



Examinations Rules and Regulations 2023/2024

Sixth Form

## Introduction

This booklet's purpose is to answer any of your questions and help you understand the rules and regulations set out by the governing bodies for the integrity of examinations.

Please take the time to read through this information, familiarise yourself with the content and if you have any questions please contact the Exams team located in the Post16 building.

These regulations are set out by the Joint Council for Qualifications, an external body which regulates the external examinations nationwide.

The Exams Officer is happy to help with any questions or concerns you may have and can be contacted by the main switchboard and requesting to speak to the Exams department or via email, [exams@thecooperschool.co.uk](mailto:exams@thecooperschool.co.uk)

Emma Tallis

Exams Officer

## **Timetables and punctuality**

You will be issued with a personalised timetable listing the dates, times and locations for each of your exams. **This is called a Statement of Entry.**

Read your timetable carefully – being in the right place at the right time is your responsibility. You must be outside the exam room, ready to go in 30 minutes before the start. If you are late, the exam will start without you and the Exam Board may refuse to accept the work that you do.

## **Seating plans**

Seating plans will be posted on the window by the fire exit in the Sixth Form common area on the day of each exam. You must check the plan before entering the exam room and sit in the place allocated to you.

## **Lateness, illness and other circumstances**

If you are too ill to attend, or unavoidably late then you must ring school on 01869 242121 urgently. Please be aware day to day illnesses are not an excuse for non attendance to miss an exam, it is only extreme cases that special consideration can be applied for.

Be clear about the fact that you have an external exam. Do not leave a voicemail message. Listen carefully to the advice you are given.

If you are taken ill at school, have any significant health concerns or other genuine problems affecting your performance you must seek a member of staff as soon as possible. If you feel unwell during an examination then let an invigilator know immediately.

## **Authorised materials**

You are only allowed to bring the following equipment into any exam:

- 📎 Normal writing equipment either loose or in a completely see-through pencil case
- 📎 A calculator (although not permitted in all exams)
- 📎 A drink of water but only in a clear re-sealable container and with any label removed

Anything other than these items is regarded as 'unauthorised material' by the Exam Boards and must not be in your possession in either a written exam or a speaking test. This includes but is not limited to:

## **Unauthorised materials**

- 📎 Mobile phone
- 📎 MP3/4 players/iPods/electronic equipment/Earbuds
- 📎 Wrist watches and iWatches
- 📎 Notes of any description
- 📎 Dictionaries
- 📎 Calculator lids, cases and/or instruction leaflets
- 📎 Bags and coats (only normal indoor school uniform is allowed)
- 📎 Blotting paper
- 📎 Tissues in packets

## **Mobile Phones and other electronic equipment**

You are not allowed to take your phone or any other electronic equipment into an exam. As the consequences can be extremely serious. It is safest not to have such items with you in school on an exam day. However, if this is unavoidable, you must hand any equipment in as required before the start of your exam, which will be then returned to you at the end of the exam or you can store it in your bag in the changing rooms.

## **School Uniform**

You are advised to wear loose comfortable clothing that will not cause you any difficulties during your exam. Please do not wear clothing with logos, writing, badges etc. Hoodies will not be permitted at any time. Please remove your lanyard before entering the exam room.

## **Conduct**

Once you have entered the exam room you must not communicate with other candidates in any way. You may only speak to the invigilators. Once seated you should face the front at all times and ensure that you look only at your own work. To avoid any misunderstanding, do not look toward candidates in the rows on either side of you or behind you even if you have finished the exam.

Your conduct in the exam room must not disturb or distract any other candidates. Remain silent until you have left the room at the end of the exam and respect the fact that there may still be candidates working.

## **Malpractice**

Examination malpractice is any form of deliberate cheating during an examination which provides one or more candidates with an unfair advantage or disadvantage.

Examples:

- Any form of communication, verbal or non verbal.
- Possession of any unauthorised material/device
- Writing inappropriate or offensive material on an exam paper

The school has an obligation to report any suspected malpractice.

Consequences:

- A warning
- Loss of marks in a section, component or unit
- Disqualification from a unit, all units or whole qualifications
- A ban from sitting exams for a set period

Penalties are issued by the exam board and not the school

## **Basics**

Never write in your answer book until you have been instructed to do so, not even to fill in your candidate details.

Always check that you have been given the correct question paper for your subject and unit and that you have everything listed. Note the time allowed for the exam and read all the instructions carefully. Ensure you fill in answer books and any supplementary sheets according to the instructions.

If you need to attract an invigilator's attention at any point in the exam, raise your hand and wait quietly.

### **Acceptable writing equipment:**

- Black ink or ballpoint pen only (blue is not allowed)
- Pencil – only for graphs and diagrams (use black pen for rough notes and calculations)
- Highlighters – only on the question paper **not in your answers**
- Completely see-through pencil cases only to be used

### **Unacceptable writing equipment:**

- Blue pen
- Erasable pens
- Gel pens of any colour (including black)
- Correction pens, fluid or tape
- Coloured pencils/inks

## **Calculators**

Where calculators are permitted it is your responsibility to provide your own of a suitable size and to ensure it has sufficient battery life. Calculator memories must be cleared as the use of information stored in the memory is an infringement of the regulations.

Calculators may be subject to spot checks.

You are not allowed to borrow a calculator from another candidate during the exam, we do provide stationary packs for those who may not have the correct equipment.

Once at your allocated desk please remove the lid and place it face down on the floor.

## **Rough working**

Rough working should be done in your answer book and neatly crossed through, not obliterated. You are not allowed extra paper for rough working. Do not make any notes on your hands or arms as this may be misunderstood as notes you have brought into the exam with you.

## **Drinks**

Only water in clear resealable containers are allowed in the exam room. You must remove bottle labels before entering. Any bottles containing anything other than water or with labels on will be taken away from you.

Chewing gum and sweets (including cough sweets) are not allowed.

## **Fire Alarm**

If the alarm sounds, remain silent and seated. The exam will be stopped and the time logged. Exams papers should be turned face down and you should listen to the instructions given to you by the invigilator. Exam conditions continue to apply even if there is an evacuation. You must not communicate with other candidates at all. You must keep your distance from other candidates. Only if a fire alarm has been registered as 'live' anywhere on school premises will you be evacuated from the exam room. The fire assembly point for exams is on the side field next to the sports hall.

## **Access Arrangements**

If you have been permitted an Access Arrangement, please make sure you are fully aware of how it will operate in each exam. If in doubt, see a member of the Ace team, if you aren't sure of what room you will be in please see a member of the Exams team.

If you are due to have any medical operation on or around your exams it is imperative you inform us as soon as you know it's happening. If you undergo any emergency medical treatment that may affect your ability to perform in your exam to your full potential then you need to contact the exams team as soon as possible so we can arrange any alternative arrangements.

## **At the end of an exam**

You are not allowed to leave the exam before the stated finish time even if you have finished working.

You may fill in your candidate details on any supplementary booklets or sheets at this point.

When you leave the exam room please be aware other exams may be taking place so please remove yourself from the area before discussing the exam with your peers as noise travels.

Any questions or queries, please contact the exams team at [exams@thecooperschool.co.uk](mailto:exams@thecooperschool.co.uk)