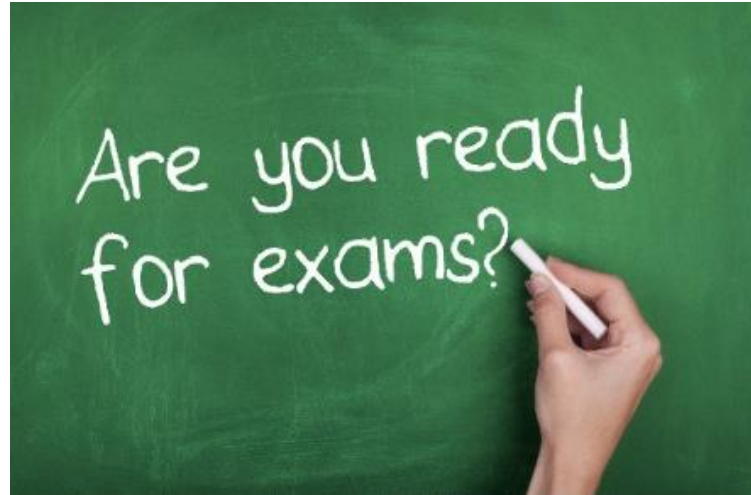




# Exam Rules and Information



The information you are about to be given is to ensure you are prepared for your upcoming exams. By the end of this assembly, you will know what is expected of you and how to conduct yourself during an examination.

# Before the exam

- Check your timetable so you know where to go on what day and time.
- Make sure you have all the equipment you need in a clear plastic case.
- It can get very hot in the summer so make sure you take a bottle of water in with you. The bottle must be clear and free of labels.
- Go to the toilet **BEFORE** you enter the exam room!
- Check your timetable for your seat number and familiarise yourself with the seating plan (outside the exam room) so that you know where to sit when you enter the room. You must sit at the desk that has been allocated to you.
- Remember – you are under exam conditions as soon as you enter the room. This means no talking is permitted and you are not to distract others.



Take a photo of your timetable in case you lose it – you will not receive another printed copy.  
Exam dates can also be found on our website.

# Exam Rooms and Seating



- There will be approximately 6 exam rooms. The main exam rooms are the Activity Studio and Room 115.
- Check your timetable carefully – you may not be in the same room as your friends!
- Students with access arrangements and/or medical conditions will be assigned to one of the smaller exam rooms.
- Whilst we ensure that all students' needs are adhered to, there is limited capacity in the smaller rooms so you will not be moved from the main room unless you can provide medical evidence stating why you need to be in a smaller room. This should be with the Exams Officer as soon as possible (and **NOT** on the day of the exam!).

# Exam Start Times

Morning exam: 9:00am

Afternoon exam: 2:00pm

The above times can vary, for example, if you are a clash candidate (this means you are due to take 2 exams at the same time).

A different start time will show on your timetable so it is essential that you stick to the times on your timetable (and not what your friends tell you!). If you miss an exam it cannot be taken at any other time!

You **MUST** be outside your exam room 15 minutes before the start of your exam.



# Late Arrivals

Firstly:

**DO NOT BE LATE**

If you are late, you must inform Reception and wait for the Exams Officer to take you to your exam room.

You are not to enter the exam room unescorted. You will lose the time you have missed and the exam board will be notified of your late arrival and they may not accept your work.

If you are late, the exam board will be notified and they will decide whether or not to accept your work.

If you are persistently late for your exams, your parents/carers will be contacted.



Ensure you leave earlier than you normally would to account for anything that may make you late. 'The bus was late' or 'I was stuck in traffic' are not acceptable excuses.

# Illness and other emergencies



If you are unable to attend, you must:

- Make sure your parent/carer telephones school **before 09:00am.**
- Provide evidence of absence to the Exams Officer, Miss Kubicek, within 7 days of the exam (i.e medical note).

Routine medical appointments should be rearranged to avoid clashes with exam times.

Exam dates and times are set by the exam board - you cannot take an exam at any other time so make every effort to attend.

# Special Consideration

Special Consideration is an adjustment that can be made to your mark to reflect temporary illness, temporary injury or another event outside of your control that has an effect on your ability to demonstrate your normal level of attainment.

The Examinations Officer can apply for Special Consideration from the awarding body and credit may be given for the work you do if:

- You are unwell on the day of the examination. It is much better to try and get to school to take the paper if possible.
- You are absent due to an event outside of your control i.e illness or bereavement and you can prove the bereavement with a death certificate or medical note.

This does not mean that you can miss an exam and expect to receive a grade. Special Consideration **will not** be applied for without evidence.





# Examination Results

## Results Day

GCE Results – Thursday 16<sup>th</sup> August, 2018

GCSE Results – Thursday 23<sup>rd</sup> August, 2018



If you cannot collect them on the above date, you can collect them from Reception during the normal school day.

If you cannot collect your results yourself, they can be:

- Emailed to you – this can be at any time during results day. A time cannot be guaranteed. Or
- You can ask someone to collect them for you – they will need to provide photo ID.

To request either of the above, you will need to fill in a form which you can collect from the Examinations Officer or you can find it on our website. Please ensure this is with Miss Kubicek AS SOON AS POSSIBLE.

Your results will not be released to another person, or emailed to you, under any circumstances without a fully completed application form.

**We cannot give out results over the phone, so please don't ask.**

# Post Results Services

If you are unhappy with your result, exam boards offer the following services:

- Access to Scripts – you will be provided with your original script so you can see where you need to improve.
- Clerical Review – this is to ensure all pages were marked, all marks were counted and that your result matches the marks on the paper.
- Review of Marking – your paper will be reviewed to identify marking errors or unreasonable marking. Your grade could either go up, down or stay the same. This includes a Clerical Review.

The deadline for these services are during September so it is important to let the Examinations Officer know if you wish to request one of the above services as soon as possible. Exam boards will not accept any requests after the deadline (priority service for A-Level requests is 23<sup>rd</sup> August).

The centre will pay for any enquiries that are felt are necessary, however, if you or your parent requests an enquiry or to gain access to a script, the fee must be paid to the Examinations Officer before the enquiry can be submitted.

# Certificates

- You will be invited to a presentation evening where you will be issued with your certificates. Time and date to be confirmed.
- If you lose your certificate(s) or need a replacement for any reason, you will need to request this directly from the exam board. However, you will need to pay a fee for this service. The cost of this service is around £43 per certificate.



Helpful  
Tips

Make sure your name and date of birth are correct on your exam timetable as this is how it will show on your certificate. If an amendment to a certificate needs to be made, you will need to pay a fee to the exam board. The fee is currently around £43 per certificate.

# Exam Room Rules and Regulations

## What to do



- Be outside your exam room 15 minutes before the start of your exam.
- Switch off Mobile phones and/or electronic devices and store them in your locker – DO NOT BRING THEM IN THE EXAM ROOM.
- Remove calculator cases and erase the memory.
- Enter the exam room in silence and sit at the desk that has been allocated to you – your name card will be on your desk.
- If you are wearing a watch, remove it from your wrist and place it face up on your desk.
- Wait patiently for instructions from the invigilator.
- Check the front cover of the exam paper to make sure that you are taking the correct examination.
- Raise your hand if you have any queries and wait for an invigilator.
- At the end of the exam, once you have been dismissed by the invigilator, leave the room **in silence**.

# Exam Room Rules and Regulations

## What not to do



- Do not attempt to cheat or break the rules as it will be reported to the exam board and may result in disqualification.
- Do not distract others or attempt to communicate with another student – this will be considered malpractice.
- Do not take any unauthorised notes/materials in to the exam room. Any equipment you need should be in a clear plastic case.
- Do not bring any bags in with you. Your belongings should be in your locker.
- Do not open your question paper until you are told to do so by the invigilator.
- Do not take anything out of the exam room that you didn't take in with you such as the question paper, answer booklet, paper used for rough work, equipment etc.
- Do not continue to write after the end of your exam.
- Do not leave your seat without permission.



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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## Warning to Candidates

1. You **must** be on time for all your examinations.
2. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
3. You **must not**:
  - sit an examination in the name of another candidate;
  - have in your possession any unauthorised material or equipment which might give you an unfair advantage.
4. **Possession of a mobile phone** or other 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. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
6. You **must** follow the instructions of the invigilator.
7. If you are in any doubt speak to the 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.

Effective from 1 September 2014



**NO IPODS, MOBILE PHONES  
MP3/4 PLAYERS  
SMARTWATCHES**

**NO POTENTIAL TECHNOLOGICAL/WEB  
ENABLED SOURCES OF INFORMATION**

**Possession of unauthorised items, such as a mobile  
phone, 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.**

# Finally...

You have had all the information you need to get you through the upcoming exams season. It is now up to you to make the right choices that will ensure your success.



Please remember, we are here to help. If there is anything you do not understand, or if you need further support, please speak to myself or another member of staff.

We wish you the best of luck!