




Examinations Guidance for students

Summer 2024




Individual Candidate Timetable

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

- 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, or later in the same day.
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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 etc.
- 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, some will finish later than the end of the normal day, so you will need to make appropriate arrangements for getting home
- Please arrive at your exam venue 20 minutes prior to the start time of your exam

Seating

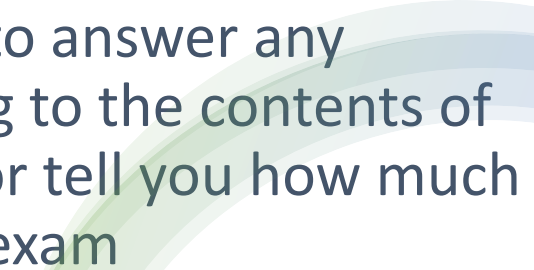
- Your individual timetable will show your seat and row number
- Seating plans will be displayed outside the Cafeteria and each exam venue
- A candidate card will be on each exam desk
- Do not write on the candidate cards
- Once seated, a member of SLT or the Senior Invigilator will read the instructions 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



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

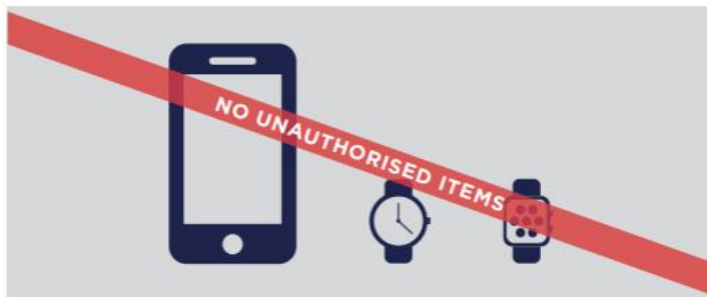
Warning to Candidates

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

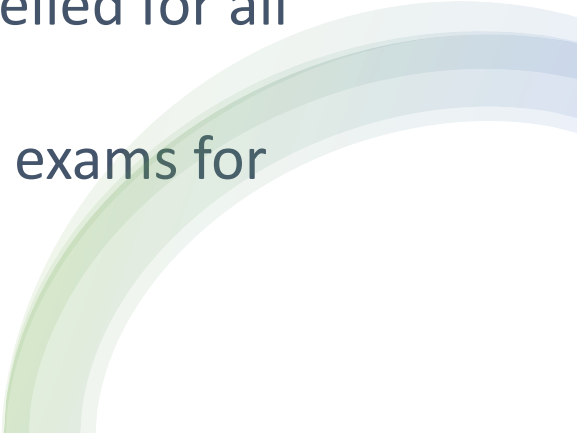


Malpractice

- Invigilators will record and report all examples of suspected malpractice to the Exams Office
 - The Exams Office will then send a report 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
 - All your exams cancelled for all Awarding bodies
 - Banned from taking exams for 1-5 years
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Surge in GCSE and A-level candidates penalised for 'malpractice' in England

Possession of mobile phones and smartwatches the biggest single cause for sanctions



Ofqual, the exam regulator for England, said more than 4,300 candidates were penalised for “malpractice” during the exams taken this spring.

Most students caught in possession of a mobile phone were sanctioned with marks deducted from their exam paper. Overall, just more than 2,000 candidates were given mark reductions for all causes, while about 1,500 students received warnings.

📹 Teenagers take an exam. The number of students penalised for potential cheating or disruptive behaviour rose this year. Photograph: Roger Bamber/Alamy

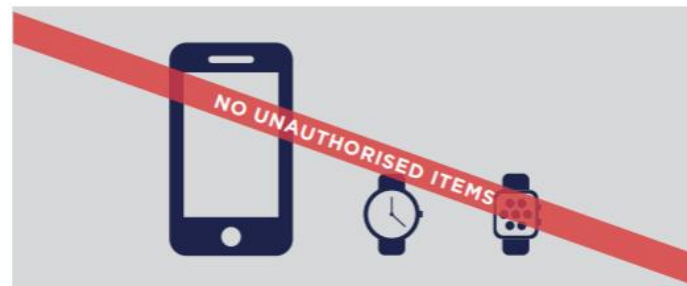
This year's A-level and GCSE exams had a surge in the number of students penalised for potential cheating or disruptive behaviour, with possession of mobile phones and smartwatches the biggest single cause for sanctions.

Richard Adams Education editor
(The Guardian)
Thu 15 Dec 2022 14.43 GMT

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]



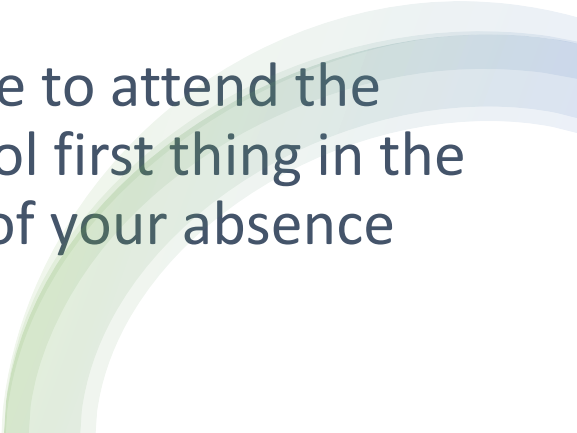
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USE THE ADDITIONAL PAGES,
DON'T GO OUTSIDE BORDERS



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

- Results day is Thursday 22nd August 2024
- Information about how your results will be issued will be emailed to you.



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
- Other useful exams information can be found on the school website: <https://www.perins.net/exams-information/>