

REVISION ONE



Joint Council for
Qualifications^{CIC}

Information for candidates

Written examinations

With effect from 1 September 2022

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Produced on behalf of:



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**This document has been written to help you.
Read it carefully and follow the instructions.**

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

This document was first published on 1 September 2022. It was amended on 7 February 2023. Where a subsequent amendment has been made, **the text is highlighted in yellow.**

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 or 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 to 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 ten 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 exam 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 or 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.



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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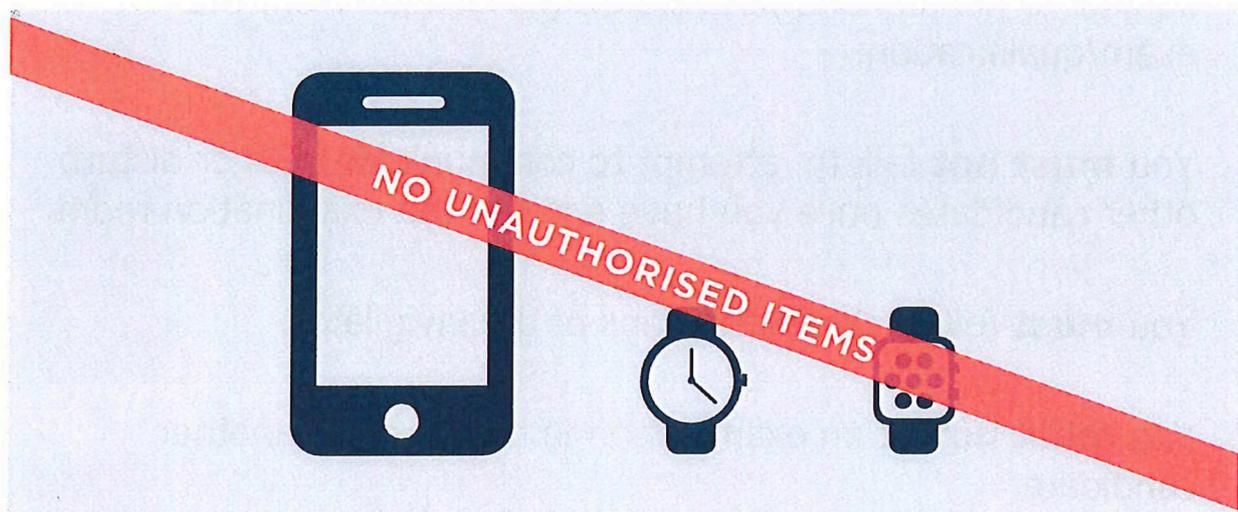
Warning to Candidates

1. You **must** be on time for all your examinations.
2. **Possession of a mobile phone** or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.
3. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
4. You **must** follow the instructions of the invigilator.
5. You **must not** sit an examination in the name of another candidate.
6. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
7. If you are confused about anything, only speak to an invigilator.

The *Warning to Candidates* must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.

NO MOBILE PHONES NO WATCHES

NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION



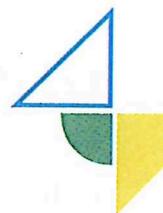
Possession of unauthorised items, such as a mobile phone
or any watch, is a serious offence and could result in

DISQUALIFICATION

from your examination and your overall qualification.

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

Most of you will be sitting an exam for the first time, for others you might not have sat one for a while. Exams can be an anxious time but a great way to cope with them is to plan and prepare in advance.



PREPARING FOR YOUR EXAMS

Understanding exam rules

- Always follow the instructions and guidance issued by your school/college and the invigilator (*tip*: invigilators are the people in exam rooms responsible for conducting examinations in the presence of candidates).
- Read the Joint Council for Qualifications (JCQ) [candidate information for written examinations](#), as this contains information to help you prepare for exam day.
- If you're in any doubt or have any questions about what you can or can't take into the exam hall, speak to your teacher or your exams officer.

Here are our *top tips*:

1. Understand your exam timetable

- Make a note of the important dates, whether your exams taking place in the morning or the afternoon and your seat number. Highlighting all the exams you're expecting to sit can help. If you're missing any or think something is incorrect, speak to your teacher.
- Don't forget to keep your timetable somewhere safe. Screenshot it or pop it in your locker.

2. Create an action plan a.k.a. a revision schedule

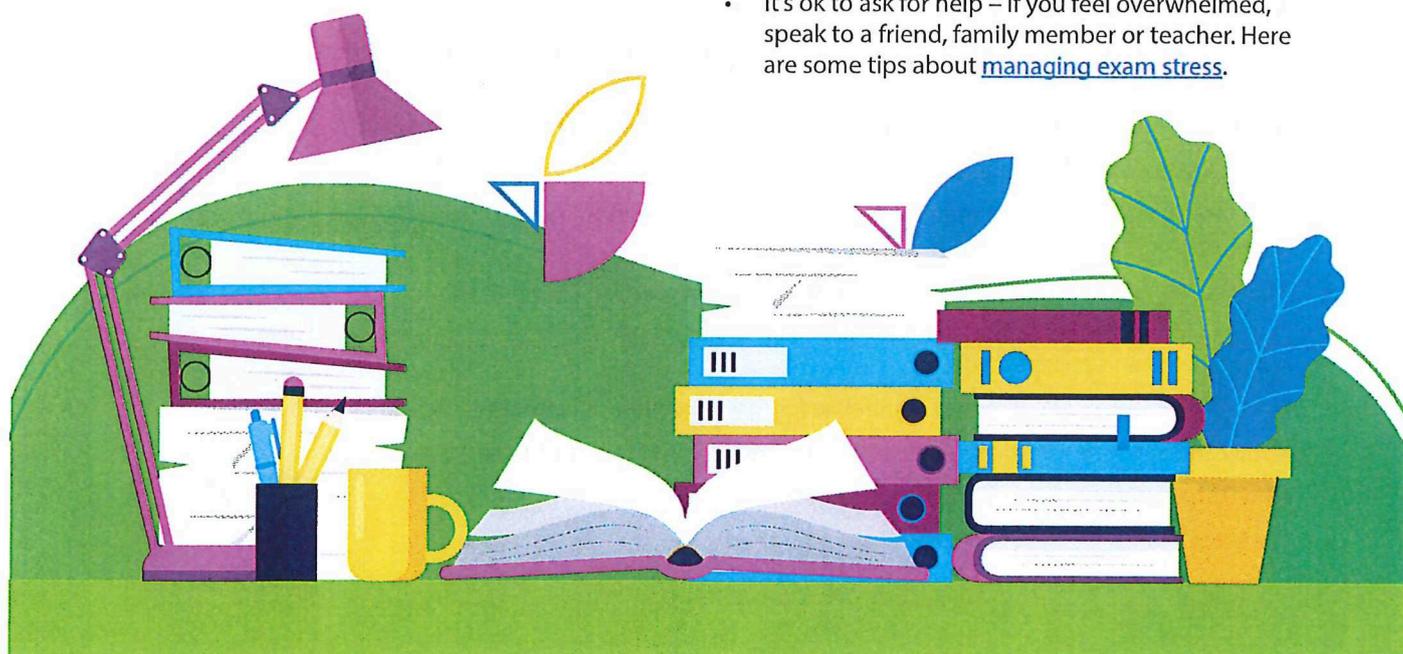
- Use your timetable as a guide.
- Be realistic and plan for breaks to avoid stress or burn-out.
- Check out our handy guide on '[How to manage your time](#)'.
- There are lots of online planners that you can download for free.

3. Start revising

- Find a revision style that works for you. It might be different from what your friends are doing, and that's ok! We've got lots of advice on our [tips for successful revision](#) webpage, but here are some ideas to get you started:
- Mind maps – a useful way of visualising lots of information.
- Flash cards – ideal for testing yourself.
- Quizzes – great to test topic areas.
- Teach-talk – teaching and talking it through with someone else can be an effective way to learn.
- Complete some [past papers](#) to practise answering the questions.
- Don't worry, procrastination can happen ... here's our tips on '[How to beat procrastination](#)'.

4. Look after yourself

- It's ok to ask for help – if you feel overwhelmed, speak to a friend, family member or teacher. Here are some tips about [managing exam stress](#).



EXAM DAY – YOU'VE GOT THIS

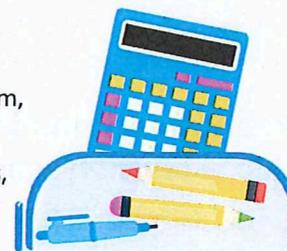
Before the exam starts

- Pack everything you need the night before (this might include black pens, pencils, erasers) and try to get a good night's rest.
- Fuel up with breakfast, including a drink. Remember to check in advance with your school or college if you're allowed to take a water bottle in with you.
- Aim to arrive at least ten minutes before it starts. If you're going to be delayed, be sure to phone your school or college immediately.



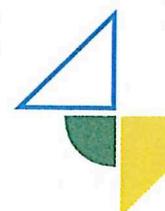
Exam guidelines

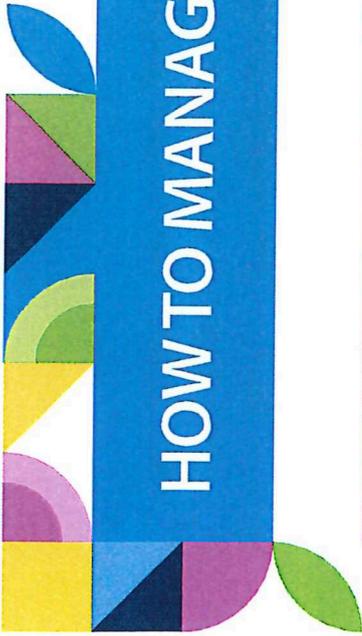
- Watches and electronic devices (including smart watches, mobile phones, tablets, iPods, wireless earphones, electronic dictionaries) must **not** be taken into the exam room. They must be left at home or in your locker.
- You may use a calculator unless you're told otherwise.
- Only take into the exam room the equipment which you'll need for the exam, in a clear pencil case.
- You must write in black ink. Coloured pencils can only be used for drawings, charts and rough notes.
- For more information, be sure to read the JCQ's [candidate information for written examinations](#).



During the exam

- Always listen to the invigilator and follow their instructions.
- You must not talk in the exam room. If you have a question, raise your hand and wait for the invigilator to come to you.
- When you're given your exam paper make sure to check it's the correct title, subject and level.
- The invigilator will tell you when you can start writing.
- When told to start, breathe and take your time to read and understand the instructions on the question paper and/or the answer booklet.
- Take your time to read each question carefully before answering.
- Look out for command words – for example: analyse, compare, describe, explain – these will help you determine what is being asked.
- Use the allocated marks as a rough guideline for how much time to spend on each answer.
- If you can't answer a question, move onto the next and come back to it later.
- Allow time to check your work before the end.
- The invigilator will tell you when the exam is finished.





HOW TO MANAGE YOUR TIME

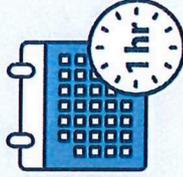
Think about how you spend your time at the moment to see how you are using (and wasting!) it.

- Watch a [four-minute video](#) from Wellcast
- Free online tool: [Toggl](#)
- Free iPad app: [ATracker](#)
- Free Android app: [aTimeLogger](#)



Divide your week into hour-long slots and colour-code them according to what you do, e.g.

- Sleeping
- Eating
- Commuting
- Lectures
- Socialising
- Hobbies



Highlight the remaining slots for study. It is a good idea to have extra slots that you can use to catch up if you fall behind or if something affects your regular study schedule.

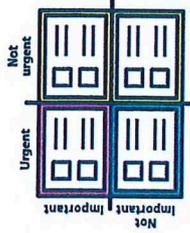
Break tasks into smaller chunks. Allocate time for each task and work out what order you need to do them in. It helps to work backwards from your deadline to see when you should start and finish each chunk.

- Try the free [goal trainer tool](#)
- For help with managing the stages of written assignments, try the [ASK assignment calculator](#)



Group tasks according to how urgent and important they are. You might find a priority matrix helpful for this.

- Here's a good explanation of [how to prioritise your tasks](#)
- Free iPad app: [Focus Matrix](#)

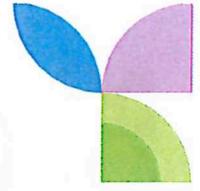


Be realistic – check how much independent study you are supposed to be doing on your course. And make sure you allow time for relaxation, exercise and sleep.



Effective time management is all about being realistic about how much time you have and how long jobs will take.

You'll also need to prioritise your tasks and break more complex ones down into simpler stages.



PROCRASTINATION HOW TO BEAT IT



03

BENEFITS

- PEACE OF MIND
- BOOSTS SELF ESTEEM
- FEELING IN CONTROL OF YOUR LIFE
- BETTER WORK, BETTER MARKS
- ENJOY YOUR FREE TIME WITHOUT GUILT



01

INTRODUCTION

DEFINITION

Putting off a task until later

CHARACTERISTICS

We all do it – but some more than others
Wait until the deadline is very close
Then panic and work like mad

REINFORCEMENT

If you get a decent mark you'll keep doing this



04

HOW TO BEAT IT

SELF AWARENESS

- Realise you are procrastinating
- Try to work out reasons why
- Can you challenge these reasons?
- Think what motivates you and what puts you off

PRACTICAL STEPS

- Break tasks into manageable chunks – use pomodoro method and work in short bursts with breaks
- Use study planners, and checklists
- Set deadlines
- Tick off tasks as you go
- Reward yourself
- Get people on your side to encourage you
- Start in the middle if it helps
- If you can't face a blank screen or piece of paper, just make yourself write anything for 20 minutes
- Try to find a workspace where you won't get interrupted or distracted

FINALLY

- Don't have the fun/reward before the work
- Don't beat yourself up if it doesn't go perfectly
- Keep chipping away at it



02

WHY WE DO IT

PERFECTIONISM

Fear of not doing it well enough

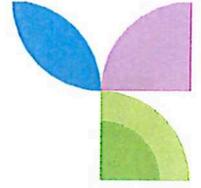
FEELING OVERWHELMED

By the time and effort involved

DON'T KNOW WHERE TO BEGIN

DON'T HAVE REQUIRED SKILLS OR KNOWLEDGE

FEELING RESENTFUL ABOUT HAVING TO DO THE TASK



Tips for successful revision

When you open your exam paper, you want to feel you've given yourself the best possible chance to do well. Here are our revision tips to help you prepare:

- **Past papers.** Testing yourself with past papers is one of the best ways to revise.
- **Make a revision plan.** This is a great way to start. Keep the sessions in your revision plan to a maximum of 30 minutes each and vary the topics - don't keep repeating the ones you already know. Limit yourself to seven hours max of revision a day.
- **Know yourself.** Put together revision activities that work for you, whether that's flash cards, mind maps, revision apps, or watching videos. But keep it active!
- **Look after yourself.** Eat well, get enough sleep, take regular breaks and get some exercise whenever you can. Breathing exercises and meditation can help you to stay calm and focus.
- **Revision zone.** A quiet, uncluttered area is the ideal place to revise, but mix it up by trying different places, such as a library, kitchen table or the park.
- **Get help.** Get parents or other family members to test you on what you have learnt. Set up a revision group with friends and ask your teacher to give you feedback.

Managing stress

We want to help all students reach their potential. As an organisation supporting the education of thousands of young people, that includes concern for young people's mental health and wellbeing.

Revising, taking exams and getting your results is a stressful time for many students. Here are some tips about looking after yourself and helping you manage the anxiety you may be feeling:

- **Get the balance right.** You will feel less stressed if you prepare for your exams by revising but don't overdo it. Give yourself time off.
- **Exercise.** Break up your day of revision with exercise. Even a short walk will clear your head.
- **Food and drink.** Don't go into a morning exam without breakfast. Try to follow a healthy diet with some fruit and vegetables, and drink plenty of water.
- **Get enough sleep.** Keep a regular sleep-pattern and avoid all night revision sessions.
- **Limit screen time.** Try to restrict checking devices all the time. Constantly checking Snapchat or Instagram can be stressful if the only topic is exams. And avoid screens before bedtime.
- **Calming nerves.** Mindfulness, meditation or yoga may help you to calm your nerves. You can download apps for all of them, to see what works best for you.
- **Be organised.** Get everything ready the night before your exam. Set an alarm so you give yourself plenty of time to get to your exam hall on time!
- **Don't rush.** When you open the exam paper, take a few deep breaths to calm yourself, so you read the instructions and questions carefully.
- **Don't give up.** If you come out of an exam thinking it's gone badly, try not to dwell on it (and don't go into any chat rooms). Focus on the next one.

On your exam day

This checklist will help you to be as prepared as possible for your exams, so that on the day itself you can focus on doing your best.

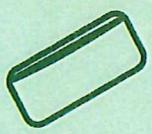
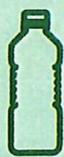
Before sitting your exams, ensure you know:

- the date, time and location of your exams – you might find it helpful to write this information in a calendar or planner
- who to contact at school or college in case there's an emergency that makes you late or unable to sit your exam

What you cannot take into exams:

- any type of phone
 - revision notes
 - any type of watch (this includes analogue, digital and smart watches)
- 

What you will need:

- a clear pencil case 
- at least two black ink pens – blue pens are not acceptable 
- an approved calculator for relevant exams 
- appropriate apparatus such as a ruler or protractor for relevant exams 
- a clear water bottle if you wish to take one in – it must not have a label 

Other important information:

- Listen carefully to the invigilator's instructions which will be specific to your exam. If you are unsure of anything, please raise your hand and wait for the invigilator.
- Fill in your details on the front of your answer booklet.
- If you need additional answer sheets, raise your hand and wait for an invigilator who will provide you with one. Remember to add your details to this booklet too.
- If you need to use the toilet or feel unwell, raise your hand and wait for an invigilator who will escort you from the exam room.
- Make sure you stay silent – talking to a fellow candidate could result in disqualification from all your exams.

If you have any questions about the format on the day, please ask your teacher or exams officer.



Information for candidates Using social media and examinations/assessments

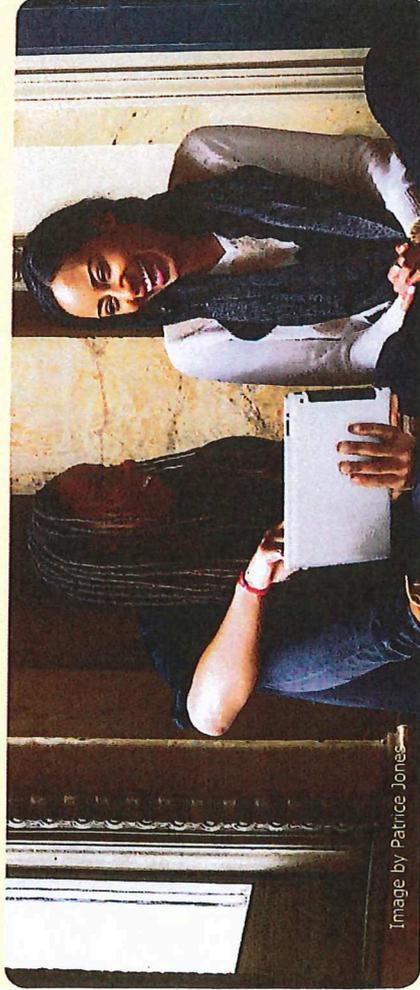


Image by Patrice Jones

This document has been written to help you stay within exam regulations. Please read it carefully.

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 discussing online. If you're in doubt about what you can and can't discuss online regarding your 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.

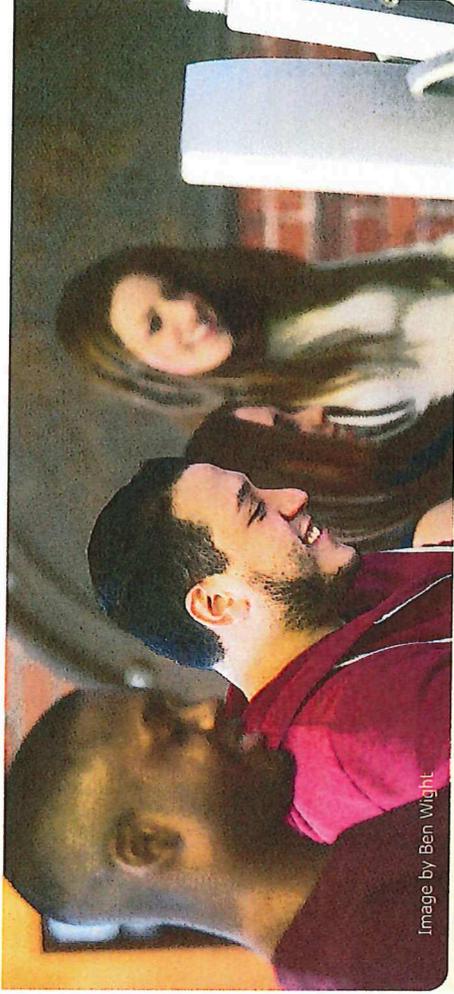


Image by Ben Wight

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 others 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 qualifications; or
- a ban from taking assessments or exams for a set period of time.

Please take the time to familiarise yourself with the JCQ rules:

<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>



Modern Foreign Languages Speaking Tests

Warning to candidates notice

You must not:

- become involved in any unfair or dishonest practice in any part of this assessment
- discuss this assessment with anyone who has not yet taken the assessment
- share information about this assessment in any way, including on the internet/social media.

Sharing information about Speaking tests can create an unfair assessment and could impact on your grades in this exam. Failing to report to your teacher any assessment-related information being shared may also lead to a malpractice investigation which could result in:

- a loss of marks for this component
- a disqualification from this component or the entire qualification
- a ban from sitting exams for a set period of time.

AQA monitors social media and student websites for evidence of malpractice.

**Remember: treat the Speaking tests as confidential.
Keep things fair for everyone.**

