



# Exams

# At

# UTC

# Plymouth

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Dear Student,

Please read through this booklet carefully, and make note of the rules and regulations that must be followed during examinations.

You will not be able to bring this booklet into the exam with you, but much of the information will be provided on the notice boards around the college.

If you have any queries, or are worried about anything to do with your exams, please speak with your Tutor in the first instance.

If you think you have been entered for the wrong subject, level or tier on your exam timetable, check with your relevant subject teacher.

Kind Regards

Sarah Beveridge

Exams & Attendance Officer

# Before

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## Exam Information

- Ensure that you check your individual exam timetable **carefully**.
- If there are any problems or queries, ensure that you raise them well before your first exam.
- You must arrive for your exam 10 mins before the scheduled start time.
- Finalised seating plans will go up on the noticeboards outside the Hall.
- Memorise your candidate number.
- Make sure that you have appropriate stationary for your exams (check page 3/4 for further information).

## Revision & Study Leave

- **Y10 & Y12** are expected to attend lessons as usual throughout the exam season when not taking an exam.
- **Y11 & Y13** are expected to attend lessons between exams as usual up until May half-term, and may then take Study Leave and only need to attend college for their remaining exams or to finish coursework if they are behind.
- Ensure that you plan plenty of time to revise during private study and the May half-term break.
- If you are unsure what you should be revising, or have any worries about revising for an exam, talk to your subject teacher as soon as possible.

# Stationary

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## Essential Items

Please ensure you bring **all** of the following items with you to your exam, as we can not guarantee that we will be able to provide you with additional items:

- **Black** ballpoint pen(s) - blue ink is **not** permitted
- Ruler
- Pencil(s)
- Eraser
- Pencil Sharpener

## Additional Items

These items are optional, but you may find yourself at disadvantage for certain exam papers if you do not bring these with you eg. scientific calculator for Maths, Engineering and Science exams:

- Geometry Tools inc. Protractor, Compass and Set Square
- Calculator
- Colouring Pencils
- Highlighter Pen(s) - may only be used on question papers.
- Clear pencil case/freezer bag for holding stationary.

# Stationary & Equipment

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## Banned Items

- Mobile phones
- Smartwatches
- MP3 Players
- Food - see exceptions below.
- Revision guides
- Tip-ex & erasable pens
- Gel pens
- Notes/spare paper—this will be provided
- Non-clear pencil cases

## Exceptions

- Drink - You **may only** bring a clear, label-free bottle of water into an exam with you. This could be a recycled bottle with the label removed, or a clear 'sports' style bottle. **Any other drinks or unsuitable containers, including cups or cans, will not be permitted in the exam room.**
- Clear Pencil Case—You may bring your stationary to the exams in a see-through pencil case, or alternatively, you can use a clear freezer/sandwich bag. **Any non clear pencil cases/containers are not permitted in the exam room.**

# During

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## Expectations

- You must bring your ID card with you every examination so that invigilators can verify who you are if they are unsure.
- You will follow the rules and regulations as set by the JCQ, according to the information provided in this booklet on pages 9-11, and also displayed on posters on noticeboards around the school.
- **Mobile phones must never be brought into an exam room.** If your phone goes off during an exam, or you are found to have one on you, you will lose your marks for that paper, and could potentially be banned from taking your exams by the award organisation. You will be given several opportunities to hand your phone in before an exam if you have forgotten to leave it in your locker or bag.
- You must arrive for your exams in good time, and if there is some reason why you are unable to arrive to College in time, you **must** let us know as soon as possible so that we can attempt to make arrangements for you.
- Once in the exam room, you are considered to be under exam conditions, and must not communicate with other candidates.
- If you have a question or problem, you should put your hand up and wait for an invigilator to approach you.
- You are expected to stay for the full time allowed for all examination papers. You must not leave the exam room until you are expressly dismissed by the Invigilator.
- You should vacate any exam room in silence, and bear in mind that others might still be working, so please do not congregate outside the room. You should resume your timetable as normal unless on Study Leave.

# Results &

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## Results

These will be available for you to collect in person from the College at the following times:

AS/A-Level Results	Thursday 17th August 2017 — 9:00 - 12:00
GCSE Results	Thursday 24th August 2017 — 9:00 - 12:00

You may ask someone to collect your results on your behalf, but they will need a letter of consent written and signed by you. **This includes parents, friends and other family members.** You can provide this before the results days in preparation. Please hand to the Exams Office or Reception.

Results will **not** be given out over the phone, however we can email your results to you if you provide a letter of consent to the Exams Office or Reception, before the results day. Emailed results will be sent as soon as possible, but we won't guarantee a time.

Staff will be on-hand to congratulate, answer any queries and advise wherever necessary.

## Enquiries after Results

If you believe that your paper may have been marked incorrectly, or that there may be a clerical error, then forms will be available for you to complete and return to the Exams Officer.

A copy or your original paper may also be requested for review or as a teaching resource.

# Results &

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## Resits

Y12s wishing to resit their AS-Level modules may now only do so in the following Summer exam season. Details of how to arrange resits will go out to students in the following Spring term.

Y10s may only resit their GCSEs in a linear fashion the following Summer exam season.

## Certificates

Any claimed certificates will arrive at the College between October and December.

Continuing Y10 and 12 students will have their certificates collated and kept until they have completed their full qualifications, any resits that have been taken, and all certificates are received. If required sooner, please let the Exams Officer know.

Leavers will receive their certificates by post using the last address that we hold for them unless they specify otherwise before they leave, or may request to collect them in person if they wish.

**Please keep your certificates safe. You will need them for future course and job applications!**

If you lose, misplace or destroy your certificate they are only replaceable directly through the award organisations, and are charged at approximately £35-£40 per award organisation.



AQA	City & Guilds	CCEA	Edexcel	OCR	WJEC
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**Information for candidates**  
**For written examinations – effective from 1 September 2011**

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.

<b>A</b>	<b>Regulations – Make sure you understand the rules</b>
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	You <b>must not</b> take into the exam room: <ul style="list-style-type: none"> <li>• notes;</li> <li>• calculator cases/instruction leaflets;</li> <li>• reading pens;</li> <li>• mobile phones, iPods, MP3/4 players or any other products with text/digital facilities.</li> </ul> <p><b>Any pencil cases taken into the exam room must be see-through.</b></p> <p><b>Remember:</b> 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	Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
6	Do not talk to or try to communicate with or disturb other candidates once the exam has started.
7	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
8	Do not borrow anything from another candidate during the exam.
<b>B</b>	<b>Information – Make sure you attend your exams and bring what you need</b>
1	Know the dates and times of all your exams.
2	Arrive at least ten minutes before the start of each exam.
3	If you arrive late for an exam, report to the invigilator running the exam.
4	If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
5	Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
6	You must write in black ink. Coloured pencils or inks may be used only for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.
<b>C</b>	<b>Calculators, Dictionaries and Computer Spell-checkers</b>
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator <ul style="list-style-type: none"> <li>• make sure it works properly; check that the batteries are working properly;</li> <li>• clear anything stored in it;</li> <li>• remove any parts such as cases, lids or covers which have printed instructions or formulas;</li> <li>• do not bring into the exam room any operating instructions or prepared programs.</li> </ul>
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
<b>D</b>	<b>Instructions during the exam</b>
1	Listen to the invigilator and follow their instructions at all times.
2	Tell the invigilator at once: <ul style="list-style-type: none"> <li>• if you think you have not been given the right question paper or all of the materials listed on the front of the paper;</li> <li>• if the question paper is incomplete or badly printed.</li> </ul>
3	Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4	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.
<b>E</b>	<b>Advice and assistance</b>
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"> <li>• you have a problem and are in doubt about what you should do;</li> <li>• you do not feel well;</li> <li>• you need more paper.</li> </ul>
3	You must not ask for, and will not be given, any explanation of the questions.
<b>F</b>	<b>At the end of the exam</b>
1	If you have used more than one answer booklet and/or any loose sheets of paper, place them in the correct order. Remember to fasten them together with a treasury tag before you leave. 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.
<p><b>This information must be made available to all candidates in advance of their examination(s).</b> <b>It may be provided electronically to candidates or in hard copy paper format.</b></p>	

AQA	City & Guilds	CCEA	Edexcel	OCR	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 2011**



AQA	City & Guilds	CCEA	Edexcel	OCR	WJEC
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**NO MOBILE PHONES, IPODS,  
MP3/4 PLAYERS.**

**NO PRODUCTS WITH AN  
ELECTRONIC  
COMMUNICATION/STORAGE  
DEVICE OR DIGITAL FACILITY.**

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

**DISQUALIFICATION**

from the current examination and the overall qualification.  
Candidates are advised that mobile phones in particular **must not**  
be in their possession whether switched on or not.

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