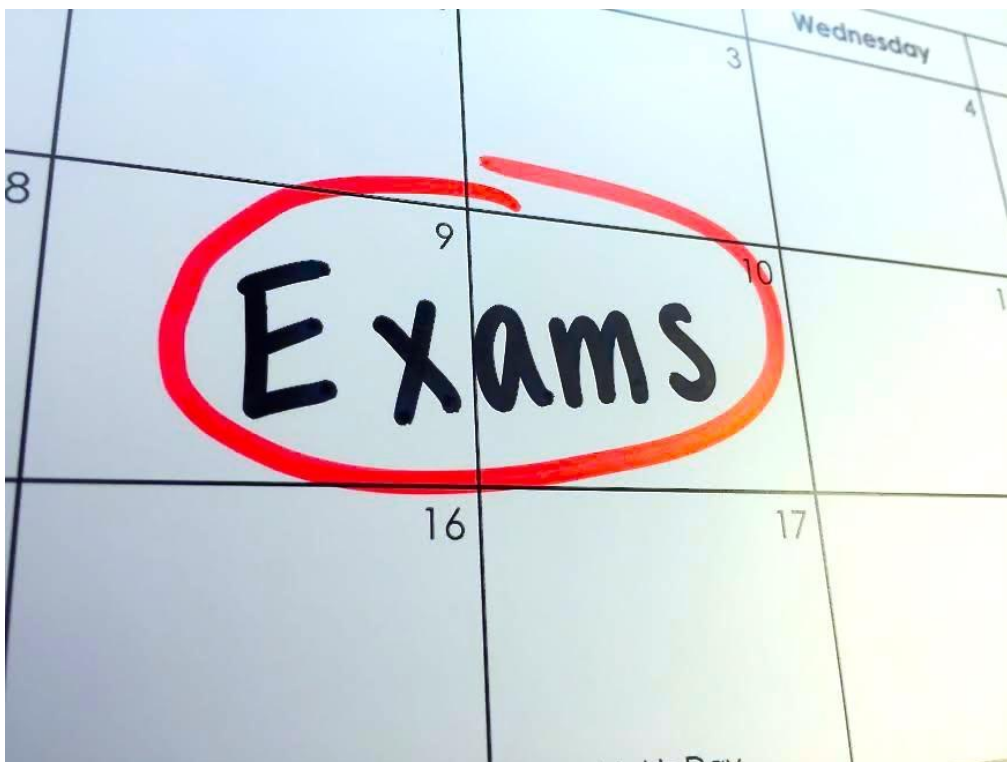




**GUIDANCE FOR  
STUDENTS & PARENTS**

**EXTERNAL EXAMINATIONS  
2021/22**

**Centre Number: 44343**



This booklet is to provide you with valuable advice and instructions for examinations held at John Whitgift Academy.

**You are required to read this document carefully  
and retain it for future reference**

If you have any queries or issues, please contact the Examinations Office on 01472 311080 or e-mail [info@johnwhitgift.org.uk](mailto:info@johnwhitgift.org.uk) FAO: Data and Exams Manager

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## INTRODUCTION

It is the aim of John Whitgift 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 that must be followed.

The Awarding Bodies set down strict criteria that must be followed for the conduct of examinations and John Whitgift Academy is required to follow them. You should pay particular attention to the **JCQ INFORMATION FOR CANDIDATES** that is printed at the end of this booklet. The JCQ governs how Awarding Bodies and schools run the examination process and their website ([www.jcq.org.uk](http://www.jcq.org.uk)) has lots of useful information on it.

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, don't hesitate to ask.

## CONTACT NUMBERS

- Please check that school has three contact number for you. Please email [info@johnwhitgift.org.uk](mailto:info@johnwhitgift.org.uk) or send a note to school to ensure that our system is updated. If you or your parents/carers have any queries or need help or advice at any time before, during or after the examinations please contact the Data and Exams Manager:
- The school telephone number is: 01472 311080
- Email: [info@johnwhitgift.org.uk](mailto:info@johnwhitgift.org.uk)
- The Data and Exams Manager is Mr Mirmolavi and is based in West block.

Remember – we are here to help.

GOOD LUCK!



## KEY DATES

GCSE Summer Exams                      Tuesday 10<sup>th</sup> May – Monday 27<sup>th</sup> June

GCSE Contingency Day                  Wednesday 29<sup>th</sup> June 2022

GCSE Results Day                        Thursday 25<sup>th</sup> August 2022

The Academy will be open to students between 10:00am and 13:00pm on results day for the collection of results.

## BEFORE THE EXAMINATIONS

### Non-Examination Assessments and Coursework Assessments

Some of your subjects require you to complete assessments in school, under varying levels of security. You will follow the regulations (copy attached) and you will also be asked to sign a declaration to confirm that the work is your own. When you have completed your assessments, if you are not happy with the process by which the marks have been awarded (not the actual mark itself), there is an appeals policy you can follow. This is available from the Examinations Manager upon request.

For Pearson BTEC qualifications, there is also an appeals procedure to invoke if you are unhappy with any aspect of the assessment and award process. This is also available from the Examinations Manager upon request.

### Statements of Entry/Timetable:

All Candidates receive a Statement of Entry/Examination Timetable 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 Tiers. Pay particular attention to your personal details and make sure they are accurate as these will appear on certificates and it will be difficult (and costly for you) to change them once certificates are awarded.

### Awarding Bodies

John Whitgift Academy uses the following Awarding Bodies: AQA, OCR, Pearson Edexcel and Eduqas (WJEC). Our Centre Number is 44343 and you will enter this on examination papers.

### Candidate Number:

Each candidate has a four-digit candidate number. This is the number you will enter on examination papers. This will be on the ID card on your desk.

### UCI/ULN:

In addition to a candidate number, each candidate must have a Unique Candidate Identifier (UCI) and a Unique Learner Number (ULN) that is shown on the top of statements of entry. Your UCI/ULN is used for administration purposes and it is not necessary for you to remember it. However, if you go to sixth form or college, they will need your UCI for examinations there.

### Timetables

Make sure you know the dates and times of your examinations. If you miss a Public Examination, **you cannot take that paper at another time.**

Unless notified otherwise:

- Morning examinations start at **9:30am**
- Afternoon examinations start at **13:30pm**

**YOU MUST BE IN THE LINK CORRIDOR 30 MINUTES BEFORE THESE TIMES.**

It is your responsibility to turn up on time for the examination so make sure that you and your parents know the dates and times of each of your examinations. If you are late for an examination, you may not get the full time and the Awarding Body may not accept the script depending on the circumstances. **If you know that you are going to be late contact the school (01472 311080) and inform reception that you are going to be late, how long you will be and confirm that you will have no contact with anyone other than your parent/carer. Do not access the internet or use your mobile phone once you have called us.**

Your timetable is your proof that you have been entered for a particular examination. If your timetable contains any errors, you must see Mr Mirmolavi. In any dispute about whether you have been entered for an examination you will not be allowed to take the examination unless it shows on your examination timetable. As soon as you receive your timetable, speak to your teacher and Mr Mirmolavi if there are any omissions or errors.

### Examination Clashes

A few candidates may have a clash where two 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 Mr Mirmolavi immediately if you think there is a clash on your timetable that has not already been resolved.

### Special Arrangements

Special arrangements may have been approved for candidates with:

- Physical difficulties
- Language difficulties
- Specific learning difficulties

Any eligible student will have had these access arrangements approved well before the exam season and will be notified of rooming arrangements before each examination.

### Special Consideration

There is no substitute for completing the examination papers, but if you are too ill to attend school on the day of an examination, you must contact school as early as possible on the morning of the examination to discuss the best course of action. Subject to very strict criteria, it may be possible to apply for special consideration for the examination affected, but this is not guaranteed. Awarding Bodies decide on the validity of each application. To support the application for Special Consideration, you will be required to satisfy their requirements of providing evidence of being unfit for an examination and complete a form. In any event, always contact school. It is important to note that the maximum allowance that can be awarded is 5%.

## Equipment

### **MAKE SURE YOU HAVE ALL THE CORRECT EQUIPMENT BEFORE YOUR EXAMINATIONS.**

Check the regulations in the JCQ INFORMATION FOR CANDIDATES and the information on the following pages.

Please remember to bring all the equipment you need, including a black ballpoint pen. Ordinary pencil cases or boxes are not allowed in the examination room, only clear pencil cases are allowed. Calculators must have its memory cleared and have no case. If calculators are prohibited in a particular exam, do not bring one. Your teacher will inform you if a calculator is allowed before your exam. If you bring in any items that are not permitted, you will be reported to the Awarding Body for malpractice. This will result in your disqualification.

## **DURING THE EXAMINATIONS**

### Examination Regulations

A copy of the JCQ 'INFORMATION FOR CANDIDATES', which is jointly issued by all the Awarding Bodies, is attached. All candidates must read this 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. As soon as you enter the examination room there must be complete silence; you must not speak, distract or communicate with other candidates in any way. You must face the front at all times.

### Attendance at Examinations

Candidates are responsible for checking their own timetable and arriving at school on the correct day and time, properly dressed and equipped. Candidates must be in the link corridor 30 minutes prior to the start time of their examination. Please wait quietly until you are invited to enter by the examination invigilators.

Candidates who arrive late for an examination may still be allowed to enter the examination room and sit the examination. This is entirely at the discretion of the Centre. If the candidate arrives late, they will be allowed the full time for the examination if there are Invigilators available, but the Awarding Body may not accept your script.

Full School Uniform must be worn by all students attending school for examinations.

All items of equipment, pens, pencils, mathematical instruments, etc. should be visible to the invigilators at all times. You must use either a transparent pencil case or clear plastic bag.

Pens should be black ballpoint. Correction pens/fluids are NOT allowed. Highlighters must not be used in your answers but may be used on question papers.

For Mathematics and Science examinations, students should make sure that their calculator conforms to the examination regulations. If in doubt, check with your teacher well in advance of the examination date. Remove any covers (which must not be brought into the examination room) and make sure batteries are new. Calculators with a memory function should be cleared before entering the examination room.

Please make sure that any watches are left in your bag and that all pockets are empty.

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. If you break these rules, you will be disqualified from the examination. Mobile phones and any other electronic storage device, including smart watches **MUST BE SWITCHED OFF AND PLACED IN YOUR BAG OR LOCKER. THEY MUST NOT BE KEPT ON YOUR PERSON** even if they are turned off. If you accidentally retain one with you, you should leave it with the Invigilator.

If you are found with a mobile phone once the examination has started, the Awarding Body must be informed and you could be disqualified from this and future examinations.

No food is allowed in the examination room; however, water bottles are allowed. These must be clear bottles with a spill-proof cap with no label or writing on the bottle.

Please do not write on examination desks or candidate cards. 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 Awarding Body may refuse to accept your paper.

Listen carefully to instructions and notices read out by the invigilators – there may be amendments to the paper that you need to know about.

Check you have the correct question paper – check the subject, paper and tier of entry.

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 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 and anything else you do not want the examiner to mark. If you have used more than one answer book or loose sheets of paper, please make sure your details are on each one.

Invigilators will collect your completed 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 room.

Remain seated in silence until told to leave the examination room. Please leave the room in silence as directed, and show consideration for other candidates who may still be working.

If the **FIRE ALARM** sounds during an examination, the Invigilators will tell you what to do. If you have to evacuate the room, you must leave in silence. 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 examination room, do not start writing until the invigilator tells you to do so. 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 uses existing staff and external invigilators to conduct the examinations. 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.

**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.

## EXAMINATION CHECKLIST

- You must arrive in the Link corridor 30 minutes prior to an examination at the latest.
- When taking examinations, bags and coats should be left outside the room.
- Phones – Students must not have mobile phones in their possession (either on or off).
- Watches – Please remove watches and leave them in your bag.
- Do not take into the examination any unauthorised electronic devices, for example; iWatches, stereos, digital equipment, reading pens, electronic communication/storage devices, iPods, MP3/4 players or any other products with text/digital facilities.
- You should bring a pen, pencil, rubber and any other writing equipment needed to your examinations. Only clear pencil cases are allowed on your desk; any others should be left in your bag. Do not use gel pens – this is because many of the papers are now scanned and sent electronically for marking – gel pens do not scan well.
- In an examination where you have the use of a calculator, you should not have a calculator cover on your desk.
- **Sshh!** There is absolutely no talking, or communication allowed between students once you enter the examination room. If you have any questions, you should raise your hand once seated and an invigilator will come to you.
- Normal School Uniform rules apply.

- No food is allowed in the examination room (if you have a special requirement – please see Mr Mirmolavi before the examinations begin).
- Water bottles are allowed in the examination room if necessary. These should be clear bottles with a spill-proof cap. There should be no label on the bottle.
- If you have a medical condition, we will have discussed a plan with you, together with agreeing how we will manage any medication you may need. Any questions or problems, please always speak to Mr Mirmolavi as soon as you can – there is no issue that we cannot resolve.

## UNDERSTANDING EXAMINATION PAPERWORK

Examination paperwork can be confusing and understanding the numbers and codes used by the Awarding Bodies is not an easy task.

### Statement of Entry

Your child will bring home a ‘Statement of Entry’ produced from the school’s Examination Management system. This document lists all the examinations that your son/daughter has been entered for. This document should be checked carefully once received, if any of the information is incorrect, please inform the Examinations Manager Immediately. Dates for final entries are set by the Awarding Bodies and are beyond our control.

When you get your son/daughter’s Statement of Entry, you and the student are asked to check that their personal information is correct. It is important that their name and date of birth are correct as it is the legal name that will be printed on their certificate.

The next part of the ‘Statement of Entry’ lists all the exams that your son/daughter has been entered for. They should know which examinations they are taking, however, if they have any queries, they should direct them to the Head of Faculty or Subject Teacher.

This breaks down as follows:

At John Whitgift Academy the Awarding Bodies we use for GCSE and Level 2 Awards such as BTECs are:

- AQA
- Pearson Edexcel
- OCR
- Eduqas (WJEC)

**Paper Code** will be listed on the timetable, if you feel that something is missing, or there is something you do not understand, please contact the Examinations Manager.

**Non-examined assessment / Coursework Code** – this indicates non-examined assessments or coursework that will be submitted for the GCSE course. This will not be indicated on the timetable.

**Certification Code** – this is a code that the Awarding Body uses to produce a certificate for the completed course. This code will not appear on the timetable.

## Results

On results day you will receive a 'Statement of Results'. This is not your final certificate. The statement lists all of the examinations you have taken and any components within the qualification.

A capital letter indicates an OVERALL grade, whereas a lowercase letter indicates a COMPONENT within the qualification. The points are the value given to the overall qualification for data analysis and also to compare the value of one type of qualification to another.

## FREQUENTLY ASKED QUESTIONS

- Q. Why do I need to check the details on the Statement of Entry/my Examination Timetable?**  
**A:** The details on your Statement of Entry/timetable 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 or for college/university 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. What about Data Protection – my personal details?**  
**A:** John Whitgift Academy and the Awarding Bodies are all “data controllers” under the GDPR. The JCQ issue a Privacy Notice (<https://www.jcq.org.uk/exams-office/information-for-candidates-documents/>) which explains in more detail how your personal data is used and protected.
- Q. My name has been misspelt on my timetable. What can I do?**  
**A:** We can rectify this problem easily if you inform us in good time. This is why it is important you check your details early to ensure your certificates are correct. Please come to the Examinations office and we will amend our records.
- Q. What do I do if there is a clash on my timetable?**  
**A:** John Whitgift Academy will re-schedule papers internally (on the same day) when there is a clash of subjects. Candidates will normally sit one subject paper followed by the second paper. If in doubt, contact the Examinations Manager.
- Q. What do I do if I think I have the wrong paper?**  
**A:** Invigilators will ask you to check before the examination starts. If you think something is wrong put your hand up and inform the invigilator immediately.
- Q. What do I do if I think there is an error on the paper?**  
**A:** If you think something is wrong with the examination paper, put up your hand and wait for the invigilator to come to you.
- Q. What do I do if I forget my Candidate Number?**  
**A:** Candidate Numbers are on the ID cards on your desk. Invigilators will be able to help you find your number.
- Q. What do I do if I forget the School Centre Number?**  
**A:** The Centre Number is 44343. It will be clearly displayed in the examination room.
- Q. What do I do if I have an accident, or I am ill before the Examination?**  
**A:** Inform John Whitgift Academy at the earliest possible point so we can help or advise you (School Reception: 01472 311080). 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 may need to obtain medical evidence (from your GP or hospital) if you wish us to make an appeal for Special Consideration on your behalf.
- Q. What is an Appeal for Special Consideration?**  
**A:** 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 mark allowance not appropriate) up to a maximum 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 serious illness, accident or injury, or bereavement at the time of the examination. The Examinations Manager must be informed immediately, so that the necessary paperwork can be completed (within 7 days of the last examination 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 Examination?**

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

**Q. If I am late, can I still sit the Examination?**

**A:** It may still be possible for you to sit the examination. You should get to school as quickly as possible and report to Reception. A member of staff will escort you to the examination room. You must not enter an examination room without permission.

You should also be aware that if you start the examination more than 60 minutes after the published starting time, the school is obliged to inform the Awarding Body and it is possible that they will decide not to accept your work. 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?**

**A:** No. Timetables are regulated by the Awarding Bodies and you must attend on the given date and time.

**Q. Do I have to wear school uniform?**

**A:** Yes. Normal school regulations apply to uniform, hair, jewellery, make-up, etc.

**Q. What equipment should I bring for my Examinations?**

**A:** As a minimum, you should bring a black ballpoint pen. Your subject teacher will have informed you of the equipment you will need.

You must NOT attempt to borrow equipment from another candidate during the examination. If you need anything, you should put up your hand and wait for an Invigilator to assist you.

**Q. What items are not allowed into the Examination room?**

**A:** Only authorised material 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 Awarding Body. In such circumstances, a student would normally be disqualified from the paper, or the subject concerned. If in doubt, ask!

Bags, coats, and any other items not permitted under Examination regulations and must be left at the designated point outside the examination room. Do not bring any valuables into school when you attend for an examination.

No food is allowed in the examination room. However, water bottles are allowed, and these should be clear bottles with a spill-proof cap. There should be no label on the bottle.

- Q. Why can't I bring my mobile telephone into the Examination room?**  
**A:** Being in possession of a mobile phone (or any other electronic communication device, e.g. iPod, iWatch, MP3/4 Players, headphones) is regarded as cheating and is subject to severe penalty from the awarding bodies. John Whitgift Academy also do not allow watches in the examination room.
- Q. How do I know how long the Examination is?**  
**A:** 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 examination. The start and finish time of the examination will be on display at the front of the room. The time will be visible to all in the room.
- Q. Can I leave the Examination early?**  
**A:** No. It is not John Whitgift Academy's policy to allow candidates to leave the examination room early, as this is disruptive to other candidates.
- Q. What do I do if the fire alarm goes?**  
**A:** The 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 examination?**  
**A:** If it is absolutely necessary. You will be escorted by an invigilator and will not be allowed any extra time.
- Q. If I have more than one examination on a day, can I get lunch?**  
**A:** Students who have exams in both morning and afternoon sessions will obtain lunch from the dining hall in the usual way or bring a packed lunch.
- Q. What do I do if I do not get the grades I need?**  
**A:** If you feel strongly that it is necessary to make an enquiry about your result, you should first consult the Head of Subject 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. A review of marking request must be submitted to the Examinations Manager via the Head of Subject. You must also complete a Candidate Consent Form. We have a policy covering the review of marking process; please contact the Examinations Office if you wish to see it.
- Q. When will I get my Results?**  
**A:** You can collect results from the Academy on Thursday 25th August 2022 between 10:00am and 13:00pm. If you wish any other person to collect your results on your behalf, you must give your written authorisation to us before results day. Results are never given over the telephone, by text or email.
- Q. When will I get my Certificates?**

**A: You will be informed by the Academy how you can collect your certificates when they have all been delivered to us (this is usually at the beginning of November). Certificates will not be given to anyone other than the candidate without the candidate's written authorisation. Schools are only obliged to keep certificates for a period of one year after issue. If you lose your certificates, they can only be replaced by direct application by you to the appropriate Awarding Bodies. This will require proof of identity (such as a birth certificate) and a fee (approximately £40) per Awarding Body. You are therefore urged to collect your certificates and to keep them safe.**

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.



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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## Information for candidates For written examinations – effective from 1 September 2019

**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.**

<b>A Regulations – Make sure you understand the rules</b>	
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 <b>must not</b> take into the exam room: a) <b>notes.</b> b) <b>potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wristwatch which has a data storage device.</b>  <b>Any pencil cases taken into the exam room must be see-through.</b> <b>Remember:</b> 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 wear a wristwatch the invigilator will ask you to remove it and place it on your desk.
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 <b>must not</b> 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.
<b>B Information – Make sure you attend your exams and bring what you need</b>	
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 <b>must</b> 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.
<b>C Calculators, Dictionaries and Computer Spell-checkers</b>	
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 formulas. 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.
<b>D Instructions during the exam</b>	
1	Always listen to the invigilator. Follow their instructions at all times.
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	<b>When the invigilator tells you</b> , fill in all the details required on the front of the question paper and/or the answer booklet <b>before</b> you start the exam. Make sure you fill these details in on any additional answer sheets that you use.
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 for rough work.
<b>E Advice and assistance</b>	
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.
<b>F At the end of the exam</b>	
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 from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.