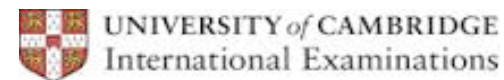


GCSE & IGCSE Public Examinations May/June 2016

Student Briefing



Before the Exams

Information for Candidates



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Information for candidates For written examinations – effective from 1 September 2014

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: <ul style="list-style-type: none"> • notes; • potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or a wrist watch which has a data storage 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	Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
6	Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
7	You must not write inappropriate, obscene or offensive material.
8	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
9	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.
2	Arrive at least ten minutes before the start of each exam.
3	If you arrive late for an exam, report to the invigilator running the exam.
4	If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
5	Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
6	You must write 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: <ul style="list-style-type: none"> • make sure it works properly; check that the batteries are working properly; • clear anything stored in it; • remove any parts such as cases, lids or covers which have printed instructions or formulas; • 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. Follow their instructions at all times.
2	Tell the invigilator at once: <ul style="list-style-type: none"> • if you think you have not been given the right question paper or all of the materials listed on the front of the paper; • if 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	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.
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.
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: <ul style="list-style-type: none"> • you have a problem and are in doubt about what you should do; • you do not feel well; • 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 loose sheets of paper, place them in the correct order. Remember to fasten them together with a treasury tag before you leave. 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.

- * www.sis.edu.hk / Learning at SIS / Examinations / Exams Information / For Students.
- * It is your responsibility to read and familiarise yourself with the relevant documents.
- * Any questions, or anything you don't understand, email examsoffice@sis.edu.hk
- * Content of exams must remain confidential for minimum 24 hours.

Before the Exams

Your Exam Timetable

- * You must make sure that you know:
 - * The dates of your exams.
 - * The times your exams start.
 - * Your candidate number.
- * All this information is on your individual timetable:
 - * Printout mailed with exam fees invoice.
 - * Soft copy via iSAMS phone app.
 - * Printout from tutor from 14 April.

Exam Clashes

Centre Supervision between Exams

- * If you have more than one exam timetabled to start at the same time, you will have clash information on the printout of your timetable.
- * Between clash exams you will be supervised by an invigilator.
- * You are not allowed to take your phone/laptop or any electronic communication device into the supervision room.
- * You are allowed to use books for revision and you may bring food (bring these to your first exam).
- * You must not attempt to communicate in any way with any candidate who has already taken or will be taking the exam.

Exam Clashes 2016

- * 16 May: Global Perspectives / Chinese First & Second Languages:
 - * Sit Global Perspectives -> Supervision -> Chinese
- * 20 May: Spanish Listening & Writing / Physical Education:
 - * Sit Spanish -> Supervision -> Physical Education
- * 27 May: World Literature / Japanese:
 - * Sit World Literature -> Supervision -> Japanese
- * 6 June late afternoon: History / Economics:
 - * Sit Economics -> Supervision -> History
- * 6 June evening: Psychology / Media Studies:
 - * Sit Psychology early -> Supervision -> Media Studies

Exam Day - Arrival

- * Be in the Refectory 30 minutes before the start time of each exam. This gives you time to:
 - * Put your bag, phone and other valuables in your locker.
 - * Go to the toilet.
 - * Check the seating plan so you know where to go when you enter the exam room.
- * 15-20 minutes before the exam start time you will be called to the exam room.
- * Listen carefully to instructions as there may be several exams taking place in different rooms.

Exam Day

What to bring to the Exam

- * Photographic ID e.g. HKID card (or copy cut to size).
- * In a clear plastic bag:
 - * Black pens x 2, HB/2B pencils x 2, eraser, ruler, pair of compasses, protractor, calculator (no memory or stored formulae, no GDCs).
 - * Coloured pencils may be used for drawings and diagrams in some exams.
 - * Highlighters may be used in questions BUT NOT in answers.
- * A small clear plastic bottle containing water is allowed.
- * Please remember:
 - * You cannot borrow items from another candidate once you are in the exam room.
 - * The school supplies basic stationery items for emergencies only.

What NOT to bring to the Exam

- * The following items are not allowed in the exam room:
 - * Wallet/purse/bag/books.
 - * Mobile phone, electronic items with data storage or access to external communication (includes wearable technology).
 - * Correcting fluid/liquid/tape.
 - * Erasable ink pens.
 - * Calculator cover.
 - * Notes, pieces of paper, tracing paper (tracing paper for Edexcel Maths is provided by the school).
 - * Packs of tissues (tissues are provided by the school).
 - * Food (including chewing gum).

In the Exam Room

- * Do not disturb other candidates in any way.
- * Listen to and follow instructions.
- * Sit at your allocated desk and do not move the desk.
- * Do not ask to go to the toilet unless it is absolutely necessary (do not ask in first hour or last 15 mins).
- * Check you have the correct exam paper and read the instructions carefully.
- * Write your full official name on your exam papers (as printed on your name card).

During the Exam

- * All answers must be written in black ink.
- * Pencil can be used for drawings and diagrams (dark pencil 2B/HB).
- * Rough work/essay planning must be done on the question paper or answer booklet (draw a line through work not to be marked).
- * **ALL** additional paper used in the exam, even if it is rough work, must be handed in.

During the Exam Emergency Procedure

- * If the fire alarm sounds, the invigilator will stop the exam and tell you to close your exam paper.
- * Remain seated in silence, face forward, listen carefully and follow instructions.
- * In the event of a false alarm, the exam will be restarted when the alarm stops and you will be given the full time to complete your exam.
- * In the event of an evacuation, if you talk about the content of the exam you will not be allowed to return to continue.





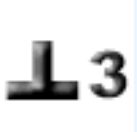


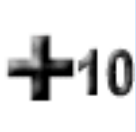




At the end of the Exam

- * An announcement will be made when you have 5 minutes left.
- * When you are told to stop writing, you must stop and close your paper even if you are in the middle of a sentence.
- * You must make sure you have completed your candidate details on your answer papers and attached all additional sheets used.
- * No talking until you have left the exam room.
- * If other exams are continuing you must not stand and talk outside the exam room.

If you are Unwell on Exam Day

- * If you are unwell, try to come to school and take the exam. Inform Mrs Kane or an invigilator when you arrive (especially important if you are infectious!).
- * Get a doctor's note after your exam and go to see Mrs Kane as soon as possible. You may be eligible to apply for special consideration.
- * If you are too unwell to come to school you **MUST** give a doctor's note to Mrs Kane as soon as possible. An application for special consideration will be made but you will not be guaranteed a final grade.

Severe Weather Warnings

WARNING SIGNALS	STATUS OF PUBLIC EXAMS
  	<ul style="list-style-type: none"> • PUBLIC EXAMS WILL GO AHEAD AS TIMETABLED.
 	<ul style="list-style-type: none"> • PUBLIC EXAMS WILL GO AHEAD AS TIMETABLED. • Check the school website and your school email before you leave home (postponement possible). • If your route to school is affected and you will be late, phone 2555 9313 (Public Holiday 6386 2246).
      	<ul style="list-style-type: none"> • PUBLIC EXAMS WILL BE POSTPONED UNTIL LATER IN THE DAY OR THE NEXT DAY. • Check the school website and your school email for rescheduled start times.

Severe Weather Arrangements

- * Arrangements relating to public exams differ from those relating to the school as a whole.
- * Be aware that postponed exams may be rescheduled to start in the evening or on Saturday.
- * Ask your parent/helper/sibling to check the school website for announcements and rescheduled start times.
- * **IMPORTANT: Do not access the internet yourself or communicate with your friends unless absolutely necessary (the exam boards monitor the internet).**
- * If you have already left home, proceed to school unless it is unsafe or you are unable to do so.
- * If you are in school, you must remain there until you are told it is safe to leave.

Exam Results

- * **IGCSE/AS Level CIE:** available online 11 August (you will receive your login details from your tutor from Thursday 14 April)
- * **AS Level Edexcel:** 18 August 1pm (collect from Exams Office)
- * **GCSE/IGCSE - Edexcel/AQA/WJEC:** 25 August 1pm (collect from Diploma Centre)
- * If you are leaving SIS, email examsoffice@sis.edu.hk before your last exam giving your forwarding details for results and certificates.