



Briefing to Candidates

Summer Exam Series 2022





The
ExamsOffice

Instructions for candidates





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 Ipad, a mobile phone, an MP3/4 player or similar device, or a watch.
 - c. Any pencil cases taken into the exam room must be see-through.
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.





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**.





- Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
- If you arrive late for an exam, report to the invigilator running the exam.
- If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
- Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
- 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.





- You may use a calculator unless you are told otherwise.
- If you use a calculator:
 - Make sure it works properly; check that the batteries are working properly;
 - Clear anything stored in it;
 - Remove any parts such as cases, lids or covers which have printed instructions or formulae;
 - Do not bring into the exam room any operating instructions or prepared programs
- Do not use a dictionary or computer spell checker unless you are told otherwise





As an exam candidate you must ensure you are fully prepared for every exam you are taking. You need to understand the rules and what will happen at the time of your exam(s).

- You **must not** enter the exam room until invited to do so by the invigilator
- You are under **formal examination conditions** from the moment you enter the room in which you will be taking your exam(s) until the point at which you are permitted to leave
- This means you **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room
- A breach of examination conditions is considered by the awarding bodies as **malpractice**
- You **must** listen to and follow the instructions given to you by the invigilator at all times
- The centre number, subject title and paper code, the actual starting and finishing times, and date, of each exam will be clearly displayed and visible to you in the exam room



Before you are permitted to start your exam(s),
the invigilator will:

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- make sure you are seated according to the set seating arrangements
- tell you that you must now follow the regulations of the exam
- ask you to check that you have been given the correct question paper for the day, date, time, subject, unit/component (and tier of entry, if appropriate)
- tell you to read the instructions on the front of the question paper
- ask you to check that you have all the materials you need for the exam
- tell you about any erratum notices
- instruct you about emergency procedures

OUR LADY'S HIGH SCHOOL



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Inspired by Faith'*

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Before you are permitted to start your exam(s), the invigilator will (continued)

OUR LADY'S
HIGH SCHOOL



- hand in any unauthorised items in your possession (this includes mobile phones and watches) if you have not already done so (This is your final chance. Failure to do so may lead to disqualification)
- write clearly and in black ink
- write your first name, surname, (except for CCEA exams), centre number, candidate number and unit or component code or paper details on your answer booklet(s) and on any additional answer sheet(s) used
- fill in any other details as necessary
- write your answers in the designated sections of the answer booklet
- do all work, including rough work, in your answer booklet and neatly cross it through with a single line (for multiple-choice papers, you must do any rough work in the question booklet)
- neatly cross through any rough work but do not make it totally illegible, as it will be forwarded to the examiner



Before you are permitted to start your exam(s),
the invigilator will (continued)

OUR LADY'S
HIGH SCHOOL



- tell you **when** you may complete the details on the front of your answer booklet
- tell you **when** you may begin to write your answers
- tell you the time allowed (the duration) of your paper(s)
- remind you that you **must not** communicate in any way with, ask for help from or give help to another candidate while you are in the exam room

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The invigilator is **not allowed**:

- to give you any information or answer any questions from you about the content of your exam paper unless it relates to the instructions on the front of the question paper
- to give you any indication of the time elapsed or remaining for you to complete your exam paper





- If on the day of the exam you feel that your work may be affected by ill health or any other reason, the the invigilator.
- Put up your hand during exam if:
 - You have a problem and are in doubt about what you should do
 - You do not feel well
 - You need more paper
- You must not ask for, and will not be given, any explanation of the questions.



At the end of the exam



- 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.
- Do not leave the exam room until told to do so by the invigilator.
- 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.





Please visit our website for further information:

<https://www.ourladys.hackney.sch.uk/exams>





Dear Lord, as I take this exam, I thank you that my value

Is not based on my performance, but on your great love for me.

Come into my heart so that we can walk through this time together.

Help me, not only with this test, but the many tests of life that are sure to come my way.

As I take this exam, bring back to my mind everything I studied

And be gracious with what I have overlooked.

Help me to remain focused and calm,

Confident in the facts and in my ability,

And firm in the knowledge that no matter what happens today you are there with me.

Amen

