

Arden - Exam

Instructions to

Candidates

Arden hopes that all students will be successful in their examinations. In order that the Mock Exams and the External Exams in the summer run as smoothly as possible, there are a number of rules and regulations that you must be aware of.

The following information is important; it is essential you read this notice carefully.

Absence from Examinations

You must attend all examinations you have been entered for; misreading the timetable is not accepted as a satisfactory reason for absence. Candidates will be invoiced for failing to attend an examination that has been paid for by school. If you are absent from an exam due to illness please notify the school on 01564 732644 by 8.30am on the morning of your exam. A medical certificate must be produced to the Exams Officer (Mrs Mary Foulkes) within 3 days of the exam.

Bags, Coats and Notes

Mobile phones, watches, bags, coats and notes are not to be taken into the examination room and should be left in lockers. School accepts no liability for items of value; please do not bring these items to school on examination days.

Calculators

Calculators may be used in many examinations, your subject teacher will advise you if they are prohibited. You must bring your own calculator if you need one, **you may not use a mobile phone as a calculator**. Restrictions apply to the type of calculator, please check with your subject tutor in advance to ensure you are using an approved calculator. Calculator cases should not be brought into the Examination Room. No allowances will be made for calculator failure or operational errors.

Candidate Number

Your candidate/exam number will be printed on your individual candidate exam timetable for external examinations. You will be seated numerically, by subject and your desk will be labelled. The centre number is **20740**.

Cheating

Candidates caught cheating in examinations; including being in possession of a mobile phone / any web enabled device; using unauthorised aids; copying or communicating with other candidates will be reported to the awarding body. Penalties could include disqualification from all examinations for up to 5 years.

Conduct in the Examination Room

Candidates must be silent at all times in the examination room. Any student behaving in an unacceptable manner will be removed from the examination room by invigilators; the student will then not have an opportunity to complete the examination. Should you require any assistance, please raise your hand and wait for the invigilator to attend to you. Once you have entered the examination room you will not be allowed to leave, unescorted, until the end of the examination(s). Please do not write on desks, they are checked at the end of every examination and candidates will be invoiced for any vandalism.

Examination Rooms

The exams will normally be in the Sports Hall unless you have been told otherwise. Please be ready outside the room at least 15 minutes before the start of your examination, you may be refused entry to the examination 30 minutes after the published start time.

Dictionaries

Dictionaries may not be used unless they are specifically permitted by the subject specification or unless the awarding bodies have approved special arrangements.

Drinks

You may only bring **water in a clear, colourless, unlabelled bottle**. No other food or drink is allowed.

End of the Examination

Absolute silence must be maintained until you are clear of the examination room as other examinations may continue after yours finishes. No examination stationery is to be removed by any candidate for any purpose.

Equipment

Candidates must provide all their own equipment and must not borrow equipment from other candidates. **Black biros / ink pens are to be used in all examinations** and many require an HB pencil for diagrams etc. All rough work must be done in the answer booklet and neatly crossed out, correcting pens are not allowed. Highlighters must not be used in an answer book.

Regulations

It is the candidate's responsibility to familiarise themselves with the JCQ and awarding bodies regulations 'Information for Candidates' regarding written exams and also Non-Exam Assessments (NEAs). Copies of the regulations relating to written exams and NEAs are posted on the Exams notice board and on the school website. Further copies are available from the Exams Officer.

Mobile Phones, and Electronic Equipment

Mobiles phones, any web enabled devices or other electronic means of communication are **not allowed into the examination room**. The awarding bodies forbid you from bringing them into an examination or quarantine room, either before or after an examination. If you are found in possession of a mobile phone or similar digital device (even if it has been turned off) during an examination you will be reported to the awarding body. All awarding bodies have advised schools that any candidate reported will face disqualification from the subject concerned and there can be no exception to this.

Prohibited Material

The items that must not be brought into an examination room include

- potential technological/web enabled sources of information such as: • iPods; • mobile phones; • MP3/4 players or similar devices; • any device which has stored data • and new for 2021 • watches whether or not they are smart watches
- Pencil Cases - unless transparent
- Calculator cases and instructions
- Books / notes - unless set texts for specific examinations
- Bags

Results

GCSE results are published on **Thursday 25th August 2022**.

Results Enquiries

Priority enquiries about results and priority script requests must be submitted to the Exams Officer within a week of the exam results. All other script requests and non-priority results enquiries must be submitted before Friday 23rd September 2022.

Special Consideration

Awarding bodies will only apply special consideration for serious reasons that have affected the candidate's performance on the day of the examination. Evidence must be supplied to the Exams Officer within 5 days.

Timetables

Please check all details very carefully. Any errors should be reported to the Exams Officer; Mary Foulkes, you are responsible for checking your timetable.

PLEASE READ the JCQ notices “Information for candidates”, they are on the school website and on the Exams notice board.