board

***Create the life you  
dream of with every  
choice you make***

## **REVISION SITES**

Use the following links to access GCSE revision sites.

[www.bbc.co.uk/education](http://www.bbc.co.uk/education) (bitesize)

[www.mathswatch.co.uk](http://www.mathswatch.co.uk)

[www.sparknotes.com](http://www.sparknotes.com)

[www.gutenberg.org](http://www.gutenberg.org)

[www.shmoop.com](http://www.shmoop.com)

[www.edexcel.com](http://www.edexcel.com)

[www.s-cool.co.uk](http://www.s-cool.co.uk)

Some subjects such as Geography, Computer Science, issue students with pre-release material giving them instructions about the task that they will do for coursework, make sure that you read through this carefully and can **describe, explain and analyse** each piece of information, and prepare for any questions that could be asked about it.

## **Other useful sites**

### **Geography**

- <https://www.bbc.co.uk/education/examspecs/zy3ptyc>
- <http://www.aqa.org.uk/subjects/geography/gcse/geography-8035>

### **Religious Education**

- <https://www.bbc.co.uk/education/subjects/zb48q6f>

### **Electronic Products**

- Google Classroom on [www.siddalmoor.org](http://www.siddalmoor.org)

**For all rules and regulations visit:**

[www.jcq.org.uk](http://www.jcq.org.uk)

Use this guide to help you plan your revision, if you need more copies see Mrs. Forster in Exams Office

# Revision Timetable

Name: \_\_\_\_\_

|         | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|---------|--------|---------|-----------|----------|--------|----------|--------|
| 7.00am  |        |         |           |          |        |          |        |
| 8.00am  |        |         |           |          |        |          |        |
| 9.00am  |        |         |           |          |        |          |        |
| 10.00am |        |         |           |          |        |          |        |
| 11.00am |        |         |           |          |        |          |        |
| 12.00pm |        |         |           |          |        |          |        |
| 1.00pm  |        |         |           |          |        |          |        |
| 2.00pm  |        |         |           |          |        |          |        |
| 3.00pm  |        |         |           |          |        |          |        |
| 4.00pm  |        |         |           |          |        |          |        |

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.**

## Information for candidates

For written examinations - effective from 1 September 2017

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>• notes;</li><li>• 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.</li></ul> Any pencil cases taken into the exam room must be see-through.<br><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: <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.   |

## Information for candidates

For on-screen tests – effective from 1 September 2017

This document has been written to help you. Read it carefully and follow the instructions.

If there is anything you do not understand, ask your teacher.

| <b>A - Regulations – Make sure you understand the rules</b>                               |   |
|---|---|
| 1   | Be on time for your on-screen test(s). If you are late, your work might not be accepted.  |
| 2   | Do not become involved in any unfair or dishonest practice during the on-screen test.   |
| 3   | If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.   |
| 4   | Only take into the exam room the materials and equipment which are allowed.   |
|   | You <b>must not</b> take into the exam room: <ul style="list-style-type: none"><li>• notes;</li><li>• 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.</li></ul>  |
| 5   | Unless you are told otherwise, you <b>must not</b> have access to: <ul style="list-style-type: none"><li>• the Internet, e-mail, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks;</li><li>• pre-prepared templates.</li></ul> <b>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.</b> |
| 6   | If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.  |
| 7   | Do not talk to or try to communicate with or disturb other candidates once the on-screen test has started.  |
| 8   | If you leave the exam room unaccompanied by an invigilator before the on-screen test has finished, you will not be allowed to return.   |
| 9   | Do not borrow anything from another candidate during the on-screen test.  |
| <b>B - Information – Make sure you attend your on-screen test and bring what you need</b> |   |
| 1   | Know the date and time of your on-screen test(s). Arrive at least ten minutes before the start of your on-screen test.  |
| 2   | If you arrive late for an on-screen test, report to the invigilator running the test.   |
| 3   | If you arrive more than one hour after the published starting time for the on-screen test, you may not be allowed to take it.   |
| 4   | Your centre will inform you of any equipment which you may need for the on-screen test.   |
| <b>C- Calculators, Dictionaries and Computer Spell-checkers</b>                           |   |
| 1   | You may use a calculator unless you are told otherwise.   |
|   | 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 examination room any operating instructions or prepared programs.</li></ul>   |
| 2   |   |
| 3   | Do not use a dictionary or computer spell checker unless you are told otherwise.  |
| <b>D- Instructions during the on-screen test</b>  |   |
| 1   | Always listen to the invigilator. Follow their instructions at all times.   |
|   | Tell the invigilator at once if: <ul style="list-style-type: none"><li>• you have been entered for the wrong on-screen test;</li><li>• the on-screen test is in another candidate's name;</li><li>• you experience system delays or any other IT irregularities.</li></ul>  |
| 2   |   |
| 3   | You may be given a question paper or the instructions may be on-screen. In either case, read carefully and follow the instructions.   |
| <b>E - Advice and assistance</b>  |   |
| 1   | If on the day of the on-screen test you feel that your work may be affected by ill health or any other reason, tell the invigilator.  |
|   | Put up your hand during the on-screen test if: <ul style="list-style-type: none"><li>• you have a problem with your computer and are in doubt about what you should do;</li><li>• you do not feel well.</li></ul>   |
| 2   |   |
| 3   | You must not ask for, and will not be given, any explanation of the questions.  |
| <b>F - At the end of the on-screen test</b>   |   |
| 1   | Ensure that the software closes at the end of the on-screen test.   |
| 2   | If you are required to print off work outside the time allowed for the on-screen test, ensure that you collect your own work. You must not share your work with other candidates. Make sure that another candidate does not collect your printout(s).   |
| 3   | Do not leave the exam room until told to do so by the invigilator.  |
|   | Do not take from the exam room any stationery.  |
| 4   | This includes rough work, printouts or any other materials provided for the on-screen test.   |



**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.