

# QUEENSMEAD NEWSLETTER



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## Year Seven Successes

Well done to Year Seven for a very successful first term at Queensmead School. It has been pleasing to observe the Year 7 students making a full and valued contribution to school life in many ways: there have been notable Year 7 successes in the Hillingdon Borough Cross Country competition; good performances by the Year 7 Netball Team; a number of students involved in the Christmas Concert and a well attended Lower School Disco. What a commendable willingness to get involved. Well done Year 7!

**Mr. Boxall** - Head of Year 7

## Geography Eco Club

The 'Eco Warriors' have been hard at work launching the new initiatives for the Queensmead Eco Club. Their main achievement so far has been to consider ways in which they can make Queensmead a more eco friendly place by encouraging people to switch off the lights and computers when they are not in use. They are also excitedly planning for the new 'breathing space', an area created and developed by the Eco Club that will encourage wildlife to thrive and secure a cleaner, greener space for students to enjoy.

When: Thursday lunchtime

Where: Room 6

We hope to see you there!

**Miss Bushnell and Miss Tierney**



## Speakout Challenge comes to Queensmead!

On Wednesday, 9 December, twenty-two Year 10 students took part in the Speakout Challenge public speaking training funded by Jack Petchey. They spent the day in the hall learning techniques for public speaking. For many students this was something they dreaded but by the end of the day every student was able to overcome their fears and put what they had learnt into practice. All students were commended on the progress they had made throughout the day. The final speeches were judged and the results were:

**Winner:** Amy Duffy

**Runner up:** Daniel Hoare

**Third place:** Shaista Waqif

Amy will be representing Queensmead at the borough final in January! Good luck and well done to all involved!

**Miss Platt**

## Changes in Pastoral Staff

In January Mr. Lynch will take over as Assistant Head Teacher Inclusion. This will mean that Mr. McGinnity will become Head of Year 8 in place of Mr. Lynch.

There will be a number of Form Tutor changes due to staff leaving and changes in role:

Form 7E will be taken over by Ms. Tierney, 13B will be taken over by Ms. Sison and Mr. McGinnity's form 11C will be taken over by Dr. Bahar with form 8C being taken by Ms. Stevens who joins us in January.

**Mr. Lynch**

## Diary dates

Half Term break 18 <sup>th</sup> December – 1 <sup>st</sup> of Jan (4 <sup>th</sup> January, Spring Term begins)	
11 <sup>th</sup> Jan 2010 – 3 <sup>rd</sup> Feb	January Public exams
11 <sup>th</sup> January	Year 9 taster day
4 <sup>th</sup> February	Year 10/11 Maths challenge
9 <sup>th</sup> February	School Production 'Honk'
10 <sup>th</sup> February	School Production 'Honk'
11 <sup>th</sup> February	Year 10 Consultation evening

# Assessment in English

Since 2008 the English Department has been using the government's new Key Stage 3 assessment strategy, *APP*, to help students make progress with their literacy.

*Assessing Pupils' Progress* is a strategy of assessment which aims to help students to progress and develop their skills through assessment rather than to simply provide a measurement of a student's current ability.

The strategy has been used creatively across the department through the use of many types of stimulating and interactive assessment techniques. These involve placing the student at the heart of the process, and encourages learners to be active in their assessment and subsequent progress.

Through the use of pupil friendly assessment criteria students are becoming aware of exactly what is required to achieve their target levels. This has meant that staff can involve students in many varied and stimulating tasks to encourage active participation in their own assessment.

Pupils are encouraged through the help of the teacher, to identify and be aware of the level that they are working at and why, as well as how to progress onto the next.

This has proved both successful in terms of both student progress as well as in relation to students' perceptions of assessment. It is clear that all of our students want to progress and *APP* is allowing them to do this in a way which is positive and interactive.

Through *APP*, the department has created an assessment policy, which reflects the changes in assessment across education. Every student now completes a minimum of 2 pieces of assessment per half term. These pieces of work will relate to the 3 strands of the English curriculum: Reading, Writing and Speaking and Listening. The assessments

will be referred to as Best Work and will be kept in the students' best work folders. After each assessment the student will be made aware of the level which they are working at as well as targets for further progress.

Students also receive feedback and assessment through their class work. However, rather than simple teacher led assessment the staff will be utilising Peer and Self-Assessment as well as teacher assessment in order to maximise the opportunities available to involve students in the marking process in a formative fashion. Despite having been in place for a considerable time, the use of self and peer assessment work will be made explicit through the use of colour. Any Peer or Self-Assessment will be carried out using green pen, whereas teacher assessment will be carried out in red pen.

The English department are excited to share these developments with the school community and your son or daughter's class teacher will be more than happy to discuss any queries or questions you may have.

Changes at a glance:

- Student will complete 2 or more pieces of assessment per half term, which relate to Reading, Writing or Speaking and Listening.
- The assessments will be referred to as Best Work and will be kept in the students' Best Work folders.
- After each assessment the students will be made aware of the level which they are working at as well as targets for further progress.
- Peer and Self-Assessment of class work will take place using red to signify teacher assessment and green to signify Peer or Self-Assessment.

**Mr. Anderson** – English teacher

## Annual Christmas concert

The school held its annual Christmas concert on the 10th December which showcased a variety of talent from across the school. Students had been rehearsing extremely hard after school and during lunch times to put together the end of term concert which saw solo singers, group dancers and instrumentalists take to the stage. One of the highlights of the performance was the 50 strong choir consisting of year 7 and 8 students who closed act 1 with their version of 'Hallelujah'.

The Performing Arts department would like to thank all of those who came to support the concert as well as the staff assisting back stage on the night of the performance.

The next performance the school will hold is HONK! On the 9th and 10th of February 2010. The students involved have already started rehearsing and they have also raised a fantastic £780 at the annual bag pack at Sainsbury's.

This money will be used to provide props and lighting for the performance.

I look forward to seeing you all there!



Merry Christmas!

**Miss Rowthorn –**  
Head of Performing Arts



## Chicago the Musical Sixth Form Trip

On the evening of Wednesday 2<sup>nd</sup> December, a group of sixth form students, accompanied by Miss Pitteway and Mr Brown, travelled up to Covent Garden to see the world-renowned musical Chicago. After a

considerable amount of planning during the sixth form committee meetings in the weeks before, as well as much deliberation about whether to see the Lion King; The Shawshank Redemption or Chicago, we settled on Chicago.

So on the 2nd of December, Dave Wood and his sixth form girls (and Mr Brown, of course) set off, excitedly anticipating the performance that night. A large number of us became stuck on the Piccadilly Line train that we had chosen to take as a result of signal failures, but it was Dave to the rescue, as he settled us all by telling us that the performance would not start until 8pm instead of 7.30pm as we had previously thought, which gave us more than enough time to grab our seats, buy our programmes and enjoy ourselves.

The basic story behind Chicago is about an aspiring young performer by the name of Roxie Hart, who manipulates her loving husband into taking the blame for her murder of her lover. She is eventually betrayed by her husband and she is arrested and sent to prison. Awaiting her trial, Roxie Hart befriends and employs lawyer Billy Flynn and pulls a number of stunts, including pretending to be pregnant, in order to earn her innocence. Without giving away the ending, during the period leading up to and during her trial, Roxie becomes obsessed with the fame and recognition she has received due to her scandalous crime, and with the idea of having her own dance act in the theatres of Chicago. For those of you that know the story of Chicago from the 2002 film version starring Catherine Zeta Jones and Renée Zellweger, the musical is very similar in content and is only slightly adapted for the stage. The characters of Velma Kelly and Roxie Hart were played by Emma Clifford and Amra-Faye Wright. At the beginning, the play was a little confusing as a result of the hair colours of the main characters having been switched: Roxie Hart was a brunette when she is traditionally blonde, and Velma Kelly was the other way round. It did not confuse us for long though, and it was not long before we were thoroughly enjoying ourselves.

Our favourite part of the performance was the "Cell Block Tango", a song in which the female inmates of Cook County Jail defend

the reasons for the murders they have committed.

A big thank you to Miss Pitteway, Dave Wood and the whole sixth form committee for organising this event.

**Zoe Tibbles – Year 13**

## Sport News

### Trampolining

On Sunday 6<sup>th</sup> December, Queensmead entered the London Schools Trampolining Competition. The U15 team consisted of Year 10 students: Emma Wallace, Ceara McDonald and Coral Lutteridge. The team won the competition and were crowned London champions. The Queensmead U15 elite team have qualified for the next round in January 2010.

### Futsal

Both the U13 and the U15 girls Futsal squads have been in action throughout November and December. The teams have played home matches against Bishopshalt, Bishop Ramsey and Vyners. Fixtures this year; Swakeleys, Harefield, Douay Martyrs and Ruislip High. The U13 squad is captained by Tara Jones and they have so far picked up 5 league points. The U15 squad is captained by Katy Davies. In January the squads will be trained by a special futsal coach from Middlesex F.A.

**Anne Carter – P.E. teacher**

## 8Ball Incorporation;

### First Trade Fair

8Ball Incorporation group is a Young Enterprise company, selling popular fashion accessories such as personalized key rings, dog tags and hopefully in the future t-shirts. Our first trade fair adventure started on the Saturday 5th December 2009 when Young Enterprise went to Tesco in Harrow, where we competed with other Young Enterprise companies for customers and sales. We had a vigorous battle with the other competitors to try to sell our personalized key rings and dog

tags, one which we came out tops. At the beginning of the trade fair business was slow as our target market was not shopping in Tesco. As the day progressed the visitors to Tesco increased and more sales were achieved. With help from several members inviting customers to our stall sales rocketed rapidly in the afternoon. The majority of our customers were young parents with young children. "A perfect stocking filler" we told them. Some setbacks to our day were the lack of advertising. We could not do it at the supermarket as Tesco would only allow adverts for Tesco. This was a stumbling block as posters had to be removed and the sales team was not allowed to directly advertise inside of Tesco.

Altogether we created 120 prototypes to be sold at the Young Enterprise trade fair, and also received orders as well as emails from customers asking about our Young Enterprise business. By the end of the night, we made a grand total of £134.40. The cost of producing the dog tags and key rings was £30, which concludes that we made £104.40 profit! This was a great achievement for us, as we are a new business. The event was a huge success and would not have been possible without the hard work and effort each team member put in, not forgetting the help that we received from our Young Enterprise Business Advisor and our school business teacher, who supported us the whole way through our first main trade fair. We were fortunate enough to obtain some large orders including an order for T-shirts from the local cadets. It was a great experience for all of the members of 8Ball Incorporation, which helped boost our confidence for the near future.

**Shamaila Shah – Business**



# Post 16 News

**Well done to the following students have achieved 100% attendance this term:**

## **YEAR 12**

Zunaira Majeed  
Pawan Rai  
Nica Da Silva  
Ricky Bellenie  
Becca King  
Jon Mills  
Lauren Heyes  
Sophie Hughan  
Aimee Morris  
Lisa Shewring

## **YEAR 13**

Iden Afshari  
Conor Donegan  
Marut Gohil  
Jessica Harrison  
Simon Hiblen  
Philip Palmer  
Emma Roughsedge  
Jalal Asmatpoor  
Abigail Hicks  
Kenny Brown  
Alex Ho  
Daniel Smith  
David Wood

The following students have also achieved outstanding reports by meeting or beating their target grades and achieving effort grade 1 in all subjects.

## **Year 12**

Sophie Hughan  
Conor Mcgrath  
Glenn Stone

## **Year 13**

Melanie Aston  
Katie Bailey  
Hannah Corkerry  
Krishnali Dholakia  
Conor Donegan  
Jessica Harrison  
Resmi Nair  
James Noake  
Paige Robinson  
Daniel Smith  
Matthew Terry

Abbie Whitbread

David Wood

Well done to all these students. They are very well set up to achieve success in their exams this year.

On Wednesday 9th December, over a hundred Post 16 students, organised into 19 teams, turned up for the Sixth Form Christmas Quiz, all in hope of winning the £130 cash prize. The hugely successful event, organised by the Post 16 Committee and hosted by Quizmaster Luck, was a tense battle of knowledge. Naturally there were disputes between team members and plenty of accusations of cheating. But the entire evening climaxed to a one point difference total between Mr MacMillan's "3 friends, 3 more ..." and Miss Moran's "Santa and his wives" with Mr MacMillan's team just scraping the top spot and the £130 jackpot.

Lauren Heyes also took home a box of chocolates for her fully illuminating Christmas tree costume!

It was a fantastic evening; thank you to all who came and all the teachers who helped out.

**David Wood** – Chair of Post 16 Committee

## **AS and A2 Module exams January 2010**

All students now have their individual timetables for their module exams during the examination period from 11th January – 3rd February 2010. The students will be able to take the half day immediately preceding the exam as additional study leave. Not all Post 16 students have exams after Christmas, but those that do should be busy revising throughout the holiday.

Effective revision can be carried out in short focused bursts or over a longer period. The key thing is that there is some activity, such as making revision cards, drawing revision diagrams, self testing or planning and answering practice exam questions, in order to process the information.

**Mrs Classick** – Head of Post 16 Education

## January Public Exams timetable

Date	Time	Duration	Board	Unit	Component	Year Group
12/01/2010	09:00	01:00	AQA	93003/1F	Mathematics Unit 3 Paper 1 Tier F	Year 11 /12
12/01/2010	09:00	01:00	AQA	93003/1H	Mathematics Unit 3 Paper 1 Tier H	Year 11
14/01/2010	09:00	00:45	AQA	BLY2F	Biology Unit 2 Tier F	Year 11
14/01/2010	09:00	00:45	AQA	BLY2H	Biology Unit 2 Tier H	Year 11
15/01/2010	09:00	01:00	AQA	93002/F	Restricted Mathematics Unit 2 Tier F	Year 10/11
15/01/2010	09:00	01:00	AQA	93002/H	Restricted Mathematics Unit 2 Tier H	Year 10/11
18/01/2010	09:00	00:45	AQA	CHY2F	Chemistry Unit 2 Tier F	Year 11
18/01/2010	09:00	00:45	AQA	CHY2H	Chemistry Unit 2 Tier H	Year 11
20/01/2010	09:00	00:45	AQA	PHY2F	Physics Unit 2 Tier F	Year 11
20/01/2010	09:00	00:45	AQA	PHY2H	Physics Unit 2 Tier H	Year 11
27/01/2010	09:00	00:40	AQA	93001/1P	Functional Maths Comp Test (Paper)	Year 11
03/02/2010	09:00	01:15	AQA	93001/2	Functional Maths Functionality Test	Year 11
21/01/2010	14:00	01:00	AQA	93003/2F	Mathematics Unit 3 Paper 2 Tier F	Year 11 /12
21/01/2010	14:00	01:00	AQA	93003/2H	Mathematics Unit 3 Paper 2 Tier H	Year 11 /12
11/01/2010	09:00	01:30	OCR	4721/01	Maths: CM 1 Written Paper	Year 12
12/01/2010	09:00	01:15	AQA	BIOL1	GCE Biology Unit 1	Year 12
12/01/2010	09:00	01:15	EDEXL/GCE	6BS0101	Dev.New Business Ideas	Year 12
13/01/2010	09:00	01:15	AQA	PHYB1	GCE Physics B Unit 1	Year 12
13/01/2010	14:00	01:30	EDEXL/GCE	6EC0101	Competitive Markets	Year 12/13
14/01/2010	09:00	01:15	AQA	CHEM1	GCE Chemistry Unit 1	Year 12
14/01/2010	09:00	02:00	OCR	G151/01	Law: English Legal System Written	Year 12
14/01/2010	14:00	01:20	EDEXL/GCE	6HI01D	Communism & Democracy 20C	Year 12/13
14/01/2010	14:00	01:30	AQA	INFO1	GCE Info and Comm Tech Unit 1	Year 12/13
15/01/2010	09:00	01:30	EDEXL/GCE	6GE0101	Global Challenges	Year 12/13
15/01/2010	14:00	01:00	AQA	SCLY1	GCE Sociology Unit 1	Year 12/13
20/01/2010	09:00	00:45	AQA	PHY3H	Physics Unit 3 Tier H	Year 12
22/01/2010	09:00	01:30	AQA	INFO2	GCE Info and Comm Tech Unit 2	Year 12/13
22/01/2010	14:00	01:15	EDEXL/GCE	6GE0201	Geog.Investigations	Year 12
15/10/2010	09:00	01:30	AQA	PHIL2	GCE Philosophy Unit 2	Year 12/13
11/01/2010	09:00	02:00	AQA	ENGB1	GCE English Language B Unit 1	Year 13
12/01/2010	09:00	01:30	AQA	PHIL1	GCE Philosophy Unit 1	Year 13
12/01/2010	09:00	01:30	EDEXL/GCE	6916 01	Invest. People at Work	Year 13
12/01/2010	14:00	01:30	AQA	GENA1	Gen Studies A Unit 1 Writ & OT	Year 13
13/01/2010	09:00	01:00	OCR	G541/01	Psychology: Psychlgcl Invstgtns	Year 13
13/01/2010	14:00	02:30	EDEXL/GCE	6FR0201	Written Response	Year 13
14/01/2010	09:00	01:00	OCR	G152/01	Law: Sources of Law Written	Year 13
15/01/2010	09:00	02:30	EDEXL/GCE	6GN0201	Written Response	Year 13
15/01/2010	14:00	01:30	OCR	4722/01	Maths: Core 2 Written Paper	Year 13
15/01/2010	14:00	01:30	OCR	4724/01	Maths: Core 4 Written Paper	Year 13
18/01/2010	09:00	01:30	AQA	GENA2	Gen Studies A Unit 2 Writ & OT	Year 13
18/01/2010	14:00	01:15	AQA	PHYB2	GCE Physics B Unit 2	Year 13
18/01/2010	14:00	02:00	AQA	LTA1A	GCE English Lit A Unit 1A	Year 13

Date	Time	Duration	Board	Unit	Component	Year Group
19/01/2010	09:00	02:00	OCR	G451/01	PE: an Introduction to PE	Year 13
19/01/2010	14:00	01:45	AQA	BIOL2	GCE Biology Unit 2	Year 13
20/01/2010	09:00	01:20	EDEXL/GCE	6HI02A	Crown & Authority	Year 13
20/01/2010	09:00	02:00	AQA	TEXT1	D&T: Product Design (Textiles)	Year 13
20/01/2010	09:00	02:00	EDEXL/GCE	6147 01	Further Study of Prod.Des	Year 13
20/01/2010	14:00	01:30	OCR	4723/01	Maths: Core 3 Written Paper	Year 13
20/01/2010	14:00	01:30	OCR	4725/01	Maths: Further Pure 1 Written	Year 13
21/01/2010	14:00	01:15	EDEXL/GCE	6BS0201	Managing the Business	Year 13
21/01/2010	14:00	01:30	EDEXL/GCE	6925 01	Marketing Decisions	Year 13
21/01/2010	14:00	01:45	AQA	CHEM2	GCE Chemistry Unit 2	Year 13
22/01/2010	14:00	01:30	AQA	SCLY3	GCE Sociology Unit 3	Year 13
25/01/2010	09:00	01:30	OCR	4728/01	Maths: Mech 1 Written Paper	Year 13
25/01/2010	09:00	01:30	OCR	4736/01	Maths: Dec 1 Written Paper	Year 13
25/01/2010	14:00	01:30	AQA	BIOL4	GCE Biology Unit 4	Year 13
25/01/2010	14:00	01:30	EDEXL/GCE	6104 01	Microbiology & Biotech	Year 13
25/01/2010	14:00	01:30	EDEXL/GCE	6105 01	Genetics, Evolution	Year 13
25/01/2010	14:00	01:30	EDEXL/GCE	6BS0301	International Business	Year 13
27/01/2010	09:00	01:30	EDEXL/GCE	6244 01	Periodity & Organic	Year 13
27/01/2010	09:00	01:30	EDEXL/GCE	6245 01	Transition & Kinetics	Year 13
27/01/2010	09:00	01:45	AQA	CHEM4	GCE Chemistry Unit 4	Year 13
27/01/2010	14:00	01:30	OCR	4732/01	Maths: Prob 1 Written Paper	Year 13
27/01/2010	14:00	02:00	AQA	INFO3	GCE Info & Comm Tech Unit 3	Year 13
28/01/2010	09:00	01:10	EDEXL/GCE	6106 03	Synoptic Paper	Year 13
28/01/2010	09:00	01:30	OCR	G158/01	Law: Law of Torts Special Stdy Wrtn	Year 13
28/01/2010	14:00	01:45	AQA	PHYB4	GCE Physics B Unit 4	Year 13
29/01/2010	09:00	01:30	OCR	2545/01	Psychology: Psych/Hlth	Year 13
29/01/2010	09:00	01:30	OCR	2549/01	Psychology: Psy & Crim Written Paper	Year 13
29/01/2010	09:00	01:30	OCR	G543/01	Psychology: Optns Apld Psych	Year 13
29/01/2010	14:00	01:30	EDEXL/GCE	6EC0301	Business Economics	Year 13
01/02/2010	09:00	01:30	EDEXL/GCE	6246 02	Synoptic	Year 13
03/02/2010	14:00	01:30	OCR	G544/01	Psychology: Apps & Rsrch Mths	Year 13

## Vacancies for Exam Invigilators

Invigilators needed for exam seasons throughout the year.

The exam period is from mid-November to the end of June, with a major exam season in January and June.

Bookings are made for individual exam sessions, according to need and each invigilator's availability, so you do not need to be available every day, or even every week.

Experience is desirable but not essential. Morning sessions from 8:30 am. Afternoon sessions from 1:30 pm.

Please call Lisa Dewey on 0208 5823274 Or email: [ldewey@hillingdongrid.org](mailto:ldewey@hillingdongrid.org)

# JCQ Notice to candidates for Public exams




AQA	City & Guilds	CCEA	Edexcel	OCR	WJEC
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## Notice to Candidates

For written examinations held in the period 1 September 2009 to 31 August 2010

This notice 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.

<b>A</b>	<b>Regulations – Make sure you understand the rules</b>
1	Be on time for all your examinations. If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the examination.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4	Only take into the examination room the materials and equipment which are allowed.
5	Do not take into the examination room any unauthorised materials or equipment which might give you an unfair advantage. This includes notes, calculator cases/instruction leaflets, bags, personal TVs/stereos, digital equipment, reading pens, electronic communication/storage devices, <b>including mobile telephones</b> , iPods, MP3/4 players or any other products with text/digital facilities. Any pencil cases taken into the examination room must be see-through. <b>Remember:</b> 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. 
6	Do not use correcting pens, fluid or tape, highlighters or pale coloured gel pens in your answers.
7	Do not talk to or try to communicate with or disturb other candidates once the examination has started.
8	If you leave the examination room unaccompanied by an invigilator before the examination has finished, you will not be allowed to return.
9	Do not borrow anything from another candidate during the examination.
<b>B</b>	<b>Information – Make sure you attend your exams and bring what you need</b>
1	Know the dates and times of all your examinations.
2	Arrive at least ten minutes before the start of each examination.
3	If you arrive late for an examination, report to the invigilator running the examination.
4	If you arrive more than one hour after the published starting time for the examination, you may not be allowed to take it.
5	Only take into the examination room the pens, pencils, erasers and any other equipment which you need for the examination.
6	You must write in black ink. Coloured pencils or inks may be used only for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.
<b>C</b>	<b>Calculators, Dictionaries and Computer Spell-checkers</b>
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator <ul style="list-style-type: none"> <li>• make sure it works properly; check that the batteries are working properly;</li> <li>• clear anything stored in it;</li> <li>• remove any parts such as cases, lids or covers which have printed instructions or formulas;</li> <li>• do not bring into the examination room any operating instructions or prepared programs.</li> </ul>
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
<b>D</b>	<b>Instructions during the examination</b>
1	Listen to the invigilator and follow their instructions at all times.
2	Tell the invigilator at once: <ul style="list-style-type: none"> <li>• if you think you have not been given the right question paper or all of the materials listed on the front of the paper;</li> <li>• if the question paper is incomplete or badly printed.</li> </ul>
3	Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4	Fill in all the details required on the front of the question paper and/or the answer booklet before you start the examination.
5	Remember to write your answers within the designated sections of the answer booklet.
6	Do your rough work on the proper examination stationery. Cross it through and hand it in with your answers.
<b>E</b>	<b>Advice and assistance</b>
1	If on the day of the examination 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 examination if: <ul style="list-style-type: none"> <li>• you have a problem and are in doubt about what you should do;</li> <li>• you do not feel well;</li> <li>• you need more paper.</li> </ul>
3	You must not ask for, and will not be given, any explanation of the questions.
<b>F</b>	<b>At the end of the examination</b>
1	If you have used more than one answer booklet and/or any loose sheets of paper, place them in the correct order. Remember to fasten them together with a treasury tag before you leave.
2	Do not leave the examination room until told to do so by the invigilator.
3	Do not take from the examination room any examination stationery, (i.e. the question paper, answer booklets used or unused), rough work or any other materials provided for the examination.
<b>The invigilator will tell you when you may leave the examination room.</b>	