

HASMONEAN



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Hasmonean Multi-Academy
Trust

Examinations Advice and Information
for
Candidates and Parents/Carers

2019-20
Hasmonean High School for Girls Centre Number: 12240

Exams Officer: Ms Nancy James – n.james@hasmonean.co.uk

Hasmonean High School for Boys Centre Number: 12242

Exams Officer: Mrs Jane Leigh- j.leigh@hasmonean.co.uk

School Telephone: 020 8203 1411

Introduction

This document has been designed to help you be prepared for your examinations, and contains essential information and advice. Samples of the exam board regulations are also attached and will be adhered to. (These will be on display at all exam locations and students should take time to read the signs on display prior to entering the exam room.)

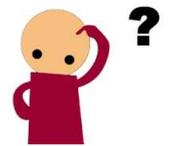
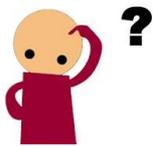
Read this information carefully – if there is anything that you don't understand seek help from your tutor, subject teacher or from the Examinations Officer – Mrs Jane Leigh (boys) and Ms Nancy James (girls).

You will have received an examination timetable which details times and dates of your exams. You can also check on Bromcom at any time for details of the units entered. Please check your timetable for the following:

1. All your personal information is correct, your full name AND your date of birth – these are the details that will appear on your exam certificates – notify your exams officer immediately of any corrections required
2. That ALL the subjects and exams you are expecting to take are listed. If there is anything extra or missing, speak to the Exams Officers immediately
3. That the tier levels (F for Foundation or H for Higher) are correct

Questions and Answers	
What must I do prior to the exam?	It is vital to check the timetable that is sent to you via your form tutor. This will give you a list of the exams the school has entered you for. Check the timetable thoroughly and report any errors to the Exams Officer immediately. Take your timetable home and put it on the wall where you will be able to check regularly which exams you have and when they are.
What happens if I find a clash on my timetable?	Arrangements will be made for you to sit your exams at different times, but still in the same session or day.
Where will the exams take place?	Most written exams will take place in the gym or the library. The exams notice board will have the seating plans for exams which will indicate the exact location and times.
Do I have to wear school uniform?	Yes. On hot days you will be permitted to remove your tie and blazer once inside the exam room (boys). For 6th form students the usual dress code for attending lessons is expected.
Can I take my bag and coat into the exam room with me?	No. If you take your blazer off, it must be laid underneath or beside your desk (boys).
What equipment do I need and do I carry my pens and pencils in my usual pencil case?	You must have a full stationery set including at least two black biro's (no gel pens or erasable pens), two HB pencils, a sharpener, eraser, ruler, pair of compasses and protractor. These should be brought into the exam hall in a clear plastic pencil case or plastic bag. No coloured plastic cases or other types of container are permitted including geometry set cases. Correction fluid of any type (e.g. Tippex) is not allowed.
Can I bring food and drink into the exam?	You may only bring water into the exam room. This should be in a clear bottle, with no label, with a sports style top. Nothing other than clear water is permitted. No food including chewing gum is allowed in the room unless you have a known condition where medically you must have something available. You should make one of the invigilators aware of your need in this case upon arrival in the exam room.
What are all the notices inside and outside the exam rooms for?	The notices on display show you the rules of the exams which every candidate has to follow. These are not school rules – they are set out by the exam boards and apply to everyone taking exams in England. Take time to read the notices – copies are included with this handbook – and be sure you know what you are expected to do and not allowed to do. If you are not sure about anything within an exam put your hand up and ask an invigilator. Communicating in any way with another candidate is not allowed and may result in you being disqualified from your exam.

When should I arrive for my exams?	<p>Morning exams usually start at 9:00am and afternoon exams start at 1:30pm. Check your timetable carefully to make sure you know whether the exam is morning or afternoon.</p> <p>You should arrive 15 minutes before the start of the exam, to allow time for all candidates to be checked in and seated. Exams will start promptly at the stated times. Know your timetable and make arrangements to ensure you arrive in plenty of time. You should check the exams notice board when you arrive at school so you know where you are sitting from the seating plan, and can pick up any last minute notices from your exams officer.</p>
I am entitled to Special Arrangements for my exams, what do I do?	<p>Please check the seating plans displayed at the gym to find out where you are to be seated for your exam. If you are to be seated in an alternative room (the gym), you should arrive at that room 15 minutes prior to the start of the exam.</p> <p>If you are entitled to extra time and you are to sit your exam in the gym, check that your candidate card displays this information. You will be given your extra time at the end of the normal finish time. Please do not leave the gym but continue working until you are told that your time is up by the invigilators. If you finish before the maximum extra time is up, you can tell an invigilator and will be asked to sign to say you did not wish to take the full time.</p>
Where do I sit?	<p>It is essential that you know your candidate number prior to the start of the exams!</p> <p>Seating plans will be displayed outside the gym. The exam room will be organised in the form of a grid and your candidate number will be displayed in a box, representing a seat on the grid – know which seat you are going to and move silently to it.</p> <p>If you are in any doubt about where you are sitting, check with an invigilator in the room. When you get to your seat you will find your candidate card on the desk.</p> <p>Your candidate number is the 4-digit number on your individual timetable. If you are not sure of your number, ask your Exams Officer.</p>
Must I attend?	<p>Yes. You have no choice.</p> <p>If you do not arrive for the exam as expected the school will make every effort to contact, you and arrange for your late arrival.</p> <p>If you do not attend an exam you may be charged for its cost.</p>
What happens if I am late?	<p>If you are going to be late, please try to let the school know that you are on your way. Late entrance into the exam is at the discretion of the Exams Officer. If you are very late the exam board will be advised, and your work might not be accepted. If you arrive after the exam has finished, you will not be allowed to take the exam.</p> <p>(not the Gym this will be showing on the seating plans outside the Gym and you should go to that room.</p>
What about calculators?	Please see the JCQ regulations below:



Questions and Answers

10. Using calculators

- 10.1 Candidates may use a calculator in an examination unless prohibited by the awarding body's specification.

The instructions on the question paper will say whether calculators are allowed or not. If the instructions do not include such a statement, calculators should be treated as standard equipment and may be used by candidates.

Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations.

- 10.2 The instructions set out in this section apply to all examinations unless stated otherwise in an awarding body's specification.

- 10.3 **Candidates must be told these regulations beforehand and be familiar with the *Information for candidates* documents.**

Calculators must be:

- of a size suitable for use on the desk;
- either battery or solar powered;
- free of lids, cases and covers which have printed instructions or formulas.

The candidate is responsible for the following:

- the calculator's power supply;
- the calculator's working condition;
- clearing anything stored in the calculator.

Calculators must not:

- be designed or adapted to offer any of these facilities: -
 - language translators;
 - symbolic algebra manipulation;
 - symbolic differentiation or integration;
 - communication with other machines or the internet;
- be borrowed from another candidate during an examination for any reason;
- have retrievable information stored in them - this includes:
 - databanks;
 - dictionaries;
 - mathematical formulas;
 - text.

- 10.4 An invigilator may give a candidate a replacement calculator.

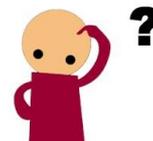
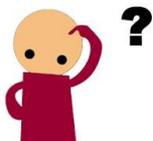
- 10.5 **Where access is permitted to a calculator for part of an examination, it is acceptable for candidates to place their calculators on the floor under their desks in sight of the invigilator(s) for the non-calculator portion of the examination.**

Make sure that you have fresh batteries in your calculator, and that anything stored in the memory has been cleared.

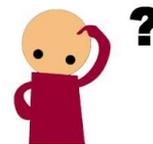
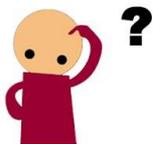
Operating instructions for calculators are not permitted in the exam room.

Calculator lids must remain outside the exams room.

It is not advisable to buy a new calculator on the day of your exam – buy it now to give you time to learn



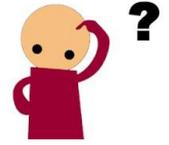
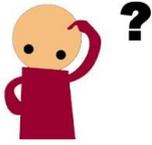
	<p>how to use it.</p> <p>Ensure that any calculators used for A Level Exams are in exam mode. A green rim should be visible around the screen.</p> 
<p>What about dictionaries or spellcheckers?</p>	<p>You MUST NOT use a dictionary or spell-checker unless you have permission granted from the exam boards to do so.</p>
<p>Can I wear a watch?</p>	<p>No. If you would like to have a watch on your desk you should ask an invigilator for one. At the beginning of the exam you will have to lay it on the desk in front of you where it can be clearly seen by an invigilator for the duration of the exam.</p>
<p>Can I take a personal stereo in with me as I like to work listening to music?</p>	<p>No! No hoodies or headwear covering the ears are allowed as use of headphones is strictly against exam rules. Any equipment found to contain MP3 players or similar will be confiscated, and may result in your exam paper being disqualified.</p>
<p>Can I keep my mobile phone with me?</p>	<p>No! Under no circumstances will mobile phones be allowed in the exam room. Anyone found with a phone on their person during an exam will be reported to the exam board and at the very least their paper will be disqualified.</p>
<p>What should I do if I'm not sure how to complete the front of the</p>	<p>Included with this guide are some notes on completing the front of the exam answer papers. Please take time to look at these examples, including the ones showing extra sheets you may need. If you are in any doubt on the day ask an invigilator to advise you. We cannot fill in any gaps on the front of your exam paper for you.</p>



answer
booklet, or
any additional
sheets?

Questions and Answers

Before I start answering questions, is there anything else I should do?	Read the front of the question paper CAREFULLY and follow ALL the instructions. It is worth spending a minute or two of your time to understand what you should do before you begin work on the questions themselves. Fill in the front of the exam paper when instructed to do so but do NOT write anything else on the front of the exam paper.
What happens if I feel unwell during the exam or need to go to the toilet?	You are not allowed to leave the exam room until the exam has finished. If you feel unwell, or need to go to the toilet, tell a member of staff on invigilation duty. If you HAVE to leave the exam room, you will be accompanied by a member of staff. If you feel extremely unwell before the exam starts, please tell an invigilator so you can be seated closer to the exit.
What about rough work?	Do your rough work only on exam board stationery. Cross it through neatly to show it should not be marked and hand it in with your answers. Any extra paper you write on must be handed in with your answer paper.
What if I am unwell on the day of the exam?	If you are unwell to the extent that it is going to prevent you attending the exam, it is vital that you contact the Examinations Officer immediately. You cannot take the exam on another day in that exam season, although in some circumstances you may be able to retake in another later season. Information on this is available from the Exams Officer in individual circumstances should the need arise.
What do I do if I don't understand a question?	Invigilators cannot explain a question or rephrase it into different words. You must make the best sense of the question you can and attempt to answer. No help will be given in understanding the questions.



<p>What happens at the end of the exam?</p>	<p>You will be advised when there are five minutes remaining in the exam, and when the exam has finished. At that point you must cease your work immediately. Students who continue to write once told to stop risk having their exam paper disqualified.</p> <p>If you have used more than one answer booklet, and/or any loose sheets of paper, you must place them in the correct order.</p> <p>Ensure that your name and candidate number is on all sheets of papers.</p> <p>You must not take from the exam room any exam stationery, used or unused, rough work or any other materials provided for the exam.</p> <p>If you have been given a watch, you must leave it on the desk.</p> <p>You must sit in silence until ALL exam papers have been collected by the invigilators. You must REMAIN in silence until you are outside the exam room. You may only leave the exam room when advised to do so.</p> <p>Exams may be continuing after you have finished. You are therefore required to leave the room in silence and not talk to friends until you are out of the school buildings.</p>
<p>What happens if someone cheats during an exam?</p>	<p>Cheating is judged by following the exam board rules, not school rules – all instances of cheating will be reported. Any case of cheating in an exam can lead to disqualification from ALL exams.</p>
<p>What happens about study leave?</p>	<p>You will be advised by your head of year if and when study leave has been granted to you. It will be made clear when your study leave starts and finishes. If in any doubt, check with your form tutor or head of year.</p>

Examination Fees - Absence from an examination

The school pays fees to the Exam Board for each examination that a student is entered for, regardless of whether the student sits the exam or not.

If a student fails to take the examination and is unable to produce medical evidence from their doctor or provide the school with a reason considered valid by the Head Teacher, then parents/guardians will be required to pay the full examination entry fee.

Similarly, if a student fails to produce the required coursework by the date required by the exam board, they may not be awarded a grade in that subject. Parents/guardians will again be required to pay the full examination fee.

Emergency Evacuation Procedure

What to do if there is an emergency during your exam

- Listen carefully to the instructions the invigilators give you
- Leave the exam room calmly and stay with the members of staff at all times
- Do not talk to other students, either from the exam or from outside – remember that you are still under **exam conditions** and have to **follow the exam regulations**
- Staff will take you out of the building and you will wait outside until the emergency is over
- **You will not lose any time from your exam.** When it is possible to return to your exam room, any time lost will be added onto the end of your exam time
- If you break any of the **exam regulations** during the evacuation procedure, this will be dealt with in exactly the same way as if it had happened in the exam room

On the sound of the fire alarm (continuous ring):

Students must follow the instructions given by the exam invigilator(s). Exam conditions continue to apply so talking or gesturing to the other candidates is not allowed.

Invigilator instructions:

- Stop the exam noting the time on the “Fire Evacuation” sheet.
- Ask the candidates to stop writing, put their pens down and turn over their exam paper.
- Advise the candidates to stay calm and that the exam room will be evacuated.

- Remind the candidates that they are still under exam conditions and that talking or gesturing to the other candidates is not allowed.
- Students must leave the exam paper on the desk along with their equipment. They will not be allowed to collect their belongings.
- Evacuate the students in the exam room row by row (where appropriate). Each invigilator should supervise no more than 30 students and remain with them at all times
- Students will be directed to the appropriate assembly point where they will wait in the same order as in the Exam Room. Students should remain in silence and do as instructed by any member of staff.
- DO NOT ALLOW STUDENTS TO RUN.
- The Exams Officer and other administration staff will meet at the assembly point to provide assistance with the supervision of candidates.
- Once all candidates are evacuated an invigilator checks that there are no students remaining in the exam room and closes the fire doors. Other access points to the room must be locked.
- The roll call will then be completed in accordance with the candidate entry list and seating plan.
- The Exams Officer will liaise with a member of the Senior Leadership Team to ascertain the status of the fire evacuation. If the fire evacuation is a drill or false alarm the candidates will be escorted back to the examination room for the exam to be re-started in accordance with the JCQ regulations



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Information for candidates
For on-screen tests – effective from 1 September 2019
This document has been written to help you. Read it carefully and follow the instructions.
If there is anything you do not understand, ask your teacher.

A Regulations – Make sure you understand the rules	
1	Be on time for your on-screen test(s). If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the on-screen test.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4	Only take into the exam room the materials and equipment which are allowed.

5	<p>You must not take into the exam room:</p> <p>a) notes; b) potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device.</p> <p>Unless you are told otherwise, you must not have access to:</p> <p>c) the Internet, e-mail, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks; d) pre-prepared templates.</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>
6	If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
7	Do not talk to or try to communicate with or disturb other candidates once the on-screen test has started.
8	If you leave the exam room unaccompanied by an invigilator before the on-screen test has finished, you will not be allowed to return.
9	Do not borrow anything from another candidate during the on-screen test.
B Information – Make sure you attend your on-screen test and bring what you need	
1	Know the date and time of your on-screen test(s). Arrive at least ten minutes before the start of your on-screen test.
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 formulas; 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. Follow their instructions at all times.
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 irregularities.
3	You may be given a question paper or the instructions may be on-screen. In either case, read carefully and follow the instructions.
E Advice and assistance	
1	If on the day of the on-screen test you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	Put up your hand during the on-screen test if:
	a) you have a problem with your computer and are in doubt about what you should do; b) you do not feel well.
3	You must not ask for, and will not be given, any explanation of the questions.
F At the end of the on-screen test	
1	Ensure that the software closes at the end of the on-screen test.
2	If you are required to print off work outside the time allowed for the on-screen test, ensure that you collect your own work. You must not share your work with other candidates. Make sure that another candidate does not collect your printout(s).
3	Do not leave the exam room until told to do so by the invigilator.
4	Do not take from the exam room any stationery. This includes rough work, printouts or any other materials provided for the on-screen test.



Information for Candidates

Information About You and How We Use It

You have entered general or vocational qualifications such as GCSE, A-level, functional skills qualifications etc with one or more of the awarding bodies listed above. In order to be able to provide examinations and assessments, the awarding body needs to collect and use information about you. This notice provides you with a high level summary of the information the awarding body is required by law to give you about of what happens to that information. For more detail see each awarding body's full Privacy Notice:

AQA	https://www.aqa.org.uk/about-us/privacy-notice
CCEA	http://ccea.org.uk/legal/privacy_policy
City & Guilds	https://www.cityandguilds.com/help/help-for-learners/learner-policy
NCFE	https://www.ncfe.org.uk/legal-information
OCR	https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/
Pearson	https://qualifications.pearson.com/en/about-us/qualification-brands/gdpr.html
WJEC	https://www.wjec.co.uk/about-us/data-protection/WJEC%20Privacy%20Notice.pdf

Who we are and how to contact us

Each awarding body is a separate organisation. Your school or examination centre will be able to confirm to you which awarding body is delivering each qualification you are undertaking and you will receive a statement confirming what qualifications you have been entered for and which awarding body. You will find links to each awarding body's website and information on how to contact them here: www.jcq.org.uk/contact-us/contact-details-for-jcq-and-members.

Information about you and from where it is obtained

Each awarding body whose qualifications you enter 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. It also includes information about your gender, race and health, where appropriate. This information is provided by you or your parents/guardians and/or by your school or examination centre.

Each awarding body will create certain information about you such as a candidate number, examination results and certificates.

You will find further information about this in the awarding bodies' full Privacy Notice (see links above) or by contacting the awarding body (see above).

What happens to the information about you

The awarding bodies use the information about you to deliver the examinations and assessments which you have entered. This includes making a variety of arrangements for you to sit the examinations or assessments, marking, providing you and your school or centre with results and certificates. The awarding bodies also use some of the information about you for equality monitoring and other statistical analysis.

The awarding bodies may share information about your results with official bodies such as the Department for Education and the examinations regulators (eg Ofqual in England) and also relevant local authorities and the Universities and Colleges Admissions Service (UCAS). An awarding body may also use information about you to investigate cheating and other examination malpractice and will share information about malpractice with other awarding bodies.

The awarding bodies take the security of the information about you that they hold seriously.

You will find further, technical information about what the awarding bodies do with information about you, why and the legal basis in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

Your rights

The law gives you a number of rights in relation to the information about you that the awarding bodies holds. Those rights are:

- Access – you are entitled to ask each awarding body about the information it holds about you.
- Rectification – you are entitled to ask each awarding body to correct any errors in the information that it holds about you.
- Erasure – in certain circumstances you are entitled to ask each awarding body to erase the information about you that it holds.
- Object to or restrict processing – in certain circumstances you are entitled to ask each awarding body to stop using information about you in certain ways.
- Complain – you are entitled to complain to the Information Commissioner (the body regulating the use of personal information) about what each awarding body does with information about you.

You will find further information about your rights in relation to information about you in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

How long the information about you is held

Each awarding body retains information about you only for as long as it is needed. Some of the information is needed only during the period in which you are undertaking the examination or assessment and is securely destroyed a short while afterwards. Other information about you, such as your name, gender, address, qualification and subjects entered and the results, are held indefinitely and for at least 40 years.

Each awarding body has its own retention policy that sets out what information it retains, how it is retained and for how long. You can find out more about retention policies by contacting each awarding body (see above).

How to find out more about the information about you that the awarding bodies use

To find out more about the information about you that the awarding bodies collect and use, including what happens to that information why, you can review the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or contact the awarding body. You will find links to each awarding body's website and information on how to contact them here: www.jcq.org.uk/contact-us/contact-details-for-jcq-and-members.

Please note

It is important to note that this notice concerns only how the awarding bodies use information about you (called your "personal data"). Complaints about how an awarding body handles your personal data can be made to the Information Commissioner (www.ico.org.uk). Information about the examinations and assessment themselves, including the rules about assessments, can be found on the JCQ Exams Office pages (www.jcq.org.uk/exams-office). The awarding bodies are regulated by Ofqual (<https://www.gov.uk/government/organisations/ofqual>) in England; Qualifications Wales (www.qualificationswales.org) in Wales, and the Council for the Curriculum, Examinations and Assessment (<http://ccea.org.uk/regulation>) in Northern Ireland.

**Information for candidates
Using social media and examinations/assessments**



Image by Patrice Jones

This document has been written to help you stay within examination regulations. Please read it carefully.

We all like to share our experiences when taking examinations. However, it is important to consider what you say and to think about what information is being shared.

Sharing ideas with others online could be helpful when you're studying or revising.

However, there are limits to the amount of information you can share and you need to be careful not to break the rules. We'd like to ask you to act responsibly when discussing online. If you're in doubt about what you can and can't discuss online regarding your exams, it's always best to check with your teacher.

If you receive what is or what looks to be assessment related information through social media, or any other means, you must tell your teacher or another member of staff. You must show them what you have received. They will then report the matter to the awarding body and it will be investigated.

Where candidates breach the rules for examinations, controlled assessments, coursework or non-examination assessments, awarding bodies have an obligation to investigate and may apply penalties.



Image by Ben Wight

You should be aware that the following might constitute malpractice:

- copying or allowing work to be copied – i.e. posting written work on social networking sites prior to an examination/assessment;
- collusion: working collaboratively with other candidates beyond what is permitted;
- allowing others to help produce your work or helping others with theirs;
- being in possession of confidential assessment related information in advance of the examination;
- exchanging, obtaining, receiving or passing on assessment related information by any means of communication (even if just attempting to);
- failing to report to your centre assessment related information being shared online; or
- passing on rumours of exam content.

Penalties that awarding bodies apply include:

- a written warning;
- the loss of marks for a section, component or unit;
- disqualification from a unit, all units or qualifications; or
- a ban from taking assessments or exams for a set period of time.

Please take the time to familiarise yourself with the JCQ rules:
<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Information for candidates

For written examinations – effective from 1 September 2019

This document has been written to help you. Read it carefully and follow the instructions.

If there is anything you do not understand, especially which calculator you may use, ask your teacher.

A Regulations – Make sure you understand the rules	
1	Be on time for all your exams. If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the exam.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4	<p>You must not take into the exam room:</p> <p>a) notes; b) potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device.</p> <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 wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
6	Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
7	Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
8	You must not write inappropriate, obscene or offensive material.
9	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
10	Do not borrow anything from another candidate during the exam.
B Information – Make sure you attend your exams and bring what you need	
1	Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
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	<p>You must write clearly and in black ink.</p> <p>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.</p>
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> <p>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 formulas; d) do not bring into the exam room any operating instructions or prepared programs.</p>
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. Follow their instructions at all times.
2	<p>Tell the invigilator at once if:</p> <p>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.</p>
3	Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4	When the invigilator tells you , fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. Make sure you fill these details in on any additional answer sheets that you use.

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 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: a) you have a problem and are in doubt about what you should do; b) you do not feel well; c) you need more paper.
3	You must not ask for, and will not be given, any explanation of the questions.
F At the end of the exam	
1	If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order. Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.
2	Do not leave the exam room until told to do so by the invigilator.
3	Do not take from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.



This notice has been produced on behalf of:

AQA, OCR, Pearson and WJEC

Information for candidates: non-examination assessments

This document tells you about some things that you must and must not do when you are completing your work.

When you submit your work for marking, the awarding body will normally require you to sign an authentication statement confirming that you have read and followed these regulations.

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

Preparing your work – good practice

If you receive help and guidance from someone other than your teacher, you **must** tell your teacher who will then record the nature of the assistance given to you.

If you worked as part of a group on an assignment, for example undertaking field research, you must each write up your own account of the assignment. Even if the data you have is the same, you **must** describe in your own words how that data was obtained and **you must independently draw your own conclusions from the data.**

You must meet the deadlines that your teacher gives you. Remember - your teachers are there to guide you. Although they cannot give you direct assistance, they can help you to sort out any problems before it is too late.

Take care of your work and keep it safe. Do not leave it lying around where your classmates can find it. You must always keep your work secure and confidential whilst you are preparing it; do not share it with your classmates. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you do not need.

Do not be tempted to use pre-prepared on-line solutions — this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

You must not write inappropriate, offensive or obscene material.

Research and using references

In some subjects you will have an opportunity to do some independent research into a topic.

The research you do may involve looking for information in published sources such as textbooks, encyclopaedias, journals, TV, radio and on the internet.

Using information from published sources (including the internet) as the basis for your assignment is a good way to demonstrate your knowledge and understanding of a subject. You must take care how you use this material though - you cannot copy it and claim it as your own work.

The regulations state that:

the work which you submit for assessment must be your own; you must not copy from someone else or allow another candidate to copy from you.

When producing a piece of work, if you use the same wording as a published source you must place quotation marks around the passage and state where it came from. This is called "referencing".

You must make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: Morrison, 2000, pg.29.

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: <http://www.geocases2.co.uk/rural1.htm> downloaded 5 February 2020.

You may be required to include a bibliography at the end of your piece of written work. Your teacher will tell you whether a bibliography is necessary. Where required, your bibliography must list the full details of publications you have used in your research, even where these are not directly referred to, for example: Curran, J. Mass Media and Society (Hodder Arnold, 2005).

If you copy the words or ideas of others and do not show your sources in references and a bibliography, this will be considered as cheating.

Plagiarism

Plagiarism involves taking someone else's words, thoughts or ideas and trying to pass them off as your own. **It is a form of cheating which is taken very seriously.**

Do not think you will not be caught; there are many ways to detect plagiarism.

- Markers can spot changes in the style of writing and use of language.
- Markers are highly experienced subject specialists who are very familiar with work on the topic concerned — they may have read or seen the source you are using, or even marked the work you have copied from!
- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

Penalties for breaking the regulations

If your work is submitted and it is discovered that you have broken the regulations, one of the following penalties will be applied:

- the piece of work will be awarded zero marks;
- you will be disqualified from that component for the examination series in question;

- you will be disqualified from the whole subject for that examination series;
- you will be disqualified from all subjects and barred from entering again for a period of time.

The awarding body will decide which penalty is appropriate.

REMEMBER – IT’S YOUR QUALIFICATION SO IT NEEDS TO BE YOUR OWN WORK



This notice has been produced on behalf of:

AQA, City & Guilds, CCEA, OCR, Pearson and WJEC

Information for candidates – coursework assessments

This document tells you about some things that you must and must not do when you are completing coursework.

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.

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

Coursework provides you with an opportunity to do some independent research into a topic. The research you do will involve looking for information in published sources such as textbooks, encyclopaedias, journals, TV, radio and on the internet.

Using information from published sources (including the internet) as the basis for your coursework is a good way to demonstrate your knowledge and understanding of a subject. You must take care how you use this material though - you cannot copy it and claim it as your own work.

The regulations state that:

“the work which you submit for assessment must be your own”;

“you must not copy from someone else or allow another candidate to copy from you”.

If you use the same wording as a published source, you must place quotation marks around the passage and state where it came from. This is called “referencing”. You must make sure that you give detailed references for everything in your work which is not in your own words. A reference from a

printed book or journal should show the name of the author, the year of publication and the page number, for example: (Morrison, 2000, pg.29).

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example:

(<http://www.bbc.co.uk/schools/16/sosteacher/history/49766.shtml>), downloaded 5 February 2019.

You may be required to produce a bibliography at the end of your work. This **must** list the full details of publications you have used in your research, even where these are not directly referred to, for example: Curran, J. Mass Media and Society (Hodder Arnold, 2005).

If you copy the words or ideas of others and do not show your sources in references and a bibliography, this will be considered as cheating.

1

Preparing your coursework – good practice

If you receive help and guidance from someone other than your teacher, you **must** tell your teacher who will then record the nature of the assistance given to you.

Your parent/carer may provide you with access to resource materials and discuss your coursework with you. However, they must not give you direct advice on what should and should not be included.

If you worked as part of a group on an assignment, you must each write up your own account of the assignment. Even if the data you have is the same, the description of how that data was obtained and the conclusions you draw from it should be in your own words.

You must meet the deadlines that your teacher gives you. Remember - your teachers are there to guide you. Although they cannot give you direct assistance, they can help you to sort out any problems before it is too late.

Take care of your work and keep it safe. Don't leave it lying around where your classmates can find it. You must always keep your coursework secure and confidential whilst you are preparing it; do not share it with your classmates. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you do not need.

Don't be tempted to use pre-prepared on-line solutions — this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

You must not write inappropriate, offensive or obscene material.

Plagiarism

Plagiarism involves taking someone else's words, thoughts or ideas and trying to pass them off as your own. **It is a form of cheating which is taken very seriously.**

Don't think you won't be caught; there are many ways to detect plagiarism.

- Markers can spot changes in the style of writing and use of language.

- Markers are highly experienced subject specialists who are very familiar with work on the topic concerned — they may have read the source you are using (or even marked the essay you have copied from!).
- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

Penalties for breaking the regulations

If your work is submitted and it is discovered that you have broken the regulations, one of the following penalties will be applied:

- the piece of work will be awarded zero marks;
- you will be disqualified from that unit for that examination series;
- you will be disqualified from the whole subject for that examination series; ▪ you will be disqualified from all subjects and barred from entering again for a period of time.

The awarding body will decide which penalty is appropriate.

REMEMBER – IT'S YOUR QUALIFICATION SO IT NEEDS TO BE YOUR OWN WORK

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AQA

City & Guilds

CCEA

OCR

Pearson

WJEC



**NO IPODS, MOBILE PHONES
MP3/4 PLAYERS
SMARTWATCHES**

**NO POTENTIAL
TECHNOLOGICAL/WEB ENABLED
SOURCES OF INFORMATION**

Possession of unauthorised items, such as a mobile phone, is a serious offence and could result in

DISQUALIFICATION

from your examination and your overall qualification.

This poster must be displayed in a prominent place outside each examination room.

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Warning to Candidates

1. You **must** be on time for all your examinations.
2. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
3. You **must not**:
 - sit an examination in the name of another candidate;
 - have in your possession any unauthorised material or equipment which might give you an unfair advantage.
4. **Possession of a mobile phone** or other unauthorised material **is breaking the rules**, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
5. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
6. You **must** follow the instructions of the invigilator.
7. If you are in any doubt speak to the invigilator.

The Warning to Candidates must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.

Effective from 1 September 2014

Seating Plans

Seating plans will be displayed outside the gym/hall before each exam. If you are sitting your exam in another room, this will be shown on the seating plan and you should make your way to that room.

You are seated for exams in CANDIDATE NUMBER ORDER. When looking for your seat, first look for your candidate number rather than your name.

The seating plans will look like this:

Seating Plan - 7th November PM

ENG1F/H, A680/01 English

FRONT OF ROOM			
	A	B	C
1	1232 FREUD:Theo Mark	6001 ABRAHAM:Yosef	6005 ATHERSYCH:V
2		6003 AHAROON:Yishai Ariel	6045 KESTEL:
3	6041 HOLDER:Joseph	6012 CHAIT:Zak Samuel	6070 SCHER:Alexander

Your candidate number, name and the paper reference of the exam will be shown. You should note down your seat so you know where you are going to in the room.

Once you are in the exam room, your name label will be on the desk in the room, along with any access arrangement cards.

Filling out the front sheet of the answer papers

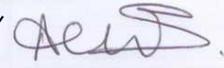
When you receive your question papers, you will often receive a separate answer booklet. Sometimes your answer will take more space than is provided (although the space allowed is usually a guide for how much you are expected to write). Read the instructions on the answer booklet carefully.

The following are designed to show you how to complete your answer papers correctly.

CONTINUATION SHEETS

Fill these in as carefully as the main booklet. Fill out **ALL details on EVERY sheet** you use. Use a **treasury tag** to secure them in the right place inside the main booklet before you hand your work in.

AQA

	Examiner's Initials	For Examiner's Use
Paper Reference: 3 7 0 2 / 4	Examination Date: 2 3 0 5 / 1 1 <small>D D / M M / Y Y</small>	For office use only
Centre Number: 1 2 2 4 0 <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Centre No. 12242 for boys</div>	Candidate Number: 1 2 3 4	
Surname: BARRALET		
Other Names: ALISON JANE		
Your Signature:  <small>I declare this is my own work.</small>		
Write in the white box how many answer books you have submitted <small>Please write the Paper Reference and your Centre Number and Candidate Number on each book and tag them together if possible</small>		1
		Total

Paper reference shown on the front of your question paper

leave blank

leave blank

Make sure you **SIGN EVERY CONTINUATION SHEET**

Enter the number of answer booklets you are submitting.

When you are continuing a question make sure you label it like this with an asterisk

2:

GCSE and GCE Examining Bodies

ADDITIONAL ANSWER SHEET

Examining body ocr	Centre number 1 2 2 4 2
Candidate name ALISON BARRALET	Candidate number 1 2 3 4
Paper reference B579	Sheet number 1

Question number
3 *continued.

Leave blank

Results

A Level results will be available on Bromcom on 13th August 2020.

GCSE results will be available on Bromcom on 20th August 2020.

Login details for Bromcom will be provided to you in advance. However, if you have not received login details by the beginning of July please contact Dr Finkelstein by email (lfexams@hasmonean.co.uk). Please note that the request for a login must come from the student themselves and not from a parent.

Getting your exam results

To log on to the system, you need to do the following:

Enter the address www.bromcomvle.com in to your browser

Enter the school ID which is 11295

Enter your Username which is USERNAME – this should be the same as your username for the school system.

Enter your password which is PASSWORD

You will then be given the opportunity to enter data to help you retrieve your password should you forget it. You will be asked every time you logon until you do but if you don't want to do it you can click on 'later'.

Once logged in you can use the Account Settings link on the top right to change your password to something easier to remember.

Please go to the examinations section. You will find there the option to see either your exam timetable or your previous exam results (if you have any). Please check that both these sections are working. On results day you will find that your results for this summer's examination will have been loaded for you to see and this is how you will get your results.

Please note that the examinations result section of the system is normally unavailable for about 48 hours before the publication of results and should anyone log in then to search for exam results no records of any examinations will be found.

A LEVEL Grade Boundaries

When you get your results you will be given both a grade and a mark beside it. Often students are very close to the next grade up and may wish to have a paper re-marked. To help decide if a re-mark may be worthwhile, use the tables below to work out how close you were to the next grade up: Grade boundaries change every year and are released by the exam boards on the results days in August. .

Grade	Percentage of total required
A*	90%
A	80%
B	70%
C	60%
D	50%
E	40%

Post-results Services

Information about post-results services is on the Exams page on the school website. The school does not generally advise applying for a remark unless you are just below a grade boundary or your result is significantly different to the expected one, as most remarks do not result in a change of grade. There is also the possibility that a remark can result in a grade going down.

If you require information as to whether you are close enough to the next grade to consider a remark **EMAIL** your exams officer. They will send back a detailed breakdown of your marks, indicating where you are close to the next grade up.

Forms for applying for a remark or return of scripts will be available on the Exams page on the school website. The deadlines for the return of this form to your Exams Officer will be shown clearly on the form. Please adhere to these deadlines as they cannot move – they are set by the exam boards.

Certificates

Certificates for summer exams are normally available from the school by the end of October. Certificates for your exams are extremely important and will be needed by you throughout your future for education and employment purposes.

Please arrange to collect them either in person from the Exams Office once you are told they are ready, or they may be collected by someone on your behalf who will be asked to sign to say they have done so.

You've worked hard to earn your grades – be proud of your achievements and look after your certificates well. 😊

AND FINALLY GOOD LUCK TO ALL OF YOU WITH YOUR EXAMS!

Exams Officers

Mrs Jane Leigh Hasmorean High School for Boys; j.leigh@hasmorean.co.uk

Ms Nancy James Hasmorean High School for Girls; n.james@hasmorean.co.uk

March 2020