



EXAM GUIDE

2018

This guide is intended to set out the exam procedures and to support you and those at home through the process. Please also read the document 'Information to Candidates'. We have been told by the exam boards that we must pass this on to you and it is your responsibility to read and understand it. If there is anything you don't understand, then please ask one of your teachers or see the Exams Officer.

Sitting your GCSE exams is a very important time of your life. The exams you will be taking this year will influence what you do in the future, so it is very important they run as smoothly as possible.

There are a number of rules and regulations for exams that you must be aware of which are set by the exam boards and are designed to ensure fairness.

EXAMS ARE VERY IMPORTANT – KNOW THE RULES:

- ✗ No mobiles/MP3/4 players/watch
- ✗ No talking
- ✗ No books
- ✗ No bags/coats
- ✗ No food or drink (water allowed in clear plastic bottle)

*****NO EXCUSES*****



DO YOU KNOW WHEN YOUR EXAMS ARE???



NO APPOINTMENTS

- Check your name
- Check your date of birth

Timetable

With this guide you will receive your individual timetable listing all the exams you have been entered for, please check it very carefully.

If there are any mistakes relating to your name or date of birth, you must tell the Exams Officer immediately.

Mistakes that are not corrected at this stage could mean that your certificates are incorrectly printed.

The timetable will show you what date your exams are on and at what time of the day. Please make sure you are in school on these dates, **DO NOT ARRANGE ANY APPOINTMENTS.**

You must be on time for your exams. If you are late we cannot wait for you. You may still be able to take the exam but this will depend on the circumstances.

Absence

You must attend all exams that you are entered for. Misreading your timetable will not be accepted as a satisfactory explanation for absence. You may receive a bill if you fail to attend an exam that has been paid for by the school. If you miss an exam due to illness or injury, you **MUST** telephone the school on **01843 570598** on the morning of the exam and a medical certificate must be given to the Exams Officer within 2 days of the missed exam. If something serious has upset you or you feel ill before starting your exam please tell someone.



ILL ON THE DAY?

If you are ill or something serious has upset you on the day of your exam we can ask for that to be taken into account.

If you are ill or injured, and don't make it to school for your exam, don't forget you will need a doctor's note.



KNOW HOW TO USE YOUR READER

A READER CAN:

- Read instructions and questions for you
- Only repeat if you ask
- Spell words on the question paper if you ask
- Read back your answer if you ask
- **CAN'T** tell you which questions to choose or when to move to the next question or which question to do first



KNOW HOW TO USE YOUR SCRIBE

A SCRIBE CAN:

- Write exactly what you say
- **CAN'T** draw maps, graphs and diagrams
- Change what they have written, but only if you ask
- **CAN'T** give you any help with answers
- **CAN'T** suggest when an answer is finished
- Read back what they have written but only if you ask them to

Conduct in the Exam Room

Some of you are entitled to a reader (they can read for you), a scribe (they can write what you dictate) or both. You will usually be allowed extra time on top of normal time allowed for the exam paper.

You may be allowed to read aloud and it may be possible for your invigilator to prompt you if you get distracted. You will usually be taking your exam in a room with just yourself and your invigilator.

It is not normally possible to talk during an exam but this will depend on what arrangements have been made for you, if you are able to speak please **SPEAK QUIETLY**.

It is very important to remember to be silent when you are **ENTERING** and **LEAVING** the exam room, others will still be working.

Once you have entered an exam room you need to be supervised at all times – this includes any authorised rest breaks or visits to the toilet.

You will not be able to leave your exam early even if you have finished as this would disturb other candidates. Why not use this time for checking through your answers?

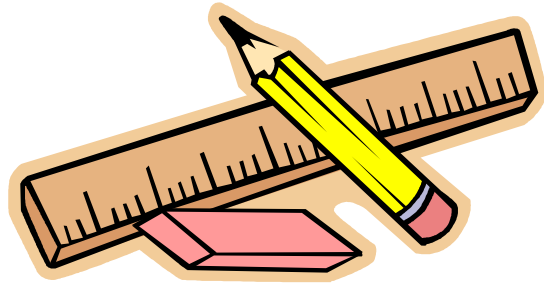
Your exam paper and any additional sheets will be collected **BEFORE** you leave the room. Your invigilator will advise you when you can leave the room and will accompany you from the exam area, they will tell you where you should go.

Please remember to leave your exam room and area **QUIETLY**.

Equipment

You will be provided with all the equipment that you will need for your exam. Please do not bring any equipment with you. All coats and bags should be left at the entrance to the exam room. You should do any rough work in the answer books or sheets provided. Cross anything out that you do not wish to be marked. Highlighter pens must **NOT** be used in any answer papers but you are allowed to highlight parts of the question papers if this helps.

ALL EQUIPMENT WILL BE PROVIDED



- ✘ No phones
- ✘ No ipods
- ✘ No MP3/MP4 players/watches



DISQUALIFICATION

Please hand these items to a member of staff before the exams starts. They will be kept safe and returned to you at the end of your exam.

Items not allowed in the Exam Room

The following items are **NOT** to be brought into the exam room:

- ✘ Mobile phones, ipods, MP3/4 player, watches, any other type of electronic communication/storage device or digital facility
- ✘ Pencil cases/boxes Calculator cases and instruction books
- ✘ Books (except authorised texts), notes, letters, diaries or other printed material

If a mobile phone or other electronic communication device is found in your possession during the exam, even if it is switched off, it will be taken from you and a report made to the exam board. You will probably be disqualified from the exam or maybe from all of your exams.

Cheating

If you are caught cheating in any way in an exam you **WILL** be reported to the exam board.

Cheating means doing anything that is against the rules stated in the document '**Information for Candidates**' which is included with this guide.

Penalties for cheating can mean disqualification from taking any exams for up to five years.

KNOW THE RULES



FOLLOW THEM

RESULTS DAY

**Come in to school between
10am and 11am on
Thursday 23 August 2018
To collect your results**



Results

Results day is during the summer holidays on Thursday 23 August 2018.

Results can be collected from school on results day between 10am and 11am.

If **you** are unable to attend school on this day your results will be posted to you.

Results **will not** be given out over the telephone or e-mailed.

If you have any queries or concerns about your results please initially contact the Head of the Department concerned.

If you have serious grounds for concern then the school can initiate an enquiry with the appropriate exam board on your behalf. Details of the procedures and fees involved are available from the Exams Officer.

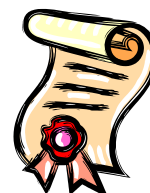
This process should be started as soon as possible after consultation with the Head of Department concerned.

Certificates

Certificates usually start to arrive in school in November. We will write to you to let you know that they are here and that you can come and collect them. You should be able to collect any coursework at the same time. Any unclaimed certificates will be retained by the school for **one year**, after which they **will** be destroyed.

Unclaimed coursework will usually only be kept until the end of January and then it will be destroyed.

KEEP YOUR CERTIFICATES SAFE they can be difficult and very expensive to replace.



- **You will be advised when to collect your certificates**
- **Keep them safe they are difficult to replace**
- **Unclaimed certificates will be destroyed**

FINALLY

- **Make good use of your study time**
- **Make sure you have an early night the day before the exam**
- **If you have any problems, see a member of staff or the Exams Officer we are all here to help you**
- **We want you to do your very best at this important time**

GOOD LUCK!