



Carshalton High School for Girls

Excellence: everywhere, every day.

EXAM GUIDANCE FOR SUMMER 2022

Prior to the Exam Day

1. Prior to the Exam season starting, students **MUST** have read and understood the Joint Council for Qualifications (JCQ) and Candidate Exam Information which can be found on school website (under the Examinations tab – link is here [Carshalton High School for Girls - Summer 2022 Public Exams \(chsg.org.uk\)](https://chsg.org.uk)) these documents include the following:

JCQ Information for Candidates Written Exams
JCQ Social Media Information for Candidates
Unauthorised Items poster
JCQ Warning to Candidates – 2020-22

2. Check your timetable and ensure that you know when your exams are and if you have any clashes those different times.

On the Exam Day

1. Be at the relevant line up area no later than 15 mins before the exam is due to start. If you are in the Hall this will be in the Playground and the Gym the Plaza area.

Do not be late, **if you are delayed ring the school on 020 8647 8294** with details of where you are and what time you expect to arrive. **If you are very late you might not be allowed to take the exam, and even if you are allowed the exam board can refuse to mark your paper.**

2. **If you are ill on the day of your written exam** your parents or carers must ring immediately to let the school know as early as possible. You will need complete the JCQ Form 14 Self Certification (which can also be found under the Examinations tab of the school website) and pass this to the Exams Office.
3. Candidates **MUST NOT** have their mobile phones on them, if a mobile is discovered on a student this is deemed **Suspected Candidate Malpractice** and students could face a possible loss of marks or be given zero for the exam paper. We shall collect these (along with any kind of watches/fit bits see below) at the beginning before you enter the Exam area, if you do not want to leave them with your bags/coats, for safe keeping and return at the end of the exam. We cannot be held responsible for any losses when you haven't handed in.

4. Wrist watches – **MUST NOT** be worn. These must be removed and left in your bags before entering the exam venue.
5. Smart/iWatches/Garmin/FitBits **MUST NOT** be brought into the exam venue. If discovered on a student, this is deemed as **Suspected Candidate Malpractice** and will be reported to the exam board.
6. You **MUST NOT** have any writing/markings on their hands/arms/legs, this is deemed as **Suspected Candidate Malpractice** and will be reported to the exam board.
7. You **MUST NOT** talk once you enter the exam venue, whilst taking your seat, during the exam or when leaving the exam venue. This is deemed as **Suspected Candidate Malpractice** and will be reported to the exam board. Similarly when you leave **PLEASE DO NOT TALK** until you are outside of the buildings as there will still be other students taking exams.
8. If you are wearing anything that has a pocket(s), please ensure that these **do not** contain any unauthorised material e.g. revision notes/flash cards/lip balm/phone/watch. If it is noted that you put your hand into a pocket to retrieve something this is deemed as **Suspected Candidate Malpractice** and will be reported to the exam board.
9. You must come fully equipped for you to sit your exam:
 - See-through pencil cases only
 - Black pens only to be used – no gel/erasable pens are allowed
 - Maths equipment and calculators where required
 - Colouring pencils where required for some exams such as DT
10. If you bring water in with you, **the bottle (beaker or plastic) has to be clear from labels, patterns and markings/writing. There should be no writing on any bottles.** All bottles/beakers are to be placed on the floor.
11. If you wear glasses please place your glass case on the floor.
12. Please keep bags and personal belongings that you bring with you to a minimum. For students whose exam is in the Hall you will store your bags in the PE/Dance Changing Room (by the Hall) and students in the Gym will store bags in the LRC. For Sixth Form exams you will be advised on the day as your rooms will differ. **The school takes no responsibility for loss or damage to personal belongings that have been stored during exams.**
13. A seating plan will be provided in the area that you are to meet for your exams.

Results Days

Thursday 18th August 2022 for A Levels/BTEC for English Language and Maths
Thursday 25th August 2022 for GCSEs/Level 1/2 vocational qualifications