

The information in this leaflet is very important. Please read it carefully and if you have any questions at all about your upcoming exams, contact TLAExams@tla.rklt.co.uk and we will be happy to help.

For more information, you can also visit www.templelearningacademy.org/for-students/exams-information



Is your **name** and **date of birth** correct on your exam timetable?
If not, let us know **today**



No mobile phones



No watches of any kind



No iPods or MP3/4 players



No AirPods, earphones or earbuds

Mobile phones, watches, iPods, MP3/4 players, AirPods and earphones/earbuds are **not** allowed in the exam room. Please leave them at home or in your locker. If you are found with any of these items in an exam, we are required to report this to the exam board and you may be disqualified.

EXAM IN PROGRESS

An exam is treated as 'in progress' from the time you enter the exam room until you leave the exam room. This means you must not communicate with or distract other candidates in any way until you have left the exam room.

Students must remain under centre supervision for the duration of the exam taking place. Failure to do so may be recorded as malpractice.

If the fire alarm sounds, exam conditions will continue throughout the evacuation. If you are found to break exam conditions at any time, we are required to report this to the exam board and you may be disqualified.

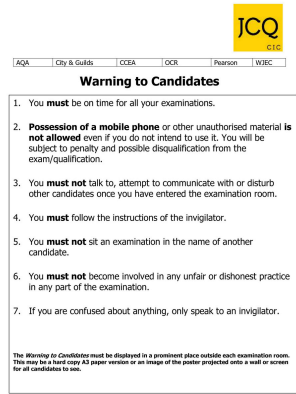
Malpractice

Exams staff **must** report all cases of suspected malpractice. If the exam board agrees that a student is guilty of misbehaviour or dishonesty, their results are likely to be cancelled. For involvement in serious offences, students may also be disqualified from some or all other exams.

Students can find copies of the rules outside every exam room on the posters shown here. There is no excuse for any student breaking these rules.

Toilet Breaks

Toilet trips will be heavily monitored during an exams season. If a student has a medical need, please inform the school so this can be taken into consideration.



WHAT TO EXPECT

Most of your exams will start in the same way.

- Your pre-exam revision session will take place in the dining room. You will be able to relax and get registered
- Your subject teachers will give you a final briefing with top tips
- Ten minutes before the start time, we will move you into your exam room
- Check your seat number on the seating list which will be available in the dining room
- When you enter the exam room, walk in silence to your seat and do not communicate with any other candidates. If you have a question, raise your hand and an invigilator will come to you
- The Exams Officer or an invigilator will read the announcement at the start of each exam. They will then read through the instructions on your exam paper and give you time to fill in your name and centre details before starting the exam
- Your exam will formally begin and you must follow the exam conditions until you have left the room

Drinks

You are allowed to bring a drink of **water** into the exam. This should be a clear liquid contained in a clear plastic bottle with the label removed and no printed text.

No other drinks are permitted.



Late Arrivals

If you arrive late to an exam you will still be allowed to sit your full exam, but we must make the exam board aware. Please note that the exam board may not accept your exam paper for marking.

We may be able to request special consideration from the exam board if you have a valid reason for lateness, for example, a car breakdown.

If you are running late, ask your parent or carer to call **0113 264 5456** and select **option 1** to let our attendance team know.

Illness

If you are ill on the day of your exam, your parent or carer must contact the school immediately. We ask that you provide some form of medical evidence (eg. Doctors note, evidence of appointment, photograph of dated medication). **Families are responsible for providing this – school will not follow up evidence that has not been provided.** Families who have notified us that their child will miss an exam due to illness will receive a text message later that day to provide instructions on how to gather and provide medical evidence.

If you feel unwell during the exam, tell an invigilator. The exam board will be made aware if you feel your performance has been affected by illness, injury or some other event outside of your control and take this into consideration when marking.



We are always here to help, so if you have any questions at all, please contact TLAExams@tla.rklt.co.uk

Appendix 5

Information for candidates for written examinations – effective from 1 September 2024



 AQA	 City & Guilds	 CCEA	 OCR	 Pearson	 WJEC
----------------	------------------------------	-----------------	----------------	--------------------	-----------------

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 exams.
4	<p>You must not take into the exam room:</p> <ul style="list-style-type: none"> a) notes; b) AirPods, Earphones/Earbuds, an iPod, a mobile phone, a MP3/4 player or similar device, a watch, smart glasses or any other smart device. <p>Any pencil cases taken into the exam room must be see-through.</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>
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 you have entered the exam room.
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	<p>If you use a calculator:</p> <ul style="list-style-type: none"> 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	<p>Tell the invigilator at once if:</p> <ul style="list-style-type: none"> 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. Do not open the question paper until you are told 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	<p>Put up your hand during the exam if:</p> <ul style="list-style-type: none"> a) you have a problem and are not sure 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	<p>If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order.</p> <p>Place any loose additional answer sheets inside your answer booklet.</p> <p>Make sure you add your candidate details to any additional answer sheets that you use.</p> <p>For CCEA examinations any loose additional sheets should be placed behind your script.</p>
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.
<p>This information must be made available to all candidates in advance of their examination(s) for each series. It may be provided electronically to candidates or in hard copy paper format.</p>	