


Exams at The Crest Academy

Whether you are sitting mock exams or official exams you must adhere to the following:

- Check your timetable and ensure you have been entered for all subjects
- If the subject is tiered and you are concerned about this, discuss your tier with your subject teacher
- Ensure you have the necessary equipment for exams (remember some subjects require additional equipment i.e. DT exams will usually require coloured pencils)
- Be on time for all exams – allow additional time in the mornings for traffic
- Ensure your phones are switched **OFF** and put into your bag. You may leave your phone at home or with friends who do not have exams. **YOU MUST NOT BRING PHONES, ON OR OFF, INTO AN EXAM!** This will and has resulted in disqualification by the exam boards.



You should have all received a copy of the JCQ Information for candidates. This is printed on the back of your exam timetable. If you do not have one, please come and get one from the Data/Exams office **TODAY**.

					
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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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.				

Equipment for exams:

Basic:

- Pen (minimum of 2)
- Pencil
- Ruler
- Rubber
- Scientific Calculator

Other:

- Protractor
- Compass
- Coloured pencils

Note: You may use highlighters on the question paper but NOT in your answers.



Candidate details

It is essential that all students know how to fill out their details on the front of the exam paper. ALL details need to be filled out.

- **Surname** – this is your last name only.
- **Forename or 'Other names'** – this is your FIRST NAME.

ONLY WRITE YOUR NAME IN THE BOXES OR ON THE LINES.

- **Centre number – 12320** - this is extremely important. If your paper is misplaced, the centre number allows the exam board to work out what school you sat the exam at.
- **Candidate number** - you must know your candidate number. This is unique to you. If you have the same name as someone else or your name cannot be read, the exam board will use your candidate number to work out who you are. **It is on the top of your timetables and also on your candidate cards.**



Pearson

Examples

Write your name here

Surname BARNES	Other names JOSH
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Pearson Edexcel
Level 1/Level 2 GCSE (9 - 1)

Centre Number	Candidate Number
1 2 3 2 0	4 2 3 1



Please write clearly in block capitals.

Centre number	1 2 3 2 0	Candidate number	4 2 3 1
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Surname **BARNES**

Forename(s) **JOSH**

Candidate signature *J Barnes*



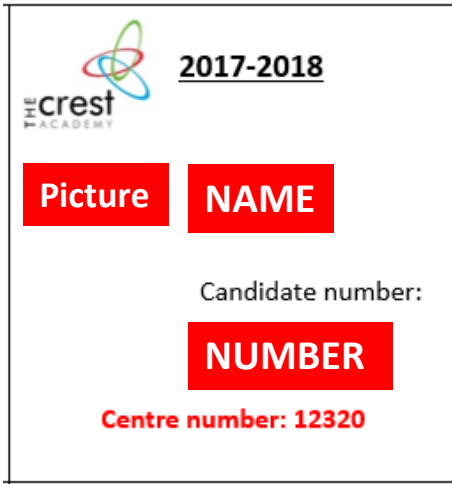
Oxford Cambridge and RSA

Candidate forename	JOSH	Candidate surname	BARNES
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Centre number	1 2 3 2 0	Candidate number	4 2 3 1
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Candidate Cards

You will each be given a laminated candidate card:



You must bring this with you to every exam as this will allow the invigilators to identify who you are.

This must be placed on your desk at the beginning of each exam.

Access room students

If you are in one of the access rooms you must go to line-ups as normal to ensure you are marked in. You will then be taken to the access room. DO NOT go straight to the access room.

Seat numbers

Your new timetable will have a seat number for each exam. You will need to sit in the seat assigned to you.

DO NOT sit in another seat as that will have been assigned to another student and will cause a delay in the start of the exam.

BE ON TIME!

You may not be allowed in the exam room if you are late to the exam so please **ensure you are on time for line-ups** (AM and PM). There is traffic and unexpected delays so leave home earlier than usual to ensure you are here on time. If you will be late for any reason, please contact the school to let them know.