

# EXAMINATION BOOKLET 2019/20



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It is the aim of The Hamble School to make the examination experience as stress-free and successful as possible for all candidates. Hopefully, this booklet will prove to be informative and helpful. Please read it carefully so that you are aware of the examination regulations and the procedures to follow in the event of any problems arising.

The awarding bodies (examination boards) set strict criteria which must be followed for the conduct of examinations and The Hamble School is required to follow them precisely. You should therefore pay particular attention to the JCQ Information for Candidates and Warning Notices included at the end of this booklet.

If you should have any queries, need help or advice, or there is anything you do not understand, please contact the Examinations Officer:

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# SUMMER EXAMS TIMETABLE

Exam Date	Board	Qualification	Subject	Title	Exam Time	Exam Duration
11-May-20	Pearson	GCSE	Computer Science	Computer Science Paper 1: Principles of Computer Science	AM	1h 40m
	AQA	GCSE	Religious Studies A	Religious Studies A Paper 1: The Study of religions: beliefs, teachings and practices	PM	1h 45m
12-May-20	AQA	GCSE	French	French Paper 1 - Listening (both tiers)	AM	35m / 45m
	AQA	GCSE	French	French Paper 3 - Reading (both tiers)	AM	45m / 1h
	AQA	GCSE	Biology	Biology Paper 1 (both tiers)	PM	1h 45m
	AQA	GCSE	Combined Science: Trilogy	Combined Science: Trilogy - Biology Paper 1 (both tiers)	PM	1h 15m
13-May-20	AQA	GCSE	English Literature	English Literature Paper 1: Shakespeare and the 19th Century novel	AM	1h 45m
	Pearson	GCSE	Physical Education	Physical Education Paper 1: Fitness and Body Systems	PM	1h 45m
14-May-20	AQA	GCSE	Chemistry	Chemistry Paper 1 (both tiers)	AM	1h 45m
	AQA	GCSE	Combined Science: Trilogy	Combined Science: Trilogy - Chemistry Paper 1 (both tiers)	AM	1h 15m
	Pearson	GCSE	Computer Science	Computer Science Paper 2: Application of Computational Thinking	PM	2h
15-May-20	AQA	GCSE	French	French Paper 4 - Written (both tiers)	AM	1h / 1h 15
	Pearson	GCSE	Physical Education	Physical Education Paper 2: Health and Performance	PM	1h 15m
18-May-20	AQA	GCSE	Geography	Geography Paper 1: Living with the Physical Environment	AM	1h 30m
	AQA	GCSE	Drama	Drama: Understanding Drama	PM	1h 45m
19-May-20	Pearson	GCSE	Mathematics	Mathematics Paper 1: Non-Calculator (both tiers)	AM	1h 30m
	AQA	GCSE	Religious Studies A	Religious Studies A Paper 2: Thematic Studies	PM	1h 45m
20-May-20	AQA	GCSE	Spanish	Spanish Paper 1 - Listening (both tiers)	AM	35m / 45m
	AQA	GCSE	Spanish	Spanish Paper 3 - Reading (both tiers)	AM	45m / 1h
	AQA	GCSE	Combined Science: Trilogy	Combined Science: Trilogy - Physics Paper 1 (both tiers)	PM	1h 15m
	AQA	GCSE	Physics	Physics Paper 1 (both tiers)	PM	1h 45m
21-May-20	AQA	GCSE	English Literature	English Literature Paper 2: Modern Texts and poetry	AM	2h 15m
22-May-20	AQA	GCSE	Design and Technology	Design and Technology	PM	2h



01-Jun-20	Pearson	GCSE	History	History Paper 1: Thematic study and historic environment	AM	1h 15m
	AQA	GCSE	Biology	Biology Paper 2 (both tiers)	PM	1h 45m
	AQA	GCSE	Combined Science: Trilogy	Combined Science: Trilogy - Biology Paper 2 (both tiers)	PM	1h 15m
02-Jun-20	AQA	GCSE	English Language	English Language Paper 1: Explorations in Creative Reading and Writing	AM	1h 45m
03-Jun-20	AQA	GCSE	Geography	Geography Paper 2: Challenges in the human environment	AM	1h 30m
	AQA	GCSE	Spanish	Spanish Paper 4 - Written (both tiers)	PM	1h / 1h 15
04-Jun-20	Pearson	GCSE	Mathematics	Mathematics Paper 2: Calculator (both tiers)	AM	1h 30m
	Pearson	GCSE	History	History Paper 2: Period study and British depth study	PM	1h 45m
05-Jun-20	AQA	GCSE	English Language	English Language Paper 2: Writers' Viewpoints and Perspectives	AM	1h 45m
	OCR	GCSE	Media Studies	Media Studies Paper 1: Television and promoting media	PM	1h 45m
08-Jun-20	Pearson	GCSE	Mathematics	Mathematics Paper 3: Calculator (both tiers)	AM	1h 30m
	OCR	GCSE	Media Studies	Media Studies Paper 2: Music and news	PM	1h 15m
09-Jun-20	Pearson	GCSE	History	History Paper 3: Modern depth study	AM	1h 20m
	AQA	GCSE	Food Preparation and Nutrition	Food Preparation and Nutrition	PM	1h 45m
	AQA	GCSE	Music	Music: Understanding Music	PM	1h 30m
10-Jun-20	AQA	GCSE	Chemistry	Chemistry Paper 2 (both tiers)	AM	1h 45m
	AQA	GCSE	Combined Science: Trilogy	Combined Science: Trilogy - Chemistry Paper 2 (both tiers)	AM	1h 15m
	AQA	GCSE	Polish	Polish Paper 1 - Listening (both tiers)	PM	35m / 45m
	AQA	GCSE	Polish	Polish Paper 3 - Reading (both tiers)	PM	45m / 1h
11-Jun-20	AQA	GCSE	Geography	Geography Paper 3: Geographical Applications	AM	1h 15m
	Pearson	GCSE	Statistics	Statistics Unit 1: Higher	PM	1h 30m
12-Jun-20	AQA	GCSE	Physics	Physics Paper 2 (both tiers)	AM	1h 45m
	AQA	GCSE	Combined Science: Trilogy	Combined Science: Trilogy - Physics Paper 2 (both tiers)	AM	1h 15m
16-Jun-20	Pearson	GCSE	Statistics	Statistics Unit 2: Higher	AM	1h 30m
17-Jun-20	AQA	GCSE	Polish	Polish Paper 4 - Written (both tiers)	AM	1h / 1h 15

## Examination Contingency Day – Wednesday 24 June 2020



# CONTINGENCY DAY

As seen in the Summer Exams Timetable, the Examination Awarding Bodies and JCQ (Joint Council for Qualifications) have arranged a contingency day during the exams period. This is the first time that this has happened and it is for “GCSE and/or GCE examinations, should sustained national or local disruption arise during the June 2020 examination series”.

This decision has been made following the tragic events of summer 2017, namely the Manchester attacks and the Grenfell Tower Fire. JCQ have decided that there needs to be an option whereby an exam can be postponed in the event of an incident and rearranged for a later date to allow all students a fair and equal chance. **The date that has been set as the Contingency Day for the 2020 exam series is Wednesday 24 June 2020.**

This means that **all candidates must be available to sit exams up to, and including, Wednesday 24 June 2020.** This decision is not a school decision and applies to all candidates in all schools nationwide. Please make a note of this important date as it is common practice, and completely understandable, for many families to book holidays at the end of June and into July so as to take advantage of the lower prices available. However, it would be devastating for a student to miss out on a good grade after working hard during the GCSE course because they may be absent from a rearranged final exam.

## WRITTEN EXAMS

When students receive their individual exam timetables it will show their own specific, timetabled examinations with their name, Unique Candidate Identifier (UCI), exam number and details of the date, time and duration of each exam. Students must check this carefully. **If candidates think that something is wrong with their exam timetable, they must see Mrs Fry immediately.** Please be mindful that a student may have already completed some practical components that appear on their individual exam timetable.

## EXAM CLASHES

Occasionally some candidates will have a clash where two or more subjects are timetabled at the same time. For this year's exams there is one date that holds an examination clash – Tuesday 9<sup>th</sup> June in the afternoon - the Food Preparation & Nutrition and Music exams.

The school will make special timetable arrangements for candidates where an exam clash occurs, but the exams involved in the clash must be taken on the same day, and in the same afternoon for most students. The times for these exams will be shown on a student's individual timetable. Students will be supervised by an invigilator until they have finished all the exams scheduled for each session. As such, students involved in an exam clash will need to bring a packed lunch and a drink with them on the day of the exam as they will not be able to communicate with anyone not involved in the exam clash. A break of up to 20-minutes will be allowed between each exam paper and students **will not** be allowed to revise during this time.



# NON-EXAMINED ASSESSMENTS

The JCQ notice about coursework, controlled assessment units (CAUs) and non-examined assessments (NEAs) can be found at the end of this booklet.

## LOCATIONS OF EXAMS

Exams will mainly take place in the Sports Hall, but other venues are also used. These other venues include: The Progress Zone, Music Room, Sports Pavilion, T2 and individual rooms across the school site.

It is vital that students check their individual timetables so that they know their exam location for each of their exams.

## TIMINGS OF EXAMS

Morning exams start at **8.50am** and afternoon exams start at **1.30pm**. Students follow their normal school timetable unless they are scheduled to sit an exam.

Students will begin the school day in a warm-up session between **8.20am** and **8.40am**. This warm up session will be in the subject for the exam they will sit that morning. Students will then be escorted to the designated bag drop area and then on to the Quadrant, where students will line up in row and seat order. Students will line up silently and await further instructions.

Warm up session times for afternoon exams are **12.20pm** to **12.50pm**. Following an afternoon warm up session, students in the warm up will go straight to lunch in the **Main Hall**. Lunchtime will be **12:50pm** to **1:20pm**. After lunch has finished, students will go directly to the designated bag drop area and then line up in the Quadrant as outlined above, waiting silently for further instructions.

It is the school's policy not to allow candidates to leave an exam room early as this is disruptive to students in the exam room. Therefore, students are not to ask to leave, and instead use this time to check through their answers thoroughly and make sure that they have completed their personal details on the front of the exam booklet correctly.

## SUPERVISION DURING EXAMS

A member of the Senior Leadership Team (SLT) and/or Head of Department for the subject being examined will be present when students line up for the exam. This is to ensure that the students sitting the exam are the correct students and to also ensure the students adopt appropriate exam behaviour. A member of the Senior Leadership Team will be present to start every exam.

The school employs external invigilators to supervise candidates during each examination. Invigilators are members of staff at The Hamble School. Students are expected to behave in a respectful manner towards invigilators and follow their instructions at all times. Invigilators are in the examination rooms to supervise the conduct of the examination. They will distribute and collect the examination papers, tell students when to start and finish an



examination, provide extra paper if required and deal with any issues that arise during an examination. Invigilators cannot discuss the examination paper with candidates, or read or explain examination questions.

Students are not permitted to leave the exam room without the permission of an invigilator. If students need to use the toilet, they will be escorted by an invigilator and **will not be allowed any extra time following their absence from the examination.**

Any student who behaves in a disruptive or unacceptable manner will be removed from the examination room by invigilators. The Exams Officer and SLT will be contacted and the behaviour issue addressed. A report will then be sent to the relevant examination (awarding) body.

## EXAM CONDITIONS

Copies of the 'Information for Candidates', which is issued jointly by all the examination (awarding) bodies, is included at the end of this booklet. Students must read these carefully and note that breaking any of the examination rules or regulations could lead to disqualification from all subjects. The school must report any breach of regulations to the awarding body.

Students must listen carefully to instructions and notices read out by the invigilators at the start of every exam – there may be amendments or corrections to the exam paper that students need to know. When in the exam room, students need to check they have the correct question paper. This includes checking the subject, paper and tier of entry.

Students must not draw pictures, or write offensive comments on examination papers. If students do this, the examination board may refuse to accept at student's exam paper.

At the end of an examination all work must be handed in. Students must remember to cross through any rough work they do not want to be marked with a single line. If they have used more than one answer book, or loose sheets of paper, they must make sure all papers and all loose sheets are in the correct order and inserted inside the last page of the exam booklet. Question papers, answer booklets and additional paper must not be taken from the exam room.

Invigilators will collect a candidate's exam papers before they leave the exam room. **Absolute silence must be maintained during this time.** Students must remember that they are still under exam conditions until they have left the exam room. Students must remain seated in silence until they are dismissed from the exam room. Students must remain in silence whilst they leave the threshold of the exam room; students must leave the exam room in silence and show consideration for other candidates who may still be working.

## CANDIDATE SEATING PLANS

Students will sit in candidate number order for every exam. A card with their name and candidate number will be on the desk so each student can find their seat. Seating plans will be issued prior to each exam, though The Hamble School has adopted a policy whereby students will have the same exam desk / seat and location for each exam they take.



# EQUIPMENT FOR EXAMS

Examination regulations are very strict regarding items that may be taken into the examination room. **If any candidate breaks these rules they will be disqualified from the examination.**

All items of equipment (pens, pencils, mathematical instruments) should be placed on the desk and be visible to the invigilators at all times.

- Candidates must use either a transparent pencil case or clear plastic bag.
- Candidates must use a **black** pen. No ink erasers, gel pens or correction pens are allowed.
- Using calculators - candidates must be aware of JCQ awarding body instructions regarding the use of calculators in exams which state:
  - *"Candidates may use a calculator in an examination unless prohibited by the awarding body's specification. Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations".*
- Calculators must be:
  - of a size suitable for use on the desk; either battery, or solar powered, and
  - free of lids, cases and covers which have printed instructions or formulas.

Calculators must not:

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

The candidate is responsible for the following:

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

# FOOD AND DRINK IN EXAMS

No food or drink (except a small clear plastic bottle of water, **label removed**) is allowed in the examination room, with the exception of those with a medical need. If unsure, candidates must seek advice from the Exams Officer **before** an exam.



# UNIFORM DURING EXAMS

**Full school uniform** must be worn by **all** students attending school for examinations. Blazers may be removed once in the examination room, and placed on the back of the chair. Directive about what uniform can be worn during hot weather will come from the Headteacher.

## BANNED ITEMS IN EXAMS

Only material that is listed on a question paper is permitted in the examination room. Students who are found to have any material with them that is not allowed will be reported to the appropriate examination (awarding) body. In such circumstances, a student would normally be disqualified from the paper or the subject being completed by the candidate.

Mobile phones, iPods, smartwatches, MP3 / MP4 players and digital wrist watches must not be brought into the exam room. Being in possession of any electronic communication device in the exam room is regarded as cheating and is subject to severe penalty from the awarding bodies. The school must report any such incident, whether or not the device was used, and the awarding body will decide the penalty.

Any of the above devices brought into the examination room must be switched off and handed to an invigilator before the start of an exam. All other watches must be removed and placed on the corner of your desk. They can only be returned once all exam papers have been collected.

## PERSONAL ITEMS DURING EXAMS

Bags and coats are to be left in the designated classroom prior to lining up for an examination. This classroom will be locked but we cannot guarantee full liability for the safety of each student's personal effects. The Hamble School therefore advises students not to bring any valuables into school during the exam period.

## LATENESS DURING EXAMS

If a candidate arrives less than one hour after the published starting time of the examination, it may still be possible for them to sit the paper. Students in this situation must report to Reception as soon as they are able. A member of the exams team will escort any late student to the relevant exam room as, after an examination has begun, a student must not enter an examination room unless they have permission from an invigilator or the Exams Officer.

Candidates should also be aware that if they start an exam more than one hour after the published start time of an exam, Exams Officer must inform the exam board who may decide not to accept the candidate's work. Candidates must allow themselves enough time to get to school so that, if they are delayed, they will still arrive on time.



# ILLNESS DURING EXAMS

If a candidate is unwell on the day of an examination, they must contact the school as soon as possible so we can help or advise the candidate. Depending on the severity of the illness, the student will still be asked to attend their exam for the published start time. We have procedures in place to overcome these situations; a candidate will likely be placed in a temporary exam room, away from the main cohort of students, to avoid disturbing others or inadvertently spreading germs.

In the case of an accident that means a candidate becomes unable to write, it may be possible to provide them with a scribe to write their answers. In this instance, we will need as much prior notice as a candidate can give to plan appropriate support.

Where a candidate is unwell in any way, they will need to obtain written medical evidence from their GP or hospital if they wish the school to make an application for Special Consideration on their behalf (see below).

# ABSENCE FROM EXAMS

If a candidate misses an exam without informing the school of the reason, the candidate's parent(s) / carer(s) will be charged the entry fee for the exam. It is important to note that misreading the exam timetable will not be accepted as a satisfactory explanation of absence.

JCQ states that *"when a candidate has missed a timetabled component / unit for acceptable reasons and the centre is prepared to support an application for special consideration, an adjustment may be made to the terminal grade. However, the component / unit must have been missed in the terminal series, candidates must have covered the whole course and a minimum of 25% of the total assessment must have been completed."*

In the event that this happens, the exam board will approximate a grade for the component / paper missed using a candidate's other component / papers' results. The awarding body will compare these results to how other candidates performed nationally on the missing component / paper in relation to the completed components / papers.

# SPECIAL CONSIDERATION

Special Consideration is an adjustment to the marks or grades of a candidate who has sat an exam but has been disadvantaged in some way owing to 'exceptional circumstances'.

Candidates will only be eligible for Special Consideration if they have been fully prepared for, and covered, the whole course but performance in the examination is affected by adverse circumstances beyond their control. Examples of such circumstances include, but are not limited to, illness, accident or injury, bereavement or a domestic crisis at the time. The Exams Officer must be informed **immediately** so that the necessary paperwork can be sent to the board. The candidate is expected to provide written evidence to support such an application. **This must be received no later than 5 days after the examination date.**

Parents / carers should be aware that the decision to apply any adjustment is made by the examining (awarding) body. It is likely to be small and no feedback is ever provided.



# EMERGENCY PROCEDURES

If the fire alarm sounds during an examination, the exam invigilators will tell candidates what to do. It is important that candidates do not panic. If candidates have to evacuate the exam room, they will be asked to leave in the order in which they are sitting. They will be escorted to the designated assembly point for their exam room. Candidates must leave everything on their desk. Candidates must not attempt to communicate with anyone else during an evacuation and **silence must be maintained at all times**.

When, after an emergency has ended, candidates return to the exam room, they must not start writing until the invigilator tells them to. Candidates will be permitted to have the full working time for the examination, and a report will be sent to the awarding body by the Exams Officer detailing the incident.

## SUSPECTED MALPRACTICE

The Hamble School adheres to the JCQ Policies and Procedures for Suspected Malpractice in Examinations and Assessments which is found on the school website. Candidate Malpractice is defined as *“malpractice by a candidate in the course of any examination or assessment, including the preparation and authentication of any controlled assessments, coursework or non-examination assessments, the presentation of any practical work, the compilation of portfolios of assessment evidence and the writing of any examination papers”*. Candidate Malpractice can include the following examples:

- the alteration or falsification of any results document, including certificates,
- a breach of the instructions or advice of an invigilator, supervisor, or the awarding body in relation to the examination or assessment rules and regulations,
- failing to abide by the conditions of supervision designed to maintain the security of the examinations or assessments,
- collusion: working collaboratively with other candidates, beyond which is permitted,
- copying from another candidate (including the use of technology to aid the copying),
- allowing work to be copied e.g. posting work on social networking sites prior to an examination / assessment,
- the deliberate destruction of another candidate's work,
- disruptive behaviour in the examination room or during an assessment session (including the use of offensive language),
- failing to report to the centre or awarding body the candidate having unauthorised access to assessment-related information or sharing unauthorised assessment-related information online,
- exchanging, obtaining, receiving, passing on information (or the attempt to) which could be examination-related by means of talking, electronic, written or non-verbal communication,
- making a false declaration of authenticity in relation to the authorship of controlled assessment, coursework, non-examination assessment or the contents of a portfolio,
- allowing others to assist in the production of controlled assessment, coursework, non-examination assessment or assisting others in the production of controlled assessment, coursework or non-examination assessment,
- the misuse, or the attempted misuse, of examination and assessment materials and resources (e.g. exemplar materials),



- being in possession of confidential material in advance of the examination,
- bringing into the examination room notes in the wrong format (where notes are permitted in examinations) or inappropriately annotated texts (in open book examinations),
- the inclusion of inappropriate, offensive or obscene material in scripts, controlled assessments, coursework, non-examination assessments or portfolios,
- impersonation: pretending to be someone else, arranging for another person to take one's place in an examination or an assessment,
- plagiarism: unacknowledged copying from, or reproduction of, published sources or incomplete referencing,
- theft of another candidate's work,
- bringing into the examination room or assessment situation unauthorised material, for example: notes, study guides and personal organisers, own blank paper, calculators (when prohibited), dictionaries (when prohibited), instruments which can capture a digital image, electronic dictionaries (when prohibited), translators, wordlists, glossaries, iPods, mobile phones, MP3/4 players, pagers, smartwatches or other similar electronic devices,
- the unauthorised use of a memory stick, or similar device, where a candidate uses a word processor,
- facilitating malpractice on the part of other candidates,
- behaving in a manner so as to undermine the integrity of the examination.

It is important to understand that, with each breach or suspected / alleged breach, there will be consequences for Candidate Malpractice. The severity of the consequence of a breach will depend on the severity of the breach. It is important to note that any Candidate Malpractice could result in total disqualification from all qualifications for a candidate.

Invigilators and school staff are trained in looking for possible instances of Candidate Malpractice, and each occurrence **must** be reported to the awarding bodies no matter how small.

## ACCESS ARRANGEMENTS

Where a student has an approved exam access arrangement, they must check their exam timetable carefully so they know where they are going for each exam. The Harbour team will assist students in understanding their exam timetable and will be able to provide further information and guidance if a student has any questions.

Access arrangements are designed to allow students, who may otherwise be disadvantaged by a recognised learning need and who may require some support in an examination, the opportunity to access fully their exams. Such arrangements may include, but are not limited to: extra time, a prompt, rest breaks, a reader, a scribe or modified exam papers. Access arrangements are usually applied at the start of Year 10; there are exceptional circumstances where a new learning need is identified and will be considered after this date. Urgent cases will always be considered (e.g. broken writing hand / arm where a scribe or word processor can be provided).

Students are monitored throughout their learning at The Hamble School and any concerns affecting assessments and examinations are reported to The Harbour team. Evidence is then gathered and, if this evidence supports a possible need, students are assessed for access arrangements. If there is sufficient evidence, an access arrangement is applied for.



# MEDICAL NEED & SEVERE ANXIETY

As with access arrangements, support can be offered for students who are undergoing treatment at the time of examinations. This may include rest breaks, prompts, different seats and quiet rooms. These can only be arranged for students who are receiving treatment from a Level 3 Practitioner (*for example, a hospital consultant or CAMHS*) and with medical evidence to support an application, and are under the guidance of The Harbour.

To have some exam nerves is normal and most students do feel anxious around examinations. Students who are suffering severe exam anxiety, but are not registered with The Harbour, should seek advice and guidance from The Harbour staff. The Harbour and the Senior Leadership Team work together to ensure that all students have all the support they require for both their lessons and their exams. If in doubt, please seek help from a member of The Harbour team.

## RESULTS DAY

Results will be available for Year 11 students to collect on **Thursday 20 August 2020** between **10.00am and 12.00 noon**. If a student would like another person to collect their results owing to a planned absence, they must complete the form included at the back of this booklet and return it to the **Exams Officer in Main Reception** by **Friday 17 July 2020**. The nominated person must also have a copy of this form with them on results day and a form of photographic ID.

Those results that are not collected in person will be posted after results day. Results will not be given out by telephone under any circumstances. If any student requires post-results advice, staff will be available throughout the morning on Results Day.

## POST-RESULTS SERVICES

If a candidate feels strongly that it is necessary to make an enquiry about their result, they should first consult the Director of Learning for the relevant subject to seek their advice as to the advisability of requesting a review of their exam component(s) / paper(s). Students should be aware that if a re-mark of their script(s) is requested, their mark could go down, up, or remain the same – the latter being the most likely outcome.

## EXAM CERTIFICATES

Certificates will be available for collection by students in November 2019 at the Year 12 Presentation Evening. An official invitation inviting students to the presentation will be sent with full details closer to the event date.

Any certificates not collected at the Presentation Evening will be held securely until Friday 31 December 2021. After this date, any uncollected certificate(s) will be destroyed. To replace certificates from exam boards costs from £43 per qualification (depending on the examination board) and so it is highly recommended that students attend the presentation evening to collect their certificates, and to keep them safe.



This notice has been produced on behalf of:  
AQA, City & Guilds, CCEA, OCR, Pearson and WJEC



## Information for candidates

### GCE, ELC and Project qualifications - 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 or lecturer.

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 05 February 2019.

You must also include 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.**

### **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, 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, 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 essays from on-line essay banks — 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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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 or lecturer.

#### 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 essays from on-line essay banks — this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

You must not write inappropriate, offensive or obscene material.



THE HAMBLE SCHOOL

ACHIEVING EXCELLENCE TOGETHER

## 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 05 February 2020.

You may be required to include a bibliography at the end of your piece of written work. Your teacher or lecturer 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 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 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**

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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.

<b>A</b>	<b>Regulations – Make sure you understand the rules</b>
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	You <b>must not</b> take into the exam room: <b>a) notes;</b> <b>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.</b> Unless you are told otherwise, you <b>must not</b> have access to: <b>c) the Internet, e-mail, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks;</b> <b>d) pre-prepared templates.</b> <b>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.</b>
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>B</b>	<b>Information – Make sure you attend your on-screen test and bring what you need</b>
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.
<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: <b>a) make sure it works properly; check that the batteries are working properly;</b> <b>b) clear anything stored in it;</b> <b>c) remove any parts such as cases, lids or covers which have printed instructions or formulas;</b> <b>d) do not bring into the examination room any operating instructions or prepared programs.</b>
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
<b>D</b>	<b>Instructions during the on-screen test</b>
1	Always listen to the invigilator. Follow their instructions at all times.
2	Tell the invigilator at once if: <b>a) you have been entered for the wrong on-screen test;</b> <b>b) the on-screen test is in another candidate's name;</b> <b>c) you experience system delays or any other IT irregularities.</b>
3	You may be given a question paper or the instructions may be on-screen. In either case, read carefully and follow the instructions.
<b>E</b>	<b>Advice and assistance</b>
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: <b>a) you have a problem with your computer and are in doubt about what you should do;</b> <b>b) you do not feel well.</b>
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 on-screen test</b>
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.

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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.**

<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: <b>a) notes;</b> <b>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.</b> <b>Any pencil cases taken into the exam room must be see-through.</b> <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.
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 <b>must not</b> 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>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. 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 <b>must</b> 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.
<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: <b>a) make sure it works properly; check that the batteries are working properly;</b> <b>b) clear anything stored in it;</b> <b>c) remove any parts such as cases, lids or covers which have printed instructions or formulas;</b> <b>d) do not bring into the exam room any operating instructions or prepared programs.</b>
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	Always listen to the invigilator. Follow their instructions at all times.
2	Tell the invigilator at once if: <b>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> <b>b) the question paper is incomplete or badly printed.</b>
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 <b>before</b> 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: <b>a) you have a problem and are in doubt about what you should do;</b> <b>b) you do not feel well;</b> <b>c) you need more paper.</b>
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 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**



**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.

**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.

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.

**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>**

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

### 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](http://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 to 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](http://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](http://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](http://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](http://www.qualificationswales.org)) in Wales, and the Council for the Curriculum, Examinations and Assessment (<http://ccea.org.uk/regulation>) in Northern Ireland.

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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 01 September 2014**



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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**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.**





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The Hamble School, Satchell Lane, Hamble, Southampton SO31 4NE

**Reception** is open during the school term from  
8am until 4pm from Monday to Thursday and 8am until 3.30pm on Friday.