

@gabbot\_news

# GENERAL INTERNAL ASSESSMENT ADVICE FOR STUDENTS



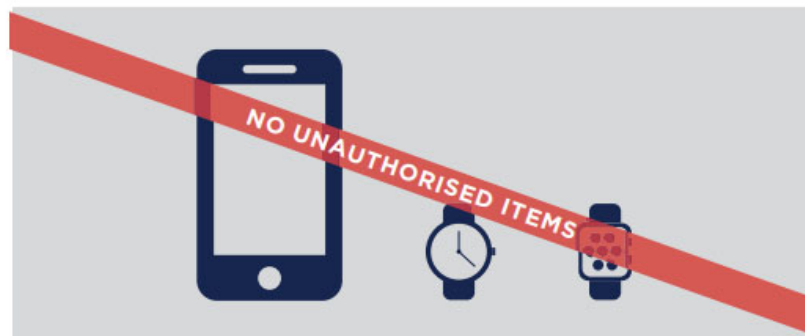
# INTERNAL ASSESSMENTS



AQA City & Guilds CCEA NCFE OCR Pearson WJEC

## NO MOBILE PHONES NO WATCHES

NO TECHNOLOGICAL OR WEB-ENABLED  
POTENTIAL SOURCES OF INFORMATION



Possession of unauthorised items, such as a mobile phone  
or any watch, 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.



# INTERNAL ASSESSMENTS

## Warning to candidates



1

You **must** be on time for all your examinations.

2

**Possession of a mobile phone** or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the examination or qualification.

3

You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.

4

You **must** follow the instructions of the invigilator.

5

You **must not** sit an examination in the name of another candidate.

6

You **must not** become involved in any unfair or dishonest practice in any part of the examination.

7

If you are confused about anything, only speak to an 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.**

# INTERNAL ASSESSMENTS

- All students will receive an individual student seated exam timetable indicating the venue published on the Bromcom student/MCAS portals
- Students should have a hardcopy of their timetable to refer to during their internal assessments which should be kept in students' bags – students should not be referring to a copy held on mobile phones!
- Students should not have any other material on their person as this is deemed to be *"Suspected Candidate Malpractice"*
- Mobile phones, in line with school policy, **MUST** be switched off and left in your bags
- Students who arrive for their exams without a bag will be required to hand their mobile phone in to the Invigilator(s)
- Reminder of school policy: **switched off in bags from 8:30 to 3:15pm**
- Your mobile **MUST NOT** be on you!
- All types of **wrist watches MUST be removed** and left in your bags before you enter the exam venue
- If you have your mobile/watch on you, this is deemed to be *"Suspected Candidate Malpractice"* and would be reported to the Exam Board if this was a public examination
- If you are found with a mobile/watch on you, this will be confiscated and given to the Examinations Manager



# INTERNAL ASSESSMENTS

- You must not talk, attempt to communicate with or disturb other students once you have entered your exam venue until you leave
- Reminder – you are not allowed to complete student details on the question paper/answer booklet until instructed to do so
- Failure to observe these instructions in the main summer exam series, *could* result in you breaching the *Joint Council for Qualifications (JCQ) Suspected Malpractice guidelines*
- Internal assessments will be managed by our External Invigilators where possible, and will be run according to Exam Board regulations, which is how your public examinations will be delivered in the main summer exam series
- All students will receive a 5 minute warning before the end of the paper time. At the end of the exam, all students will be asked to stop writing unless they have extra time
- No eating is allowed – this includes chewing gum!
- **Only clear/transparent water beakers/bottles** are allowed
- **No metal water flasks allowed eg Chilly's!**
- Water bottles **MUST** have labels removed and bottles/beakers must be placed on the floor.
- Calculator cases must be removed and left in bags or placed on the floor



# INTERNAL ASSESSMENTS

- Students are to come fully equipped to sit their assessments
  - See-through pencil case
  - Black pens only!
  - No gel/erasable pens
  - Maths equipment/calculators where required
- Students who arrive late for an assessment should write their start time on their paper and will only be allowed to complete their assessment to the latest end/finish time indicated on the whiteboard
- Students wearing glasses, should leave their case in their bags or placed on the floor
- If you finish your assessment before the end of the official finish time you must sit in silence facing the front at all times until you are dismissed from your exam venue
- Behaviour is to be exemplary at all times – this is non negotiable!
- Halls – bags are to be placed at the back
- Small Venues – to be placed at the front
- Internal Assessment Schedule – the timings for these may be different for each year group please refer to our website for these

# INTERNAL ASSESSMENTS



Not in pencil cases or on you!



# INTERNAL ASSESSMENTS



Maths equipment must be clear/  
transparent



Calculator case left in bag or  
Placed on the floor by desk



# INTERNAL ASSESSMENTS

Removed and left in bags before entering exam venue!

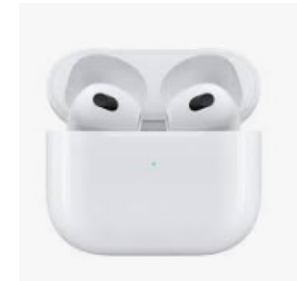


NO WATCHES

NO WATCHES

NO WATCHES

NO WATCHES



Must be left in bags or placed on the floor under your desk



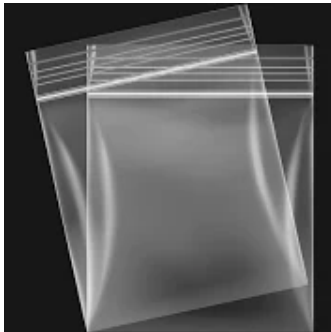
# INTERNAL ASSESSMENTS



Tissues out of packet and left on desk!



These must be shown to Invigilators before exam starts



Medication/cough/glucose sweets in clear bag left on desk



# INTERNAL ASSESSMENTS



Transparent water beakers only!



Labels removed!

Bottles/beakers must be placed on the floor by your desk



Metal flasks must not be brought into exam room



# INTERNAL ASSESSMENTS



No defacing your exam paper!



No SmartWatches of any type!



No FitBits!

# INTERNAL ASSESSMENTS



Behaviour to be exemplary at all times



No communication as you enter, during the assessments and when being dismissed!



6<sup>th</sup> Form – to the usual expected standards required  
Y10-Y11- Full School Uniform

# INTERNAL ASSESSMENTS

**DO YOUR BEST AND KEEP  
CALM  
GOOD LUCK!**

