

Sitting your exams at KBA



Timetables

- Your exam timetables will be given out to you in advance
- They will tell you the time of your exam, the room you are in and, most importantly, the exams you are taking
- You must read through this carefully. Spot something wrong? Come and see me or send me an email:
- [jemmafreesman@kba.uk](mailto:jemmafreeman@kba.uk)

Your exam paper – the front cover

- Check the front of your exam paper carefully...
- Is it the paper you were expecting?
- Is the tier correct (for maths, science and MFL papers)?

- If you notice something wrong, it is YOUR responsibility to say something.

- Put your hand up and speak to an invigilator immediately if you notice something wrong. Once you leave the exam room, it is too late to do anything about it!

Write your name here

Surname	Other names
---------	-------------

Pearson Edexcel Centre Number Candidate Number
Level 1 / Level 2

--	--	--	--	--

--	--	--	--	--

GCSE (9–1)

Mathematics
Paper 3 (Calculator)

Foundation Tier

Tuesday 13 June 2017 – Morning Time: 1 hour 30 minutes	Paper Reference 1MA1/3F
---	-----------------------------------

You must have: Ruler graduated in centimetres and millimetres, protractor, pair of compasses, pen, HB pencil, eraser, calculator. Tracing paper may be used.

Total Marks

Instructions

- Use **black** ink or ball-point pen.
- **Fill in the boxes** at the top of this page with your name, centre number and candidate number.
- Answer **all** questions.
- Answer the questions in the spaces provided
– *there may be more space than you need.*
- You must **show all your working**.
- Diagrams are **NOT** accurately drawn, unless otherwise indicated.
- **Calculators may be used.**
- If your calculator does not have a π button, take the value of π to be 3.142



What to bring into your exam

- You can bring your stationery loose or in a clear pencil case
- You are allowed a clear drinks bottle with water inside. If bringing in a bottle from a shop with a wrapper around it, then this wrapper must be removed
- **You will need a black ballpoint pen. All exam boards insist on this. No gel pens or other colours are allowed**
- A highlighter can be used but can only be used in the question
- You can bring any other exam stationery allowed for that specific exam. For example a calculator or protractor



What NOT to bring into your exam

- You will see the posters displayed outside every exam room with the items not allowed in an exam room. These include:
 - Phones
 - Watches of any kind
 - Earphones/earbuds/airpods
 - Smart glasses
 - Ipods/MP3/MP4 players
 - Any other smart devices



AQA

City & Guilds

CCEA

OCR

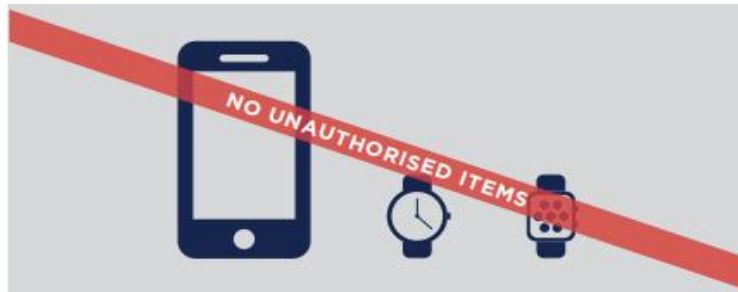
Pearson

WJEC



NO MOBILE PHONES NO WATCHES

NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED 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.

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 exam/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.



United Learning
The best in everyone™

■ Ambition ■ Confidence ■ Creativity ■ Respect ■ Enthusiasm ■ Determination

Malpractice – What is malpractice?

- Malpractice is any practice which is a breach of the JCQ regulations (and there are many!), or which compromises the integrity of any qualification or the validity of an examination, result or certificate
- All malpractice **MUST** be reported to the exam board and there **WILL** be a consequence
- It is worthwhile having a think about this before your exams so that you are clear of the expectations and the potential consequences of any breach



Malpractice – Some examples

- Having unauthorised material on your person after the invigilator announcement and not handing it over. For example a phone in your pocket or wearing a watch
- Communicating or attempting to communicate with another candidate
- Poor behaviour
- Plagiarism (more on that in a minute)
- Graffitiing of an exam paper – this includes swear words and doodling, as well as offensive, obscene or discriminatory content
- Discussing/sharing exam content on social media



Malpractice – the consequences

- JCQ issue penalties – it is not the school's decision. These can include:
 - A warning
 - Loss of all marks for a section
 - Loss of all marks for a component
 - Loss of all the marks for a unit
 - Disqualification from a unit
 - Disqualification from all units in one or more qualifications taken during the exam series
 - Disqualification from the whole qualification
 - Disqualification from all qualifications taken in that exam series

THINK ABOUT THE CONSEQUENCES AND WHAT THAT COULD MEAN FOR YOU



Malpractice – mobile phones

- Mobile phones are our biggest issue at KBA
- They **MUST** be switched off and left in your bag. If you have forgotten to put it in your bag then tell an invigilator immediately – **BEFORE** the exam begins
- Having a mobile phone on your person, **even if it is switched off**, will have a consequence. JCQ have a **NO TOLERANCE** policy when it comes to mobile phones



Invigilators

- It is the invigilator's job to ensure the integrity of the exam process – they make sure all the rules are being followed
- They are there to make sure you are safe and well and they can help answer any questions you have about the exams
- They cannot help you with the content of the exam paper but can help with anything on the front cover
- Please **respect** these members of staff who are there to make sure your exams run smoothly

Malpractice – AI and plagiarism

- We will talk about this in more detail in an upcoming assembly

JCQ
CIC

AI and Assessments

A quick guide for students

What is AI?

- AI stands for artificial intelligence and using it is like having a computer that thinks
- AI tools like ChatGPT or Snapchat My AI can write text, make art and create music by learning from data from the internet, but watch out – they can also make things up and be biased

How can AI be misused in assessments?

AI misuse is when you take something made using AI and say it's your own work.

THIS IS CHEATING!

How do I make sure I don't misuse AI?

- 1 Know the rules**
 - You're **not allowed** to use AI tools when you're in an exam
 - Your teachers will tell you if you're allowed to use AI tools when doing your coursework – the rules will depend on your qualification
 - Even if you're allowed to use AI tools, you can't get marks for content just produced by AI – your marks come from showing your own understanding and producing your own work
- 2 Reference reference reference!**

If you're allowed to use AI tools, you must reference them clearly

 - Name the AI tool you used
 - Add the date you generated the content
 - Explain how you used it
 - Save a screenshot of the questions you asked and the answers you got
- 3 Declare it's all your own work**

When you hand in your assessment, you have to sign a declaration. Anything without a reference must be all your own work. If you've used an AI tool, don't sign the declaration until you're sure you've added all the references

What happens if I misuse AI?

If you've misused AI, you could lose your marks for the assessment – you could even be disqualified from the subject.

DON'T RISK IT!

REMEMBER
Misusing AI is cheating!
Know the rules
Talk to your teachers
Reference clearly

Our Website – kba.uk

- You will find lots of useful information on our school website including exam timetables and candidate information notices
- Take a look under the secondary information tab - exams

Exams

Exam Information for Candidates:

[Preparing to sit your exams - 2024-25](#)

[Information for Candidates - Coursework assessments 2024-25](#)

[Information for Candidates - Non-examination assessments 2024-25](#)

[Information for Candidates - On-screen examinations 2024-25](#)

[Information for Candidates - Social media 2024-25](#)

[Information for Candidates - Written examinations 2024-25](#)






On your exam day

This checklist will help you to be as prepared as possible for your exams so that you can focus on doing your best on the day.

Before sitting your exams, ensure you know:

- the date, time and location of each of your exams. You might find it helpful to write this information in a calendar or planner.
- who to contact at school or college in case there's an emergency that makes you late or unable to sit your exam.


What you will need:

- a clear pencil case 
- at least two black ink pens – blue pens are **not acceptable** 
- an approved calculator for relevant exams 
- appropriate apparatus such as a ruler or protractor for relevant exams 
- a clear water bottle if you wish to take one in – it **must not** have a label 

Contingency sessions:

- There are contingency sessions within the Summer 2025 exam timetable – the afternoon of 11 June 2025 and the morning and afternoon of 25 June 2025. Make sure you are available on all three dates even if you do not have an exam.

What you cannot take into exams:

- any type of phone 
- revision notes
- any type of watch (this includes analogue, digital and smart watches)

Other important information:

- Listen carefully to the invigilator's instructions which will be specific to your exam. If you are unsure of anything, please raise your hand and wait for the invigilator to respond.
- Fill in your details on the front of your answer booklet.
- If you need additional answer sheets, raise your hand and wait for an invigilator who will provide you with one. Remember to add your details to this booklet.
- If you need to use the toilet or feel unwell, raise your hand and wait for an invigilator who will escort you from the exam room.
- Remember to stay silent – talking to a fellow candidate could result in disqualification from all your exams.

If you have any questions about your exams, please ask your teacher or exams officer.



You can view this poster on our website – under the exams tab

Finally...

- Remember, this is **YOUR** exam, **YOUR** future
- Don't worry about what other students are or are not doing. None of that will be relevant to you in a few years time
- Think about what these exams mean to you. Revise as best you can, use your time efficiently and, most importantly, ask for help if you need it.
- Do **YOUR** best. If you do that, then it will always be good enough.

