



# Loreto College Coleraine Public Examinations Summer 2023

## INFORMATION FOR CANDIDATES

Provided by  
**JCQ**  
Joint Council for Qualifications

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#### **All exam candidates are advised:**

- To check your Examination Timetable issued by the exam boards carefully to ensure that your exam details are correct. (The school accepts no responsibility for errors in your timetable).
- To see the Exams Officer (Mrs McKeefry) regarding any clashes or issues.
- To display your timetable in a prominent place in your house and share the details with a parent/guardian.
- To ensure that the school has correct contact details for you so that you or your parents can be contacted quickly and easily on the day of an exam.

- **PLEASE READ THROUGH ALL OF THIS DOCUMENT AS IT CONTAINS IMPORTANT INFORMATION ABOUT YOUR EXAMINATIONS.**

## School Regulations and Guidance for Public Exams

- **Punctuality** Make sure you know the dates and times of your exams. (Usually 9.15am or 1.30pm) Arrive at the exam hall at least 15 minutes before the exam is due to start. Pupils must be seated 10 Minutes before an exam is due to start. (So think 9.00am or 1.15pm!) Students who arrive over 1 hour after the start of the exam will not be permitted to enter the hall or sit the exam.
- **Contact Details** Pupils who are late or absent for an exam will be contacted by the school in the normal way. If you are unable to attend please contact the office.
- Pupils should wait outside and **enter the examination hall in silence**.
- **Seating** Before entering the hall, please check the location of your seat.
- **School Uniform** Normal rules on appearance and school uniform apply to all Public Examinations taken in school. This includes rules regarding jewellery and piercings. Pupils who are required to correct their uniform/appearance may be late for their exam.
- **Extra Time** This will be given at the end of the exam unless you have been advised otherwise in advance. Students should ensure that the yellow card for extra time is on your desk – if it is not there, please raise your hand to speak to an invigilator.
- **Exam Clashes** Students with clashes **MUST** follow the precise instructions issued.
- Pupils should go to the **toilet** before an exam. Any time absent from the examination hall is supervised and monitored.
- **Equipment** No books or personal belongings can be brought into the exam. Make sure you bring the correct equipment (e.g. calculators, protractors etc.) and stationery for a particular examination - additional equipment will NOT be supplied. Any pencil cases taken into the exam hall must be transparent. Drinks containers are permitted, provided they are free of any labels.
- **Inhalers are allowed** and may be used during an examination.
- All examinations are completed in **BLACK INK only**. Bring a spare pen/pencil.
- **Electronic Devices** Mobile phones, electronic devices and watches are not permitted inside the examination hall/room under any circumstances – whether they are switched on or off. If you are found to have any such device on your person, your exam will be cancelled immediately. These will not be collected by the invigilators inside the hall.

### During the Exam

- Please follow the instructions of the Examinations Invigilators appointed by CCEA at all times - the Chief Invigilator will apply sanctions in the event of you failing to do so.
- You will enter the hall in silence and in row order.
- Calculator lids must be put on the floor below your desk.
- Please check that you have been given the correct paper and level.
- Make sure that your exam number corresponds with the number on your desk and the number you write on the exam paper. Sign the paper if asked to do so.
- Please be very careful about your actions during an exam. If you require assistance, raise your hand and remain in your seat facing forwards; an invigilator will attend to you. Any attempt to talk or turn sideways may result in your paper being cancelled.
- Copying/cheating of any kind will result in your paper being cancelled and you may be required to sit any other exams at another exam centre. This will be dealt with by the exam board AND will also represent a serious breach of school rules.
- At Loreto College, no pupil is permitted to leave the hall until the full allocated time for the exam has passed.
- At the end of the exam, please leave the hall in silence and avoid speaking until well away from the exam hall as others may be still sitting an exam or availing of extra time.

### **Return of Textbooks and Chromebooks/laptops**

Subject teachers are making arrangements for the return of books and other school equipment. Books required for examination revision should be returned on the day of the exam in each subject. Give your books to the teacher in the foyer before the examination. He/she will note the return. Bills will be posted home for any books/equipment not returned by the end of June. Chromebooks issued by the school must be returned to the office **BEFORE** the day of your last exam.

Results will not be issued if books and/or Chromebooks are outstanding.

### **Study Arrangements**

Study facilities will be available for use by pupils during the examination period in two daily sessions as follows:

Morning Session	9.00am – 12.15pm
Afternoon Session	12.55pm – 3.15pm

Pupils hoping to use the study for revision must attend for a full session only; they may not attend for part of a session. Pupils may also use the study between two exams on the same day. The canteen is not available as a study venue. Students attending school for a full day, whether for an exam, study or revision classes are not allowed to leave the school grounds at lunchtime. Food from a takeaway outlet must NOT be brought into school at any time.

Pupils who attend school for any reason during the exam period must wear full school uniform and report to the office upon arrival and departure.

### **Coping with Exam Pressure**

At any time during the exam period in school your Form Teacher or Head of Year are available if you wish to meet with them.

### **Collection of Exam Results**

Results will be issued on the following dates:

<b>AS &amp; A level</b>	Thursday 17 August 2023
<b>GCSE</b>	Thursday 24 August 2023

The college will not give out results or answer any queries regarding results on the telephone.

If you are away on holidays or unable to collect your results in person please discuss alternative arrangements with the school office in advance of the holidays.

Best wishes for your exams!

**JCQ Regulations for WRITTEN EXAMS**  
**PLEASE READ THESE INSTRUCTIONS IN FULL**

**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:
  - (a) notes
  - (b) an iPod, a mobile phone, a MP3/4 player of similar device, or a watch.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, and you will be subject to penalty and possible disqualification.**

- 5 If you have a watch, the invigilator will ask you to hand it to them.
- 6 **Do not** use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
- 7 **Do not** talk or try to communicate with, or disturb other candidates once the exam has started.
- 8 You **must not** write or draw offensive or obscene material.
- 9 If you leave the exam room unaccompanied by an invigilator before the exam has finished, you **will not** be allowed to return.
- 10 **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. Arrive at least 10 minutes before the start of each exam.
- 2 If you arrive late for an exam, report to the invigilator running the exam.
- 3 If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
- 4 Only take into the room the pens, pencils, erasers and any other equipment which you need for the exam.
- 5 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:
  - (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 **Do not start writing anything** until the invigilator tells you to fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. **Do not** open the question paper until you are instructed that the exam has begun.
- 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, including those used 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 of any other reason, tell the invigilator.
- 2 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 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 any stationery from the exam room. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.

## JCQ Regulations for ON SCREEN TESTS

### **A 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;
  - (b) an iPod, a mobile phone, a MP3/4 player or similar device, or a watch.

Unless you are told otherwise, you **must not** have access to:

- (c) the internet, email, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks;
- (d) pre-prepared templates.
- 6 If you have a watch, the invigilator will ask you to hand it to them.
- 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.

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

- 1 Know the date and time of all your on-screen tests. Arrive at least 10 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.
- 3 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.
- 4 Your centre will inform you of any equipment which you may need for the on-screen test.

### **C 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 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 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;
  - (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. **Do not** open the question paper until you are instructed that the exam has begun.

## **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 of 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 exam**

- 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. You **must not** share your work with other candidates. Make sure that another candidate does not collect your printout(s).
- 3 **Do not** leave the exam room until told to do so by the invigilator.
- 4 **Do not** take any stationery from the exam room. This includes rough work, printouts or any other materials provided for the on-screen test.

## **USING SOCIAL MEDIA AND EXAMINATIONS/ASSESSMENTS**

We all like to share our experiences when taking exams and sharing ideas with others online can be helpful when you're studying or revising.

However, it is important to consider what you say and to think about what information is being shared as there are limits to what you can share, and you need to be careful not to break the rules. The rules are in place to ensure that exams are fair to everyone, students don't become worried about false rumours and any real issues can be sorted out quickly by the right people.

We'd like to ask you to act responsibly when interacting online. If you're in doubt about what you can and can't discuss online regarding exams, it's always best to check with your teacher.

If you receive what is or what looks to be assessment related information through social media, or any other means, you must tell your teacher or another member of staff. You must show them what you have received (if available). They will then report the matter to the awarding body, and it will be investigated.

Where candidates breach the rules for examinations, controlled assessments, coursework or non-examination assessments, awarding bodies have an obligation to investigate and may apply penalties.

**You need to know that the following would be malpractice:**

- copying or allowing work to be copied – e.g. posting written work on social networking sites prior to an examination/assessment;
- collusion: allowing other to help produce your work or helping others with theirs;
- asking others about what questions your exam will include (even if no one tells you);
- having or sharing details about exam questions before the exam – whether you think these are real or fake; or
- not telling exam boards or your school/college about exam information being shared.

**Penalties that awarding bodies apply include:**

- a written warning;
- the loss of marks for a section, component or unit;
- disqualification from a unit, all units or disqualification; or
- a ban from taking assessments or exams for a set period of time.