



# **Student Guide to Y11 Examinations**

**School Centre Number: 19362**

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## INTRODUCTION

As the formal examination series at Sybil Andrews Academy approaches quickly, we hope to create the examination process as stress-free as possible for all candidates.

Hopefully you will find everything you need to know within this booklet. Please read it carefully so you are aware of procedures and regulations that you need to know.

At the back of the booklet are copies of the regulations that we, as a school, have to abide by. The rules are set by the Joint Council of Qualifications (JCQ) and each awarding body expect us to conduct our examinations under these regulations.

The Examinations Officer is Mrs Chamberlain whose office is on the ground floor of green block opposite the MFL department. There is an exams notice board outside the exams office which will show general information and last minute tips. Please check this board regularly during exam season.

If you have any queries about the exams process, please do not hesitate to contact the Exams Office by phone or email [jchamberlain@sybilandrewsacademy.co.uk](mailto:jchamberlain@sybilandrewsacademy.co.uk)

## BEFORE THE EXAMINATIONS

### Statement of Entries

Examination entries are made in the February prior to the summer exam period and once these are submitted, all candidates will receive a statement of entry form, indicating the subjects and the relevant tiers that they have been entered for. Please ensure you check these are correct and return the signed copy to the exams office. You must ensure the spelling of your name is correct as these will appear on certificates and it will cost you to change them once the certificates are awarded. Legal names must be used unless by prior agreement under exceptional circumstances. If there are any errors you must advise the Exams Office as soon as possible. Along with the statement of entry you will be given the regulations for written examinations.

### Access Arrangements

Access Arrangements are made for those pupils who have permanent or long-term disabilities and/or learning difficulties. The SENCO, Ms Fry & The Exams Officer, Mrs Chamberlain make applications to the awarding bodies to those people it applies to and the Learning Support team will confirm any arrangements in writing.

### Special Consideration

A candidate or a group of candidates may be eligible for Special Consideration following unforeseen circumstances beyond the control of the candidate such as bereavement, accidents, fire evacuation etc **at the time of the exam**. Parents should contact the Examinations Officer regarding Special Consideration. Depending on the circumstance, written evidence may be needed. The awarding body may request more information and it is them that decides the level of consideration given but please note that we are not given any feedback.

### Timetables

Candidates will receive an individual timetable (also emailed to parents) showing the specific date and time of external exams. At Sybil Andrews Academy, the majority of mock and summer examinations will take place in the sports centre (Skyliner) unless otherwise advised (such as some MFL exams). Please check your timetable carefully and contact the Exams Office should you see a clash (where you have two exams at the same time), as separate arrangements will have been made. You will also be made aware if you are not taking your exams in the Sports Hall.

### Seating Plans

Seating numbers for the day's exams will be displayed on the exams notice board. The seating numbers will also be displayed at the pupil entrance to Skyliner on the day of the exam.



## THE EXAMINATION PERIOD

As you know, the school has to follow exam regulations provided by the JCQ. A copy of the rules that candidates are required to know are at the end of the booklet.

### Exam Day

- Candidates are responsible for arriving promptly and in time for their exams each day.
- Candidates must register as normal. Form tutors will send pupils to exam hall at 8.50, in order to start the exam at 9am. Please wait outside the sports hall until you are asked to enter the exam room by the Exams Officer, Invigilators or SLT.
- Full school uniform **must** be worn.
- Enter the exam room in complete silence. You are under exam conditions from the moment you enter the exam room, to when you leave the room. Please be silent once you leave the exam room as some students may still be working. **Talking or attempting to communicate with another candidate in the exam room will be treated as malpractice, the consequence could be loss of marks or disqualification from that exam. This also applies in the exam room before the exam has started and after it has finished.**
- All items of equipment should be placed in a clear plastic pencil case or loose on the desk that is clearly visible to the invigilators.
- Pens must be black ink (not blue), and calculators must have the lids removed.
- You are not allowed to bring food into the exam room but you can bring in water in a clear bottle with the labels removed.
- Mobile phones and watches must **NOT** be brought into the exam room. Regulations are very strict and if you break these rules, you risk being disqualified from the examination.
- Listen carefully to the invigilators. There may be last minute notices that you need to be aware of.
- Check the seating plan so you know your seat number before you enter the exam room.
- All desks will have a candidate card that has photograph of student, the centre number, candidate number. Please do not deface or remove these cards. You will need the information for every exam.
- Check you have been given the correct paper. Check the date, subject, paper number and tier.
- Tell the invigilators at once if you think you have not been given the correct paper, if the paper is incomplete or badly printed. If a page is meant to be blank, it will say so!
- Candidates must stay in the exam room for the duration of the exam. No candidates will be allowed to leave an exam early. If candidates are allowed 25% extra time, they will be allowed to leave the exam at the end of normal time if they do not wish to use the extra time allowance.

- If you need any assistance, please put up your hand to attract the attention of the invigilator.
- Invigilators will collect your exam papers and additional booklets. If you use continuation sheets, please ensure it has your candidate name, number, centre number, centre name clearly labelled on the work. Cross out any rough work. You will not be permitted to take exam question papers home.
- For those candidates using a laptop, make sure you use double spacing & **save** your work regularly onto the given memory stick. Autosave is also a good idea. You will need to stay until your work has been printed off so you can sign the sheets.
- If the fire alarm sounds, please wait for instructions from the invigilators. Don't panic. If you do have to evacuate the room you will be asked to close your answer booklet & leave in silence and will be escorted to a designated assembly point. You must not attempt to communicate in any way with other candidates as you will still be under exam conditions. When you return to the exam room, do not start writing until the invigilator tells you to. You will be allowed the full working time for the exam and a report detailing the incident will be sent to the awarding body.
- **Please be aware, as afternoon exams start at 1.30pm, there are a number of exams that will finish after 3pm.**

### Invigilators

The school have employed a team of invigilators to conduct external and mock examinations. Students are expected to behave in a respectful manner towards all invigilators and follow their instruction at all times.

Invigilators cannot discuss the content of the examination paper with you or explain the questions. Think of those staff as working for the exam board.

### Illness

Please make every effort to attend the exam.

If you are **extremely** ill and unfit to sit an external exam, phone the school before 8am to inform us on 01284 413400. Parents or Carers should write a letter to the Examinations Office giving details of the reason for the absence. You may be asked to provide a medical note. If appropriate, the Examinations Officer will ask the awarding body to ask for Special Consideration. The Awarding Body looks at this along with other exam marks & coursework marks from the student in that particular subject.

Please do note that you will **not** be able to sit a missed exam at a later date. In most cases, it is better to take the exam if you can.

## AFTER THE EXAMINATIONS

### Results Day

**Results from the Summer 2022 examinations will be ready for collection on  
Thursday 25<sup>th</sup> August  
10am until 12pm in the school hall**

Results will only be released to candidates. If you are unable to come into school and wish to send a designated person to collect, please complete the form at the end of the booklet and return to the Exams Office. (Form also available on the school website under “examinations.” The designated person must bring photo ID such as a passport or driving licence.

Staff will be available on results day should you wish to discuss your results or ask about “after results day services”.

### Post Results

The following services are available to candidates:

#### Review of Results

Service 1 – Clerical Check (checking things add correctly)

Service 2 – Review of Marking (looking at candidate answers & marks awarded)

#### Access to Scripts

More information will be made available on results day regarding post results service.

There is a charge to these services. The awarding bodies set deadlines for the submission of requests for Reviews of Marking, access to scripts and appeals.

Parents will be asked to pay for any services from exam boards that they may wish to use.

If a pupil has any concerns regarding the outcome of a Review of Marking they should contact Miss King as soon as possible to discuss the Appeals procedure. Appeals are made by the school on behalf of the pupil.



## FREQUENTLY ASKED QUESTIONS

### What time shall I arrive at school?

Please arrive promptly in time for normal registration. You will then be sent to sports hall to wait in the foyer until you are called to enter the exam room. Arrive at afternoon exams 15 minutes before they are due to start.

### Where shall I leave my bags?

Due to limited space, bags may be left at the side of the sports hall. All equipment must be ready in your hands as you enter the hall and there must be no loitering by the bag drop.

### What equipment do I need?

You must provide all your own equipment and bring it in a clear plastic pencil case.

The following must be brought to every exam

At least:-

- 2 pens, **black** only
- 2 pencils
- Ruler
- Pencil sharpener
- Rubber

For certain exams, you will also need the following

- Compass
- Calculator
- Protractor

### What do I wear?

Full school uniform must be worn at all times.

### Can I bring in food and drink?

Only water in a clear plastic bottle, with label removed is permitted. No sports bottles will be allowed.

### Can I wear a watch?

No. Watches of any type are not permitted in the exam.

What do I do if I forget my candidate number?

Candidate numbers are printed on individual candidate cards that will be on the exam tables. It also contains the centre number which will also be displayed on the whiteboards in the exam hall.

What do I do if I have an accident before the exam?

Inform the school at the earliest possible point so we can help or advise you. In case of an accident that means you are unable to write, it may be possible to provide you with a scribe to write your answers for you but we will need as much prior notice as possible. You may need to obtain medical evidence (from the GP or hospital) if you wish the school to make an appeal for Special Consideration on your behalf.

If I miss the examination can I take it on another day?

No! Definitely not. Timetables are regulated by JCQ and Awarding boards and you must attend on the given date and time.

If I am late can I still sit the examination?

There are very strict rules regarding lateness as this compromises the security of the exam. Depending on how late you arrive, the school must inform the awarding body and it is quite possible that the board may decide to not accept your work. Please ensure that you allow enough time to get to school so that if you are delayed (eg with traffic) you will still arrive on time.

How do I know how long the exam is?

The length of the exam is shown in minutes on your individual timetable under the heading "duration". Invigilators will tell you when to start and finish the exam. They will write the start and finish times of the exam on a whiteboard at the front of the exam room. There will be clocks (analogue and digital) in all exam rooms. If you are allowed extra time, this will be shown on the whiteboard in the exam room. The duration shown on timetables is the standard time without extra time. Please note as afternoon exams start at 1.30pm, there are a number of exams that will finish after 3pm.

I can't see the clock in the exam hall

We have one large analogue clock on the wall at the front of the exam and some placed to the side of the rooms if the room is large. We also have a digital clock at the front of the room. If you cannot see the clock, please advise an invigilator.

Can I go to the toilet during the exam?

Only if it is absolutely necessary. You will be escorted to and from the toilet by an invigilator but will not be allowed extra time. Candidates abusing this may be reported to the exam board due to the disruption of other candidates. We will not permit toilet trips during the first 30 mins of the exam and the last 15 minutes.



What do I do if I have medication to take during an exam?

You should inform the Examinations Officer well in advance of the exam if possible.

What happens if my pen runs out and I don't have a spare?

Put your hand up and let the invigilators know as we will have spare equipment. Please make sure you return any borrowed equipment at the end of the exam.

What happens if I have left my mobile phone in my pocket and it rings?

Mobile phones & watches are strictly prohibited in the exam room. You are reminded at the start of the exam to check your pockets for such items. If, during the exam you are seen to be in possession of a mobile phone, we will report you to the exam board and it is very likely you will be disqualified from that exam.

What happens if I feel ill during an exam?

Put your hand up and inform the invigilator. We will assess the situation on a case by case basis.

How do I get my results if I am away on 25<sup>th</sup> August?

Please complete an authorisation form for someone to collect on your behalf and return it to the Exams Office before the end of your exams. The designated person collecting your results will have to bring photographic ID with them on the day. Exam results will not be emailed.

Good luck with your exams.

# Grading new GCSEs

New grading structure	Former grading structure
9	A*
8	
7	
6	B
5	
4	
3	C
2	
1	
U	D
	E
	F
	G
	U



# Additional help for students taking exams in summer 2022

## Changes to coursework

Non-exam assessment and fieldwork requirements adjusted, with flexibility in some subjects.

## Optional content

There will be less content or fewer topics for students to learn in some GCSEs.

## Generous grading

Exams will be graded more generously this year providing a safety net for students.

## Support materials

Students will get formulae and equation sheets in some exams and won't have to memorise as much.

## Advance information

Exam boards will give information on the focus of exams for most subjects to help students revise.



# An unprecedented package of support for students taking exams this year

Summer exams for GCSEs, AS and A levels will be taking place in 2022 for the first time since the COVID-19 pandemic began. Ofqual and the Department for Education recognise the difficulties students may have faced during the pandemic, and changes have been made to this year's arrangements to help students.

An unprecedented package of support has been put in place for students. Advance information will help them focus their revision. Exam boards have provided advance information for exams in most subjects. Students will have a choice of topics or content in some other GCSE subjects. Exam boards will also provide a formulae sheet and an updated equation sheet that students will have in their GCSE maths, physics and combined science exams.

This advance information will also help teachers manage revision time in the lead-up to exams. In addition, more generous grading will provide a safety net for students.

Find out more about these changes at the link below.

# Information for candidates

## Written examinations

With effect from 1 September 2021

Produced on behalf of:





**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 inappropriate, obscene or offensive 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.**
- 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 from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.



## Information for candidates Using social media and examinations/assessments

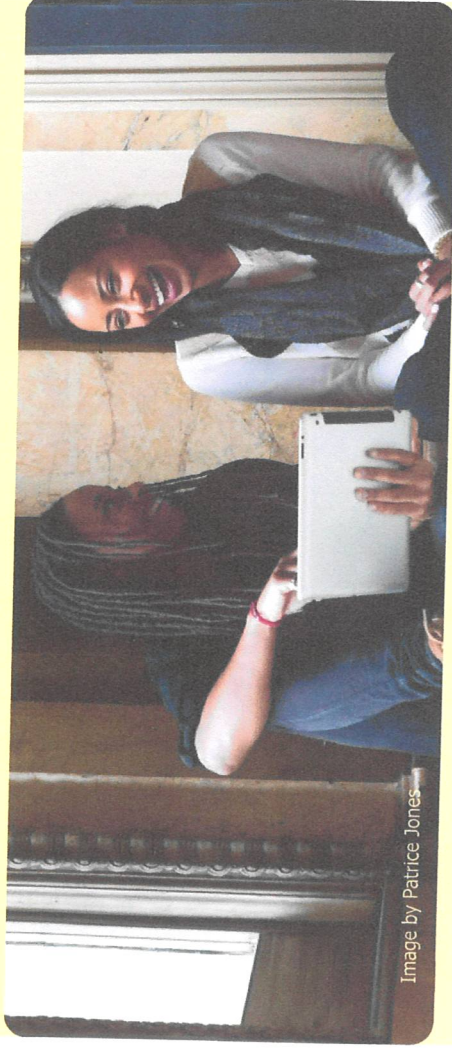


Image by Patrice Jones

**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.

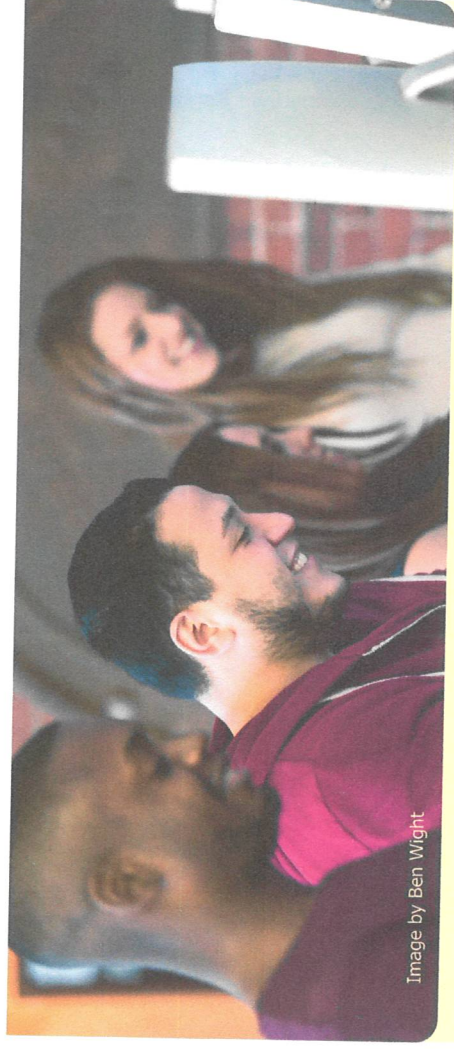


Image by Ben Wright

**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>





## **Information for Candidates**

### **Information About You and How We Use It**

You have entered general or vocational qualifications such as GCSE, A-level, functional skills qualifications etc with one or more of the awarding bodies listed above. In order to be able to provide examinations and assessments, the awarding body needs to collect and use information about you. This notice provides you with a high level summary of the information the awarding body is required by law to give you about what happens to that information. For more detail see each awarding body's full Privacy Notice:

AQA	<a href="https://www.aqa.org.uk/about-us/privacy-notice">https://www.aqa.org.uk/about-us/privacy-notice</a>
CCEA	<a href="https://ccea.org.uk/legal/privacy-notice">https://ccea.org.uk/legal/privacy-notice</a>
City & Guilds	<a href="https://www.cityandguilds.com/help/help-for-learners/learner-policy">https://www.cityandguilds.com/help/help-for-learners/learner-policy</a>
NCFE	<a href="https://www.ncfe.org.uk/legal-information">https://www.ncfe.org.uk/legal-information</a>
OCR	<a href="https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/">https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/</a>
Pearson	<a href="https://qualifications.pearson.com/en/about-us/qualification-brands/gdpr.html">https://qualifications.pearson.com/en/about-us/qualification-brands/gdpr.html</a>
WJEC	<a href="https://www.wjec.co.uk/home/privacy-policy/">https://www.wjec.co.uk/home/privacy-policy/</a>

### **Who we are and how to contact us**

Each awarding body is a separate organisation. Your school or examination centre will be able to confirm to you which awarding body is delivering each qualification you are undertaking and you will receive a statement confirming what qualifications you have been entered for and which awarding body. You will find links to each awarding body's website and information on how to contact them here: <https://www.jcq.org.uk/contact-our-members/>

### **Information about you and from where it is obtained**

Each awarding body whose qualifications you enter will need to use a variety of information about you. This includes obvious identification details such as your name, address, date of birth and your school or examination centre. It also includes information about your gender, race and health, where appropriate. This information is provided by you or your parents/guardians and/or by your school or examination centre.

Each awarding body will create certain information about you such as a candidate number, examination results and certificates.

You will find further information about this in the awarding bodies' full Privacy Notice (see links above) or by contacting the awarding body (see above).



## **What happens to the information about you**

The awarding bodies use the information about you to deliver the examinations and assessments which you have entered. This includes making a variety of arrangements for you to sit the examinations or assessments, marking, providing you and your school or centre with results and certificates. The awarding bodies also use some of the information about you for equality monitoring and other statistical analysis.

The awarding bodies may share information about your results with official bodies such as the Department for Education and the examinations regulators (e.g. Ofqual in England) and also relevant local authorities and the Universities and Colleges Admissions Service (UCAS). An awarding body may also use information about you to investigate cheating and other examination malpractice and will share information about malpractice with other awarding bodies.

The awarding bodies take the security of the information about you that they hold seriously.

You will find further, technical information about what the awarding bodies do with information about you, why and the legal basis in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

## **Your rights**

The law gives you a number of rights in relation to the information about you that the awarding bodies hold. Those rights are:

- Access – you are entitled to ask each awarding body about the information it holds about you.
- Rectification – you are entitled to ask each awarding body to correct any errors in the information that it holds about you.
- Erasure – in certain circumstances you are entitled to ask each awarding body to erase the information about you that it holds.
- Object to or restrict processing – in certain circumstances you are entitled to ask each awarding body to stop using information about you in certain ways.
- Complain – you are entitled to complain to the Information Commissioner (the body regulating the use of personal information) about what each awarding body does with information about you.

You will find further information about your rights in relation to information about you in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

## **How long the information about you is held**

Each awarding body retains information about you only for as long as it is needed. Some of the information is needed only during the period in which you are undertaking the examination or assessment and is securely destroyed a short while afterwards. Other information about you, such as your name, gender, address, qualification and subjects entered and the results, are held indefinitely and for at least 40 years.

Each awarding body has its own retention policy that sets out what information it retains, how it is retained and for how long. You can find out more about retention policies by contacting each awarding body (see above).

### **How to find out more about the information about you that the awarding bodies use**

To find out more about the information about you that the awarding bodies collect and use, including what happens to that information and why, you can review the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or contact the awarding body. You will find links to each awarding body's website and information on how to contact them here: <https://www.jcq.org.uk/contact-our-members/>.

### **Please note**

It is important to note that this notice concerns only how the awarding bodies use information about you (called your "personal data"). Complaints about how an awarding body handles your personal data can be made to the Information Commissioner ([www.ico.org.uk](http://www.ico.org.uk)). Information about the examinations and assessments themselves, including the rules about assessments, can be found on the JCQ Exams Office pages ([www.jcq.org.uk/exams-office](http://www.jcq.org.uk/exams-office)). The awarding bodies are regulated by Ofqual (<https://www.gov.uk/government/organisations/ofqual>) in England; Qualifications Wales ([www.qualificationswales.org](http://www.qualificationswales.org)) in Wales, and the Council for the Curriculum, Examinations and Assessment (<http://ccea.org.uk/regulation>) in Northern Ireland.



## Sybil Andrews Academy Exam Result Collection Authorisation Form

Full Legal Name of Candidate: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby authorise *[print name]* \_\_\_\_\_ of *[insert address]*  
\_\_\_\_\_

to collect my exam results on my behalf on Thursday 25<sup>th</sup> August 2022.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### Notes:

The signature must be that of the person whose results are being collected.

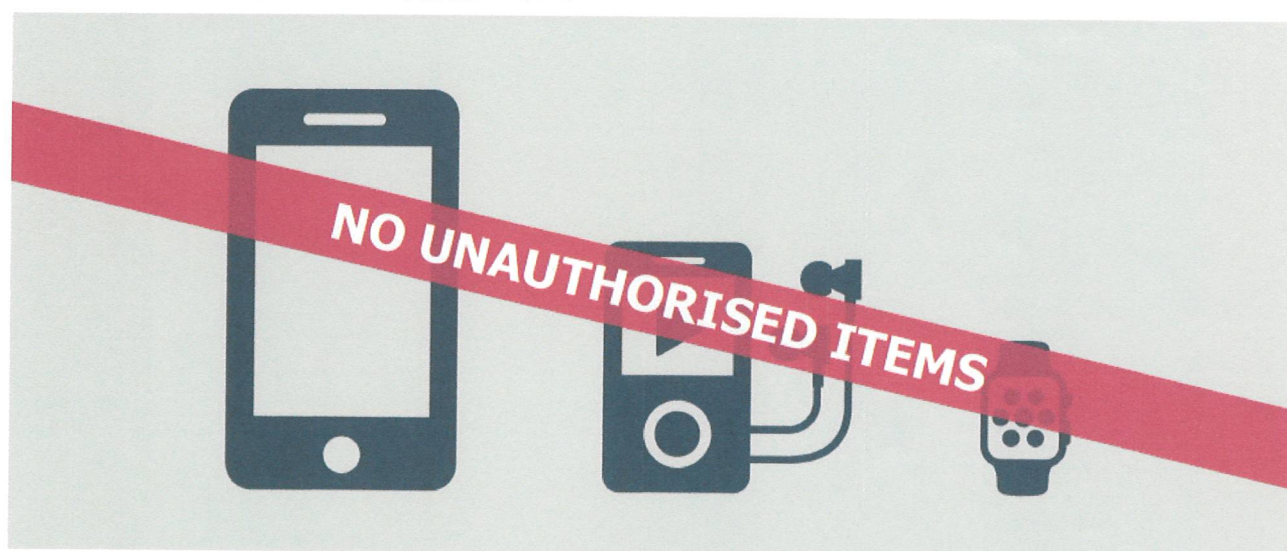
The authorised person **must** bring photographic ID e.g. Driving Licence, Passport.

This form needs to be returned either by post or emailed to  
[jchamberlain@sybilandrewsacademy.co.uk](mailto:jchamberlain@sybilandrewsacademy.co.uk) **before** 24<sup>th</sup> August 2022.

**Please note we cannot accept this form on result day**, it must be with the Exam Officer  
by the dates mentioned.

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

**NO POTENTIAL TECHNOLOGICAL/WEB  
ENABLED SOURCES OF INFORMATION**



**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.**

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