

EXAMINATIONS INFORMATION FOR PARK HIGH SCHOOL CANDIDATES

The School hopes that you will be successful in your examinations. So that all examinations can run as smoothly as possible, there are a number of rules and regulations that you must be aware of. In addition to the notes on these sheets, you should read the attached Notice to Candidates regarding written examinations and coursework.

The information on this sheet is important. It is essential that you read this notice carefully.

Calculators:

Calculators may be used in most examinations: your subject teacher will tell you if they are prohibited. Where restrictions apply, graphic calculators may not be used and only some scientific calculators are allowed. In all cases, calculators are prohibited if they offer any of the following facilities: *language translators; symbolic algebra manipulation; symbolic differentiation or integration; remote communication with other machines or the World Wide Web; data banks; dictionaries; mathematical formulae or text.*

No printed instructions or cases are permitted. **You must bring your own calculator if you need one: you may not use the calculator functions of mobile telephones, which are prohibited in all examination rooms, and may not borrow a calculator from another candidate.**

Conduct in the Examination Room:

You must be silent in the examination room, including the times when you come in and go out. Once you have entered an examination room, you are not allowed to leave unescorted until the end of the examination, and only then when you are given permission to do so. Should you require any assistance, please raise your hand clearly and wait for an invigilator to come to you. Please do not write on your examination desk.

Drinks:

Any bottles of drink you bring into the exam room should not have a label on them. If you do bring one in with a label the invigilator will confiscate this.

End of the Examination:

You may not take any examination materials (additional paper, answer booklets, question papers etc.) from any examination room. Absolute silence must be maintained until you are outside the building – remember that other examinations may be continuing as you leave.

Equipment:

You must provide all your own equipment; borrowing from other candidates is **not** allowed.

You should use **black ball point pen for all papers** since this reproduces well; remember that some awarding bodies scan scripts so that they can be marked online, and that all offer photocopies of AS/A2 scripts to candidates after the marking has taken place. For diagrams, use a **HB pencil** and a **ruler**.

Gel pens, highlighter pens, correcting fluids and correcting pens may not be used in any answer booklets. Any pencil cases you take into the examination room must be see-through.

All rough work must be done in the answer booklet provided and then crossed out.

Mobile Telephones, MP3 players, ipods and Electronic Organisers:

Mobile telephones, MP3 players, ipods, other electronic means of communication or electronic organisers are **not** allowed into examination rooms. The School and awarding bodies' regulations forbid you to bring in any of these devices into any examination room, so you are strongly advised not to bring such devices with you on examination days.

If a mobile telephone, MP3 player, ipod or any other electronic communication device is found in your possession in an examination– even if it is turned off – it will be taken from you and a report made to the appropriate awarding body. The awarding bodies now operate a no-tolerance policy on all candidates discovered to be in infringement of the regulations. They have advised the School that any student discovered to have a communications device with them during an examination, and there is evidence of use, will face disqualification from the paper and subject concerned.