

Information For Candidates

Public Examinations - Summer 2023

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Examination Venues

- Exam Timetables given out - keep in prominent place!
- Public Exams Quick Link - School Website Homepage

Quick Links

 Brochure	 Prospectus
 School Magazine	 Public Exams 2022/23
 Policies/Documents	 Key Dates
 Letters Home	

Exam Day Arrangements

- **Lateness/Illness**

- Be at the exam hall for
 - 8:55am - set your alarm early!
 - 1:10pm
- **Know your candidate number!**
- Inform the school office if ill/going to be late due to unforeseen circumstances
- If you arrive late for an exam, **report immediately to the exam hall invigilator.**
- CCEA may not accept your script if you are very late



**NO MOBILE PHONES
WATCHES
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.

Exam Day Arrangements

- Full school uniform - no PE kit
- School bags can be left at canteen ramp
- **No food** in the exam hall.
- Water bottles must be **transparent** with **all labels removed** which would include transparent, reusable plastic bottles.
- Only **transparent pencil cases** are permitted in the exam hall
- Ideally bring two or three **black pens** (NOT pencil/blue pen)

During The Examination

- **Invigilators** are there to supervise students and make sure that all rules are being followed, but they are also there to help.
- **Listen carefully to their instructions**
- Remember to **write your answers in the designated sections of the answer booklet**. Additional answer sheets can be provided if you run out of space.
- Candidates are **not permitted to leave the exam hall** before the end of the exam.
- **Use toilet before the examination**

Examples Of Malpractice

- Being in **possession** of a mobile phone, earphones or other electronic device or wrist watch in the examination room
- **Opening/writing on your examination paper** before the invigilator directs you to
- **Communicating** with or disturbing other candidates at any time when in the examination room - **before, during or after the examination**
- Being in **possession** of unauthorised material, e.g. revision notes, formulae



Invigilator Assistance

- If, on the day of the examination you feel that your work may be affected by ill health or any other reason, **please tell the invigilator.**
- Put your hand up during the exam if:
 - You have a problem and are in doubt about what you should do
 - You do not feel well
 - You need more paper
- You must not ask for, and will not be given, any **explanation of the questions.**



Clashes

- Two examinations at same time
- Don't worry
- Those pupils affected attend a meeting on **Friday breaktime in G118**



Special Consideration

- Illness, injury or some other event outside of your control which affects you **on the day of the exam**
- The **Awarding Organisations** determine the level of special consideration applied (if any)
 - Most applications result in a 1% or 2% increase applied to an examination score
 - The highest “tariff” which can be applied is 5% (recent death of immediate family member)
- If you feel that you are eligible, please complete an application for special consideration using the form in the [Public Exams Quick link](#)
- **Evidence** to support applications required where it is possible

Next Few Weeks

- **Preparation**

- New few weeks vitally important - attendance and work ethic
- Revise steadily - give yourself time
- Know the Advance Information topics
- Build in some time out! Treat yourself! Get some rest

- **Queries**

- Mr Hanlon/Mr O'Shaughnessy
- examqueries@banbridgeacademy.org.uk

