

CENTRE NUMBER:

12612

**EXAM
INSTRUCTIONS
AND
INFORMATION**

Examinations Officer: Mr Quazi

020 8342 7970 ext. 205

CONSIDERATION

COOPERATION

COURTESY

CONTRIBUTION

*Everyone
Matters*

LONDON BOROUGH OF HARINGEY

EXAM TIMES

MORNING SESSION: 8.50am
AFTERNOON SESSION: 2.00pm

**ALL EXAMS START AT 8.50AM OR 2.00PM
REGARDLESS OF THE MODULE NUMBER.**

PLEASE MAKE SURE YOU ARE HERE AT LEAST **15 MINUTES**
BEFORE THE START OF YOUR EXAM.

CLASHES :

**PLEASE CHECK YOUR EXAM DAYS AND SESSIONS. IF YOU HAVE CLASHES PLEASE
LET MR QUAZI AT HIGHGATE WOOD KNOW IMMEDIATELY.**



MOBILE PHONES

MOBILE PHONES ARE NOT ALLOWED IN THE EXAM HALL. IF YOU BRING A
PHONE TO THE EXAM HALL AND IT IS DISCOVERED THE PENALTY WILL BE
DISQUALIFICATION.

! DO NOT BRING MOBILE PHONES INTO THE EXAMINATION !

**Highgate Wood School will not take responsibility for any mobile telephones
or valuables brought into the examination room.**

ILLNESS/EMERGENCY

**If you are ill or there is a serious emergency on the day of an
examination, you or your parent/carer must telephone the School's
Examinations Officer before 8.15 am.**

**The Examinations Officer for Highgate Wood School is:
Mr Fazail Quazi : Tel. 0208 342 7970 ext. 205**

1. CHECKING YOUR STATEMENT OF ENTRY

Please be aware that the statement of entry is a very important document. It shows all the examinations you are entered for. If there is a subject not listed that means you are not entered and therefore you cannot get a result.

The details on your statement will be the details that are eventually printed on your certificates, so you must check them carefully.

- 1.1. Make sure that your **name** is spelt properly. If it is not correct, write the correct spelling above or below it and return the statement to the examinations officer. If you want to change your name or add to it you must bring your birth certificate or passport and a letter from your parents/carers to support this. Your name on the entry should be the same name as you are listed on the school register.
- 1.2. Make sure your **date of birth (DOB)** is correct, if it is not, write the correct date above or below it and return the statement to the Examinations Officer.
- 1.3. Check your **candidate number**. If you think it is not correct send it to the examinations officer with a note explaining what you think is wrong. If all is correct try to memorise this number because it has to be written on every examination paper you take. If you are a Post-16 student taking modular examinations you should familiarize yourself with your unique candidate identifier number (UCI).
- 1.4. Check your entries very carefully.

Make sure **every** subject you are taking is listed, this includes **module exams for Post-16 students**.

Make sure if the subject has a tiered entry (Foundation, Intermediate or Higher) that your entry is at the **correct level**.

Look at the **dates** of your examinations and whether they are in the morning or the afternoon.

If there is a subject listed which you are not supposed to be entered for, write this next to the subject and send the statement to the Examinations Officer.

2. MAKE SURE YOU KNOW THE RULES

- 2.1 You must be on time for all examinations. If you are late your work might not be accepted and we cannot guarantee that any extra time will be allowed.
- 2.2 You must not become involved in any unfair or dishonest practice in any part of the examination.
- 2.3. You may take into the examination room only the materials and equipment which are allowed. You **must not** take into the examination room any unauthorised materials or equipment (for example: calculator cases/instruction leaflets, revision notes, bags, pencil cases, personal TV/stereos, **electronic or radio communication devices, including mobile telephones**).
- 2.4. You must not talk to, or otherwise communicate with, or disturb other candidates once you have entered the exam room.
- 2.5. You will not be allowed to leave the exam room before the exam finishes.
- 2.6. If you try to use any unfair practices or break the rules in any way, you could be disqualified from all your subjects.

3. MAKE SURE YOU ATTEND

- 3.1 Know the dates and times of your examinations.
- 3.2 Arrive at least fifteen minutes before the start of each examination.
- 3.3 If you arrive late for an examination, report to the Examinations Officer immediately.
- 3.4. If you arrive after an examination has ended, you will not normally be allowed to take it.

4. PROVIDE WHAT YOU NEED

- 4.1 Leave at the back of the examination room or with the Invigilating Officer, anything which you do not need or which is not allowed.
- 4.2 Take into the examination room the pens, pencils, rubbers and any instruments which you will need for the examination.

- 4.3 You must write in **black ink**, except for multiple choice test papers. Coloured pencils or inks may be used only for diagrams, maps, charts, etc.
- 4.4 **You must not use correction fluid, correction pens or correction tape. You must strike through any amendments with your pen.**
- 4.4 You may not borrow anything from another candidate during the examination.

You must remain under supervision until at least one hour (or a period equal to the duration of the examination if this is less than one hour) after the starting time for each examination.

5. CALCULATORS, DICTIONARIES AND COMPUTER SPELL-CHECKERS

- 5.1 You may use a calculator only when specifically allowed in the exam.
- 5.2 If you can use a calculator:
- Make sure it works properly
 - Make sure the battery is working properly
 - Clear anything stored in it
 - Do not bring into the examination room any operating instructions or prepared programs
- 5.3 You must not use a dictionary or computer spell-checker unless you are told that you may do so.

6. EMERGENCY EVACUATION PROCEDURES

- 6.1 The invigilator will stop the exam and make a note of the time.
- 6.2 Candidates will need to leave the room under the instruction of the Invigilators and **no talking is allowed.**
- 6.3 You will be kept under strict supervision until such time it is deemed safe to return to the exam room and complete the exam with the full time allowed.
- 6.4 If the exam cannot be completed because of the emergency the awarding body will be notified and special consideration will be applied for.

7. ONCE YOU ARE IN THE EXAMINATION HALL/ROOM

- 7.1 Listen carefully to the Invigilator and do what you are asked to do. If you do not properly hear the instructions, raise your hand and ask the Invigilator to repeat.
- 7.2 Tell the Invigilator at once:
 - If you think you have not been given the right question paper or all the materials listed on the front of the paper.
 - If the question paper is incomplete or badly printed.
- 7.3 Read carefully the instructions printed on the question paper and/or on the answer booklet. Do what they ask you to do.
- 7.4 Fill in the details required on the front of the question paper and/or the answer booklet before the start of the examination.
- 7.5 Do your rough work only on the proper examination stationery. Cross it through and hand it in with your answers.
- 7.6 **UNDER NO CIRCUMSTANCES MUST YOU DEFACE YOUR EXAM SCRIPT. This includes graffiti, doodling or writing notes/appeals to the examiner.**

8. ADVICE AND ASSISTANCE

- 8.1 If, on the day of the examination you feel that your work may be affected by ill health or any other reason, tell the Invigilator.
- 8.2 If during the examination:
 - You have a medical problem and are in doubt about what you should do
 - You feel ill
 - You need more paperPut up your hand and await assistance.
You must not ask for, and will not be given, any explanation of the questions.

9. THE END OF THE EXAMINATION

- 9.1 If you have used more than one answer booklet and/or any loose sheets of paper, you must place them in the correct order. Fasten them together before you leave with the tag provided.
- 9.2 You must not leave the examination room until the Invigilator tells you to do so.
- 9.3 **You must not take from the examination room** any examination stationery, used or unused, rough work or any other materials provided for the examination.

COURSEWORK/PORTFOLIO REGULATIONS

The work which you submit for assessment must be your own.

However, you may:

- Quote from books or any other sources, including the internet; if you do, you must state which ones you have used
- Receive guidance from someone other than your teacher, if so, you must tell your teacher, who will record the nature of the assistance given to you.

If you copy from someone else, or allow another candidate to copy from you, or if you cheat in any other way, you will be disqualified from at least the subject concerned.

When you hand in your coursework or portfolio for assessment, you will be required to sign that you have understood and followed the coursework and portfolio requirements for the subject.

ADVICE

Keep to the deadlines your teacher has set.

Take care of your work and keep it safe, always keep a copy of the work

submitted.

Ask your teacher if you need any guidance.

If you have been absent and have any problems with completing your coursework or portfolio, talk to your teacher.

WARNING

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

- **Their official exam session must be run under fair conditions**
- **Anyone attempting unfair practices can expect cancellation of their exam entries and are liable to any charges that may incur, as well as possible exclusion from GCSE and GCE AS/A2 level exams for a period of up to five years.**
- **The Invigilators HAVE to stick to the rules; they have to report ANYTHING that they feel could be suspicious**

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

Information in this leaflet is taken from Joint Council for Qualifications publications.

EXAM RESULTS

AS/A2 level results will be issued to students on Thursday 16th August 2012.

GCSE results will be issued to students on Thursday 23th August 2012.

Collecting your results in person ~ collect your results from the school between 11.00am and 1.00pm.

Please note, you will not be allowed to collect other students results.

Results by post ~ If you want your results to be posted to you, you must leave a self-addressed stamped A5 envelope, in the school office before you leave.

Your results should then arrive at your house the following day.

RE-MARKS

Once the exams have finished and you have received your results, you may decide to have your work re-marked. Exam boards charge a high fee for this service and you will have to meet the cost yourself.

Please see the Examinations Officer, who will process your completed application form.

In the case of a request for a re-mark please be aware that your grade may also go down as well as up if it is re-marked.

DEADLINE :

The deadline window for requesting a re-mark is extremely narrow. You MUST hand your request in WRITING to the Exams Officer no later than Monday the 10th of September 2012.

AQA	City & Guilds	CCEA	Edexcel	OCR	WJEC
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Information for candidates For written examinations – effective from 1 September 2011

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; • calculator cases/instruction leaflets; • reading pens; • mobile phones, iPods, MP3/4 players or any other products with text/digital facilities. <p>Any pencil cases taken into the exam room must be see-through.</p> <p>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.</p>
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 the exam has started.
7	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
8	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.
2	Arrive at least ten minutes before the start of each exam.
3	If you arrive late for an exam, report to the invigilator running the exam.
4	If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
5	Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
6	You must write 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 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	Listen to the invigilator and follow their instructions at all times.
2	Tell the invigilator at once: <ul style="list-style-type: none"> • if you think you have not been given the right question paper or all of the materials listed on the front of the paper; • if 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 loose sheets of paper, place them in the correct order. Remember to fasten them together with a treasury tag before you leave. 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.
<p>This information must be made available to all candidates in advance of their examination(s). It may be provided electronically to candidates or in hard copy paper format.</p>	

AQA	City & Guilds	CCEA	Edexcel	OCR	WJEC
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Warning to Candidates

1. You **must** be on time for all your examinations.
2. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
3. You **must not**:
 - sit an examination in the name of another candidate;
 - have in your possession any unauthorised material or equipment which might give you an unfair advantage.
4. **Possession of a mobile phone** or other 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. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
6. You **must** follow the instructions of the invigilator.
7. If you are in any doubt speak to the 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.

Effective from 1 September 2011

AQA	City & Guilds	CCEA	Edexcel	OCR	WJEC
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**NO MOBILE PHONES, IPODS,
MP3/4 PLAYERS.**

**NO PRODUCTS WITH AN
ELECTRONIC
COMMUNICATION/STORAGE
DEVICE OR DIGITAL FACILITY.**

Possession of unauthorised items is an infringement of the regulations and could result in

DISQUALIFICATION

from the current examination and the overall qualification.
Candidates are advised that mobile phones in particular **must not**
be in their possession whether switched on or not.

This poster must be displayed in a prominent place both inside and outside each examination room.