

A



Co-op Academy
North Manchester



Guide to exams
for pupils



Absence from Examinations:

You must attend all examinations to which you are allocated on your individual timetable. Misreading the timetable will NOT be accepted as a satisfactory explanation for your absence.

If you are absent from an examination due to illness, please notify the school as early as possible by telephone on 0161 681 1592. We will advise you if a formal medical certificate will be required.

Access Arrangements:

All arrangements with regards to extra time, reader, scribe, rest breaks and the use of laptop, etc., need to be approved by the Learning Support Department. These arrangements must be the students 'Normal Way of Working' in class and assessments etc.

No arrangements will be made until the SEND department has confirmed arrangements with Miss Light.

Access To Scripts (ATS):

Students can request access to their examination paper from the awarding bodies for general interest or to help with future learning. We will ask for your permission to access your scripts on results day. If we feel your exam paper should be reviewed we will ask you to give us permission for this too.

If you want to request an examination paper, then you must sign the Access to Scripts form on results day or complete the google form on the schools website before the deadline date.

Additional Answer Sheets:

Should you require additional answer sheets in an exam please ask an invigilator. All pieces of extra paper must have your name, centre number, candidate number and then the question number you are answering written on it. Additional answer sheets must be placed inside the booklet.

Artificial Intelligence:

Pupils must submit work for assessments which is their own. It cannot be copied or paraphrased from another source such as an AI tool. AI misuse constitutes malpractice. The malpractice sanctions include disqualification and debarment from taking qualifications for a number of years. Your marks may also be affected if you have relied upon AI to complete an assessment. We will know this by either, the attainment you have demonstrated not accurately reflecting your own work and/or by submitting inaccurate bibliographies.

Attendance at the Examinations:

Punctuality is important. Exams usually start at 9.00am or 1.00pm and you must be ready at least 10 minutes before. Students who persistently arrive late for examinations will be reported to the Senior Leadership Team. If a student arrives very late (one hour after the published starting time) then a written report must be sent to the Awarding Body, who will determine whether to accept the examination paper completed by that student.

Authentication Form:

Students must complete and sign an awarding body authentication form and attach it to any non-examined assessment produced for their final qualification. Awarding bodies will refuse to mark any work not accompanied by the signed forms.

Awarding Bodies:

These are the organisations that provide qualifications for schools and schools. Awarding bodies used by Co-op Academy North Manchester are: AQA, Pearson (Edexcel), OCR, and WJEC (Eduqas).

B

Bags:

Bags must be placed in the blue bins outside the sports hall. You are not allowed to have them with you in the exam.

Please do NOT bring valuables with you when you are sitting examinations.

Bilingual Dictionaries:

Students who qualify for use of a bilingual dictionary must ask for a clean copy at the start of the exam. There are certain exams where you will not be allowed to use dictionaries - even if you have been approved to use them. These are: English Literature and Language, Geography, History, Religious Studies and MFL.

Black Pens:

Awarding bodies request that students use black ink to complete their answer papers, this is because they now scan papers onto a computer to send to the examiners for marking. Black ink is the only colour their scanners can read. Please do not use Blue, Red, Green or Pencil (unless otherwise instructed) to do your exam, or it may not get marked.

C

Calculators:

Calculators may be used in some examinations: your subject teacher will tell you if they are not allowed. In all cases, calculators are not allowed if they offer any of the following facilities: *language translators; symbolic algebra manipulation; symbolic differentiation or integration; remote communication with other machines or the World Wide Web; data banks; dictionaries; mathematical formulae or text.*

We will provide you with a calculator if you need one: you may not use the calculator functions on mobile telephones, which are not allowed in all examination rooms, and you may not borrow a calculator from another candidate. No printed instructions on cases are permitted.

Candidate / Exam Number:

Your candidate number is the four-digit number printed on your student photo card and your individual timetable. Mostly you will be seated, by subject, in candidate number order. Please do not remove or deface your student photo card, it must be clearly visible on your desk at all times and will be used throughout the exam season.

Centre:

Centres can be schools, schools or other establishments that have been approved by an awarding body to offer qualifications, enter students for exams and conduct the awarding bodies' exams.

Our Centre number is 32389 you will need to write this on all of your exam papers.

Centre assessed marks:

Assessments are set by the awarding bodies with defined control levels for each stage and marked internally. Your teacher will inform you of your centre assessed marks before they are submitted to the awarding body.

Certificates:

Certificates are only issued if you have achieved a pass grade i.e. 9 to 1, Distinction to Pass etc.

Once awarded, some students receive more than one from different examination boards; students must check that all the personal information is correct especially the spelling of names. If there is a problem, the certificate must be returned personally to the Exams Officer for return to the examination board. This usually takes two/three weeks. Students will be notified of its return, ready for collection.

Collection after Certificate Evening

Students unable to collect their certificates in the Autumn term after they leave. Details of the certificate event will be shared with you by letter and on the school website. Certificates will only be issued to a third party (usually parent/guardian) on presentation of written authorisation (a form available on the website and completed by the student) and proof of identity.

Safe Keeping and/or Replacement

Once awarded, the certificate must be kept in a safe place as they are difficult and expensive to replace. In some cases, certificates will only be replaced if proof of loss is provided and/or examination boards will only provide a 'Statement of Results'. Examination Boards will issue a 'Statement of Results', typically charging approximately £40 per statement.

Change of Address:

It is important that you tell the Exams Officer as a matter of urgency if you move address. Letters about results etc. may not reach you.

We will provide you with a calculator if you need one: you may not use the calculator functions on mobile telephones, which are not allowed in all examination rooms, and you may not borrow a calculator from another candidate. No printed instructions on cases are permitted.

Change of Name:

It is important that you tell the Exams Officer as a matter of urgency if you change your name. Evidence to confirm this must be provided i.e., Passport, Birth Certificate, Change of Name Deed.

Cheating:

Students caught cheating in examinations – including being in possession of or using a mobile telephone, watches, iwatch, earbuds unauthorised notes but also copying from or communicating with other Students – will be reported to the awarding bodies. (See Penalties)

Even if the items are in your pocket and you have no intention of using them you will still be reported to the awarding body concerned.

The range of Penalties includes loss of marks for a unit, loss of GCSE grade.

Please read the JCO Warning to Candidates and Information for Candidates Notices found here <https://www.jcq.org.uk/exams-office/information-for-candidates-documents>

Clashes:

If you have an examination clash involving different subjects your individual timetable will reflect any changes. You will be provided with the supervision arrangements for any examinations which clash. If you are in this position, you will have to go into supervision between the two examinations and may need to bring a packed lunch and a drink with you if this includes lunchtime. Your mobile telephone will be taken off you at the start of the first examination and you will not be allowed contact with other students in between examinations.

Conduct in the Examination Room:

You must be silent in the examination room, including the times when you come in and go out. Once you have entered an examination room, you are not allowed to leave unescorted until the end of the examination, and only then when you are given permission to do so.

You will not be allowed to leave an exam early even if you have finished

Should you require any assistance, please raise your hand clearly and wait for an invigilator to come to you.

Contingency Days:

The DfE contingency day for 2025 the afternoon of 11 June 2025 and the morning and afternoon of 25 June 2025. This means that all exam candidates must be available on these days to sit exams should local disruption arise during the 2025 Summer Examination Series. Where candidates chose not to be available for a rescheduled examination, they will not be eligible for special consideration.

Copyright:

The copyright of any work created by you that is submitted to an awarding body for assessment (referred to as Assessment Materials) belongs to you. By submitting this work, you are granting the awarding body a non-exclusive, royalty-free licence to use your assessment materials (referred to as Assessment Licence) If you wish to terminate the awarding body's rights for anything other than assessing your work, the awarding body must be notified by the Exams Officer. It is at the discretion of the awarding body whether or not to terminate such rights. If you want to exercise this right contact the Exams Officer.

D

Data Protection Form:

All students who have been granted access arrangements must complete and sign this form with the SEND Department before arrangements can be put in place with the awarding bodies.

E

End of Examinations:

The invigilators will collect your exam papers before you leave the examination room. Absolute silence must be maintained during this time and until you are outside the sports hall – remember other examinations may be continuing as you leave, so please be considerate of fellow students.

You may not take any examination materials (additional paper, answer booklets, question papers etc.) from any examination room.

Equality Act 2010:

Facilities exist for students with disabilities to access the curriculum and all relevant areas of the School. The School recognises its responsibility to provide equal access to education for all students irrespective of

disability and confirms its commitment to ensure that no student will be treated less favourably as a result of disability.

Equipment:

All students must remember to bring their own equipment to any examination that they have. These include pens, pencils, calculators, rulers, rubbers and a pencil sharpener. Borrowing from other Students is not allowed.

Please note that the JCQ regulations state that a BLACK pen must be used in all examinations. For diagrams, use an HB pencil and a ruler. Gel pens, highlighters, correcting fluids and correcting pens may NOT be used in any answer booklets.

Examination Dates:

The examination dates are nationally set by the awarding bodies and NOT by the school. There will be days set as contingency days where candidates need to be available in case there are issues during the exam season. These dates cannot be changed.

Examinations Officer:

Miss Light is the Exams Officer. Any queries regarding exams should be directed to her or Mr Lane.

Examination Regulations:

It is your responsibility to familiarise yourself with the JCQ 'Notice to Students' regulations contained within this Guide. They are also displayed outside all examination rooms. Candidates are under formal examination conditions from the moment they enter the room in which they will be taking their examination(s) until the point at which they are permitted to leave. Candidates must not talk to, attempt to communicate with or disturb other candidates once they have entered the examination room.

Extra Time:

Will only be granted to a student if they have evidence of need. Students will be assessed by the SEND Department, who will identify whether there is a need for students to have extra time.

F

Food and Drink:

Food is not allowed into the examination room.

You are only allowed to take water into the examination room. This must be in a clear plastic bottle and all labels must be removed. You will not be able to leave the exam room to refill a bottle of water and invigilators cannot leave the exam room to do this for you. Therefore please ensure that you have enough water to last you the whole exam. Any other type of drink is not permitted.

H

Headwear:

Only headwear worn for religious beliefs can be left on during the exam. Sports caps, woolly hats, bandanas etc. will not be allowed.

I

Identification:

Senior members of centre staff approved by the head of centre, who have not taught the subject being examined, may be present at the start of the examination(s). This is to:

- a) identify and settle candidates and instil discipline.
- b) check that the candidates have been issued with the correct question papers for the day, date, time, subject, unit/component and tier of entry if appropriate.
- c) check that the candidates have the necessary equipment and materials, i.e. calculators, preliminary material, anthologies or set texts where permitted;
- d) start the examination.

Illness:

If you become ill during the examination weeks, advise the Exams Officer so that advice can be given on the best course of action. If you become ill during an examination, then please raise your hand so that an Invigilator can assist you.

Internal appeals:

Some qualifications contain components of non-examination assessment (NEA) which are internally marked and contribute to the final grade of the qualification. Candidates are informed on their mark in advance. For further information on our Internal Appeals procedures please consult the policy which can be found on the school website.

Invigilator:

An Invigilator is someone who watches over students in an examination to ensure that JCQ exam regulations are adhered to. You must follow all instructions given to you by an invigilator.

J

JCQ Joint Council for Qualifications:

Represents all the awarding bodies that offer GCSE qualifications. JCQ ensures that learners of all ages and level of ability have access to qualifications and is responsible for producing administration rules for general qualifications e.g. regulations on access arrangements.

JCQ Inspectors:

On the spot ad-hoc inspections are made to centres during the examinations period to ensure that all centre staff and students are adhering to the general regulations laid down by all awarding bodies.

L

Late Arrivals:

Any candidate arriving after 10.00am or 2.30pm (classed as very late in JCQ regulations) may be allowed into the examination room at the discretion of the Head of Centre; however you should be warned that if you sit the examination then the awarding body may not accept your exam paper.

Location of Examinations:

The exam room will be shown on your individual examination timetable for each exam. On the day of the exam a copy of the seating plan will be up in the canteen, yellow winter garden and outside your room. Exams may be located in the Sports Hall or additional rooms around the school. It is essential to check the location of your examination carefully. Please allow enough time to find the correct room/location.

M

Malpractice:

Malpractice is any practice which is a breach of the JCQ regulations, or which compromises the integrity of any qualification or the validity of an examination result or certificate. This malpractice can occur in the course of any exam or assessment, including the preparation and authentication of any non-examination assessment, the presentation of any practical work, the compilation of portfolios of assessment evidence and the writing of any exam paper.

Examples of malpractice are: possession of a phone, watch, headphones, notes, talking, bad behaviour, plagiarism or graffitiiing of an exam script and any posts on social media regarding exams. If you have/do any of these you would get zero for the paper and may even get disqualified. Also see Penalties.

Mobile Telephones & other Electronic Equipment:

Mobile telephones and other electronic equipment are not allowed into ANY examination. The School and JCQ regulations forbid you to bring any of these devices into any examination room or any room being used for supervision, either before or after an examination, so you are strongly advised not to bring such devices with you on examination days. If you do bring in such devices, please switch them off and leave them in your bag. alternatively, hand your device to the invigilator via the envelope system we use, we will store it for the duration of the exam



If a mobile telephone, or other electronic device is found in your possession in an examination or supervision room – even if it is turned off – it will be taken from you and a report made to the appropriate awarding body. The awarding bodies now operate a no-tolerance policy on all students discovered to be in infringement of the regulations, they have advised that students discovered to have a communications device with them during an examination or supervision face disqualification from the subject concerned, see penalties section for more details. Please do not risk disqualification: either leave your mobile telephone at home or hand it in to the invigilator.

N

Non-Examined Assessments (Coursework)

Some subjects contain elements of coursework assessments. Please read the *Information for candidates - Coursework 2024-25* <http://www.jcq.org.uk/exams-office/information-for-candidates-documents>. When you submit any coursework for marking, you will be asked to sign an authentication statement confirming that you have read and followed these regulations.

P

Penalties:

The JCQ issues the following penalties depending on the offence that was committed:

1. Warning
2. Loss of all the marks for a section
3. Loss of all the marks for a component
4. Loss off all marks for a unit
5. Disqualification from a unit
6. Disqualification from all units in one or more qualifications taken during the exam series or academic year
7. Disqualification from the whole qualification
8. Disqualification from all qualifications taken in that exam series or academic year

9. Barred from entering for one or more examinations for a set period of time.

The table is for guidance only and sanctions can be flexibly applied according to the details of each individual case.

Type of offence	Warning (Sanction 1)	Loss of marks (Aggregation still permitted) (Sanctions 2-4)	Loss of aggregation or certification opportunity (Sanctions 5-9)
Introduction of unauthorised material into the examination room, for example:			
Own blank paper	used for rough work	used for final answers	
Calculators, dictionaries (when prohibited)	not used	used or attempted to use	
Bringing into the examination room notes in the wrong format or prohibited annotations	notes/annotations go beyond what is permitted but do not give an advantage; content irrelevant to subject	notes/annotations are relevant and give an unfair advantage	notes/annotations introduced in a deliberate attempt to gain an advantage
Unauthorised notes, study guides and personal organisers	content irrelevant to subject	content relevant to subject	relevant to subject and evidence of use
Mobile phone or similar electronic devices (including iPod, MP3/4 player, memory sticks, smartphone, smartwatch, AirPods, earphones and headphones)	not in the candidate's possession but makes a noise during the examination	in the candidate's possession but no evidence of being used by the candidate	in the candidate's possession and evidence of being used by the candidate
Watches (not smartwatches)	in candidate's possession		

Type of offence	Warning (Sanction 1)	Loss of marks (Aggregation still permitted) (Sanctions 2-4)	Loss of aggregation or certification opportunity (Sanctions 5-9)
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Breaches of examination conditions

A breach of the instructions or advice of an invigilator, supervisor, or the awarding body in relation to the examination rules and regulations	minor non-compliance: e.g. sitting in a non-designated seat; continuing to write for a short period after being told to stop	major non-compliance: e.g. refusing to move to a designated seat; significant amount of writing after being told to stop	repeated non-compliance
Failing to abide by the conditions of supervision designed to maintain the security and integrity of the examinations	leaving examination early (no loss of integrity); removing script from the examination room, but evidence of the integrity was maintained	removing script from examination room but with no proof that the script is safe; taking home materials	deliberately breaking a timetable clash supervision arrangement; removing script from the examination room and with proof that the script has been tampered with; leaving examination room early so integrity is impaired
Disruptive behaviour in the examination room or assessment session (including use of offensive language)	minor disruption lasting a short time; calling out, causing noise, turning around	repeated or prolonged disruption; unacceptably rude remarks; being removed from the examination room; taking another's possessions	warnings ignored; provocative or aggravated behaviour; repeated or loud offensive comments; physical assault on staff or property

Type of offence	Warning (Sanction 1)	Loss of marks (Aggregation still permitted) (Sanctions 2-4)	Loss of aggregation or certification opportunity (Sanctions 5-9)
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Exchanging, obtaining, receiving, or passing on information which could be examination related (or the attempt to):

Verbal communication	isolated incidents of talking before the start of the examination or after papers have been collected	talking during the examination about matters not related to the exam; accepting examination related information	talking about examination related matters during the exam; whispering answers to questions
Communication	passing/receiving written communications which clearly have no bearing on the assessment	accepting assessment related information	passing assessment related information to other candidates; helping one another; swapping scripts

Offences relating to the content of candidates' work

The inclusion of offensive or obscene material in scripts, controlled assessments, coursework, non-examination assessments or portfolios	Isolated offensive words or drawings	Frequent offensive words or drawings; isolated obscenity or offensive comments directed at an individual or group	Frequent obscenities; discriminatory language, remarks or drawings directed at an individual or group.
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Type of offence	Warning (Sanction 1)	Loss of marks (Aggregation still permitted) (Sanctions 2-4)	Loss of aggregation or certification opportunity (Sanctions 5-9)
Collusion: working collaboratively with others beyond what is permitted	collaborative work is apparent in a few areas, but possibly due to teacher advice; candidate unaware of the regulations	collaborative work begins to affect the examiner's ability to award a fair mark to an individual candidate	candidates' work reflects extensive similarities and identical passages; due to a deliberate attempt to share work
Plagiarism: unacknowledged copying from or reproduction of third party sources (including the internet and AI tools); incomplete referencing	minor amount of plagiarism/poor referencing in places	plagiarism from work listed in the bibliography or referenced/acknowledged; or minor amount of plagiarism from a source not listed in the bibliography or referenced / acknowledged	plagiarism from work not listed in the bibliography or referenced/acknowledged; or plagiarised text consists of the substance of the work submitted and the source is listed in the bibliography or referenced / acknowledged
Making a false declaration of authenticity		sections of work done by others, but most still the work of the candidate	most or all of the work is not that of the candidate
Copying from another candidate or allowing work to be copied (including the misuse of technology)	lending work not knowing it would be copied	permitting examination script/work to be copied; showing other candidates' answers	copying from another candidate's script, controlled assessment, coursework, non-examination assessment; borrowing work to copy
Undermining the integrity of the examinations/ assessments			
The deliberate destruction of work	minor damage to work which does not impair visibility	defacing scripts; destruction of candidate's own work	significant destruction of another candidate's work
The alteration or falsification of any results document, including certificates			falsification/forgery

Type of offence	Warning (Sanction 1)	Loss of marks (Aggregation still permitted) (Sanctions 2-4)	Loss of aggregation or certification opportunity (Sanctions 5-9)
Misuse of, or attempted misuse of, assessment material and resources	attempting to source assessment related information online	accepting assessment related information without reporting it to the awarding body	misuse of assessment material or exam related information including: attempting to gain or gaining prior knowledge of assessment information; improper access to assessment related information (including electronic means); improper disclosure (including electronic means); receipt of assessment information from the examination room; facilitating malpractice on the part of others; passing or distributing assessment related information to others
Removing or stealing any candidate's work			Unauthorised removal of any candidate's work (e.g. project/coursework)
Personation			deliberate use of wrong name or number; personating another individual; arranging to be personated
Behaving in a way as to undermine the integrity of the examination/assessment			for example, attempting to obtain certificates improperly ; attempted bribery; attempting to unfairly influence a centre staff member, awarding body staff member or other assessment representative; attempting to obtain or supply exam materials improperly

Type of offence	Warning (Sanction 1)	Loss of marks (Aggregation still permitted) (Sanctions 2-4)	Loss of aggregation or certification opportunity (Sanctions 5-9)
Use of social media for the exchange and circulation of real or fake assessment material	attempting to source secure assessment related information online/via social media	accepting/receiving real or fake assessment related information via social media without reporting it to the awarding body	misuse of assessment material (real or fake) including: attempting to gain or gaining prior knowledge of assessment information via social media; improper disclosure of real or fake assessment information; passing or distributing real or fake assessment related information to others
Obstructing or hindering a malpractice investigation	failing to report suspected malpractice by other candidates	providing incomplete information to those gathering information for a malpractice investigation	providing misleading and/or significantly incomplete information to those gathering information for a malpractice investigation

Personal Data:

To be able to provide examinations and assessments, the exam boards (awarding bodies) need to collect and use information about you. Each awarding body whose qualifications you are entered for 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, plus your exam (candidate) number.

Plagiarism:

There are many definitions of plagiarism, but they all have in common the idea of taking someone else's intellectual effort and presenting it as one's own. The Joint Council's *Guidelines for Dealing with Instances of Suspected Malpractice* defines plagiarism as: "*The failure to acknowledge sources properly and/or the submission of another person's work as if it were the candidate's own.*"

Post Results Service: Students should be made aware that senior members of centre staff will be available immediately on results day to discuss any results and further information is provided closer to results day. We have a post results guidance document available on the school website.

Prohibited Material:

The following items must not be brought into any examination room:

- books (unless set texts for specific examinations – please note, post-its and excessive annotations are not permitted in open book exams - ALL BOOKS WILL BE CHECKED PRIOR TO THE EXAM STARTING), notes, letters, diaries or other printed material;
- calculator cases or instruction books;
- mobile telephones, or other electronic devices;
- pencil cases unless transparent;
- glasses cases;
- headphones and personal stereos of any description.

R

Reader:

A reader is a responsible adult who reads the instructions of the question paper and the questions to the candidate. Permission is required from an awarding body in advance.

Results:

Students may collect their results from School on Thursday 21st August 2025. Results for students will be available for collection on that morning and details will be provided in the Summer term.

Students who cannot collect their results on the day **MUST** follow the procedures outlined below.

Collection by Third Party (student's representative)

The person collecting the results on behalf of a student must be in possession of a Candidate permission form or a letter, signed and dated by the student, stating the name of the person collecting the results on a student's behalf. The person collecting the results must bring a photo ID e.g. passport, driving license etc.

Posting Results

If you are unable to collect your results and wish to have them posted, please discuss in advance with the Exams officer. Any change of address should be notified through the official change in details process. The school does not take any responsibility for results information sent out to addresses where this process has not been followed. Results will automatically be posted to the address on file on returning to school in September 2025.

Emailing Results

We are able to email your results and we will password protect these documents. You must confirm, in writing, to the exams officer the email address you would like your results sending to. This must be done before results day. Email results will be sent after the in person collection has been completed.

Collection by student or student's representative after Results Day

After Results Day statements of results will be available from the beginning of term in September 2025 between 11.00am - 2.00pm.

Please contact the school to arrange a time for collection. Do not just turn up at school. Under NO circumstances will examination results be issued over the telephone.

Reviews of Results (RoRs):

The awarding bodies offer the option of having a review of marking, if a candidate or member of teaching staff is unhappy with the marks awarded. Please see our post results guidance on the exams section of the website for information on our processes and when we will consider a review.

There is a choice of two different types of RoRs; these are:

- Clerical re-check (Service 1)
- Review of marking (Service 2)

Both services require written consent from the candidate (not a parent/carer).

A clerical check is simply when the relevant awarding body checks that all parts of the script have been marked; the totalling of marks and the recording of marks.

A review of marking is a post-results review by a senior examiner of the original marking to ensure that the agreed mark scheme has been applied correctly. This also includes a clerical re-check. The paper is NOT re-marked.

If you are not satisfied with the grade you have achieved, speak to us first! You may think about getting your papers reviewed, however, a review of marking is not often effective. Therefore it is important to consider the following:

- Are you close to the grade boundary?

Mark reviews usually only alter a grade by a few marks if any at all. If you are very close to a higher grade boundary a review of marking may be worth considering. Speak to your Teacher for advice if you are unsure.

- Your grade can go down as well as up

A review of marking means having your entire paper reviewed therefore your grade can quite easily go down as well as up. If your grade does get lowered, you cannot refuse it and ask for the original higher grade to stand. You must be aware that this is the chance you take when asking for a marking review.

If you want to request a RoR then you must complete the form you get in your envelope on Results day and return it by the appropriate deadline. The form must be completed by the candidate. We will contact you if your subject teachers believe this would be worth submitting.



Scribe:

Is a person who writes down what a candidate dictates when the candidate is unable to write. Permission is required from an awarding body in advance.

Seating Plans:

Seating plans for each exam identifying which students are in each exam room will be displayed in the canteen, yellow winter garden and outside each exam room.

Special Consideration:

The awarding bodies will not apply special consideration for anything other than serious reasons. Special consideration can only be applied for if a significant event has affected your performance on the day of the examination and you can provide appropriate evidence. Please see the Exams Officer immediately if you feel that you may have been affected by a circumstance beyond your control.

Start of the Exam:

Candidates are under formal examination conditions from the moment they enter the exam room. You **MUST NOT** talk to, attempt to communicate with or disturb other candidates in any way whilst in the exam room.

The invigilator will announce clearly to you when you may complete the details on your answer booklet. You **MUST NOT** write anything on your answer booklet before being told to do so.

Statements of Entry:

Produced by school, statements of entry list all the exam units and GCSEs that you are entered for in a particular examination series. It is essential that you check all details on these statements very carefully to ensure that:

- a) you have been entered for the right examinations
- b) all of your personal details are correct, in particular with regards to spelling, as this is the information that will be printed on your examination certificates. Whilst it will be relatively simple to change now, once certificates have been issued substantial costs will be involved if you notice any errors.

Student Photo (ID) Card:

This is on your desk and displays your photo, candidate (exam) number, centre number and UCI number. Please do not remove or deface your student photo ID card, it must be clearly visible on your desk at all times and will be used throughout the exam season.

Supervision:

If you are required to go into supervision over a lunch period, you must bring a packed lunch and a drink with you on that day as you will not be allowed to use the dining hall. Mobile telephones, pagers and electronic devices are not allowed into any supervision room and will be taken off you at the start of the first examination.

You will be supervised immediately after your first examination. In supervision, you may revise for your next examination or talk quietly with fellow Students also under supervision - you must not talk to any other students or leave the supervision room.

T

Times:

Unless otherwise stated, all examinations commence at 9.00 am (morning papers) and 1.00 pm (afternoon papers).

You should be ready to enter the examination room at least 10 minutes before the published starting time and must go to the toilet before the exam starts.

Timetables:

You will be given your individual timetable for Summer exams. Please check it carefully. If there are any errors (e.g. name, date of birth, sex, examination entry), please notify the Exams officer immediately. Check carefully to see if the examination is in the morning or the afternoon. Take special note of any re-arrangements due to a timetable clash.

You are responsible for checking your examination timetable.
If you have any queries then please contact the Exams Officer immediately.

Toilet:

It's very important you make sure you go to the toilet before your exam. You will only be allowed to go if you have a toilet pass.

U

UCI Number:

A UCI (unique candidate identifier) number is a number which every candidate is given and is used to link all entries and results for a candidate across an exam series and between different exam boards and centres. Your UCI number can be found on your certificates/result slips.

ULN Number:

A ULN (unique learner number) is a 10-digit number allocated to learners which will be theirs for life. Each learner will need a ULN so that they and educational providers, government agencies and awarding bodies can follow their learning progress.

W

Warning:

All the awarding bodies make it clear that their official examination sessions must be run under strictly fair conditions, with no form of cheating. This rule includes any form of communication between students during an examination, as well as any other practice that could conceivably be seen as an attempt to deceive. (See Cheating, Malpractice, Penalties and Plagiarism)

Watches:

Following the invigilator's announcement, any mobile phones, watches, or other unauthorised items in the candidates' possession must be handed to the invigilator prior to the examination starting.

Word Processors:

Students who have been granted the use of a word processor in their written exams will use a School laptop/word processor that has had spell check/grammar removed as a condition of the JCQ Adjustments for Students with Disabilities and Learning Difficulties Regulations.

Once your work is completed, please wait for assistance with printing. You will be asked by the invigilator to confirm that the work is yours and to sign each page.

Timetables:

You will be given your individual timetable for Summer exams. Please check it carefully. If there are any errors (e.g. name, date of birth, sex, examination entry), please notify the Exams officer immediately. Check carefully to see if the examination is in the morning or the afternoon. Take special note of any re-arrangements due to a timetable clash.

You are responsible for checking your examination timetable.
If you have any queries then please contact the Exams Officer immediately.

Toilet:

It's very important you make sure you go to the toilet before your exam. You will only be allowed to go if you have a toilet pass.

U

UCI Number:

A UCI (unique candidate identifier) number is a number which every candidate is given and is used to link all entries and results for a candidate across an exam series and between different exam boards and centres. Your UCI number can be found on your certificates/result slips.

ULN Number:

A ULN (unique learner number) is a 10-digit number allocated to learners which will be theirs for life. Each learner will need a ULN so that they and educational providers, government agencies and awarding bodies can follow their learning progress.

W

Warning:

All the awarding bodies make it clear that their official examination sessions must be run under strictly fair conditions, with no form of cheating. This rule includes any form of communication between students during an examination, as well as any other practice that could conceivably be seen as an attempt to deceive. (See Cheating, Malpractice, Penalties and Plagiarism)

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X Marks:

Your results could indicate that you were absent, withdrawn from your unit or transferred to another centre.



Zero Mark:

In accordance with the penalty recommendations in the JCQ document *Suspected Malpractice in Examinations and Assessments*; a zero mark is awarded for the unit in question when a student is suspected of Malpractice.



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North Manchester

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