

Dictionaries:

Dictionaries may not be used in exams. If English is not your first language, then you may be allowed to use a bilingual translation dictionary in certain exams which will be provided by the Exams Officer. This **MUST** be arranged before the exams begin.

Conduct in the Exam Room:

You must be silent at all times when you are in the exam room. This includes when you **ENTER** and **LEAVE**. If you need assistance, put your hand up clearly 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** (e.g. if you need to go to the toilet). Please do not write on exam desks. It is regarded as vandalism and you will have to pay for any damage. **YOU WILL NOT BE ALLOWED TO LEAVE AN EXAM EARLY IF YOU HAVE FINISHED YOUR WORK.**

Exam Papers:

It is **your responsibility** to check that you receive the correct exam paper. Please check you have the paper for the correct subject and the correct **TIER OF ENTRY** (Foundation/Higher). If you are unsure you must raise your hand to speak to an invigilator. Any changes to the tier of entry must be arranged with the subject and exams officer before the day of the exam. It is not possible to change the tier on the day. You must not open the exam paper until instructed by the Exams Officer/Invigilator.

End of the Exam:

The invigilators will collect your exam papers before you leave the exam room. **ABSOLUTE SILENCE MUST BE MAINTAINED DURING THIS TIME.** Question papers, answer booklets and additional paper must **NOT** be taken from the exam room. You will be dismissed from the exam row by row, and may be told which door to use. **YOU MUST REMAIN SILENT UNTIL YOU ARE RIGHT OUTSIDE THE BUILDING.**

Certificates:

Certificates arrive in school about three months after you have received your results. **YOU MUST KEEP YOUR EXAM CERTIFICATES IN A SAFE PLACE. Certificates are issued using your legal name, so please be aware, that you MUST use your legal name on all exam papers. This is the name that appears on your birth certificate or passport.** Please speak to the office staff if you are unsure if the information held on school records is correct.

Coursework/Controlled Assessments:

The exam boards return coursework after the results, however it has to remain locked up in school until all enquiries about results have been completed. You will be able to reclaim your coursework approximately three months after you receive your results. This must be done by arrangement, so please contact school well in advance, in order for coursework to be made available to you.

Results:

Results day is during the summer holidays, towards the end of August. You will be notified of the exact date. Results can be collected from school on the day. Teachers will be in school on results day to help you with any queries that may arise.

Special Consideration:

Special consideration can only be applied for if something has seriously affected your performance on the day of an exam. Examples of acceptable reasons for application are bereavement (if a close relative or friend has passed away close to the exam), injury or illness (you would need a doctor's note). If after an exam you think you have a good reason for applying for Special Consideration you need to see or telephone the Exams Officer immediately.

Warning

All the exam boards have very strict rules and regulations. They make it clear that:

- Their official exam sessions must be run under strictly fair conditions, with no form of deception. This rule severely excludes any form of communication between candidates during an exam, as well as any other practice that could conceivably be seen as an attempt to deceive.
- Anyone attempting unfair practices can expect cancellation of exam entries and the charges that this will incur, as well as possible exclusion from GCSE/AS and A2 level exams for a period of up to 5 years.
- Your invigilators **HAVE** to stick to the rules; they **HAVE** to report to the Exams Officer **ANYTHING** that they feel could be suspicious.

DON'T LET IT HAPPEN TO YOU. STICK TO ALL THE RULES. DON'T RISK YOUR FUTURE.

Cardinal Newman Catholic High School

A Maths and Computing Specialist College



DO NOT LOSE THIS LEAFLET.

~ EXAMS ~ THINGS YOU NEED TO KNOW ~

IN LINE WITH THE JOINT COUNCIL FOR QUALIFICATION REGULATIONS

Exams are very important times in your life at Cardinal Newman. The exams that you will be taking over the next two years will influence what you do in the future, so it is very important that they run as smoothly as possible. There are a number of rules and regulations for exams that you must be aware of (most of these rules are set by the exam boards, not by school!). **IF YOU DO NOT STICK TO THESE RULES THEN IT IS POSSIBLE THAT YOU COULD BE DISQUALIFIED FROM YOUR EXAMS, SO PLEASE MAKE SURE THAT YOU READ THE FOLLOWING INFORMATION CAREFULLY. IF THERE IS ANYTHING YOU DON'T UNDERSTAND, THEN ASK A TEACHER OR THE EXAMINATIONS OFFICER FOR HELP.**

Exam Regulations:

It is **YOUR RESPONSIBILITY** to read and understand the exam boards' *Notice to Candidates*, which will be displayed outside every exam room, along with the *Warning to Candidates* poster. **IF THERE IS ANYTHING YOU DON'T UNDERSTAND, ASK THE EXAMINATIONS OFFICER, OR ONE OF THE INVIGILATORS FOR HELP.**

Timetables:

Please check your individual candidate timetable carefully. If there are **ANY** mistakes (e.g. name, date of birth, exam entry) you **MUST** tell the Exams Officer immediately. Mistakes that are not spotted at this stage could mean that your certificate is incorrectly printed later. Check each exam date carefully, and check to see if the exam is in the morning or the afternoon. If there is an exam on the list that you were not expecting to take (e.g. if you know you have already dropped or been withdrawn from a subject) you **MUST** tell the Exams Officer immediately. Make sure you know which **ROOM** and **SEAT** you need to go to for each exam. Extra time will not be permitted if you have simply misread your timetable. Take special note of any re-arrangements due to a timetable clash. **Exams may finish later than 3pm-please make sure you have made arrangements to travel home safely. YOU, ALONE, ARE RESPONSIBLE FOR CHECKING YOUR EXAM TIMETABLE. IF YOU LOSE YOUR TIMETABLE, ASK THE EXAMINATIONS OFFICER FOR A NEW ONE.**

Times:

UNLESS OTHERWISE STATED ON YOUR TIMETABLE, all exams at Cardinal Newman start at **9:00AM** for morning papers and **1:00PM** for afternoon papers. You should aim to be at school **NO LATER THAN 15 MINUTES** before the start of an exam. If for any reason you are going to be late and will miss the start of the exam, you **MUST** telephone school. You will then be told how long you have left before you will be refused entry.

Location of Exams:

Most exams will take place in the Auditorium. You will be told when you are allowed to enter the exam room and you **MUST** sit at the desk that has been allocated to you as indicated on your timetable, unless the invigilator instructs otherwise. **IF YOU DO NOT SIT IN THE CORRECT SEAT THE INVIGILATORS COULD MARK YOU AS ABSENT.** You are **NOT** allowed to enter the exam room before the exam time.

Candidate Number:

You will be given a 4-figure reference number that refers only to you. **YOU NEED TO REMEMBER THIS NUMBER**, as you will write it on all your exam papers. In most exams you will be seated in numerical order within your subject. If you wish, you may write your candidate number in permanent pen onto the outside of your transparent pencil case. You are not allowed to write it on your hand, or have it written on a piece of paper on your desk.

Absence from Examinations:

You must attend all exams that are allocated to you on your individual candidate timetable. Misreading the timetable will not be accepted as a satisfactory explanation for absence. If you are going to miss an exam due to illness, you **MUST** telephone school on (01925) 635556 as soon as possible on the morning of the exam.

Clashes:

If you notice a clash of exams, arrangements will be made for you to take these subjects one after the other, as long as the total published exam time is not more than three hours. If the total time is more than three hours, the exams will be split between the morning and afternoon sessions. If this happens, an invigilator will supervise you over lunchtime (in 'quarantine'). Any clashes **SHOULD** have been picked up and resolved before you are given your individual timetable. You will be informed in advance if you have any quarantine time. You will not be allowed to communicate with anyone else and will not be allowed to use your mobile phone (or any other electronic communication device) during quarantine time. You will be informed of any special arrangements involving clashes before your exams. **IF YOU NOTICE A CLASH ON YOUR INDIVIDUAL TIMETABLE WHICH HAS NOT BEEN RESOLVED, YOU MUST TELL THE EXAMS OFFICER IMMEDIATELY.**

Quarantine:

If you are required to go into quarantine over the lunch break, **MOBILE PHONES, IPODS OR OTHER WI-FI ENABLED COMMUNICATION DEVICES ARE NOT ALLOWED INTO ANY QUARANTINE ROOM.** You will be notified in advance of any quarantine arrangements. If you are in quarantine before an exam, you **MUST** be in the allocated room by the time given. **IF YOU ARE LATE YOU MAY NOT BE ALLOWED TO SIT THE EXAM.** While in the quarantine room you are allowed to revise for your next exam or talk quietly. Please be respectful to your supervisor and be sure to leave the room clean and tidy.

Drinks and Sweets:

You are allowed to take into the exam room a **DRINK OF WATER IN A CLEAR PLASTIC BOTTLE WITH THE LABEL REMOVED.** Chewing gum and any other food or drink is not allowed. If You will not be able to leave the exam room to refill a bottle of water, and invigilators cannot leave to do this for you, so please make sure you have enough for the whole exam time.

Bags, Books, Notes and Valuables:

You are not allowed to keep any bags, books or notes with you in the exam room and these should be left outside the room, or preferably at home. Please do not bring valuables with you when you come into school for an exam. Under no circumstances should you leave any money or valuables (including keys) unattended in any bag. **IF YOU DO SO, IT IS AT YOUR OWN RISK, CARDINAL NEWMAN WILL ACCEPT NO RESPONSIBILITY FOR VALUABLE ITEMS THAT ARE LEFT IN BAGS.**

Mobile Phones, Pagers, Electronic Organisers, Music Players, I-Pods:

Mobile phones, iWatches, organisers, music players, I-Pods, headphones and any type of Wi-Fi enabled communication or storage device **ARE NOT ALLOWED IN THE EXAM ROOM.** The exam boards and Cardinal Newman **DO NOT ALLOW** you to bring any of these items into any exam room or into any room being used for 'quarantine', either before or after an exam. You are **STRONGLY ADVISED** not to bring any such devices with you to school when you have an exam, as Cardinal Newman cannot take any responsibility if they are lost or damaged. If your parents wish you to have your mobile phone with you, then you will be asked outside the exam room to switch off your phone and put it into an envelope; you will be asked to write your name on the envelope and the invigilators will collect it in. At the end of the exam you can collect your phone from the school office. **ONLY MOBILE PHONES WILL BE LOOKED AFTER IN THIS WAY: DO NOT BRING ANY OF THE OTHER ITEMS NAMED ABOVE. IF A MOBILE PHONE OR OTHER WI-FI ENABLED COMMUNICATION DEVICE IS FOUND IN YOUR POSSESSION DURING AN EXAM OR QUARANTINE, EVEN IF IT IS TURNED OFF, THE DEVICE WILL BE TAKEN FROM YOU AND A REPORT MADE TO THE APPROPRIATE EXAM BOARD. NO EXCEPTIONS WILL BE MADE.**

MINIMUM PENALTIES IMPOSED BY THE EXAM BOARDS ARE AS FOLLOWS (WITHOUT EXCEPTION):

Device found on you and turned ON: disqualification from entire subject award

Device found on you and turned OFF: disqualification from that component

Cheating:

If you are caught cheating in any way in an exam, you **WILL** be reported to the exam boards. **PENALTIES FOR CHEATING CAN INCLUDE DISQUALIFICATION FROM TAKING ANY EXAM FOR UP TO FIVE YEARS.** 'Cheating' means doing anything that is against the rules stated on the *Notice to Candidates*:

- Being in possession of a mobile phone or other wi-fi enabled device
- Using unauthorised aids
- Communicating with other candidates (verbal or non-verbal)
- Copying from other candidates

Handwriting:

It is the responsibility of the students to ensure their handwriting is legible in all written examinations.

Prohibited Material:

The following items must not be brought into any exam room:

- Mobile phones, iPods, any type of Wi-Fi enabled communication or storage device including iWatches
- Non-transparent pencil cases/boxes
- Calculator cases and instruction books
- Headphones, personal stereos, MP3/4 players, iPods, or any other kind of music/ data storage/playing device
- Books, notes, letters, diaries or other printed material

If you need tissues in the exam room, you must remove them from packets and place them on the desk at the start of the exam. There will usually be a supply of tissues in the exam room, however, do not rely on this. If you know you will need them, bring your own.

Equipment:

You must provide all your own equipment. Borrowing from other candidates is **NOT** allowed under any circumstances; please do not ask invigilators if you may borrow items. You should bring your equipment in a clear plastic bag or transparent pencil case.

The following equipment should be brought to **EVERY** exam:

- 2 pens – **BLACK** only
- 2 HB pencils
- Ruler (marked with millimetres)
- Pencil sharpener (preferably one which catches the shavings!)
- Rubber

For certain exams you will also need the following:

- Compasses
- Protractor
- Calculator
- Coloured pencils

You must do any rough work in the answer booklet provided. Cross out anything that you do not wish to be marked. Highlighter pens must not be used in answer booklets, but you are allowed to highlight parts of the printed questions if you wish to. **YOU ARE NOT ALLOWED TO USE CORRECTING FLUID, PENS OR 'MICE' IN ANY ANSWER BOOKLETS.**

Calculators:

Calculators may be used in most exams: your subject teachers will tell you if they are not allowed for a particular paper. **YOU MUST BRING YOUR OWN CALCULATOR IF YOU NEED ONE. YOU ARE NOT ALLOWED TO USE A MOBILE PHONE AS A CALCULATOR.** Your calculator should be no larger than the regular handheld size and no printed instructions or cases are allowed. The exam boards do not make any allowances for calculator failure or operational mistakes – **YOU** are responsible for making sure your calculator works properly. If you are going to buy a new calculator please check with your Maths teacher to see what they recommend. Calculators must not:

- Be dependent on mains supply (i.e. use a plug!)
- Have alphabetic keys
- Be programmable
- Use magnetic card input
- Have a permanent memory