

© 2007

AQA City & Guilds CCEA Edexcel OCR WJEC

## Notice to Candidates

### Examinations held in the period 1 September 2007 to 31 August 2008

This notice has been written to help you. Read it carefully and do what you are asked.

If there is anything you do not understand, especially which calculator you may use, ask your teacher.

#### A Regulations – Make sure you know the rules

- 1 You must be on time for all examinations. If you are late, your work might not be accepted.
  - 2 You must not become involved in any unfair or dishonest practice in any part of the examination.
  - 3 If you try to use any unfair practice, or break the rules in any way, you could be disqualified from all your subjects.
  - 4 You may take into the examination room only the materials and equipment which are allowed.
  - 5 You must not take into the examination room any unauthorised materials or equipment which might give you an unfair advantage such as notes, calculator cases/instruction leaflets, bags, personal TVs/stereos, electronic or radio communication devices, including mobile telephones, iPods, and MP3 players. Any pencil cases taken into the examination room must be seethrough.
- 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 You must not use correcting pens, fluid or tape, highlighters or pale coloured gel pens in your answers.
  - 7 You must not talk to or otherwise communicate with or disturb other candidates once the examination has started.
  - 8 If you leave unsupervised before the end of the examination, you will not be allowed to return.
  - 9 You must not borrow anything from another candidate during the examination.

#### B Information – Make sure you attend and bring what you need

- 1 Know the dates and times of your examinations.
- 2 Arrive at least ten minutes before the start of each examination.
- 3 If you arrive late for an examination, report to the invigilator running the examination.
- 4 If you arrive more than one hour after the published start time for the examination, you will not normally be allowed to take it.
- 5 Take into the examination room the pens, pencils, erasers and any instruments which you need for the examination.
- 6 You must write in black ink or ballpoint pen. Coloured pencils or inks may be used only 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
  - make sure it works properly and that any batteries required are working;
  - 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 examination room any operating instructions or prepared programs.
- 3 You must not use a dictionary or computer spell checker unless you are told that you may do so.

#### D Examination Instructions

- 1 Listen to the invigilator and do what you are asked to do.
- 2 Tell the invigilator at once:
  - if you think you have not been given the right question paper or all the materials listed on the front of the paper;
  - if the question paper is incomplete or badly printed.
- 3 Read and carefully follow the instructions printed on the question paper and/or on the answer booklet.
- 4 Fill in the details required on the front of the question paper and/or the answer booklet before you start the examination.
- 5 Do your rough work on the proper examination stationery. Cross it through and hand it in with your answers.

#### E Advice and Assistance

- 1 If on the day of the examination 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 examination if:
  - you have a problem and are in doubt about what you should do;
  - you feel ill;
  - you need more paper.
- 3 You must not ask for, and will not be given, any explanation of the questions.

#### F The end of the Examination

- 1 If you have used more than one answer booklet and/or any loose sheets of paper, you must place them in the correct order. Fasten them together with a treasury tag before you leave.
- 2 You must not leave the examination room until the invigilator tells you to do so.
- 3 You must not take from the examination room any examination stationery, used or unused, rough work or any other materials provided for the examination.

You must remain under supervision until at least one hour (or a period equal to the duration of the examination if this is less than one hour) after the **published** starting time for each examination.

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