

# A Guide to Exams



**Being the best we can be**

Standards, Respect, Achievement, Care

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**Examination Officer: Mrs C Stevenson**

## **Introduction – Get planning**

This booklet has been put together to help you through the exam process. It explains the regulations and processes that you will need to know. Please read it now, discuss it with your parents/carers and refer to it regularly. Get prepared now and your exams will run smoothly.

## **Leading up to the exams.**

### **1a – Your statement of entry.**

For all exams that you are entered for you will receive a ‘**Statement of Entry**’, which is a list confirming what exams/courses/coursework units you have been entered for. For the exams that you will be taking in the summer you will receive your “**Statement of Entry**” at the start of February. **YOU MUST** take it home and you and your parents/carers must check it carefully. All the details that appear on the form will appear on your exams certificates, so if you think there are any errors these must be corrected on the form and it **MUST** be signed by parents and returned to the exams officer by the deadline.

### **1b – Timetables**

#### **Common timetable**

In mid-April you will receive a timetable showing the times, dates and venues of all the summer exams. This must be kept for your reference. It can also be found on the school website and examination notice board.

#### **Individual timetable**

Before you go on study leave you will receive your official exam timetable. It will detail the subjects you will take, the venue of the exam and your seat number, the date, time and length of the exams. This is a very important document so look after it. Put it on the fridge, a notice board, your wardrobe – anywhere you will notice it.

It is **YOUR** responsibility to **check** once again that all the exams you were expecting to sit are listed. If they are not you **MUST** tell your subject teacher straight away!

### 1c - Exams timetabled at the same time.

It is possible you may be entered for two exams scheduled for the same date and time. In these circumstances you will either sit one exam after the other without a break or you will be kept in isolation in the period between the two exams. If you are going to be kept in isolation over lunch you will be notified of this. Please bring food and drink with you. You may also bring notes so that you can revise for the next exam.

**CAUTION!!! If you miss an exam through misreading the timetable, no allowances can be made!**

## On the exam day

### 2a – Arrival

- Have an early night and a good breakfast.
- Check you have all the correct equipment. Bring spare pens!
- Make sure you are wearing full school uniform.
- Leave all electronic devices at home – phones, iPods, mp3 players, and smart watches.
- Arrive at school at least 30 mins before the exam.
- Check the notice board outside the hall for the seating plans in order to locate your seat number.
- Go to the correct exam room and wait quietly outside ready to be admitted.
- When told to do so enter the room **in absolute silence**.

### 2b. At the start of the exam

- Ensure you are sat at the correct desk and your desk card has your name and details on it.
- All the equipment you will need on the desk – remember it must be a **BLACK** pen, no correction fluid, no calculator cover, no phones, iPods, mp3 players or smart watches.
- Sit in silence facing the front and do not touch any exam papers already on the desk.
- Listen to and follow the instructions given by the staff and invigilators.
- Fill out your personal details carefully on the front of your paper.
- Read the front cover instructions slowly and at least twice.

### 2c- During the exam

- **Do not draw or doodle** on your paper unless it forms part of the answer! Please **do not use offensive language** – candidates who do so will be disqualified and risk losing their marks on **ALL** papers.
- Write as neatly as you can and divide your time between questions according to the marks awarded.
- You **MUST** write in **black pen**. Some exam papers are machine read by a scanner, so if you write in another colour they may not be scanned correctly and you could lose marks.

- You should have brought all necessary equipment, but if you do need any or run out of writing space put your hand up an invigilator will come to you. **DO NOT** borrow anything from another candidate during an exam – this counts as communication.
- Use up all of the time allowed! Re-read questions and check answers. Spend the last 5 mins checking spelling and grammar, it may mean a few extra marks.

## Conduct

### 3a – Conduct in exams

There are very strict codes of conduct during exams. You must follow these at **ALL** times.

- You **MUST remain silent** at all times from the moment you enter the exam room until the moment you leave. You will be asked to collect your bags from outside the venue in silence as to not disturb candidates still sitting exams.
- **Talking is NOT allowed.** You are not permitted to communicate in **ANYWAY** with other students. Communication includes smiling, whistling, coughing, waving, making gestures etc. Any kind of communication can be heavily penalised, even to the extent of cancelling your entire exam entries!
- Do not turn around – face the front at all times.
- If you need the toilet etc. put your hand up and wait for an invigilator to arrive.

## Problems affecting attendance or performance in exams

### 4a - Illness

If you are ill on the day or night before the exam, make as much effort as possible to attend the exam. Arrangements can be made on the day to make you feel as comfortable as possible.

**If you are too ill to attend please contact the school as soon as possible on 01978 346 800, giving your name, the exam you should be taking and the reason you cannot attend. If you can, please collect a medical certificate or written note from your Doctor and bring it in to the school office as soon as possible.**

**If you feel ill during the exam put your hand up and speak to an invigilator.**

### 4b - Other Influences

If there is something else troubling you around the time of your exams and you think it might affect your results, please let the school know. Ask your Head of Year or Exams Officer for a chat. It is possible to get special consideration for circumstances such as a family bereavement, long term illness of a close family member etc. The Exam Officer can liaise with the exam board and hopefully give you some assistance during the exam period.

The circumstances **should be genuine and unavoidable** – you would not get any special consideration if you missed the exam because you had a dental appointment.

#### 4c - Arriving late

You do not get any consideration if you miss an exam through misreading the timetable or forgetting to set your alarm clock!

**If you know you are going to be late phone the school office on 01978 346 800, and explain the problem. When you arrive at school, report to reception. You can still sit your exam even if you are late.**

If you forget to get up or miss the bus **STILL** make **ALL** possible attempts to get into school to complete your exams. Try and make sure a parent supervises you and that you do not have access to a phone.

## Results

#### 5a – Collecting results

Results can be collect from the school on the following days:

**GCSE Results Day – Thursday 20<sup>th</sup> August.**

They can only be collect by you and we do not give results out over the phone.

On results day you are only given results slips, sometime called '**Statements of Results**'. These are **NOT Certificates**.

**Certificates arrive** in school later in the year (usual towards the start of November). These must be again collected and signed for by you from the front office. Certificates are valuable and not easily replaceable. You will need these as evidence of your achievements at all future interviews, so it is important that you take care of them.

#### 5b - Enquiry about results

If things don't look right on your results slips or you are missing a mark, please inform the Exams Officer as soon as possible.

If you are not happy with the grade that you have been awarded and genuinely expected a higher grade, there is a service given by exam boards called '**Enquiries about results**'. You can ask for the marking of your papers to be reviewed and/or your papers retuned. These services will need to be paid for by you, but must be **requested through the school by the Exams Officer**. An information letter regarding marking reviews and paper requests, along with an accompanying form to fill out will be handed out on results day. You will also be able to find this information on the schools website.

