



**Candidate  
Information Pack.  
Sept 2023 / 24**



# Exams....*What to expect*

Exams take place in the Hall, Gym, and Learning Resource Centre (LRC)

The exam boards we use are

**AQA, WJEC, Pearson and OCR**

Different subjects use different boards.

Exams start at **9am** and **1pm**. We have a **prompt start so don't be late**.

You will line up outside the Hall, Gym or LRC where a member of the Senior Leadership team will meet you. You will be advised of your exam location via the **seating plan**.

*These are displayed in the **Blue Room** and by **Refresh***

You can also check your details on **EduLink**.

**Keep looking at your emails as this is the way the Exams Officer will communicate with you about any changes to the exams.**

Once you enter the room and make your way to your designated seat you must remain **silent**. You must **NOT** change seat unless told to by the Exams Officer

**No phones or watches are allowed in the exam room.** These must be put in your bag which will be left in the designated area.

*What do I need?*

**You Must Have**

**Black Pen**

**Calculator**

*(These can be ordered for a reduced price via Parent Pay)*

**Pencil**

**Ruler**

**Rubber**

**Clear Pencil Case**

**Bottle of water with the label removed.**

**Thermos chilly bottles and large coloured plastic bottles will be removed from the student.**

**DO NOT TURNOVER OR OPEN THE EXAM  
PAPER UNTIL YOU ARE INSTRUCTED TO DO  
SO.**

**Information for candidates for written  
examinations – effective from 1 September  
2023**

*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 subjects.
4. You must not take into the exam room: (a) notes; (b) an iPod, a mobile phone or similar device, or a watch. 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 the exam has started**
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. **EduLink will provide you with this information.**
2. If you arrive late for an exam, report to the Exams Officer or 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. 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. Place these on the floor under the desk.
  - (d) do not bring into the exam room any operating instructions or prepared programs.

***Calculators can be ordered for a reduced price via Parent Pay***

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 Exams Officer or invigilator at once if:
  - (a) you think you have not been given the right question paper or all 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 before you start the exam. Do not open the question paper until you are instructed that the exam has begun.
5. Remember to write your answers within the designated sections of

the answer booklet.

## **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 Exams Officer or 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.**

## **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.**
2. Do not leave the exam room until told to do so by the Exams Officer or 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.

**YOU MUST REMAIN SILENT UNTIL YOU ARE OUTSIDE OF THE EXAM ROOM.**

## Information for candidates for on-screen tests – effective from 1 September 2023

*This document has been written to help you.*

*Read it carefully and follow the instructions.*

*If there is anything you do not understand ask your teacher.*

### **A. Regulations – Make sure you understand the rules**

1. Be on time for your on-screen test(s). If you are late, your work might not be accepted.
2. Do not become involved in any unfair or dishonest practice during the on-screen test.
3. If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4. Only take into the exam room the materials and equipment which are allowed.
5. You must not take into the exam room:
  - (a) notes.
  - (b) an iPod, a mobile phone, or a watch.

Unless you are told otherwise, you must not have access to:

- (c) the internet, email, data stored on the hard drive, or portable storage media such as memory sticks.
- (d) pre-prepared templates.

**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.**

6. If you have a watch, the invigilator will ask you to hand it to them.

**7. Do not talk to or try to communicate with or disturb other candidates once the on-screen test has started.**

8. If you leave the exam room unaccompanied by an invigilator before the on-screen test has finished, you will not be allowed to return.

9. Do not borrow anything from another candidate during the On-screen test.

## **B. Information – Make sure you attend your on-screen test and bring what you need**

1. Know the date and time of your on-screen test(s). Arrive at least ten minutes before the start of your on-screen test.

**EduLink will provide you with this information.**

2. If you arrive late for an on-screen test, report to the Exams Officer or invigilator running the test.

3. If you arrive more than one hour after the published starting time, your paper may not be marked.

4. Your centre will inform you of any equipment which you may need for the on-screen test.

## **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 examination room any operating instructions or prepared programs.
- 3.** Do not use a dictionary or computer spell checker unless you are told otherwise.

***Calculators can be ordered for a reduced price via Parent Pay***

## **D. Instructions during the on-screen test**

- 1.** Always listen to the Exams Officer or invigilator. Always follow their instructions.
- 2.** Tell the Exams Officer or invigilator at once if:
  - (a) you have been entered for the wrong on-screen test.
  - (b) the on-screen test is in another candidate's name.
  - (c) you experience system delays or any other IT irregularities.
- 3.** You may be given a question paper, or the instructions may be on-screen. In either case, read carefully and follow the instructions.

## **E. Advice and assistance**

- 1.** If on the day of the on-screen test you feel that your work may be affected by ill health or any other reason, tell the Exams Officer or invigilator.
- 2.** Put up your hand during the on-screen test if:
  - (a) you have a problem with your computer and are in doubt about what you should do.
  - (b) you do not feel well.
- 3.** **You must not ask for, and will not be given, any explanation of the questions.**

## **F. At the end of the on-screen test**

1. Ensure that the software closes at the end of the on-screen test.
2. If you are required to print off work outside the time allowed for the on-screen test, ensure that you collect your own work. You must not share your work with other candidates. Make sure that another candidate does not collect your printout(s).
3. Do not leave the exam room until told to do so by the Exams Officer or invigilator.
4. Do not take any stationery from the exam room. This includes rough work, printouts or any other materials provided for the on-screen test.

*If you have worries or questions about your exams, please contact your Head of Year or the Exams Officer: Mrs Debbie Hankin on [dhankin@ratton.co.uk](mailto:dhankin@ratton.co.uk)*

*I am here to help and support you!*

