



Bishop Challoner
Catholic Secondary School

CNAT Examinations
2023 / 2024

Information for Students

INTRODUCTION

It is the aim of Bishop Challoner School to make the examination experience as stress-free and successful as possible for all candidates.

Hopefully, this booklet will prove informative and helpful for you and your parents. Please read it carefully and show it to your parents so that they are also aware of the examination regulations and the procedures to follow in the event of any problems occurring.

The awarding bodies (or examination boards) set down strict criteria which must be followed for the conduct of examinations and Bishop Challoner School is required to follow them precisely.

Some of the questions you may have are answered at the back of this booklet. **If there is anything you do not understand or any question that has not been addressed, PLEASE ASK.**

If you or your parents have any queries or need help or advice at any time before, during or after the examinations please contact:

The Examinations Officer: **Mrs A Higgins** email ahiggins@bcs.hants.sch.uk or ask at the office.

Or

Deputy Headteacher: **Miss E MacDonald** email elspeth.macdonald@bcs.hants.sch.uk

The school telephone number is: **01256 462661**

Remember – we are here to help.

GOOD LUCK!

BEFORE THE EXAMINATIONS

CANDIDATE NAME:

- Candidates are entered under the name format of (Legal) First Name + middle initial(s) + (Legal) Surname, e.g. Adam J Smith.

EXAM NUMBER:

- You will have a candidate card on your desk, which includes your Exam Number. This is to be used when completing your details on the front of the exam paper.

TIMETABLES

- The CNAT timetable is at the end of this document. Your personal exam timetable (issued separately at a later date) will show your own specific timetabled examination, which will include the room you should go to. Check it carefully. If you think that something is wrong see Mrs Higgins in the Exams Office immediately.

CONTACT NUMBERS

- Please check that the school has at least one up-to-date contact number for your parents. Your parent can do this by logging in to the SIMS Parent App.

EQUIPMENT

- Make sure you have all the correct equipment before your examinations. Check the regulations in the Notice to Candidates and the information on the following pages.

DURING THE EXAMINATIONS

EXAMINATION REGULATIONS

- A copy of the “Information for Candidates”, which is issued jointly by all the Examining Boards, is printed at the end of this booklet, along with specific information regarding the use of social media. All candidates must read this carefully and note that to break any of the examination rules or regulations could lead to disqualification from **all** subjects. The school **must and will** report any breach of regulations to the Awarding Body.

ATTENDANCE AT EXAMINATIONS

- Candidates are responsible for checking their own timetable and being ready for the Exam on the correct day and time, properly dressed and equipped.
- Candidates who arrive late for an examination may still be admitted but your work may not be marked. If special consideration applies then you must speak to the Examinations Officer (see ABSENCE FROM EXAMINATIONS).
- **Full School Uniform** must be worn by all students for examinations.
- All items of equipment, pens, pencils, mathematical instruments, etc. should be visible to the Invigilators at all times. You must either use a transparent pencil case or clear plastic bag.
- Pens should be black ink or ballpoint. No ink erasers or correction pens are allowed.
- Where applicable, students should make sure their calculators conform to the examination regulations. If in doubt, check with your Teacher. Remove any covers or instructions and make sure batteries are new.
- Do not attempt to communicate with or distract other candidates.
- Examination regulations are very strict regarding items that may be taken into the examination room (see FAQs at the end of this booklet). If you break these rules you may be disqualified from the examination.
- **MOBILE TELEPHONES AND WATCHES (ANY TYPE) MUST NOT BE BROUGHT INTO THE EXAMINATION ROOM.** If a mobile phone (or any other type of electronic communication or storage device) is found in your possession during an examination (even if it is turned off) it will be taken from you and a report made to the appropriate exam board. **No exceptions can be made.**
- Please make sure that any watch alarms are turned off and placed in your bag **THEY MUST NOT BE BROUGHT INTO THE EXAMINATION ROOM.**
- No food or drink (except a small bottle of water with the label removed) is allowed in the examination rooms.
- Please do not write on examination desks. This is regarded as vandalism and you will be asked to pay for any damage.
- Do not draw graffiti or write offensive comments on examination papers – if you do the examination board may refuse to accept your paper.

- Listen carefully to instructions and notices read out by the Invigilators – there may be amendments or corrections to the exam paper that you need to know about
- **Check you have the correct question paper** – check the subject, paper and tier of entry.
- Read all instructions carefully and number your answers clearly.
- Ensure you complete the details on the front page of your exam booklet fully and correctly. You **must** use your legal name, as it is written on your candidate card, which will be on your desk. Don't forget to add your signature.
- Ensure you write your answers inside the areas shown on the exam paper. If you cannot fit your answer in this space, put up your hand and ask for extra paper.
- You will **not** be allowed to leave an examination room early. If you have finished the paper use any time remaining to check over your answers and to check that you have completed your personal details correctly.
- At the end of the examination all work must be handed in – remember to cross out any rough work. If you have used more than one answer book or loose sheets of paper ask for a tag to fasten them together in the correct order.
- Invigilators will collect your exam papers before you leave the room. Absolute silence must be maintained during this time. **Remember you are still under examination conditions until you have left the room.**
- Question papers, answer booklets and additional paper must **not** be taken from the exam room.
- Remain seated in silence until told to leave the examination room. Please leave the room in silence and show consideration for other candidates who may still be working.
- Please return any borrowed equipment to an Invigilator.
- If the **fire alarm** sounds during an examination the examination Invigilators will tell you what to do. Don't panic. If you have to evacuate the room you will be asked to leave **in silence** and in the order in which you are sitting. You will be escorted to a designated assembly point. Leave everything on your desk. You must not attempt to communicate with anyone else during the evacuation. When you return to the exam room do not start writing until the Invigilator tells you to. You will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident.

INVIGILATORS

- The school employs external Invigilators to conduct the examinations. **They are members of staff.** Students are expected to behave in a respectful manner towards all Invigilators and follow their instructions at all times.
- A senior member of staff will normally be present at the start of an examination.
- Invigilators are in the examination rooms to supervise the conduct of the examination. They will distribute and collect the examination papers, tell candidates when to start and finish the examination,

hand out extra writing paper if required and deal with any problems that occur during the examination, for example if a candidate is feeling ill.

- **Please note that Invigilators cannot discuss the examination paper with you or read or explain the questions.**
- Students who continue to be disruptive or behave in an unacceptable manner after warnings from the Invigilators, will be removed from the examination room and their conduct reported to the Examinations Officer who has no option but to report to the examination board.

ABSENCE FROM EXAMINATIONS

- If you experience difficulties during the examination period (e.g. illness, injury, personal problems) please inform school at the earliest possible point so we can help or advise you.
- As there is an opportunity to sit the Exam in the Summer, applications for special consideration for absence will not be made for the CNAT January exams.
- Parents and candidates are reminded that **the school will require payment of entry fees** should a candidate fail to attend an examination without good reason and without informing the school.
- Please note that misreading the timetable will **not** be accepted as a satisfactory explanation of absence.

AFTER THE EXAMINATIONS

NOTIFICATION OF RESULTS

- Results will be given out in school from 14 March 2024.

POST RESULTS

- If you need post-results advice, please discuss with your Teacher. Another opportunity to take the Exam is available in the Summer.

FREQUENTLY ASKED QUESTIONS

Q. What do I do if I think I have the wrong paper?

- Invigilators will ask you to check before the exam starts. **If you think something is wrong put your hand up and tell the Invigilator immediately.**

Q. What do I do if I forget my Candidate Number?

- Your number is on your candidate card on your desk. If you have lost this, please tell an Invigilator before the Exam starts.

Q. What do I do if I forget the school Centre Number?

- The Centre Number is **58417**. It will be displayed clearly in the examination rooms and on the candidate card on your desk.

Q. What do I do if I have an accident or I am ill before the exam?

- Inform the school at the earliest possible point so we can help or advise you. In the case of an accident that means you are unable to write it may be possible to provide you with a scribe to write your answers but we will need as much prior notice as possible.

Q. What do I do if I feel ill during the exam?

- Put up your hand and an Invigilator will assist you. You should inform an Invigilator if you feel ill before or during an exam. If you feel this may have affected your performance, speak to the Examinations Officer.

Q. If I'm late can I still sit the examination?

- Provided you are **not more than 1 hour late** after the **published starting time of papers** which is 9.00am. for morning exams and 1.30pm. for afternoon exams, it **may** still be possible for you to sit the examination. You should get to school as quickly as possible and report to Reception. A member of staff will escort you to the exam room. You **must not enter** an examination room without permission after an examination has begun.

You should also be aware that if you start the exam more than 30 minutes after the published starting time, the school must inform the Exam Board and it is possible that the Board may decide not to accept your work. Please ensure that you allow enough time to get to school so that if you are delayed (e.g. through transport problems) you will still arrive on time.

The published times are those dictated by JCQ and the school is allowed to start the exam 30 minutes before or after the published times. Bishop Challoner starts exams 9.30am. and 1.00pm.

Q. If I miss the CNAT examination can I take it on another day?

- There will be an opportunity to sit your CNAT exam during the Summer. Your Teacher will discuss this with you.

Q. Do I have to wear school uniform?

- Yes. Normal school regulations apply to uniform, hair, jewellery, make-up, etc.

Q. What equipment should I bring for my exams?

- For most exams you should bring at least 2 pens (black ink **only**).
- You may need a **HB** pencils.
- For some exams you will need a calculator, a 30cm ruler (marked with cm and mm), pencil sharpener and rubber, compasses, protractor/angle measurer

- **You are responsible for providing your own equipment for examinations.** You must **not** attempt to borrow equipment from another candidate during the examination.

Q. What items are not allowed into the examination room?

- Only material that is listed on question papers is permitted in the examination room and students who are found to have any material with them that is not allowed will be reported to the appropriate examinations board. In such circumstances, a student would normally be disqualified from the paper or the subject concerned.
- Bags and coats and any other items not permitted under examination regulations must be left in the care of the Invigilators. You will be told where to store them.
- No food (unless for pre-approved medical purposes – please contact Exams Officer) or drink (except for a small bottle of water, with the labels removed) is allowed in the exam room.
- Mobile telephones and watches must **not** be brought into the exam room even if they are turned off.

Q. Why can't I bring my mobile telephone into the exam room?

- Being in possession of a mobile 'phone (or any other electronic communication device, e.g. iPod, MP3/4 player, memory sticks, smartphone, smartwatch, airpods, earphones and headphones) is regarded as cheating and is subject to severe penalty from the awarding bodies:

The **minimum** penalties are as follows:

Device found on you and turned **ON** - **disqualification for the entire subject award.**

Device found on you and turned **OFF** – **disqualification from the specific paper** you are sitting at the time. If the phone rings during the exam **wherever it is in the room** the exam board must be informed and you will be **disqualified from all papers for the subject (including any already taken).**

- **All** mobile telephones and watches must be stored in your bag or handed in to one of the Invigilators **before** you enter the examination room. You are responsible for collecting yours from the Invigilator at the end of the exam.

Q. How do I know how long the exam is?

- The length of the examination is shown in minutes on your individual timetable under the heading 'duration'. It is also printed on the question paper. Invigilators will tell you when to start and finish the exam. They will write the finish time of the exam on a board at the front of the exam room. There will be a clock in all examination rooms.

Q. Can I leave the exam early?

- The short answer is **'No'**. It is a requirement of the exam boards that you must stay in the examination room for at least one hour after the published start time of the exam (or for the duration of the exam if it is less than one hour). **It is not the school's policy to allow candidates to leave the exam room early, as this is disruptive to other candidates.** A candidate may **not** leave the examination room without the permission of the Invigilators.

Q. What do I do if the fire alarm goes off?

- The examination Invigilators will tell you what to do. If you have to evacuate the room leave everything on your desk and leave the room **in silence**. You must not attempt to communicate with any other candidates during the evacuation.

Q. Can I go to the toilet during the exam?

- **If it is absolutely necessary.** Put up your hand. You will be escorted by an Invigilator and you will not be allowed any extra time.

Q. If I have an afternoon exam, when will I get lunch?

- The canteen will be open early for Year 11's on days when there is an afternoon exam.

Q. I am entitled to extra time – how will this affect the way I take my exams?

- Some students receive an allowance of up to 25% extra time. Where possible such candidates will be seated together in a different room to minimize disturbance from other candidates who finish earlier. The Invigilators will include the additional time when they display the finishing time of your exam on the board.

CNAT Timetable

	Exam Start Time	Duration	CNAT Course	CNAT Exams
Wednesday 10 Jan 2024	09:30	1h15min	Engineering	Principles of engineering design
Wednesday 10 Jan 2024	13:00	1h15min	Health & Social Care	Principles of care in health and social care settings
Thursday 11 Jan 2024	09:30	1h15min	Sport Science	Reducing the risk of sports injuries
Friday 12 Jan 2024	13:00	1h30min	IT	IT in the digital world



Joint Council for
Qualifications ^{CIC}

Information for candidates

Written examinations

With effect from 1 September 2023

Produced on behalf of:



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**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:
 - (a) notes;
 - (b) an iPod, a mobile phone, a MP3/4 player or similar device, a watch, AirPods or earphones/earbuds.

Any pencil cases taken into the exam room **must** be see-through.

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.

- 5** If you have a watch, the invigilator will ask you to hand it to them.
- 6 Do not** use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
- 7 Do not** talk to or try to communicate with, or disturb other candidates once the exam has started.
- 8** You **must not** write inappropriate, obscene or offensive material.
- 9** If you leave the exam room unaccompanied by an invigilator before the exam has finished, you **will not** be allowed to return.
- 10 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. Arrive at least ten minutes before the start of each exam.
- 2 If you arrive late for an exam, report to the invigilator running the exam.
- 3 If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
- 4 Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
- 5 You **must** write clearly and 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:
 - (a) make sure it works properly; check that the batteries are working properly;
 - (b) clear anything stored in it;
 - (c) remove any parts such as cases, lids or covers which have printed instructions or formulae;
 - (d) **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. Always follow their instructions.
- 2 Tell the invigilator at once if:
 - (a) you think you have not been given the right question paper or all of the materials listed on the front of the paper;
 - (b) 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 **Do not** start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. **Do not** open the question paper until you are instructed that the exam has begun.
- 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, including those used for rough work.

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:
 - (a) you have a problem and are in doubt about what you should do;
 - (b) you do not feel well;
 - (c) 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 supplementary answer sheets, place them in the correct order.

Place any loose additional answer sheets inside your answer booklet. 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 any stationery from the exam room. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.

