



Morecambe Bay
Academy

Centre Number: 46129

EXAMINATIONS

2021- 22

**GUIDANCE FOR STUDENTS
AND PARENTS**

Academy Telephone No: 01524 410207

Introduction

Morecambe Bay Academy is committed to ensuring that candidates are fully briefed on the exam and assessment process in place in the centre and are made aware of the required JCQ awarding body instructions and information for candidates.

Purpose of the candidate exam handbook

It is the aim of Morecambe Bay Academy to make the examination experience as stress-free and successful as possible for all candidates.

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

The awarding bodies (or examination boards) set down strict criteria which must be followed for the conduct of examinations and Morecambe Bay Academy is required to follow them precisely. You should therefore, pay particular attention to the JCQ Information for Candidates for written examinations, Information for Candidates for on-screen tests, Information for Candidates: Controlled Assessments and Notice to Candidates: Coursework Assessments, on the following pages.

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

- Your subject teacher
- Head of Year
- Head of Sixth Form
- Examinations Officer (rgovindbhai@morecambebayacademy.co.uk)
- Attendance Improvement Manager

The Academy telephone number is: **01524 410207**

Remember – we are here to help.

GOOD LUCK!

Written exams/on-screen tests

Statement of Entry and Examinations Timetable

All candidates receive a personalised Examinations Timetable from academy, and Sixth Form candidates also receive a Statement of Entry indicating the subjects they are being entered for and the levels of entry, where applicable.

Please check that these are correct, including name, date of birth and the entries. If there are **ANY** errors or omissions you must tell the Examinations Officer immediately.

Examination Boards

The academy uses the following Examination Boards: AQA, Edexcel, OCR, WJEC and Eduqas.

Candidate Name

Candidates are entered under the name format of First Name + Middle Name + (Legal) Surname, e.g. Adam John Smith. Certificates will be issued in this format. If your Exam Timetable or Statement of Entry quotes an incorrect name you must tell the Examinations Officer immediately. If mistakes are not reported you may receive incorrect certificates and have to pay the examination boards a fee for the amendment.

Candidate Number

Each candidate has a four-digit candidate number. Your candidate number will be shown on your Exam Timetable, Statement of Entry and Examination Card (which will be on your exam desk for every written exam). This is the number you will enter on all your examination papers. It will appear next to your name on seating plans and examination registers. **Please learn it.**

Centre Number:

The centre number is **46129**. You will need to enter this on all your examination papers. This number will be displayed in the examination room.

Timetables

The main period for written examinations is from the beginning of May until the end of June. Practical examinations, performances, language speaking tests, controlled assessments and on-screen examinations for the Summer session may be timetabled earlier than May and these may appear as 'TBA' on your Exam Timetable. Check the dates with your subject teacher. If you think something is wrong see the Examinations Officer, based on the Studio Corridor, immediately.

Holidays should not be taken during any of the written or assessment examination sessions.

Coursework/controlled assessment/non-examination assessment

Some subjects have an element of coursework or controlled assessment included in them which has to be completed, marked and assessed. The marks and work are then sent to the examination boards to meet published deadlines. These deadlines cannot be changed. Students who do not submit work in time to meet the deadlines, as advised by their subject teachers, will not be allocated a mark for the relevant section of the subject, and their overall grade will suffer.

All coursework/portfolios/controlled assessment submitted must be the candidate's own work. Candidates must not lend work to other candidates, copy from another candidate or include work copied directly from books, the internet or other sources without acknowledgement or attribution. You should pay particular attention to the information documents on the JCQ website: <https://www.jcq.org.uk/exams-office/information-for-candidates-documents/>.

In accordance with the Code of Practice, Morecambe Bay Academy has in place an internal appeals procedure relating to internal assessment decisions, details of which are available on request.

Study Leave

Dates for study leave, if granted for Year 11, 12 and 13 students will be notified by the academy. During study leave, students are only required to attend academy for revision sessions and examinations.

Contact Numbers

Please check that academy has at least one up-to-date contact number for you. We may need to contact you during study leave or examination sessions.

What to do if you identify you have two or more exam papers timetabled at the same time (an exam clash)?

Some candidates may have a clash, where two or more subjects' exams are timetabled for the same time. The academy will make special timetable arrangements for these candidates. You will be advised of the arrangements for sitting the examinations and the supervision required between the two exams that clash. Where you are taking more than one unit in the same subject, the units will be taken consecutively; this is not a clash.

If an examination is delayed from a morning to an afternoon session, the candidate will be supervised over lunchtime. You should bring revision, your lunch and a drink as you will not be allowed to go to the dining hall.

In rare cases it may be necessary for an examination to be held over until the next day. It is an Examination Board requirement that the candidate concerned is supervised overnight to avoid compromising the integrity of the examination.

Where you will take your examinations?

All examinations will be held in the Sports Hall unless the timetable, or the Examination Register (displayed in the Studio Corridor) specifies a different room. Check the Examination Registers daily to ensure there have been no rooming changes since the publication of the timetable.

What time your examinations will start and finish

START TIMES:	MORNING SESSIONS	9.00am
	AFTERNOON SESSIONS	1.00pm

These are the normal starting times but there may be exceptions, for example language examinations and practical examinations. Check the timetable carefully before each examination. Any variation to these times will be printed on the timetable.

Supervision during your exams

The academy employs external invigilators to conduct the examinations. Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.

Invigilators are in the examination rooms to supervise the conduct of the examination. They will distribute and collect the examination papers, tell candidates when to start and finish the examination, hand out extra answer sheets if required and deal with any problems that occur during the examination, for example if a candidate is feeling unwell.

Invigilators cannot discuss the examination paper with you, explain the questions or read words from the questions to you. They are only permitted to read the instructions on the front of the question paper.

Exam conditions

A copy of the Joint Council for Qualifications, Information for Candidates - Written examinations, On-screen tests, Controlled Assessments and Coursework Assessments, plus Notice to Candidates, are included in this booklet. All candidates must read these carefully and note that to break any of the examination rules or regulations could lead to disqualification from some/all subjects. The Academy **must** report any breach of regulations to the Awarding Body. A copy of the Joint Council for Qualifications 'Warning to Candidates' will be displayed outside every examination room as a reminder of the regulations. It is your responsibility to read and understand the JCQ Information for Candidates at the back of this booklet.

A report will be made to the Examination Board should you contravene any of the rules and regulations. It is the Examination Board's decision as to the action that will be taken, depending upon the severity of the incident.

- You must be silent at all times when you are in the examination room. This includes when you enter and leave.
- Please make sure that any watch alarms and/or mobile phone alarms are turned off.
- Put your hand up if you need to attract the invigilator's attention.
- Do not attempt to communicate with or distract other candidates. If your conduct in the examination interferes with the work of other candidates, disturbs or distracts them, you will be withdrawn from the examination room and reported to the Examination Board.
- Do not move the desks. They have been specially positioned according to the Examination Board's instructions.
- Do not write on examination desks. This is regarded as vandalism and you will be asked to pay for any damage.
- Do not draw graffiti or write comments on examination papers – if you do, the Examination Board may refuse to accept your paper.
- Listen carefully to instructions and notices read out by the invigilators – there may be amendments to the examination paper that you need to know.
- Check you have the correct question paper – check the subject, paper and tier of entry.
- Read all instructions carefully and number your answers clearly. The front of the answer booklet should be marked clearly with the numbers of the questions you have answered.
- The length of the examination is shown on the front of the examination question paper. The start and finish times of all examinations will be written on boards at the front of the room. There will be a clock in the room. Please make sure you know the finish time of your examination; there may be several other examinations running, each with different finish times.
- A candidate may not leave the examination room unless there is an urgent reason to do so and must have the permission of the invigilator. If you have to leave you will be accompanied at all times. Upon return to the examination you will not be allowed any extra time.
- If you have finished the paper early, use any time remaining to check over your answers and to check that you have completed your personal details correctly.
- At the end of the examination all work must be handed in. Rough work should be crossed out with one clear line. If you have used more than one answer book, loose sheets, graph paper etc. the invigilator will provide a tag to fasten them together in the correct order. All extra sheets must be clearly marked with your name, centre number and candidate number.

Invigilators will collect your examination papers before you leave the room. Absolute silence must be maintained during this time. Remember you are still under examination conditions until you have left the room.

Question papers, answer booklets and additional paper must NOT be taken from the examination room.

Remain seated in silence until told to leave the examination room. Please leave the room in silence and show consideration for other candidates who may still be working.

Candidates who are disruptive or behave in an unacceptable manner will be removed from the examination room by members of the Senior Leadership Team.

Where you will sit in the exam room?

Candidates are responsible for checking their own timetable and arriving at academy on the correct day and time, properly dressed and equipped. Candidates must arrive at least **10 minutes prior** to the start time of their examination. Please wait quietly outside the examination room until you are invited to enter by the invigilators. You **must** sit at the desk allocated to you unless an invigilator instructs otherwise. If you do not sit in the correct seat the invigilators could mark you absent or you may be given an incorrect question paper.

Examination Registers, quoting seat numbers and candidate numbers, will be displayed on the wall in the Studio Corridor and outside every examination room. You must not enter the room unless you know your seat number and your candidate number.

How your identity is confirmed in the exam room?

The examination venue will be set up before candidates enter. There will be an Examination Card on each desk displaying the identity of the candidate who should be sat at that desk for the examination in session. Examination Cards must not be removed from the examination venue.

What equipment you need to bring to your exams?

Make sure you have all the correct equipment before your examinations; the invigilators may not have sufficient equipment to lend to candidates. Check the Equipment list in this booklet and the Information for Candidates pages further on.

You must have a black pen for all your examinations. It is an Examination Board requirement that all answers are completed in **black ink or black ball point pen**.

Examination regulations are very strict regarding items that may be taken into the examination room. Possession of unauthorised material, whether for intended use or not, will be reported to the Examination Board and will be subject to a penalty and possible disqualification from the examination.

It is your responsibility to bring all materials and equipment you will need. All items of equipment, pens, pencils, mathematical instruments, etc. should be visible to the invigilators at all times. You must use either a transparent pencil case or a clear plastic bag. Borrowing from other candidates is NOT allowed under any circumstances. The following equipment should be brought to EVERY examination:

- 2 pens – **black** ink or ballpoint only
- 2 HB pencils
- Ruler (marked with millimetres)
- Pencil sharpener (preferably one which catches the shavings!)
- Eraser
- Compasses
- Protractor
- Calculator (any cases, lids or instructions must be removed)
- Coloured pencil crayons
- Set texts (e.g. in English Literature)

For mathematics and science examinations, where the use of calculators is allowed, it is your responsibility to make sure your calculator is working properly and conforms to the examination regulations. Your calculator should be no larger than the regular handheld size and no printed instructions or cases are allowed. If in doubt, check with your teacher. Make sure batteries are new; the Examination Boards do not make allowances for calculator failure or operational mistakes.

You must do any rough work in the answer booklet provided. Cross out, with one line, anything that you do not wish to be marked. All work must be submitted.

No correcting fluid, correction pens or tape are allowed.

Highlighter pens must not be used in answer booklets, but you are allowed to highlight parts of the printed questions in the question paper if you wish to.

Dictionaries may not be used in examinations. Electronic translators are not allowed. If English is not your first language you may be allowed to use a bilingual dictionary/electronic dictionary in certain examinations but this must be arranged before the examinations begin. If you think you will be eligible to use a bilingual dictionary you must see the Examinations Officer as soon as possible.

What you should not bring into the exam room?

You must not have access to a wrist watch which has a data storage device. You should not bring iPads or other Electronic Tablets into the examination room. If you do bring a mobile phone and /or wrist watch, please place both items into the plastic wallet on your desk along with one of your photocards. Wallets will be collected by invigilators and handed back to you at the end of your examination. Please ensure that your mobile phone is switched off, and any alarms on your watch are silenced.

Using calculators

You must be aware of JCQ awarding body instructions regarding the use of calculators in your exams which state:

"Candidates may use a calculator in an examination unless prohibited by the awarding body's specification. Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations"

<p>Calculators must be:</p> <ul style="list-style-type: none">○ of a size suitable for use on the desk;○ either battery or solar powered;○ free of lids, cases and covers which have printed instructions or formulas.	<p>Calculators must not:</p> <ul style="list-style-type: none">● be designed or adapted to offer any of these facilities: -<ul style="list-style-type: none">○ 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:<ul style="list-style-type: none">○ databanks;○ dictionaries;○ mathematical formulas;○ text.
<p>The candidate is responsible for the following:</p> <ul style="list-style-type: none">○ the calculator's power supply;○ the calculator's working condition;○ clearing anything stored in the calculator.	

[Taken from [JCQ Instructions for conducting examinations 2021-2022](#)]

Food and drink in exam rooms

Bottles containing still water may be brought into the examination room providing all labels are removed from the bottle. Any bottles with labels, or which contain anything other than water, will be removed from examination desks. No food is permitted in the examination room.

What you should wear for your exams?

Examinations are an academy session and students must wear normal uniform. Students improperly dressed may not be permitted to sit the examination.

Where your personal belongings will be stored during your exam?

All bags and coats should be placed at the back of the examination room at the end of the row in which you are sitting. When in the Sports Hall you must not hang anything from the climbing wall cover. You should bring to academy as little as possible as we do not have the facility for storing large items. Do not bring valuable items or money. All your equipment should be in your transparent pencil case or clear plastic bag. The academy can take no responsibility for bags and their contents and coats brought into the examination room. You will be asked to remove any wristwatch, and place it on your exam desk prior to the start of your examination.

Mobile Phones

Mobile telephones, iPads, iPods, MP3/4 players or any other products with text/digital facilities are prohibited. We cannot stress how important this is. The Examination Boards and Morecambe Bay Academy do not allow you to have on your person a mobile phone (or any other type of electronic communication or storage device) when in an examination room or into any room being used to supervise candidates who have examination clashes. If such a device is found in your possession during an examination (even if it is turned off) it will be taken from you and a report made to the Examination Board: the usual penalty is disqualification from that examination. If you are in possession of a device which sounds during an examination the usual penalty is disqualification from the particular subject, or possibly all subjects with the Examination Board. There are no exceptions to this rule. A sound includes alarms on phones, which may sound even though the phone is switched off. Our advice is that you do not bring a mobile phone to academy on your examination days. If a mobile phone is brought into academy it must be placed in the plastic wallet on your examination desk and handed to an invigilator before the start of the examination. The academy can take no responsibility for the safe keeping of telephones, MP3/4 players etc. handed in.

What to do if you arrive late for an examination?

Candidates who arrive late for an examination may still be admitted but may not receive any additional time. Normally, candidates with a genuine reason for being late and who arrive within 30 minutes of the starting time will be admitted. Candidates who arrive between 30 minutes and one hour of the starting time may be admitted but a report will be sent to the Examination Board, who may not be prepared to accept the work. Candidates who arrive after the scheduled finishing time of the examination will be marked absent and will not be allowed to take the examination.

If you have problems with your transport or there is a sudden emergency you must telephone the academy on 01524 410207.

What to do if you are ill on the day of an examination?

If you are too ill to sit an examination you must telephone the academy on 01524 410207 as soon as possible on the morning of the examination. A medical certificate must be obtained and sent to academy within three days of the examination you have missed. You will also need to complete a JCQ Form 14 available from the academy or via this link:

https://www.jcq.org.uk/wp-content/uploads/2020/09/Form-14_Self-Certification-Form.pdf

What happens if you have an unauthorised absence from an exam?

You must attend all the examinations shown on your Exam Timetable. Parents and candidates will receive an invoice for the cost of the entry fee if you fail to attend an examination, including practical, oral, performance and completion of coursework units/controlled assessments, without good reason and which have been paid for by the academy. Misreading the timetable will not be accepted as a satisfactory explanation of absence.

If you experience difficulties during the examination period (e.g. illness, injury, personal problems) please inform the academy at the earliest possible point so we can help or advise you.

Timetables are regulated by the Examination Boards and you must attend on the given date and time.

If you miss an examination you will not be able to take it at another time or day.

What will happen in the event of an emergency in the exam room?

If the fire alarm sounds during an examination, the invigilators will tell you what to do. Do not panic. If you have to evacuate the room you will be asked to leave **in silence** and in the order in which you are sitting. You will be escorted to a designated assembly point. Leave everything on your desk. You must not attempt to communicate with anyone else during the evacuation. When you return to the examination room do not start writing until the invigilator tells you to. You will be allowed the full working time for the examination and a report will be sent to the Examination Board detailing the incident.

Suspected malpractice

'Candidate malpractice' means malpractice by a candidate in the course of any examination or assessment, including the preparation and authentication of any controlled assessments or coursework, the presentation of any practical work, the compilation of portfolios of assessment evidence and the writing of any examination paper.

Examples of malpractice include (this list is not exhaustive):

- copying from another candidate (including the use of IT to aid the copying);
- allowing work to be copied e.g. posting written coursework on social networking sites prior to an examination/assessment;
- disruptive behaviour in the examination room or during an assessment session (including the use of offensive language);
- exchanging, obtaining, receiving, passing on information (or the attempt to) which could be examination related by means of talking, electronic, written or non-verbal communication;
- the inclusion of inappropriate, offensive or obscene material in scripts, controlled assessments, coursework or portfolios;
- impersonation: pretending to be someone else, arranging for another person to take one's place in an examination or an assessment;
- bringing into the examination room or assessment situation unauthorised material, for example: notes, study guides and personal organisers, own blank paper, calculators (when prohibited), dictionaries (when prohibited), instruments which can capture a digital image, electronic dictionaries (when prohibited), translators, wordlists, glossaries, iPods, mobile phones, MP3/4 players, pagers, Smartwatches or other similar electronic devices;

Awarding Bodies determine the application of a sanction or penalty according to the evidence presented, the nature and circumstances of the malpractice, and the type of qualification involved. In cases of suspected malpractice, the academy must submit a report to the Awarding Body, the outcome of which will be communicated to the candidate as soon as possible. Candidates may appeal against the outcome, and would need to meet with the Head of Centre to discuss this further.

Candidates with access arrangements

Access arrangements are agreed before an assessment. They allow candidates/learners with special educational needs, disabilities or temporary injuries to:

- access the assessment;
- show what they know and can do without changing the demands of the assessment.

The intention behind an access arrangement is to meet the particular needs of an individual candidate without affecting the integrity of the assessment. Access arrangements are the principal way in which awarding bodies comply with the duty under the Equality Act 2010* to make 'reasonable adjustments'.

In the first instance, if you believe that you require Access Arrangements, you must contact Learning Support.

Special Consideration

Special Consideration is an adjustment to the marks of a candidate who is eligible for consideration. The allowance for Special Consideration varies from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for the most exceptional cases). Parents should be aware that any adjustment is likely to be small and no feedback is ever provided by the Examination Board.

If there are any adverse circumstances beyond your control which you think may have affected your performance in a particular examination (e.g. feeling unwell, accident, injury, family bereavement, etc.) the Examinations Officer must be informed immediately. Further medical or other appropriate evidence will be required to support an application for special consideration. The application has to be made within seven days of the last examination in the subject affected.

Book Return

All books should be returned before your last examination. Students will receive a form on which to obtain their teacher's signature on return of books.

Contingency Day

JCQ Contingency Day is Wednesday 22nd June. Pupils should be available to sit examinations on this day in case of national or local disruption.

Notification of Results

Results will be released on the following days:

GCE: **Thursday 18 August 2022**

GCSE: **Thursday 25 August 2022**

If you wish any other person (including family members) to collect your results on your behalf, you must give your written authorisation to academy before results day.

Candidates who do not collect their results on results day will receive notification through the normal post. Results will not be given out by telephone.

You must check your personal details on your Statement of Results carefully. If you do not report errors certificates will be incorrectly issued. A fee, approximately £38, will be charged by the Examination Boards for each certificate which has to be reprinted.

POST RESULTS SERVICES

Review of marking

- A Review of Marking may be requested by teachers or students if there are reasonable grounds for believing there has been an error in marking.
- Where the academy does not authorise a review request, a student may request one privately, for which they will be charged the standard fee set by the exam board.
- Where a Review of Marking leads to a change in grade any fee will be reimbursed.
- Note that there is an element of risk in requesting a Review of Marking and that marks/grades could go down as well as up. When you sign the relevant request form, you are also signing to accept your understanding of this.
- After the published deadline exam boards will not accept requests.
- All requests for reviews must be submitted to the exams office on the relevant Post Results Form (PRS) and signed by the student by the relevant deadline.
- The PRS form also give prices and deadlines for all post results services
- The PRS forms can be collected from the exams office.
- Where a student is paying for a review, payment must be received by the exams office with the completed form. Requests will not be actioned until payment is received

Access to Scripts (ATS)

- After the release of results, students may request the return of original papers or for a photocopy of papers.
- Teaching staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of students must be obtained.
- Once an original paper is returned a review of marking request will not be permitted even if within the exam board deadline.
- It is advisable to request a photocopy of the paper within 3 days of receipt of results if you are considering but unsure of requesting a review. In this way there is a chance the copy may arrive before the deadline for reviews and this will allow you to scrutinise your paper before deciding whether to go ahead with a review.
- After the published deadline, exam boards will not accept ATS requests.
- All requests for ATS's must be submitted to the exams office on the relevant PRS form & signed by the student by the relevant deadline.
- PRS forms can be collected from the exams office.
- Where a student is paying for an ATS, payment must be received by the exams office with the completed form. Requests will not be actioned until payment is received.

Certificates

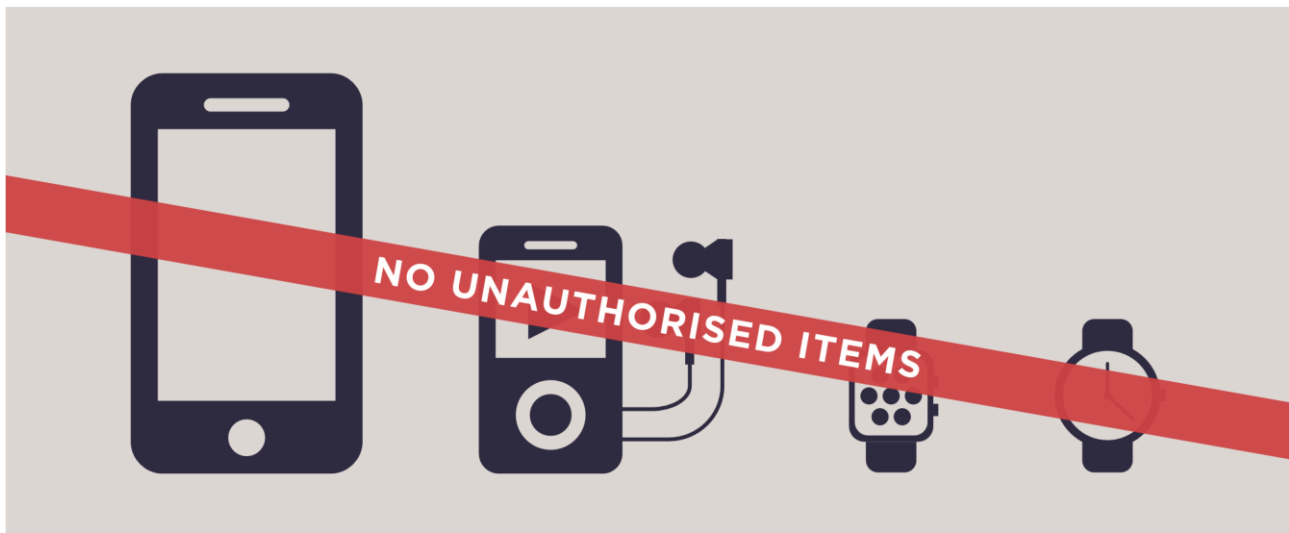
Certificates are issued by the Examination Boards and will be received by mid-November. Arrangements for the collection of certificates will be communicated to pupils in due course.

Morecambe Bay Academy is only obliged to keep certificates for a period of **one year from the date issue**, after which time they can be destroyed. If candidates do not collect their certificates within this time (or if they lose their certificates) they can only be replaced by direct application to the appropriate Examination Board. This will require proof of identity and a substantial fee per certificate. On application you may only receive a copy of your Statement of Results, not a certificate.

Certificates are valuable and important documents. You will need them when you apply for college and university courses and employment.

**NO MOBILE PHONES
NO WATCHES
NO MP3/4 PLAYERS**

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



Possession of unauthorised items, such as a mobile phone or any watch, 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.

Information for candidates

Written examinations

With effect from 1 September 2021

Produced on behalf of:



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**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:
 - (a) notes;
 - (b) an iPod, a mobile phone, a MP3/4 player or similar device, **or a watch.**

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 have a watch, the invigilator will ask you to hand it to them.**
- 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:
 - (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 formulae;
 - (d) 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. Always follow their instructions.
- 2 Tell the invigilator at once if:
 - (a) you think you have not been given the right question paper or all of the materials listed on the front of the paper;
 - (b) 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 **Do not start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam.**
- 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, including those used for rough work.

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:
 - (a) you have a problem and are in doubt about what you should do;
 - (b) you do not feel well;
 - (c) 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.

Please refer to the JCQ website <https://www.jcq.org.uk/exams-office/information-for-candidates> documents for links to the following documents:

- Privacy Notice
- Coursework Assessments
- Non-Exam Assessments
- On Screen Tests
- Social Media
- Written Exams