

GUIDE TO EXAMINATIONS 2016-2017

EXAM CENTRE NUMBER 33608

**K Murray
Exams Officer
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This guide has been prepared for parents/carers and students of the Academy. It is important students know what is expected of them in order to do their best in public examinations so we would urge parent/carers and their son/daughter to read through this together.

At the back of this guide are the Regulation Notices produced by JCQ. This is a body representing all the examination boards. It is imperative that you read and abide by the Regulations.

EXAM BOARD REGULATIONS

Information for Candidates – Written Exams

Information for Candidates – On-screen Exams

Information for candidates – Guidelines when referring to exams and assessments through the internet

Information for Candidates – GCSE controlled assessments

Information for Candidates – Non-examination assessments

Warning Notice

No Mobile Phones Notice

BEFORE YOUR EXAMINATIONS

Read all the exam board regulation documents at the back of this guide. The Academy will strictly enforce these regulations. Any breach of regulations will be taken very seriously and could possibly lead to disqualification from one, some, or all of your GCSE exams.

You will receive an individual examination timetable.

- This will list all the examinations you have been entered for. It shows the date and start time of your examinations. It shows your 4-digit candidate number. Make sure you know this as you will need to write it at the top of your exam papers. Make sure you know our Exam Centre Number – 33608. You will need to put this at the top of your exam papers.
- You need to check that your name and date of birth are correct. The information will be printed on your exam certificates and needs to match that which is on your birth certificate. Inform the Exams Officer immediately if anything needs amending.
- Are all your subjects listed? If anything is missing it means you have not been entered for the exam. Speak to your subject teacher immediately if you think this is wrong.

The Academy Examination Timetable will be displayed on the exam notice board outside student services. This shows all the exams for that series (not just yours), and the room to be used for each of those exams. Make sure you know which room your exam will be in. You must arrive at the exam room 15 minutes before this start time fully prepared with all the equipment you need for that exam.

Your seat number - A list will be prepared for each exam showing your seat number (for example, A3, C5) for that particular exam. This list will be displayed on the exam notice board outside student services. Make sure you know your seat number. Seating is usually arranged in candidate number order.

Punctuality – If you are late, you will only have the time remaining until the scheduled finish time to complete your paper. It is imperative therefore that you are on time for all your examinations. You must line up outside the exam room at least 15 minutes before the start time. If you are delayed on the way to the Academy and are likely to be late for an examination ring as soon as possible on 01925 817939.

Sickness/Absence - If you experience any difficulties (illness, injury etc.) or think you may be absent for an exam please inform the Exams Officer immediately. It may be that an application for special consideration is allowed, depending on the nature of the difficulty and the reason for absence. You may be asked for medical evidence in support of any application. If you are absent without good reason, you may be asked to reimburse the Academy for the wasted examination fee.

Equipment - Make sure you have everything you need.

You can take a clear see-through pencil case into the exam room containing the following:

- Black pens – not gel pens
- Pencils
- Pencil Sharpener
- Eraser
- Ruler
- Protractor
- Compass
- A highlighter which may be used in your questions or resource material, but not in your answers.
- Calculator - You may use a calculator in an examination unless prohibited by the exam board's specification. This will be clearly shown on the front of the exam paper. Where the use of a calculator is allowed, you are responsible for making sure that your calculator meets exam board regulations set out below.

The instructions set out in this section apply to all examinations unless stated otherwise in an awarding body's specification.

Calculators must be:

- of a size suitable for use on the desk;
- either battery or solar powered.
- free of lids, cases and covers. These should be removed and left in your bag.

You are responsible for the following:

- the calculator's power supply;
- the calculator's working condition;
- clearing anything stored in the calculator.

Calculators must not:

- be designed or adapted to offer any of these facilities: -
- language translators;
- symbolic algebra manipulation;
- symbolic differentiation or integration;
- communication with other machines or the internet;
- be borrowed from another candidate during an exam for any reason;
- have retrievable information stored in them – this includes
 - databanks;
 - dictionaries;
 - mathematical formulas;
 - text.

You may wish to have a spare calculator with you.

What you **CANNOT** take into the exam room with you.

It is strictly prohibited to take mobile phones or any other unauthorised material into the exam room. Read all of the exam board Regulation notices at the back of this guide carefully for information about what constitutes unauthorised material. In addition you must not bring into the room your coat, bag, food (unless previously authorised – see below) any paper, text books, revision guides or your student planner. Check your pockets carefully and **make sure all unauthorised items are left in your bag. Any breach of this regulation will be taken very seriously.**

Food and Drink - No food (including sweets and chewing gum) is allowed in the exam room. The only exception to this are those students whose medical condition requires it – please make sure you have informed the Exams Officer well in advance of exams if this is you. Bottled water in sport-cap bottles may be taken into the exam room and placed on the floor alongside your desk. These must be clear plastic and free of any labels. No drink other than water is permitted.

ON THE DAY OF THE EXAM

Your bags and coats are to be left in the designated area. These are not to be taken into the exam room. Take out of your bag only the equipment you need for your exam. Leave all other material in your bag. Line up outside the exam room in silence. Enter only when told to and in silence. All exam regulations are in force as soon as you enter the room. Find your seat in silence. There will be a slip of paper on the desk with your name and details of that exam. Make sure you are sat at the correct desk.

Listen carefully to all instructions. Check that you are given the correct exam paper – you are checking it is the correct subject and, if that subject has separate tiers of entry, that you have the correct paper that you have been entered for, higher or foundation.

Start when you are instructed to do so.

DURING THE EXAM

Remain in silence throughout the duration of the exam. Do not attempt to communicate with, or distract, any other student in the exam room.

You must sit facing forward in your seat and must not turn round at any time.

You must remain in the exam room for the whole duration of the exam. Toilet breaks will only be allowed in exceptional circumstances. If you complete your paper before the finish time, check through it carefully. You will not be allowed to leave early.

Put up your hand if you need an invigilator.

If the fire alarm sounds, stay seated and await instructions. Leave everything in the exam room. Remain in silence during the evacuation and whilst you are waiting to go back. Return only when instructed to do so. Resume your exam only when instructed to do so. You will be given the full amount of time remaining on your exam paper. The exam board will be informed of the disruption to your exam.

Late Arrival - If you are delayed on the way to the Academy and are likely to be late for an examination ring as soon as possible on 01925 817939. Report to Reception when you arrive.

THE END OF THE EXAM

Stop writing and close your question paper/answer book when instructed to do so. You must remain in silence. Remember to neatly cross through any rough work. Make sure you have put all your details on any additional sheets you have used. Put these inside your question paper/answer book.

Your papers and any other stationery will be collected in.

Remain seated in silence until instructed to leave the exam room. Leave the room quickly and do not talk until you are well away from the exam room.

Results

Results will be available to collect in person at the Academy between 9.00 am and 11.30 am on Thursday 24 August 2017.

If you want somebody else to collect your results on your behalf (including your parents or any other family member), you must give the Exams Officer written authorisation signed by you, before results day, naming the person. The person collecting the results will need to bring some form of ID with them and will have to sign for them.

If you do not collect results in person or make other arrangements for collection, you will receive your results slip through the normal post.

No results will be given out by telephone under any circumstances.

Post-Results Enquiries

If you have any queries about your results, discuss this in the first instance with the subject teacher who will advise whether you on your next step.

There are 3 post-results services available. These have a fee set by the exam board. Applications should be made via the Exams Officer. Applications will only be processed on payment of the appropriate fee.

Clerical Check - This is a re-check of all clerical procedures leading to the issue of a result. This service can be requested by you or by your teacher. You have to sign a consent form acknowledging you understand that your marks and your grade may go up, may stay the same or may be lowered. If your teacher is applying they must obtain your written permission first and you must sign the consent form. You may request a photocopy of the re-checked exam paper at the same time as requesting the clerical check.

This service will include the following checks:

- that all parts of the script have been marked;
- the totalling of marks
- the recording of marks.

Mark Review - This is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. This service can be requested by you or by your teacher. You have to sign a consent form acknowledging you understand that your marks and your grade may go up, may stay the same or may be lowered. If your teacher is applying they must obtain your written permission first and you must sign the consent form. You may request a photocopy of the reviewed exam paper at the same time as requesting the mark review.

The service is available for externally assessed components. This service will include:

- the clerical re-checks detailed above;
- a review of marking as described above.

Access to Scripts (written exam papers) - You may request your original exam paper to be returned to you, or your teacher may ask you if they can get your paper back for their purposes. They need to obtain your written permission to do this. You can ask them to remove your name from your paper. If your original paper is returned to you or your teacher, you will not be able to apply for a Mark Review.

Certificates

These are legal documents. You should collect and sign for these in person. Uncollected certificates will be stored at the Academy for a maximum of 12 months. If you lose your certificates or fail to collect them, you will have to get duplicates from the exam board. They will charge you a fee for this.

In exceptional circumstances, if you want somebody else to collect your certificates on your behalf, you must give the Exams Officer written authorisation, signed by you, naming the person. This includes parents and other family members. The person collecting the certificates will need to bring some form of ID with them and will have to sign for them.

