



SHIRE OAK ACADEMY
TURNING POTENTIAL INTO EXCELLENCE

Notice to Candidates

For written examinations held in the period 1 September 2022 to 31 August 2023.

Regulations – Make sure you understand the rules

1. Be on time for all your examinations. If you are late, your paper may not be marked by the exam board.
2. Do not become involved in any unfair or dishonest practice during the examination.
3. If you try to cheat, or break the rules in any way, you could be disqualified from all of your subjects.
4. Only take into the examination room the materials and equipment which are allowed, a pencil case, Scientific Calculator and maths equipment will be provided for you.
5. Do not take into the examination room any unauthorised materials or equipment which might give you an unfair advantage - This includes:
notes, calculator cases/instruction leaflets, bags, digital equipment, electronic communication / storage devices, **including mobile phones, iPods, MP3/4 players, Smart Watches, Wrist watches or any other technological/web enabled sources of information.**



Any pencil cases taken into the examination room must be **transparent plastic**.

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.

6. Do not use correcting pens, fluid or tape, highlighters or pale coloured gel pens in your answers. However, highlighters may be used to highlight questions, words or phrases within the question paper or resource material.

7. Do not talk to or try to communicate with or disturb other candidates once you are in the exam room.

8. If you leave the examination room unaccompanied before the examination has finished, you will not be allowed to return.

9. Do not borrow anything from another candidate during the examination.

INFORMATION FOR EXAMS

1. Know the dates and times of all your examinations. Misreading your timetable is not accepted as a valid excuse for missing an exam.
2. Arrive at least fifteen minutes before the start of each examination.
3. If you arrive late for an exam, report to the exams officer or an invigilator running the exam.
4. If you arrive more than one hour after the published starting time for the examination, your exam paper may not be marked.
5. Only take into the examination room the pens, pencils, erasers and any other equipment which you need for the exam in a transparent plastic pencil case.
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.
7. **Equipment will be provided but you are more than welcome to bring your own.**
8. You are allowed to take a **small** bottle of water into the exam room, but it must be white transparent, the bottle should not have any colour on it with the label taken off. No food or drink other than water is allowed.



9. Do not draw, graffiti, or write offensive comments on examination papers as the exam board may refuse to mark your paper.
10. You must wear a full Shire Oak Academy uniform for all your exams. If you arrive without your full uniform, you may be refused entry into the exam room and parents/guardians will then be charged for the missed exam.

CALCULATORS, DICTIONARIES & COMPUTER SPELL CHECKER

1. You may use a calculator unless you are told otherwise.
2. If you use a calculator:
 - > Make sure it works properly; check that the batteries are working properly and ensure it conforms to exam regulations
 - > Clear anything stored in it such as formulae, equations etc.
 - > Remove any parts such as cases, lids, or covers which have printed instructions or formulas
 - > 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.

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 formulae.

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 formulae;
 - text.

The candidate is responsible for the following:

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

INSTRUCTIONS DURING THE EXAMINATION

1. Listen to the exams officer or invigilator and always follow their instructions.
2. Tell the invigilator at once:
 - > if you think you have not been given the right question paper or all the materials listed on the front of the paper **OR**
 - > if 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. Fill in all the details required on the front of the question paper and/or the answer booklet before you start the examination.



5. Remember to write your answers within the designated sections of the answer booklet.
6. Do your rough work on the correct examination stationery. Cross it through and hand it in with your answers.
7. Put up your hand during the examination if: ☐ **OBJ**
 - > you have a problem or 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.

END OF THE EXAMINATION

1. If you have used more than one answer booklet, place them in the correct order.
2. Do not leave the examination room until told to do so by the invigilator or the exams officer. Other students may be working so make sure you leave in silence. **You are under examination regulations until you leave the exam room.**
3. Do not take from the examination room any exam stationery, (i.e. the question paper, answer booklets used or unused or any equipment that was already on your table), rough work or any other materials provided for the examination.

Advice and assistance

1. If you miss any of your exams, you must send a medical note from your doctor to the school, WITHIN 2 DAYS OF YOUR MISSED EXAM, addressed to the exams officer, Miss Natalie Heath. Please be aware that your parents/guardians will be charged for missed exam(s) if we do not receive the correct medical documents.



2. If you have any questions in relation to your examination entries or general queries about your exams this summer please see me, Miss Heath, Data Office in South Building.

3. All Mobile phones, iPods, MP3/4 players, headphones, Smart Watches Wrist watches and any other electronic devices are forbidden to be in your possession once you enter the exam room. Please make sure you leave all your belongings including mobile phones, smart watches, wristwatches, calculator lids etc. in your bags in the changing rooms if you are in the Sports Hall or in your bags at the front/back of the room. All phones and smart watches need to be turned off (not left on vibrate) before you enter the exam room if you are in a separate room.

4. The changing rooms will be locked but the Academy will not be responsible for any valuables that go missing during your exams

Please note the following dates have been designated as Contingency Days by exam boards. You must remain available until this date should an exam board need to invoke its

Contingency plan:

Wednesday 8th June - Afternoon

Wednesday 15th June - Afternoon

Wednesday 28th June – All Day

Results Day

- GCE Results day this will be on the **Thursday 17th August** – You will be able to collect your results from 8.30am from the 6th form common room.
- GCSE Results day for you this year will be on **Thursday 24th August** - You will be able to collect your results between **8:30am and 11:30am** from the Hub.
- If you cannot come into the Academy to collect your results and wish to have them posted, you **MUST** supply a stamped addressed envelope to Miss Heath before the end of the summer term.
- Please note that the results you receive are only your 'Statement of Results' and that your actual Certificates will not be received in school until December 2023.
- **Certificates will be available for release to you by the end of January 2024. Certificates MUST be collected in person and can be collected from Reception.**
- **If you cannot come into the Academy yourself, the person collecting them must have a letter signed by you, giving them permission to collect your certificates.**
- **Certificates are only held for a maximum of 2 years. After this time, they are sent back to the exam board and you will have to pay approximately £40 for each certificate to be re issued**

PLEASE SEE OUR WEBSITE UNDER EXAMINATIONS OR CLICK THE LINK TO VIEW THE FOLLOWING NOTICES AND INFORMATION FOR CANDIDATES ISSUED BY JCQ ON:

[WRITTEN EXAMS](#)

[ON-SCREEN TESTS](#)

[COURSEWORK](#)

[NON-EXAMINATION ASSESSMENTS](#)

[PRIVACY NOTICE](#)

[SOCIAL MEDIA](#)

PLEASE TAKE TIME TO READ THEM CAREFULLY.

Once you have read this document and read the linked information for candidates can you click the link below

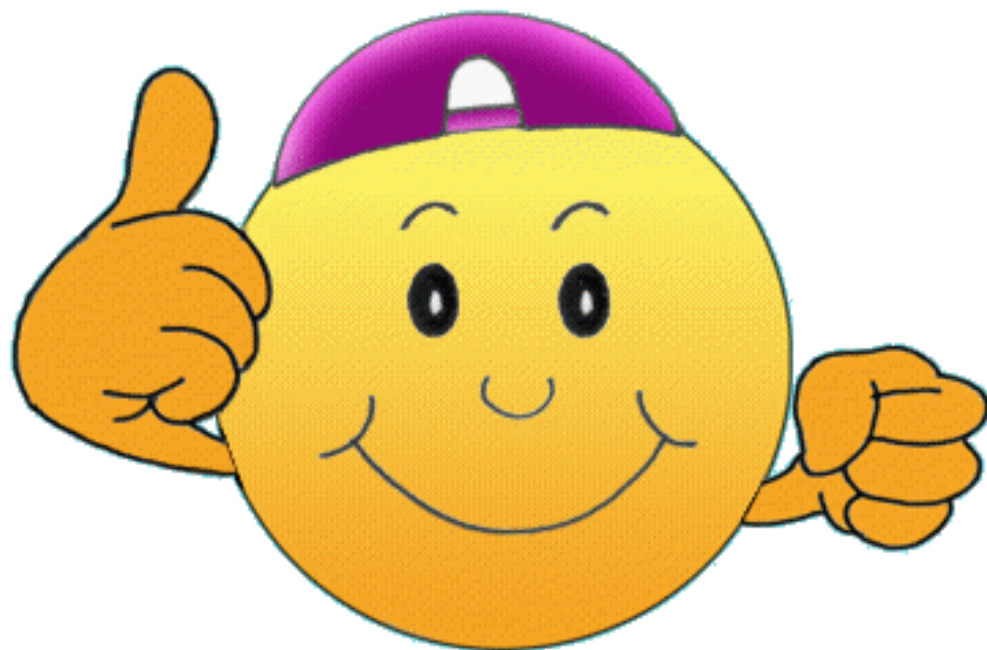
[Exam Handbook Confirmation](#)

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

GO FOR IT !



GOOD LUCK !

