



SANDBACH SCHOOL  
OPPORTUNITY, ACHIEVEMENT, EXCELLENCE



# Candidate / Parent Exam handbook

2017/18

Centre No  
40645

This handbook is reviewed and updated annually

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## Introduction

Sandbach School is committed to ensuring that candidates are fully briefed on the exam and assessment process in place in the centre and are made aware of the required JCQ awarding body instructions and information for candidates.

### **Exam Period for Summer 2018:**

Start: 14th May 2018 – End: 26th June 2018

## Purpose of the candidate exam handbook

We hope this booklet will provide you with relevant information and helpful advice to assist you in all of your exams. Please read the booklet carefully and share it with your parents/carers so you and they are aware of the exam procedures and regulations. Please especially read the JCQ 'Information for Candidates' notices and the 'Warning to Candidates' notices which are noted in the appendices, with the relevant links which should be viewed and understood. If you are worried or concerned about anything then please speak to your form tutor or Head of Year.

## Coursework/controlled assessments/non-examination assessments

Controlled assessment and non-examined assessments have replaced coursework in GCSE. Subject teachers will make students aware of when and where their assessments will take place and what the conditions are. Work is marked by the awarding body (e.g. language writing tasks) but usually it is marked and cross checked by teaching staff and then moderated by the awarding body. Teachers give the work a raw mark and this is submitted to the awarding body. Teachers will let students know what this raw mark is and may give an opinion of what grade it is likely to be. However it is important to know that two things can happen to change the final grade: • Samples of controlled assessments are moderated (checked) by an external examiner (moderator) from the awarding body and they may decide to adjust the marks (for the whole cohort) up or down if they do not agree with the original marking.

Non-examination assessment applies control over internal assessment at three points: • Task setting • Task taking • Task marking. It is important that any marks or grades given before the final results are received are treated as An appeal may only be made against the assessment process and not against the mark which is to be submitted to the awarding body. A copy of the appeals procedure can be found on the school website, or by contacting the Exams office.

## Written exams

All candidates receive a statement of entry before the exams, indicating the subjects they are being entered for and, where applicable, the levels of entry. Some subjects only have one tier of entry, whereas others have Foundation or Higher tiers. Please check that these are correct.

You must check everything on your statement of entry very carefully. Especially check that all

personal details (date of birth, spelling of names) are accurate. It is important that the name which appears on your exam documentation is the same as your legal name as this name will appear on your official certificates and it may be difficult to change them once certificates are awarded. Candidates are entered under the name format of first name + middle name + (legal) surname. **You must use your legal name on all exam documentation**, even if you use a different name in school for all other purposes as exam certificates are legal documents. If any information is incorrect, please inform the Exams Office immediately.

#### CANDIDATE NUMBER

At the top of your statement of entry you will see a four-digit candidate number. This is the number you will enter on examination papers however you don't need to worry about remembering it as it will be on a card on your exam desk.

#### TIMETABLES & CLASHES

You will receive an individual timetable showing your own specific examinations with details of room location, date, time and duration. It is your responsibility to look after this timetable.

#### **PLEASE MAKE SURE YOU KEEP IT SOMEWHERE SAFE!**

Any student who misses an examination, for whatever reason, will not be able to take the examination at another time. It is very important that examination candidates read their timetables to ensure that they attend at the correct time. Timetables can be emailed to Students, Parents/Guardians; please ensure that we have your email details on our system.

If you have two or more exams which are scheduled at the same time this is called an exam clash. This will usually require you to sit one of the exams either earlier or later than the scheduled time. If this happens you will be supervised in between exams and you must bring food and drink with you. During this time you will not be allowed access to your mobile phone, however you will be able to revise for your next exam. You will be informed of any clash arrangements well before your exams commence. (Short examinations of an hour or less, timetabled with the same start time, will be run one after the other and students will not be individually informed of this).

## Example of a timetable

Individual Candidate Timetable - Default

**Season:** Summer 2015

**Name:** Britt Spears **Year:** (11)

**Gender:** Female **Registration Group:** (BY C)

**Date of Birth:** 21/03/2001 **Admission Number:** 000504

**Candidate Number:** 0000 **ULN:** 9607820000 **UCI:** 262260120000F

**Name on Certificates:** Britt Howard

Internally assessed examinations – date and time will be set by subject teacher

Date	Start	Duration	Board	Level	Element	Component
TBA	N/A	0	EDEXL/GCS	GCSE/B	5HB04: History B4	5HB0401: Representation of History
Fri 08/05/2015	09:00	105	AQA	L1L2/FC	4801: Preparation for Working Life	4801/1: Preparation for Working Life Paper 1
Fri 08/05/2015	13:30	75	AQA	L1L2/FC	4801: Preparation for Working Life	4801/2: Preparation for Working Life Paper 2

Language examinations are permitted to have an entry for Higher and Foundation as the tiers can be mixed – candidates will sit one of each examination straight after each other

Date	Start	Duration	Board	Level	Element	Component
Tue 12/05/2015	09:00	45	AQA	GCSE/B	46551H: French Unit 1 Tier H	46551H: French Unit 1 Tier H
Tue 12/05/2015	09:00	50	AQA	GCSE/B	46552H: French Unit 2 Tier H	46552H: French Unit 2 Tier H
Fri 15/05/2015	09:00	45	AQA	GCSE/B	46951H: Spanish Unit 1 Tier H	46951H: Spanish Unit 1 Tier H
Fri 15/05/2015	09:00	50	AQA	GCSE/B	46952H: Spanish Unit 2 Tier H	46952H: Spanish Unit 2 Tier H
Mon 18/05/2015	09:00	20	VJEC/GCSE	GCSE/B	420102: English Litera Unit 1 Higher	42010002: English Litera Unit 1 Theory Higher

Summer 2015

**Date**      **Time**      **Length**      **Board**      **Level**      **Which subject / examination is being taken**

## On-screen tests

You may be completing some tests/assessments on a computer. The same examination rules and regulations apply to these as written exams. Please see the following link for information: [Information for candidates - on-screen tests 2017-2018](#)

## What time your exams will start and finish

Ensure you meet at the designated room at the specified time as directed by the Head of Year/Senior Leadership Team.

A Timetable for all common exams will be displayed on the notice board outside the New Refectory. Start time will typically be 09.15 for morning examinations and 1:15 for afternoon examinations – see your timetable for exact confirmation.

Finish time will vary, but candidates are not allowed to leave until the end of the exam and 1hr has passed since the “published” start time”

### Supervision during your exams

Exams are supervised by a team of invigilators who must follow strict rules and regulations when conducting exams as directed by JCQ awarding bodies etc. Invigilators are there to help but they cannot help you with any questions in your exam paper. If you have any other queries please put your hand up and ask for assistance.

### Exam conditions

- Candidates are invited or escorted into the exam room by the invigilators / permitted staff
- Candidates are under exam conditions from the moment they enter the exam room until they are given permission to leave by the invigilator
- Candidates must listen to and follow the instructions of the invigilator at all times in the exam room
- Candidates must not communicate with other candidates
- Note the information displayed in the exam room (centre number, start and finish times etc.)
- Complete all relevant information relating to the completion of the front of their answer books (correct first name, surname, centre number, candidate number, paper details etc.)
- Note carefully any relevant information regarding the use of additional answer sheets/answer books etc.
- All exams will take place in the Sports Hall, Theatre Space, or specially designated rooms as shown on your timetable.

### Alleged, suspected or actual incidents of malpractice

For example:

- the alteration or falsification of any results document, including certificates;
- a breach of the instructions or advice of an invigilator, supervisor, or the awarding body in relation to the examination or assessment rules and regulations;
- failing to abide by the conditions of supervision designed to maintain the security of the examinations or assessments;
- collusion: working collaboratively with other candidates, beyond what is permitted;
- copying from another candidate (including the use of technology to aid the copying);
- allowing work to be copied e.g. posting work on social networking sites prior to an examination/assessment;
- the deliberate destruction of another candidate’s work;
- disruptive behaviour in the examination room or during an assessment session (including the use of offensive language);
- failing to report to the centre or awarding body the candidate having unauthorised access to assessment related information or sharing unauthorised assessment related information on-line;

- exchanging, obtaining, receiving, passing on information (or the attempt to) which could be examination related by means of talking, electronic, written or non-verbal communication;
- making a false declaration of authenticity in relation to the authorship of controlled assessment, coursework, non-examination assessment or the contents of a portfolio;
- allowing others to assist in the production of controlled assessment, coursework, nonexamination assessment or assisting others in the production of controlled assessment, coursework or non-examination assessment;
- the misuse, or the attempted misuse, of examination and assessment materials and resources (e.g. exemplar materials);
- being in possession of confidential material in advance of the examination;
- bringing into the examination room notes in the wrong format (where notes are permitted in examinations) or inappropriately annotated texts (in open book examinations);
- the inclusion of inappropriate, offensive or obscene material in scripts, controlled assessments, coursework, non-examination assessments or portfolios;
- impersonation: pretending to be someone else, arranging for another person to take one's place in an examination or an assessment;
- plagiarism: unacknowledged copying from or reproduction of published sources or incomplete referencing; You may be required to include a bibliography at the end of your work. Your teacher or lecturer will tell you whether a bibliography is necessary. Where required, your bibliography must list the full details of publications you have used in your research, even where these are not directly referred to, for example: Author last name, Author first name. *Book*. City: Publisher, Year Published. Print.. If you copy the words or ideas of others and don't show your sources in references and a bibliography, this will be considered as cheating.
- theft of another candidate's work;
- bringing into the examination room or assessment situation unauthorised material, for example: notes, study guides and personal organisers, own blank paper, calculators (when prohibited), dictionaries (when prohibited), instruments which can capture a digital image, electronic dictionaries (when prohibited), translators, wordlists, glossaries, iPods, mobile phones, MP3/4 players, pagers, Smartwatches or other similar electronic devices;
- the unauthorised use of a memory stick or similar device where a candidate uses a word processor;
- facilitating malpractice on the part of other candidates;
- behaving in a manner so as to undermine the integrity of the examination.

#### Standard penalties:

1 - warning; 2 - loss of marks gained for a section; 3 - loss of all the marks gained for a component; 4 - loss of all the marks gained for a unit; 5 - disqualification from the unit; 6 - disqualification from all units in one or more qualifications taken in the series; 7 - disqualification from the whole qualification; 8 - disqualification from all qualifications taken in that series; 9 - barred from entering for examinations for a set period of time.

We will notify an awarding body immediately, by completing the appropriate documentation, of any alleged, suspected or actual incidents of malpractice

### Where you will sit in the exam room

The seating plan will be on the wall outside the entrance door to the exam room, showing your seat number and location, in order of your Candidate number. For large rooms, Letters and numbers are on the wall to help find the corresponding seat. The invigilator also has a copy of the seating plan in the room.

### How your identity is confirmed in the exam room

A private, external or transferred candidate who is not known to the school or college must show **photographic documentary evidence** to prove that he/she is the same person who entered/registered for the examination/assessment, e.g. passport or photographic driving licence.

In cases where it is impossible to identify a candidate due to the wearing of religious clothing, such as a veil, the candidate will be approached by a member of staff of the same gender and taken to a private room where they should be politely asked to remove the religious clothing for identification purposes. Once identification has been established, the candidate should replace, for example, their veil and proceed as normal to sit the examination.

Photocards will be on your desk to further verify your identity to the invigilators.

### What equipment you need to bring to your exams

It is your responsibility to bring all your own equipment and resources required to your exam. Borrowing from other candidates is NOT allowed in the exam. You should bring your equipment in a clear pencil case or plastic bag.

Equipment you are required to bring to every exam:

- 2 black pens • 2 HB pencils • Ruler • Pencil sharpener • Rubber

Items to be brought to certain exams (check equipment needed with your teacher for each exam—if you are unsure bring to your exam anyway):

- Compass • Protractor • Calculator • Coloured pencils.

Scrap paper and revision notes must not be taken into the exam room. You must do any rough work in your answer booklet. Cross out anything you do not wish to be marked. Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers. However, you are allowed to highlight parts of the question paper if a separate answer booklet is used. You must write in black ink or ballpoint pen, except for drawings or rough notes. Limited numbers of pens / pencils / rubbers etc can be borrowed from the invigilator stock, but must be returned after the exam.

### Using calculators

A calculator can be used unless you are told otherwise or *prohibited by the awarding body's specification*. Your subject teacher will inform you if you are not allowed a calculator for a particular paper. If you are allowed a calculator in an exam check the batteries are working properly, clear anything stored in it, remove the case and ensure it is a size suitable for use on the exam desk. You



must bring your own calculator if you need one and you are responsible for making sure your calculator works properly and meets exam board regulations.

Calculators must not:

Be designed or adapted to offer any of these facilities:

- Language translator
- Symbolic algebra manipulation
- Symbolic differentiation or integration
- Communication with other machines or the internet
- Be borrowed from another candidate during an examination for any reason

Have retrievable information stored in them, this includes: • Databanks • Dictionaries • Mathematical formulas • Text

*You must be aware of JCQ awarding body instructions regarding the use of calculators in your exams  
Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations.*

<p><b>Calculators must be:</b></p> <ul style="list-style-type: none"><li>○ of a size suitable for use on the desk;</li><li>○ either battery or solar powered;</li><li>○ free of lids, cases and covers which have printed instructions or formulas.</li></ul>	<p><b>Calculators must not:</b></p> <ul style="list-style-type: none"><li>• be designed or adapted to offer any of these facilities: -<ul style="list-style-type: none"><li>○ language translators;</li><li>○ symbolic algebra manipulation;</li><li>○ symbolic differentiation or integration;</li><li>○ communication with other machines or the internet;</li></ul></li><li>• be borrowed from another candidate during an examination for any reason;*</li><li>• have retrievable information stored in them - this includes:<ul style="list-style-type: none"><li>○ databanks;</li><li>○ dictionaries;</li><li>○ mathematical formulas;</li><li>○ text.</li></ul></li></ul>
<p><b>The candidate is responsible for the following:</b></p> <ul style="list-style-type: none"><li>○ the calculator's power supply;</li><li>○ the calculator's working condition;</li><li>○ clearing anything stored in the calculator.</li></ul>	

[Taken from [JCQ Instructions for conducting examinations 2017-2018](#), Section 3, downloaded 2 October 2017]

### What you should not bring into the exam room

Bags, along with mobile phones and other electronic material should be stored in the appointed area prior to the examination. Do NOT bring in: notes, study guides and personal organisers, own blank paper, calculators (when prohibited), dictionaries (when prohibited), instruments which can capture a digital image, electronic dictionaries (when prohibited), translators, wordlists, glossaries, iPods, mobile phones, MP3/4 players, pagers, Smartwatches or other similar electronic devices.

Scrap paper and revision notes must not be taken into the exam room.

No correcting pens, fluid or tape, erasable pens, highlighters or gel.

Breach of these regulations will result in penalty/sanction and reporting to the awarding body.

### Food and drink in exam rooms

Food and drink is not allowed in exam rooms (with exception of students with a medical condition), apart from a clear bottle of water with no label. You will not be allowed to refill your bottle during the exam and invigilators cannot do this for you.

### What you should wear for your exams

Full school uniform must be worn for all exams and assessments.

### Where your personal belongings will be stored during your exam

Bags, coats, unauthorised materials including mobile phones will be stored outside the exam rooms.

### What to do if you arrive late for an exam

Students should be on time for examinations as late arrivals may not be allowed into the examination room and if they are allowed to take the examination they may not be allowed the full time.

Late arrivals will only be admitted to the examination room in special circumstances and at the discretion of the examination officer. Anyone arriving very late (i.e after 10am for a morning exam, after 2.30pm for an afternoon exam, or after the published finishing time for an exam lasting less than one hour) and being allowed to sit the examination will have a report sent with their examination script to the awarding body who will choose whether or not to accept the script.

Students late for an examination should report to the Exams Office where a member of staff will inform the Examinations Officer before they are escorted to the examination room. It would be useful to inform us of the student's mobile telephone no. so that we can contact them if necessary, especially if they are running late.

If you do not attend an examination without a valid reason you may be charged the full entry fee for each examination missed (approx. £35 per paper). Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

### What to do if you are unwell on the day of an exam

If a student is unable to attend an examination due to sickness then the parent/guardian should phone the Exams Office on 01270 758884 to explain the student's absence. A doctor's note will need to be obtained and submitted to the school, otherwise you may not be able to be considered for any special consideration. If you are able to sit an exam but feel you have been disadvantaged due to illness, or other unforeseen/emergency circumstances on the day of the exam please let the Exams office as soon as possible.

### What happens in the event of an emergency in the exam room

In the event of an emergency please listen to instructions from the exam invigilators. You must remain silent and stay seated until told otherwise.

### Candidates with access arrangements

Please see the Learning Support Coordinator if you wish to discuss extra / access arrangements for the exams/tests. Access Arrangements allow candidates/learners with special educational needs, disabilities or temporary injuries to access the assessment without changing the demands of the

assessment. For example, readers, scribes, ground floor rooms etc. In this way Awarding Bodies will comply with the duty of the Equality Act 2010 to make 'reasonable adjustments'.

## Results

Results days are: GCE: Thursday 16th August 2018; GCSE: Thursday 23rd August 2018. These results are provisional until certificates are issued. Members of staff will be on hand for any queries. Results can be collected from 9am until 11am in the Sixth Form; uncollected results will be posted the next day. If you have moved house recently please check with the Exams Office that your address is correct. Results cannot be collected by friends or relatives unless arranged earlier with the Exams Officer and they must bring a form of your ID / your signed authorisation. They CANNOT be given over the phone.

## Post-results services

Services available are Access to Scripts (ATS), clerical checks and Enquiry about Results (EAR). A detailed information/consent form will be provided with your statement of results. If you wish to use any of the Post Results services, then please return the form, signed by student/parent/teacher to the Exams Office, with the correct fee as applicable.

The awarding bodies also offer the following enquiry about results services:

*Service 1 (Clerical re-check)* This is a re-check of all clerical procedures leading to the issue of a result.

*Service 2 (Review of marking)* This is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. It is not a re-marking of the candidate's script. The awarding body will have trained its reviewers to conduct reviews of marking accurately and consistently. Reviewers will not re-mark the script.

*Priority Service 2 (Review of marking)* This is a priority post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. It is not a re-marking of the candidate's script. The awarding body will have trained its reviewers to conduct reviews of marking accurately and consistently. Reviewers will not re-mark the script.

*Service 3 (Review of moderation)* This is a review of the original moderation to ensure that the assessment criteria have been fairly, reliably and consistently applied. It is not a re-moderation of candidates' work. The awarding body will have trained its reviewers to conduct reviews of moderation accurately and consistently. Please note that if your centre's internally assessed marks (controlled assessment, coursework or non-examination assessment) have been accepted without change by an awarding body, this service will not be available.

Please be aware that grades can be either raised, remain the same or lowered.

## Certificates

Certificates can be collected from the Exams Office from December 2018. Coursework/Controlled Assessments Coursework and controlled assessment folders can be collected from school in Jan 2019. Please liaise with the Department concerned to collect.

## Internal appeals procedures

Appeals against assessments must be made within 5 working days of the issue of centre assessed marks, using the **internal appeals form** completed by the candidate (or parent/carer) – this is available from the Exams Office or on the school website.

## Complaints and appeals procedure

Appeals to the awarding body can only be submitted by a head of centre on behalf of a candidate or a group of candidates. If you wish us to appeal on your behalf, please ask the Exams Office for the relevant information and forms.

## FAQ's

### Q. What do I do if I forget my Candidate Number?

A: Candidate Numbers are on the identification cards on your desk. Invigilators will be able to help you find your number.

### Q. What do I do if I think I have the wrong paper?

A: Invigilators will ask you to check you have the correct paper before the examination starts. If you think something is wrong put your hand up and inform the invigilator immediately.

### Q. Why do I need to check the details on my Examination Timetable?

A: The details on your 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 do I do if I have an accident or I am ill before the examination?

A: Inform college at the earliest possible point so we can help or advise you. In the case of an accident that may mean you are unable to write it may be possible to provide you with a laptop or 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. If I miss the examination can I take it on another day?

A: No. Timetables are published by the Examination Boards and you must attend on the given date and time.

### 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, MP3/4 Players, iWatches or headphones) is regarded as cheating, even if you do not intend to use it, and is subject to severe penalties from the awarding bodies.

### Q. Can I leave the examination early?

A: It is a requirement of the Examination Boards that you must stay in the examination room for at least one hour after the published start time of the exam (or for the duration of the examination if it is less than one hour).

## Appendices

### Appendix 1

JCQ Information for candidates – controlled assessments

You **must** read this information if you are undertaking any legacy GCSE qualifications that contain elements of controlled assessment.

Please read: *Information for candidates - controlled assessments 2017-2018* [Information for candidates – controlled assessments 2017-2018](#)

### Appendix 2

JCQ Information for candidates - coursework

You **must** read this information if you are undertaking any legacy GCE unitised AS and A-level subjects that contain elements of coursework and/or any Entry Level Certificate and Project qualifications.

Please read: *Information for candidates - Coursework 2017-2018* [Information for candidates – coursework 2017-2018](#)

### Appendix 3

JCQ Information for candidates – non-examination assessments

You **must** read this information if you are undertaking any reformed GCE & GCSE qualifications that contain elements of non-examination assessment.

Please read: *Information for candidates – non-examination assessments 2017-2018* [Instructions for candidates - non-examination assessments 2017-2018](#)

### Appendix 4

JCQ Information for candidates – on-screen tests

You **must** read this information if you will be undertaking any externally assessed on-screen tests as part of your qualification(s).

Please read: *Information for candidates – on-screen tests 2017-2018* [Information for candidates - on-screen tests 2017-2018](#)

### Appendix 5

JCQ Information for candidates – written exams

You **must** read this information before you undertake any externally assessed written exams.

Please read: *Information for candidates – written exams 2017-2018* [Information for candidates - written exams 2017-2018](#)

### Appendix 6

JCQ Information for candidates – Privacy Notice

You **must** read this information as it informs you how the “JCQ awarding bodies will process your personal data.”

Please read: *Information for candidates – Privacy Notice 2017-2018* [Information for Candidates - Privacy Notice 2017-2018](#)

### Appendix 7

JCQ Information for candidates – social media

You **must** read this information to help you stay within examination/assessment regulations when using social media.

Please read: *Information for candidates – social media 2017-2018* [Information for candidates - social media 2017-2018](#)

## Appendix 8

### JCQ No Mobile Phones poster

This poster will be displayed outside each exam room. You **must** note that “*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.*”

Please read: *No Mobile Phones Poster* (Effective from 1 September 2017) [No Mobile Phones Poster](#)

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.**

©2017 – Effective from 1 September 2017

## Appendix 9

### JCQ *Warning to Candidates* poster

This poster will be displayed outside each exam room. You **must** note all the warnings.

Please read: *Warning to Candidates* [Warning to Candidates](#)



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

Exams/Data/IT Office

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