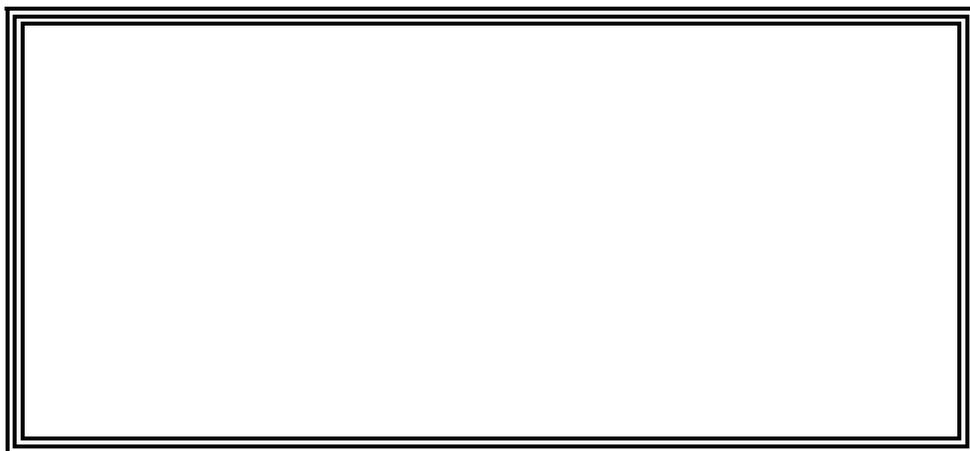


ERMYSTED'S GRAMMAR SCHOOL

EXAMINATIONS 2020/2021

**GUIDANCE FOR
CANDIDATES & PARENTS**



Centre Number: 48269

**School Telephone No: (01756) 792186
Email: exams@ermysteds.n-yorks.sch.uk**

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INTRODUCTION

It is the aim of Ermysted's Grammar School to make the examination experience as stress-free and successful as possible for all candidates.

Hopefully, 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 Ermysted's Grammar School is required to follow them precisely. You should therefore, pay particular attention to the Notices to Candidates on pages 5 - 15.

Some of the questions you may have 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:

The Examinations Officer – **Mrs Lynn Whittaker**

The School telephone number is: **01756 792186**

Email: exams@ermysteds.n-yorks.sch.uk

Remember – we are here to help.

GOOD LUCK!

KEY DATES

DATE	DESCRIPTION	QUALIFICATION
TBC	Study Leave begins for Year 11	GCSE
26 May 2021	Date of first timetabled exam on Summer 2021 timetable	GCSE
TBC	Study Leave begins for Year 13	GCE
7 June 2021	Date of first timetabled exam on Summer 2021 timetable	GCE
2 July 2021	Date of final timetabled exam	GCSE
29 June 2021	Date of final timetabled exam	GCE (A Level)
TBC	Contingency day for GCSE and/or GCE exams should sustained national or local disruption arise during the June 2021 exam series (all pupils <u>MUST</u> be available for this day)	GCSE/GCE
24 August 2021	Results Day	GCE
27 August 2021	Results Day	GCSE
TBC	Final date for requesting priority review of marking Year 13	GCE
TBC	Final date for requesting priority copy script	GCE
TBC	Final date for requesting priority copy script (GCSE Maths/English Lang)	GCSE
TBC	Final date for requesting Reviews of Results	GCE, GCSE

NOTICES TO CANDIDATES

The JCQ (Joint Council for Qualifications) produce essential documents to be read by candidates each year. Please use the following links to access the various Notices.

Information for Candidates for Written Exams

https://www.jcq.org.uk/wp-content/uploads/2020/09/IFC-Written_Examinations_FINAL.pdf

Information for Candidates for On-Screen Exams

https://www.jcq.org.uk/wp-content/uploads/2020/09/IFC-On-Screen_Examinations_FINAL.pdf

Information for Candidates for GCE and Project Coursework Assessments

https://www.jcq.org.uk/wp-content/uploads/2020/09/IFC-Coursework_Assessments_FINAL.pdf

Information for Candidates for Non-Exam assessments

https://www.jcq.org.uk/wp-content/uploads/2020/09/IFC-NE_Assessments_FINAL.pdf

Information for Candidates using Social Media

<https://www.jcq.org.uk/wp-content/uploads/2020/08/DD2489-JCQ-Social-Media-Information-for-Candidates.pdf>

Information for Candidates – Privacy Notice

<https://www.jcq.org.uk/wp-content/uploads/2020/09/Information-for-candidates-Privacy-Notice-19-20-v3.pdf>

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. Particularly check that all personal details (date of birth, spelling of names) are accurate as these will appear on certificates. A fee will be levied by the Exam Board to alter any details that have been confirmed as correct by a candidate on a statement of entry.

EXAMINATION BOARDS:

- The School uses the following Examination Boards: AQA, Pearson (Edexcel), OCR and Eduqas (WJEC).

CANDIDATE NAME:

- Candidates are entered under the name format of (Legal) First Name, (Legal) Surname. Any candidates new to school and who have already taken examinations, should advise the Examinations Officer of the name format on their existing certificates.

CANDIDATE NUMBER:

- Each candidate has a four-digit candidate number. This is the number you will enter on examination papers. Any candidates who have taken examinations at a previous school will have a new candidate number issued to them. Candidate numbers will appear next to your name on seating plans and examination registers. Your candidate number is on the front of this booklet. Please learn it.

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 (48269) unless you have transferred from another school that had already issued your UCI in which case you must advise the Examinations Officer of your allocated UCI. Your UCI is used for administration purposes and it is not necessary for you to remember it.

ULN:

You will also be provided with a Unique Learner Number. A Unique Learner Number (ULN) is a 10-digit reference number which is used alongside and to access the Personal Learning Record of anyone over the age of 14 involved in UK education or training.

Learners will retain the same number for accessing their Personal Learning Record throughout their lives, whatever their level of learning and wherever they choose to participate in education, training and learning.

TIMETABLES:

- Copies of the exam timetables can be found on the school's website. You will also receive an individual timetable showing your own specific examinations with details of date, time, and duration of exam. Check it carefully. If you think something is wrong, see Mrs Whittaker in the Exam Office immediately.
- Some candidates may have a clash where two different **subjects** are timetabled at the same time. The school will make special timetable arrangements for these candidates only. You must check your individual timetable and see Mrs Whittaker if you are unsure what to do. If you think there is a clash on your timetable that has not been resolved, please see Mrs Whittaker immediately.

CONTACT NUMBERS:

- Sometimes in the past candidates have had problems getting to an exam on time. This can be as a result of car breakdown, traffic jams, buses not turning up etc. etc. Although we encourage all candidates to arrive in plenty of time for all exams so that there isn't a last minute panic, it is important that we have up-to-date contact telephone numbers for both you and your parents, or anybody else who might be able to help in an emergency.
- Please check that school has at least one up-to-date contact number for your parents/carers. Candidates' mobile phone numbers will be collected when candidates sign for their personal copy of their exam timetable.

EQUIPMENT:

- Make sure you have all the correct equipment before your examinations. Check the regulations in the "Information for Candidates for written exams" (Page 5) and the information on the following pages.
- An **Exam pack** (in a transparent wallet) containing:-
 - 2 BLACK pens
 - Pencil
 - Ruler
 - Eraser
 - Compass
 - Protractor
 - Pencil sharpener

can be bought from the school office at a price of just **£2.00** (A BARGAIN!!)

ADD IN A CALCULATOR PRICED AT £8.25.

All the above items are available to purchase separately.

DURING THE EXAMINATIONS

EXAMINATION REGULATIONS:

- ▶ Links to the “Information for Candidates for Written examinations and On Screen tests”, which are issued jointly by all the Examining Boards, are contained within this booklet (Pages 5). 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. A table of offences graded according to levels of seriousness and showing appropriate ranges of penalties applied to candidates can be found on the Notice Board outside the Exam Office and via the JCQ website in the document [Suspected Malpractice in Examinations and Assessments](#)

ATTENDANCE AT EXAMINATIONS:

- Morning exams commence at 9 am in the Hall with afternoon exams commencing at 1 pm in the Hall. Any changes to times/venues of exams will be indicated outside the Hall on the noticeboard. **Dates of exams do not change.**
- Candidates are responsible for checking their own timetable and arriving at school on the correct day and time, dressed in full school uniform and equipped. Candidates must arrive **15 minutes prior to the start time** of their examination. Please wait quietly outside your exam room until you are invited to enter by the examination invigilators.
- From the time you enter the exam room, you are under exam conditions and silence must be observed.
- You must not write anything on your exam paper (including your personal details) until told to do so. If you do, this can be construed as Malpractice, which will be reported to the relevant Awarding Body.
- Candidates who arrive late for an examination **may** still be admitted up to 10.00 am for a morning exam and 2.30 pm for an afternoon exam.
- Full School Uniform must be worn by all candidates attending school for examinations.
- Candidate Identification cards will be placed on each exam desk and must be visible to Invigilators at all times. These must not be defaced or removed from the Exam room.
- A candidate who brings in a wrist watch must remove it and place it on their desk. Any wrist watch alarm must be turned off. **iwatches/smart watches are not allowed in the exam room.**
- All items of equipment, pens, pencils, mathematical instruments, etc. should be visible to the invigilators at all times. You must either use a transparent pencil case or clear plastic bag.
- Pens used for your answers should be **black** ink or ballpoint. Correction/gel/highlighter pens are not allowed.
- Calculators should conform to the examination regulations i.e. they must not be designed or adapted to offer any of the following facilities – language translators; symbolic algebra

manipulation; symbolic differentiation or integration; communication with other machines or the internet. They must not have retrievable information stored in them which includes – databanks; dictionaries; mathematical formulas and text. Anything stored in the calculator must be cleared before the exam. Calculators must not be borrowed from another candidate during an exam for any reason. If in doubt, check with your teacher. Do not bring into the exam room any calculator lids/covers or instructions and make sure batteries are new.

- 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 BROUGHT INTO THE EXAMINATION ROOM.** If a mobile phone (potential technological/web enabled sources of information such as an iPod, an iWatch/smart watch, an MP3/4 player or a wrist watch which has a data storage device 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.
- Food is NOT allowed in the examination rooms. Only a small bottle of still water may be brought with you but this should be in a clear bottle **with no label**.
- 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, doodle 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 day, date, time, subject, component and tier of entry. Do not write anything on the exam paper until told to do so.
- Read all instructions carefully and number your answers clearly.
- 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 check that you have completed your details correctly.
- At the end of the examination you will be told to stop writing which you must do immediately. If you continue to write you will be reported to the exam board as this is classed as cheating.
- At the end of the examination all work must be handed in, even rough work on separate sheets – remember to cross through any rough work you do not want to be marked. If you have used more than one answer book or loose sheets of paper, these must be placed inside your original answer book.
- 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. **ENSURE YOU CLOSE YOUR ANSWER BOOK BEFORE LEAVING.** You will be escorted to the designated assembly point on the grass in front of school/top field during Covid restrictions. Leave everything on your desk. You must not attempt to communicate with anyone during the evacuation. If you are seen to communicate with anyone a report will be made to the relevant exam board which may involve you being disqualified from your exam/subject. 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:

- The school employs external invigilators to conduct the examinations. Candidates 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 check the identity of each candidate from the Candidate Identification cards, 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.
- Candidates who are disruptive or behave in an unacceptable manner will be removed from the examination room by the Exams Officer or a member of the Senior Leadership Team.

ABSENCE FROM EXAMINATIONS:

- If you are going to be late for an exam or if you are ill and are unable to attend an exam it is vital you phone the school first thing in the morning.
- 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 candidate misses part of an examination through illness or personal misfortune, a candidate must have completed the whole course and a minimum of 25% (GCE and GCSE) of the total assessment must be completed.
- Parents and candidates are reminded that the school will require payment of entry fees should a candidate fail to attend an examination without good reason and without informing the school.
- Please note that misreading the timetable or sleeping in will not be accepted as a satisfactory explanation of absence.

AFTER THE EXAMINATIONS

BOOK RETURNS:

You should return any text books and Library books that belong to the school, on the day of your last exam. These should be taken to the School Office.

NOTIFICATION OF RESULTS:

- Results will be available on:

GCE (A LEVEL) – 24 AUGUST 2021 (Further details to follow)

GCSE – 27 AUGUST 2021 (Further details to follow)

POST RESULTS SERVICE (REVIEWS OF RESULTS RoR SERVICE):

The services below will be available from results day for a limited time via the School Exam Office. Please be aware a **candidate's** written permission and fee is required for these requests. Relevant forms for completion and signature by pupils are available from the School Exam Office. Costs/deadline dates for any of the services below will be enclosed with exam results and can be found on the exam notice board outside the Exam Office.

Service 1 (Clerical re-check)

This is a re-check of all clerical procedures leading to the issue of a result.

This service will include the following checks:

- that all parts of the script have been marked;
- the totalling of marks;
- the recording of marks;
- **if requested**, a copy of the re-checked script(s) for those components included in the Access to Scripts service.

The outcome of the re-check will be reported along with a statement of the total marks awarded for each unit, or component, included in the enquiry.

Service 2 (Mark review)

This is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. The service is available for externally assessed components of both unitised and linear specifications.

This service will include:

- the clerical re-checks detailed in Service 1;
- a review of marking as described above;
- **if requested**, a copy of the reviewed script(s) for those components included as part of the Access to Scripts service. (If the nature of the component is such that access to scripts cannot be arranged, such as externally assessed GCE and GCE A2 Modern Foreign Language Speaking tests, then a report/copy of the record sheet may be requested. Awarding bodies will advise centres of the mechanism by which reports may be requested.)

The deadline for completion is within 20 calendar days of the awarding body receiving the request.

Priority Service 2 (Mark review)

This service is as Service 2. However, it is only available if a GCE A-level candidate's place in higher education is dependent on the outcome.

The deadline for completion is within 15 calendar days of the awarding body receiving the request.

Access to Scripts (ATS)

Awarding bodies will provide examination centres and their candidates with access to marked scripts for the following examinations:

- GCE (A Level)
- GCSE

Centres will be able to request:-

Priority copies of A-level scripts (GCSE scripts for Eng Lang/Lit and Maths only) before deciding whether to lodge a review of marking.

If a GCE A-level candidate is thinking of having a Priority Service 2 review of marking, an application for a priority copy **must not** be requested. Centres should progress straight to a Priority Service 2 review of marking, given the limited amount of time available for this service.

Non-Priority copies of A-level scripts and GCSE scripts.

Once an awarding body has returned an original hard copy script to a centre or a private candidate, its security is compromised and it can no longer be subject to a review of marking.

- If you need post-results advice, some teaching staff will be available on Results Day.
- You will also be asked to complete details of your destination after Ermysted's (i.e. further education or employment if you are leaving).

PRESENTATION OF CERTIFICATES:

- Certificates will be retained until candidates have completed their A Levels. Those candidates who leave Ermysted's after Year 11 will be able to collect their GCSE certificates from 1 December. See also point 4 below.
- A Presentation Evening for Year 13 leavers will take place in December (Covid restrictions permitted) when it is hoped that you will be able to attend to receive your certificates (both GCSE and GCE). Invitations to candidates and their parents will be sent out with full details nearer the time.

- Candidates who are unable to attend Presentation Evening will be able to collect their certificates from the Exam Office after Presentation Evening (please ring to arrange a suitable time for collection). Certificates will not be given to anyone other than the candidate without the candidate's written authorisation.
- Ermysted's Grammar 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 on Presentation Evening or as soon as possible thereafter and to keep them safely.

FREQUENTLY ASKED QUESTIONS

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

- The school will re-schedule papers internally (on the same day) where there is a clash of subjects. Candidates will normally sit one paper then have a break during which they will be supervised and must not have any communication with other candidates. They will then sit the second subject paper. 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 Examinations 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 tell the invigilator immediately.

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

- Candidate Numbers are printed on seating plans, which are displayed outside the exam rooms, and on attendance registers. They are also detailed on your ID card on your exam desk.

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

- The Centre Number is **48269**. It will be clearly displayed on a white board in the examination room.

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

- Inform the Exams Officer at the earliest possible point so we can help or advise you. In the case of an accident that 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 will 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 or in the production of coursework is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness, accident or injury, bereavement, domestic crisis. The Examination 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 written and signed medical 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?

- Provided you attend by 10 am for a morning exam and 2.30 pm for an afternoon exam, it may still be possible for you to sit the examination. You should contact the School Office to advise you will be late and get to school as quickly as possible, reporting to the exam room (usually the Hall). Please ensure that you allow enough time to get to school so that if you are delayed (e.g. through transport problems) you will still arrive on time.

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 school regulations apply to uniform, hair, etc.

Q. What equipment should I bring for my exams?

- For most exams you should bring at least 2 **BLACK** pens.
- For Science Papers you need 2 x **HB** pencils.
- For some exams you will need a calculator (Maths/Science), a 30cm ruler (marked with cm and mm), pencil sharpener and rubber, compasses, protractor, 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.
- An **EXAM PACK** containing 2 BLACK pens, pencil, eraser, ruler, compass, protractor and pencil sharpener is available from the school office at a special price of £2.00.

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

- Only material that is listed on question papers is permitted in the examination room and candidates 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 candidate would normally be disqualified from the paper or the subject concerned.
- Bags and coats and any other items not permitted under examination regulations must be left in the toilet area behind the Hall (not on window ledges/the floor of the corridor). Do not bring any valuables into school with you when you attend for an examination.
- No food is allowed in the exam room.
- Watches/smart watches/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, mp3/4, iWatch, smartwatch, headphones) 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 for the entire subject award.**

Device found on you and turned **OFF** - **disqualification from the specific paper** you are sitting at the time.

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 (including any already taken).**

- If you bring a mobile telephone to school, you must switch it off and leave it in the box at the front of the Hall in a numbered bag. Remove the number in the bag and present this to the school office after the exam for its return. You are responsible for collecting it at the end of the examination.

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. Can I leave the exam early?

- No. It is not the school's policy to allow candidates to leave the exam room early, as this is disruptive to other candidates. A candidate may not leave the examination room without the permission of the invigilators.

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 with the invigilators. 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, you will be escorted to the toilet behind the Hall. You will not be allowed any extra time.

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

- Candidates who have examinations in both morning and afternoon sessions may obtain lunch from the Refectory in the usual way or bring a packed lunch.

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 do not match your birth certificate it could cause you problems if you are asked to show your certificates to a potential employer or 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 candidates receive an allowance of 25% extra time. Where possible such candidates will be seated together to minimize disturbance from other candidates who finish earlier. The invigilators will advise you of your finishing time including the additional time.

Q. What do I do if I don't get the grades I need for university/college?

- 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 Faculty to obtain their advice as to the advisability of requesting a review. You should be aware that your mark could go down as well as up or even stay the same. Review requests must be submitted to the Examinations Officer as a matter of urgency. You must complete a Candidate consent form and return it with a cheque/cash to cover the cost. Details of costs/deadlines can be found with your results and on the Exam Office notice board.

Exam Check List



Aim to arrive at school 15 minutes prior to an exam **AT THE LATEST**. It is much better to leave yourself a safety margin on timings in case of problems with the journey.



When taking exams, bags and coats should be left in the toilet area behind the Hall. Because of this, there are some things to be considered - money, keys, valuables etc. I would suggest that you keep money and keys with you (therefore you need to be wearing something with a pocket).



Phones - **Candidates must not have mobile phones in their possession** (either on or off). They can be handed in for safe keeping before the exam if necessary. This is very important - if a phone is found, there is a good chance that your whole exam will be cancelled.



You should not have notes, pagers, ipods, MP3/4 players, iWatch, smartwatch etc in your possession.



You should bring **BLACK** pen, pencil, rubber, ruler and any other writing equipment needed to your exams. Only clear pencil cases are allowed on your desk, any others should be left in your bag. **Do not use gel pens/highlighters/correcting pens in your answers** - this is because many of the exam papers are now scanned and sent electronically for marking - gel pens do not scan well.



In an exam where you have the use of a calculator, you should not have a calculator lid/instructions on your desk. It should be left in your bag.

Sshh!

There is absolutely no talking or communication between candidates once you enter the exam hall. If you have any questions, you should raise your hand once seated and an invigilator will come to you.



No food/sweets/chewing gum allowed in the exam hall.



Small water bottles containing **STILL WATER** are allowed in the exam hall if necessary. These should be small clear bottles with a spill-proof cap. **There should be no label on the bottle.**