

AQA

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WJEC

Information for candidates for written examinations – effective from 1 September 2020

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.

Be on time for all your exams. If you are late, your work might not be accepted. Do not become involved in any unfair or dishonest practice during the exam. You must not take into the exam room: a) notes; Do potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or sinderice, a smartwatch or a wrist watch which has a data storage device. 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, you will be subject to penalty and possible disqualification. If you were a wrist watch the invigilator will ask you to remove it and place it on your desk. Do not use correcting pens, fluid or tape, erasable pens, flightletes or gel pens in your answers. Do not talk to or tyto communicate with, or disturb other candidates once the exam has started. You must not write inappropriate, obscene or offensive material. If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to refuse the exam community of the properties. It is not be a properties of the properties of the exam. The properties of the properties of the exam. It is not before one work with a properties of the exam. It is not be a properties. It is not be a properties of the exam. It is not be a properties of the exam has finished, you will not be allowed to refuse the exam and bring what you need.	If there	e is anything you do not understand, especially which calculator you may use, ask your teacher.
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If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.		Be on time for all your exams. If you are late, your work might not be accepted.
4 You must not take into the exam room: a) notes; b) potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or sindevice, a smartvatch or a wrist watch which has a data storage device. 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, you will be subject to penalty and possible disqualification. If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk. Do not take to or try to communicate with, or disturb other candidates once the exam has started. You must not write inappropriate, obscene or offensive material. If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to reload to borrow anything from another candidate during the exam. If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to reload to the order of the exam and the start of each exam. If you arrive late for an exam, report to the invigilator running the exam. If you arrive late for an exam, report to the invigilator running the exam. If you arrive late for an exam, report to the invigilator running the exam. If you arrive late for an exam, report to the invigilator running the exam. If you must write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unle instructions printed to the front of the question paper state otherwise. C Calculators, dictionaries and computer spell-checkers I You may use a calculator unless you are told otherwise. I If you are a calculator unless you are told otherwise. I If you are a calculator unless you are told otherwise. C Calculators, dictionaries and computer spell-checkers I you may use a calculator unless you are told otherwise. D anake sure it works properly; check that the batteries are working properly; b) clear anything stored in it; c) r	2	Do not become involved in any unfair or dishonest practice during the exam.
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 If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it. Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam. You must write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unle instructions printed on the front of the question paper state otherwise. Calculators, dictionaries and computer spell-checkers You may use a calculator unless you are told otherwise. 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. Do not use a dictionary or computer spell checker unless you are told otherwise. Instructions during the exam Always listen to the invigilator. Always follow their instructions. 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. Read carefully and follow the instructions printed on the question paper and/or on the answer booklet. When the invigilator tells you, fill in all the details required on the front of the question paper and/or the answer booklet. Bo you vou start the exam. Make sure you fill these details in on any additional answer sheets that you use. Remember to write your answers within the designated sections of the answer booklet. Do your		If you arrive late for an exam report to the invinitator running the exam.
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 You must write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unleinstructions printed on the front of the question paper state otherwise. Calculators, dictionaries and computer spell-checkers You may use a calculator unless you are told otherwise. If you use a calculator unless you are told otherwise. 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. Do not use a dictionary or computer spell checker unless you are told otherwise. Instructions during the exam Always listen to the invigilator. Always follow their instructions. 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. Read carefully and follow the instructions printed on the question paper and/or on the answer booklet. When the invigilator tells you, 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. Remember to write your answers within the designated sections of the answer booklet. 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 for rough work.<td></td><td>If you drive more than one means the page people experts and give the cauling time to the cauling time time time time time time time time</td>		If you drive more than one means the page people experts and give the cauling time to the cauling time time time time time time time time
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Calculators, dictionaries and computer spell-checkers You may use a calculator unless you are told otherwise. 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. Do not use a dictionary or computer spell checker unless you are told otherwise. Always listen to the invigilator. Always follow their instructions. 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. Read carefully and follow the instructions printed on the question paper and/or on the answer booklet. When the invigilator tells you, 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. Remember to write your answers within the designated sections of the answer booklet. 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 for rough work.	5	You must write clearly and in black link. Coloured periods of links findy only be used for diagrams, maps, charts, etc. diless the
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 When the invigilator tells you, 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 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. 9 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 or Place any loose additional answer sheets inside your answer booklet. Make sure you add your c		instructions printed on the front of the question paper state otherwise.
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. Do not use a dictionary or computer spell checker unless you are told otherwise. Natructions during the exam Always listen to the invigilator. Always follow their instructions. 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. Read carefully and follow the instructions printed on the question paper and/or on the answer booklet. When the invigilator tells you, 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. Remember to write your answers within the designated sections of the answer booklet. 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 for rough work. Advice and assistance 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. 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. You must not ask for, and will not be given, any explanation of the questions. At the end of the exam If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct on 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.		Calculators, dictionaries and computer spell-checkers
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. Do not use a dictionary or computer spell checker unless you are told otherwise. Instructions during the exam Always listen to the invigilator. Always follow their instructions. 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. Read carefully and follow the instructions printed on the question paper and/or on the answer booklet. When the invigilator tells you, 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. Remember to write your answers within the designated sections of the answer booklet. 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 for rough work. Advice and assistance 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. 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. You must not ask for, and will not be given, any explanation of the questions. At the end of the exam If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct on 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.		
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. Do not use a dictionary or computer spell checker unless you are told otherwise. Distructions during the exam Always listen to the invigilator. Always follow their instructions. 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. Read carefully and follow the instructions printed on the question paper and/or on the answer booklet. When the invigilator tells you, 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. Remember to write your answers within the designated sections of the answer booklet. 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 for rough work. E Advice and assistance 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. 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. You must not ask for, and will not be given, any explanation of the questions. F At the end of the exam If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct or 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	If you use a calculator:
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. Do not use a dictionary or computer spell checker unless you are told otherwise. Instructions during the exam Always listen to the invigilator. Always follow their instructions. 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. Read carefully and follow the instructions printed on the question paper and/or on the answer booklet. When the invigilator tells you, 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. Remember to write your answers within the designated sections of the answer booklet. 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 for rough work. E Advice and assistance 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. 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. You must not ask for, and will not be given, any explanation of the questions. F At the end of the exam If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct or 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.		
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Do not use a dictionary or computer spell checker unless you are told otherwise. Instructions during the exam Always listen to the invigilator. Always follow their instructions. 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. Read carefully and follow the instructions printed on the question paper and/or on the answer booklet. When the invigilator tells you, 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. Remember to write your answers within the designated sections of the answer booklet. 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 for rough work. E Advice and assistance 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. 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. You must not ask for, and will not be given, any explanation of the questions. F At the end of the exam If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct or 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.		c) remove any parts such as cases, lids or covers which have printed instructions or formulae;
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Put up your hand during the exam if:		Advice and assistance
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. You must not ask for, and will not be given, any explanation of the questions. At the end of the exam If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct or 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.	_	
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You must not ask for, and will not be given, any explanation of the questions. F At the end of the exam If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct or 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.		
F At the end of the exam 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.		c) you need more paper.
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Make sure you add your candidate details to any additional answer sheets that you use.	1	If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order.
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		Make sure you add your candidate details to any additional answer sheets that you use.
Z Do not leave the exam room until told to do so by the invigilator.	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, ro		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.	(C-1)	work or any other materials provided for the exam.
This information must be made available to all candidates in advance of their examination(s) for each series.	This is	formation must be made available to all candidates in advance of their examination(s) for each series.
It may be provided electronically to candidates or in hard copy paper format.	It may	whe provided electronically to candidates or in hard copy paper format.



AQA City & Guilds CCEA OCR Pearson WJEC

Information for candidates for on-screen tests – effective from 1 September 2020

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.

Α	Regulations – Make sure you understand the rules
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 must not take into the exam room:
	a) notes:
	 a) notes; 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.
	Unless you are told otherwise, you must not have access to:
	a) the internet, e-mail, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticksb) pre-prepared templates.
	Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
6	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.
В	Information – Make sure you attend your on-screen test and bring what you need
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.
	If you arrive nate for all on-screen test, report to the invignator running the test. 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.
3	If you arrive more train one nour 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.
С	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 examination 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 on-screen test
1	Always listen to the invigilator. Always follow their instructions.
2	Tell the invigilator at once if:
	a) you have been entered for the wrong on-screen test;
	b) the on-screen test is in another candidate's name;
2	c) you experience system delays or any other IT irregularities.
3	You may be given a question paper or the instructions may be on-screen. In either case, read carefully and follow the
_	instructions.
E	Advice and assistance
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:
	a) you have a problem with your computer and are in doubt about what you should do;b) you do not feel well.
3	You must not ask for, and will not be given, any explanation of the questions.
F	At the end of the on-screen test
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.
Z	You must not share your work with other candidates. Make sure that another candidate does not collect your printout(s).
2	Do not leave the exam room until told to do so by the invigilator.
3	
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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Warning to candidates

- 1. You **must** be on time for all your examinations.
- 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.

Effective from 1 September 2020



AQA

City & Guilds

CCEA

OCR

Pearson

WJEC

NO MOBILE PHONES SMARTWATCHES 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.