



Information for Candidates 2018-2019

Exam Timetables

You have been given a copy of your GCE or GCSE Exam Timetable (on orange paper). This should be checked and you should inform the school if you believe there are any errors or problems. You must keep it safe.

PLEASE CHECK YOUR NAME AND DATE OF BIRTH CAREFULLY AS YOUR CERTIFICATES WILL BE PRINTED USING THIS INFORMATION. YOU WILL HAVE TO PAY TO REPLACE ANY INCORRECT CERTIFICATES.

Controlled assessments/non-examination assessments

Many subjects have an element of non-examined assessment included in them which has to be completed, marked, moderated and sent to the Exam Board's Moderators well before the formal exam sessions take place. The school sets deadlines that allow time for this process and to meet the Board deadlines. These cannot be changed. Students who do not submit coursework on time will not be allocated a mark for this component and their overall grade will suffer.

Candidates will be given their mark for any internally marked components. Please refer to the Internal Appeals procedure if you believe an error has been made in the marking.

Standards of Behaviour Expected

Candidates must enter and leave the exam room in silence.

All students should read the 'Warning to Candidates' which has been included in the full booklet that has been emailed to you.

Candidates who try to communicate with other candidates inside the exam room, or who create a disturbance will be asked to leave. Such candidates will be reported to the Examination Board and this may result in them not receiving a grade. The Head of Centre and the Examinations Officer have the authority to remove candidates.

What to do if you have two or more exam papers timetabled at the same time (an exam clash)

Students are allowed to sit up to 3 hours of exams in any one session (morning or afternoon). If students are timetabled to sit more than 3 hours of exams, the exams will be scheduled such that the longer exam is sat in the morning and the shorter exam sat in the afternoon. Otherwise both exams will be sat straight after each other with no break.

All clashes have been resolved prior to printing your timetable, and rescheduled exams are shown on your personal timetable. If you believe there to be any errors or problems with your timetable contact the Exams Office as soon as possible.

If you have a clash, you will be supervised in isolation between the exams. You may not have access to your phone, a computer or the internet, but you may revise from your notes. Please bring a packed lunch and some revision material for the afternoon exam if you have a clash.

What time will your exams start and finish. Where do I need to go?

All exams are scheduled to start at 9:00am or 13:30pm. Please make sure you are in school in good time for your exam and no later than 08:40am for morning exams and 13:10pm for afternoon exams.

Students need to line up before exams. Year 11 by the covered way, Sixth Form outside the D&T Block.

Seating plans are placed in the relevant exam notice boards and should be checked before each exam.

What equipment do I need to bring to my exam

You must bring **black** pen(s), coloured pencils, eraser etc in a transparent pencil case or plastic bag. Non-transparent pencil cases will not be allowed in the examination room. Highlighters may be used on the exam questions but not your answers. Gel pens, erasable pens, tippex or correcting fluid may not be used or brought into the exam room.

Specialist equipment such as calculators, compasses and protractors are **your** responsibility. Some examinations require the use of set texts. Students will be advised by their teachers but it is the student's responsibility to bring everything they need for the examination. A Level Maths and A Level English will be given formula booklets and anthologies respectively.

Using calculators

You must be aware of JCQ awarding body instructions regarding the use of calculators in your exams which state:

Candidates may use a calculator in an examination unless prohibited by the awarding body's specification. Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations.

The Casio FX83 and 85 meet JCQ requirements. Calculators are only allowed in the following examinations. Please note you **must not bring the lids** into an exam.

Calculators are **PROHIBITED** in following exams. Bringing a calculator into these exams may lead to your disqualification.

GCSE Computer Science (both papers)

A Level Computer Science (both papers)

GCSE Mathematics **Paper 1 only**

Calculators are required in the following exams. **Replacement** calculators only will be lent to candidates

GCSE Biology

A Level Biology

GCSE Chemistry

A Level Business

GCSE Geography

A Level Chemistry

GCSE Mathematics **Paper 2 and 3 only**

A Level Economics

GCSE Physics

A Level Geography

A Level Government and Politics

A Level Mathematics

A Level Physical Education **Paper 1**

A Level Physics

A Level Psychology

What you should not bring into the exam room

Mobile phones, smart devices, (such as iWatches and Fitbits) and MP3 players are strictly forbidden in all examination rooms. Calculators may only be brought into the above listed exams. All watches must be removed and placed on your desk or under your chair.

Possession of these items (or calculators in prohibited exams) **in the examination room, even before the start of the exam** is malpractice and will be reported to the examination board.

Food and drink in exam rooms

Candidates may only bring a bottle of water into exams. It must be free of all labels. No other drinks are allowed. Food will only be allowed with prior arrangement for medical needs.

What you should wear for your exams

You must be in full school uniform for all exams. Candidates are not allowed to bring coats or bags into the examination room.

Where should your personal belongings be stored during an exam

You should leave valuables at home and store any other belongings in your locker.

Sixth Form may leave items in their Head of Year's Office.

Please note the school is not responsible for any valuables bought into school, left in form rooms or in Head of Year Offices.

What to do if you arrive late for an exam

As soon as a student realises they will be late for an exam, immediately contact the school reception or the Exams Office. Depending on how long the exam has been in progress it may be possible for the student to be admitted. Students should be kept supervised and away from internet enabled technology whilst travelling late to an exam.

There are strict regulations regarding the circumstances of late arrivals, but generally if within 1 hour of the official start time, the candidate will be admitted.

What to do if you are unwell on the day of an exam

Contact the school as soon as possible and explain the problem. Even if you would not normally visit the doctor's surgery for minor illnesses, it is important that you do so at examination time. The doctor will advise as to whether you are fit enough to sit the exam. If you are not well enough to sit an exam, your doctor should give you a letter which the school can forward to the Examination Board asking for special consideration on the grounds of illness. It is essential that you see your doctor on the day of your exam or prior to it. Exam Boards will not accept retrospective information.

Medication

Students needing to take medication during the exam season should follow the normal school procedures. A letter giving permission should accompany the medication which should be left with the School Welfare Officer.

What happens if you have an unauthorised absence from an exam

An unauthorised absence is one where the student failed to attend their exam without a medical or other valid reason for non-attendance. Parents will be charged the exam fees for any unauthorised absence, and examination boards will not consider requests for special consideration under these circumstances.

What if I finish early?

If students finish before the end, **you** should spend this time checking **your** work. It is school policy not to allow candidates to leave exams early. **You** must not lay **your head** on the desk or **distract others when finished**.

What happens in the event of an emergency in the exam room

Students will be given clear instructions should an emergency arise. If the invigilators and Examinations Officer are satisfied that exam conditions have been maintained then the exam may be restarted. A report will be submitted to the exam board explaining the disruption.

Results Days

GCE A-Level results will be issued in the hall on Thursday 15th August between 9:00am and 10:30am

GCSE results will be issued in the hall on Thursday 22nd August. Year 11 09:00 - 10:00, other years 10:00 – 10:30.

Candidates not intending to collect their results in person may leave a stamped self-addressed A5 envelope with their Head of Year. If the correct postage is not used the results will not be delivered by the Post Office. Alternatively students may authorise a friend or relative to collect their results on their behalf, but they must present a signed letter of authorisation from the student or such authorisation must be left with the Head of Year in advance.

It is not possible to email results to candidates or for them to be given out over the telephone so please do not ask.

Post-results services

After the results have been published, candidates can request to recall their exam paper (Access To Script ATS) or have the marking reviewed (EAR). Priority services are available to candidates who have a University place at stake. All requests must go through the Examination Office. The relevant request forms can be found on the school website under Academic Life, Examinations and either GCSE Exams or A level exams and must be paid for via ParentPay.

Exam Certificates

GCSE Certificates will be presented at our annual Celebration Evening in October 2019.

Notification of when A-level certificates can be collected will be posted on the school website, but it will be in the last week of the Autumn term 2019.

Certificates cannot be posted (with the exception of students who have returned to another country after their studies). Any student who knows they will not be in the country when the certificates are available will need to come and see the Examinations Officer to receive further information.

Any certificates not collected on the Celebration Evening will be held at the school reception for collection between the hours of 8:00am and 4:00pm. Students can ask someone else to collect their certificates but they must give them written permission.

Certificates will be archived after two months and students will then need to provide 48 hours notice to collect them.

The school is only required to keep certificates for one year following the exams. Replacement certificates cost approximately £45 per exam board.

Managing Exam Stress

Everyone gets nervous; it's a normal part of exams. While it's not so easy to stop feeling nervous, you can use relaxation techniques to keep your nerves under control and focus on what you want to achieve. Here are some tips and techniques you can try.

In your exams

- Breathe – take some deep breaths to relax your body and mind. This will really help if you freeze up or are struggling to get started.
- Focus on your paper. Block out the exam room and other students.
- Read the entire question paper, then begin by answering the questions you feel most comfortable with. By answering these first, you will feel more confident and settle into the rest of the exam.
- Stuck with a question? Leave it. Work on the next one and then come back to it.