

November Exams

What to expect?

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 You must not take into the exam room:

(a) notes;

(b) an iPod, a mobile phone, a MP3/4 player or similar device, or a watch.

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.

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 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 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 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 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:

(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 before you start the exam.

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:

(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.

Information for candidates Using social media and examinations/assessments



Image by Patricia Jones

This document has been written to help you stay within exam regulations.

Please read it carefully.

We all like to share our experiences when taking exams and sharing ideas with others online can be helpful when you're studying or revising.

However, it is important to consider what you say and to think about what information is being shared as there are limits to what you can share and you need to be careful not to break the rules. The rules are in place to ensure that exams are fair to everyone, students don't become worried about false rumours and any real issues can be sorted out quickly by the right people.

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 (if available). 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 need to know that the following would be malpractice:

- copying or allowing work to be copied – e.g. posting written work on social networking sites prior to an examination/assessment;
- collusion: allowing others to help produce your work or helping others with theirs;
- asking others about what questions your exam will include (even if no one tells you);
- having or sharing details about exam questions before the exam - whether you think these are real or fake; or
- not telling exam boards or your school/college about exam information being shared.

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>



November 2021 Exam Timetable

DATE	TIME OF EXAM	EXAM TITLE	EXAM CODE	LOCATION OF EXAM	NO. OF CANDIDATES DOING EXAM
Mon 22nd NOVEMBER	9:15am – 10:15am	Biology (Double Award) Unit 1 Foundation	GDW11	BLUE HALL (GYM)	14
Mon 22nd NOVEMBER	9:15am – 10:15am	Biology (Double Award) Unit 1 Higher	GDW12	BLUE HALL (GYM)	25
Mon 22nd NOVEMBER	9:15am – 10:15am	Biology (Single Award) Unit 1 Foundation	GSA11	BLUE HALL (GYM)	34
Mon 22nd NOVEMBER	9:15am – 10:15am	Biology (Single Award) Unit 1 Higher	GSA12	BLUE HALL (GYM)	9
Tues 23rd NOVEMBER	9:15am – 10:15am	Chemistry (Double Award) Unit 1 Foundation	GDW21	BLUE HALL (GYM)	8
Tues 23rd NOVEMBER	9:15am – 10:15am	Chemistry (Double Award) Unit 1 Higher	GDW22	BLUE HALL (GYM)	11
Tues 23 rd NOVEMBER	9:15am – 10:15am	Chemistry (Single Award) Unit 2 Foundation	GSA21	BLUE HALL (GYM)	35
Tues 23rd NOVEMBER	9:15am – 10:15am	Chemistry (Single Award) Unit 2 Higher	GSA22	BLUE HALL (GYM)	8
Wed 24 th NOVEMBER	9:15am – 10:15am	Physics (Double Award) Unit 1 Foundation	GDW31	BLUE HALL (GYM)	10
Wed 24 th NOVEMBER	9:15am – 10:15am	Physics (Double Award) Unit 1 Foundation	GDW32	BLUE HALL (GYM)	10

November 2021 Exam Timetable

DATE	TIME OF EXAM	EXAM TITLE	EXAM CODE	LOCATION OF EXAM	NO. OF CANDIDATES DOING EXAM
Fri 26th NOVEMBER	9:15am – 11:00am	English Language Unit 1	GEN11	SPORT'S HALL	128
Mon 29th NOVEMBER	9:15am – 11:00am	Mathematics Unit 1 Foundation	GMC11	SPORT'S HALL	2
Mon 29th NOVEMBER	9:15am – 11:00am	Mathematics Unit 2 Foundation	GMC21	SPORT'S HALL	81
Mon 29th NOVEMBER	9:15am – 11:15am	Mathematics Unit 3 Higher	GMC31	BLUE HALL (GYM)	48
Mon 29th NOVEMBER	9:15am – 11:15am	Mathematics Unit 4 Higher	GMC41	BLUE HALL (GYM)	1
Wed 1 st DECEMBER	9:15am – 11:00am	English Language Unit 4	GEN41	SPORT'S HALL	128
Thurs 2 nd DECEMBER	9:15am – 10:15am	Mathematics Unit 6 Non-Calc. Foundation	GMC61	CAREER'S ROOM	3
Thurs 2 nd DECEMBER	9:15am – 10:15am	Mathematics Unit 6 Calc. Foundation	GMC62	CAREER'S ROOM	3