



**John  
Willmott  
School**

**Year 11**

**Exam Procedures, Results Day  
and Certificate Collection**

## **Exam Procedures**

**You will be well aware of exam procedures from your trial exams. Seating plans are put on the exams notice board (by Mr Averis' office) the afternoon before each exam.**

**Make sure you check the notice board in advance of your exams to avoid a rush before you go in to the exam. Line up in the covered area before the exam in row order.**

**Your desk will have a green card with your name, candidate number, exam and tier on. Make sure you are sitting in the correct seat so that you are given the correct exam paper. Invigilators will be able to help you with any questions you might have.**

## **Exam Procedures—Emergency evacuation**

**Before each exam an invigilator will read a 'start of exam announcement', please ensure you pay attention to this as emergency evacuation procedures will be explained to you.**

**Should the fire alarm go off during your exam, you will be asked to stop writing and leave your question paper on your desk. You will remain in silence as you are escorted to the playground and kept under supervision. Do not stand with your form groups.**

**Any time you miss will be given to you once you are able to go back to the exam room, special consideration will be requested for the interruption.**

## **Exam Conditions**

**You must remain silent at all times during your examinations. If you have a question, put up your hand and an invigilator will come to help.**

**Communicating in any way with another candidate could lead to your disqualification—for all your exams!**

**The notices on the next two pages will be displayed inside and outside of your exam room, make sure you read them thoroughly before your exams.**

**Only bring water and appropriate exam equipment into your exam. Mobile phones or any other disallowed electronics found in your possession will be confiscated and a report will be sent to the exam board.**

## **Exam Conditions continued**

**Smart watches/iWatches or any electronic storage device must not be taken into the exam room. Any other type of watch is permitted, however the invigilators will ask you to place your watch on your desk.**

**Calculators are now provided by the school, please do not bring your own calculator with you to exams. Should your exam require a calculator, there will be one placed on your desk when you arrive in the exam room. Any graffiti, or intentional damage to these calculators will incur a fine.**

**Make sure you remove earphones, bags, head wear and hand in any electronic equipment. Disallowed items found on you may lead to your disqualification.**

## **Absences and Illness**

**If you are absent on the day of your exam, you must phone school straight away. Unexplained absences on exam days will result in a charge for the entry fee.**

**Should you be absent due to illness, please collect any relevant information as evidence and provide to Miss Lewis. Please be aware this may be sent off to the awarding bodies.**

**Please note that you cannot redo your exam at another time, if you miss an exam you will not be able to re-sit until the following year.**



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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**NO IPODS, MOBILE PHONES  
MP3/4 PLAYERS  
SMARTWATCHES**

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

Possession of unauthorised items, such as a mobile  
phone, is a serious offence and could result in

**DISQUALIFICATION**

from your examination and your overall  
qualification.

This poster must be displayed in a prominent place outside each examination room.



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. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
3. You **must not**:
  - sit an examination in the name of another candidate;
  - have in your possession any unauthorised material or equipment which might give you an unfair advantage.
4. **Possession of a mobile phone** or other unauthorised material **is breaking the rules**, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
5. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
6. You **must** follow the instructions of the invigilator.
7. If you are in any doubt speak to the invigilator.

The *Warning to Candidates* must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.

Effective from 1 September 2014

## **Results Day**

**You can come into school to collect results on  
Thursday 23rd August 2018.**

**If you are on holiday when results come out,  
someone can collect them on your behalf if they  
bring written permission with them.**

**Any results slips not collected will be posted home  
on Thursday afternoon.**

**Due to data protection regulations we cannot issue  
results over the telephone.**

## Certificates

**Exam certificates arrive in school just before Christmas, we will send letters out to inform you when you can come to collect them.**

**If you stay on to sixth form you will be invited to sign for receipt of your exam certificates when they are ready.**

**If you decide not to stay on to sixth form, you will receive a letter with appointment times when you can come into school to sign for your certificates.**

**Please note—we only keep certificates in school for one year after they are produced. If you do not collect your certificates they will be confidentially destroyed and you will have to pay (£35 each) for replacements from the exam boards.**

# Social Media Information

JCQ  
CTC

## Information for candidates Using social media and examinations/assessments



**This document has been written to help you stay within examination regulations.**

**Please read it carefully.**

We all like to share our experiences when taking examinations. However, it is important to consider what you say and to think about what information is being shared.

Sharing ideas with others online could be helpful when you're studying or revising.

However, there are limits to the amount of information you can share and you need to be careful not to break the rules. We'd like to ask you to act responsibly when discussing online. If you're in doubt about what you can and can't discuss online regarding your exams, it's always best to check with your teacher.

If you receive what is or what looks to be assessment related information through social media, or any other means, you must tell your teacher or another member of staff. You must show them what you have received. They will then report the matter to the awarding body and it will be investigated.

Where candidates breach the rules for examinations, controlled assessments, coursework or non-examination assessments, awarding bodies have an obligation to investigate and may apply penalties.



**You should be aware that the following might constitute malpractice:**

- copying or allowing work to be copied – i.e. posting written work on social networking sites prior to an examination/assessment;
- collusion: working collaboratively with other candidates beyond what is permitted;
- allowing others to help produce your work or helping others with theirs;
- being in possession of confidential assessment related information in advance of the examination;
- exchanging, obtaining, receiving or passing on assessment related information by any means of communication (even if just attempting to);
- failing to report to your centre assessment related information being shared online; or
- passing on rumours of exam content.

**Penalties that awarding bodies apply include:**

- a written warning;
- the loss of marks for a section, component or unit;
- disqualification from a unit, all units or qualifications; or
- a ban from taking assessments or exams for a set period of time.

**Please take the time to familiarise yourself with the JCQ rules:**

<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>



JCQ 2017 – Effective from 1 September 2017

## GOOD LUCK!

**Support is available for you if you are feeling anxious about your exams — remember, feeling nervous is perfectly normal!!**

**If you have any questions about your exams at any time, please talk to Miss Lewis the Exams Officer.  
I'm here to help!**

