



**St John Plessington**  
Catholic College

# EXAM BOOKLET SUMMER 2019

*This is a place where all children can learn*

## INTRODUCTION

It is the aim of St John Plessington Catholic College to make the examination experience as stress-free and successful as possible for all candidates.

Hopefully, this booklet will prove informative and be helpful for both 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 that need to be followed 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 we are required to follow them precisely. You should, therefore, pay particular attention to the Notice to Candidates that is printed on the following two pages.

Some of the questions you may have are answered at the back of this booklet.

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

St John Plessington Catholic College,  
Old Chester Road,  
Bebington, Wirral,  
CH63 7LF

Telephone number 0151 645 5049

**Examinations Officer: Mr D McKillop**

Remember – we are here to help  
**GOOD LUCK!**

# DURING THE EXAMINATIONS

## EXAMINATION REGULATIONS

A copy of the “Information for Candidates”, which is issued jointly by all the Examining Boards, is printed in this booklet. You need to read this carefully and understand that to break any of the examination rules or regulations could lead to your disqualification from all subjects. As a school we must report any breach of regulations to the Awarding Body.

## ATTENDANCE AT EXAMINATIONS

You are responsible for checking your own timetable and arriving at school on the correct day and time, in full school uniform and with all your equipment. You must arrive 10 minutes before the start time of your examination. Year 11s have subject talks before each exam. Please wait quietly outside your exam room until the examination invigilators ask you to come in.

- Make sure you go to the toilet before the examination.
- If you arrive late for an examination, you may still be admitted but you will not receive any additional time. If special consideration applies then you must speak to the Examinations Officer (see ABSENCE FROM EXAMINATIONS).
- All items of equipment, pens, pencils, mathematical instruments, etc. should be visible to the invigilators at all times. You must either use a transparent pencil case or clear plastic bag.
- Pens should be black ink. No erasers or correction pens are allowed.
- For Mathematics and Science exams, you should make sure your calculator conforms to the examination regulations. If in doubt, check with your teacher.
- Remove any covers or instructions and make sure batteries are new.
- Please make sure that any watch alarms are turned off.
- Smart watches are not allowed to be taken into exams, nor are fitness tracker type devices (e.g. fitbit etc) that connect to a phone or other device.
- Do not attempt to communicate with or distract other candidates.
- Mobile telephones **MUST NOT BE BROUGHT INTO THE EXAMINATION ROOM**. If a mobile phone (or any other type of electronic communication or storage 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 appropriate exam board. No exceptions can be made.
- All valuables brought into school are at your own risk.
- No food or drink is allowed in the examination rooms.
- Do not draw graffiti or deface 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 exam paper that you need to know about.
- Check you have the correct question paper. Check the subject, paper and tier of entry.
- Read all instructions carefully and number your answers clearly.
- You must stay in the examination room for at least one hour after the published start time of the examination (or for the duration of the examination if it is less than one hour). You will not be allowed to leave an examination room early. If you have finished the paper, use any time remaining to check over your answers and also make sure that you have completed your details correctly.

- At the end of the examination all work must be handed in. Please remember to cross out any rough work. If you have used more than one answer book or loose sheets of paper, ask for a tag to fasten them together in the correct order. Make sure your candidate number is on each sheet of paper.
- 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 examinations 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.
- If the fire alarm sounds during an examination the examination, 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 awarding body detailing the incident.

### **INVIGILATORS**

The school employs external invigilators to conduct the examinations. You 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, hand out extra writing paper if required and deal with any problems that occur during the examination, for example if you are feeling ill.

Please note that invigilators or teachers cannot discuss the examination paper with you or explain the questions.

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

### **ABSENCE FROM EXAMINATIONS**

If you experience difficulties during the examination period (e.g. illness, injury, and personal problems) please inform school at the earliest possible point so we can help or advise you. Only in 'exceptional circumstances' are candidates allowed special consideration for absence from any part of an examination. It is essential that official medical or other appropriate evidence is obtained on the day by you or your parents/carers and given to the Examination Officer without delay in all cases where an application is to be made for special consideration; otherwise an administration change will occur.

I have to remind you and your parents/carers that the school will require payment of entry fees (usually £35.00 per subject) if you fail to attend or attempt an examination without good reason and without informing the school.

Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

# GCSE Exam Timetable

Date	Time	Exam	Board	Length
Mon 13 May	09:00	GCSE Principles of Computer Science	EDEXL	01:40
Mon 13 May	13:00	GCSE Religious Studies - Catholic Theology	WJEC	01:30
Tue 14 May	13:00	GCSE Biology P1	AQA	01:45
Tue 14 May	13:00	GCSE Science Trilogy - Biology P1	AQA	01:15
Wed 15 May	13:00	GCSE English Literature P1 - Shakespeare	WJEC	02:00
Thu 16 May	09:00	GCSE Chemistry P1	AQA	01:45
Thu 16 May	09:00	GCSE Science Trilogy - Chemistry P1	AQA	01:15
Thu 16 May	13:00	GCSE Application Comp Thinking	EDEXL	02:00
Mon 20 May	09:00	Religious Studies - Applied Catholic Theology	WJEC	01:30
Tue 21 May	09:00	GCSE Maths [Non Calculator] P1	EDEXL	01:30
Tue 21 May	13:00	GCSE Geography P1- Landscapes	WJEC	01:30
Wed 22 May	09:00	GCSE Spanish Listening Fdn	AQA	00:35
Wed 22 May	09:00	GCSE Spanish Reading Fdn	AQA	00:45
Wed 22 May	09:00	GCSE Spanish Listening Hr	AQA	00:45
Wed 22 May	09:00	GCSE Spanish Reading Hr	AQA	01:00
Wed 22 May	13:00	GCSE Physics P1	AQA	01:45
Wed 22 May	13:00	GCSE Science Trilogy - Physics P1	AQA	01:15
Thu 23 May	09:00	GCSE English Literature P2 - Prose & Poetry	WJEC	02:30
Thu 23 May	13:00	GCSE Religious Studies - Judaism	WJEC	01:00
Fri 24 May	13:00	GCSE Principles of Design & Technology	OCR	02:00
Mon 03 Jun	09:00	GCSE History - Medicine in Britain	EDEXL	01:15
Tue 04 Jun	09:00	GCSE English Language P1 - 20th Cent Literature	WJEC	01:45
Wed 05 Jun	09:00	GCSE Spanish Writing Fdn	AQA	01:00
Wed 05 Jun	09:00	GCSE Spanish Writing Hr	AQA	01:15
Wed 05 Jun	13:00	GCSE Geography P2 - Environmental	WJEC	01:30
Thu 06 Jun	09:00	GCSE Maths [Calculator] P2	EDEXL	01:30

# GCSE Exam Timetable

Date	Time	Exam	Board	Length
Thu 06 Jun	13:00	GCSE History - American West/Early Elizabethan	EDEXL	01:45
Fri 07 Jun	09:00	GCSE English Language P2 - Non-fiction	WJEC	02:00
Fri 07 Jun	13:00	GCSE Biology P2	AQA	01:45
Fri 07 Jun	13:00	GCSE Science Trilogy - Biology P2	AQA	01:15
Tue 11 Jun	09:00	GCSE Maths P3	EDEXL	01:30
Tue 11 Jun	13:00	GCSE History - The USA 1954 - 1975	EDEXL	01:20
Wed 12 Jun	09:00	GCSE Chemistry P2	AQA	01:45
Wed 12 Jun	09:00	GCSE Science Trilogy - Chemistry P2	AQA	01:15
Wed 12 Jun	13:00	Polish Listening Test Tier H	AQA	00:45
Wed 12 Jun	13:00	Polish Reading Test Tier H	AQA	01:00
Thu 13 Jun	09:00	GCSE Geography P3 - Fieldwork	WJEC	01:30
Fri 14 Jun	09:00	GCSE Physics P2 Hr	AQA	01:45
Fri 14 Jun	09:00	GCSE Science Trilogy - Physics P2 Fdn	AQA	01:15
Tue 18 Jun	09:00	Lv1/2 Hospitality & Catering Industry	WJEC	01:30
Wed 19 Jun	09:00	Polish Writing Test Tier H	AQA	01:15

If students are unable to pick up results, they should inform the examinations officer, by letter, if someone else has been given permission to come and collect the results on the day, or if they would prefer to have them posted to their home address. Results can not be sent via email.

## GCSE Results Day 2019 Thursday 22<sup>nd</sup> August 2019

*Students can collect their results 10am to 12pm*

# A Level Exam Timetable

Date	Time	Exam	Board	Length
Mon 13 May	08:40	BTEC Lv3 - Developing A Marketing Campaign	EDEXL	03:00
Mon 13 May	09:00	BTEC Lv2 - The Music Industry	EDEXL	01:00
Wed 15 May	09:00	BTEC Lv3 - Human Lifespan Development	EDEXL	01:30
Wed 15 May	09:00	BTEC Lv2 H&SC - Health and Wellbeing	EDEXL	02:00
Wed 15 May	13:00	BTEC Patterns of Child Development	EDEXL	01:00
Fri 17 May	09:00	CIDA - Developing Web Products Lv2	EDEXL	02:30
Mon 20 May	13:00	Psychology A Level P1	AQA	02:00
Mon 20 May	13:00	Physics A Level P1	AQA	02:00
Tue 21 May	09:00	BTEC Lv3 - Anatomy & Physiology [Sport]	EDEXL	01:30
Tue 21 May	13:00	A Level History P1- Germany 1918-89	EDEXL	02:15
Tue 21 May	13:00	Biology	EDEXL	00:40
Wed 22 May	09:00	Sociology A Level P1	AQA	02:00
Wed 22 May	09:00	Chemistry	EDEXL	00:40
Wed 22 May	09:00	BTEC Lv3 - Working in Health & Social Care	EDEXL	01:30
Wed 22 May	13:00	Geography A Level P1 - Changing Landscapes	WJEC	01:45
Wed 22 May	13:00	Physics	EDEXL	00:40
Thu 23 May	13:00	English Combined A Level P1 - Poetry & Pros	WJEC	02:00
Thu 23 May	13:00	English Literature A Level P1 - Poetry	WJEC	02:00
Thu 23 May	13:00	BTEC Lv3 - Personal & Business Finance	EDEXL	02:00
Fri 24 May	09:00	Physics A Level P2	AQA	02:00
Mon 03 Jun	09:00	English Combined A Level P2 - Drama	WJEC	02:00
Mon 03 Jun	09:00	English Literature A Level P2 - Drama	WJEC	02:00
Mon 03 Jun	09:00	Spanish A Level - Listen Read & Translate	EDEXL	02:00
Mon 03 Jun	09:00	BTEC Lv3 - Principles of Computer Science	EDEXL	02:00
Mon 03 Jun	09:00	Core Pure Maths.1	EDEXL	01:30
Mon 03 Jun	13:00	Physics A Level P3 Sections A & B Opt A	AQA	02:00

# A Level Exam Timetable

Date	Time	Exam	Board	Length
Mon 03 Jun	13:00	A Level Politics P1 - UK Politics	EDEXL	02:00
Tue 04 Jun	09:00	Religious Studies A Level : Philosophy of Religion	OCR	02:00
Tue 04 Jun	09:00	Lv3 Food Science - Meeting Nutrition Needs P2	WJEC	01:30
Tue 04 Jun	13:00	Sociology A Level P2	AQA	02:00
Tue 04 Jun	13:00	Chemistry A Level P1	AQA	02:00
Wed 05 Jun	09:00	Media Studies A Level : Media Messages	OCR	02:00
Wed 05 Jun	09:00	Pure Mathematics 1	EDEXL	02:00
Wed 05 Jun	13:00	A Level History P2 - Italy & Spain	EDEXL	01:30
Thu 06 Jun	09:00	Biology A Level P1	AQA	02:00
Thu 06 Jun	09:00	BTEC Lv3 - Information Technology Systems	EDEXL	02:00
Thu 06 Jun	09:00	A Level Politics P2 - UK Government	EDEXL	02:00
Thu 06 Jun	13:00	Geography A Level P2 - Global Systems	WJEC	02:00
Thu 06 Jun	13:00	Core Pure Maths.2	EDEXL	01:30
Fri 07 Jun	09:00	Spanish A Level - Respond Works & Translate	EDEXL	02:40
Fri 07 Jun	09:00	D&T A Level : Principles of Fashion & Textiles	OCR	01:30
Fri 07 Jun	09:00	D&T A Level : Principles of Product Design	OCR	01:30
Fri 07 Jun	13:00	Psychology A Level P2	AQA	02:00
Mon 10 Jun	09:00	BTEC Lv3 - Fundamentals of Computer Systems	EDEXL	01:45
Tue 11 Jun	09:00	Religious Studies A Level : Religion & Ethics	OCR	02:00
Tue 11 Jun	13:00	Chemistry A Level P2	AQA	02:00
Tue 11 Jun	13:00	English Combined A Level P3 - Non-literary	WJEC	02:00
Tue 11 Jun	13:00	English Literature A Level P3 - Unseen Texts	WJEC	02:00
Wed 12 Jun	09:00	Sociology A Level P3	AQA	02:00
Wed 12 Jun	09:00	Pure Mathematics 2	EDEXL	02:00
Wed 12 Jun	13:00	A Level History P3 - Tudors 1485-1603	EDEXL	02:15
Thu 13 Jun	09:00	Biology A Level P2	AQA	02:00



# A Level Exam Timetable

Date	Time	Exam	Board	Length
Thu 13 Jun	09:00	A Level Politics P3 - Comparative Politics-USA	EDEXL	02:00
Thu 13 Jun	13:00	Media Studies A Level : Evolving Media	OCR	02:00
Thu 13 Jun	13:00	Geography A Level P3 - Contemporary Themes	WJEC	02:15
Fri 14 Jun	09:00	Psychology A Level P3	AQA	02:00
Fri 14 Jun	09:00	D&T A Level : Problem Solving in Fashion & Textile	OCR	01:45
Fri 14 Jun	09:00	D&T A Level : Problem Solving in Product Design	OCR	01:45
Fri 14 Jun	13:00	Statistics & Mechanics	EDEXL	02:00
Mon 17 Jun	09:00	Biology A Level P3	AQA	02:00
Mon 17 Jun	13:00	Religious Studies A Lv: Dev in Christian Thought	OCR	02:00
Tue 18 Jun	09:00	Further Statistics 1	EDEXL	01:30
Wed 19 Jun	09:00	Chemistry A Level P3	AQA	02:00
Thu 20 Jun	09:00	Further Mechanics 1	EDEXL	01:30

If pupils are unable to pick up results, they should inform the examinations officer, by letter, if someone else has been given permission to come and collect the results on the day, or if they would prefer to have them posted to their home address. Results can not be sent via email.

An alternative date for Sixth Form enrolment is Tuesday 3rd September, if pupils are unable to attend on GCSE results day..

## A Level Results Day 2019 Thursday 15<sup>th</sup> August 2019

*Pupils can collect their results 10am to 12pm*

# Information for candidates Using social media and examinations/assessments



Image by Patrice Jones

**This document has been written to help you stay within examination regulations. Please read it carefully.**

We all like to share our experiences when taking examinations. However, it is important to consider what you say and to think about what information is being shared.

Sharing ideas with others online could be helpful when you're studying or revising.

However, there are limits to the amount of information you can share and you need to be careful not to break the rules. We'd like to ask you to act responsibly when discussing online. If you're in doubt about what you can and can't discuss online regarding your exams, it's always best to check with your teacher.

If you receive what is or what looks to be assessment related information through social media, or any other means, you must tell your teacher or another member of staff. You must show them what you have received. They will then report the matter to the awarding body and it will be investigated.

Where candidates breach the rules for examinations, controlled assessments, coursework or non-examination assessments, awarding bodies have an obligation to investigate and may apply penalties.



Image by Ben Wight

## You should be aware that the following might constitute malpractice:

- copying or allowing work to be copied – i.e. posting written work on social networking sites prior to an examination/assessment;
- collusion: working collaboratively with other candidates beyond what is permitted;
- allowing others to help produce your work or helping others with theirs;
- being in possession of confidential assessment related information in advance of the examination;
- exchanging, obtaining, receiving or passing on assessment related information by any means of communication (even if just attempting to);
- failing to report to your centre assessment related information being shared online; or
- passing on rumours of exam content.

### Penalties that awarding bodies apply include:

- a written warning;
- the loss of marks for a section, component or unit;
- disqualification from a unit, all units or qualifications; or
- a ban from taking assessments or exams for a set period of time.

**Please take the time to familiarise yourself with the JCQ rules:**

<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>



JCQ 2017 – Effective from 1 September 2017

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

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

Possession of unauthorised items, such as a mobile phone, 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.

AQA	City & Guilds	CCEA	OCR	Pearson	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.*

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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## Information for candidates For written examinations – effective from 1 September 2018

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) potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, 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:
  - 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 formulas;
  - 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. Follow their instructions at all times.
- 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 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:
  - 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.

Effective from 1 September 2014

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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## Information for candidates For on-screen tests – effective from 1 September 2018

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 subjects.
- 4 Only take into the exam room the materials and equipment which are allowed.
- 5 You **must not** take into the exam room:
  - a) notes;
  - b) potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device.

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

- c) the Internet, e-mail, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks;
- d) pre-prepared templates.

**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.**

- 6 If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
- 7 Do not talk to or try to communicate with or disturb other candidates once the on-screen test has started.
- 8 If you leave the exam room unaccompanied by an invigilator before the on-screen test has finished, you will not be allowed to return.
- 9 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 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 formulas;
  - d) do not bring into the examination 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 on-screen test**

- 1 Always listen to the invigilator. Follow their instructions at all times.
- 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 irregularities.
- 3 You may be given a question paper or the instructions may be on-screen. In either case, read carefully and follow the instructions.

### **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 in doubt about 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 from the exam room any stationery.  
This includes rough work, printouts or any other materials provided for the on-screen test.

# EXAMINATION EQUIPMENT



**YOU** are responsible for providing your own equipment for examinations.

You must not attempt to borrow equipment from another candidate during the examination.

## All exams

You should bring:

- A see-through pencil case
- 2 pens (black ink only)
- 2 pencils
- Ruler (marked with cm and mm)
- Pencil sharpener
- Rubber

## Mathematics and Science

- As above, (in a see-through pencil case), plus
- Scientific calculator
  - Compass
  - Protractor

## Design Technology

As above (in a see through pencil case), plus coloured pencils (not gel pens)

**You can purchase exam equipment from the Year 11 office:**

- Filled pencil cases with exam equipment are £2.
- Calculators and geometry sets are £7.50