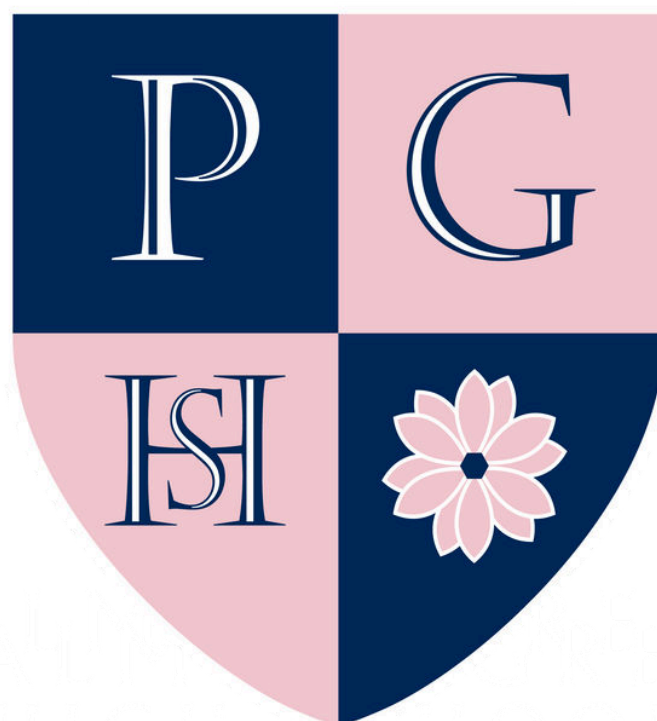


EXAMINATION GUIDANCE FOR CANDIDATES



A GUIDE TO YOUR GCSES
2025

INTRODUCTION



This may be the first time that you take a national examination and although you will have been used to taking tests, assessments and internal and mock examinations here at Palmers Green High School, there are significant differences when it comes to the external GCSE examinations.

We want you to be prepared and comfortable with what will occur and to do the very best you can. This handbook contains useful information for you in an easily digestible format. Official examination related policies are also published on the school website.

EXAMINATION REGULATIONS

Official external (or public) examinations are run under conditions set by The Joint Council for Qualifications (JCQ). They represent all the examination boards that offer general qualifications: Edexcel, AQA, OCR, WJEC. CAIE is not represented by JCQ and has its own set of rules although the differences are very minor.

The JCQ 'Information for Candidates' and the 'Warning to Candidates' notices are at the back of this booklet. All candidates must read them very carefully and note that the rules and regulations are very strict and must be followed for the conduct of examinations by candidates, to break any of the examination rules or regulations could lead to disqualification from all subjects.

The JCQ on behalf of the examination boards will also process your personal data in accordance with the Data Protection Act 1998 and the Code of Practice issued by the qualification regulators of England, Wales and Northern Ireland.

TIMETABLES/STATEMENT OF ENTRIES

You will have been given your timetable detailing the dates and times of your examinations. 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. Public examinations cannot be rescheduled.



EXAMINATION CONTINGENCY DAYS

A contingency day is set in the event of national or significant local disruption to examinations in the United Kingdom. This year the JCQ have introduced an afternoon contingency session on Wednesday 11th June 2025. The standard contingency day remains at the end of the scheduled examination timetable on Wednesday 26th June 2025 and the Awarding Bodies ask that all candidates remain available until after this date should examinations need to be rescheduled.

THE DAY OF AN EXAM

MORNING exams begin at 9:00am

Please be ready in the library by 8:40am

AFTERNOON exams begin at 1:30pm

Please be ready in the library by 1:10pm

Please arrive at school promptly, at least 25 minutes before your examination begins. This gives you time to go to the bathroom, organise and settle yourself and for everyone to enter the examination room together so the examination can start on time. Please congregate in the library by 8.40am for morning examinations and at 1.10pm for afternoon examinations. Before coming to the library, leave all of your bags, revision books etc. in your locker. If you leave anything outside of the examination room it will be at your own risk.

When you arrive at School, sign in using the register which you will find on the desk at the School Office. Phones and valuables should be placed in the Year 11 Examination Box.

Nothing may be taken into the examination room except for the stationery you will need in a transparent pencil case and water in a clear bottle with the wrapper removed.

Full school uniform must be worn and school rules still apply regarding hair, makeup, jewellery and nail varnish.

If an examination occurs before study leave, ALL pupils will be expected to return to their normal lesson when the examination has been completed. During study leave pupils should go to the designated study room or, if going home, sign out.

LATE OR UNWELL

School Phone Number: 020 8886 1135

School Email: office@pghs.co.uk

LATENESS

- If for any reason you are detained and will be late for your examination, please let the School Office know immediately. When you arrive, you must report to the School Office and sign in, someone will come and escort you into the examination room. If
- you arrive within an hour from the start of your examination, you will be entitled to the full amount of time for that examination. Arriving after 1 hour is considered to be a 'Very Late Arrival' and has to be reported to the relevant examination board; in some cases, they may not accept your examination script.

Please note: Misreading your timetable will not be accepted as a satisfactory reason for arriving late. Examination Boards do not give consideration to candidates arriving late as a result of car breakdowns, traffic jams, buses not turning up, etc. Although we encourage you to arrive in plenty of time for all examinations, so that there is no last-minute panic, it is important that we have up to date contact telephone numbers for both you and your parents, or anyone else who may be able to help in an emergency.

UNWELL

Public examinations cannot be rescheduled and therefore it is recommended to attend even if you are feeling under the weather. You are likely to do better than you think and you will certainly achieve more than will be awarded under the exam boards' special consideration process. Please let someone know that are not feeling very well as we will record this and let the examination board know and we will also ensure that you are closely monitored and given support if required. However, if you are severely unwell and cannot make it into School, please contact the School Office as early as possible for further instructions.

SPECIAL CONSIDERATION

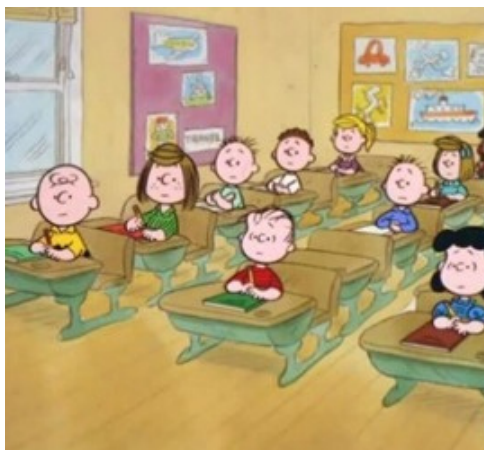
The JCQ and examination boards have specific guidelines and processes for applying for special consideration and it can only be applied for if you feel something has seriously affected your performance on the day of an examination. Examples might include: a significant disruption to the examination conditions (during an exam), temporary illness or injury (which must be verified by a doctor's note), the bereavement or death of a close relative, or an unavoidable circumstance beyond your control that mean you are unable to sit your exam.

THE EXAMINATION ROOM

Once you have entered the examination room, you are under formal examination conditions set by the examination board (and JCQ) and you will not be allowed to leave unescorted until the end of the examination. If you do leave the examination room unescorted you will not be allowed back in. You must not attempt to communicate or disturb other pupils and must remain silent at all times, including while entering and leaving. If you feel unwell or require any assistance, please raise your hand and wait for the Invigilator to come to you. Please **do not** call out or shout out at any time.

ENTERING THE EXAMINATION ROOM/SETTING

Wait **quietly** outside until you are told to enter. There will be a seating plan placed outside the examination room before each examination. Study this before the examination and line up in order. This will make the job of finding your desk much easier. All the desks will have a candidate card placed on them with your name, personal candidate number and centre number. You should **NEVER** remove or write on this card. Go to your place quietly and **DO NOT** communicate with anyone at this, or at any other time during the examination.



It is very important that you remember that an examination session has begun as soon as you enter the examination room and you must follow the JCQ Information for Candidates rules at the back of this booklet.

FOOD / DRINK

Candidates should be able to complete a normal GCSE examination without the need to eat or drink. No food is permitted inside the examination hall. Only water in a clear plastic bottle without any labels or printed information on the bottle will be permitted. Exceptions to this rule for medical reasons will be considered if an appropriate doctor's note is produced.

EQUIPMENT

It is your responsibility to arrive prepared with the correct equipment (including spare pens and pencils).

You are only allowed to use black ink for your examinations. Highlighters and coloured pens can be used on the question paper but not in the answer booklet.



Tippex or correction fluid is not permitted to be used in examinations. All equipment should be in a clear plastic bag/pencil case. No other pencil cases, boxes or glasses cases are allowed.

If certain equipment is not required for an examination, i.e., a calculator for an English examination, please do not bring it with you.

You will not be allowed to borrow equipment from any other candidate during the course of an examination.

CALCULATORS

Calculators should be free of lids and covers. It must not be the type that is capable of storing data, has a spell-check or any other prohibited technology. The invigilator will make sure that the memory has been cleared before and after each examination and that it is in the correct mode.



**NO WATCHES ARE ALLOWED
IN THE EXAMINATION ROOM**

Please do not bring any other possessions with you

MOBILE PHONES AND OTHER ELECTRONIC DEVICES

If a mobile telephone or any other electronic device is found in your possession in an examination – even if it is turned off – it will be taken from you and a report made to the appropriate examination board.

The examination boards now operate a no-tolerance policy on all candidates discovered to be in infringement of the regulations and have advised schools that pupils discovered to have a communications device with them during an examination face disqualification from the subject concerned.

Please do not risk disqualification. Leave electronic devices and phones in the Year 11 examination box.

STARTING THE EXAMINATION

All the information about the examination including the timings of the examination will be written on the whiteboard at the front of the examination room. Clocks will be visible from all desks.

When question papers have been given out, the invigilator will read the instructions that are printed on the front cover; you must wait for the invigilator to inform you when you can fill in your details. If you think that you have not been given the correct paper or the materials listed in the instructions, let the Invigilator know at once, by raising your hand.

DURING THE EXAMINATION

Examination boards require that you answer all questions in black ink only. You can use highlighters on the questions but not in your answers. All rough work, plans etc. should be done in the answer booklet and, if not to be included as part of your answer, should be crossed through neatly (one line). You will not be allowed paper for rough work. Correction fluid, erasable ink pens are NOT allowed in the examination.

During the examination, if you have a problem or need additional answer booklets, raise your hand to attract the attention of the invigilator. Read all instructions and questions thoroughly as you are not allowed to ask the invigilator for any explanation/queries regarding a question in the actual examination paper. The invigilator can only answer questions relating to the instructions on the front of the examination paper.



EMERGENCY EVACUATION PROCEDURES

In the event of an emergency during an examination, the invigilator will stop the examination and make a note of the time. You may need to leave the room under the instructions of the invigilator. You will be reminded that you are still under examination board conditions and that no talking or any form of communication is allowed. A breach of regulations could mean disqualification from the examination. You may have to leave the room but will be kept under supervision until it is deemed safe to return to resume your examination. Full time will be allowed and the relevant examination board will be notified and special consideration will be applied for.



FEELING UNWELL DURING AN EXAMINATION

If at any time during an examination you feel unwell, feel anxious, or you think you are starting to panic, please raise your hand immediately to attract the attention of the invigilator. Someone will escort you out of the examination room and then back to your desk. If you felt unwell during your examination and you felt that your work was affected by illness, please see the Exams Officer about it immediately and before you go home.

THE END OF THE EXAMINATION

As soon as you are told to stop writing, you must stop writing immediately. Put your pen down and close your booklet. Fasten any loose answer sheets to your answer booklet with the 'tag' provided. Check that you have filled in your details correctly. The invigilator will collect in all of the examination papers before giving you permission to leave. You must not take any examination materials (additional paper, answer booklets, question papers etc.) out of the examination room with you.

When you are leaving the examination room, others may still be working. Please be considerate and maintain absolute silence during this time until you are completely outside of the building. Once outside remember that classes are still going on throughout the School, so excess noise should be kept to a minimum.

If you are allowed extra time you must remain for whole of the extra time allowed; this is to prevent disturbances caused by candidates leaving the room every few minutes.

INTERNALLY ASSESSED WORK AND INTERNAL APPEALS

Certain qualifications contain components/units of non-examination assessment, controlled assessment and/or coursework which are internally assessed (marked) by centres and internally reviewed/standardised. The marks awarded (the internal assessment decisions) which contribute to the final grade of the qualification are then submitted by the deadline set by the awarding body for external moderation.

The qualifications delivered at Palmers Green High School containing internally assessed components/units are:

- Art - Edexcel GCSE 1AD0 Personal Portfolio (1AD01) & Externally Set Assignment (1AD02)
- D&T - Edexcel GCSE 1DT0 1B NEA
- Drama Eduqas GCSE CQ690QS Component 1
- English Literature Edexcel 1GCSE 4ET1 Coursework
- Music Edexcel GCSE 1MU0 Performing Music & Composing
- Physical Education and Sport AQA GCSE 8582/C - NEA

Internal appeals

If you study one of the above subjects, you will be informed of your internally centre assessed marks and you have the right to request a review of the centre's marking before marks are submitted to the awarding body. Centre assessed marks will normally be given to you individually and orally. The teacher giving the marks will make a written record of the date and time the marks were given.

You will need to explain on what grounds they wish to request a review of an internally assessed mark as a review will only focus on the quality of work submitted.

Full details of the process for internal appeals are on the school website and will have been explained to you in the examination briefing.

External Moderation

The moderation process carried out by the awarding body may result in a mark change, either upwards or downwards, even after an internal review. The internal review process is in place to ensure consistency of marking within the centre, whereas moderation by the awarding body ensures that centre marking is in line with national standards.

The mark submitted to the awarding body is subject to change and should therefore be considered provisional.

Please note that it is not possible for any teacher to know what the grade boundaries will be in any particular year.

RESULTS DAY



Results Day is Thursday 21st August and you may come into School from 9.00am to pick up your results in the Elizabeth Smith Hall. If for any reason you cannot attend and need your results emailed to you, please let The School Office know before Results Day. This has to be in writing with your own email address as these are your results and they can only be released to you.

POST RESULTS SERVICES REQUEST

If you are unhappy with your grade, please speak to Miss Stewart, Ms Proudlove or your subject teacher before you consider requesting a review of marking. Should you wish to proceed, please see Ms Proudlove who will ask you to complete and sign the JCQ Candidate Consent form. This declaration form makes you aware that your mark could go up or down and that it is possible that a review could result in a lower grade than you have currently been awarded. You need to check that your mark is at the upper end of the grade range so that it is unlikely that your mark would decrease sufficiently to take your result down a grade. The examination boards charge a fee for these services and the school will not process your request until the payment has been received.

The cost varies by examination board. Fees for 2025 are yet to be confirmed but as a rough guide the fees in 2024 were:

Clerical recheck per paper (adding up the marks)

£12.50 (Edexcel) £8.70 (AQA)

Review of marking

From: £46.70 - £64.90 (Edexcel) From: £42.50 - £51.90 (AQA)

GCSE CERTIFICATES

These will be presented to you at the Senior Prize Giving evening in November. If you would like your certificates collected on your behalf, you will need to provide the Exams Officer/School Office with written or email permission/authorisation; authorised persons must provide ID evidence on collection of certificates.

Please look after your certificates carefully as they are your responsibility and we cannot provide a replacement if they are lost or damaged. You will need to contact the Examination Board directly for this.

STAYING WELL

While you are preparing for and taking your exams we are all here to support you. Please don't hesitate to seek help if you are unsure of anything or need to talk to someone.

Remember that it is really important that you look after yourself during this time as it is understandable that you may feel under pressure and stressed during your examinations. Use your time wisely and find a balance between revising and relaxing.

Be organised and make a revision plan/timetable to follow so you know what you want to study and when. Work back from the date of the examination to plan your revision. Concentrate on areas of weakness. Start with the topics you find hardest – don't avoid these!

Constantly revising without breaks can be emotionally and physically draining. Getting enough sleep, eating properly, meeting up with your friends and doing some form of exercise – even a 20 minute walk up and down the road – can all be very helpful in lowering stress levels, refreshing your mood and also keeping your mind sharp.

Also, remember that once an examination is completed, there is nothing further that you can do to change its outcome. Whilst tempting, in-depth post-examination analysis with friends is not helpful and can be really demoralising. Instead, focus on what is coming next.

Sometimes you need to take a step back and give yourself a break to recharge and let your brain recharge and digest what you have revised.



Good
luck



Information for Candidates

Information About You and How We Use It

You have entered general or vocational qualifications such as GCSE, A-level, functional skills qualifications etc with one or more of the awarding bodies listed above. In order to be able to provide examinations and assessments, the awarding body needs to collect and use information about you. This notice provides you with a high level summary of the information the awarding body is required by law to give you about what happens to that information. For more detail see each awarding body's full Privacy Notice:

AQA	https://www.aqa.org.uk/about-us/privacy-notice
CCEA	https://ccea.org.uk/legal/privacy-notice
City & Guilds	https://www.cityandguilds.com/help/help-for-learners/learner-policy
NCFE	https://www.ncfe.org.uk/legal-information
OCR	https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/
Pearson	https://qualifications.pearson.com/en/about-us/qualification-brands/gdpr.html
WJEC	https://www.wjec.co.uk/home/privacy-policy/

Who we are and how to contact us

Each awarding body is a separate organisation. Your school or examination centre will be able to confirm to you which awarding body is delivering each qualification you are undertaking and you will receive a statement confirming what qualifications you have been entered for and which awarding body. You will find links to each awarding body's website and information on how to contact them here: <https://www.jcq.org.uk/contact-our-members/>

Information about you and from where it is obtained

Each awarding body whose qualifications you enter will need to use a variety of information about you. This includes obvious identification details such as your name, address, date of birth and your school or examination centre. It also includes information about your gender, race and health, where appropriate. This information is provided by you or your parents/guardians and/or by your school or examination centre.

Each awarding body will create certain information about you such as a candidate number, examination results and certificates.

You will find further information about this in the awarding bodies' full Privacy Notice (see links above) or by contacting the awarding body (see above).

What happens to the information about you

The awarding bodies use the information about you to deliver the examinations and assessments which you have entered. This includes making a variety of arrangements for you to sit the examinations or assessments, marking, providing you and your school or centre with results and certificates. The awarding bodies also use some of the information about you for equality monitoring and other statistical analysis.

The awarding bodies may share information about your results with official bodies such as the Department for Education and the examinations regulators (e.g. Ofqual in England) and also relevant local authorities and the Universities and Colleges Admissions Service (UCAS). An awarding body may also use information about you to investigate cheating and other examination malpractice and will share information about malpractice with other awarding bodies.

The awarding bodies take the security of the information about you that they hold seriously.

You will find further, technical information about what the awarding bodies do with information about you, why and the legal basis in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

Your rights

The law gives you a number of rights in relation to the information about you that the awarding bodies hold. Those rights are:

- Access – you are entitled to ask each awarding body about the information it holds about you.
- Rectification – you are entitled to ask each awarding body to correct any errors in the information that it holds about you.
- Erasure – in certain circumstances you are entitled to ask each awarding body to erase the information about you that it holds.
- Object to or restrict processing – in certain circumstances you are entitled to ask each awarding body to stop using information about you in certain ways.
- Complain – you are entitled to complain to the Information Commissioner (the body regulating the use of personal information) about what each awarding body does with information about you.

You will find further information about your rights in relation to information about you in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

How long the information about you is held

Each awarding body retains information about you only for as long as it is needed. Some of the information is needed only during the period in which you are undertaking the examination or assessment and is securely destroyed a short while afterwards. Other information about you, such as your name, gender, address, qualification and subjects entered and the results, are held indefinitely and for at least 40 years.

Each awarding body has its own retention policy that sets out what information it retains, how it is retained and for how long. You can find out more about retention policies by contacting each awarding body (see above).

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How to find out more about the information about you that the awarding bodies use

To find out more about the information about you that the awarding bodies collect and use, including what happens to that information and why, you can review the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or contact the awarding body. You will find links to each awarding body's website and information on how to contact them here: <https://www.jcq.org.uk/contact-our-members/>.

Please note

It is important to note that this notice concerns only how the awarding bodies use information about you (called your "personal data"). Complaints about how an awarding body handles your personal data can be made to the Information Commissioner (www.ico.org.uk). Information about the examinations and assessments themselves, including the rules about assessments, can be found on the JCQ Exams Office pages (www.jcq.org.uk/exams-office). The awarding bodies are regulated by Ofqual (<https://www.gov.uk/government/organisations/ofqual>) in England; Qualifications Wales (www.qualificationswales.org) in Wales, and the Council for the Curriculum, Examinations and Assessment (<http://ccea.org.uk/regulation>) in Northern Ireland.

Warning to candidates



 AQA	 City & Guilds	 CCEA	 OCR	 Pearson	 WJEC
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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.



Information for candidates for written examinations – effective from 1 September 2024

 AQA	 City & Guilds	 CCEA	 OCR	 Pearson	 WJEC
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This document has been written to help you. Read it carefully and follow the instructions. If there is anything you do not understand, especially which calculator you may use, ask your teacher.

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 exams.
4	<p>You must not take into the exam room:</p> <ul style="list-style-type: none"> a) notes; b) AirPods, Earphones/Earbuds, an iPod, a mobile phone, a MP3/4 player or similar device, a watch, smart glasses or any other smart device. <p>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.</p>
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 you have entered the exam room.
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.
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	<p>If you use a calculator:</p> <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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. Do not open the question paper until you are told 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: <ul style="list-style-type: none"> a) you have a problem and are not sure 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 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 information must be made available to all candidates in advance of their examination(s) for each series. It may be provided electronically to candidates or in hard copy paper format.	

Information for candidates

Written examinations

With effect from 1 September 2024

Produced on behalf of:



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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.

**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 exams.
- 4 You **must not** take into the exam room:
 - (a) notes;
 - (b) AirPods, Earphones/Earbuds, an iPod, a mobile phone, a MP3/4 player or similar device, a watch, smart glasses or any other smart device.

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 you have entered the exam room.
- 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.

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. **Do not** open the question paper until you are told 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 not sure 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.

On your exam day

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

Before sitting your exams, ensure you know:

- ☐ the date, time and location of each 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



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 to respond.
- ☐ 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.
- ☐ 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.
- ☐ Remember to stay silent – talking to a fellow candidate could result in disqualification from all your exams.

Contingency sessions:

- ☐ There are contingency sessions within the Summer 2025 exam timetable – the afternoon of 11 June 2025 and the morning and afternoon of 25 June 2025. Make sure you are available on all three dates even if you do not have an exam.

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

