



**Kairos College
Examinations Booklet
2016 - 2017**

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INTRODUCTION

This booklet contains information to help you before, during and after your examinations.

The examination boards set out strict rules for the conduct of all examinations and Kairos College must follow them exactly. We, like all exam centres, are subject to visits by examinations' inspectors, who have the power to remove our examination centre status if we do not follow the rules. Please read the Warning to Candidates and Information for Candidates on the following pages, so that you know what is expected of you.

At the back of the booklet are answers to some of the most frequently asked questions. We are here to help you, so if there is anything you do not understand **please ask**.

The College has one centre number for all GCE & GCSE Exams:

54386

You must use this number for all your examinations.

The Exams Officer is:

J Hobson

The college telephone number is:

01626 911456

We would like to take this opportunity to wish you all the best n all your exams.



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. 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 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.**

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

©2016 – Effective from 1 September 2016



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Information for candidates
For written examinations – effective from 1 September 2016

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.

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: <ul style="list-style-type: none"> • notes; • potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player, a smartwatch or a wrist watch which has a data storage device. <p>Any pencil cases taken into the exam room must be see-through.</p> <p>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.</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	You must not write inappropriate, obscene or offensive material.
8	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
9	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.
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 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: <ul style="list-style-type: none"> • make sure it works properly; check that the batteries are working properly; • clear anything stored in it; • remove any parts such as cases, lids or covers which have printed instructions or formulas; • 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. Follow their instructions at all times.
2	Tell the invigilator at once if: <ul style="list-style-type: none"> • you think you have not been given the right question paper or all of the materials listed on the front of the paper; • 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 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.
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: <ul style="list-style-type: none"> • you have a problem and are in doubt about what you should do; • you do not feel well; • 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.

BEFORE THE EXAMINATIONS

STATEMENTS OF ENTRY

You will be given a statement of entry. It is vital that you check this carefully. The statement shows your name, date of birth, exam number and details of the exams and controlled assessments for which you have been entered. Please speak to Mr Reynolds if there are any mistakes or queries.

CANDIDATE NAME

Candidates are entered under the format of (**legal**) first name + middle initial + (**legal**) surname, e.g. Adam J. Smith.

CANDIDATE NUMBER

Each candidate has a four figure exam number. This is the number you enter on all your exam papers. **Please learn it.**

TIMETABLES

Enclosed with this booklet is your own individual timetable showing the date, time, venue and seat number for all your examinations. Please check it carefully and if something is wrong please speak to Mr Reynolds.

It is **your responsibility** to attend the **correct examinations** at the **correct times** on the **correct days**.

CONTACT NUMBERS

Please check that the college has at least one **up-to-date contact number** for you and your home.

EQUIPMENT

Make sure that you have all the correct equipment before your examinations. Check the information on the following pages.

All answers in all examinations must be made using a **BLACK ink pen or biro.**

DURING THE EXAMINATIONS

EXAMINATION REGULATIONS

The Examining Boards issue Warning to Candidates and Information to Candidates sheets which are printed at the front of this booklet. Please read them carefully and note that the breaking of any of the regulations could lead to disqualification from **all** subjects. The college **MUST** report any breach of regulations to the Examining Board.

ATTENDANCE AT EXAMINATIONS

It is the candidate's responsibility to arrive **FIFTEEN MINUTES** before the start of the exam with the proper equipment.

WHAT TO BRING TO EXAMINATIONS

All students are required to bring the following equipment to each examination in a colourless see-through pencil case or plastic bag. **No other pencil cases etc. are allowed.**

- **Two BLACK ink pens or Biro.** (Not gel pens, erasable pens or highlighters.)
- **Two HB pencils** (e.g., for graphs, but make sure the lines are dark enough to be picked up by a scanner).
- **Ruler.**
- **Rubber.**
- **Appropriate instruments e.g. protractors, compasses, crayons etc. when necessary.**
- **Calculator** (see below).

You may bring water in a clear plastic bottle. Bottles must have labels removed.

Unauthorised Material. You may **not** bring unauthorised materials into the examination room. Bags, coats, calculator cases/instruction leaflets and non-see-through pencil cases must be left outside the examination room. You may hand valuables to the invigilator for safekeeping until the end of the examination.

Calculators. You may use one unless you are told that you must not do so. If you do use a calculator it must be silent, cordless and non-programmable. You may not share a calculator with anyone else. You are not allowed to take instruction booklets for your calculator into the exam room. No allowance can be made by the examiners for the breakdown of calculators and you are advised to bring spare batteries or a spare calculator with you. In calculations you are advised to show all steps in your working, giving your answer at each stage – marks are often given for working out and, even if you get the final answer wrong, you may still receive some marks if part of what you have done is correct.

Spell Checkers. You must not use a dictionary or computer spell checker unless you are told you may do so by the invigilator of that examination.

Watches. Please make sure that any watch alarms are turned off. Apple watches will not be permitted in the Exam Room.

PROCEDURES FOR ALL EXAMINATIONS

Your individual timetables will tell you the room and desk numbers where you will sit. Know in advance where you need to go for each exam.

You must not talk or make any contact with another candidate whilst in the examination room - if you do, your paper will be cancelled. Any attempt to cheat will be reported to the Examination Board.

If you drop anything on the floor, do not attempt to pick it up. Raise your hand and ask an invigilator to retrieve it for you.

Do not draw graffiti or write offensive comments on examination papers – if you do the Examination Board may refuse to accept your paper.

Read all instructions carefully.

You will not be allowed to leave the examination room early. If you have finished the paper use any remaining time to check your answers and make sure you have completed your details correctly.

You must hand in all work at the end of the exam. Put a neat line through any rough work you do not want marked.

All exam papers will be collected before you leave the room. No exam materials must be taken from the room. Remember you are still under exam conditions until you have left the room. Once your exam is over and everything has been collected in you will be dismissed from the room row by row. Please leave in silence in an orderly fashion so as not to disturb any candidates who may still be working.

If the **fire alarm** sounds during an examination the examination invigilators will tell you what to do. Don't panic! If you have to evacuate the room you will be asked to leave **in silence** and in the order in which you are sitting. You will be escorted to a designated assembly point on the field. Leave everything on your desk. You must not attempt to communicate with anyone else during the evacuation. When you return to the exam room do not start writing until the invigilator tells you to. You will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident.

INVIGILATORS

Invigilators are in the examination rooms to supervise the conduct of the examination. They will distribute and collect the examination papers, tell candidates when to start and finish the examination, hand out extra writing paper if required and deal with any problems that occur during the examination, for example if a candidate is feeling ill.

Please note that invigilators cannot discuss the examination paper with you or read/explain the questions.

Pupils who are disruptive or behave in an unacceptable manner will be removed from the examination room and dealt with appropriately.

LATENESS

If you arrive after the examination has started **see Mr Reynolds**. Exam boards do not usually accept work done by candidates who arrive more than an hour late; less for shorter exams.

Make plans to get to college early and take into account problems which may occur with transport etc.

NON-ATTENDANCE

If you fail to turn up for an examination without good reason you will be charged the entry fee. If you are ill you will need a letter from a responsible adult and/or a doctor's note. Please see Mr Reynolds regarding this so that we may appeal to the Examination Board on your behalf. You may **not** sit the examinations at any times other than those shown on the timetable. If you miss more than 50% of the whole qualification (this includes controlled assessments) you will not receive an overall grade, even if you are ill.

If you are unable to attend college through illness on a day when you have an examination it is essential that an adult from home contacts the college before 8.30a.m to explain the reason for your absence.

It is your responsibility to be on time, on the right day and properly prepared for your examinations.

Frequently Asked Questions

Q. What do I do if I think I have the wrong paper?

- Invigilators will ask you to check before the exam starts. If you think something is wrong put your hand up and tell the invigilator.

Q. What do I do if I forget my Candidate Number?

- Candidate Numbers are printed on your Exam Identity Card which you will find on your exam desk.

Q. What do I do if I forget the college Centre Number?

- The Centre Number is **54386**. It will be clearly displayed in the examination rooms and is printed on your Exam Identity Card.

Q. What do I do if I have an accident or I am ill before the exam?

- Inform the college as soon as you can so that we can help and advise you. In the case of an accident that means you are unable to write it may be possible to provide you with a scribe to write your answers, but we will need as much prior notice as possible. You may need to obtain medical evidence (from your GP or hospital) if you wish the college to make an appeal for Special Consideration on your behalf (see below).

Q. What is an Appeal for Special Consideration?

- Special Consideration is an adjustment to the marks of a candidate. The allowance for Special Consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for exceptional cases). You should be aware that any adjustment is likely to be small and no feedback is ever provided. Candidates will only be eligible for Special Consideration if they have been fully prepared and covered the whole course but performance in the examination is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness, accident or injury, bereavement and domestic crisis. The Examination Officer must be informed immediately, so that the necessary paperwork can be completed (within 7 days of the last exam session for each subject) and the candidate will be required to provide evidence to support such an application.

Q. What do I do if I feel ill during the exam?

- Put your hand up and an invigilator will assist you. You should also inform an invigilator if you feel ill before or during an exam and you feel that this may have affected your performance.

Q. If I'm late can I still sit the examination?

- Provided you are not more than 1 hour late (unless the paper is less than one hour long!), it may still be possible for you to sit the examination. You should get to college as quickly as possible and report to Reception. A member of staff will escort you to the exam room. You must not enter an examination room without permission after an examination has begun. It may not be possible to allow you the full time if you start the examination late.

You should also be aware that if you start the exam more than 30 minutes after the published starting time, the school must inform the exam board and it is possible that the board may decide not to accept your work. Please ensure that you allow enough time to get to college so that if you are delayed (e.g. through transport problems) you will still arrive on time.

Q. If I miss the examination can I take it on another day?

- No. Timetables are regulated by the exam boards and you must attend at the given date and time.

Q. How do I know how long the exam is?

- The length of the examination is shown in minutes on your individual timetable and also on the front of the exam paper. Invigilators will tell you when to start and finish the exam. They will write the finish time of the exam on a flip chart or board at the front of the exam room. There will be a clock in the exam room.

Q. Which equipment should I bring for my exams?

- For most exams you should bring at least 2 pens (black ink only).
- For some exams you will need a calculator (e.g. Maths/Science), a 30cm ruler (marked with cm and mm), pencil sharpener and rubber, compasses, protractor, coloured pencil crayons (not gel pens).
- You are responsible for providing your own equipment for examinations. You must not attempt to borrow equipment from another candidate during the examination.

Q. Which items are not allowed into the examination room?

- Only material that is listed on question papers is permitted in the examination room and students who are found to have any material with them that is not allowed will be reported to the examination board. In such circumstances, a student would normally be disqualified from the paper or the subject concerned.
- Bags and coats and any other items not permitted under examination regulations must be left outside the room. Do not bring any valuables into college with you when you attend for an examination.
- Only water in a see-through plastic bottle is allowed in the exam room. Any labels must have been removed.
- Mobile telephones must not be brought into the exam room **even if they are turned off**.

Q. Why can't I bring my mobile telephone into the exam room?

- Being in possession of a mobile 'phone or any other electronic communication device (e.g. i-pods, headphones) is regarded as cheating and is subject to severe penalties from the awarding bodies:

The minimum penalties are as follows:

Device found on you and turned **ON** - **disqualification for the entire subject award.**

Device found on you and turned **OFF** – **disqualification from the specific paper** you are sitting at the time.

Phone rings during the exam **wherever it is in the room** - you will be **disqualified from all subjects with that exam board.**

Q. Can I leave the exam early?

- No.

Q. What do I do if the fire alarm goes off?

- The examination invigilators will tell you what to do. If you have to evacuate the room leave everything on your desk and leave the room in silence. You must not attempt to communicate with any other candidates during the evacuation.

Q. Can I go to the toilet during the exam?

- If it is absolutely necessary. You will be escorted by an invigilator and will not be allowed any extra time.

Q. Why do I need to check the details on the Statement of Entry?

- The details on your Statement of Entry will be used when certificates are printed. If the name or date of birth on your certificates does not match your birth certificate it could cause you problems when you are asked to show your certificates to a potential employer or college/university at some time in the future. You should also check that the subjects and tiers of entry you are entered for are correct and that no subjects are missing.

CHECK LIST

1. Read this booklet carefully.
2. Discuss this booklet with your parents/guardians.
3. Check your Statement of Entry and Individual Timetable sheets for errors.
4. Sort out your calculator, batteries, pens etc.
5. Turn up on time, and be well prepared for your exams.

Give all your examinations 100% effort and good luck!