



THE BRITISH
INTERNATIONAL SCHOOL
ABU DHABI

THE BRITISH INTERNATIONAL SCHOOL ABU DHABI

Exam Information Booklet for Candidates

Please ensure you have read and fully understand the instructions contained in this booklet before your exams.

Produced on behalf of:



AQA



Cambridge Assessment
International Education

Information for candidates

For Written examinations - With effect from 1 September 2022

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, 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.	

For On-screen tests - With effect from 1 September 2022**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.

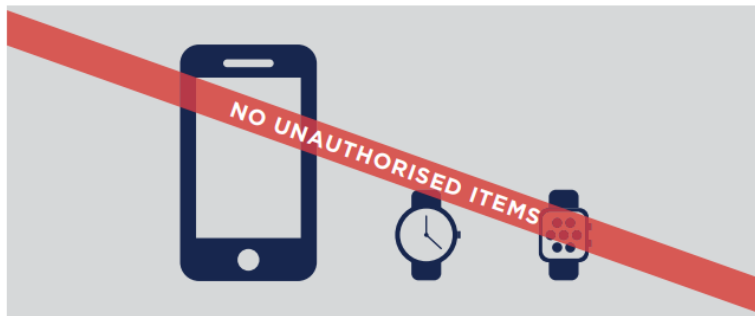
A	Regulations – Make sure you understand the rules
1	Be on time for your on-screen test(s). If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the on-screen test.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4	Only take into the exam room the materials and equipment which are allowed.
5	<p>You must not take into the exam room:</p> <p>(a) notes;</p> <p>(b) an iPod, a mobile phone, a MP3/4 player or similar device, or a watch.</p> <p>Unless you are told otherwise, you must not have access to:</p> <p>(c) the internet, email, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks;</p> <p>(d) pre-prepared templates.</p> <p>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.</p>
6	If you have a watch, the invigilator will ask you to hand it to them.
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.
B	Information – Make sure you attend your on-screen test and bring what you need
1	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.
C	Calculators, dictionaries, and computer spell-checkers
1	You may use a calculator unless you are told otherwise.
2	<p>If you use a calculator:</p> <p>(a) make sure it works properly; check that the batteries are working properly;</p> <p>(b) clear anything stored in it;</p> <p>(c) remove any parts such as cases, lids or covers which have printed instructions or formulae;</p> <p>(d) do not bring into the examination ro</p>
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. Always follow their instructions.
2	<p>Tell the invigilator at once if:</p> <p>(a) you have been entered for the wrong on-screen test.</p> <p>(b) the on-screen test is in another candidate's name;</p> <p>(c) you experience system delays or any other IT irregularities.</p>
3	You may be given a question paper, or the instructions may be on screen. In either case, read carefully and follow the instructions. Do not open the question paper until you are instructed that the exam has begun.
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	<p>Put up your hand during the exam if:</p> <p>(a) you have a problem and are in doubt about what you should do;</p> <p>(b) you do not feel well;</p> <p>(c) you need more paper.</p>
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
4	Do not take any stationery from the exam room. This includes rough work, printouts or any other materials provided for the on-screen test.

To help maintain the security of our exams you must share this information with your candidates.

A	<p>Coursework</p> <p>Coursework provides you with an opportunity to do independent research into a topic that interests you. You will probably look for information in published sources, images, and via multimedia, including the internet. Using information from all these sources is a good way to show your knowledge and understanding. Take care how you use this information – do not copy it and claim it as your own work.</p> <p>What can I do to be academically honest?</p> <ul style="list-style-type: none"> • Make sure you understand all instructions given to you. Ask your teacher if you are not sure. • Learn how to correctly reference your work. Include references for all sources you have used, not just books but also internet sites, images etc. • If you work within a group, make sure your contribution is your work, using your ideas. • Acknowledge the work of others. • Allow enough time to finish your work so you are not tempted to rush and leave out references. <p>What you must not do</p> <ul style="list-style-type: none"> • Do not allow others to have access to your work. You will be held responsible if it is copied. • Do not copy another person's work and pretend it is your own. This includes the work of other students, books, images and web pages. This is known as plagiarism. • Do not make up or invent data or findings. This is called fabrication. • Do not accept help and input from another person or work collaboratively when this is not allowed; for example, working with a classmate on an assignment and then submitting it as entirely your own work. This is called collusion.
B	<p>Full Centre Supervision</p> <p>Your exam board, Cambridge Assessment International Education, has candidates in over 160 countries. It is really important that question papers are kept secure so that the exam is fair and that all candidates get the marks they deserve. To help keep the question papers secure the exam board asks your centre to supervise you at particular times around your exam. We call this 'Full Centre Supervision'. You must follow the rules for Full Centre Supervision. If you do not, you may not be allowed to take the exam, your paper may not be marked or you may not receive a result.</p> <p>Full Centre Supervision rules</p> <ul style="list-style-type: none"> • Full Centre Supervision sessions can take place before or after your exams. You must attend all sessions and arrive in good time. • Your centre will tell you the dates, times, and venues of your Full Centre Supervision sessions. • If you arrive late, report directly to the person in charge of the session. • You are not allowed to have mobile phones or use any communication device, including the internet, during Full Centre Supervision. • You can have books and revision notes with you during Full Centre Supervision, but you must not take them into the exam. • You can talk to each other during Full Centre Supervision, but you must not during the exam. • Do not leave the room until you are given permission to do so. • If you need to leave the room you must be supervised by a member of staff. • If you feel unwell during Full Centre Supervision, tell the person in charge of the session.
C	<p>On the day of the exam</p> <p>You must:</p> <ul style="list-style-type: none"> • be on time for all exams and any periods of Full Centre Supervision • follow the instructions of the invigilator • leave all used and unused exam materials in the exam room. <p>You must not:</p> <ul style="list-style-type: none"> • have any unauthorised materials in your possession • talk to, attempt to communicate with, or disturb other candidates once you have entered the exam room • be involved in any unfair or dishonest practice before, during or after the exam.

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.

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.

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

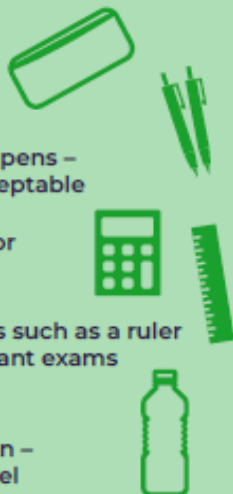
What you cannot take into exams:

- ☐ 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.



You can also find useful information about preparing for exams at www.jcq.org.uk/exams-office/information-for-candidates-documents

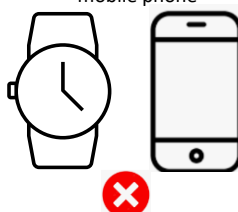
Water Bottle



Pencil Case



Any type of watch or mobile phone



Calculator lids



Black pen



Blue pen



Information for candidates Using social media and examinations/assessments



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.



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>

