



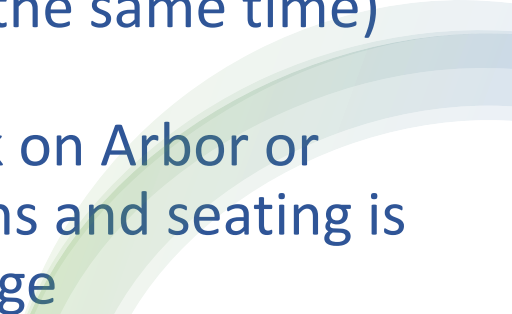
PERINS

## Examinations Guidance for students

**Summer 2025**



## Individual Candidate Timetable

- Will be available to view in Arbor & Edulink
  - Follow your own personal timetable as it may include follow-on exams (where 2 exams are timetabled for the same time)
  - Regularly check on Arbor or Edulink as rooms and seating is subject to change
- 


# Individual Candidate Timetable - anomalies

These are the units that make up the main exam – shown in the red box


Tue, 04 Jun 2024	PM	PM	History	Anglo Saxon And Norman (1H10 B1) (Pearson)	(TBC)	(TBC)
Tue, 04 Jun 2024	PM	PM	History	Superpower Relations (1H10 P4) (Pearson)	(TBC)	(TBC)
Tue, 04 Jun 2024	13:00	14:45	History	Superpower,saxon,norman (1H10 2N) (Pearson)	01:45	SPH (TBC)

Tue, 14 May 2024	AM	AM	French	French Reading Test Tier H (8658/RH) (AQA)	01:00	(TBC)	(TBC)
Tue, 14 May 2024	09:00	09:45	French	French Listening Test Tier H (8658/LH) (AQA)	00:45	I1	(TBC)

Listening, Reading and Writing follow on from each other, so 1 hr 45 mins total




## Follow-on exams (Clashes)

- Subjects which have their exams on the same day and time.
  - Your personal timetable will indicate if you have follow-on exams
  - Arrangements have been made for you to take the subjects one after the other – see timings on your timetable
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## Follow-on exams cont'd

- A supervised rest break will be provided.
  - During the supervised break, you will not be allowed to communicate with anyone, you will not be allowed to use your mobile phone. You will not be able to revise for your next exam.
  - Your afternoon exams may finish after the end of the normal school day, so you will need to arrange for your own transport home
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# Equipment



- Clear pencil case
- **BLACK** Biro x 2 (the only colour accepted by the Awarding bodies)
- Pencil and spare
- Eraser - No Correction fluid
- Pencil sharpener
- Protractor/compass
- Ruler
- Calculator (if allowed)

# Calculators

- It Is your responsibility to bring a calculator for exams which could need them, such as maths, science, business studies, technology, geography
- Calculators must not be brought to non-calculator maths exams.
- Calculators must be **without their cases** and pre-programmed formulae.



# Exam Timings

- Morning exams begin at 09:00. Arrive by 08:40
- Afternoon exams begin at 13:00. Arrive by 12:40
- If you have a follow-on exam (clash), some will finish later than the end of the normal day, so you will need to make appropriate arrangements for getting home
- Please arrive and wait outside the Cafeteria or your alternative exam venue, 20 minutes prior to the start time of your exam
- Regulations state that candidates cannot be released from exam conditions before 10.00 for morning exams and 14.30 for afternoon exams. Therefore, if your exam finishes before these times, you will be required to wait in silence under exam conditions, before being dismissed. Failure to do so constitutes malpractice and you will be reported to the exam board.



# Seating

- Your individual timetable will show your seat and row number
- Seating lists will be displayed outside the Cafeteria (top of the steps) and each exam venue
- A candidate card will be on each exam desk
- Do not write on the candidate cards
- Once seated, the Senior Invigilator will read the instructions for the exam and will announce when you can start



**Do not write anything on your paper until you are instructed to do so. It is considered Malpractice if you do**

# Laptop users

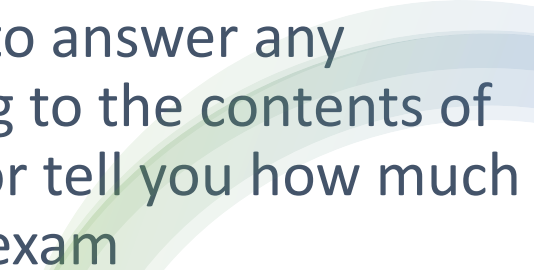
- As soon as you are seated, turn on your laptop and place the case on the floor under your desk
- Ensure you are connected to wifi, **BEFORE** logging in
- Log in details will be on your desk.

## Word processing:

- The password for the day will be written on the whiteboard at the front of the room
- Make sure your name, exam paper name and candidate number are **on each page** you will be printing
- Once complete, inform an invigilator and wait for your printing to be brought to you.
- Sign and date each page and place inside your exam paper



## Invigilation team

- Please listen to them and follow all their instructions
  - If you need any assistance, then please raise your hand **high** to alert an Invigilator
  - They are unable to answer any questions relating to the contents of the exam paper or tell you how much time is left in an exam
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## Invigilation team



Joint Council for  
Qualifications

- There to ensure the exams are run according to the rules and regulations set out by JCQ (Joint Council for Qualifications) and the Awarding bodies

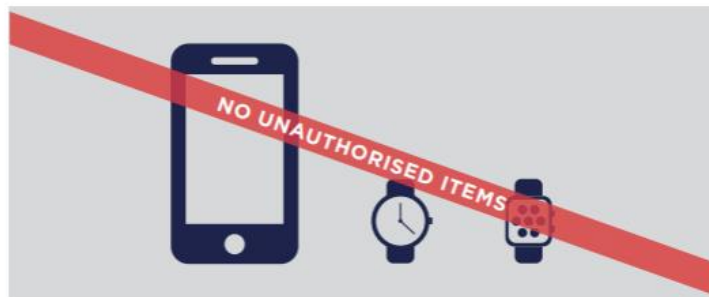
## Warning to Candidates

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 exam/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.

## NO MOBILE PHONES NO WATCHES

NO POTENTIAL TECHNOLOGICAL/WEB  
ENABLED 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.



# Malpractice

*'Malpractice' means a failure to follow the rules of an examination or assessment*

Exam conditions begin ***the moment you enter the exam room, to the moment you walk out of the door***



# Malpractice

There are severe penalties for malpractice.  
**You could be disqualified from ALL your exams**


Examples of malpractice:

- Possession of a watch, mobile phone or smart enabled device - ***even if switched off***
- Writing/drawing obscene material
- Talking or disrupting others
- Possession of notes
- Writing on hands/skin


Please check your pockets **before** you go into every exam



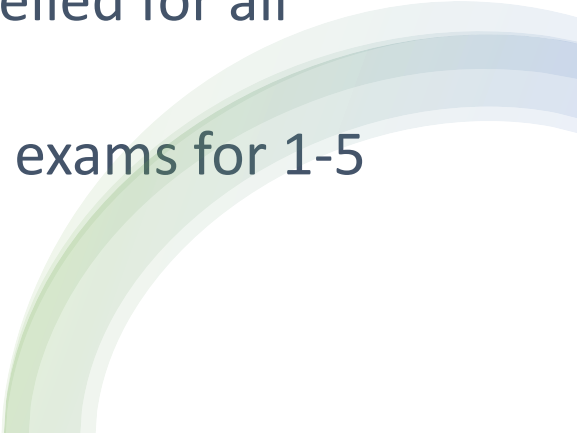
## Malpractice

- Invigilators will record and report all examples of suspected malpractice to the Exams Office
  - A report will then be sent to the Awarding body (exam board) for consideration.
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## Consequences of Malpractice

- Written warning
  - Loss of marks for that paper
  - Loss of marks for that subject
  - Loss of marks for all exams with that Awarding body (exam board)
  - All your exams cancelled for all Awarding bodies
  - Banned from taking exams for 1-5 years
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# Malpractice

*In 2024, 5,190 candidates were penalised for malpractice in exams in England. 41.4% of those cases involved a mobile phone or other communications device.*

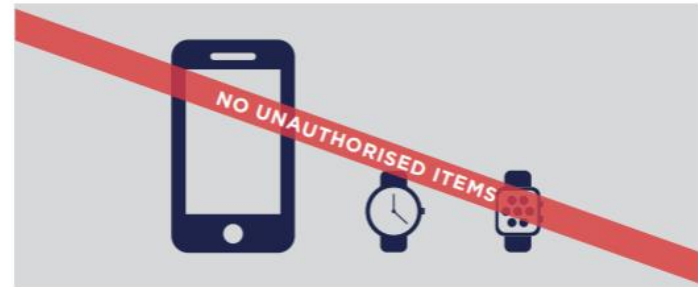
## Mobile phones and exams – examples of malpractice and penalty issued

- Mobile phone in the candidate's possession but no evidence of being used by the candidate – **loss of marks.**
- Mobile phone in the candidate's possession and evidence of being used by the candidate – **disqualification.**

Place these items in  
your bag BEFORE  
entering the exam  
room..

**NO MOBILE PHONES  
NO WATCHES**

**NO POTENTIAL TECHNOLOGICAL/WEB  
ENABLED 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.

# Unauthorised Items

The following are not allowed in the exam room:

- Mobile phones, other smart enabled device, all watches
- Non transparent water bottles/pencil cases
- Labels on water bottles
- Gel pens
- Earphones/earbuds
- Food
- Notes of any sort - check your pockets





## In the exam room...

- Listen carefully to instructions
- Check for correct paper & tier
- **Write only when instructed**
- Fill in the front of the paper, writing your **full legal name, Centre Number and Candidate number**
- Raise your hand if you need assistance
- Remain silent at all times

# The exam papers

FILL IN ALL THE  
INFORMATION



Please write clearly in block capitals.

Centre number

Candidate number

Surname

Forename(s)

Candidate signature

I declare this is my own work.

## GCSE GEOGRAPHY

Paper 3 Geographical Applications

04.8 Suggest reasons for the pattern shown on Figure 8. [2 marks]

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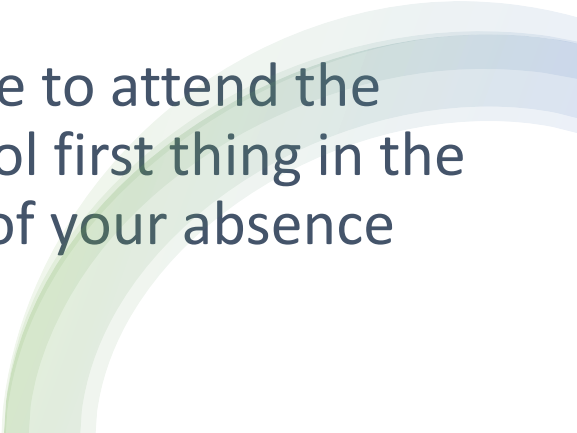
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USE THE ADDITIONAL PAGES,  
DON'T GO OUTSIDE BORDERS



## What to do if you are unwell on the day of an exam

- If you are feeling unwell on the day of your exam, we suggest you come into school if you can.
  - You **cannot** sit the exam at another time
  - If you are ill and unable to attend the exam, phone the school first thing in the morning to inform us of your absence
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## What to do if you are late..

- If you think you are going to be late for the start of your exam, please contact the school to inform us
- On arrival at school, you must report to Reception
- If we decide to allow you to take the exam (within 30 mins of start time), a member of staff will escort you to the exam room
- You **must not** enter the exam room without permission once an exam has started
- Lateness will be reported to the exam board, who will then decide whether to accept your paper for marking



# Results

- The Summer 2025 exam results will be available to students on **Thursday 21st August 2025**, between 9.30am and 11.30am from the Café at Perins School.
- If you are unable to collect your results in person, you can ask someone to do this for you, but you must email [exams@perins.hants.sch.uk](mailto:exams@perins.hants.sch.uk) giving your permission and stating the name of the person collecting on your behalf.
- Results will also be emailed to candidates Perins email accounts later in the day – your school email accounts will still be live at that time. Please make sure you can access your outlook account off site.



## Additional information

- Go to the toilet before your exam – supervised toilet breaks will not be allowed in the first 15 minutes or last 15 minutes of an exam.
- You must be wearing the correct school uniform when sitting your exams
- Fire Evacuation Procedure - in the event of a fire alarm, please follow the guidance of the Invigilators, you will still be under exam conditions so must **REMAIN IN SILENCE**

# Questions:

- If you have any general questions, then please ask your Tutor. For subject specific exam questions, talk to your subject teacher
- email [exams@perins.hants.sch.uk](mailto:exams@perins.hants.sch.uk)
- Other useful exams information can be found on the school website: [Exams Information - Perins School](#)