



ST GEORGE'S
ACADEMY

A – Z

**Student Guide (6th Form)
(2025-2026)**

For Examinations and Qualifications

A guide to everything you could possibly want to know about the examination process and more.

Centre 26358



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 01529 302181. 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 SENCo. These arrangements must be the students 'Normal Way of Working' in class and assessments etc.

No arrangements will be made until the SENCo contacts the Examinations Office.

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. If you wish to request a review of marking, then a copy of the paper will be returned once the review has taken place

Additional Answer Sheets:

Should you require additional answer sheets in an exam please ask an invigilator. All pieces of extra paper must have 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 1.15pm and you must be ready at least 15 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 St George's Academy are: AQA, Pearson (Edexcel), OCR, WJEC (Eduqas), NCFE, RSL and NOCN.

B

Bags:

Bags are not permitted in the exams hall and you are not allowed to keep them with you during the exam.

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

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.*



No printed instructions or cases are permitted; if you cannot remove the case from your calculator you must ensure that all instructions are securely covered. **You must bring your own calculator.**

Candidate / Exam Number:

Your candidate number is the four-digit number printed on the seating plan and statement of entry.

Centre: 26358

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 **26358** 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, A to E, 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 Office for return to the examination board. This usually takes two/three weeks. Students will be notified of its return, ready for collection.

Collection

Students who are on roll will be notified when their certificates are available for collection. Students who are no longer on roll will be contacted by letter to arrange collection. **Students must not just turn up at school and expect to be issued with their certificates.** Certificates will only be issued to a third party (usually parent/guardian) on presentation of written authorisation.

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 £50 per statement.

The certificate will be required as proof by colleges and / or employers when applying for courses or employment.

A prize-giving evening will be held in January. Students who attend prizegiving will be issued with their certificates.

Change of Address:

It is important that you let the Academy know as a matter of urgency if you move address. Letters about results etc. may not reach you.

Change of Name:

It is important that you let the Academy know 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, pagers, mp3 players, iPod, unauthorised aids or 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 **JCQ 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 timetable may need to be altered. 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.

Please do not write on your examination desk: this constitutes vandalism and you will be charged for the removal of graffiti.



Contingency Days:

The DfE contingency day for 2026 are **the morning and afternoon of 24 June 2026**. Make sure you are available on this date even if you do not have an exam. This means that all exam candidates must be available on these days to sit exams should local disruption arise during the 2026 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 and Data Office. 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 and Data Office.

D

Data Protection Form:

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

Dictionaries:



You may not use a dictionary in an exam unless dictionaries are specifically permitted by the subject specification or special arrangements have been approved by the awarding bodies.

If you think you might be entitled to the use of a dictionary, please see the Learning Support Department.

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 building – remember other examinations may be continuing as you leave.**

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.

Exam rooms do have limited supply of equipment, but these are for emergencies only.

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

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.

Examination Room:

If there is anything wrong during your exam, you must report it during the exam to an invigilator, nothing can be done after you have left the exam room. You were also told this in the pre-exam assembly.

Extra Time:

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

F

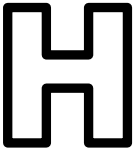
Food and Drink:

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 – this is in case you spill your drink over your exam paper. If only water is spilt there is a greater chance that your exam paper can be saved.



Headwear:

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



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:

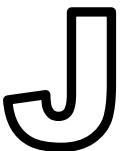
If you become ill during the examination weeks, advise the Exams Office so that advice can be given on the best course of action. If you become ill during an examination, then please raise your hand so that an Invigilator can assist you.

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.

Invigilator:

An Invigilator is employed by the school 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.



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.

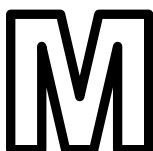


Late Arrivals:

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 the seating plan for each exam. The Seating plan will be placed on the exams notice board in the Arnold building (near the Old Sports Hall). Exams may be located in the New Sports Hall, Old 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.



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 graffiti on 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 examination or supervision rooms. 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 hand your device to the invigilator who 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 2025-26* <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
7. Disqualification from the whole qualification
8. Disqualification from all qualifications taken in that exam series
9. Barred from entering for one or more examinations for a set period of time.

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. More information about this can be found at the end of this document.

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.

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.

Prompter:

A prompter may be permitted by the SENCo where a candidate has little or no sense of time, loses concentration easily or is affected by an obsessive-compulsive disorder which leads them to keep revisiting a question rather than moving on to other questions. If you feel you might be deserving of one, please contact the SENCo department in school.

R

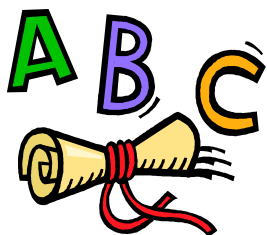
Reader:

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, though it can be given at short notice for unexpected occurrences.

Read Aloud:

A student who **persistently** struggles to understand what they have read, may be able to have the arrangement allocated to read aloud during the exam. Students will be assessed by the Learning Support Department, who will identify whether there is a need for students to be awarded Read Aloud arrangements.

Results:



Students may collect their results from 8.00AM on **Thursday 13 August 2026** for A Levels/BTECs/CTECs and 9.00AM on **Thursday 20 August 2026** for GCSE/CNAT qualifications. Results for students will be available for collection on that morning; 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 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 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 office. 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.

Reviews of Results (RoRs):

The awarding bodies offer the option of having a review of marking, at a fee, if a candidate or member of teaching staff is unhappy with the marks awarded. 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.

If you are not satisfied with the grade you have achieved the first thing you may think about is getting your papers reviewed, however, a review of marking is very costly and 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.

- Cost

RoRs are very expensive and the likelihood is that your grade will not change.



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, though it can be given at short notice for unexpected occurrences.

Seating Plans:

Seating plans for each exam identifying which students are in each exam room will be displayed on the exams notice board.

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 Office 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:

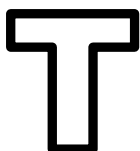
Produced by school, statements of entry list all the exam units and GCSEs that you are entered for in a particular examination series. It is essential that you check all details on these statements very carefully to ensure that:

- 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.

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. Please be respectful of invigilators and your surroundings. You must take your litter with you or place it in the bins provided.



Times:



Unless otherwise stated, all examinations at commence at **9.00 am** (morning papers) and **1.15 pm** (afternoon papers).

**YOU SHOULD BE READY TO ENTER THE EXAMINATION ROOM
AT LEAST 10 MINUTES BEFORE THE PUBLISHED STARTING TIME.**

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 office 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 OFFICE**

Toilet:

It's very important you make sure you go to the toilet before your exam.

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. Please remember to insert your name and candidate number onto the page header. 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.

X

X Marks:

On 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.

External Examination Timetable Summer 2026

PLEASE NOTE: If you cannot find the date and time of an examination you are expecting to take or if you notice a clash or any other query, please see the Exams team immediately.

Level 3 Summer 2026 exams at SGA

Date	Time	Level	Board	Exam	Length
30/04/2026	09:00	BTNG	BTEC	31555H01: Investigating Practitioners' Work	180
01/05/2026	09:00	BTNG	BTEC	31619H1A: Science Investigation Skills	45
01/05/2026	09:00	BTNG	BTEC	31619H1B: Science Investigation Skills	90
05/05/2026	09:00	BTNG	BTEC	20208K01: Global Destinations	180
05/05/2026	13:15	BAAQ	BTEC	60317T01: Principles & Applications Of Chemist	60
05/05/2026	13:15	BTNG	BTEC	31627H1C: Principles & Applications Of Science (Chemistry)	50
06/05/2026	09:00	BTNG	BTEC	31627H1P: Principles & Applications Of Science (Physics)	50
06/05/2026	13:15	BAAQ	BTEC	60318T01: Principles & Applications Of Physics	60
06/05/2026	13:15	BTNG	BTEC	31627H1B: Principles & Applications Of Science (Biology)	50
11/05/2026	13:15	CAMX	OCR VQ	582701: Ec3sp:u1 Body Sys & Eff Of Phy Activ (Ec3sp :u1 Body Sys&eff Of Phy Activ)	90
11/05/2026	13:15	CAMX	OCR VQ	582901: Di3sp:u1 Body Sys & Eff Of Phy Activ (Di3sp :u1 Body Sys&eff Of Phy Activ)	90
12/05/2026	09:00	CAMX	OCR VQ	583401: Ce3bus:u1 The Business Environment	120
12/05/2026	09:00	CAMX	OCR VQ	583501: Ec3bus:u1 The Business Environment	120
12/05/2026	09:00	CAMX	OCR VQ	583701: Di3bus:u1 The Business Environment	120
12/05/2026	09:00	GCE	Edexcel GCE	9GE0 01: Geography (Paper One)	135
13/05/2026	09:00	GCE	AQA	7707/1: English Lang And Lit Adv Paper 1	180
13/05/2026	13:15	CAMX	OCR VQ	583302: Di3hs:u2 Equality Diversity&rights (Di3hsc:u2 Equality Diversity&rights)	90
13/05/2026	13:15	CAMX	OCR VQ	584301: Ce3dm:u1 Media Products & Audiences (Ce3dm :u1 Media Products & Audiences)	120
13/05/2026	13:15	CAMX	OCR VQ	584401: Ec3dm:u1 Media Products & Audiences (Ec3dm :u1 Media Products & Audiences)	120
13/05/2026	13:15	CAMX	OCR VQ	584601: Di3dm:u1 Media Products & Audiences (Di3dm :u1 Media Products & Audiences)	120
14/05/2026	09:00	BTNG	BTEC	20207K01: The World Of Travel And Tourism	90
14/05/2026	09:00	GCSE	Edexcel GCSE	1MA1F (1MA1 1F): Mathematics Option F (Non Calculator (f))	90
14/05/2026	09:00	GCSE	Edexcel GCSE	1MA1H (1MA1 1H): Mathematics Option H (Non Calculator (h))	90
14/05/2026	13:15	CAMX	OCR VQ	582703: Ec3sp:u3 Sports Organise & Develop (Ec3sp :u3 Sports Organise & Develop)	60
14/05/2026	13:15	CAMX	OCR VQ	582903: Di3sp:u3 Sports Organise & Develop (Di3sp :u3 Sports Organise & Develop)	60
14/05/2026	13:15	GCE	Edexcel GCE	8MA0 01: Pure Mathematics	120
14/05/2026	13:15	GCE	WJEC GCE	A680QS (A680U10-1): Media Studies A Level (Media Studies Comp 1 Media Products)	135
14/05/2026	13:15	L3	WJEC GCE	4543UB0-1: Criminological Theories Paper Based (Criminology Unit 2: Paper Based)	90
15/05/2026	09:00	CAMX	OCR VQ	583502: Ec3bus:u2 Working In Business	90
15/05/2026	09:00	CAMX	OCR VQ	583702: Di3bus:u2 Working In Business	90
15/05/2026	13:15	CAMX	OCR VQ	583303: Di3hs:u3 Health Safety&security (Di3hsc:u3 Health Safety&security)	90
15/05/2026	13:15	CAMX	OCR VQ	584402: Ec3dm:u2 Pre-production & Planning (Ec3dm :u2 Pre-production & Planning)	120
15/05/2026	13:15	CAMX	OCR VQ	584602: Di3dm:u2 Pre-production & Planning (Di3dm :u2 Pre-production & Planning)	120
18/05/2026	09:00	GCE	AQA	7192/1: Sociology Adv Paper 1	120
18/05/2026	13:15	CAMX	OCR VQ	583104: Ec3hs:u4 Anatomy & Physiology (Ec3hsc:u4 Anatomy & Physiology)	120
18/05/2026	13:15	CAMX	OCR VQ	583304: Di3hs:u4 Anatomy & Physiology (Di3hsc:u4 Anatomy & Physiology)	120
19/05/2026	09:00	BTNG	BTEC	31617H1C: Principles And Applications Of Scien (Chemistry)	40
19/05/2026	13:15	BAAQ	BTEC	60316T01: Principles & Applications Of Biology	60
19/05/2026	13:15	BTNG	BTEC	31617H1B: Principles And Applications Of Scien (Biology)	40
19/05/2026	13:15	CAMX	OCR VQ	583703: Di3bus:u3 Business Decisions	90
19/05/2026	13:15	GCE	AQA	7042HB (7042/1H): History Adv Option Hb (History Adv Paper 1 Option H)	150
20/05/2026	09:00	CAMX	OCR VQ	582904: Di3sp:u4 Work Safe In Sport Exe Hlth (Di3sp :u4 Work Safe In Sport Exehlth)	90
20/05/2026	13:15	BTNG	BTEC	31617H1P: Principles And Applications Of Scien (Physics)	40
21/05/2026	09:00	GCE	AQA	7582/1: Physical Education Adv Paper 1	120
21/05/2026	09:00	GCE	AQA	7687/1: Polish Adv Paper 1	150
21/05/2026	09:00	GCSE	AQA	8700/1: English Language Paper 1	105
21/05/2026	13:15	CAMX	OCR VQ	583715: Di3bus:u15 Change Management	90
21/05/2026	13:15	CAMX	OCR VQ	583306: Di3hs:u6 Personal&pers Centre Approa (Di3hsc:u6 Personal&pers Centre Appro)	90
21/05/2026	13:15	CAN	OCR	F090/01: Hsc:prncpls Hlth Scl Care (Hsc: Prncpls Hlth Scl Care Wrtn)	90
21/05/2026	13:15	GCE	AQA	7162B (7162/1): Law Adv Option B (Law Adv Paper 1)	120
21/05/2026	13:15	GCE	Edexcel GCE	9GE0 02: Geography (Paper Two)	135
22/05/2026	09:00	GCE	Edexcel GCE	9DT0 01: D&t-product Design (Principles Of D&t)	150
22/05/2026	13:15	GCE	Edexcel GCE	8MA0 21: Mathematics (Statistics)	
22/05/2026	13:15	GCE	Edexcel GCE	8MA0 22: Mathematics (Mechanics)	
22/05/2026	13:15	GCE	Edexcel GCE	8MA0 02: Mathematics (Statistics & Mechanics)	75

01/06/2026	09:00	GCE	Edexcel GCE	9RU0 01: Russian (Listen.,read.& Translate.)	120
01/06/2026	09:00	GCE	AQA	7707/2: English Lang And Lit Adv Paper 2	150
01/06/2026	13:15	GCE	AQA	7582/2: Physical Education Adv Paper 2	120
01/06/2026	13:15	GCE	AQA	7162B (7162/2): Law Adv Option B (Law Adv Paper 2)	120
01/06/2026	13:15	GCE	AQA	7687/2: Polish Adv Paper 2	120
02/06/2026	09:00	GCE	AQA	7405/1: Chemistry Adv Paper 1	120
02/06/2026	13:15	GCE	AQA	7042HB (7042/2B): History Adv Option Hb (History Adv Paper 2 Option B)	150
03/06/2026	09:00	GCE	AQA	7192/2: Sociology Adv Paper 2	120
03/06/2026	09:00	GCSE	Edexcel GCSE	1MA1F (1MA1 2F): Mathematics Option F (Calculator (f))	90
03/06/2026	09:00	GCSE	Edexcel GCSE	1MA1H (1MA1 2H): Mathematics Option H (Calculator (h))	90
03/06/2026	13:15	CAMX	OCR VQ	583307: Di3hs:u7 Safeguarding (Di3hsc:u7 Safeguarding)	90
03/06/2026	13:15	GCE	Edexcel GCE	9MA0 01: Pure Mathematics 1	120
04/06/2026	13:15	GCE	AQA	7402/1: Biology Adv Paper 1	120
04/06/2026	13:15	GCE	WJEC GCE	A680QS (A680U20-1): Media Studies A Level (Media Studies Comp 2 Media Forms)	150
04/06/2026	13:15	L3	WJEC GCE	4543UD0-1: Crime And Punishment Paper Based (Criminology Unit 4: Paper Based)	90
05/06/2026	09:00	GCSE	AQA	8700/2: English Language Paper 2	105
08/06/2026	13:15	GCE	Edexcel GCE	9GE0 03: Geography (Paper Three)	135
08/06/2026	13:15	GCE	Edexcel GCE	9RU0 02: Russian (Writ. Resp. Works & Trans)	160
09/06/2026	09:00	GCE	AQA	7162B (7162/3B): Law Adv Option B (Law Adv Paper 3 Option B)	120
09/06/2026	09:00	GCE	AQA	7405/2: Chemistry Adv Paper 2	120
09/06/2026	09:00	GCE	AQA	7687/3: Polish Adv Paper 3	150
10/06/2026	09:00	GCSE	Edexcel GCSE	1MA1F (1MA1 3F): Mathematics Option F (Calculator (f))	90
10/06/2026	09:00	GCSE	Edexcel GCSE	1MA1H (1MA1 3H): Mathematics Option H (Calculator (h))	90
11/06/2026	13:15	GCE	Edexcel GCE	9MA0 02: Pure Mathematics 2	120
12/06/2026	09:00	GCE	AQA	7402/2: Biology Adv Paper 2	120
12/06/2026	13:15	GCE	AQA	7192/3: Sociology Adv Paper 3	120
15/06/2026	09:00	GCE	AQA	7405/3: Chemistry Adv Paper 3	120
16/06/2026	09:00	GCE	AQA	7402/3: Biology Adv Paper 3	120
18/06/2026	13:15	GCE	Edexcel GCE	9MA0 31: Mathematics (Statistics)	
18/06/2026	13:15	GCE	Edexcel GCE	9MA0 32: Mathematics (Mechanics)	
18/06/2026	13:15	GCE	Edexcel GCE	9MA0 03: Mathematics (Statistics & Mechanics)	120

Summer 2026 Level 3 Exams at CGS

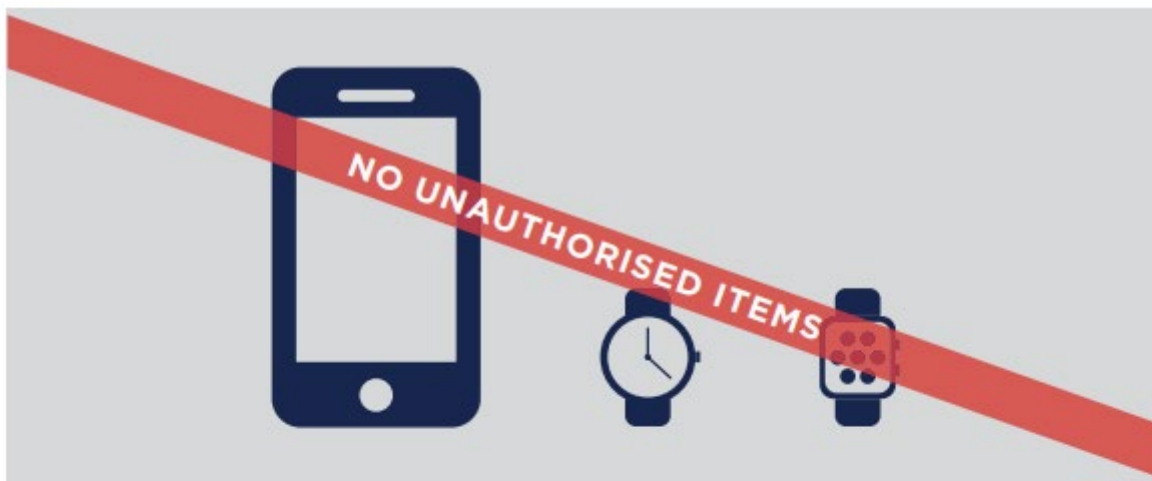
Component Date	Time	Duration	Duration AA	Exam Level	Board Name	Component Local Name	Exam Option Code	Component Code
05/05/2026	13:15	60	75	BAAQ	BTEC Entries	60317T01: Principles & Applications Of Chemist	60317T	60317T01
06/05/2026	13:15	60	75	BAAQ	BTEC Entries	60318T01: Principles & Applications Of Physics	60318T	60318T01
11/05/2026	13:15	90	113	CAMX	OCR VQ	582701: Ec3sp:u1 Body Sys & Eff Of Phy Activ (Ec3sp :u1 Body Sys&eff Of Phy Activ)	582701	582701
12/05/2026	09:00	135	169	GCE	Edexcel GCE	9GE0 01: Geography (Paper One)	9GE0	9GE0 01
13/05/2026	09:00	150	188	GCE	OCR	H472B (H472/01): English Literature - Mod Pstl (Eng Lit: Drama & Poetry Pre-1900 Wtn)	H472B	H472/01
13/05/2026	13:15	120	150	GCE	Edexcel GCE	9BS0 01: Business (Market,people & Global Bu)	9BS0	9BS0 01
14/05/2026	13:15	60	75	CAMX	OCR VQ	582703: Ec3sp:u3 Sports Organise & Develop (Ec3sp :u3 Sports Organise & Develop)	582703	582703
14/05/2026	13:15	90	113	GCE	Edexcel GCE	9FM0K0 (9FM0 01): Further Mathematics Option K0 (Core Pure Maths.1)	9FM0K0	9FM0 01
14/05/2026	13:15	90	90	L3	WJEC GCE	4543UB0-1: Criminological Theories Paper Based (Criminology Unit 2: Paper Based)	4543UB	4543UB0-1
19/05/2026	09:00	120	150	GCE	Edexcel GCE	9BS0 02: Business (Activs,decision & Strats.)	9BS0	9BS0 02
19/05/2026	09:00	150	188	GCE	AQA	7662T (7662/1): German Adv Teacher Cond Option (German Adv Paper 1 List, Read & Writ)	7662T	7662/1
19/05/2026	13:15	60	75	BAAQ	BTEC Entries	60316T01: Principles & Applications Of Biology	60316T	60316T01
19/05/2026	13:15	150	188	GCE	AQA	7042DN (7042/1D): History Adv Option Dn (History Adv Paper 1 Option D)	7042DN	7042/1D
20/05/2026	13:15	135	169	GCE	OCR	H556A (H556/01): Physics A: Modelling Physics Wtn	H556A	H556/01
21/05/2026	09:00	120	150	GCE	AQA	7582/1: Physical Education Adv Paper 1	7582	7582/1
21/05/2026	13:15	90	113	GCE	Edexcel GCE	9FM0K0 (9FM0 02): Further Mathematics Option K0 (Core Pure Maths.2)	9FM0K0	9FM0 02
21/05/2026	13:15	135	169	GCE	Edexcel GCE	9GE0 02: Geography (Paper Two)	9GE0	9GE0 02
22/05/2026	09:00	150	188	GCE	Edexcel GCE	9DT0 01: D&t-product Design (Principles Of D&t)	9DT0	9DT0 01
01/06/2026	09:00	135	169	GCE	OCR	H556A (H556/02): Physics A: Exploring Physics Wtn	H556A	H556/02
01/06/2026	09:00	150	188	GCE	OCR	H472B (H472/02): English Literature - Mod Pstl (Eng Lit: Cmptvte & Cntxtl Stydy Wtn)	H472B	H472/02
01/06/2026	13:15	120	150	GCE	AQA	7582/2: Physical Education Adv Paper 2	7582	7582/2
02/06/2026	09:00	120	150	GCE	AQA	7662T (7662/2): German Adv Teacher Cond Option (German Adv Paper 2 Writing)	7662T	7662/2
02/06/2026	09:00	120	150	GCE	AQA	7405/1: Chemistry Adv Paper 1	7405	7405/1
02/06/2026	13:15	150	188	GCE	AQA	7042DN (7042/2N): History Adv Option Dn (History Adv Paper 2 Option N)	7042DN	7042/2N
03/06/2026	13:15	120	150	GCE	Edexcel GCE	9MA0 01: Pure Mathematics 1	9MA0	9MA0 01
04/06/2026	09:00	150	150	GCE	AQA	7692T (7692/1): Spanish Adv Teacher Cond Opt (Spanish Adv Pap 1 List, Read & Writ)	7692T	7692/1
04/06/2026	09:00	180	225	GCE	AQA	7062B (7062/1): Religious Studies Adv Option B (Religious Studies Adv Paper 1)	7062B	7062/1
04/06/2026	13:15	120	150	GCE	AQA	7402/1: Biology Adv Paper 1	7402	7402/1
08/06/2026	09:00	90	113	GCE	OCR	H556A (H556/03): Physics A: Unified Physics Wtn	H556A	H556/03
08/06/2026	09:00	150	150	GCE	AQA	7652T (7652/1): French Adv Teacher Cond Option (French Adv Paper 1 List, Read & Writ)	7652T	7652/1
08/06/2026	13:15	135	169	GCE	Edexcel GCE	9GE0 03: Geography (Paper Three)	9GE0	9GE0 03
09/06/2026	09:00	120	150	GCE	AQA	7405/2: Chemistry Adv Paper 2	7405	7405/2
09/06/2026	09:00	180	225	GCE	AQA	7062B (7062/2B): Religious Studies Adv Option B (Religious Studies Adv Paper 2b)	7062B	7062/2B
09/06/2026	13:15	120	150	GCE	Edexcel GCE	9BS0 03: Investigating Business	9BS0	9BS0 03
11/06/2026	13:15	120	150	GCE	Edexcel GCE	9MA0 02: Pure Mathematics 2	9MA0	9MA0 02
12/06/2026	09:00	120	150	GCE	AQA	7402/2: Biology Adv Paper 2	7402	7402/2
12/06/2026	13:15	120	120	GCE	AQA	7692T (7692/2): Spanish Adv Teacher Cond Opt (Spanish Adv Paper 2 Writing)	7692T	7692/2
15/06/2026	09:00	120	150	GCE	AQA	7405/3: Chemistry Adv Paper 3	7405	7405/3
16/06/2026	09:00	120	150	GCE	AQA	7402/3: Biology Adv Paper 3	7402	7402/3
16/06/2026	13:15	90	113	GCE	Edexcel GCE	9FM0K0 (9FM0 3D): Further Mathematics Option K0 (Decision Maths.1)	9FM0K0	9FM0 3D
17/06/2026	09:00	120	120	GCE	AQA	7652T (7652/2): French Adv Teacher Cond Option (French Adv Paper 2 Writing)	7652T	7652/2
18/06/2026	13:15			GCE	Edexcel GCE	9MA0 31: Mathematics (Statistics)	9MA0	9MA0 31
18/06/2026	13:15			GCE	Edexcel GCE	9MA0 32: Mathematics (Mechanics)	9MA0	9MA0 32
18/06/2026	13:15	120	150	GCE	Edexcel GCE	9MA0 03: Mathematics (Statistics & Mechanics)	9MA0	9MA0 03
22/06/2026	13:15	90	113	GCE	Edexcel GCE	9FM0K0 (9FM0 4D): Further Mathematics Option K0 (Decision Maths.2)	9FM0K0	9FM0 4D

Summer 2026 Level 3 Exams at KSHS

Date	Start	Length	Exam Level	Exam Board	Option Code	Component
01/05/2026	09:00	45	BTNG	BTEC Entries	31619H1A	31619H1A: Science Investigation Skills
01/05/2026	09:45	90	BTNG	BTEC Entries	31619H1B	31619H1B: Science Investigation Skills
07/05/2026	13:15	120	BTNG	BTEC Entries	31489H1A	31489H1A: Developing A Marketing Campaign
08/05/2026	09:00	180	BTNG	BTEC Entries	31489H1B	31489H1B: Developing A Marketing Campaign
11/05/2026	09:00	120	GCE	WJEC GCE	A700U10-1	A700QS (A700U10-1): English Language A Level (Eng Lang Component 1 Concepts)
12/05/2026	09:00	135	GCE	Edexcel GCE	9GE0 01	9GE0 01: Geography (Paper One)
13/05/2026	13:15	120	GCE	Edexcel GCE	9BS0 01	9BS0 01: Business (Marketpeople & Global Bu)
14/05/2026	13:15	120	BTNG	BTEC Entries	31463H01	31463H01: Personal And Business Finance
14/05/2026	13:15	120	GCE	Edexcel GCE	8MA0 01	8MA0 01: Pure Mathematics
15/05/2026	09:00	120	GCE	AQA	7182/1	7182/1: Psychology Adv Paper 1
19/05/2026	09:00	120	GCE	Edexcel GCE	9BS0 02	9BS0 02: Business (Activsdecision & Strats.)
19/05/2026	13:15	150	GCE	AQA	7042/1K	7042KB (7042/1K): History Adv Option Kb (History Adv Paper 1 Option K)
20/05/2026	09:00	120	GCE	AQA	7182/2	7182/2: Psychology Adv Paper 2
20/05/2026	13:15	105	GCE	Edexcel GCE	9PH0 01	9PH0 01: Advanced Physics I
21/05/2026	13:15	135	GCE	Edexcel GCE	9GE0 02	9GE0 02: Geography (Paper Two)
22/05/2026	09:00	135	GCE	WJEC GCE	A700U20-1	A700QS (A700U20-1): English Language A Level (Eng Lang Component2 Change Over Time)
22/05/2026	13:15	75	GCE	Edexcel GCE	8MA0 02	8MA0 02: Mathematics (Statistics & Mechanics)
22/05/2026	13:15		GCE	Edexcel GCE	8MA0 21	8MA0 21: Mathematics (Statistics)
22/05/2026	13:15		GCE	Edexcel GCE	8MA0 22	8MA0 22: Mathematics (Mechanics)
01/06/2026	09:00	105	GCE	Edexcel GCE	9PH0 02	9PH0 02: Advanced Physics li
01/06/2026	09:00	120	GCE	Edexcel GCE	9RU0 01	9RU0 01: Russian (Listen.read.& Translate.)
02/06/2026	09:00	120	GCE	AQA	7405/1	7405/1: Chemistry Adv Paper 1
02/06/2026	13:15	150	GCE	AQA	7042/2B	7042KB (7042/2B): History Adv Option Kb (History Adv Paper 2 Option B)
03/06/2026	13:15	120	GCE	Edexcel GCE	9MA0 01	9MA0 01: Pure Mathematics 1
03/06/2026	13:15	105	GCE	WJEC GCE	A700U30-1	A700QS (A700U30-1): English Language A Level (Eng Lang Component3 Creative&criticl)
04/06/2026	13:15	120	GCE	AQA	7402/1	7402/1: Biology Adv Paper 1
05/06/2026	09:00	120	GCE	AQA	7182/3	7182/3: Psychology Adv Paper 3
08/06/2026	09:00	150	GCE	Edexcel GCE	9PH0 03	9PH0 03: Principles In Physics
08/06/2026	13:15	135	GCE	Edexcel GCE	9GE0 03	9GE0 03: Geography (Paper Three)
08/06/2026	13:15	160	GCE	Edexcel GCE	9RU0 02	9RU0 02: Russian (Writ. Resp. Works & Trans)
09/06/2026	09:00	120	GCE	AQA	7405/2	7405/2: Chemistry Adv Paper 2
09/06/2026	13:15	120	GCE	Edexcel GCE	9BS0 03	9BS0 03: Investigating Business
10/06/2026	13:15	150	GCE	OCR	H446/01	H446A (H446/01): Computer Science Mod Upid (Comp Sci: Computer Systems Wrtn)
11/06/2026	13:15	120	GCE	Edexcel GCE	9MA0 02	9MA0 02: Pure Mathematics 2
12/06/2026	09:00	120	GCE	AQA	7402/2	7402/2: Biology Adv Paper 2
15/06/2026	09:00	120	GCE	AQA	7405/3	7405/3: Chemistry Adv Paper 3
16/06/2026	09:00	120	GCE	AQA	7402/3	7402/3: Biology Adv Paper 3
17/06/2026	09:00	150	GCE	OCR	H446/02	H446A (H446/02): Computer Science Mod Upid (Comp Sci: Algrthms & Prgming Wrtn)
18/06/2026	13:15	120	GCE	Edexcel GCE	9MA0 03	9MA0 03: Mathematics (Statistics & Mechanics)
18/06/2026	13:15		GCE	Edexcel GCE	9MA0 31	9MA0 31: Mathematics (Statistics)
18/06/2026	13:15		GCE	Edexcel GCE	9MA0 32	9MA0 32: Mathematics (Mechanics)

NO MOBILE PHONES NO WATCHES

NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION



Possession of unauthorised items, such as a mobile phone
or any watch, 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.

Appendix 4

Warning to candidates



 Questions matter AQA	 City & Guilds City & Guilds	 Rewarding Learning CCEA	 Oxford Cambridge and RSA OCR	 Pearson	 wjec cbac WJEC
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1

You **must** be on time for all your examinations.

2

Possession of a mobile phone or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.

3

You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.

4

You **must** follow the instructions of the invigilator.

5

You **must not** sit an examination in the name of another candidate.

6

You **must not** become involved in any unfair or dishonest practice in any part of the examination.

7

If you are confused about anything, only speak to an 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.

Appendix 5

Information for candidates for written examinations – effective from 1 September 2024



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 exams.
4	<p>You must not take into the exam room:</p> <ul style="list-style-type: none"> a) notes; b) AirPods, Earphones/Earbuds, an iPod, a mobile phone, a MP3/4 player or similar device, a watch, smart glasses or any other smart device. <p>Any pencil cases taken into the exam room must be see-through.</p> <p>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.</p>
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 you have entered the exam room.
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.
2	If you arrive late for an exam, report to the 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	<p>If you use a calculator:</p> <ul style="list-style-type: none"> 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 exam room any operating instructions or prepared programs.
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 invigilator at once if: <ul style="list-style-type: none"> a) you think you have not been given the right question paper or all of 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. Do not open the question paper until you are told that the exam has begun.
5	Remember to write your answers within the designated sections of the answer booklet.
6	Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers. Make sure you add your candidate details to any additional answer sheets that you use, including those used for rough work.
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 invigilator.
2	Put up your hand during the exam if: <ul style="list-style-type: none"> a) you have a problem and are not sure 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. For CCEA examinations any loose additional sheets should be placed behind your script.
2	Do not leave the exam room until told to do so by the 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.
This information must be made available to all candidates in advance of their examination(s) for each series. It may be provided electronically to candidates or in hard copy paper format.	

Appendix 6

Information for candidates for on-screen tests – effective from 1 September 2024



 AQA	 City & Guilds	 CCEA	 OCR	 Pearson	 WJEC
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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 exams.
4	Only take into the exam room the materials and equipment which are allowed.
5	<p>You must not take into the exam room:</p> <ul style="list-style-type: none"> a) notes; b) AirPods, Earphones/Earbuds, an iPod, a mobile phone, a MP3/4 player or similar device, a watch, smart glasses or any other smart device. <p>Unless you are told otherwise, you must not have access to:</p> <ul style="list-style-type: none"> a) the internet, email, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks; b) pre-prepared templates. <p>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.</p>
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 you have entered the exam room.
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.
2	If you arrive late for an on-screen test, report to the invigilator running the test.
3	If you arrive more than one hour after the published starting time for the on-screen test, you may not be allowed to take it.
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.
D Instructions during the on-screen test	
1	Always listen to the invigilator. Always follow their instructions.
2	Tell the 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 issues.
3	You may be given a question paper or the instructions may be on-screen. In either case, read carefully and follow the instructions. Do not open the question paper until you are told that the exam has begun.
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 invigilator.
2	Put up your hand during the on-screen test if: a) you have a problem with your computer and are not sure 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 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.
This information must be made available to all candidates in advance of their on-screen test(s) for each series. It may be provided electronically to candidates or in hard copy paper format.	