2018-19

Dean Trust Ardwick

Candidate Exam Handbook

Student Name:

Form:

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Introduction

Ms S. Finlay
Headteacher

Dean Trust Ardwick is committed to ensuring that candidates are fully briefed on the exam and assessment process in place in our centre and are made aware of the required JCQ awarding body instructions and information for candidates. In this booklet you will find all relevant documentation to provide you with the information you need for all aspects of the examination period.

You will find the JCQ '*Information for Candidates*' documents and posters within. Please familiarise yourself with these prior to taking any exams.

This handbook should help to answer all the questions you may have.

Examination Team

Head of Centre: Ms S. Finlay

Examination Officer: Ms C. Allen

Examination Assistant: Mr E. Shaw

Lead Invigilator: Mrs S. Harrison

Exam Timetable - Where and when?

Closer to the exam season you will be provided with your examinations timetable. This will show all the below information in regards to their examinations, including any amendments made since the original entries. An amendment is a change to your entry such as a change of tier between higher and foundation.

A seating plan will be displayed outside the examinations room.

Name:

Gender:

Date of Birth:

Candidate Number:

Seat Number:

Components:

Date:

Start Time:

Duration:

If you think you should have been entered for an exam not showing on your timetable or you are unsure about any of the information, please see your exam subject teacher in the first instance.

For security reasons you must sit in the seat allocated for you.

Entries

Several months before you sit your exams, entries will be submitted to the Awarding Organisations (AOs) by their deadlines. You will receive a statement of entry showing which exams you have been entered for, giving the dates and whether an exam is in the morning or afternoon. It is your responsibility to check your statement of entry carefully. If you have any questions or concerns about your exam entries or if any of your personal information is wrong you must speak to your subject teacher and the Exams Officer immediately.

Clashes

On your statement of entry some exams may be scheduled to take place at the same time. Do not worry; clashes will be resolved by the Exams Officer. Just make sure you check your individual timetable when you receive it. Usually you will sit any exams which clash one after the other, usually with a short supervised break in between, depending on the duration of the exams.

Candidate Number

You have been allocated a 4-digit exam candidate number which will be on your statement of entry and individual timetable. **Please learn it.** This number is unique to you throughout your time at Dean Trust Ardwick and is used by the Awarding Bodies to identify you for all your exams. You will normally be seated in candidate number order and you will need to write this number on all your exam scripts.

Centre Number

A unique number which identifies the school to the Awarding Bodies. Dean Trust Ardwick is **33153**. You will need to write this on all your exam scripts. It will be displayed in the exam room

Equipment

Check that you have all the equipment you will need for your exams. Always bring at least **2 black pens and a pencil**. Check with your teachers if you will need other equipment such as calculators. School cannot guarantee to supply replacement equipment and you must **never try to borrow equipment from other candidates during an exam**. **Your equipment must be in a clear pencil case.**

On Exam Day

Arrival

For morning exams, you must be in school by 7.50am.

Make sure you are outside your exam room at least 15 minutes before the scheduled start time on your timetable. Read the JCQ Notices displayed outside the room. Remember that you are subject to exam regulations from the time you enter the room until you leave it. Enter the room in silence and do not communicate with other candidates once you are inside the room. This means talking, signalling to them in any way and laughing. Speak to an invigilator if you have a problem.

Check the seating plan outside the room to make sure there are no last minute changes and sit in the correct seat. An ID card will be on your desk showing your name and candidate number. This must remain face up at all times.

Bring all your equipment in a transparent pencil case or clear plastic bag. If you bring water, make sure it is in a **clear plastic bottle** with **all labels removed**.

Mobile Phones and Headphones

Do not keep your mobile phones, iPods, smart watches, MP3/4 players or headphones on your person, they **MUST** be turned off and left outside the exam room **before** the exam starts. Awarding Bodies deal very severely with candidates who ignore the regulations. Misconduct may lead to loss of all marks for a paper and ultimately the Awarding Body could decide not to award you a grade. The JCQ now require us to check that any girls wearing head scarves do not have headphones concealed underneath. This will be done privately, in the library, by a female member of staff.

Absence

If you are too ill to attend an exam your parent/carer must inform school by 8.15am on the day. If you fail to attend without a valid reason, you may be charged for your entry fee, and may not be able to resit. Medical evidence will need to be provided to the exam board.

If you are delayed you must contact school. It may be possible for us to help you get to school in time to sit the exam. Students who arrive very late may still be allowed to sit the exam but a report must be sent to the Awarding Body and they could refuse to accept your work.

Invigilators

The school employs external invigilators to conduct examinations and ensure JCQ procedures are followed. If they suspect that you are breaking any of the regulations they must inform the Exams Officer. You must behave in a respectful manner towards invigilators and follow their instructions at all times. Invigilators cannot read any words printed on the question papers for you, other than the instructions on the front cover. They cannot offer advice on which questions to answer or explain questions to you.

If you need assistance, e.g. you cannot see the clock, feel ill or need more paper, raise your hand and wait for an invigilator to come to you. **Never try to communicate in any way with other candidates.**

- Check you have the correct paper, especially if there are higher and foundation tiers.
- Read all the instructions carefully before you start to answer the questions.
- Don't use eraser pens, brightly coloured pens or highlighters **within your answers**.
- Put your candidate number, centre number and legal name on **all** the answer sheets you use and take care when numbering your answers. Write legibly and within the borders of the paper.

Leaving the exam room

Under normal circumstances you will not be permitted to leave the room until the end of the exam when the senior invigilator dismisses you. If you finish early, use the time to check your answers. Remember you are still under exam conditions until you have left the room.

Supervision During Exams

Exams are supervised by a team of invigilators. They must follow strict rules and regulations when conducting exams as directed by JCQ awarding bodies.

The invigilator is the person in the examination room responsible for upholding the integrity of the external examination / assessment process. The role of the invigilator is to ensure that the examination is conducted according to these instructions in order to:

- Ensure all candidates have an equal opportunity to demonstrate their abilities
- Ensure the security of the examination before, during and after the examination
- Prevent possible candidate malpractice
- Prevent possible administration failures

Their duties include:

- To ensure candidates sit in the correct seat in the correct venue
- To issue all appropriate warnings and instructions to candidates
- Report any misconduct or malpractice to the exam board.

Results

Dates for the publication of provisional results can be found on the school website. Results will only be issued to the student to whom they belong. If you are unable to collect your own results a relative or friend may collect them for you but only if you have informed the Exams Officer in advance, by email or in writing, that they have your permission. **Results will not be given out over the telephone under any circumstances.**

You must keep your provisional results slips at least until you have received your certificates as you may need proof of your qualifications for colleges or employers.

Post Results Services: Enquiries about Results (EARs) and Access to Scripts (ATS)

If you have any concerns about your results or want to see a copy of your marked script you should discuss this with a teacher in the first instance. There are various options available and deadlines are tight so you must act quickly once you have your results. EARs can only be submitted by the school and you will have to sign a consent form before we can process your request.

Certificates

Certificates are stored securely in school until after the completion of Year 11. You must collect your certificates in person from the school. A relative or friend can collect them for you but you must inform us by letter or email that they have your permission. Schools are only required to keep unclaimed certificates for a period of one year after issue after which they may be destroyed. You are, therefore, advised to collect your certificates as soon as possible and keep them safely. Replacement certificates are only available by direct application online to the appropriate exam board which can prove expensive.

Examination Policies

Dean Trust Ardwick has examination policies in line with JCQ regulations, including internal appeals, enquiry about results and disability policies. Exam policies are either on the website or available on request.

Q. Which JCQ documents do I need to read before my exams and where do I find them?

You can find the JCQ 'Information for candidates' documents in the Exams section of the Dean Trust Ardwick website.

Information for candidates – Privacy Notice	All exam candidates must read.
Information for candidates - For written examinations	All exam candidates must read.
Information for candidates – Guidelines when referring to examinations/assessments through the internet	All exam candidates must read.
Information for candidates - For on-screen tests	Read if you are sitting an on-screen test.
Information for candidates - GCSE controlled assessments	Read if you are studying a subject that has a controlled assessment unit – check with your teacher if you are not sure.
Information for candidate: Non-examination assessments	Read if you are studying a subject that has an non-exam assessment unit – check with your teacher if you are not sure.

What is malpractice?

Candidate Malpractice can take many forms but some obvious examples would be **not following the instructions** or advice of an invigilator, **copying** from another candidate, **disruptive behaviour** in the examination room, **bringing unauthorised material** into the exam room, plagiarism.

Penalties range from a warning up to **disqualification from all the examinations in a series** and being barred from entering examinations for a set period of time for the most serious offences.

The School must report cases of suspected malpractice to the appropriate awarding body. Any candidate who is accused of malpractice has the right to make a written statement to accompany the official report. Full details of what constitutes malpractice and examples of penalties that may be applied can be found on the JCQ website http://www.jcq.org.uk/exams-office/malpractice

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

No, you must attend on the given date and time.

Q. If I am late can I still sit the examination?

Yes. Telephone school to let us know you are on your way and when you arrive go to Reception. You must not enter an examination room without permission after an examination has begun. You may be allowed the full time for the examination but if you arrive very late, the exam board may decide not to accept your work. Make sure you allow enough time to get to school so that if you are delayed (e.g. through transport problems) you will still arrive on time.

Q. What are Access Arrangements?

Some candidates qualify for different exam arrangements (e.g. extra time, reader, modified papers). Applications for access arrangements must be made by the school at the start of your course of study. They require appropriate evidence of need and must reflect your normal way or working in class and exams. Temporary arrangements can also be made in emergency situations, e.g. a hand injury that affects your ability so you may need a laptop or scribe to record your answers. You should contact the Exams Officer immediately if you think you may need emergency access arrangements to be put in place.

Q. I am entitled to Access Arrangements – How will this affect the way I take my exams?

Access Arrangements include extra time, readers, prompts, scribes and use of word processors. Where possible, such candidates will be seated together in smaller venues to minimize disturbance from other candidates who finish earlier. The invigilators will include the additional time when they display the finishing time of your exam.

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

Inform the Exams Officer immediately. We may need to give you temporary access arrangements or apply for special consideration after your exam.

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

Put your hand up and an invigilator will assist you. If you are ill and feel this may have affected your performance make sure the Exams Officer is informed

before you go home after the exam.

Q. What is Special Consideration?

Sometimes adverse circumstances just before or during exams can affect your performance on the day. AOs do make allowances in certain situations such as illness or bereavement, providing the school has appropriate supporting evidence. Speak to your Exams Officer as soon as possible if you think this may apply to you. Applications for special consideration must be made immediately after the exams are completed.

Q. What equipment should I bring for my exams?

You must bring your own equipment for examinations; never try to borrow from another candidate during the examination. Before the exams ask your teacher what you will need.

- For most exams you should **bring at least 2 black ink or ballpoint pens**.
- For mathematics you will need a pencil, sharpener, rubber, ruler, protractor, compass.
- Calculators for science and mathematics (calculator papers) must conform to JCQ regulations, have new batteries and you must remove the cover and any instructions.
- Water in clear bottles **without** a label is permitted.

Q. What items are NOT allowed into the examination room?

- No food is allowed in the exam room.
- Water in clear bottles without a label is permitted.
- Bags and coats must be left in the library.
- Mobile telephones, smartwatches or any other electronic storage device. You are strongly advised to leave your 'phone at home. If you forget and bring it with you to school, you must switch it off and place it in your bag.
- Wrist watches if worn **MUST** be removed and placed on the desk in front of you.

Q. Can I bring an inhaler or medication into the exam?

Yes, if you normally use inhalers or other prescribed medication, you can bring what you need into the exam room but you must put it in a clear bag or have it out on the desk so the invigilators can see it.

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

Invigilators will ask you to check 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 forget my Candidate Number?

Your candidate number is printed on your individual timetable and will be on the ID card on your exam desk. Take care to write the correct number on all your exam scripts.

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

The Centre Number is 33153. It will be displayed in the examination room and on your ID card.

Q. Do I have to wear school uniform?

Yes. Normal school regulations apply to uniform, hair, jewellery, make-up, etc.

Q. Can I leave the exam early?

No. A candidate may not leave the examination room without the permission of the invigilators. Under JCQ regulations you must stay in the examination room for at least one hour after the published start time of exams that last for 1 hour or more.

Q. Can I got to the toilet during an exam?

You will not be permitted to leave an exam to go to the toilet within the 1st hour. After this, under extreme circumstances you may, but will be accompanied by an invigilator. No extra time will be permitted. You will also **NOT** be allowed to leave during the last 10 minutes of an exam.

Q. What are post results services – enquiries about results and access to scripts?

The table below explains the main services available to candidates following the publication of results. Fees and application forms will be available from the Exams Officer when results are published. Post results services can be expensive and students are advised to seek advice from subject teachers before applying. If a grade is amended as a result of an enquiry the review fee will be refunded.

JCQ Post-results service	Details of the service
RoRs Service 1: Clerical re-check	This is a re-check of all clerical procedures leading to the issue of a result. This service will include the following checks: » that all parts of the script have been marked » the totalling of marks » the recording of marks
RoRs Service 1 with an ATS copy of re-checked script	
RoRs Service 2: Review of marking	This is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. **This is not a re-marking of the candidate's script**. This service will include: » the clerical re-checks detailed in Service 1 » a review of marking as described above
RoRs Service 2 with an ATS copy of reviewed script	
RoRs Service 3: Review of moderation. *(This service is not available to individual candidates)*	This is a review of the original moderation to ensure that the assessment criteria have been fairly, reliably and consistently applied. **This is not a re-moderation of the candidates' work.**
ATS: Copy of script to support a review of marking	This is a priority service that ensure copy scripts are returned to the centre in sufficient time to allow decisions to be made whether a non-priority review of marking should be applied for.
ATS: Copy of script to support teaching and learning	This is a non-priority service enabling centres to request copies of scripts to support teaching and learning.

** Information correct at time of publication.*

JCQ CIC

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC

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.

A	**Regulations – Make sure you understand the rules**
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 **must not** take into the exam room: • **notes;** • **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.** **Any pencil cases taken into the exam room must be see-through**. **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.
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 **must not** 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	**Information – Make sure you attend your exams and bring what you need**
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 **must** 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.
C	**Calculators, Dictionaries and Computer Spell-checkers**
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: • make sure it works properly; check that the batteries are working properly; • clear anything stored in it; • remove any parts such as cases, lids or covers which have printed instructions or formulas; • do not bring into the exam room any operating instructions or prepared programs.
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
D	**Instructions during the exam**
1	Always listen to the invigilator. Follow their instructions at all times.
2	Tell the invigilator at once if: • you think you have not been given the right question paper or all of the materials listed on the front of the paper; • the question paper is incomplete or badly printed.
3	Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4	Fill in all the details required on the front of the question paper and/or the answer booklet **before** 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.
E	**Advice and assistance**
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: • you have a problem and are in doubt about what you should do; • you do not feel well; • you need more paper.
3	You must not ask for, and will not be given, any explanation of the questions.
F	**At the end of the exam**
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.

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AQA	City & Guilds	CCEA	OCR	Pearson	WJEC

Information for candidates
For on-screen tests – effective from 1 September 2018

This document has been written to help you. Read it carefully and follow the instructions.
If there is anything you do not understand, ask your teacher.

A	**Regulations – Make sure you understand the rules**
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.
5	You **must not** take into the exam room: a) **notes;** b) **potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device.** Unless you are told otherwise, you **must not** have access to: c) the Internet, e-mail, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks; d) pre-prepared templates. **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.**
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	**Information – Make sure you attend your on-screen test and bring what you need**
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.
C	**Calculators, Dictionaries and Computer Spell-checkers**
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: a) make sure it works properly; check that the batteries are working properly; b) clear anything stored in it; c) remove any parts such as cases, lids or covers which have printed instructions or formulas; d) do not bring into the examination room any operating instructions or prepared programs.
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
D	**Instructions during the on-screen test**
1	Always listen to the invigilator. Follow their instructions at all times.
2	Tell the invigilator at once if: a) you have been entered for the wrong on-screen test; b) the on-screen test is in another candidate's name; c) you experience system delays or any other IT irregularities.
3	You may be given a question paper or the instructions may be on-screen. In either case, read carefully and follow the instructions.
E	**Advice and assistance**
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.
2	Put up your hand during the on-screen test if: a) you have a problem with your computer and are in doubt about what you should do; b) you do not feel well.
3	You must not ask for, and will not be given, any explanation of the questions.
F	**At the end of the on-screen test**
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.
4	Do not take from the exam room any stationery. This includes rough work, printouts or any other materials provided for the on-screen test.

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This notice has been produced on behalf of:

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Information for candidates: non-examination assessments

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

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

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

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

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

The regulations state that:

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

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

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

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

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

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

Preparing your work – good practice

If you receive help and guidance from someone other than your teacher, you **must** tell your teacher who will then record the nature of the assistance given to you.

If you worked as part of a group on an assignment, for example undertaking field research, you must each write up your own account of the assignment. Even if the data you have is the same, you **must** describe in your own words how that data was obtained and **you must independently draw your own conclusions from the data.**

You must meet the deadlines that your teacher gives you. Remember - your teachers are there to guide you. Although they cannot give you direct assistance, they can help you to sort out any problems before it is too late.

Take care of your work and keep it safe. Do not leave it lying around where your classmates can find it. You must always keep your work secure and confidential whilst you are preparing it; do not share it with your classmates. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you do not need.

Do not be tempted to use essays from on-line essay banks — this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

You must not write inappropriate, offensive or obscene material.

Plagiarism

Plagiarism involves taking someone else's words, thoughts or ideas and trying to pass them off as your own. **It is a form of cheating which is taken very seriously**.

Do not think you will not be caught; there are many ways to detect plagiarism.

- Markers can spot changes in the style of writing and use of language.
- Markers are highly experienced subject specialists who are very familiar with work on the topic concerned — they may have read or seen the source you are using (or even marked the essay you have copied from!).
- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

Penalties for breaking the regulations

If your work is submitted and it is discovered that you have broken the regulations, one of the following penalties will be applied:

- the piece of work will be awarded zero marks;
- you will be disqualified from that component for the examination series in question;
- you will be disqualified from the whole subject for that examination series;
- you will be disqualified from all subjects and barred from entering again for a period of time.

The awarding body will decide which penalty is appropriate.

REMEMBER – IT'S YOUR QUALIFICATION SO IT NEEDS TO BE YOUR OWN WORK

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JCQ CIC

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC

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

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AQA	City & Guilds	CCEA	OCR	Pearson	WJEC

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.

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Notes

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Dean Trust Ardwick

Candidate Exam Handbook

2018-19

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