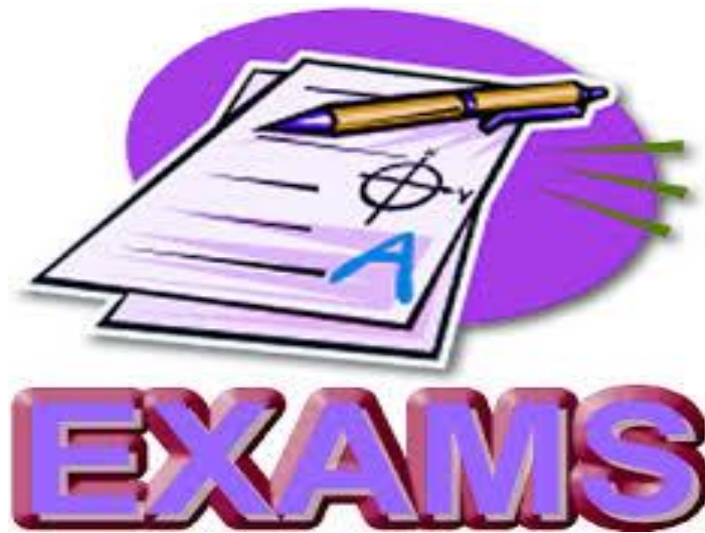




EXAMINATION INFORMATION BOOKLET FOR YEAR 11 PUPILS



Centre Number: 20956

Candidate Number: _ _ _ _ _

Name: _____

Form: _____



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School telephone number:

01902 539500

INTRODUCTION

The final exams are very important and will play a major part in deciding on pupils' final grades. The exam period can be a stressful time and this booklet has been written to help you understand what to do about your GCSE exams this summer. Please read it carefully as it should answer most of the questions you may wish to ask. It contains advice about where to go, at what time, what to take with you, what to do if you are ill and much more.

Keep this booklet in a safe place and consult it frequently. Go through it with your Form Tutor and Parents. The more people who know what is expected of you, the less likely you are to make a mistake like turning up for an exam at the wrong time. Turning up too early could be mildly embarrassing, turning up too late would be a disaster – if an examination is missed it CANNOT be taken at a different time.

Use the times and dates that are printed on your Individual Candidate Timetable but remember to arrive well before the start time of the exam – around 15 minutes should be sufficient.

Before your examinations start, make sure you know:

- Your candidate number (record it on the front of this booklet)
- What subjects you are entered for
- The official title and code for the subject
- The level or tier at which you are entered
- The room and your seat number for each particular exam

If you are unsure about any of this information, ask your subject teacher, your Form Tutor, your Key Stage Manager or Mrs Keeley the Examinations Officer.

We all want you to do well in your examinations over the coming weeks and encourage you to revise thoroughly and prepare well before you arrive.

UNIFORM

Whenever you are in school you are expected to wear full and correct uniform.

EXAMINATION EQUIPMENT

Before entering the exam room you must be sure that you have enough:
pens (you may only write in BLACK ink),
pencils (an HB pencil is needed for multiple choice questions),
rubbers,
pencil sharpener,
crayons (for illustrations or map work),
ruler and mathematical instruments (compass and angle measurer or protractor) .

Remember any pencil cases taken into the exam room **MUST** be see-through.

Correction fluid and highlighter pens must not be used in any examination.

CALCULATORS

You will need to have a calculator for some exams, such as Mathematics and Science. Make sure that it is suitable for the exam and that, if necessary, it has a new battery. Do not bring instruction booklets into the exam room. Calculators must be battery or solar powered, free of lids, cases and covers.

Calculators must not offer the following facilities: language translators, symbolic algebra manipulation, communication with other machines or the internet.

Calculators must not have retrievable information stored in them such as databanks, dictionaries, mathematical formulas or text.

Candidates may bring a bottle of WATER into an exam room, but it MUST be in a clear, plastic bottle.

MOBILE PHONES

Mobile phones, IPODs, iPADS, MP3 Players and Pagers are not allowed to be in your possession in the examination room. You must leave your mobile phone in your bag and place them where instructed to by the Invigilator. You must make sure that your phone is SWITCHED OFF because if it rings during an exam it will disturb others. There are severe consequences for pupils being found to have a mobile phone with them in the examination room. For further information see page 7 point 5.

Wrist Watches

A candidate **MUST NOT** have access to a wrist watch that has a data storage device. This includes iWatches (SmartWatches).

TIMES AND PLACES

- Place:** Exams will take place mainly in P07, P09 and P10. However, on some occasions other rooms may also be used. The room and your seat number are printed on your Individual Candidate Timetable so remember to check your details carefully. Seating plans are displayed on the Examination Notice Board near the Main Hall.
- Time:** Morning exams start at **9:30** am and afternoon exams start at **1:30** pm. However, on occasions some exam start times may differ so always check your details carefully.
- Arrival:** Pupils should arrive at school by **08:40** for morning exams and **13:10** for afternoon exams. On arrival at school, report to the Hall or the room that your exam is scheduled to take place in. When the examination is underway, the Invigilator will mark you present on the attendance list and this will be passed on to the Attendance Officer.

LATE ARRIVAL

Firstly..... Do not be late! If you are late and arrive within 30 minutes of the start time, you can still take your exam. You must report to a member of staff in the exam room as soon as you arrive. You may be allowed the full time to complete your paper but this will depend on adequate supervision being available at the time. If a candidate arrives more than 30 minutes late, the Exam Board has the right not to accept the script at all. The exam board will be notified of your late arrival and will decide whether they accept your reason for the lateness and whether they will mark any work you did after the official end of the exam. This decision will depend upon how far the security of the examination has been maintained.

ILLNESS AND OTHER EMERGENCIES

You should make every effort to ensure that you attend for all exams. If you are ill and unable to get to school on the day, you must do the following:

1. telephone school, or get someone to do it for you, as soon as you can. The school number is: 01902 539500
2. get a medical note from your doctor and give the note to Mrs Keeley, the Examinations Officer, as soon as possible because this has to be sent to the awarding body within 7 days of the examination.

Minor ailments should not prevent you from attending for an exam and it is much better to try and get to school to take the paper if possible. If you attempt the paper, the Examinations Officer can apply for Special Consideration from the awarding body and credit will be given for the work you do.

If you are feeling unwell when you arrive in school or are taken ill during an exam, tell a member of staff in the exam room and they will take care of you.

Similar rules apply if a candidate misses a terminal examination due to bereavement. If the candidate can prove bereavement with a death certificate or medical note, Special Consideration can be applied for by the Examinations Officer.

Routine medical, dental and other appointments should be re-arranged to avoid clashes with examination times.

PLEASE NOTE:

If you do not attend for an exam that you have been entered for and you do not provide a valid reason for your absence, **you may be asked to pay the cost of the entry fee.**

IN THE EXAMINATION ROOM

The exam boards have rules and regulations, which are designed to ensure that, as far as possible, all candidates will take their exams under the same conditions. These are shown at the back of this booklet and in the examination room. The school has to report anyone who disobeys these regulations and it can mean that the candidate's paper is cancelled. What is even worse is that the exam board may exclude the pupil from all other exams. So read them carefully and behave yourself.

Below are some important points to help you:-

1. Check your seat number on your Individual Candidate Timetable or on the seating plan near the Main Hall.
2. You must be silent from the moment you enter the exam room until you leave at the end of the exam.
3. You must not take any notes into the room. Everything you need must be in a clear plastic bag.

4. Bags, books, cases and instructions for calculators, outdoor clothing, sweets and drinks must be left at the back of the exam room, or wherever instructed by the Invigilator. You may bring water in a clear, plastic bottle as long as the label has been removed and there is no writing on it.
5. Please try not to bring a mobile phone to school. If you must bring one, it should be switched off and left in your bag at the back of the exam room. If a phone is found to be switched on in an exam, the school is obliged to report it and the exam board may cancel your whole subject result. Even if your phone is turned off, **if it is on your person**, they may cancel the paper you are taking. Please be sensible – it is not worth the risk!!!
6. Switch off any alarm on your calculator and/or watch.
7. Sit in the order and place shown by the label on your desk, with your candidate number on it.
8. When you sit down in the Examination room, face the front and wait patiently. Do not look around the room. Do not communicate in any way (not just talking) with other pupils or disturb them.
9. Do not leave your seat without permission. If you want something, put up your hand and wait for an Invigilator to come to you.
10. If you feel ill or need to go to the toilet, put up your hand. If it is deemed appropriate a member of staff will escort you.
11. Write your name, candidate, number and centre number on every booklet or sheet of paper you use.
12. Listen very carefully to the instructions given to you by the Invigilator at the start of the exam.
13. Take time to read all the instructions on the exam paper and carry them out exactly – if you are unsure, put your hand up and ask for help.
14. When you have finished, use the remaining time to check your work thoroughly. Don't waste this valuable time.
15. After the exam, leave, as you are told to, in SILENCE. Be especially quiet and have consideration for others if another exam is still going on after yours has finished.

EXAMINATION RESULTS

GCSE Results will be available to collect from school on Thursday 23rd August and will be available for you to collect in person from the Main Hall between 10:00 am and 12:00 midday. If you cannot collect your results yourself, you can get them by doing the following:

Send a stamped, addressed envelope into school in order for us to post them to you

Or

Someone else can collect them for you if they have a signed letter from you giving your consent for school to give them to this named person.

PLEASE DO NOT TELEPHONE THE SCHOOL to ask if the results have arrived or to ask to be given your results – we CANNOT give results out over the phone.

ENQUIRIES ABOUT RESULTS

If the centre or a candidate wishes to submit an enquiry about results or gain access to a script for a particular reason, the application has to be made by the Examinations Manager. The candidate must give signed consent prior to the enquiry being made. The Enquiry about Results Consent Form explains to the candidate/s that their original grade could go down as well as up.

Each exam board sets fees for these services and they vary between the exam board and the type of enquiry made. The centre will pay for any enquiries that are felt are necessary. However, if a candidate or parent requests an enquiry or to gain access to a script, the fee must be paid to the Examinations Manager before the enquiry can be submitted. The Examinations Manager will be able to advise you on the exact cost at the time. Alternatively, you can access the fees information on the individual exam board website after results have been published.

Each Awarding Body sets deadlines for these services and after the deadlines have passed they will NOT accept any further enquiries. For GCSE results in August 2018 the deadline dates are as follows:

Enquiries about Results (i.e. remark)	15 September
Access to Scripts	22 September

Please note: You cannot request the script back then ask for a remark – you can only request one or the other.

CERTIFICATES

All pupils (and their parents/carers) will be invited to a presentation evening, which is usually held in January. During the evening you will be presented with all of your examination certificates. You will be asked to sign on arrival, as this is your confirmation that you have received your certificates.

If you are unable to attend presentation evening, your certificates will be available to collect from school but please telephone first to let the Examinations Officer know that you will be coming in to collect them. Certificates are held in school for a period of twelve months, after which they are returned to the Awarding Body.

If you are unable to collect your certificates in person you may ask someone else to collect them for you but they will need to bring a signed letter from you giving your consent for school to give them to this named person. The named person will be asked to sign confirmation of receipt of your certificates.

Be aware:

If you lose your certificates or need a replacement for any reason, you will need to get in touch with the exam board directly to make an application for a replacement certificate – school CAN NOT do this for you. The exam boards charge for replacement certificates and the fee does vary between awarding bodies. However, the current average fee is around **£37 per certificate**. So, keep them safe.

