



**CANDIDATE
EXAM
HANDBOOK
2025/26**

Introduction

Silverdale School is committed to ensuring that candidates (students) are fully briefed on the examination and assessment process and are made aware of the required JCQ/awarding body instructions and information.

Purpose of this handbook

- To reinforce messaging from staff, invigilators and year group assemblies
- To inform candidates about malpractice
- To inform candidates about the processes and procedures of exam entries, exam days and results days
- To inform candidates about the use of their personal data and copyright
- To comply with JCQ requirements for specific documents to be shared with candidates
- To answer some frequently asked questions about exams

If there is anything about exams you do not understand, you should ask the Exams Managers, Mrs Wright and Mrs Bridle, for clarification.

They can be found in the exams office on A2 corridor or contacted by email on exams@silverdale.chorustrust.org

Malpractice

Malpractice means anything which is a failure to follow the rules and regulations that apply to exams and assessment, including non-examined assessments (coursework).

Malpractice doesn't necessarily involve an **intention** to cheat or gain an unfair advantage. Even when malpractice is unintentional, the consequences can be significant.

Malpractice also doesn't just affect the students involved – a breach of the regulations could potentially impact everyone sitting exams at Silverdale, or even other schools across the country. Any suspected or actual incidents of malpractice **must** be reported to the exam board(s) involved.

Examples of malpractice include:

- Unauthorised items in the exam room – e.g. mobile phones, watches, notes, ear buds
- Talking in the exam room (even before the exam starts)
- Plagiarism (copying) or use of AI in exams or coursework without providing full references
- Sharing or viewing (or even attempting to) exam content in advance – e.g. on social media

Examples of sanctions that can be given to candidates include:

- Loss of some or all marks for that paper/component
- Disqualification from that qualification
- Disqualification from all qualifications sat in that exam series
- Barred from entering for any exams for a set period

Further information about malpractice and the sanctions which may be imposed can be found at www.jcq.org.uk/exams-office/malpractice

Contingency sessions - Summer 2026

Contingency sessions are set by JCQ in case of an event nationally which causes major disruption during exams, e.g. the death of a monarch or a terrorist attack. **All** candidates **must** keep these dates free until they have sat their last exam.

The Summer 2026 contingency sessions are:

Wednesday 24th June 2026 – AM and PM sessions

Personal data

The awarding bodies (exam boards) and JCQ collect information from Silverdale School about candidates in order to process their exam entries, mark exams and issue certificates. They will also collect information on any candidates where malpractice is suspected and to process applications for access arrangements or special consideration. To understand exactly what information is collected and how it is used, please read the privacy notices for each awarding body on the websites below:

<https://www.aqa.org.uk/privacy-notice/student-privacy-notice>

<https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/candidate-privacy-policy/>

<https://qualifications.pearson.com/en/privacy-policy.html>

<https://www.wjec.co.uk/media/xv4pb3ik/230222-wjec-privacy-notice.pdf>

<https://www.cambridgeinternational.org/privacy-and-legal/data-protection-and-privacy/candidate-privacy-policy/>

Types of Assessment

Coursework/non-examination assessments

Non-examination assessments are an important part of your qualifications and should be treated as seriously as your written exams.

Your class teachers will inform you of any non-examined assessments for your subject, including deadlines for completing it. The work is usually then marked by teachers, and you will be informed of your marks before they are submitted to the exam board.

You have the right to appeal the mark you have been given but must do so in writing within 10 days and give clear reasons why you feel the mark is incorrect. For more information on this, see the school's Internal Appeals Policy, published on the exams section of our school website.

Some NEA work is externally assessed and all NEA work is moderated externally to ensure it was fairly marked, which means the mark your teacher gives you may not be the final mark you receive for that work.

Please see Appendices 1, 2 and 3 for the JCQ regulations on non-examination assessment, social media and AI.

Written timetabled exams (dates apply to Summer exams)

You will be issued with a Statement of Entry in early February and should check carefully that all your personal details are correct and that you are planning to sit exams in all the subjects listed.

You will be issued with a Candidate Exam Timetable in **April**. This lists all the dates, times and locations of your exams.

If either document has any errors, please speak to Mrs Wright or Mrs Bridle in the Exams Office ASAP.

Please see Appendices 4, 5 and 7 for regulations on Written Examinations and the rules in the exam room.

On-screen tests

Currently the only subject that sits online tests is Y11 Hospitality and Catering, but this may become more common in the future.

Please see appendix 6 for full regulations for on-screen tests.

Exams FAQs

Where will I take my exams?

Most students will sit their exams in the Sports Hall (summer exams) or Main Hall (mock exams).

For some smaller exams, you may be in a classroom or meeting room. It is important you check your timetable for each exam and don't assume you will be in the same room as last time!

If you use a laptop, or have other access arrangements like a scribe, you will usually be in a smaller room.

What time will my exams start and finish?

Morning exams start at 9am.

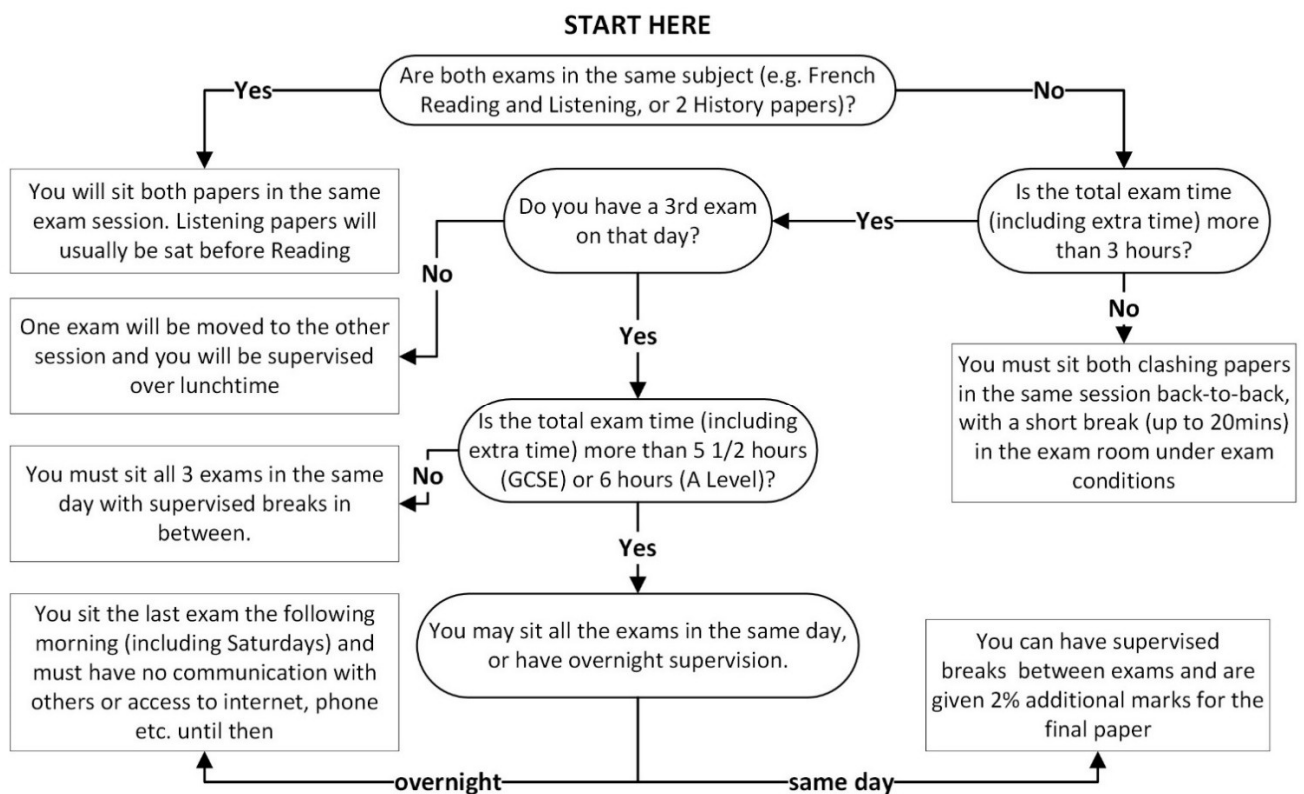
Afternoon exams start at 1.30pm.

These times may be slightly different for mock exams – please check your timetable for details.

You must stay in the exam room for the **full duration** of the exam. If you finish early, use the time to check your answers.

What if I have two or more exams timetabled at the same time (a timetable clash)?

Please see the flow chart below for details on how exam clashes are handled:



If you have any clash involving 2 different subjects, you will be asked to sign a clash form to confirm your specific arrangements.

Who will supervise the exams?

Exams are supervised by a team of invigilators, not your usual teachers. Invigilators must follow strict rules and regulations when supervising exams.

Refusal to follow an instruction from an invigilator is a form of malpractice.

What are exam conditions?

You must wait outside your exam room until invited in. Formal exam conditions start as soon as you enter the exam room. This means you cannot communicate with or disturb another candidate from this time.

You must sit in your assigned seat (as noted on your timetable and the seating plan displayed outside the room) unless told to move by an invigilator.

You must only complete the front of your answer booklet **when instructed** by the invigilator. You must use your full legal name and correct 4-digit candidate number. You must not open your question paper or answer booklet until clearly instructed.

If you have any questions during the exam or need additional paper, raise your hand for an invigilator.

Please use the toilet before your exam starts. Toilet breaks are not added on to your exam time and are not permitted in the first or last 30 minutes of the exam.

What do I bring with me?

You must bring your student ID card to every exam and place it on your desk

Answers must be written in black ink

You can use highlighters on question papers but not in your answers

Any pencil cases must be transparent

Any water bottles must be transparent with no labels.

If you bring tissues, you should remove them from any packaging

You may bring a calculator to any exam unless it is explicitly prohibited (e.g. Maths non-calculator papers). Remove any lid, case or cover and ensure your calculator is in "exam mode", if applicable.

Food is only allowed in exam rooms for medical reasons which must be authorised in advance. Any food brought in must be free of labels and in a transparent container.

What can't I bring?

Mobile phones

Watches of any kind

Headphones/Earphones of any kind

Paper, even with nothing on it

For full details of banned items, see the poster included at Appendix 7.

Any bags, coats or other personal belongings will be stored securely in the locked bike storage areas. Please take all items there before going to your exam room.

If any items are brought into the room, it will be reported as malpractice.

What should I wear?

Y7-Y11 students must wear school uniform for exams, as listed on the school website.

Sixth Form students should wear appropriate clothing for the school environment, following the sixth form dress code policy. Avoid any clothing with large amounts of writing on.

What if I am late?

Please make every effort to be on time for your exams.

If you are going to be late for a reason out of your control (e.g. bus cancelled), call the school as soon as you can to let us know.

It is crucial that you are in school, or under school supervision (i.e. with a staff member) before **10am** for a morning exam or **2.30pm** for an afternoon exam. If you are, you will be allowed to sit your exam and will be given the full exam time.

If you arrive at school after 10am/2.30pm, we will have to report this as a very late arrival and the exam board may (and usually do) give you 0 marks for that paper.

What if I am ill?

If you are unwell, your parent/carer must contact school as soon as possible.

If you are too ill to attend the exam, you must provide medical evidence, such as a doctor's note, or complete a self-certification. If the qualification has other papers, we may be able to apply for you to be given a grade based on your marks in the paper(s) you did complete.

If you are unwell but do manage to attend the exam, we may be able to apply for special consideration, where you are awarded an additional 2-3% of marks to reflect the disadvantage you had.

If you feel unwell during an exam, please make an invigilator aware.

What happens in an emergency?

If there is an emergency (e.g. a fire alarm) during your exam, you must follow instructions from the invigilators.

If you need to evacuate, you must not speak to or communicate with other candidates. You will be evacuated to the usual assembly point and asked to stand separately from other students, spaced out and remaining silent.

As long as you follow these instructions and it is safe to do so, you will be allowed to return to the exam and continue, with the time for the evacuation added on. A report will be sent to the exam board.

What are access arrangements? Can I have them?

Access Arrangements are agreed in advance and allow candidates with specific needs and disabilities to show what they know and can do without making the exams easier. They include extra time, supervised rest breaks, use of a laptop, readers, scribes and various other adjustments.

Mrs Brocklesby makes the final decisions on which candidates are entitled to access arrangements. You will be told of anything you are entitled to before the exams start.

Candidates with access arrangements will be issued with a green card, which must be brought to all your exams.

After the Exams

Results

Results for the Summer 2026 exams will be available to students on:

A Level: Thursday 13th August 2026 – 8am-12pm

GCSE: Thursday 20th August 2026 – 8.30am-12pm

Statements of results will be printed and can be collected from Silverdale School. They will also be emailed to your school email address later the same day.

Key Stage teams, some subject teachers and senior staff members will be available for you to talk to at school on the day.

Results for exams taken at other points in the year will be given to you on an individual basis.

Post-results services

Post-results services include access to scripts (your completed exam papers) and reviews of results.

Scripts are your completed exam papers. Access to them is free of charge, although the school may charge a small admin fee, but we must have your written permission to do it. You will be asked for consent on results day.

Reviews of results include someone checking that marks have been added up correctly and/or checking the marking of a paper to see if it was marked correctly. Your marks may go up or down. There are costs to this service, which are only refunded if your grade is changed. In 2025, the costs ranged from £43-£101 per paper, which is usually paid by the student or their parent/carer.

Certificates

Certificates are the official documents confirming your qualifications and grades. You need them for future employers, so they are very important!

Certificates for the Summer exams are usually delivered to school during the Autumn term.

If you are still a Silverdale student (e.g. Y11 going into Y12), you will be told when and where to collect your certificates in late December.

Departing Y13 students will be invited to a certificate presentation evening in December.

All other students may collect their certificates from the main school reception. Please contact us in advance to ensure they are ready for you. You may nominate someone else to collect your certificates but must do so in writing.

Any uncollected certificates will be retained for at least 1 year but after this time may be destroyed and replacement certificates are expensive and difficult to obtain. Many awarding bodies refuse to issue replacement certificates at all.

What is AI?

AI stands for artificial intelligence and can be used to create text, images, videos, music and artwork based on instructions given to an AI tool.



What is an AI tool?

AI tools are applications, such as ChatGPT, Snapchat My AI, Google and Google translate. There are many more!



*The list of certain suppliers of AI-related products is for information purposes only and does not constitute an endorsement by JCQ and awarding bodies. It is each centre's responsibility to investigate and verify any suppliers they use, including any terms and conditions which govern the sale or use of the supplier's products. The list provided is not exhaustive.

When can I use AI?

- Your teachers may use it in class when teaching the course, but remember teaching in the classroom is not an exam!
- There are some assessments where you can use AI – your teachers will tell you if you can or cannot use an AI tool.
- Remember, the rules are different for different assessments and subjects, so always check with your teachers first!
- When an AI tool is allowed, **you must acknowledge**** the AI tools and the material produced by the AI tool that you have used in your work. If you do not acknowledge AI use, it will be **considered as cheating**.



When can I not use an AI tool?

- AI tools cannot be used in an exam or any other assessment where exam rules apply.
- This is what exam boards call **AI misuse and is a form of cheating**.

**Acknowledgment – 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 known as referencing. You must make sure that you give detailed references for everything in your work which is not in your own words, for example, *ChatGPT 3.5* (<https://openai.com/blog/chatgpt/>), 25/01/2025.



IF YOU USE AN AI TOOL, YOU CANNOT GET MARKS FOR WHAT THE AI TOOL HAS PRODUCED, AS IT IS NOT YOUR OWN WORK

If I'm allowed to use AI, how is this breaking the rules?

- AI misuse is when you use an AI tool in an exam or assessment where you are not allowed to; and/or
- Where you use an AI tool to create work and then say it's your own.



How to make sure you don't misuse AI

DECLARE

- Remember to sign your declaration form when handing in your work for final assessment.
- Your signature on the declaration form tells your teacher and the exam board that you are saying all the work you're handing in is your own.
- If you have used an AI tool, **you must declare***** that you have used it before signing the declaration form!

***Declare – this means that 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 the regulations.

ACKNOWLEDGE

If you are allowed to use an AI tool in your assessment (remember to check!), you must do the following:

- reference the AI tool you have used
- give the date of when the AI tool generated the content
- give details of how you used it.
- save screenshots of what you have asked or instructed the AI tool to do and what answer the AI gave you, and include this with the work submitted.

LAST CHECKS



Know the rules



Check with your teachers



ACKNOWLEDGE and DECLARE



Information for Candidates: Non-Examination Assessments

Effective from 1 September 2025

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 the regulations.

If there is something that you do not understand, you **must** ask your teacher

Preparing your work — good practice

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

If you worked as part of a group on an assignment, for example undertaking field research, you **must** 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. You **must** **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. **Do not** share it with anyone, including posting it on social media. You must always keep your work secure and confidential. 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 any pre-prepared or generated online solutions and try to pass them off as your own work – this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

You **must not** write inappropriate, offensive or obscene material.

Research and using references

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.

You can demonstrate your knowledge and understanding of a subject by using information from sources, or generated from sources, which may include the internet and AI. Remember, though, information from these sources may be incorrect or biased. You **must** take care how you use this material - you cannot copy it and claim it as your own work.

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 known as **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, p29.

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://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm, downloaded 5 February 2025.

Where computer-generated content has been used (such as an AI chatbot), your reference **must** show the name of the AI tool used and should show the date the content was generated. For example: ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2026. You should also reference the sources used by the AI tool in generating the content.

You **must** retain a copy of the question(s) and computer-generated content for reference and authentication purposes in a non-editable format (such as a screenshot) and provide a brief explanation of how you used it. This **must** be submitted with your work for final assessment so that your teacher can review the work, the AI-generated content and how it has been used.

You may be required to include a bibliography at the end of your piece of written work. Your teacher will tell you whether this 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: Curran, J. Mass Media and Society (Hodder Arnold, 2005).

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

Plagiarism

Plagiarism involves taking someone else’s words, thoughts, ideas or outputs and trying to pass them off as your own. It could also include AI-produced material. **Plagiarism is a form of cheating which is taken very seriously.**

Don’t think you won’t 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 will be very familiar with work on the topic concerned. They may have read the source you are using or even marked the work 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.

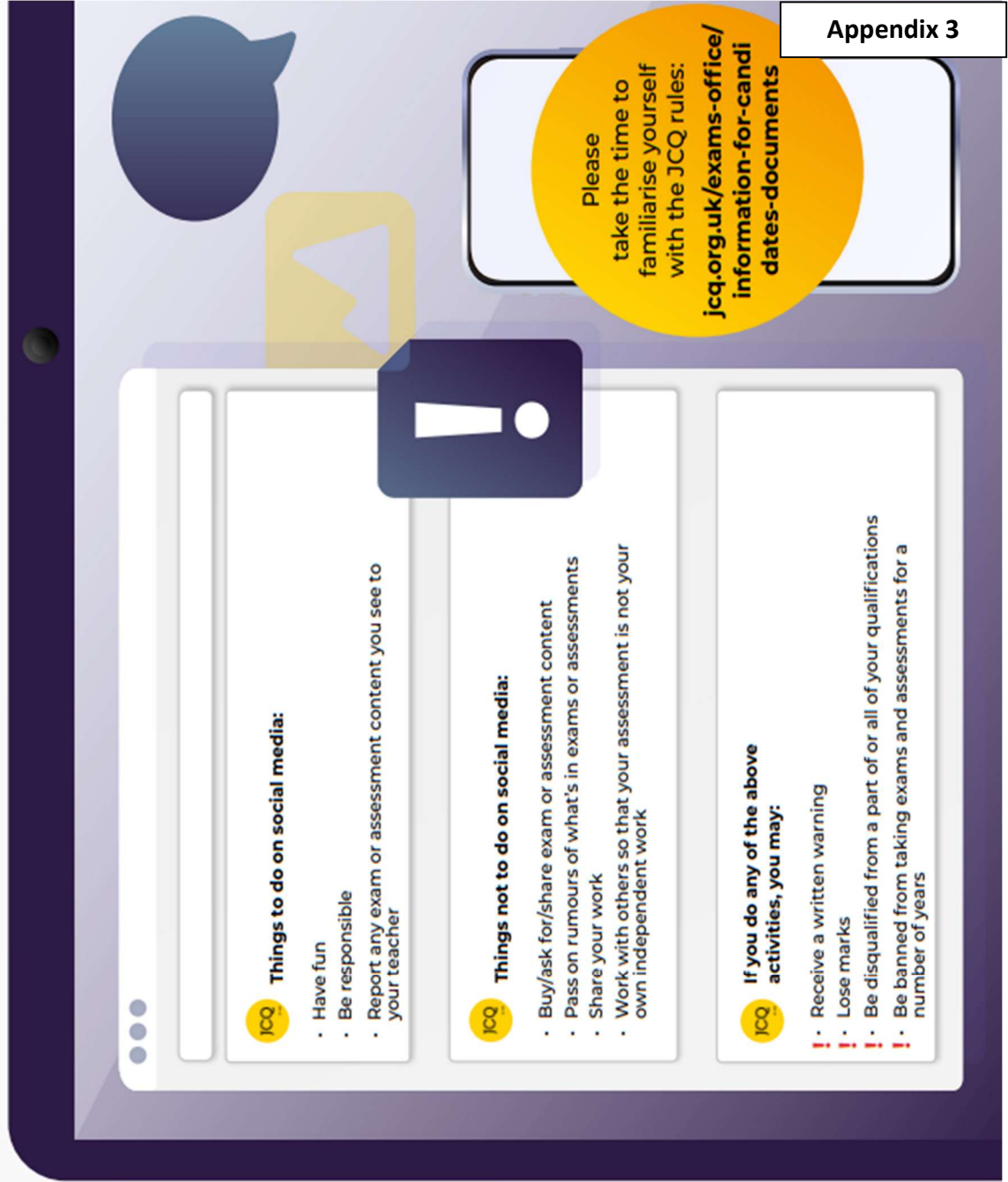
Penalties for breaking the regulation

If it is discovered that you have broken the regulations, one of the following penalties will be applied: you will be awarded zero marks for your work; 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.

While we like to share our experiences online, when it comes to exams and other assessments, we have to be careful.

- Sharing ideas online can be helpful when you're studying or revising
- However, sharing certain information (see information on the right) can break the rules and could affect your results
- If you're not sure what you can and can't discuss online, check with your teacher
- If you receive exam content on social media, you must tell your teacher
- Don't be caught out by scammers selling fake exam papers

Things to do on social media:

- Have fun
- Be responsible
- Report any exam or assessment content you see to your teacher

Things not to do on social media:

- Buy/ask for/share exam or assessment content
- Pass on rumours of what's in exams or assessments
- Share your work
- Work with others so that your assessment is not your own independent work

If you do any of the above activities, you may:

- !!! Receive a written warning
- !!! Lose marks
- !!! Be disqualified from a part of or all of your qualifications
- !!! Be banned from taking exams and assessments for a number of years

Please take the time to familiarise yourself with the JCQ rules:
jcq.org.uk/exams-office/information-for-candidates-documents



Warning to candidates

 AQA	 City & Guilds	 CCEA	 NCFE	 OCR	 Pearson	 WJEC
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1

You **must** be on time for all your examinations.

2

Possession of a mobile phone or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the examination or qualification.

3

You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.

4

You **must** follow the instructions of the invigilator.

5

You **must not** sit an examination in the name of another candidate.

6

You **must not** become involved in any unfair or dishonest practice in any part of the examination.

7

If you are confused about anything, only speak to an invigilator.

The *Warning to candidates* must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.

Information for candidate: Written examinations

With effect from 1 September 2025

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 exams.
- 4 You **must not** take into the exam room any unauthorised material, including:
 - (a) notes;
 - (b) earphones or earbuds (e.g. AirPods), mobile phones, MP3/4 players or similar devices, smart glasses, tablets (e.g. iPads or iPods);
 - (c) watches.

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 sanctions and possible disqualification.
- 5 **Do not** use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
- 6 **Do not** talk to or try to communicate with or disturb other candidates once you have entered the exam room.
- 7 You **must not** write inappropriate, obscene or offensive material.
- 8 If you leave the exam room unaccompanied by an invigilator before the exam has finished, you **will not** be allowed to return.
- 9 **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 permitted equipment needed for the exam.
- 5 You **must** write clearly and in black ink. Coloured pencils or inks may be used only for diagrams, maps, charts, etc, unless the instructions printed on the front of the question paper state otherwise.

C. Calculators, dictionaries and computer spellcheckers

- 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 its memory;
 - (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 spellchecker 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;
 - (c) you think you have not been given the expected access arrangement(s).
- 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. **Do not** open the question paper until you are told that the exam has begun.
- 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 not sure 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. For CCEA examinations, any loose additional answer sheets should be placed **behind** your script.
- 2 **Do not** leave the exam room until told to do so by the invigilator.
- 3 **Do not** take any stationery from the exam room. This includes the question paper, answer booklets (used or unused), rough work or any other materials provided for the exam.

Information for candidates

On-screen tests

With effect from 1 September 2025

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 exams.
- 4 Only take into the exam room the materials and equipment which are allowed for that exam.
- 5 You **must not** take into the exam room any unauthorised material including:
 - (a) notes;
 - (b) earphones or earbuds (e.g. AirPods), mobile phones, MP3/4 players or similar devices, smart glasses, tablets (e.g. iPads or iPods);
 - (c) a watch.

Unless you are told otherwise, you **must not** have access to:

- (d) All tools, email, graphics packages or computer aided design software, portable storage media, e.g. floppy disks, CDs, memory sticks, social media sites, spreadsheets or the internet;
- (e) prepared templates.

Bringing unauthorised material into the exam room is breaking the rules, whether you intend to use it or not. You will be subject to sanctions and possible disqualification.

- 6 **Do not** talk to, try to communicate with or disturb other candidates once you have entered the exam room.
- 7 If you leave the exam room unaccompanied by an invigilator before the on-screen test has finished, you **will not** be allowed to return.
- 8 **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 spellcheckers

- 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 its memory;
 - (c) remove any parts such as cases, lids or covers which have printed instructions or formulae;
 - (d) **do not** bring into the examination room any operating instructions or prepared programs.
- 3 **Do not** use a dictionary or computer spellchecker unless you are told otherwise.

Appendix 6

D. Instructions during the on-screen test

- 1 Always listen to the invigilator. Always follow their instructions.
- 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 issues;
 - (d) your access to the on-screen test has not been set up correctly;
 - (e) adjustments to the on-screen test have not been made for you, e.g. additional time has not been added, computer reading software or speech recognition software has not been uploaded.
- 3 You may be given a question paper or the instructions may be on screen. In either case, read carefully and follow the instructions. **Do not** open the question paper until you are told that the exam has begun.

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 not sure 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 any stationery from the exam room. This includes rough work, printouts or any other materials provided for the on-screen test.



AQA

City & Guilds

CCEA

NCFE

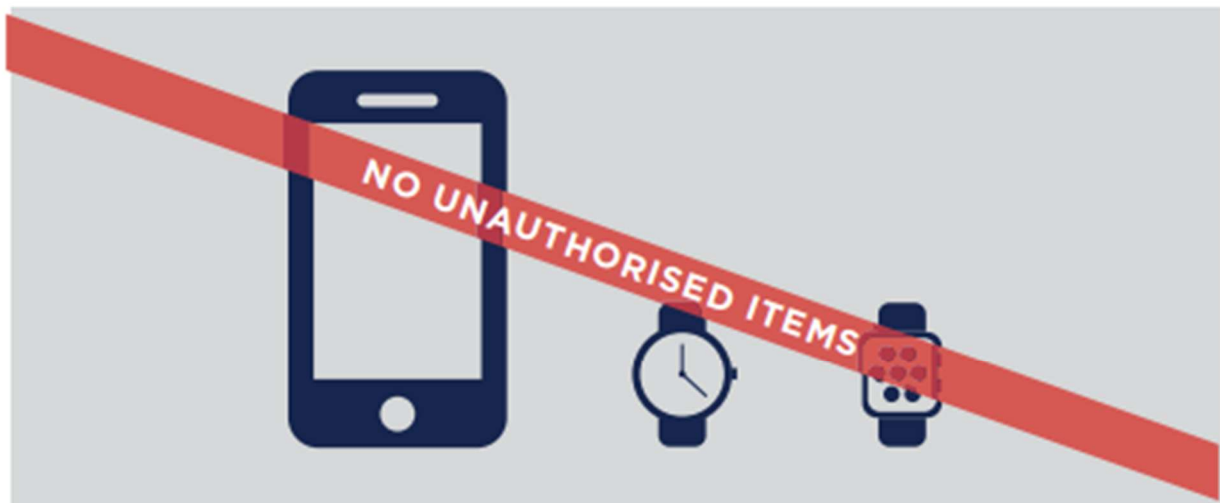
OCR

Pearson

WJEC

NO MOBILE PHONES NO WATCHES

NO TECHNOLOGICAL OR WEB-ENABLED
POTENTIAL 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.