



Instructions to Candidates

June 2017

GCE / GCSE EXAMINATIONS MAY / JUNE 2017

GUIDANCE FOR CANDIDATES

All Examination Boards have very strict regulations that will be in force throughout the examination period. A copy of the regulations is attached – please read it very carefully.

- **No communication of any kind is allowed from the time that you line up to enter the Hall.**
- **You must not have a Mobile Phone or MP3 Player in your possession during an Examination.**
- **You may not wear a digital wrist watch. Analogue watches should be placed in your pencil case or a small analogue clock may be placed on your desk.**

ALL CASES OF MISCONDUCT ARE REPORTED TO THE EXAMINATION BOARD. On several occasions during the past five years we have reported candidates to the Board. In serious cases it could mean that all your papers could be cancelled and that you would not be allowed to sit for that Board at a future time.

NORMAL DAILY ROUTINE

- **MORNING EXAMINATIONS BEGIN AT 8.30am, Y11 TO MEET OUTSIDE THE HALL by 8.15am
Y13 TO MEET OUTSIDE MR FLACK'S OFFICE by 8.15am**
- **AFTERNOON EXAMINATIONS BEGIN AT 1.30pm, Y11 TO MEET OUTSIDE THE HALL BY 1.15pm
Y13 TO MEET OUTSIDE MR FLACK'S OFFICE by 1.15pm**
- You should check the length of your afternoon examination as this could mean that you will miss the school bus departure time at the end of normal school.
- If you are late for an examination you may enter the Examination Hall up to 30 minutes late. After this time you may be allowed to sit the examination, but the Examination Board will be notified. **YOU MUST SUPPLY WRITTEN DETAILS OF WHY YOU ARE LATE** e.g. which bus or train was delayed and the reason given etc. as these details are required by the Examination Boards.
- **ALWAYS BRING YOUR TIMETABLE TO THE EXAMINATIONS.** These ensure that you use the correct candidate number. **Your candidate number is the same for all Examination Boards.**
- Check that you have spare **BLACK** pens and pencils that work. Bring a rubber, spare cartridges, drawing instruments and tissues. **DO NOT BRING TIPPEX OR CORRECTION PENS.** Examination Boards do not allow correction fluid of any kind. Erasable pens are also **not allowed.**
- Pencil cases **must** be clear plastic or you may use a clear plastic bag.

- Write in **BLACK INK**. Examination Boards actually demand this, as examination papers need to be photocopied or are scanned to the marker. Check the instructions on the front of each question or answer paper.
- Do not write on exam desks – you will be asked to pay for the cleaning and repair.
- Calculators may be used in most examinations. You will be told if you **cannot** use a calculator in a particular paper (e.g. the GCSE Maths). All programmable calculators including those with graphic displays are allowed. **PLUG IN MODULES OF ANY KIND ARE STRICTLY FORBIDDEN.** Calculators with dictionary, Thesaurus or message functions are also forbidden (e.g. Psion organisers). **READ THE ENCLOSED INFORMATION ON CALCULATORS VERY CAREFULLY.** If your calculator has a memory, you will be asked to show the invigilators that the memory is empty at the start of each exam
- Always check that **YOU HAVE BEEN GIVEN THE CORRECT QUESTION PAPER AND ARE WRITING ON THE CORRECT ANSWER BOOKLETS OR PAPER.**
- When your examination paper finishes and you are dismissed **MOVE SILENTLY AWAY FROM THE HALL DOORS.** You must not disturb candidates who are still working in the Hall.
- Year 11 students must wear **FULL SCHOOL UNIFORM FOR ALL EXAMINATIONS.** Sixth Form students must adhere strictly to the published dress code. Boys must wear a kippah. Coats may not be worn – please ensure they are put in lockers.
- No bags or food may be taken into the examination room unless with prior permission. No sweets or gum of any kind are allowed. A small bottle of water is allowed - **THE LABEL MUST BE REMOVED.**
- If you miss an examination you must supply a medical certificate or you will be charged the examination entry fee (£20 - £35 per subject)
- Any examination clashes will be sorted out by Mrs Furman. A timetable of clashes will be posted on the exam board outside the Hall. If your exam is moved to a different session, you will be held incommunicado so that the integrity of the exam is not compromised. You will be escorted to get lunch, so that you do not speak to anyone. You will **not** be allowed access to the internet or your mobile phone but you will be allowed to revise.
- **IF YOU HAVE ANY QUERIES DURING YOUR EXAM, PLEASE SEE MRS FURMAN BEFORE YOU LEAVE THE EXAM ROOM. ONCE YOU HAVE LEFT, THERE IS LITTLE THAT CAN BE DONE.**
- Check the information regularly. There are often messages for students or urgent exam information. This information is updated every day.
- **If you are in any doubt about anything to do with your exams you should contact Mrs Furman at School. (020 8206 3100)**
- **There is a dedicated email address to be used during the exam period:**

exams@jfs.brent.sch.uk

Please contact me using the above if you are delayed or are unwell.

USE OF ELECTRONIC CALCULATORS IN PUBLIC EXAMINATIONS

The following rules have been laid down by a joint committee of the Examination Boards:

For question papers where the use of calculators is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations.

Calculators must be:

- of a size suitable for use on the desk;
- either battery or solar powered.
- Free of lids, cases and covers which have printed instructions or formulas

The candidate is responsible for the following:

- the calculator's power supply;
- the calculator's working condition.
- Clearing anything stored in the calculator

Calculators must not:

- be designed or adapted to offer any of these facilities: -
 1. language translators;
 2. symbolic algebra manipulation;
 3. symbolic differentiation or integration;
 4. communication with other machines or the internet.
- be borrowed from another candidate during an examination for any reason but an invigilator may give a candidate a replacement calculator.
- have retrievable information stored in them - this includes: -
 1. databanks;
 2. dictionaries;
 3. mathematical formulas;
 4. text.

Where access is permitted to a calculator for part of an examination, it will normally be acceptable for candidates to place their calculators on the floor under their desks in sight of the invigilator(s) for the non-calculator portion of the exam.

IT IS THE RESPONSIBILITY OF ALL CANDIDATES TO CONFORM TO THESE REGULATIONS. ANY CANDIDATE WHO FAILS TO COMPLY WILL BE CONSIDERED AS A CASE OF MISCONDUCT AND THE EXAMINATION BOARD WILL BE INFORMED.

IF YOU ARE IN ANY DOUBT, PLEASE CHECK WITH A MEMBER OF THE MATHEMATICS DEPARTMENT.

ISSUE OF GCE AND GCSE RESULTS - AUGUST 2017

GCE & AEA results are released on **THURSDAY 17 AUGUST 2017**

- **Year 13 results will be available from 8:00am (approximately).**
- **Year 12 may collect results from 1:00pm**

GCSE results are released on **THURSDAY 24 AUGUST 2017 FROM 9:00am**

Results will be sent on the afternoon of results day to candidates who do not collect them personally. If you are sending someone else to pick up your results, they must **bring** a letter with them, signed by you, giving permission for them to do so.

IT WILL NOT BE POSSIBLE TO GIVE RESULTS OUT ON THE PHONE OR SEND THEM OUT VIA EMAIL

PLEASE DO NOT KEEP TELEPHONING THE SCHOOL TO SEE IF THE RESULTS HAVE BEEN SENT OUT AS THIS WILL DELAY THE OFFICE STAFF. EVERY EFFORT WILL BE MADE TO SEND OUT THE RESULTS AS QUICKLY AS POSSIBLE.

GUIDANCE ON THE ISSUE OF EXAMINATION CERTIFICATES

- **The certificates usually arrive in School in November.**
- For those candidates still at school, Certificates will be issued via Tutors.
- Year 13 students who have left school will be presented with their Certificates at the Graduation Ceremony usually held in January.
- Certificates may be collected in person. If you cannot attend in person you must send a letter of authorisation for your representative to pick them up on your behalf. You are strongly advised to write or telephone the School for an appointment to collect certificates. This will ensure that someone is available to help you. **IF YOU CALL UNANNOUNCED, IT IS UNLIKELY THAT STAFF WILL BE AVAILABLE TO ISSUE YOUR EXAMINATION CERTIFICATE.**
- If you have not collected your certificates by the end of January 2018 they will be sent by recorded delivery. If any certificates are returned to the school by the Royal Mail for any reason, these certificates will be destroyed after one year according to Examination Boards regulation



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

Warning to Candidates

1. You **must** be on time for all your examinations.
2. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
3. You **must not**:
 - sit an examination in the name of another candidate;
 - have in your possession any unauthorised material or equipment which might give you an unfair advantage.
4. **Possession of a mobile phone** or other 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. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
6. You **must** follow the instructions of the invigilator.
7. If you are in any doubt speak to the 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 2014

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



**NO IPODS, MOBILE PHONES
MP3/4 PLAYERS
SMARTWATCHES**

**NO POTENTIAL
TECHNOLOGICAL/WEB ENABLED
SOURCES OF INFORMATION**

**Possession of unauthorised items, such as a mobile
phone, 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.