6 December 2018

Dear Parent/Guardian

EXAM CONTINGENCY DAY – JUNE 2019

The Awarding Bodies have designated Wednesday 26 June 2019 as a 'contingency day' for examinations. This is consistent with the qualification regulators' document Exam system contingency plan: England, Wales and Northern Ireland – https://www/gov.uk//government/publications/exam-system-contingency-plan-england-wales-and-northern-ireland

The designation of a 'contingency day' within the common examination timetable is in the event of national or local disruption to examinations in the UK. It is part of the Awarding Bodies standard contingency planning for examinations.

We are therefore required to remind your son/daughter that they must remain available up to and including Wednesday 26 June 2019 should an Awarding Body need to invoke its contingency plan.

Information regarding non-examination assessments, controlled assessments, mobile phones, warning to candidates and a privacy notice regarding personal data can be found on the Giles Academy's website in the Students, Exams Information section or go to http://www.gilesacademy.co.uk/exam-information - a copy has also been given to your son/daughter. It is advisable that this information is read before their exams.

If you have any queries regarding the above, then please do not hesitate to contact me.

Yours faithfully

G Wright

ASSISTANT HEADTEACHER

Crang Wight.



AQA City	/ & Guilds	CCEA	OCR	Pearson	WJEC
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Information for candidates For written examinations — effective from 1 September 2018

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.

Be on time for all your exams. If you are lete, your work might not be accepted. Do not become involved in any unfair or dishonest practice during the exam. If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects. You must not take into the exam room. a) notes; b) potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device. 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 penally and possible disqualification. If you wear a wrist watch the inrigilator will ask you to remove it and place it on your desk. If you wear a wrist watch the inrigilator will ask you to remove it and place it on your answers. Do not talk to or try to communicate with, or disturb other candidates once the exam has started. You must not write inappropriate, obscene or offensive material. If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return. Do not borrow snything from another candidate during the exam. Information—Make sure you attend your exams and bring what you need Know the dates and times of all your consums. Arrive at least ten minutes before the start of each exam. If you arrive late for an exam, report to the invigilator running the exam. If you arrive more than one hour after the published storing time for the exam, you may not be allowed to take it. Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam. You must write clearly and in black int. 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. Calculators or increase and computer Spell-checkers You must write clearly	Α	Regulations – Make sure you understand the rules
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) nokes; b) potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device. Any pencil cases taken into the exam room must be see-through. Remember; possession of unauthorized matural 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 wear a wrist watch the invigilator will ask you to remove it and place it on your desk. 6 If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk. 7 Do not take correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers. 8 You must not write inappropriate, obscene or offensive material. 9 If you leave the exam room unaccompaneled by an invigilator before the exam has finished, you will not be allowed to return. 10 Do not borrow anything from another candidate orduring the exam. 11 If you arrive more than one hour attend your exams and bring what you need 12 Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam. 13 If you arrive late for an exam, report to the invigilator running the exam. 14 If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it. 15 Only take into the exam room the pens, penils, erasers and any other equipment which you need for the exam. 16 You must write clearly and in black ink. 17 You must write clearly and in black ink. 18 Coloured pencils or ink may not be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise. 19 If you are a calculator unless you are told otherwise. 10 If yo		Re on time for all your exams. If you are labe, your work might not be accepted
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Information - Make sure you attend your exams and bring what you need		To not be provide anything from another candidate divigilator before the exam has rinished, you will not be allowed to return.
Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam. If you arrive late for an exam, report to the invigilator running the exam. If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it. Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam. 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 You may 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 formulas; d) do not bring into the exam room any operating instructions or prepared programs. Do not use a dictionary or computer spell checker unless you are told otherwise. Instructions during the exam Always listen to the invigilator. Follow their instructions at all times. 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. Read carefully and follow the instructions printed on the question paper and/or on the answer booklet. Fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. Make sure you fill these details in on any additional answer sheets that you use. Remember to write your answers within the designated sections of the answer booklet before you start the exam. Make sure you add your candidate details to any additional answer sheets that you use. Advice and assistance 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. Put up y		Information – Make cure you attend your example and bring whether you
If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it. If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it. Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam. 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. Calculators, Dictionaries and Computer Spell-checkers You may use a calculator unless you are told otherwise. If you use a calculator unless you are told otherwise. If you use a calculator unless you are told otherwise. If you use a calculator unless you are told otherwise. If you use a calculator unless you are told otherwise. If you use a calculator unless you are told otherwise. Do not use a dictionary or computer spell checker unless you are told otherwise. Instructions during the exam Always listen to the invigilator. Follow their instructions at all times. 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. Read carefully and follow the instructions printed on the question paper and/or on the answer booklet. Fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. Make sure you fill these details in on any additional answer sheets that you use. Remember to write your answers within the designated sections of the answer booklet before you start the exam. Make sure you add your candidate details to any additional answer sheets that you use. Advice and assistance 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. Put up your hand during the exam if: You have used more th		Know the dates and times of all your evams. Arrive at least too minutes before the start of such as an arrive at least too minutes before the start of such as a such
If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it. Only take into the exam room the pens, pencils, crasers and any other equipment which you need for the exam. 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. If you use a calculator unless you are told otherwise. If you use a calculator is works properly; check that the batteries are working properly; c) remove any parts such as cases, lids or covers which have printed instructions or formulas; d) do not bring into the exam room any operating instructions or prepared programs. Do not use a dictionary or computer spell checker unless you are told otherwise. Instructions during the exam Always listen to the invigilator. Follow their instructions at all times. 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. Read carefully and follow the instructions printed on the question paper and/or on the answer booklet. Fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. Make sure you fill these details in on any additional answer sheets that you use. Remember to write your answers within the designated sections of the answer booklet. 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. Advice and assistance Remember to write your answers within the designated sections of the answer booklet. Put up your hand during the exam if: a) you have a problem and are in doubt about what you should do;		If you arrive late for an exam report to the invigilator runging the exam.
Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam. 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. Calculators, Dictionaries and Computer Spell-checkers You may use a calculator unless you are told otherwise. 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 formulas; d) do not bring into the exam room any operating instructions or prepared programs. Do not use a dictionary or computer spell checker unless you are told otherwise. Instructions during the exam Always listen to the invigilator. Follow their instructions at all times. 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. Read carefully and follow the instructions printed on the question paper and/or on the answer booklet. Fill in all the details required on the front of the question paper and/or the answer booklet. Remember to write your answers within the designated sections of the answer booklet. Remember to write your answers within the designated sections of the answer booklet. Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers. Remember to write your answers within the designated sections of the answer booklet. 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. You must not ask for, and will not be given, any explanation of the questions. At the end of the exam If you have used more than one answer booklet and/or any supplementary answer sheets, pl		If you arrive more than one hour after the published starting time for the output and the allowed to the in-
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. Calculators, Dictionaries and Computer Spell-checkers You may use a calculator unless you are told otherwise. 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 formulas; d) do not bring into the exam room any operating instructions or prepared programs. Do not use a dictionary or computer spell checker unless you are told otherwise. Instructions during the exam Always listen to the invigilator. Follow their instructions at all times. 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. Read carefully and follow the instructions printed on the question paper and/or on the answer booklet. Fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. Make sure you fill these details in on any additional answer sheets that you use. Remember to write your answers within the designated sections of the answer booklet. 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. Advice and assistance I 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. 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. You must not ask for, and will not be given, any explanation of the questions. At the end of the exam If you have used more than one answer bo		Only take into the exam from the pens pensils gracers and any other exam, you may not be allowed to take it.
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question paper state otherwise. Calculators, Dictionaries and Computer Spell-checkers You may use a calculator unless you are told otherwise. 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 formulas; d) do not bring into the exam room any operating instructions or prepared programs. Do not use a dictionary or computer spell checker unless you are told otherwise. Instructions during the exam Always listen to the invigilator. Follow their instructions at all times. 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. Read carefully and follow the instructions printed on the question paper and/or on the answer booklet. Fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. Make sure you fill these details in on any additional answer sheets that you use. Remember to write your answers within the designated sections of the answer booklet. 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. Advice and assistance 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. 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. You must not ask for, and will not be given, any explanation of the questions. At the end of the exam 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	_	Coloured pencils or inks may only be used for diagrams mans charts ats uplace the instructions existed on the fresh of the
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You may use a calculator unless you are told otherwise. 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 formulas; d) do not bring into the exam room any operating instructions or prepared programs. Do not use a dictionary or computer spell checker unless you are told otherwise. Instructions during the exam Always listen to the invigilator. Follow their instructions at all times. 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. Read carefully and follow the instructions printed on the question paper and/or on the answer booklet. Fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. Make sure you fill these details in on any additional answer sheets that you use. Remember to write your answers within the designated sections of the answer booklet. 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. Advice and assistance 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. 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. You must not ask for, and will not be given, any explanation of the questions. At the end of the exam 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. Do not take fr	C	
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b) clear anything stored in it; c) remove any parts such as cases, lids or covers which have printed instructions or formulas; d) do not bring into the exam room any operating instructions or prepared programs. Do not use a dictionary or computer spell checker unless you are told otherwise. Instructions during the exam Always listen to the invigilator. Follow their instructions at all times. 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. Read carefully and follow the instructions printed on the question paper and/or on the answer booklet. Fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. Make sure you fill these details in on any additional answer sheets that you use. Remember to write your answers within the designated sections of the answer booklet. 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. Advice and assistance I for the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator. 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. You must not ask for, and will not be given, any explanation of the questions. At the end of the exam 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. Do not take from the exam room until told to do so by the invigilator. This includes the question paper, answer booklets used or unused, rough	2	If you use a calculator:
b) clear anything stored in it; c) remove any parts such as cases, lids or covers which have printed instructions or formulas; d) do not bring into the exam room any operating instructions or prepared programs. Do not use a dictionary or computer spell checker unless you are told otherwise. Instructions during the exam Always listen to the invigilator. Follow their instructions at all times. 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. Read carefully and follow the instructions printed on the question paper and/or on the answer booklet. Fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. Make sure you fill these details in on any additional answer sheets that you use. Remember to write your answers within the designated sections of the answer booklet. 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. Advice and assistance I for the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator. 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. You must not ask for, and will not be given, any explanation of the questions. At the end of the exam 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. Do not take from the exam room until told to do so by the invigilator. This includes the question paper, answer booklets used or unused, rough		a) make sure it works properly check that the hatteries are working according
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Always listen to the invigilator. Follow their instructions at all times. 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. Read carefully and follow the instructions printed on the question paper and/or on the answer booklet. Fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. Make sure you fill these details in on any additional answer sheets that you use. Remember to write your answers within the designated sections of the answer booklet. 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. Advice and assistance 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. 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. You must not ask for, and will not be given, any explanation of the questions. At the end of the exam 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. Do not leave the exam room until told to do so by the invigilator. This includes the question paper, answer booklets used or unused, rough.	D	Instructions during the exam
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AQA City & Guilds CCEA OCR Pearson WJEC

Information for candidates For on-screen tests – effective from 1 September 2018

This document has been written to help you. Read it carefully and follow the instructions. If there is anything you do not understand, ask your teacher.

1020	
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) potential technological/web enabled sources of information such as an iPod, a mobile phone,
	a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device.
	Unless you are told otherwise, you must not have access to:
	c) the Internet, e-mail, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks;
	d) pre-prepared templates.
	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.
6	If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
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.
В	Information — Make sure you attend your on-screen test and bring what you need
1	Vigor the date and time of your extens your on-screen test and pring what you need
	Know the date and time of your on-screen test(s). Arrive at least ten 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.
С	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 cure it works preparly shock that the batteries are worth
	a) make sure it works properly; check that the batteries are working properly; b) clear anything cheed in it.
	b) clear anything stored in it;
	c) remove any parts such as cases, lids or covers which have printed instructions or formulas;
_	d) do not bring into the examination 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. Follow their instructions at all times.
2	Tell the invigilator at once if:
	a) You have been entered for the wrong on occord tests
	a) you have been entered for the wrong on-screen test;
	b) the on-screen test is in another candidate's name;
2	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.
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 or 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.
	by you do not real well.
3	You must not ask for, and will not be given, any explanation of the questions.
F	At the end of the on-screen test
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.
<u>3</u> 4	
7	Do not take from the exam room any stationery.
	This includes rough work, printouts or any other materials provided for the on-screen test.