

@gabbot_news

GENERAL INTERNAL EXAMINATION ADVICE FOR STUDENTS



INTERNAL EXAMINATIONS



AQA City & Guilds CCEA OCR Pearson WJEC

**NO MOBILE PHONES
WATCHES
MP3/4 PLAYERS**

**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.

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

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INTERNAL EXAMINATIONS



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Warning to Candidates

1. You **must** be on time for all your examinations.
2. **Possession of a mobile phone** or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.
3. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
4. You **must** follow the instructions of the invigilator.
5. You **must not** sit an examination in the name of another candidate.
6. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
7. If you are confused about anything, only speak to an 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.

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INTERNAL EXAMINATIONS

- All students will receive an individual student seated exam timetable indicating the venue via Schoolcomms to their school email accounts with a copy being sent home to parents/carers
- Students should have a hardcopy of their timetable to refer to during their internal exams – students should not be referring to a copy held on mobile phones!
- Mobile phones, in line with school policy, **MUST** be switched off and left in your bags
- Students who arrive for their exams without a bag will be required to hand their mobile phone in to the Invigilator(s)
- Reminder of school policy: **switched off in bags from 8:30 to 3:15pm**
- Your mobile **MUST NOT** be on you!
- All **wrist watches must be removed** and left in your bags before you enter the exam venue
- If you have your mobile/watch on you, this is deemed to be “*Suspected Candidate Malpractice*” and would be reported to the Exam Board if this was a public examination
- If you are found with a mobile/watch on you, this will be confiscated and given to the Examinations Manager
- You must not talk, attempt to communicate with or disturb other students once you have entered your exam venue until you leave



INTERNAL EXAMINATIONS

- Reminder – you are not allowed to complete student details on the question paper/answer booklet until instructed to do so
- Failure to observe these instructions in the main summer exam series, *could* result in you breaching the Joint Council for Qualifications (JCQ) Suspected Malpractice guidelines
- Internal examinations will be managed by our External Invigilators where possible, and will be run according to Exam Board regulations, which is how your public examinations will be delivered in the main summer exam series
- All students will receive a 5 minute warning before the end of the paper time. At the end of the exam, all students will be asked to stop writing unless they have extra time
- No eating is allowed – this includes chewing gum!
- Water bottles must have labels removed and bottles/beakers must be placed on the floor
- Calculator cases must be removed and left in bags or placed on the floor
- Students are to come fully equipped to sit their examinations
 - See-through pencil case
 - Black pens only!
 - No gel/erasable pens
 - Maths equipment/calculators where required



INTERNAL EXAMINATIONS

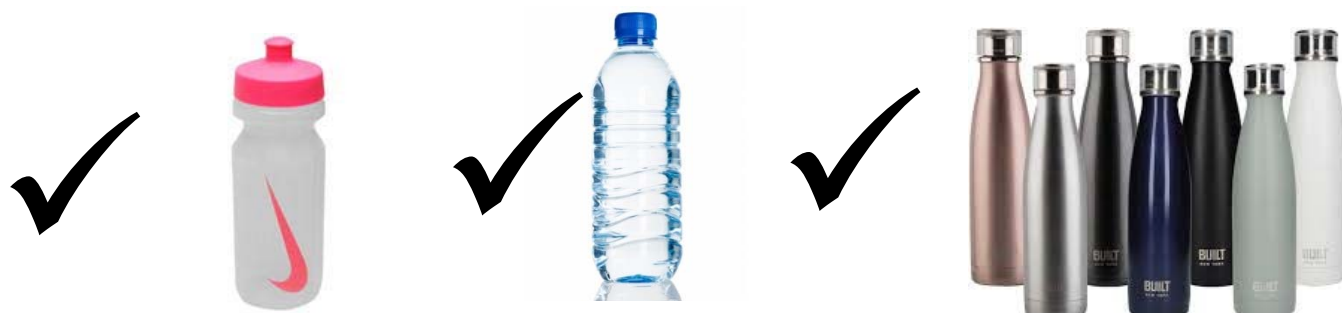
- Students wearing glasses, should leave their case in their bags or placed on the floor
- If you finish your exam before the end of the official finish time you must sit in silence facing the front at all times until you are dismissed from your exam venue
- Behaviour is to be exemplary at all times – this is non negotiable!
- Halls – bags are to be placed at the back
- Small Venues – to be placed at the front by the Invigilator
- Internal Examinations Schedule – the timings for these may be different for each year group



INTERNAL EXAMINATIONS



INTERNAL EXAMINATIONS



X



Must be left in bags
or placed on the
floor under your
desk

INTERNAL EXAMINATIONS



Behaviour to be exemplary at all times



6th Form – to the usual
expected standards
required
Y10-Y11- Full School
Uniform



INTERNAL EXAMINATIONS



No defacing your exam paper!



No SmartWatches of any type!



No FitBits!



SCHOOL

INTERNAL EXAMINATIONS

DO YOUR BEST AND KEEP
CALM
GOOD LUCK!

