



# **EXAM GUIDANCE BOOKLET**

**Please read this practical guide carefully and keep it safe.  
It applies to all examinations held at Onslow St Audrey's School**

## **2018/19**

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# INTRODUCTION

It is the aim of Onslow St Audrey's School to make the examination experience as stress-free and successful as possible for all candidates.

This booklet aims to provide information that is helpful and informative for students, carers and parents. Please read it carefully and show it to your parents/carers so that they are also aware of the examination regulations and the various procedures to follow that will be applied to internal practice exams as well as public exams.

The main public exam season is in May/June and there will be practice sessions throughout the year. The information with regards to conduct, equipment and prohibited items applies to all public and practice examinations.

The awarding bodies (or examination boards) set down strict criteria which must be followed for the conduct of examinations and the school is required to follow them precisely. You should therefore read and fully understand the important **JCQ INFORMATION FOR CANDIDATES**, which is included at the end of this booklet.

Some of the questions you may have are answered at the back of this booklet. If there is anything you do not understand or any questions that have not been addressed, PLEASE ASK.

## KEY DATES 2018-19

Year 11 Practice exams	15 - 26 October 2018
Year 11 Practice exams	4 – 15 February 2019
Year 13 Practice exams	7 - 11 January 2019
Year 12 Practice exams	19 – 25 June 2019
Summer exams- practicals/coursework/controlled assessment – speak to your teachers	
Summer exams – written	13 May – 27 June 2019
A Level Results Day	15 August 2019
GCSE Results Day	22 August 2019

If you have any queries or need help or advice at any time before, during or after the examinations please contact:

The Examinations Manager – Mrs Claire Zwager

E-mail: [czwager@onslow.herts.sch.uk](mailto:czwager@onslow.herts.sch.uk)

Telephone: 01707 264228



# BEFORE THE EXAMINATIONS

## EXAMINATION BOARDS

The school uses the following Examination Boards (also known as Awarding Bodies):

AQA – [www.aqa.org.uk](http://www.aqa.org.uk)

OCR – [www.ocr.org.uk](http://www.ocr.org.uk)

Pearson Edexcel – [www.edexcel.com](http://www.edexcel.com)

Eduqas – [www.wjec.co.uk](http://www.wjec.co.uk)

These websites are a useful source of information, you can access past exam papers, mark schemes and there is advice on exam techniques.

## PERSONAL DATA

Personal data relating to a student including name, date of birth, gender and exam numbers are sent to the awarding bodies when exam entries are processed. This data will be processed in accordance with the Data Protection Act 1998. Please see JCQ Information for Candidates – Privacy Notice at the back of this booklet for further details.

## CANDIDATE NUMBER:

Each candidate has an individual four digit candidate number. This is the number that they will enter on all examination papers. You do not need to remember this number as it is printed on a laminated card and placed on your exam desk each time you sit an examination.

## CENTRE NUMBER:

This is a five digit number that must also be entered onto examination papers. Onslow St Audrey's centre number is **17319**. This is also printed on the laminated desk card.

## LEARNER REGISTRATION NUMBER: (Vocational Qualifications only)

Students who take BTEC external assessments are required to enter their Learner Registration Number on the front of the exam paper. This number is written on a card and placed on your exam desk each time you sit an examination.

## UNIQUE CANDIDATE IDENTIFIER:

In addition to a candidate number, each candidate has a Unique Candidate Identifier (UCI), shown on the top of statements of entry. Your UCI is used for administration purposes and it is not necessary for you to remember it. Your Statement of Results will also show the UCI and any subsequent school/college you attend will need this UCI number.

## EXAMINATION ENTRY FORMS (6<sup>th</sup> Form only)

Sixth Form students are responsible for their exam entries.

In January, students sitting external exams in the Summer season, will receive an exam entry form which will have been pre-populated with their personal details, the subjects being studied, the exam board and individual unit codes for the coursework and examined units. Students are required to check the form carefully and ask their subject teachers to sign it before returning it to the Exams Officer.

## EXAMINATION TIMETABLES

A generic timetable outlining the dates of all exams will be published on the school website and a copy provided to you in February/March.

A copy of your individual timetable will be issued to you and sent to parents/carers at the end of the Spring Term (March) for exams in the Summer term. If there are any final amendments, you will receive a final timetable at the beginning of the Summer term.

A few candidates may have a 'clash' where two subjects are timetabled at the same time. Special timetable arrangements are made for these candidates only. Check your individual timetable, if you think there is a clash on your timetable that has not been resolved; please contact the Exams Office immediately.

Timetables will show your legal name that has been used to advise exam boards of your entry and it is the name that will be used on certificates. Check that this is correct and spelt correctly. If a name change is required, the exams office must be advised immediately. Changing names on certificates can cost on average £40 per certificate. If the name or date of birth on your exam certificate does not match your birth certificate it could cause you problems when you are required to produce them for college/university or a potential employer.

## SEATING PLANS

A daily seating plan will be displayed outside the main hall and in the covered canopy area before each exam session. It will show you the exam room in which you are taking your exam and which desk you will be using. All students **MUST** meet in the covered canopy area prior to being directed to their respective exam room.

## EQUIPMENT

It is your responsibility to ensure that you have all the correct equipment before your examinations.

All examinations require a **BLACK PEN** to be used, no gel pens or erasable pens. This is because exam scripts are now scanned into a computer; you should also have 2 HB pencils, spare black pens, an eraser, ruler, sharpener (preferably one that collects the shavings) and a scientific calculator together with the additional specialised equipment required for each particular exam. These must be placed in a **transparent plastic pencil case or a transparent plastic bag**. No Maths tins are allowed.

## CALCULATORS

Make sure that your calculators conform to the examination regulations as detailed in **Appendix 1**. If in doubt, check with your Maths teacher. Remove the covers and instructions before going into the exam room and make sure that the batteries (if required) are new. In addition, you must ensure that the calculator's memory has been cleared prior to the exam. The school is not responsible for providing students with equipment for exams and you are not allowed to borrow any equipment from another student once the exam has started.

## EXAMINATION REGULATIONS

It is very important that you read and understand the **JCQ 'INFORMATION FOR CANDIDATES'** which is issued jointly by the exam boards. A copy can be found at the back of this booklet. Anyone caught breaking any of the examination rules relating to what you can/cannot bring into an exam, and how to behave before, during and after the exam itself could be disqualified from all subjects. The school **MUST** report any breach of regulations to the Examination Board.

## CONTROLLED ASSESSMENTS AND COURSEWORK

Some subjects taught at Onslow St Audrey's School require students to produce controlled assessments or coursework. There are strict regulations issued by the exam boards regarding the production of this type of work. Copies of the JCQ guidelines relating to coursework/controlled assessments and the use of the internet are included at the back of this booklet. Please read these instructions carefully.

# DURING THE EXAMINATIONS

## ATTENDANCE AT EXAMINATIONS

You are responsible for checking your own timetable and arriving at school on the correct day and at the right time, properly dressed in full school uniform, with the necessary equipment.

You **MUST** arrive 20 minutes prior to the start of your examination. Please wait in the covered canopy area until you are called.

Sixth Form students must conform to the 6<sup>th</sup> form dress code and **MUST** be wearing your ID badge. You **will not** be able to sit the exam without it.

## EXAM CONDITIONS

As soon as you enter the exam room there must be complete silence; you must not speak, distract or communicate with other candidates in any way. You must always face the front of the room and if you need anything you must put up your hand and wait for an invigilator to come to you.

## LATE ARRIVAL

Candidates who arrive late for an examination must report to Reception and wait to be escorted to the exam room.

If you know that you are going to be late please ring the school reception.

The examination board may refuse to mark an exam paper for a student who is very late for the exam.

## PERSONAL BELONGINGS

No bags, coats, phones, watches, notes, books, calculator lids/cases/instructions are allowed into the examination room. We practice an empty pocket policy for exams, only bringing into the hall the equipment that is needed. Belongings need to be stored in your bags and left on the tables in the canopy area or in your lockers. Please do not bring valuables with you when you are sitting examinations. The school accepts no responsibility for items of value left in bags.

### **MOBILE PHONES**

Mobile telephones and other types of web enabled sources of information ARE NOT ALLOWED IN THE EXAMINATION ROOM. If you do not want to leave your belongings in your bag/locker then there will be a box available to put any items in as you enter the exam hall, the box will be stored securely in the back office of reception until the end of the exam.

Outside each exam room there will be a notice reminding you that phones, iPods, mp3/4 players and smartwatches are NOT allowed in the exam room. If you are found to have an unauthorised item during an exam (even if it is turned off) it will be taken from you and you will be reported to the examination board. There are **NO** exceptions on this rule.

### **WATCHES**

With the emergence of web enabled watches/smartwatches which are not allowed in exam rooms, no watches will be allowed in exam rooms. There are large working clocks in all exam rooms. All watches **MUST** be left in student bags.

If you are found to have anything in the exam room that is not allowed, even if you did not intend to use it, the school is required to report it to the Examination Board. The normal sanction in these circumstances is to disqualify candidates from the whole subject.



During a Maths GCSE exam in the 2017/18 season, the invigilators could hear an intermittent bleeping noise in the hall. We managed to locate where the noise was coming from. The student concerned had this mobile phone buried deep inside his blazer pocket. He had been running late and was flustered before going into the hall, checking his equipment etc and completely forgot about the phone. The student was not allowed a real phone until his GCSE's were finished. This phone was used purely as an alarm clock and for Mum to get hold of him in an emergency. The bleeping we were hearing was the battery dying.

This particular student was predicted to receive a 9 for maths. As a centre we had to report this to the examination board, the student was disqualified from his maths exam.

## **DRINKS**

No food (including chewing gum) or drink is allowed in the examination rooms except one bottle of water (up to 500ml in a transparent plastic bottle with a leak proof spout). There must be no label on the bottle. Bottles not complying with these conditions will be confiscated.

## **ABSENCE FROM EXAMINATIONS**

If you experience difficulties during the examination period (e.g. illness, injury or personal problems) please inform your form tutor at the earliest opportunity so that they can help and advise you.

If you do not attend an exam due to illness it is important that you inform the school reception NOT THE EXAMS OFFICE as soon as possible so that the other students can begin the exam. If you are absent and have not provided the school with a reason, you will be phoned on the morning of the exam.

It is also essential that medical or other appropriate evidence is obtained on the day by the candidate/parent/carer and given to the Exams Officer within 3 days of the missed exam. In cases of absence, a self-certification form (JCQ/ME Form 14) can be obtained from the Exams Officer which can be countersigned by your doctor or nurse.

**The exam timetables are regulated by the examination boards.**

**If you miss an exam you CANNOT sit it at later time or date.**

For the award of a grade by special consideration, (where a student misses part of an examination through illness or personal misfortune,) a minimum of 50% of the examination (including coursework) must have been completed.

If you do not attend an exam without a valid reason, you/your family will be charged the exam fee for each exam paper missed (approximately £40 each).

Please note that oversleeping or misreading the timetable will not be accepted as a satisfactory explanation of absence.

# INSTRUCTIONS FOR STUDENTS DURING THE EXAMINATIONS

- You must enter the exam room in complete silence and sit down at your designated desk. You must face forward and wait quietly until everyone is seated. Do not jeopardise your exam result by acting foolishly!
- Listen carefully to instructions and notices read out by the invigilators – there may be amendments to the exam paper that you need to know about.
- Check you have the correct question paper- check the subject, paper and tier of entry (Higher or Foundation). Alert the invigilator immediately if you have been given the wrong paper, at the end of the exam is too late. There can be more than one exam taking place in the room.
- You are advised to read all of the information on the front of your exam before you open your paper as this may give you advice on which questions to answer. It is also good practice to look over the entire exam paper before you attempt to answer any questions so that you use your exam time wisely.
- Ensure that you fill in all the boxes on the front of the exam paper with the correct details. You **MUST** write your legal first name and surname- not your preferred name. This will be written on the laminated desk card.
- You are responsible for ensuring that your writing is legible. If it cannot be read, it cannot be marked.
- Communication of any kind **verbal or non-verbal** is not allowed in exam rooms. Any attempt to do so may result in your paper being disqualified. You must not turn around to look behind you, as it might be perceived as an attempt to communicate and may distract other candidates.
- It is very important if you have any problems or concerns during the exam that you let the invigilator know so they can be resolved while your exam is in progress. The invigilator is there to help and support you.
- You will not be allowed to leave the examination room early. If you have finished the paper use any time remaining to check over your answers and ensure that you have completed your details on the front page correctly.
- At the end of the examination all work must be handed in – remember to cross out any rough work. If you have used more than one answer book, complete the front cover with the number of booklets used.
- Invigilators will collect your exam papers before you leave the room. Absolute silence must be maintained during this time. There must be no turning around or communication with any other candidates. Remember, you are still under examination conditions until you have left the room. Leave the room in silence and show consideration for other candidates who may still be working.
- Question papers, answer booklets and additional paper must **NOT** be taken from the exam room.
- Please do not write on the examination desks. This is regarded as vandalism and you will be asked to pay for any cleaning and damage repairs.
- Do not draw graffiti or write offensive or inappropriate comments on your examination papers- if you do, the examination board will refuse to mark your exam paper.

## **FIRE ALARM PROCEDURE**

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;

- ❖ Leave everything on your desk
- ❖ Leave in silence in the order in which you are sitting. You will be escorted to the designated assembly point which will be away from the rest of the school. DO NOT line up with your Form Group.
- ❖ You must not attempt to communicate with anyone during the evacuation
- ❖ On your return to the exam room, WAIT. Do not start writing until you have been asked to do so by the invigilators. You will be allowed the full working time for the examination and a report will be sent to the examination board detailing the incident.

## **INVIGILATORS**

The school employs external invigilators to conduct the examination in accordance with the rules of the examination boards. You are expected to behave in a respectful manner towards all invigilators and to follow their instructions at all times.

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.

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

All exams staff/invigilators are governed by strict guidance from the Exam boards to ensure that the exams are conducted in a regulated way in fairness to ALL candidates. Pupils who are disruptive or behave in an unacceptable manner will be reported and may be removed from the examination room by the Exams Officer. If the behaviour disturbs other candidates in the room, this will be deemed as malpractice and this will be reported to the Examination Board. The outcome of this could be disqualification from that subject.

# AFTER THE EXAMINATIONS

## NOTIFICATION OF RESULTS

Results will be available on:

A Level – 15 August 2019

GCSE – 22 August 2019

### **If you are unable to collect your results in person:-**

A friend, relative including parents or nominated person may collect them on your behalf, PROVIDED you give them a signed permission form (**see Appendix 2**) to do so and this will be kept by the school. You also need to advise the exams officer prior to results day if somebody else is collecting.

They can be posted to your home if you provide the Exams Officer with a stamped addressed A5 or A4 envelope before the end of term. Results WILL NOT be given out on the telephone or sent via text under any circumstances. If you wish results to be emailed to your personal email address, then please advise the exams officer prior to results day.

Full details of the results collection arrangements, Exams Office opening times and availability of senior members of staff will be provided to students in May. Summer results not collected on the day or posted home will be available for collection from the Exams Office at the beginning of term in September.

## POST RESULTS SERVICES & APPEALS

All Enquiries about Results (EARs) should be discussed with the relevant subject teacher who will advise on the viability of such a request. The deadlines quoted are important and must be adhered to. All EAR requests must be made to the Examination Boards by the Exams Officer. A signed candidate consent form is required plus the fee before this can proceed for all the services listed.

**Clerical re-check-** This service checks that all parts of the exam have been marked and that the marks have been totalled correctly.

**Review of marking** – This service is a post-results review of the original marking to ensure the agreed mark scheme has been applied correctly.

**Priority Re-mark** – This service is normally only available for A-level candidates whose university place is affected- however this may change during 2019 and become available for GCSE candidates.

**Access to Exam Scripts** – It is possible to order copies of your exam papers either originals or photocopies.

### **Appeals**

Onslow St Audrey's School is committed to ensuring that when staff assess students work for external qualifications, this is done fairly, consistently and in accordance with the specification for the qualification concerned. A copy of the Internal Appeals Procedure is available on request.

## CERTIFICATES

GCSE and A-level certificates are available to collect from reception in November, a letter will be sent home nearer the time advising the dates and times for collection. If somebody other than the student will be collecting the certificates, the student needs to give written notification of this prior to collection. Certificates need to be signed for on collection.

The school is required to keep certificates for a period of one year after issue. If you do not collect your certificates within this time or you lose your certificates they can only be replaced by applying directly to the exam boards. Visit examination board websites for the services and costs for lost/replacement certificates. Many students request certificates/results many years after they have left Onslow St Audrey's School as they are requested by employers. **You are therefore advised to keep your certificates (and statement of results) in a safe place.**

# FREQUENTLY ASKED QUESTIONS

## **Q: When will I get my personal timetable for the Summer exams?**

- These will be issued to all exam students in March/April 2019.

## **Q: What do I do if there is a clash on my timetable?**

- The school will re-schedule papers internally (usually on the same day) where there is a clash of subjects. Candidates will normally sit one paper then have a break during which they will be supervised and must not have any communication with other candidates. They will then sit the second subject paper. Correct times should be on your individual candidate timetable. It may be necessary for you to have a packed lunch if you have exams in the morning and afternoon as you will have to remain isolated from other students until both examinations are completed.

## **Q: What do I do if I think I have the wrong paper or the wrong tier of paper?**

- Invigilators will ask you to check the subject and tier before the exam starts. If you think something is wrong raise your hand and tell the invigilator immediately.

## **Q: What do I do if I forget my Candidate Number?**

- Candidate Numbers are written on cards which are on your exam desks.

## **Q: What do I do if I forget my school Centre Number?**

- The Centre Number is 17319
- It is written on the card which is on your exam desk and it is also clearly displayed on a screen/notice board in all the examination rooms.

## **Q: What do I do if I have an accident or am ill before the exam?**

- Inform the school as soon as possible so that we can help or 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 or a laptop 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 school to make an appeal for Special Consideration on your behalf (see below)

## **Q: What is Special Consideration?**

- Special Consideration is an adjustment to the marks of a candidate who is eligible for consideration under special circumstances. Examples of such circumstances may be recent illness, accident or injury, bereavement or domestic crisis. The allowance for Special Consideration ranges from 0% (consideration is given but the addition of marks is considered inappropriate) to 5% (reserved for really exceptional circumstances). Parents 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 their performance in the examination or in the production of coursework has been affected by adverse circumstances beyond their control. The Examinations 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 up your hand and an invigilator will assist you. You should inform an invigilator if you feel ill before or during an exam and you feel this may have affected your performance. You must not wait until you have gone home to let the school know.

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

- It is possible for you to sit the examination provided you are not more than 30 minutes late. You should get to school as quickly as possible and report to Reception. You **MUST NOT ENTER** an examination room without permission after an examination has started. The Exams Officer will escort you to the exam room.
- Please ensure that you allow enough time to get to school so that if you are delayed (eg 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 on the given date and time. If you miss an exam without good reason you will be charged the entry fee and risk not gaining your final GCSE or GCE.

**Q: Do I have to wear school uniform?**

- Yes. Normal school regulations apply to uniform, hair, jewellery etc for all students.

**Q: What equipment do I need for my exams?**

- You are responsible for providing your own equipment for examinations. You must not attempt to borrow equipment from another candidate during the examination. You will need:
- Black pens (at least 2), ruler, pencil, rubber, pencil sharpener, and for some exams a compass, protractor, calculator, coloured pencil crayons.
- These items must be placed in a transparent see through pencil case or plastic bag.

**Q: How do I know how long the exam is?**

- The length of examination is shown in minutes on your individual timetable, under the heading of 'duration'. It is also shown on the front of the question paper. Invigilators will tell you when to start and when to finish the exam. The start and finish times will also be displayed on a screen/noticeboard at the front of the exam room. There will also be a clock in all examination rooms.

**Q: Can I leave the exam early?**

- No. The school's policy is that students cannot leave the exam room early, as this is disruptive to other candidates. Use any time remaining to check and re-check your answers. Do not turn around or distract any other candidates in the room. A candidate cannot leave the examination room without the permission of the invigilator and must be accompanied.

**Q: What do I do if the fire alarm goes?**

- Don't panic and continue working. The invigilators will tell you what to do in the event of an evacuation.

**Q: Can I go to the toilet during the exam?**

- If you have a known medical problem you will be issued with a Toilet Pass for exams. If it is not a medical problem you cannot go to the toilet in the first hour of an exam. For exams longer than 1 hour, you have to be escorted to and from the exam room and will not be allowed any extra time for the exam. There are no toilet breaks permissible in the last 20 minutes of an exam. It is advisable that students use the toilets prior to an exam.

**Q: What do I do if I don't get the grades I need?**

- Members of the Senior Leadership Team will be available to advise you on results day. If you feel strongly that it is necessary to make an Enquiry about your Result (EAR) you should first consult your teacher/subject leader to obtain their advice as to the advisability of requesting a review of marking. You should be aware that your marks/grade could go down, go up or remain the same.

## Regulations about calculators

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, in particular that the calculator's memory has been cleared.

The instructions set out in this section apply to all examinations unless stated otherwise in an awarding body's specification.

<p><b>Calculators must be:</b></p> <ul style="list-style-type: none"> <li>o of a size suitable for use on the desk;</li> <li>o either battery or solar powered;</li> <li>o free of lids, cases and covers which have printed instructions or formulas.</li> </ul>	<p><b>Calculators must not:</b></p> <ul style="list-style-type: none"> <li>• be designed or adapted to offer any of these facilities: -             <ul style="list-style-type: none"> <li>o language translators;</li> <li>o symbolic algebra manipulation;</li> <li>o symbolic differentiation or integration;</li> <li>o communication with other machines or the internet;</li> </ul> </li> <li>• be borrowed from another candidate during an examination for any reason;*</li> <li>• have retrievable information stored in them - this includes:             <ul style="list-style-type: none"> <li>o databanks;</li> <li>o dictionaries;</li> <li>o mathematical formulas;</li> <li>o text.</li> </ul> </li> </ul>
<p><b>The candidate is responsible for the following:</b></p> <ul style="list-style-type: none"> <li>o the calculator's power supply;</li> <li>o the calculator's working condition.</li> <li>o clearing anything stored in the calculator.</li> </ul>	

\* An invigilator may give a candidate a replacement calculator.

**Where access is permitted to a calculator for part of an examination, it is acceptable for candidates to place their calculators on the floor under their desks in sight of the invigilator(s) for the non-calculator portion of the exam.**

## Collection of Results Permission Form

To: OSA Exams Officer

I,.....(print student name) give permission for

..... (insert name of collector) to collect my GCE/GCSE (delete as appropriate) exam results from Onslow St Audrey's school on my behalf.

Signed.....

Date.....

Please remember to tell the person collecting your results that they will need a form of identification (eg driving licence, passport) to be shown at the school in addition to providing this signed letter from you.