

Everything You Need To Know About Your Exams



Contents

BEFORE THE EXAMS	3
• Forewarned is Forearmed	3
• Exam Clashes	3
ON THE DAY	4 - 5
• Dates, Times & Places	4
• What to Bring	4
• Do's & Don'ts	5
• If you're Late	5
ILLNESS, ABSENCE & EMERGENCIES	6
• Illness During an Exam	6
• Illness on the Day of an Exam	6
• Absence from an Exam	6
AFTER THE EXAMS	7 - 9
• Results	7
• Post-Results Services	8
• Certificates	9

Before the Exams

Forewarned is Forearmed

- **YOU** are responsible for knowing when and where your exams are. This booklet has lots of important information in it so keep this booklet and your exams timetable in a safe place and consult them often.
- Go through them with other people such as your form tutor and parents/carers. 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!
- Check your examinations timetable very carefully and let your subject teacher and the Exams Officer know straight away if you think there is an error.
- Make sure that you know exactly what subjects you are entered for, the official title and code for the subject and the level at which you are entered. Ask your subject teacher if you are unsure.

Exam Clashes

- Check your timetable carefully for clashes.
- If the total time of clashing exams in either a morning or an afternoon session is 3 hours or less, you will have to sit one after the other in the same session.
- If it is greater than 3 hours, you will have the choice of sitting one exam in the morning and be supervised by an invigilator until the afternoon session, when you will sit the other exam. You will need to bring a packed lunch and some revision material with you. You will not be allowed to speak to other candidates, access the internet or use your mobile phone.
- Contact the Exams Office immediately if you have any exam clashes on your timetable.

On the Day

Dates, Times & Places – These are NOT negotiable!

Turning up too early can be mildly embarrassing – turning up too late would be disastrous! You CANNOT take an exam on a different day or time unless there is a timetabled clash.

- The majority of your exams will be in the Sports Hall. Clear signs will inform you if your exam is being held somewhere else, such as the Main Hall. Keep an eye out for these in the foyer between the Hall and Canteen.
- Music and MFL listening exams will be held elsewhere – again, signs will be put up around the Halls Block to keep you informed.
- **Morning exams start at 9.00 AM**
- **Afternoon exams start at 1.30 PM.**
- Make sure you arrive at least 15 minutes before the start of your exam.
- Seating plans will be displayed outside the Hall, to help you find your seat.

What to Bring

Equipment

Ensure that you bring with you an adequate supply of:

- | | |
|----------------------|-----------------------------|
| ▪ black pens | ▪ colouring pencils |
| ▪ pencils | ▪ a ruler |
| ▪ erasers | ▪ mathematical instruments |
| ▪ a pencil sharpener | ▪ calculator (if permitted) |

These items must be held in a clear plastic bag or clear pencil case. You can only write in black ink or ballpoint pen. Make sure you have plenty of spare black pens, pencils, etc. The only items that can be provided by school are black pens. Do not bring Tippex or correcting fluids, highlighter pens or blue ink/pens. Do not bring pencil cases that are not transparent.

Calculators

For subjects such as Maths, Science, Business Studies etc, you may be allowed to use a calculator. YOU will need to provide it, we cannot lend you one. Make sure that it is suitable for the exam and that it has a new battery. Do not bring instruction booklets or calculator cases into the exam room. Programmable calculators must have their memories erased.

Food & Drink

Food, sweets & chewing gum are not permitted in exams rooms. Drinks, such as water, juice or squash, may be brought in to the exam room. These must be in a clear plastic bottle with the label removed. Cans are not permitted.

Mobile phones, MP3/MP4 players, iPods, iWatches etc are NOT permitted in the exams room. We do not offer secure storage for such items. Therefore, do not bring them to school.

Invigilators

Once inside the exam venue you are under the supervision of the Exam Invigilators. Exam Invigilators are members of staff appointed by the Headteacher to conduct exams safely and fairly. Listen to them carefully and follow all instructions. These instructions are from the Joint Council of Qualifications (JCQ) who administer exams on behalf of all the exam boards and are clear and non-negotiable.

The exam boards have the power to disqualify you from ALL exams if you break any of their rules.

Dos & Don'ts on the day

Do – wear school uniform for all exams.

Do – arrive early and check seating plans.

Do – bring all necessary stationery and equipment, including spare BLACK pens and a calculator, in a clear pencil case.

Do – be silent from the moment you enter the exam room.

Do – **check** the exam paper on your desk; make sure it is the right subject, level and tier (F/H).

Inform an invigilator if there is a problem.

Do – complete all sections on the front of the exam paper, as well as any additional paper you use. Read the instructions carefully and work right the way through the exam paper until it says END OF QUESTIONS. Remember, questions may be printed on the back page.

Do – remain silent until you have left the exam room, and move quickly and quietly away from the Halls Block – other students may still be working.

Don't – bring any unauthorised materials into the exams venue. This includes mobile phones, MP3/MP4 players, iPods, iwatches, tablets etc. Remember, you are in serious danger of being **disqualified** from the exam if you have such an item in your possession, even if it is switched off and you have no intention of using it.

Don't – attempt to communicate **in any way** with other candidates once inside the exam venue.

Don't – leave your seat without permission. If you need something, raise your hand and tell the invigilator when they come to you.

If You're Late

If you are late DON'T PANIC! – you will still be allowed to sit your exam but we MUST inform the exam boards of your late arrival. You will be considered very late to the exam if you arrive more than 1 hour after the published start time for an exam which lasts 1 hour or more ie after 10am for a morning exam or after 2.30pm for an afternoon exam You will also be considered very late to an exam if that exam lasts less than one hour and you arrive after the published finish time for the exam.

If you are late, the Exam Boards **may** decide not to mark your paper if they think the security of the exam has been compromised. Therefore, you should try to arrive early to all your exams. The school must inform the exam board if you have arrived late and inform them of the reasons

- If possible, ring the Exams Office or Student Services and tell them you are on your way.
- Go straight to the exam venue and enter silently.
- Speak to one of the invigilators and explain why you are late. They will help you find your seat and give you your paper. Check it is the correct subject, level and tier.
- If practical you will be given the full time to complete your exam.
- You will NOT be allowed to sit an exam if you arrive after the published finishing time for that exam.

Illness, Absence & Emergencies

Illness during an exam

If you become ill during an exam, alert an invigilator. They will do what they can to help you complete your exam if at all possible, such as give you rest breaks, take you to the toilet, move your desk nearer the door, bring you tissues etc. Once your exam has finished, speak to the Exam Officer about obtaining a medical note. This will be required to enable us to apply for Special Consideration for you, if that is appropriate.

Illness **ON THE DAY** of an exam

If you fall ill at home and **cannot get into school** to take your exam, you **must**:

- Telephone school, or get someone to do it for you, as soon as you can. The school number is 01335 343685. You may leave a message at Student Services (ext:1100) or the Exams Office (Ext:1392).
- Get a medical note from your doctor and give it to the Exam Officer as soon as possible. We can apply to the Examination Board for Special Consideration because you missed an exam, as long as you have completed all other elements of the qualification, but this must be done within 7 days of the missed exam.

If you manage to get to the exam then inform an invigilator that you are not feeling well and they will then be aware that you may need to leave the exam room for a short time.

PLEASE NOTE: As all subjects are now examined at the end of the course (ie only in the Summer) you will not get another opportunity to sit this exam for a whole year. Therefore, it is essential that you try and get in for every exam, if at all possible.

Absence from an exam

We need to know in all cases why you are absent from exams. You should, without fail, arrive for an exam for which you have been entered and is on your timetable, except in the case of severe illness (see above). If you do not attend an exam for which you have been entered, a member of the school staff will telephone home to find out why you are not attending.

If no acceptable reason is given for absence from an exam, then the school will expect repayment of the full examination fee, and has the legal power to pursue the recovery of the fee through the civil courts.

Please note the entry fee for one GCSE subject is £60.00, for AS/A2 Level it is £120.00

After the Exams

Results

AS & A2 Level results will be available to you on Thursday 16 August 2018.

GCSE results will be available to you on Thursday 23 August 2018.

It is your responsibility to make arrangements for receiving your results. This can be done in one of 3 ways:-

1. Collected by you from school between 8.00 am and 10.00 am on the day.
2. Collected by another person during the above times, but only if they bring a letter of authority with them that is signed by you.
3. By post. Any results that are not collected on the day will be sent out by Second Class post.

In exceptional circumstances, as agreed before the exams by School you may receive the results via email. We **cannot** give out results over the telephone.

New Grading from 2017 GCSE

The following chart shows the grade boundaries for subjects this year. They will appear on your statement of results as numbers between 9-1.



NEW GCSE GRADING STRUCTURE	CURRENT GCSE GRADING STRUCTURE
9	A*
8	A
7	B
6	C
5	D
4	E
3	F
2	G
1	U
U	U

Diagram illustrating the equivalence between the new GCSE grading structure (9-1) and the current GCSE grading structure (A*-G). A central circle contains the text '4 = C and above and above', with arrows pointing to the corresponding grades in both structures. A dashed horizontal line is drawn between the new grade 4 and the current grade C.

Post-Results Services

After Results Day, you may access the Post-Results Services. These are:

- Clerical Check – checks the adding-up of marks.
- Review of marking – a new examiner will review the script to identify genuine marking errors or unreasonable marking.
- A2 scripts only: Priority Re-Mark of a unit can accessed if your university place may be affected.
- *Please note that if a script is re-marked, **marks can go down as well as up, and you must accept the new mark.***
- AS and A2 scripts only – Photocopy Script Return will return to school in time to allow you to apply for a re-mark, if required.
- Original Script Return – re-marks will not be possible if you choose this service, but it may inform a decision to re-sit the exam next year.

Post-Results Services are only available via school staff and all incur fees, to be paid by you, and are subject to strict deadlines. Application forms for Post-Results Services will be available on Results Day, or from the Exams Office. You will have to contact the Exams Office to apply for one of these services who will advise you on the best service for your situation.

Certificates

The Statement of Results which you receive on Results Day is only provisional and will not generally be accepted by colleges and employers as proof of your achievements. Your **Exam Certificate** is the **only official** proof of your results. Certificates will be available from the middle of December and notification will be put on the school website.

- If you stay on to the Sixth Form, your GCSE Certificates will be distributed at the Sixth Form.
- AS Certificates will be distributed at the Sixth Form.
- A Level Certificates will be distributed at Speech Day in December.
- If you do not return to the Sixth Form, or do not attend Speech Day, you must collect your certificates from school. Please ring the Exams Office first so that they can be made ready. A friend or relative can collect them on your behalf, but must bring with them a letter of authority, signed by you.
- Certificates **will not** be posted out to you, they **must** be collected in person and signed for by you, or the person you authorise to collect them.
- Please keep these certificates safe. Exam Boards no longer issue duplicate certificates except if you can prove they have been stolen or damaged by accident. It is your responsibility to contact the boards to arrange duplicates if necessary. There is a charge for this service payable to the exam boards.
- We do not hold Certificates in school for longer than a year after the exam was taken. After this time, any uncollected certificates will be destroyed as per JCQ instructions.

Contacting School

If you need to contact school about exams or absence please use the following numbers.

Exams Officer – Mrs Elliott

Tel: 01335 343685 (ext 1392)

Student Services

Tel: 01335 343685 (ext 1100)