

# GCSE & IGCSE Public Examinations

## May/June 2018

Your exam  
timetable

Regulations

Dealing with  
the unexpected

Revision

Exam day

Results



SOUTH ISLAND  
SCHOOL  
南島中學



Cambridge Assessment  
International Education



# Your exam timetable

## Essential information

- \* make sure that you know ...
  - \* dates and start times of all your exams
- \* available from your individual timetable ...
  - \* printout from your Tutor and iSAMS phone app

Candidate Timetable Report		SMITH, Peter	
Surname:	SMITH	Gender:	Male
Forenames:	Peter	DOB:	10-Jan-2000

09 May 2018					
050913	CIE First Language Chinese Reading	-	09 May 2018	AM [8:30]	2 hrs

# Your exam timetable

## Exam clashes

- \* 23 May: Edexcel R Physics & Edexcel Psychology (84 students)
  - \* Physics 3.30pm -> Centre Supervision -> Psychology 7pm
- \* 25 May: CA World Lit. & CA Japanese (4 students)
  - \* World Lit. 12pm -> Centre Supervision -> Japanese 2.30pm
- \* 4 June: Edexcel R Economics & Edexcel History (10 students)
  - \* Economics 3.30pm -> Centre Supervision -> History 7pm
- \* 5 June: Edexcel English & CA Mandarin Chinese (45 students)
  - \* English 12.30pm -> Centre Supervision -> Mandarin Chinese 4.15pm
- \* 6 June: CA Music & CA Spanish (8 students)
  - \* Music 8.30am -> Centre Supervision -> Spanish 11am

# Your exam timetable

## Clash supervision exam conditions

### Candidates can:

- \* be kept under supervision in the exam room or any other suitable room
- \* have access to books and revision notes (bring these and food to your first exam)
- \* talk to each other, as long as they do not disturb other candidates.

### Candidates must not:

- \* communicate with anyone who is not under centre supervision or anyone who has already sat the exam
- \* have access to any electronic device with or without access to the internet
- \* leave the room unless accompanied by an invigilator.

# Revision

## No exams that day?

- \* most of you will prefer to study at home – for most, it's more efficient
- \* study rooms available in school – check the notice on the front entrance and in the refectory as you arrive
- \* up to YOU to keep those areas quiet and tidy
- \* DO NOT automatically go to the LRC – it may be crowded with Y13 and other classes!

# Revision

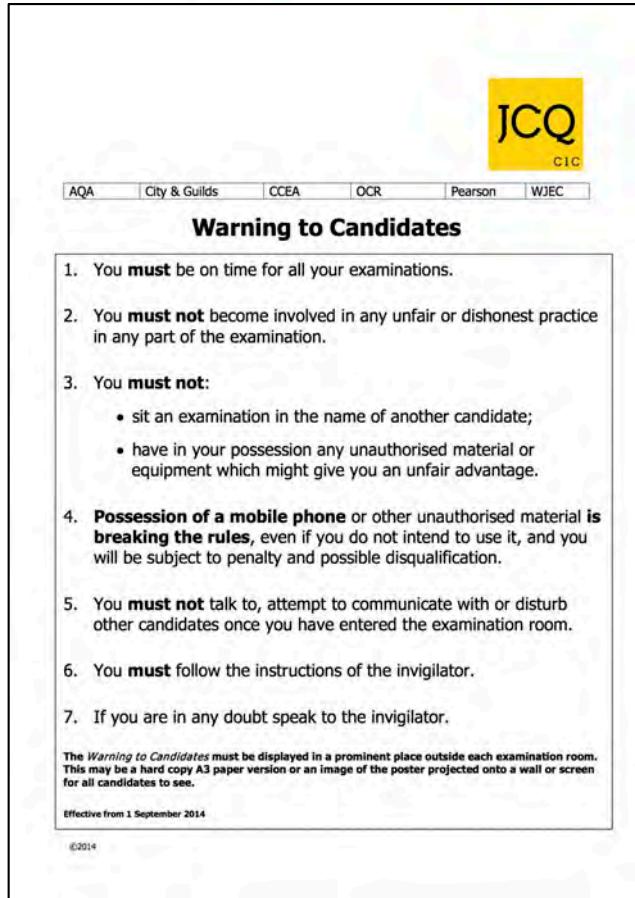
## Some exams later?

- \* Depts where the exams are later may offer revision sessions during the 3 days where there are no GCSE exams (28<sup>th</sup>-30<sup>th</sup> May)
- \* If these run this year, you will receive a letter with the revision session timetable
- \* You will be reminded of these by email and they will be on the SIS website
- \* These revision sessions will be mandatory!

# Regulations Warning & Notice to Candidates



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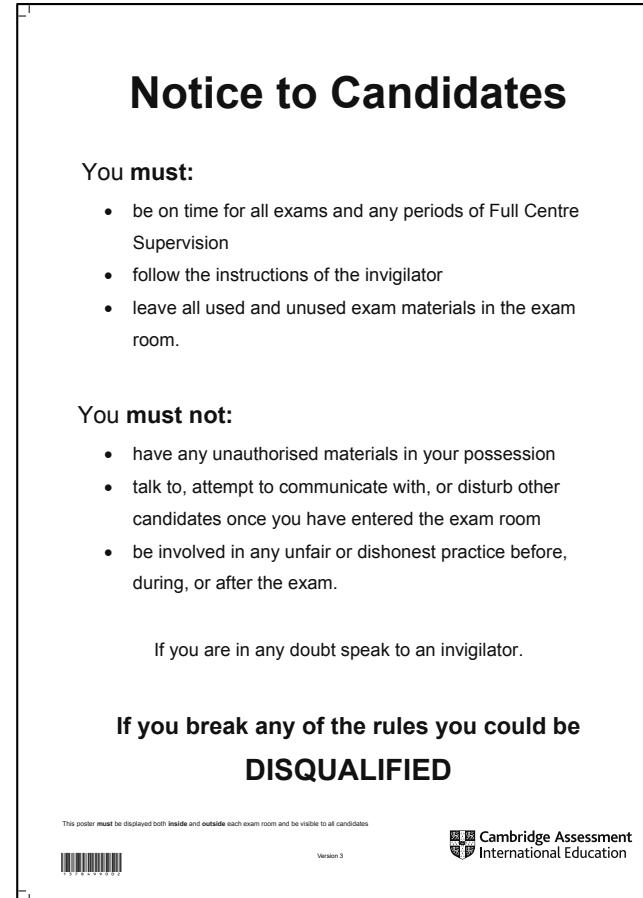
A rectangular poster titled "Warning to Candidates". At the top right is the JCQ CIC logo. Below the logo is a horizontal bar with links: AQA, City & Guilds, CCEA, OCR, Pearson, and WJEC. The main title "Warning to Candidates" is in bold at the top left. Below it is a numbered list of rules:

1. You **must** be on time for all your examinations.
2. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
3. You **must not**:
  - sit an examination in the name of another candidate;
  - have in your possession any unauthorised material or equipment which might give you an unfair advantage.
4. Possession of a mobile phone or other 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. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
6. You **must** follow the instructions of the invigilator.
7. If you are in any doubt speak to the invigilator.

The Warning to Candidates must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.

Effective from 1 September 2014

©2014



## Notice to Candidates

**You must:**

- 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.

**You must not:**

- 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.

If you are in any doubt speak to an invigilator.

If you break any of the rules you could be

**DISQUALIFIED**

This poster must be displayed both inside and outside each exam room and be visible to all candidates

Version 3

Barcode

Cambridge Assessment International Education

# Regulations Disqualification Notices



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

**JCQ**



**NO iPods, MOBILE PHONES  
MP3/4 PLAYERS  
SMARTWATCHES**

**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.

©2017 – Effective from 1 September 2017

**WARNING**



**NO unauthorised materials in the exam room. For example:**

**NO** mobile phones  
**NO** smartwatches  
**NO** technology with communication or storage  
**NO** unauthorised notes or revision materials

If you have unauthorised materials you could be

**DISQUALIFIED**

This poster must be displayed both inside and outside each exam room and be visible to all candidates.

\*4516024755\*

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# Regulations

## New Social Media Notice

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



Image by Patrice Jones

**This document has been written to help you stay within examination regulations.**

**Please read it carefully.**

We all like to share our experiences when taking examinations. However, it is important to consider what you say and to think about what information is being shared.

Sharing ideas with others online could be helpful when you're studying or revising. However, there are limits to the amount of information you can share and you need to be careful not to break the rules. 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. 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.

**JCQ**  
CIC



Image by Ben Wight

**You should be aware that the following might constitute malpractice:**

- copying or allowing work to be copied – i.e. posting written work on social networking sites prior to an examination/assessment;
- collusion: working collaboratively with other candidates beyond what is permitted;
- allowing others to help produce your work or helping others with theirs;
- being in possession of confidential assessment related information in advance of the examination;
- exchanging, obtaining, receiving or passing on assessment related information by any means of communication (even if just attempting to);
- failure to report to your centre assessment related information being shared online; or
- passing on rumours of exam content.

**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>



# Regulations

## You must read candidate notices!

- \* [www.sis.edu.hk](http://www.sis.edu.hk) / Learning at SIS / Examinations / Exams Information / For Students
  - \* printout attached to individual timetable from your Tutor
- \* questions or anything you don't understand email [examsoffice@sis.edu.hk](mailto:examsoffice@sis.edu.hk)
- \* **content of exams must remain confidential for minimum 24 hours**

# Exam day

## What to wear

- \* no need to wear uniform
- \* follow Senior School Dress Code – you will be sent the current dress code
- \* common sense – strappy tops, short shorts and flip flops will NOT put you in exam mode or mood
- \* bring a sweatshirt/jumper – the Hall can be cold in May and June

# Exam day Arrival



be in Refectory 30 mins before start time on timetable (be ready to go 15 mins before start)



use a locker to keep your valuables safe

**Keep Refectory CLEAN & TIDY!**

**You are visitors! School rules apply!**

SIS - 1.5m SEATING PLAN (146 in Hall)				DATE:	START:	12:30 pm							
# CAND:	130	Sep.Rm.:	14	5	Sep.Rm.:	Sep.Rm.:							
SUBJECT:	MATHEMATICS			MATHEMATICS									
LEVEL:	IGCSE Higher			IGCSE Foundation									
PAPER:	4MA0/3HR			4MA0/1FR									
TIME:	2h			2h									
Conference Room				DLG1 Classroom behind Café									
2482				2443	2452	2595							
2473				2436	2479	2574							
Meeting Room 1				2432	2525	2572							
2488				0310	2554	2567							
				1354									
HALL ENTRANCE 2nd Floor													
Seating		Door	Seating		Door	Seating							
2633	2614	2608	2584	2580	2548	2545	2510	2509	2470	2469	2445	2444	Plane
2632	2620	2613	2585	2579	2551	2543	2515	2508	2471	2468	2448	2441	0396
2631	2622	2611	2588	2578	2552	2541	2517	2506	2475	2467	2450	2440	2596
2630	2623	2606	2589	2576	2557	2540	2518	2502	2483	2466	2451	2437	2555
	2625	2605	2590	2575	2560	2538	2519	2499	2484	2464	2453	2435	2476
	2626	2603	2591	2573	2562	2537	2524	2498	2485	2463	2455	2434	2439
	2628	2602	2593	2571	2564	2535	2527	2494	2486	2461	2456	2430	2431
	2629	2601	2599	2570	2569	2532	2531	2489	2487	2460	2459		Stairs
Ramp		Front of Stage											

find your candidate number on seating plan so you know where to go

# Exam day

## What to bring in to the exam



- \* photographic ID
- \* stationery in a clear plastic bag
- \* **clear plastic bottle (see pic)** containing water allowed
- \* remember ...
  - \* you cannot borrow items from another candidate once you are in the exam room
  - \* stationery available in exam rooms for emergencies
  - \* **YOU MAY BE DISADVANTAGED IF YOU DO NOT BRING WHAT IS REQUIRED!**

# Exam day NOT ALLOWED in the exam room



- \* wallet/purse/bag/books
- \* mobile phone, GDC, wearable technology, digital watch
- \* correcting fluid/liquid/tape
- \* erasable ink pens
- \* calculator cover
- \* notes, pieces of paper, tracing paper, tissues
- \* food (including chewing gum)

# Exam day Watch rule @ SIS

- \* basic analog wrist watch with **no digital features allowed**
- \* remove and place on desk visible to invigilator



- The invigilator, **prior to the examination starting, must** ensure that candidates have removed their wrist watches, placing them on their desks.

A head of centre may, if he/she so wishes, prohibit candidates bringing a wrist watch into the examination room. Candidates would be required to leave their watches outside of the examination room.

# Exam day Calculator

- \* calculator allowed in all GCSE/IGCSE exams unless stated otherwise on exam paper
- \* Graphic Display Calculator (GDC) NOT ALLOWED
- \* no memory function or stored formulae
- \* limited number of spares from lost property available to borrow during exam



# Exam day

## 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 it
- \* do not ask to go to the toilet unless it is absolutely necessary (not in first hour or last 15 mins)
- \* check you have the correct exam paper and read the instructions carefully
- \* write your candidate number and full official name on all exam papers (as printed on your name card)

# Exam day

## During the exam

- \* answers in black ink
- \* pencil for charts and diagrams
- \* highlighters in questions but not in answers
- \* rough work/planning in question paper – only ask for paper when you run out of space
- \* **ALL** additional paper must be placed inside your script and attached with a string tag



# Exam day

## At the end of the exam

- \* announcement when you have 5 minutes left
- \* draw line through work not to be marked **before** finish time
- \* when you are told to stop writing, you must stop immediately and close your paper
- \* before handing your paper to the invigilator check you have completed your candidate details
- \* exam conditions until you have left the exam room
- \* if exams are continuing be considerate and leave quietly

# Dealing with the unexpected Emergency procedure



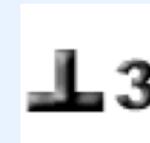
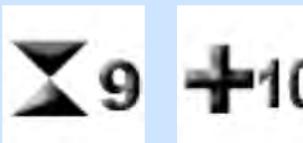
- \* the invigilator will stop the exam
- \* remain seated in silence, face forward, listen carefully and follow instructions
- \* false alarm - exam will be restarted, stoppage time added, special consideration application submitted
- \* evacuation – silence! - talking about the exam will be reported to the exam board and you may be disqualified

# Dealing with the unexpected

## Unwell on exam day

- \* come to school and try your best but inform Mrs Kane or an invigilator that you are unwell before the exam
- \* if Doctor advises you are too unwell to come to school you MUST contact the Exams Office as soon as possible
- \* you cannot sit an exam on another day if you are absent
- \* with current medical evidence you may be able to apply for special consideration depending on the circumstances and percentage of the assessment completed

# Dealing with the unexpected Severe weather warnings

WARNING SIGNALS	STATUS OF PUBLIC EXAMS
  	<ul style="list-style-type: none"><li>PUBLIC EXAMS WILL GO AHEAD AS SCHEDULED.</li></ul>
 	<ul style="list-style-type: none"><li>PUBLIC EXAMS <b>MAY GO AHEAD AS SCHEDULED.</b></li><li>Check the school website and your school email before you leave home (rescheduling possible).</li></ul>
  	<ul style="list-style-type: none"><li>PUBLIC EXAMS WILL BE POSTPONED UNTIL LATER IN THE DAY OR THE NEXT DAY.</li><li>Check the school website and your school email for rescheduled start times.</li></ul>

# Dealing with the unexpected Severe weather arrangements

- \* school may be closed but exams are as scheduled
- \* rescheduled exams may start in the evening or on Saturday
- \* check [www.sis.edu.hk](http://www.sis.edu.hk) homepage for announcements
- \* ***IMPORTANT: Do not communicate on social networks or by phone during bad weather postponement!***
- \* if you've already left home proceed to school if safe
- \* if you're in school stay there until told it's safe to leave

# Results

- \* **IGCSE CIE: online 14 August 6pm** (you will receive your login details from your tutor from 18 April onwards)
- \* **GCSE/IGCSE - Edexcel/AQA: 23 August 1pm** (collect from Diploma Centre)
- \* **leaving SIS?**
  - \* email [examsoffice@sis.edu.hk](mailto:examsoffice@sis.edu.hk) before your last exam giving your forwarding details for results and certificates



# Any questions?

- Subject specific? contact your subject teacher
- Study leave/revision? contact your tutor
- Exam day specific? contact [examsoffice@sis.edu.hk](mailto:examsoffice@sis.edu.hk)