



Nova Hreod Academy

The best in everyone™

Part of United Learning

Year 11 Raising Standards assembly

Friday 26th April 2019



Exam briefing: Regulations (rules)

- You have a pack which includes;
 - Letter to your parents
 - Declaration to be signed by you and your parents (3rd May 2019)
 - JCQ advice sheet regarding social media
 - Your personal Exam timetable
 - Candidate Exam Handbook with all exam rules and regulations
 - Your Intervention TT for next week

Exam briefing: Regulations (rules)

- NO PHONES
- NO SMART WATCHES
- NO FIT-BITS
- NO INTERNET CONNECTION



**NO MOBILE PHONES, SMART WATCHES
IPODS OR MP3/4 PLAYERS**

**NO PRODUCTS WITH ELECTRONIC
COMMUNICATION / STORAGE**

Possession of unauthorised materials is an
infringement of the regulations and could result in

DISQUALIFICATION

from this examination and the overall qualification.

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



Exam briefing: Regulations (rules)

- Do not become involved in any unfair or dishonest practice during the exam.
- If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects (up to 5 years).
- You must not take into the exam room:
 - Notes
 - potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player, a smartwatch or a wrist watch which has a data storage device. All wrist watches must be removed and placed on the desk.
- Any pencil cases taken into the exam room must be see-through.
- 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.

Exam briefing: Regulations (rules)

- Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
- Do not talk to or try to communicate with, or disturb other candidates once in the exam room.
- You must not write inappropriate, obscene or offensive material. Including on desks – desks are clean
- If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
- Do not borrow anything from another candidate during the exam.

Exam briefing: Uniform

- Full school uniform
 - Shoes
 - Black Socks
 - Trousers/Skirt
 - Shirt
 - Tie
- No blazers in the exams
- Wear a school jumper

Exam briefing: Make sure you attend your exams

- Know the dates and times of all your exams.
- Arrive at school each day for 8:20.
- If you arrive late for an exam, report to the invigilator running the exam.
- If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
- 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.
- Do not bring any bags, phones, watches or anything else into the exam room which is not for the purpose of the exam. You will be asked to remove it to your locker
- You may bring a bottle of water in clear plastic bottle with all labels removed – we will provide one for you

Calculators, Dictionaries and Computer Spell-checkers

- You may use a calculator unless you are told otherwise.

If you use a calculator:

- make sure it works properly;
- check that the batteries are working properly;
- clear anything stored in it;
- remove any parts such as cases, lids or covers which have printed instructions or formulas;
- do not bring into the exam room any operating instructions or prepared programs.
- Do not use a dictionary or computer spell checker unless you are told otherwise.

Instructions during the exam

- Always listen to the invigilator. Follow their instructions at all times.
- If you can't hear their instructions put your hand up.
- Tell the invigilator at once if;
 - you think you have not been given the right question paper or all of the materials listed on the front of the paper,
 - the question paper is incomplete or badly printed.
- Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
- 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.
- Remember to write your answers within the designated sections of the answer booklet.
- Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers.
- Check that you have reached the end of the exam
- If you don't understand something - CHECK

Advice and assistance

- 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.
- Put up your hand during the exam if:
 - you have a problem and are in doubt about what you should do,
 - you do not feel well,
 - you need more paper.
- You must not ask for, and will not be given, any explanation of the questions.
- You will not be given a five minute warning at the end of the exam.

At the end of the exam

- If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order.
- Place any loose additional answer sheets inside your answer booklet.
- Make sure you add your candidate details to any additional answer sheets that you use.
- Do not leave the exam room until told to do so by the invigilator and remain in silence.
- 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.

In Case of a Fire

- If the fire alarm sounds stay seated and remain silent
- The invigilators will give you instructions immediately
- You will be led out of the hall in single file and need to line up in the same position that we do in the gym out on the school field to the right of the playground.
- You DO NOT go to your tutor group
- You MUST remain in silence
- Talking during a fire alarm will be counted as cheating and could lead to disqualification

Key dates and events

- Language Speaking assessments next week 1st – 3rd May
- Art assessments
 - 2nd & 3rd May group C
 - 8th & 9th May group A
 - 10th May additional time
- Exams start on Monday 13th May 9:30 (Computer Science).
- You will have intervention then a break before every exam.
- We will always line up in the Gym as a whole year group
- You will be in school until Friday 14th June.
- Note a small handful of you have exams the week after
 - H&C Tues 18th June
 - Polish Weds 19th June
- If you have completed a subject exam you will attend the lesson and bring in revision materials suitable for your remaining examinations.

• Questions