

INFORMATION FOR EXAM CANDIDATES
Centre Number: 20348

1 Your Exam Timetable

You will be given your personal exam timetable, at least 2 weeks prior to the start of the exam series.

- Personal details - Please check that all your personal details are correct. The information printed on your timetable will appear on your certificates. Please ensure that your name is spelt correctly. Please notify the Exams Officer (exams@boa-academy.co.uk) immediately if anything is incorrect. Replacement certificates are approximately £60.00 each and if you do not inform us of any errors then you would need to pay for the amendments.
- Personal timetable - Your exam timetable will show all your timetabled external exams for A-levels, GCSEs and BTECs. The unit name, date, time and room of the exams will be shown. Please familiarise yourself with the location of your exam room well in advance.
- Clashes - Your timetable will have been carefully checked to make sure that there are no clashes. If you find that, despite the checking process, you still have a clash, you should email the Exams Office (exams@boa-academy.co.uk) immediately. A clash is when you have two or more exams timetabled at the same time.

2 Exam Times

- The exams will commence at:
 - 09:00 for all Morning exams
 - 14:00 for all Afternoon exams
 - 13:00 for all Friday afternoon exams
 - See timetable for BTEC external assessments
- You should arrive at least **15 minutes before** the exam begins. If you arrive late, we will report it to the exam board, and they will decide whether they will accept your paper.

3 What You Will Need

- ID Card - It is very important that you bring your ID card with you to all of your exams. You must have photographic identification so that the Invigilator can see who you are. Without this, you will be unable to take the exam.
- Equipment needed for the exam - Please bring all stationery/equipment e.g. pens (black ink only), pencils, erasers, and calculator. It is very important that you only write in black ink. You must not use correcting pens/fluid or tape, erasable pens, highlighters or gel pens to write your answers.
- Only water in a clear, transparent bottle is allowed. No writing or images are allowed on the bottles. You must remove all labels from the bottle before entering the exam room.

4 The Exam Day

- Once you enter the exam room, you are under exam conditions. You must not speak to other candidates and must remain silent at all times.
- Please do not bring a bag with you to your exam. Leave all valuables in your designated locker.
- Do not bring mobile phones, MP3/4 players, iPods, SMART/regular watches or any other equipment with digital/text facilities. The exam boards do not allow them in the exam rooms. If you are seen with any of the before mentioned in the exam room, it will be reported to the board, and they will decide the sanction that is applied. This could be disqualification from not only the exam but the course. If you have a phone turn it off and then hand it to the invigilator. If you have a watch, please remove this and hand it to the invigilator, if it is a SMART watch, please set it to airplane mode.
- Sit in the seat indicated on the seating plan (placed outside the exam hall) to ensure that you are taking the correct paper.
- ID cards must be put on your exam desk when you get into the room so that the Invigilators can check your identity.
- Only clear plastic pencil cases or clear plastic wallets are allowed on the desk.
- If you require an inhaler or the use of any other medication during the exam, please inform the Invigilator at the start of the exam. This will need to be checked and then kept on the floor next to your desk.

- Calculators must be placed on the desk so that staff can clear the memory before the start of the exam. The calculator lid must be placed on the floor next to your desk.
- Ensure that you have been to the bathroom before the exam! It is important to avoid any disruptions in an exam room and toilet breaks are not allowed. If you have an emergency, please raise your hand and inform the Invigilator. You must not interrupt the exam or talk to anyone inside or outside the exam room.
- You will not be allowed to leave the exam room until the end of the scheduled exam time.

5 Clashed Exams

- Your timetable will indicate if one of your exams has been moved from the official starting time.
- Your exams will be moved to follow one after the other if their total added together is less than 3 hours. If you have more than 3 hours of exams in either the am or the pm session, you may have to be supervised over the lunch period. If this is the case, you will need to bring your lunch with you, as you will be isolated until the actual exam time has passed.
- You will not be allowed to have your mobile phone if you are isolated due to a clashed exam.
- If your timetable shows exams timetabled at the same time, please email the Exams Officer (exams@boa-academy.co.uk) immediately.

6 What to do if you are ill during the Exams Season

- If you are taken ill during an exam, you should put your hand up and tell an Invigilator.
- If you are ill before an exam and are therefore unable to sit the paper, please telephone the Academy on 0121 359 9300 at the earliest opportunity.

7 What happens if you are late or miss an Exam?

- If you arrive after the start of an exam report to Reception for a member of the Exams Team or SLT, who will give you further instructions. After the exam, you will be asked to fill out a late arrival form stating the reason why you were late. The board will decide if your paper will be marked. If you are late (due to transport/traffic), then please contact the Academy at the earliest opportunity.

8 Malpractice

The Exams Officer will report all cases of malpractice to the Examining Board. Please read below Dos and Don'ts:

- * DO NOT talk to any other student once you enter the exam room.
- * DO NOT write anything on the exam paper until told to do so.
- * DO NOT have anything on your desk except the permitted exam stationery and equipment needed.
- * DO NOT bring a mobile phone or a smart/regular watch into the exam room.
- * All labels must be removed from drink bottles before you enter the exam room. Only water in a clear, transparent bottle is permitted. All other bottles will be removed from the exam room.
- * Do not bring a bag with you to your exam. Leave all valuables in your designated locker.
- * If you are concerned about anything, put up your hand and speak to an Invigilator.
- * If you are wearing a hat, you will be asked to remove it.
- * If you are female and wearing a headscarf your ears will be checked for headphones as you enter the exam room. If you are wearing a veil, a female Invigilator will check your identity before you enter the exam room.
- * Invigilators will check your hands and arms before the exam begin, you will be asked to remove anything that is considered inappropriate.

9 Contact Details

	Exams Officer	Attendance Officer
Telephone:	0121 359 9331	0121 359 9309
Email:	exams@boa-academy.co.uk	attendance@boa-stageandscreen.co.uk



Joint Council for
Qualifications^{CIC}

REVISION ONE

Information for candidates

Written examinations

With effect from 1 September 2022

Published on: 1 September 2022

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Produced on behalf of:



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**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.

This document was first published on 1 September 2022. It was amended on 7 February 2023. Where a subsequent amendment has been made, **the text is highlighted in yellow.**

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) an iPod, a mobile phone, a MP3/4 player or similar device, or a watch.

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 have a watch, the invigilator will ask you to hand it to them.
- 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 or draw offensive or obscene 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 formulae;
 - (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. Always follow their instructions.
- 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 **Do not** start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. **Do not** open the question paper until you are instructed that the exam has begun.
- 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, including those used for rough work.

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 any stationery from the exam room. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.

Information for candidates Using social media and examinations/assessments



Image by Patrice Jones

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

We all like to share our experiences when taking exams and sharing ideas with others online can be helpful when you're studying or revising.

However, it is important to consider what you say and to think about what information is being shared as there are limits to what you can share and you need to be careful not to break the rules. The rules are in place to ensure that exams are fair to everyone, students don't become worried about false rumours and any real issues can be sorted out quickly by the right people.

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 (if available). 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 need to know that the following would be malpractice:

- copying or allowing work to be copied – e.g. posting written work on social networking sites prior to an examination/assessment;
- collusion: allowing others to help produce your work or helping others with theirs;
- asking others about what questions your exam will include (even if no one tells you);
- having or sharing details about exam questions before the exam - whether you think these are real or fake; or
- not telling exam boards or your school/college about exam information being shared.

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.

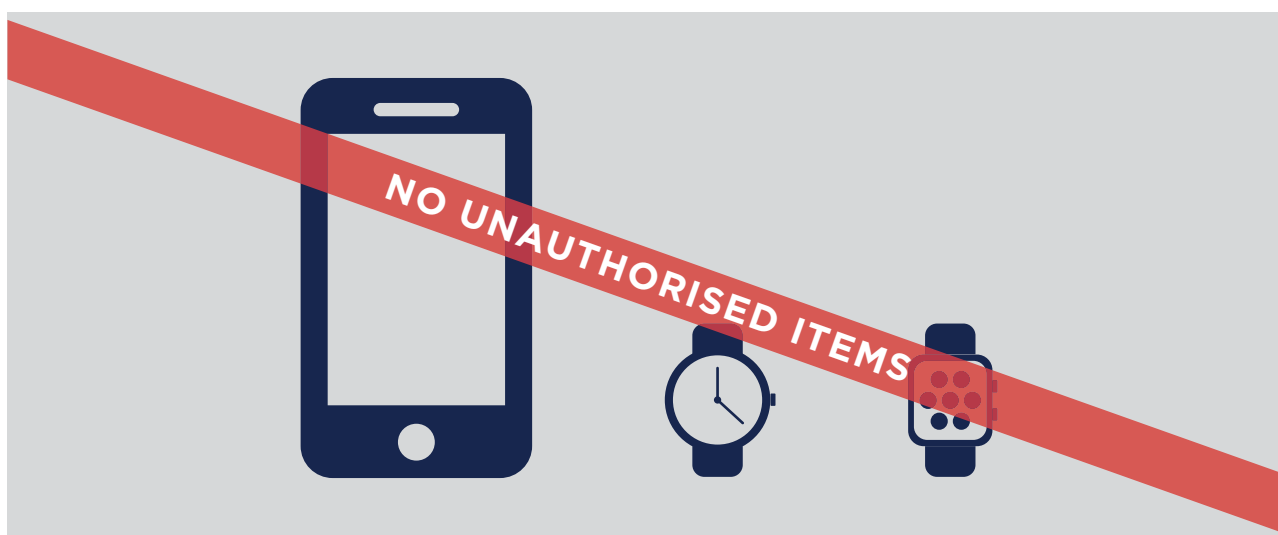
Please take the time to familiarise yourself with the JCQ rules:

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



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.



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. **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.

Effective from 1 September 2022