



Examinations at Ashcroft:

A-Z of Examinations

Including GCSE Timetable

Summer 2016

Introduction

Public examinations can be a stressful time for students and parents and it is important that all those involved are as well informed as possible. Well-informed students will realize that the rules and regulations are designed to ensure fairness and minimize disturbance and it is in the interest of all that the exams run smoothly.

The Academy will make every effort to ensure that candidates receive the best possible preparation for their examinations, that the administrative arrangements run smoothly, and that the examinations are conducted in a way that will cause as little stress as possible and help students to achieve their best. Mock exams are run to the same standards and rules in order that students are familiar with the process beforehand.

This booklet is intended to inform about examination procedures, to answer some of the most frequently asked questions to help to guide and support students and parents through the examination process.

You should pay particular attention to the **A-Z of Examinations** which details requirements and expectations for exams in accordance to the JCQ (Joint Council for Qualifications) regulations issued nationally.

If you have any other questions please feel free to make enquiries from the Exams Manager.

You can contact the Exams Office using the following:

Name: Mr Joseph Anson
Telephone: 0208 812 3509
E-mail: exams@ashcroftacademy.org.uk

On exams days it is best to contact the school reception on **0208 8877 0357**. Please ask for your message to be forwarded to the Exams Manager urgently. The Exams Manager's main priority will be the starting of exam sessions on time.

A - Z

**OF
EXAMINATIONS**

**A guide to everything you could possibly want
to know about the examination process and
more!**

Examinations Manager: Mr Joseph Anson

A

Absence from Examinations:

You must attend all examinations to which you are allocated on your individual timetable. Misreading the timetable will **NOT** be accepted as a satisfactory explanation for your absence.

YOU WILL BE INVOICED IF YOU FAIL TO ATTEND AN EXAMINATION THAT HAS BEEN PAID FOR BY THE ACADEMY.

If you are absent from an examination due to illness, please notify the Academy as early as possible by telephone on 020 8812 3509 or 3539 this number has an answer phone for out-of-hours messages.

Should a formal medical certificate will be required, you will be notified.

Access Arrangements:



All arrangements with regards to extra time, rest breaks, separate rooms, the use of a laptop, sit near door, etc, need to go through the SEN (Special Educational Needs). This includes all emergency arrangements.

NO ARRANGEMENTS WILL BE MADE UNTIL SENCO CONTACTS THE EXAMINATIONS OFFICE.

Access to Corridors and Rooms:

To ensure the best possible conditions for sitting examinations, we shall close certain corridors to normal through-traffic on occasions. Please abide by any “**No Entry**” signs on doors during the examination period and respect those taking examinations.

Awarding Body:

These are the organisations that provide qualifications for schools and Academies. Awarding Body used by Ashcroft Technology Academy are; AQA, CIE, Pearson, OCR and IBO.

B

Bags, Briefcases, Notes:

Bags, briefcases and notes **can** be taken into the examination room but must be left at the back of the Exam Room (Auditorium, Gym or Classroom).

The Academy accepts no liability for items of value (e.g. money, debit/credit cards, mobile telephones) which are left in bags. Please do **not** bring valuables with you when you are sitting examinations.

C

Calculators:

Calculators may be used in most examinations: your subject teacher will tell you if they are prohibited. Where restrictions apply, graphic calculators may not be used and only some scientific calculators are allowed. In all cases, calculators are prohibited if they offer any of the following facilities: *language translators; symbolic algebra manipulation; symbolic differentiation or integration; remote communication with other machines or the World Wide Web; data banks; dictionaries; mathematical formulae or text.*



Calculators must not be larger than the usual hand-held size, and the power supply – which is your responsibility – must not be dependent upon

the mains. Calculators must not have noisy keys which would disturb other candidates or use magnetic card input or have a permanent memory.

A fault or operational mistake with a calculator will not normally be considered as justifying an application for special consideration.

No printed instructions or cases are permitted; if you cannot remove the case from your calculator you must ensure that all instructions are securely covered. **You must bring your own calculator if you need one: you may not use the calculator functions of mobile telephones and you may not borrow a calculator from another candidate.**

PLEASE NOTE: ALL calculator lids must be left in your bags!

Candidate Number:

Your candidate number is a four digit number, which you will find on your timetable and the seating plans displayed on the exams notice boards. You will be seated, by subject, in candidate number order. You must **bring your student ID card to every examination** and produce, if asked by a teacher/invigator.

PLEASE NOTE: YOU NEED TO REMEMBER YOUR CANDIDATE NUMBER FOR ALL YOUR EXAMS!

Cashing-In:

Marks for each of the units for which you have entered are “banked” by the appropriate Awarding Body. To “cash-in” these marks for a grade, the Academy has to add a cash-in code when it submits its exam entries; without this code new marks will be added to the bank but a grade will not be calculated and no award for a GCSE, AS or A2 level will be made.

For example if you are a second year student who re-sits an AS unit the marks you achieve in this re-sit will only help to improve you A2 grade and not you AS grade unless you ask to be cashed-in.

Centre:

Centres can be schools, Academies or other establishments that have been approved by an Awarding Body to offer qualifications, enter students for exams and conduct the Awarding Body’ exams.

OUR CENTRE NUMBER IS **11001**
YOU WILL NEED TO WRITE THIS ON ALL OF YOUR EXAM PAPERS.

Certificates:

Certificates are only issued if you achieve grades A – E at AS/A2 level and grades A – G at GCSE level.



GCSE and A-Level certificates will **NOT** be posted. Certificates usually arrive during December.

Please contact Reception/Exams Office to collect your certificates from January. Written confirmation is required if a parent/guardian or sibling is collecting your certificate on your behalf.

Email: exams@ashcroftacademy.org.uk

Look out for notices around January with regards to collection.

The Academy will endeavour to store all certificates until they are collected by the student themselves (or by a named representative, requested in writing). After two years the certificates will be archived, making access to them more difficult.

TIP: YOU MUST KEEP ALL YOUR CERTIFICATES SAFE AS IN MOST CIRCUMSTANCES REPLACING THEM INCURS SIGNIFICANT CHARGES.

Cheating:

Candidates caught cheating in examinations – including being in possession of or using a mobile telephone, pagers, mp3 players, ipods, smart watches, unauthorised aids or notes but also copying from or communicating with other candidates – **will** be reported to the Awarding Body.



Even if the items are in your pocket and you have no intention of using them you will still be reported to the Awarding Body concerned.

PENALTIES INCLUDE EXCLUSION AND DISQUALIFICATION FROM ALL EXAMINATIONS FOR UP TO FIVE YEARS. SEE THE JCQ "NOTICE TO CANDIDATES".

Clashes:

If you have an examination clash involving different subjects, these will be resolved before your exams start.

READ ALL INFORMATION AND OTHER INSTRUCTION ON YOUR TIMETABLE.

If you have a clash involving two or three examinations in the same subject, you will sit your papers one after the other as long as the total published examination time does **not exceed three hours**. If the total time does exceed three hours, the papers will be split between the morning and afternoon session. If you are in this position, you will have to go into quarantine between the two sessions and will, therefore, need to bring a packed lunch and a drink with you.

For AS/A2 6 hours is the maximum amount of total exam time that the exam boards recommend you sit in one day and for GCSE the total is 5 ½ hours. If you have multiple clashes where the combined total is more than these hours then you will require overnight supervision (**see O**, Overnight Supervision).

If you have a clash that has not been rectified, please come to the Examinations Office (C309) **immediately**.

Conduct in the Examination Room:

You must be silent in the examination room, including the times when you come in and go out. Once you have entered an examination room, you are not allowed to leave unescorted until the end of the examination, and only when you are given permission to do so.

YOU WILL NOT BE ALLOWED TO LEAVE AN EXAM EARLY EVEN IF YOU HAVE FINISHED, AS THIS DISTURBS OTHER CANDIDATES IN THE ROOM.

Should you require any assistance, please raise your hand clearly and wait for an invigilator to come to you.

Please do not write on your examination desk: this constitutes vandalism and you will be charged for the removal of graffiti by Building Services.



Controlled Assessment:

All controlled assessments will be carried out during the academic year. All deadlines are issued by departments and if you have any problems with regards to these you must speak to the relevant department staff.

The Awarding Body return most controlled assessments during October. Students wishing to reclaim controlled assessments should speak to their teachers as soon as possible after this date.

D

Daily Times:

These are the seating plans which go up on the examinations notice board. They list all the exams taking place in a particular session, the venue of each exam, and if multiple rooms are being used for a certain exam then the candidate number range of the students sitting the exam in that particular venue.

Please do not leave finding out where you are sitting your exam until five minutes before your exam is due to start. Daily times go up at least 3 days in advance.

OR WHY NOT LOOK ON THE EXAMINATIONS SECTION ON THE SHARED DRIVE, HERE DAILY TIMES CAN APPEAR MORE THAN 3 DAYS BEFORE AN EXAM.

Dictionaries:



You may not use a dictionary unless dictionaries are specifically permitted by the subject specification or special arrangements have been approved by the Awarding Body. If you think you might be entitled to the use of a dictionary please see the SEN (Special Educational Needs).

E

End of Examinations:

The invigilators will collect your exam papers before you leave the examination room. Absolute silence must be maintained during this time and until you are outside the examination room – remember that other examinations may be continuing as you leave – and you should abide by any “No Entry” signs.

You may not take any examination materials (additional paper, answer booklets, question papers etc.) from any examination room.

Exam Dates:



The examination dates are set by the Awarding Body and **NOT** by the Academy.

THESE DATES CANNOT THEREFORE BE CHANGED

Therefore whatever the situation you will have to take the examination in the next sitting.

Examinations Office:



The Exams Office is open Monday – Friday from 8 am until 4.30pm. We will be happy to help with any queries that you have during this time.

Examination Regulations:

It is your responsibility to familiarise yourself with the Awarding Body ‘Notice to Candidates’ regulations, a copy of which is given to you with your statements of entry. A copy of these regulations will also be displayed outside all examination rooms.

F

Food and Drink:

Food is not allowed into an examination room unless special permission has been given.



You are only allowed to take into the examination room a drink of water. This must be in a clear plastic bottle and all **labels must be removed**. You will not be able to leave the exam room to refill a bottle of water and invigilators cannot leave the exam room to do this for you. Therefore please ensure that you have enough water to last you the whole exam.

Any other type of drink is not permitted – this is in case you spill your drink over your exam paper. If only water is spilt there is a greater chance that your exam paper can be saved.

G

Grade Boundaries:

The following table shows the grade boundaries for 2 or 3 unit AS-Levels and 4 or 6 unit A2-Levels.

	max mark	A	B	C	D	E
AS Level	200	160	140	120	100	80
AS Level	300	240	210	180	150	120
A2 Level	400	320	280	240	200	160

A2 Level	600	480	420	360	300	240
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I

Invigilator:

An invigilator is someone who watches over candidates in an examination to ensure that exam conditions are met. You must follow all instructions and orders given to you by an invigilator.

L

Late Arrivals:

Any candidate arriving after 9.30am or 2.30pm **may not** be allowed into the examination room; you should be warned that even if you are, the Awarding Body may not accept your exam script due to lateness.

PLEASE ALSO NOTE YOU MAY ALSO NOT BE ENTITLED TO THE FULL AMOUNT OF TIME FOR THE EXAM THAT YOU ARE SITTING, DEPENDING ON HOW LATE YOU ARRIVE.

Location of Examinations:

These will be shown on the examination display board outside the Auditorium; we shall also publish the rooms list in the exams **folder** via the staff and student shared drive in advance of **ALL** exams.

It is essential to check the location of your examination carefully as individual candidate numbers will be noted on the seating plans. Seating plans for the Auditorium will be displayed several days in advance of each examination.

Please allow enough time to find the correct room. Once you are invited to enter the room, make sure that you sit down at the correct desk bearing your seat number and not somebody else's.



M

Malpractice:

Malpractice is any default or practice which is a breach of the JCQ regulations or which; compromises, attempts to compromise or may compromise the process of assessment, the integrity of any qualification or the validity of an examination result or certificate.

This malpractice can occur in the course of any exam or assessment, including the preparation and authentication of any coursework, the presentation of any practical work, the compilation of portfolios of assessment evidence and the writing of any exam paper.

FOR MORE INFORMATION ON MALPRACTICE SEE THE EXAMINATION AND ASSESSMENT MALPRACTICE LEAFLET PRODUCED BY THE EXAMS OFFICE.



Mobile Telephones, Pagers and Electronic Organisers:

Mobile telephones, pagers, other electronic means of communication or electronic organisers are not allowed into examination or quarantine rooms. The Academy and Awarding Body' regulations forbid you to bring in any of these devices into any examination room or any room being used for quarantine, either before or after an examination, so you are strongly advised not to bring such devices with you on examination days.

If a **mobile telephone, pager or other electronic communication device** is found in your possession in an examination or quarantine room it will be taken from you and a report made to the appropriate Awarding Body. The Awarding Body now operate a no-tolerance policy on all candidates discovered to be in infringement of the regulations and have advised the Academy that students discovered to have a communications device with them during an examination or quarantine face disqualification from the subject concerned, see penalties section for more details. In addition, the Academy Principal is likely to take action against you under the Academies disciplinary procedures. Please do not risk disqualification: leave your mobile telephone at home!

O

Overnight supervision:

Overnight supervision will be required if you have examinations totalling more than 6 hours in one day if you are an AS/A2 students or more than 5 ½ hours if you are a GCSE student.

In this unlikely event, your parent/carer can sign an agreement to state that they will supervise you until you are due to sit the exam the next morning. This means no access to internet, phone and tv for the evening, as well as no contact with other candidates.

Overnight supervision used to involve staying with a member of staff – luckily this is no longer the case!



TIP: IF THIS DOES HAPPEN TO YOU, CONSIDER IT A GREAT CHANCE TO GET IN SOME QUALITY LAST MINUTE REVISION, FREE FROM THE TEMPTATION AND DISTRACTIONS OF SOCIAL MEDIA!

P

Penalties:

The JCQ issues the following penalties depending on the offence that was committed:

1. Warning
2. Loss of all the marks gained for a single piece of coursework
3. Loss of all the marks gained for a component
4. Loss off all marks gained for a unit
5. Disqualification from the unit
6. Loss of all the marks gained from all components/units in all qualifications taken during the exam series.
7. Disqualification from the whole qualification
8. Disqualification from all qualifications taken in that exam series
9. Barred from entering for one or more examinations for a set period of time.

The table opposite shows the types of offences for possession of a mobile phone and what number penalty you may be awarded as a result.

<u>Offence</u>	<u>Warning</u> (Penalty 1)	<u>Loss of marks</u> (Aggregation still permitted) (Penalty 2-4)	<u>Loss of certification opportunity</u> (Penalties 5-10)
Mobile Phones	In the Examination or quarantine room but not in the candidate's possession, and rings or beeps	In the candidate's possession, but no evidence of being used or being active	In the candidate's possession and evidence of it being used or active (rings, beeps, used as calculator)

Prohibited Material:

The following items must not be in your possession during the examination:

- bags, briefcases etc.;

- books (unless set texts for specific examinations – please note, post-its and excessive annotations are not permitted in open book exams - **ALL BOOKS WILL BE CHECKED PRIOR TO THE EXAM BEGINNING**), notes, letters, diaries or other printed material;
- calculator cases or instruction books;
- mobile telephones, pagers, or other communications device;
- pencil cases (use a transparent plastic bag as a substitute);
- personal stereos of any description.

Q

Quarantine:

If you are required to go into quarantine over a lunch period, you must bring a packed lunch and a drink with you on that day as you will not be allowed to use the canteen. Mobile telephones and electronic communication devices are not allowed into any quarantine room.

YOU WILL BE NOTIFIED OF YOUR QUARANTINE ARRANGEMENTS.

You will be supervised immediately after your examination until the end of your quarantine period. In quarantine, you may revise for your next examination or talk quietly with fellow candidates. Please be respectful of invigilators and ensure that classroom furniture and/or equipment and books are left as they were found – neat, clean and tidy. You must take your litter with you or place it in the bins provided.

R

Remarks:

The Awarding Bodies offer the option of having a script remarked, at a fee, if a candidate or member of teaching staff is unhappy with the marks. There is a choice of three different types of remarks; these are:

- Clerical check
- Full remark
- Priority remark



A clerical check is simply when the relevant Awarding Body checks that the number of marks given has been added up correctly.

With a full remark the Awarding Body sends your examination paper to a different examiner, this time a senior examiner, to request a remark using the same mark scheme.

*A priority remark is exactly the same as a full remark but is **only available in the summer** for GCE papers where a candidate's university place it at stake.*

If you're not satisfied with the grade you have achieved the first thing you may think about is getting your papers remarked however remarking is very costly and not often effective. Therefore it is important to consider the following:

- **ARE YOU CLOSE TO THE GRADE BOUNDARY?**

Remarks usually only alter a grade by a few UMS marks, if any at all. If you are therefore very close to a higher grade boundary a remark may be worth considering but if you require a substantial amount of marks to achieve a higher grade then the likelihood is that your grade will not change.

- **YOUR GRADE CAN GO DOWN AS WELL AS UP**

Remark means having your entire paper remarked. Therefore your grade can quite easily go down as well as up. If your grade does get lowered you cannot refuse it and ask for the original higher grade to stand. You must be aware that this is the chance you take when asking for a remark. Because of this candidates often apply for a photocopy of their paper before applying for a remark.

- **COST**

Remarks are very expensive and the likelihood is that your grade will not change. The Academy will pay for papers to be remarked if they are within 5 UMS of a higher boundary. Remarks in any other circumstances must be paid for by the candidate.

IF YOU WANT TO REQUEST A REMARK THEN YOU MUST COLLECT THE RELEVANT FORM FROM THE EXAMINATIONS OFFICE AND RETURN BY THE APPROPRIATE DEADLINE.

Re-sits:

Students can resit GCSEs and modular A-levels. Linear A-Levels which are assessed at the end of year 13, cannot be resat. If you would like to resit a GCSE then you must be committed to redoing the entire award again; students are no longer able to resit individual GCSE modules.

Please note that there is no guarantee that you will achieve a better grade simply by re-sitting an examination. There are various things to consider before opting to re-sit an exam; these include:

- Do you think that you will be able to improve on your performance?
- Will you have enough time to revise for a re-sit unit as well as devote the necessary time to the new units in which you will be examined?
- Remember marks from all of your units are added together to produce your final grade.
- Will re-sitting exams give you too full a timetable in the summer?
- There are costs associated with re-sit exams.

PLEASE NOTE: AFTER THE RE-SIT DEADLINE ANY RE-SIT REQUESTS WILL BE SUBJECT TO ADDITIONAL FEES IMPOSED BY THE AWARDING BODY AND THE ACADEMY.

If you can provide written evidence of:

- Income support
- Pensions credit
- Income related job seekers allowance

and have not re-sat a unit before you may be entitled to a free resit. Please note however if you fail to attend an exam the Academy has paid for you will be billed for the entire re-sit fee.

AS and A2 levels

Students may collect their results from the Academy on Thursday 18 August 2016 in reception, from 8 a.m. until 11.00 a.m.; results for first-year (AS) students will be available from 10 a.m. until 1 p.m.

Alternatively, if you cannot come to Academy on results day, visit the Examinations Information site and email details for the posting results or collection by a nominated person. Make sure you provide the Examinations Manager with a stamped and addressed envelope before the end of the summer term.

PLEASE NOTE: YOUR RESULTS WILL NOT BE POSTED TO YOU AUTOMATICALLY IF YOU DO NOT TURN UP ON RESULTS DAY.

GCSE

Students may collect their results from Academy on Thursday 21 August 2014. The results slips will be available from 8 a.m. until 11 a.m.

Alternatively, results can be posted or collected by a named, nominated person. Please email these details to the exams email address



Scripts:

Candidates are able to request access to their examination scripts from the Awarding Body for general interest or to help with future learning. There are two types of access to script services available to candidates; these are:

- Original scripts
- Photocopied scripts

Many candidates often wish to see their examination script in order to decide whether or not to have the paper remarked. If this is the case then **you must request a photocopy of the script.** You are unable to choose the original script option because once a script has been returned to a centre from the Awarding Body then its security has been compromised. Secondly original scripts are not sent out until after the remark deadline.

If however you are not planning on requesting a remark then you can request either the original script or a photocopy. Please note whilst original scripts are cheaper they can take a great deal longer to arrive than photocopied scripts.

IF YOU WANT TO REQUEST A SCRIPT THEN YOU MUST COLLECT THE RELEVANT FORM FROM THE EXAMINATIONS OFFICE AND RETURN BY THE APPROPRIATE DEADLINE.

PLEASE NOTE: GCSE STUDENTS ARE ONLY ABLE TO REQUEST PHOTOCOPIED SCRIPTS FOR MATHS EXAMINATIONS AS THE OTHER EXAMINING BOARDS DO NOT OFFER THIS SERVICE FOR GCSES.

Seating Plans:

Seating plans are only produced for ALL exams rooms.

Candidate numbers on the seating plan always snake in numerical order – with the exceptions of those people who have extra time or rest breaks who will **always** be located near the front of the room or in an alternative room.

CONFUSED? CHECK THE NOTICEBOARD OR VISIT THE EXAMS OFFICE D104.

Special Consideration:

The Awarding Body will not apply special consideration for anything other than serious reasons. Special consideration can only be applied for if a significant event has affected your performance on the day of the examination and you can provide appropriate evidence. Please see Examinations staff immediately if you feel that you may have been affected by a circumstance beyond your control.

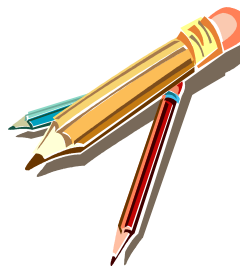
Statements of Entry:

Produced by the Awarding Body, statements of entry list all the exam units that you are entered for in a particular examination series. It is essential that you check all details on these statements very carefully to ensure that:

- a) you have been entered for the right examinations – in particular if you have applied for re-sits or if there are several different tiers available
- b) all of your personal details are correct, in particular with regards to spelling, as this information will be printed on your examination certificates. Whilst it will be relatively simple to change now, once certificates have been issued substantial costs will be involved if you notice any errors.

Stationery:

All students must remember to bring their own stationery to any examination that they have. These include **pens, pencils, rulers, rubbers and a pencil sharpener.** Borrowing from other candidates is **not** allowed.



Please note that the JCQ regulations state that a BLACK pen must be used in all examinations.

For diagrams, use an **HB pencil** and a **ruler.** Gel pens, highlighters, correcting fluids and correcting pens may not be used in any answer booklets. You may not take blotting paper into an examination, and it will not be provided in any exam room.

Exam rooms will not have supplies of stationery, as this will solely be your responsibility to come prepared!

Exam stationery can be purchased from Reprographics during the following times:

BREAK
11:30 – 11:50 am

Student Mealman Card:

You **must** bring your mealman card to every examination and have it clearly visible on your desk at all times for identity purposes.



Study Leave:

Students are only granted study leave during the summer examination period and not mock exam. During mock exams you must attend all lessons unless you are scheduled for an exam.

T

Times:

Unless otherwise stated, all examinations at this Academy commence at **9.00 a.m.** (morning papers) and **2 p.m.** (afternoon papers).



YOU SHOULD BE READY TO ENTER THE EXAMINATION ROOM AT LEAST 15 MINUTES BEFORE THE PUBLISHED STARTING TIME.

If you arrive one hour after the published start time for examinations you **may not** be permitted to sit the examination. *Each year many students mis-read duration of 1hr or 1hr 30m as being an afternoon examination start time when it is a morning examination.* Please check the **session** very carefully.

Timetables:

You will be given your own personal timetable for May/June exams. Please check your personal timetable carefully – the top copy of your examinations timetables has been produced by the Exams Office and is personal to you ONLY. This will include changes of times/days to accommodate your clashes. **If there are any errors (e.g. name, date of birth, sex, examination entry)**, please notify the Examinations Office immediately. Dates are given on the timetable(s) issued to you. **Check carefully to see if the examination is in the morning or the afternoon – extra time will not be permitted if you misread your timetable.** Take special note of any re-arrangements due to a timetable clash.

YOU, AND YOU ALONE, ARE RESPONSIBLE FOR CHECKING YOUR EXAMINATION TIMETABLE. IF YOU HAVE ANY QUERIES THEN PLEASE CONTACT THE EXAMS OFFICE IMMEDIATELY.

U

UCI Number:

A UCI (unique candidate identifier) number is a 13 digit number which every candidate is given and is used to link all entries and results for a candidate across an exam series and between different exam boards.

University Tests:

Some universities and Academies require you to take an admissions test as well as standard qualifications (i.e. A-Levels) if you are applying for certain courses in certain subjects.

If you are unsure if you are required to sit a university test log onto www.ucas.ac.uk/students/beforeyouapply/admissions to find out which universities and Academies are using the tests.

V

Valuables:

Under no circumstances should candidates leave money or valuables in any bag. **IF YOU DO SO, IT IS AT YOUR OWN RISK.**



W

Warning:

All the Awarding Body make it clear that:

- Their official examination sessions must be run under strictly fair conditions, with no form of deception. This rule severely excludes any form of communication between students during an examination, as well as any other practice that could conceivably be seen as an attempt to deceive.

- Anyone attempting unfair practices can expect cancellation of examination entries and possible exclusion from GCSE/AS and A2 level examinations for a period of up to five years.

Word of Advice:

Remember to have something to eat and drink before taking your examinations, especially on hot days, when we do experience a number of students who become dehydrated and are unable to complete their exams due to a lack of fluid intake. A banana eaten half an hour before the start of an exam can boost your concentration levels.

