



CLAYTON HALL
ACADEMY

Exam Organisation and Preparation

PPEs 2021 and 2022

Final Exams in May and June

Positive Mindset

- P P P P P
- F2P=P2F
- What if Covid...?
- Stress shows you care – embrace it
- Train Hard to Race Easy!
- Be Like Cliff! And Be Like Glen!
 - More on them another time
- Be The Best You Can Be!
- It is not what you have done, but what you do from here on in!
- Be Proud!
- Believe in yourself! We Believe in you!



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Important Rules and Expectations

Same Rules Apply as the Final Examinations

Official Guidance

<https://youtu.be/VSu9cKXlwHk>



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The
Exams Office

Instructions for candidates

Information for Candidates for Written Exams – All Exam Boards



- This is a simple check list for all students
- You will be given your own copy of this document
- **Please can form tutors read the whole document to the Tutor Group**

https://www.icq.org.uk/wp-content/uploads/2021/08/IFC-Written_Examinations_2021_v5.pdf

- There should be no surprises here
- What if we break the rules?
 - Potential for “Banned from One – Banned from All”
- Later you will be signing to say you have received and understood this information and that you are agreeing to these rules and regulations.

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.

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.

Using Social Media and malpractice

- It's a caring sharing world
 - Revision yes...
 - But not when it comes to exams and examination assessments
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CIC

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.

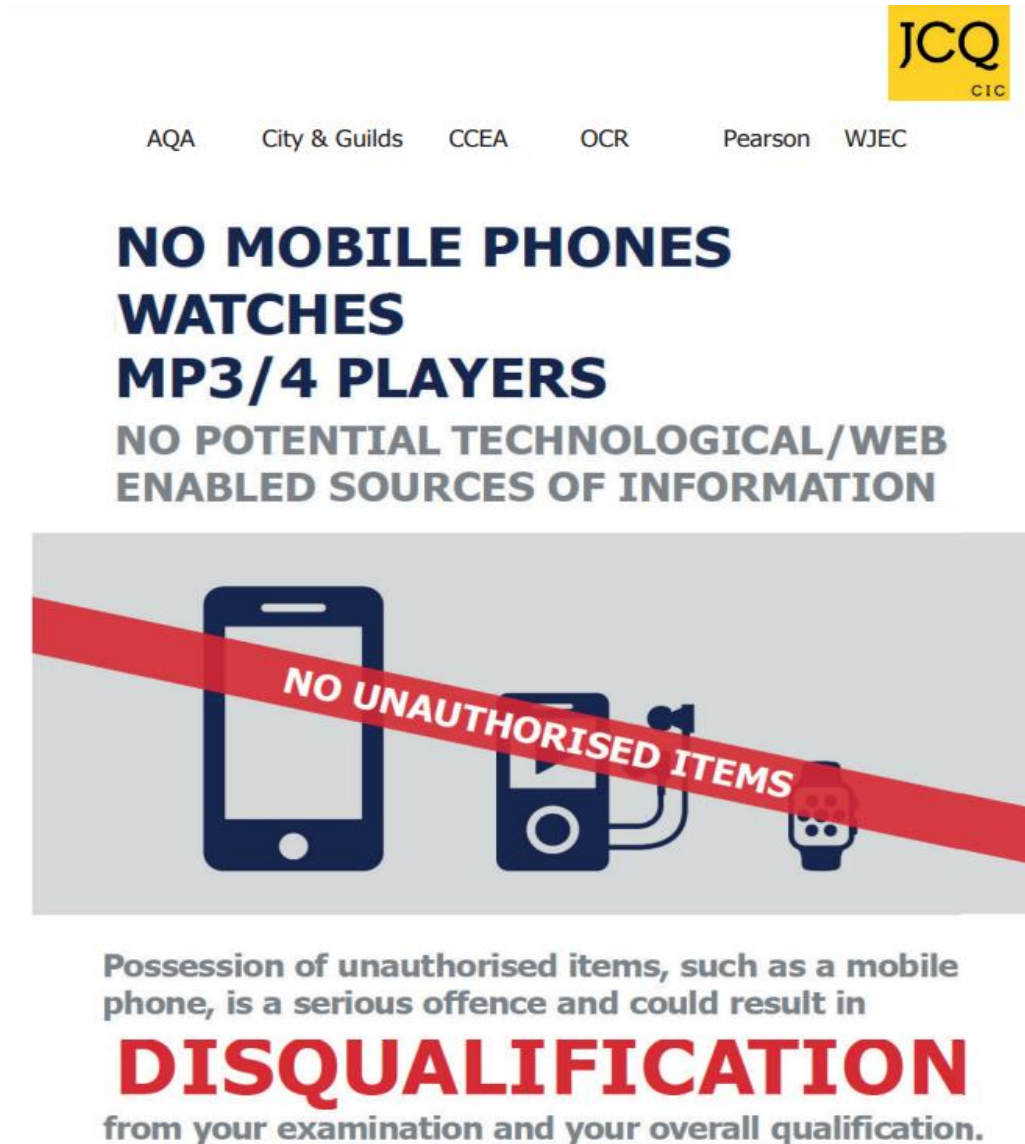
However, it is important to consider what you say and to think about what information is being shared as there are limits to what you can share and you need to be careful not to break the rules. The rules are in place to ensure that exams are fair to everyone, students don't become worried about false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



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Enough Said? Disqualification!



The image is a screenshot of a website notice. At the top right is the JCQ CIC logo. Below it is a navigation menu with links for AQA, City & Guilds, CCEA, OCR, Pearson, and WJEC. The main heading reads 'NO MOBILE PHONES WATCHES MP3/4 PLAYERS' in large, bold, dark blue letters. Below this, in smaller grey text, it says 'NO POTENTIAL TECHNOLOGICAL/WEB ENABLED SOURCES OF INFORMATION'. A central graphic shows icons of a mobile phone, a watch, and a smartwatch, all crossed out by a thick red diagonal banner that says 'NO UNAUTHORISED ITEMS' in white. At the bottom, a paragraph states: '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.'

JCQ
CIC

AQA City & Guilds CCEA OCR Pearson WJEC

**NO MOBILE PHONES
WATCHES
MP3/4 PLAYERS**

NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION

NO UNAUTHORISED ITEMS

Possession of unauthorised items, such as a mobile phone, is a serious offence and could result in
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Don't be Late – Morning or Afternoon!

- Sat down ready to start – Not arriving at these times
- Prompt start
 - 10.30am – get there for 10.25 (Early breaks when needed too)
 - 1.15pm – get there for 1.10pm
- Late or ill? Contact school asap
- Failure to attend in the Summer – **cost to be paid by candidate**
- In Morning **DO NOT GO TO REGISTRATION (Summer exams only)**
- Other exams – get there early! Your responsibility
- Toilet first!



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At your desk

- Silence on entry and throughout
- Bin your notes
- Pencil cases – clear only
- Put kit on table and cases on floor
- Put calculator covers on floor (or leave in bags)
- Watches off wrists and not to be brought into the exam hall.
- Water bottles - CLEAR/PLAIN Only – NO LABELS (Squash)
- Look forward at all times
 - A sneaky look could be deemed cheating
- Disqualification from one could be Disqualification from all
- Superb attitude by all
- Invigilators are Mrs Reid
- Chief Examiner Visit



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Organisation of Bags

- 3 'Enterprise Pods' – Locked during exams
- If you are in the Library (or other rooms) take them with you
- Pods organised in your Exam Table Rows



- Take out your pencil case and water bottles first
- Bags on shelves in Pods and straight out
- Move straight to waiting areas



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Outside Main Hall

- Once your bags are in the pods – wait outside the hall where we do for assemblies
- Library – wait outside reception
- Other rooms – wait outside those rooms
- Enter row at a time as instructed
- Go directly to your seat with your photo (yes photo!)
 - Legal requirement
 - Yours only!
 - Look after it – charges for cleaning!
- Registered via the desk and photo



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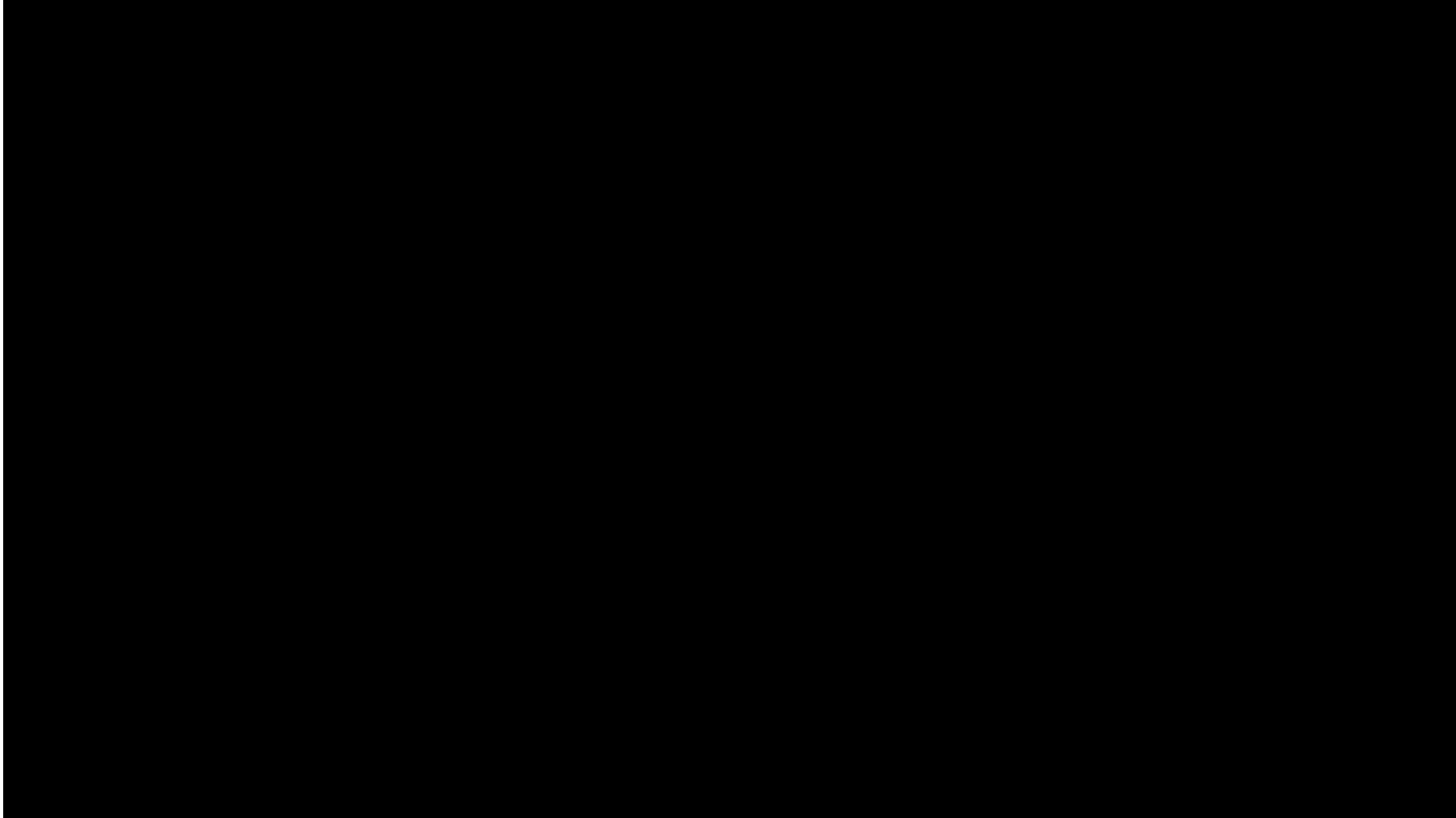
After Exam

- Not everyone will finish at the same time
- Silence until you have collected your bags and left the area
- On exit – Row from each pod at a time
 - In – get bag and out
 - Put stuff back into bag afterwards
- Break Time
- Move swiftly to your next lesson
 - No hanging around on corridors
 - All other classes are happening as normal – have respect



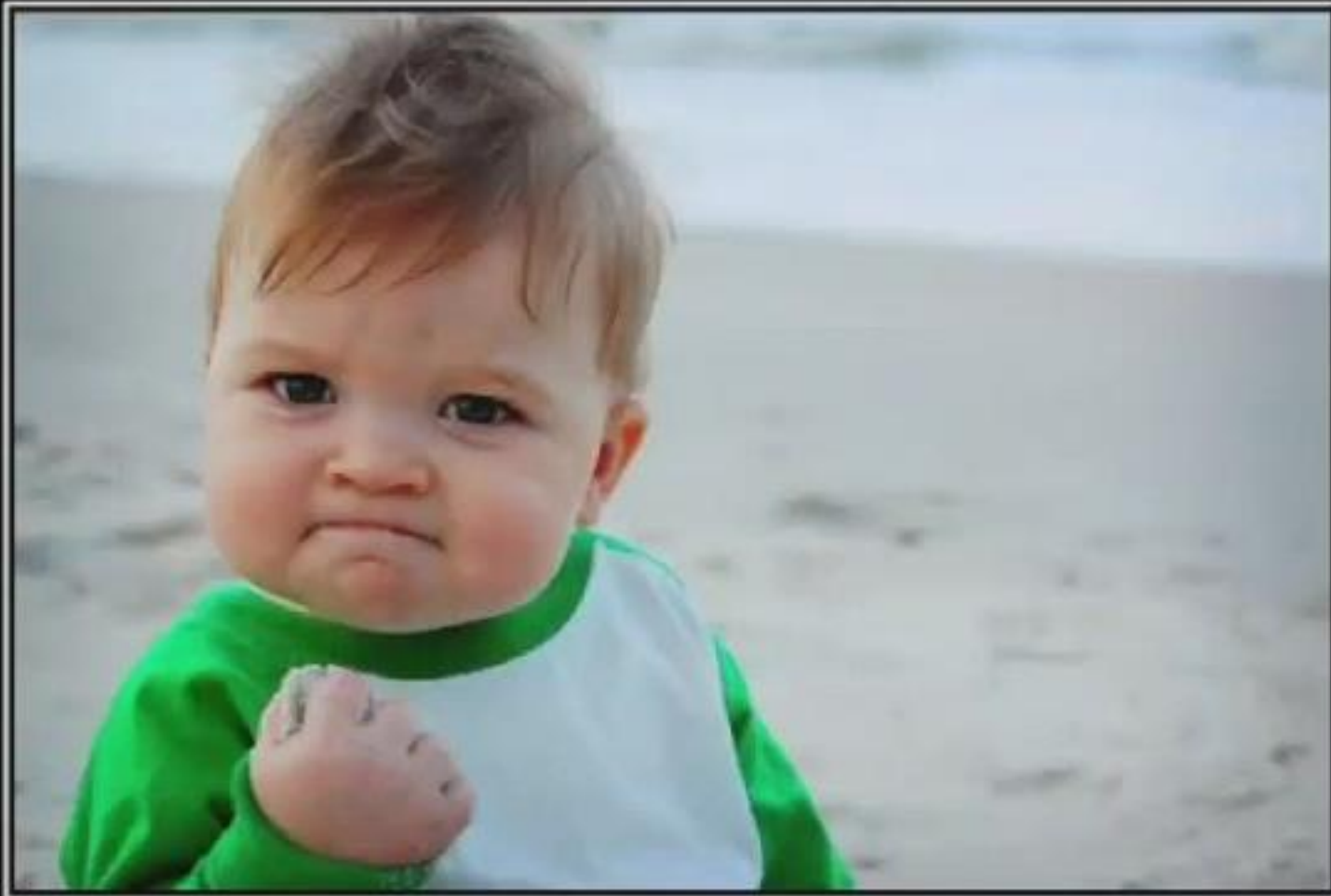
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You Can Do it! <https://youtu.be/VZ2HcRl4wSk>



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Time for Success!



S U C C E S S



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And Finally...

The JCQ Rap!

Not available due to Copyright ©

- Recorded and performed by Mr Morris



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