

EXAMINATIONS 2025



GUIDANCE FOR STUDENTS AND FAMILIES

Academy Telephone No:	01274 089880
Centre Name:	Dixons McMillan Academy
Centre Number:	37193

GCSE Summer Examination Timetable

08/05/2025 09:00	1 hour 30 mins	BTEC	Sport 3 - Dev.fitness Imp.particip. BSP0301 Edexcel GCSE
09/05/2025 13:30	1 hour 45 mins	GCSE	Business - Investigating Small Bus. 1BS0 01 Edexcel GCSE
12/05/2025 09:00	1 hour 45 mins	GCSE	English Literature - English Literature Paper 1 8702/1 AQA
12/05/2025 13:30	1 hour 30 mins	GCSE	Computer Science - Comp Sci: Computer Systems Wrtn J277/01 OCR
13/05/2025 09:00		GCSE	Religious Studies A Option Ma - Religious Studies A P1-3 Christ 8062/13 AQA
13/05/2025 09:00	1 hour 30 mins	GCSE	Religious Studies A Option Ma - Religious Studies A P1-5 Islam 8062/15 AQA
13/05/2025 13:30	1 hour 15 mins	GCSE	Combined Sci: Trilogy Tier F - Combined Sci Trilogy Biology P1f 8464/B/1F AQA
13/05/2025 13:30	1 hour 15 mins	GCSE	Combined Sci: Trilogy Tier H - Combined Sci Trilogy Biology P1h 8464/B/1H AQA
13/05/2025 13:30	1 hour 45 mins	GCSE	Biology Tier H - Biology Paper 1 Tier H 8461/1H AQA
14/05/2025 09:00	1 hour 30 mins	GCSE	Geography - Geography Paper 1 8035/1 AQA
15/05/2025 09:00	1 hour 30 mins	GCSE	Mathematics Option F - Non Calculator (f) 1MA1 1F Edexcel GCSE
15/05/2025 09:00	1 hour 30 mins	GCSE	Mathematics Option H - Non Calculator (h) 1MA1 1H Edexcel GCSE
16/05/2025 09:00	1 hour 00 mins	GCSE	History B (shp) Option Gb - Hist B:history Around Us Wtn J411/21 OCR
16/05/2025 13:30	1 hour 45 mins	GCSE	Business - Building A Business 1BS0 02 Edexcel GCSE
19/05/2025 09:00	1 hour 15 mins	GCSE	Combined Sci: Trilogy Tier F - Combined Sci Trilogy Chemistry P1f 8464/C/1F AQA
19/05/2025 09:00	1 hour 15 mins	GCSE	Combined Sci: Trilogy Tier H - Combined Sci Trilogy Chemistry P1h 8464/C/1H AQA
19/05/2025 09:00	1 hour 45 mins	GCSE	Chemistry Tier H - Chemistry Paper 1 Tier H 8462/1H AQA
19/05/2025 13:30	45 mins	GCSE	Urdu Tier H - Urdu Listening Test Tier H 8648/LH AQA
19/05/2025 13:30	1 hour 00 mins	GCSE	Urdu Tier H - Urdu Reading Test Tier H 8648/RH AQA
20/05/2025 09:00	2 hour 15 mins	GCSE	English Literature - English Literature Paper 2 8702/2 AQA
20/05/2025 13:30	1 hour 30 mins	GCSE	Computer Science - Comp Sci:comp Thnk Algrthm Prgrm Wtn J277/02 OCR

21/05/2025 13:30	1 hour 45 mins	GCSE	Religious Studies A Option Ma - Religious Studies A P2a Excl Text 8062/2A AQA
22/05/2025 09:00	1 hour 15 mins	GCSE	Combined Sci: Trilogy Tier F - Combined Sci Trilogy Physics P1f 8464/P/1F AQA
22/05/2025 09:00	1 hour 15 mins	GCSE	Combined Sci: Trilogy Tier H - Combined Sci Trilogy Physics P1h 8464/P/1H AQA
22/05/2025 09:00	1 hour 45 mins	GCSE	Physics Tier H - Physics Paper 1 Tier H 8463/1H AQA
22/05/2025 13:30	45 mins	GCSE	Arabic Option H - Listening (h) 1AA0 1H Edexcel GCSE
22/05/2025 13:30	1 hour 05 mins	GCSE	Arabic Option H - Reading (h) 1AA0 3H Edexcel GCSE
23/05/2025 09:00	1 hour 45 mins	GCSE	English Language - English Language Paper 1 8700/1 AQA
02/06/2025 09:00	45 mins	GCSE	Italian Tier H - Italian Listening Test Tier H 8633/LH AQA
02/06/2025 09:00	1 hour 00 mins	GCSE	Italian Tier H - Italian Reading Test Tier H 8633/RH AQA
02/06/2025 09:00	1 hour 15 mins	GCSE	Urdu Tier H - Urdu Writing Test Tier H 8648/WH AQA
03/06/2025 09:00	1 hour 25 mins	GCSE	Arabic Option H - Writing (h) 1AA0 4H Edexcel GCSE
04/06/2025 09:00	1 hour 30 mins	GCSE	Mathematics Option F - Calculator (f) 1MA1 2F Edexcel GCSE
04/06/2025 09:00	1 hour 30 mins	GCSE	Mathematics Option H - Calculator (h) 1MA1 2H Edexcel GCSE
05/06/2025 09:00	1 hour 45 mins	GCSE	History B (shp) Option Gb - Hist B:mgrnt Brit Nrmn Cnqst Wtn J411/17 OCR
06/06/2025 09:00	1 hour 45 mins	GCSE	English Language - English Language Paper 2 8700/2 AQA
06/06/2025 13:30	1 hour 30 mins	GCSE	Geography - Geography Paper 2 8035/2 AQA
09/06/2025 09:00	1 hour 15 mins	GCSE	Combined Sci: Trilogy Tier F - Combined Sci Trilogy Biology P2f 8464/B/2F AQA
09/06/2025 09:00	1 hour 15 mins	GCSE	Combined Sci: Trilogy Tier H - Combined Sci Trilogy Biology P2h 8464/B/2H AQA
09/06/2025 09:00	1 hour 45 mins	GCSE	Biology Tier H - Biology Paper 2 Tier H 8461/2H AQA
09/06/2025 13:30	1 hour 30 mins	CNAT	Crtve Imedia:crtve Imedia Media Ind - Crtve Imedia:imedia Media Ind Wtn R093/01 OCR
09/06/2025 13:30	1 hour 15 mins	GCSE	Italian Tier H - Italian Writing Test Tier H 8633/WH AQA
10/06/2025 09:00	35 mins	GCSE	Spanish Tier F - Spanish Listening Test Tier F 8698/LF

			AQA
10/06/2025 09:00	45 mins	GCSE	Spanish Tier F - Spanish Reading Test Tier F 8698/RF AQA
10/06/2025 09:00	45 mins	GCSE	Spanish Tier H - Spanish Listening Test Tier H 8698/LH AQA
10/06/2025 09:00	1 hour 00 mins	GCSE	Spanish Tier H - Spanish Reading Test Tier H 8698/RH AQA
10/06/2025 13:30	1 hour 45 mins	GCSE	History B (shp) Option Gb - Hist B:vkng Exp Liv Undr Naz Rle Wtn J411/33 OCR
11/06/2025 09:00	1 hour 30 mins	GCSE	Mathematics Option F - Calculator (f) 1MA1 3F Edexcel GCSE
11/06/2025 09:00	1 hour 30 mins	GCSE	Mathematics Option H - Calculator (h) 1MA1 3H Edexcel GCSE
12/06/2025 09:00	1 hour 30 mins	GCSE	Geography - Geography Paper 3 8035/3 AQA
12/06/2025 13:30	1 hour 45 mins	L2	Further Mathematics - Further Mathematics Paper 1 8365/1 AQA
13/06/2025 09:00	1 hour 15 mins	GCSE	Combined Sci: Trilogy Tier F - Combined Sci Trilogy Chemistry P2f 8464/C/2F AQA
13/06/2025 09:00	1 hour 15 mins	GCSE	Combined Sci: Trilogy Tier H - Combined Sci Trilogy Chemistry P2h 8464/C/2H AQA
13/06/2025 09:00	1 hour 45 mins	GCSE	Chemistry Tier H - Chemistry Paper 2 Tier H 8462/2H AQA
16/06/2025 09:00	1 hour 15 mins	GCSE	Combined Sci: Trilogy Tier F - Combined Sci Trilogy Physics P2f 8464/P/2F AQA
16/06/2025 09:00	1 hour 15 mins	GCSE	Combined Sci: Trilogy Tier H - Combined Sci Trilogy Physics P2h 8464/P/2H AQA
16/06/2025 09:00	1 hour 45 mins	GCSE	Physics Tier H - Physics Paper 2 Tier H 8463/2H AQA
17/06/2025 09:00	1 hour 00 mins	GCSE	Spanish Tier F - Spanish Writing Test Tier F 8698/WF AQA
17/06/2025 09:00	1 hour 15 mins	GCSE	Spanish Tier H - Spanish Writing Test Tier H 8698/WH AQA
18/06/2025 13:30	1 hour 45 mins	L2	Further Mathematics - Further Mathematics Paper 2 8365/2 AQA

CONTENTS

<i>Introduction</i>	3
 <i>Before the Examinations:</i>	
Statements of Entry	4
Examination Boards	4
Candidate Name	4
Candidate Number	4
Unique Candidate Identifier	4
Timetables	4
Contact Numbers	4
Equipment	4
 <i>During the Examinations:</i>	
Examination Regulations	5
Attendance at Examinations	5
Invigilators	6
Absence from Examinations	6
 <i>After the Examinations:</i>	
Book Return Day	7
Notification of Results	7
Post Results	7
Presentation of Certificates	7
Frequently Asked Questions	8
JCQ Notices to Candidates	11

Introduction

It is the aim of Dixons McMillan Academy to make the examination experience as stress-free and successful as possible for all candidates.

This booklet will prove informative and helpful for 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 to follow 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 every school is required to follow them precisely. You should therefore, pay particular attention to the Notice to Candidates that is printed at the end of this booklet.

Some of the questions you may want to ask are answered at the back of this booklet. If there is anything you do not understand or any question that has not been addressed, PLEASE ASK.

If you or your parents have any queries or need help or advice at any time before, during or after the examinations please contact Mr Murray or Miss Gayle.

Email: DMA_data@dixonsma.com
The school telephone number is: 01274 089880

Remember – we are here to help,
GOOD LUCK!

Before the examinations

Statements of entry

All Candidates receive a statement of entry from school indicating the subjects they are being entered for and the levels of entry, where applicable. Please check that these are correct. Some subjects only have one tier of entry, some have Foundation or Higher. Candidates may also receive statements of entry from the Exam Boards. You must check everything on your statements of entry very carefully. Particularly check that all personal details (date of birth, spelling of names) are accurate as these will appear on certificates and it will be difficult to change them once certificates are awarded.

Examination boards

Dixons McMillan Academy uses the following Examination Boards: AQA, Edexcel, OCR and WJEC.

Candidate name

Candidates are entered under the name format of First Name +(Legal) Surname e.g. Adam Smith. All students have had the opportunity to check that their name is correct as they would like it on their GCSE certificate.

Candidate number

Each candidate has a four-digit candidate number. This is the number you will enter on examination papers. It will appear next to your name on seating plans and examination registers. Please learn it.

Unique Candidate Identifier (UCI)

In addition to a candidate number, each candidate must have a Unique Candidate Identifier (12 numbers and 1 letter) which is shown on the top of statements of entry. This number will usually begin with the Centre Number (37193) unless you have transferred from another school that had already issued your UCI. Your UCI is used for administration purposes and helps the examination boards track you as an individual through all the exam seasons.

Timetables

A copy of the Academy's exam timetable will be posted on the Academy website. You will also receive an individual timetable showing your own specific examinations with details of date, time, and duration of exam, venue and seat number. Check it carefully. If you think something is wrong see Mr Murray immediately.

A few candidates may have a clash where two subjects are timetabled at the same time. The Academy will make special timetable arrangements for these candidates only. You must check your individual timetable and see the exams staff if you are unsure what to do. If you think there is a clash on your timetable that has not been resolved, please see Miss Gayle immediately. Students who require access arrangements such as a scribe, will be accommodated in a separate room. Please check your timetable carefully and arrive at the room on time.

Contact numbers

Please check that we have at least one up-to-date contact number for you.

Equipment

Make sure you have all the correct equipment before your examinations. Check the regulations in the Notice to Candidates and the information on the following page

DURING THE EXAMINATIONS

Examination regulations

A copy of the following notices which are issued jointly by all the Examining Boards, can be found at the back of this booklet:

- Information for Candidates – Written examinations
- Information for Candidates – Non examination assessments
- Information for Candidates – On screen tests
- Information for Candidates – Privacy notice
- Information for Candidates – Social media

Warning to Candidates

All candidates must read these carefully and note that to break any of the examination rules or regulations could lead to disqualification from all subjects. The school must report any breach of regulations to the Awarding Body.

Attendance at examinations

- **Candidates are responsible for checking their own timetable** and arriving at the Academy on the correct day and time, properly dressed and equipped. Candidates must arrive at 8.02 for preparation for morning exams. You should go straight to the Heart Space for the pre-exam briefing, pocket check and dismissal to exam.
- Candidates who arrive a few minutes late for an examination **may** still be admitted but **will not** receive any additional time. If special consideration applies then you must speak to the Examinations Officer (see **Absence from examinations**).
- Normal Academy uniform must be worn by all students attending examinations.
- All items of equipment, pens, pencils, mathematical instruments, etc. should be visible to the invigilators at all times. You must use a transparent pencil case.
- Pens should be black ink or ballpoint, gel pens or correction pens **are not** allowed.
- For exams where calculators are permitted, students should make sure their calculators conform to the examination regulations. If in doubt, check with your teacher. Remove any covers or instructions and make sure batteries are new.
- Watches **are not** to be worn in any examination.
- **Do not** attempt to communicate with or distract other candidates.
- Examination regulations are very strict regarding items that may be taken into the examination room (see FAQs at the end of this booklet). If you break these rules you will be **disqualified** from the examination.
- Mobile telephones **MUST NOT BE KEPT IN THE EXAMINATION ROOM**. Any phones will be collected at the start of each exam and removed from the room for the duration of the exam. 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.
- No food is allowed in the examination rooms. Bottled water may be brought into the exam room providing it is in a transparent container with all labels removed.
- Please do not write on examination desks. This is regarded as vandalism and you will be asked to pay for any damage.
- Do not draw graffiti or write offensive comments on 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. You will be reminded by the invigilator but the responsibility is yours.

- Read all instructions carefully and number your answers clearly.
- Candidates must stay in the examination room for the duration of the exam. 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 that you have completed your details correctly.
- At the end of the examination all work must be handed in – remember to cross out any rough work. If you have used more than one answer book or loose sheets of paper make sure your name and candidate number are written on each one and tuck them inside your main answer booklet.
- Invigilators will collect your exam 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 exam 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. Don't 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 exam 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

- Students 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, tell candidates when to start and finish the examination, hand out extra writing paper if required and deal with any problems that occur during the examination, for example if a candidate is feeling ill.
- Please note that invigilators cannot discuss the examination paper with you or explain the questions.
- Pupils 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, or personal problems) please inform the Exams Officer 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 medical or other appropriate evidence is obtained on the day by the candidate/parent and given to the Examination Officer without delay in all cases where an application is to be made for special consideration.
- For the award of a grade by special consideration, where a student misses part of an examination through illness or personal misfortune, a minimum of 25% of the total assessment must be completed.
- Parents and candidates are reminded that the school will require payment of entry fees (approximately £40.00 per GCSE subject), should a candidate fail to attend 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.

AFTER THE EXAMINATIONS

Book return

You should arrange to return all your textbooks at the latest on the final day of your examinations or earlier if you wish.

Notification of results

- Results will be available for collection on: **Thursday 21st August 2025 from 8.30 to 10.30**
- If you wish any other person (including family members) to collect your results on your behalf, you must give your written authorisation to school before results day and they will need to bring photographic ID with them.
- If you wish to receive your results via email please see Mr Murray for the necessary form.
- Results not collected will be posted home first class to the student's home address.

Post results

- If you need post-results advice, teaching staff will be available on Results Day.
- If you wish to apply for a Review of Results then you must see your subject teacher first.

Presentation of certificates

You will be notified when your certificates are ready for collection. Any school is only obliged to keep certificates for a period of one year after issue. If candidates do not collect their certificates within this time (or if they lose their certificates) they can only be replaced by direct application to the appropriate examination boards. This will require proof of identity (such as a birth certificate) and a substantial fee per examination board. You are therefore urged to collect your certificates from school and to keep them safely.

FREQUENTLY ASKED QUESTIONS

Q. What do I do if there's a clash on my timetable?

The Exams Officer will re-schedule papers internally (on the same day) where there is a clash of subjects. Candidates will normally sit one paper after the other and the students will not be able to have any communication with other students. Correct times should be on your individual candidate timetable. It may be necessary for you to bring a packed lunch if you have exams in the morning and afternoon as you will have to remain in isolation until both examinations are completed. If in doubt consult the Exams Officer.

Q. What do I do if I think I have the wrong paper?

Invigilators will ask you to check before the exam starts. If you think something is wrong put your hand up and inform the invigilator immediately.

Q. What do I do if I forget my Candidate Number?

Candidate Numbers are printed on seating plans, on the card on your exam desk and on attendance registers. Invigilators will be able to help you find your number. Alternatively, you can check with the Exams Officer before going into the exam room.

Q. What do I do if I forget the school Centre Number?

The Centre Number is 37193. It will be clearly displayed in the examination rooms.

Q. What do I do if I have an accident or am ill before the exam?

Inform school at the earliest possible point so we can help or advise you. In the case of an accident which means you are unable to write it may be possible to provide you with a scribe to write your answers but we will need as much prior notice as possible. You may need to obtain medical evidence (from your GP or hospital) if you wish the school to make an appeal for Special Consideration on your behalf (see below).

Q. What is an Appeal for Special Consideration?

Special Consideration is an adjustment to the marks or grades of a candidate who is eligible for consideration. The allowance for Special Consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for exceptional cases). Parents should be aware that any adjustment is likely to be small and no feedback is ever provided. Candidates will only be eligible for Special Consideration if they have been fully prepared and covered the whole course but performance in the examination is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness, accident or injury, bereavement or domestic crisis. The Examinations Officer must be informed immediately, so that the necessary paperwork can be completed (within 7 days of the last exam session for each subject) and the candidate will be required to provide evidence to support such an application.

Q. What do I do if I feel ill during the exam?

Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before or during an exam and you feel this may have affected your performance.

Q. If I'm late can I still sit the examination?

It may still be possible for you to sit the examination, depending on what time you arrive and the length of the examination. You should get to school as quickly as possible and report to reception. A member of staff will escort you to the exam room. You must not enter an examination room without permission after an examination has begun. It may not be possible to allow you any extra time if you start the examination late.

Q. If I miss the examination can I take it on another day?

No. Timetables are regulated by the exam boards and you must attend on the given date and time.

Q. Do I have to wear school uniform?

Yes. Normal Academy regulations apply to uniform, hair, jewellery, make-up, etc.

Q. What equipment should I bring for my exams?

For most exams you should bring at least 2 pens (black ink only), 2 pencils, an eraser and a ruler. For some exams you will need a calculator (Maths/Science/Geography), a 30cm ruler (marked with cm and mm), pencil sharpener and rubber, compasses, protractor and coloured pencil crayons (not gel pens). You are responsible for providing your own equipment for examinations. You must not attempt to borrow equipment from another candidate during the examination.

Q. What items are not allowed into the examination room?

Only material that is listed on question papers (e.g. an anthology) is permitted in the examination room and students who are found to have any material with them that is not allowed will be reported to the appropriate examinations board. In such circumstances, a student would normally be disqualified from the paper or the subject concerned. Bags and coats are not permitted into the examination. Do not bring any valuables into school with you when you attend for an examination. Watches are not permitted. No food is allowed in the exam room. Mobile telephones must not be brought into the exam room even if they are turned off.

Q. Why can't I bring my mobile telephone into the exam room?

Being in possession of a mobile phone (or any other electronic communication device, e.g. iPod, headphones, smart watch) is regarded as cheating and is subject to severe penalty from the awarding bodies.

The minimum penalties are as follows:

- Device found on you and turned ON - **disqualification**
- Device found on you and turned OFF – **disqualification**
- Phone rings during the exam wherever it is in the room the exam board must be informed and you will be **disqualified from all papers** for the subject (and this could also include any already taken)

Candidates are advised to leave mobile phones in their lockers. Any mobile phones brought to the exams room will be collected before the examination and stored securely.

Q. How do I know how long the exam is?

The length of the examination is shown in minutes on your individual timetable under the heading 'duration'. Invigilators will tell you when to start and finish the exam. They will write the finish time of the exam on a board at the front of the exam room. There will be a clock in all examination rooms.

Q. What do I do if the fire alarm goes?

The examination invigilators will tell you what to do. If you have to evacuate the room leave everything on your desk and leave the room in silence. You must not attempt to communicate with any other candidates during the evacuation.

Q. Can I go to the toilet during the exam?

If it is absolutely necessary and you have a toilet pass. You will be escorted by an invigilator and will not be allowed any extra time.

Q. If I have more than one exam on a day can I get lunch at school?

Students who have examinations in both morning and afternoon sessions may obtain lunch from the canteen in the usual way.

Q. Why do I need to check the details on the Statement of Entry?

The details on your Statement of Entry will be used when certificates are printed. If the name or date of birth on your certificates does not match your birth certificate it could cause you problems if you are asked to show your certificates to a potential employer for college/university at some time in the future. You should also check that the subjects and tiers of entry you are entered for are correct and that no subjects are missing.

Q. I am entitled to extra time – how will this affect the way I take my exams?

Some students receive an allowance of extra time. The invigilators will include the additional time when they display the finishing time of your exam on the board.

Q. What do I do if I don't get the grades I need for college or Sixth Form?

Teaching staff will be available to advise you on results day. If you feel strongly that it is necessary to make an enquiry about your result you should first consult the Head of School to obtain their advice as to the advisability of requesting a review of marking. You should be aware that your mark could go down as well as up or even stay the same. Review of marking requests must then be submitted to the Examinations Officer. You must complete a consent form and return it with the fee if applicable.

Q. Who do I see for advice about Sixth Form or college?

Your first contact should be Mrs Stone, careers advisor.



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
-----	---------------	------	-----	---------	------

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.



AQA

City & Guilds

CCEA

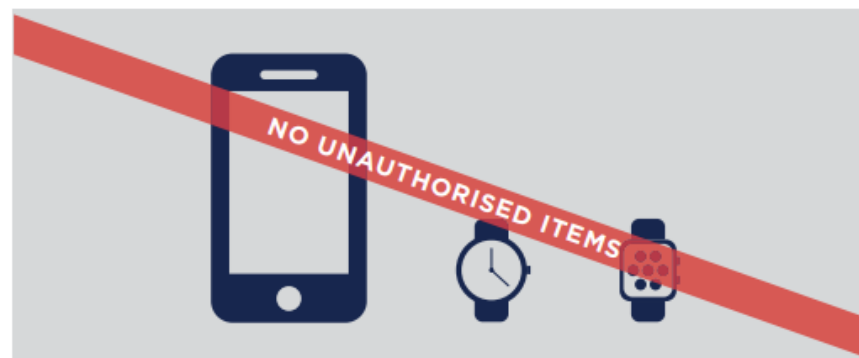
OCR

Pearson

WJEC

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.



Joint Council for
Qualifications^{CIC}

REVISION ONE

Information for candidates

Written examinations

With effect from 1 September 2023

Published on: 1 September 2023

Revision one: 30 January 2024

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

Produced on behalf of:



©JCC^{QC} 2023

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. **For CCEA examinations, any loose additional answer sheets should be placed behind your script.**

- 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.

This section was amended on 30 January 2024. For CCEA examinations, any loose additional answer sheets should be placed behind the script.



On your exam day

This checklist will help you to be as prepared as possible for your exams, so that on the day itself you can focus on doing your best.

Before sitting your exams, ensure you know:

- ☐ the date, time and location of your exams – you might find it helpful to write this information in a calendar or planner
- ☐ who to contact at school or college in case there's an emergency that makes you late or unable to sit your exam

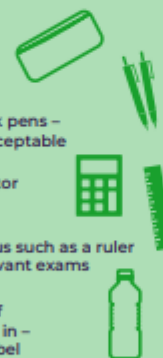
What you cannot take into exams:

- ☐ any type of phone
- ☐ revision notes
- ☐ any type of watch (this includes analogue, digital and smart watches)



What you will need:

- ☐ a clear pencil case
- ☐ at least two black ink pens – blue pens are not acceptable
- ☐ an approved calculator for relevant exams
- ☐ appropriate apparatus such as a ruler or protractor for relevant exams
- ☐ a clear water bottle if you wish to take one in – it must not have a label



Contingency sessions:

- ☐ There are contingency sessions within the Summer 2024 exam timetable – the afternoon of 6 June and 13 June 2024 and the morning and afternoon of 26 June 2024. Make sure you are available on all three dates even if you do not have an exam.

Other important information:

- ☐ Listen carefully to the invigilator's instructions which will be specific to your exam. If you are unsure of anything, please raise your hand and wait for the invigilator.
- ☐ Fill in your details on the front of your answer booklet.
- ☐ If you need additional answer sheets, raise your hand and wait for an invigilator who will provide you with one. Remember to add your details to this booklet too.
- ☐ If you need to use the toilet or feel unwell, raise your hand and wait for an invigilator who will escort you from the exam room.
- ☐ Make sure you stay silent – talking to a fellow candidate could result in disqualification from all your exams.

If you have any questions about your exams, please ask your teacher or exams officer.



You can also find useful information about preparing for exams at www.jcq.org.uk/exams-office/information-for-candidates-documents



Information for candidates Using social media and examinations/assessments

While we like to share our experiences online, when it comes to exams, we have to be careful.

- Sharing ideas online can be helpful when you're studying or revising
- However, sharing certain information (see information on the right) can break the rules and could affect your results
- If you're not sure what you can and can't discuss online, check with your teacher
- If you receive exam content on social media, you must tell your teacher
- Don't be caught out by scammers selling fake exam papers



Things to do on social media:

- Have fun
- Be responsible
- Report any exam content you see to your teacher



Things not to do on social media:

- Buy/ask for/share exam content
- Pass on rumours of what's in exams
- Share your work
- Work with others so that your coursework is not your own independent work



If you do any of the above activities, you may:

- ! Receive a written warning
- ! Lose marks
- ! Be disqualified from a part of or all of your qualifications
- ! Be banned from taking assessments for a number of years



Please take the time to familiarise yourself with the JCQ rules:
jcq.org.uk/exams-official-information-for-candidates-documents



Joint Council for
Qualifications ^{CIC}

Information for candidates

Non-examination assessments

Effective from 1 September 2023

This document tells you about some things that you **must** and **must not** do when you are completing your work.

When you submit your work for marking, the awarding body will normally require you to sign an authentication statement confirming that you have read and followed the regulations.

If there is anything that you do not understand, you **must** ask your teacher.

Preparing your work — good practice

If you receive help and guidance from someone other than your teacher, you **must** tell your teacher who will then record the nature of the assistance given to you.

If you worked as part of a group on an assignment, for example undertaking field research, you **must** each write up your own account of the assignment. Even if the data you have is the same, you **must** describe in your own words how that data was obtained and you **must independently draw your own conclusions from the data**.

You **must** meet the deadlines that your teacher gives you. Remember – your teachers are there to guide you. Although they cannot give you direct assistance, they can help you to sort out any problems before it is too late.

Take care of your work and keep it safe. **Do not** leave it lying around where your classmates can find it or share it with anyone, including posting it on social media. You must always keep your work secure and confidential whilst you are preparing it; **do not** share it with your classmates. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you do not need.

Do not be tempted to use pre-prepared or generated online solutions and try to pass them off as your own work – this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

You **must not** write inappropriate, offensive or obscene material.

Produced on behalf of:



©JCQ²⁰²³

Plagiarism

Plagiarism involves taking someone else's words, thoughts, ideas or outputs and trying to pass them off as your own. **It is a form of cheating which is taken very seriously.**

Don't think you won't be caught; there are many ways to detect plagiarism.

- Markers can spot changes in the style of writing and use of language.
- Markers are highly experienced subject specialists who are very familiar with work on the topic concerned — they may have read the source you are using, or even marked the work you have copied from!
- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

Penalties for breaking the regulations

If it is discovered that you have broken the regulations, one of the following penalties will be applied:

- the piece of work will be awarded zero marks;
- you will be disqualified from that component for the examination series in question;
- you will be disqualified from the whole subject for that examination series;
- you will be disqualified from all subjects and barred from entering again for a period of time.

The awarding body will decide which penalty is appropriate.

REMEMBER - IT'S YOUR QUALIFICATION SO IT NEEDS TO BE YOUR OWN WORK