

Year 13 Important Examination Information

This is a very important year for you with your A Level exams at the end of it in June 2023. There are some bits of information that you need to have now that relate to your coursework and your written exams. This document will also be e-mailed to you so you can use the links to take you to the relevant documents.

When you write your name on your exam paper or on any NEA – non-examined assessment (coursework) it should be your **full legal name** and NOT your preferred name. Your exam entries will be made using your legal name so that your certificates are correct. They are a legal record of your results and therefore must show your legal name.

Your candidate or exam number must be written on every piece of work you produce, exam papers and NEA. The four digit number is an important check that the exam boards use to confirm your identity.

Please read the notice [Information for candidates: written exams](#) which explains what you can and can't do in the written exams. When you have your mock exams we always try to make them as real as possible so you are fully prepared and know what to expect when you sit the real exams in June.

Invigilators will follow these regulations and tell you in the exam if you are doing anything that breaches the rules. If you do not follow the exam rules you are putting yourself at risk of being disqualified by the exam boards.

Non-Examined Assessment or NEA: This is the work that you complete during the year (or perhaps last year) which counts towards your final exam grade. Not all subjects have an NEA unit. There are lots of regulations about what you can and can't do. It is really important that you read the guidance notes. One of them tells you about receiving your mark for any NEA work later next year and how you can ask for more information about it.

[Information for candidates: NEA](#)

[Using Social Media information](#)

[Appeals against centre assessed marks](#)

Important Dates:

There will be internal mock A Level exams in November and February for all subjects (except Art & Design). The timetable for November is attached.

Things to remember before your exams.....

Mock exams will be run under formal conditions providing you with the opportunity to practice exam technique, manage your time and generally help deal with the practicalities of sitting exams. The rules and regulations required for the real exams will apply to the mocks.

Exam Procedure

- ✓ The seating list for each exam will be put up on the window in the dining room prior to each the exam. This is an alphabetical list showing which room and seat you have been allocated for the exam.
- ✓ Check the list carefully. Sometimes you will not be sitting in the hall even if you have sat there before.
- ✓ You must ensure you sit in the correct seat as otherwise you may sit the wrong paper!
- ✓ If the exam is in the hall you leave your bag in your locker or in the crates in the dining room. If you leave you bag in a crate it will be unattended.

Exams in the hall

- You are not allowed to take your phone, any kind of watch or any unauthorised material into the exam room. You should hand in your phone and any valuables to the invigilator or leave them in your locker before you go into the hall.
- Wait quietly in the dining room.
- A member of staff will tell you when it is time to move into the exam room.

Exams in another room

If you have been allocated another room to sit your exams in, please take your bag with you and wait outside until you are invited in by the invigilator.

Exam Rules

- ✓ Once you enter the room you must remain silent at all times. If you need any equipment or help you must put your hand up.
- ✓ You must listen carefully to the announcement and follow the exam rules.
- ✓ You **must not turn around** but should face the front of the room at all times
- ✓ When you have finished, you must stay in silence, others may still be working, please respect them.
- ✓ At the end of the exam, your paper will be collected and your phone and any possessions will be returned. You must remain silent and wait to be dismissed
- ✓ Leave the exam room in silence and move away quickly – there may still be people working and even though you are outside you can still be heard!

Remember!

- Use only a clear pencil case.
- Written work must be done in **black ink/ biro**.
- Do not use correcting pens, highlighters or gel pens in your answers.
- Drinks bottles must be see through and must not have any writing or labels on them.
- Check what other equipment you need and whether you will need a **calculator**. You will be disadvantaged if you do not have the equipment you need.

If you have any questions, contact the exams officer exams@highfield.herts.sch.uk , or ask Mr Golds or your tutor for help.