



Exam Start Times

AM session – 9.30 am
Assemble in Hall at 9.15 am at the latest

PM session – 1.30 pm
Assemble in Hall at 1.15 pm at the latest

Exam students will be able to get early lunches from 12.30 pm during the exam period.

Resources

You are responsible for bringing with you any materials needed for the examination. If you have any unauthorised material in an exam (whether or not you intend to use it), this may be considered malpractice. Taking a resource into the exam room that is not listed on the question paper, or on the stationery list may be considered malpractice in the same way as unauthorised material is.

Scripts

Scripts are confidential between the candidates and the awarding body. No-one may read them or photocopy them before they are sent to the awarding body/examiner, unless the awarding body has stated otherwise.

Centre staff are not allowed to add in any details you miss off the front of your paper, so make sure you double check that you have completed your legal forename and legal surname and candidate number etc.

Invigilators

"The invigilator is the person in the examination room responsible for conducting a particular examination session in the presence of the candidates. Invigilators have a key role in upholding the integrity of the external examination/assessment process.

The role of the invigilator is to ensure that the examination is conducted according to JCQ instructions in order to:

- ensure all candidates have an equal opportunity to demonstrate their abilities;
- ensure the security of the examination before, during and after the examination;
- prevent possible candidate malpractice;
- prevent possible administrative failures."

Invigilators must:

- Make sure candidates are seated in accordance with the seating plan
- Only answer questions from candidates about the instructions on the front of the question paper

Invigilators must not:

- direct candidates to particular questions or particular sections of the question paper
- make any comment where a candidate believes that there is an error or omission on the question paper
- give any information to candidates about possible mistakes in the question paper, unless there is an erratum notice or permission has been given by the awarding body
- comment on the content of the question paper;
- read a word or words printed on the question paper to a candidate, other than the instructions on the front cover
- re-phrase a question for a candidate
- explain any subject-specific or technical terms to a candidate
- offer any advice or comment on the work of a candidate
- unless the candidate has been awarded a prompter, give any indication of the time elapsed or remaining. This also extends to where a question paper consists of distinct sections.

Candidates must follow the instructions given to them by invigilation staff at all times.

What you can take with you

Generally, you can take the following into your exam:

- a black pen (including spares)
- additional equipment, such as erasers and pencils
- a clear pencil case
- a non-technological wrist watch (no smart watches etc) – watches must be removed from the wrist and placed on the desk in full view of the invigilators
- a water bottle – either your school water bottle or a clear plastic bottle with the labels removed. Only water is allowed in the exam room

Please read JCQ's [Information for candidates](#) for a list of instructions on exam room conduct and permissible materials and equipment.



Exam Check List



Aim to arrive at school 15 minutes prior to an exam at the latest. It is much better to leave yourself a safety margin on timings in case of problems with the journey.



Bags and coats should be left in the Hall in the cordoned off area. Because of this, there are some things to be considered – money, keys, valuables etc. Lock these in your locker or hand in to Reception for safekeeping whilst you are in your exam.



To prevent disturbing a PE lesson, when you collect your bag after the exam, you must leave through the PE tunnel and not through the Hall; walk all the way round to the foyer and back into the Hall.



Phones – Students must not have mobile phones in their possession (either on or off). They must be handed in on admittance to the exam and collected from Reception afterwards.



You should not have notes, papers, MP3/4 players, or watches etc in your possession. Wrist watches must be placed on the desk in full view of invigilation staff.



You should bring two black ball point pens, pencil, rubber and any other writing equipment needed to your exams, including maths equipment and calculator where applicable. Only clear pencil cases are allowed on your desk, any others should be left in your bag. It is your responsibility to bring your own equipment. Remember you can only write in black pen. Only bring into the exam room the equipment needed for that exam. If you bring a calculator into a non-calculator exam, it will be considered malpractice.



In an exam where you have the use of a calculator, you should not have a calculator lid on your desk. This must be handed into the invigilation staff and collected from Reception at the end of the exam.



There is absolutely no talking or communication between students once you enter the exam hall. If you have any questions, you should raise your hand once seated and an invigilator will come to you. This is a serious matter, which you ignore at your peril!



Please dress sensibly for the exam. The temperature in the gym can fluctuate enormously.



No food is allowed in the exam hall (if you have a special requirement i.e. diabetes please see Mrs Geater before the exams).



500 ml water bottles are allowed in the exam hall. These should be clear bottles with a spill-proof cap – TWS water bottles can be used. Any labels must be removed from bottles and the capacity must not exceed 500mls. ONLY water is allowed; if you bring in anything else, it will be removed from the exam room by invigilation staff.

Calculators

Candidates are expected to bring their own exam resources however the school has a supply of calculators that are kept in the exam room to avoid unnecessary delays. Candidates use these at their own risk. Invigilation staff must keep a record of who has borrowed centre resources and ensure these are collected in again before candidates are dismissed.

Calculators are permitted in exams unless prohibited by the awarding body's specification.

Calculators must be:

- Of a size suitable for the use on the desk
- Either battery or solar powered
- Free of lids, cases and covers which have printed instructions or formulas

Candidates 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 language translators, symbolic algebra manipulation, symbolic differentiation or integration, communication with other machines or the internet
- Be borrowed from other candidates during an exam for any reason
- Retrieval information stored in them including databanks, dictionaries, mathematical formulas, text

Where access is permitted to a calculator for part of an examination, it is acceptable for candidates to place their calculators on the floor under their desks in sight of the invigilators for the non-calculator portion of the exam.

Key Messages

1. Blue versions of exam timetables are being distributed today – these are the final versions and should be checked carefully. Please destroy all previous versions.
2. Coursework marks are being uploaded to the awarding bodies on either 7th, 15th or 31st May, depending on the subject. Students can check their coursework marks on GO (PR4 marks) however please bear in mind these are **provisional** marks as they may be adjusted up or down by the awarding bodies.
3. Last week, you and your Parents/Carers received an email from me containing lots of important information including JQC notices to candidates, these notices relate to the regulations to be followed in all public exams and should be read carefully
4. 14 exam policies that regulate how exams are managed in school are available on the school website. Please read them.
5. Year 11 students with an extra time allowance will take their exams in a separate venue. If your exam is due to finish after 3.45 pm, it is your responsibility to arrange a lift home.
6. Exams will be invigilated mainly by external staff who are trained in the role. You must follow exactly what they instruct you to do. If you have a query, you must put up your hand and wait for the invigilator to come to you, never shout out. Start and finish times are clearly noted on the whiteboard at the front of the exam room. If you think the finish time has been calculated incorrectly by the invigilator, put up your hand and alert them. I will start off most exams in the gym; if I am absent, Mrs Polley will stand in for me.
7. Seating plans are available on the exam notice board opposite The Bridge. Students **must** check the sticker on their exam desk for 3 things: the correct name, the correct subject and the correct tier of entry.

Data Protection & GDPR

In May, new data protection regulations come into force. They are described as being 'the greatest change in a generation'. The new regulations give students a say in their data, who it is shared with and how it is destroyed at the end of its life.

As part of the exams administration process, candidate name, number and gender are routinely shared with the awarding bodies. For more information about the personal data we share and with whom, please read the Data Protection & GDPR Policy on the school website and the JQC Privacy Notice.

Appeals & Complaints

You have the right to appeal against internally assessment marks, if you believe your work has not been authenticated in line with the awarding body's requirements OR if you feel your teacher has not marked your work in accordance with the mark scheme.

There are very tight deadlines for appealing so please see me urgently if you think you may wish to appeal. Please also refer to the Internal Appeals Policy and the Complaints & Appeals Policy (Exams) for more information.

If you think any aspect of the exams administration process has not been followed in accordance with JQC regulations, you have the right to make a written formal complaint. Please refer to the Complaints & Appeals Policy (Exams) for further details.

Exam Emergencies

Stop writing

Invigilators will collect the attendance register (in order to ensure all candidates are present) and evacuate the examination room in line with the instructions given by the appropriate authority

Leave all question papers and scripts in the examination room

Leave the room in silence

Invigilators will supervise candidates as closely as possible while they are out of the examination room to make sure there is no discussion about the examination

A note will be taken of the time of the interruption and how long it lasted

Candidates will be allowed the full working time set for the examination

If there are only a few candidates, you may be taken (with question papers and scripts) to another place to finish the examination

A full report of the incident and of the actions taken will be made and submitted to the awarding body in line with regulations

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



If you are ill and are unable to attend an exam it is vital you phone the school first thing in the morning to inform us.

Please call Reception on 01969 622244 from 8.00 am and a message will be given to the Exams Officer.

You must obtain a note from your doctor detailing the reason for non-attendance. This will be submitted to the exam board and a request for special consideration will be made on your behalf.

If you are feeling unwell, but still able to travel, we suggest you come to the exam and we can assess the situation then. In most cases it is better to take the exam if you can.

If in doubt – **PHONE THE SCHOOL**

Please note that if you do not attend an exam without a valid reason, you will be charged for that exam

Exam Lockdown

In the unlikely event of a serious incident in school, the school's Lockdown Policy will apply. If the lockdown signal is sounded, you will be asked to put down your pens and stop the exam. The time will be noted by the invigilation staff.

The classroom door will be locked, windows should be shut and blinds closed

Students should get well away from the door, under desks if not in the gym and against the left hand wall if you are in the gym.

Students must remain absolutely silent, both in upholding exam room conditions, but also to prevent an attacker from being drawn to the area.

Depending on the situation we are dealing with, as soon as the all clear is sounded, the exam will restart. A special consideration application will be processed for all candidates affected by Lockdown.

My duty during exam lockdown is to liaise with the awarding bodies, and the lead invigilator in each exam room.

Please note Lockdown is extremely unlikely, but I have a duty under JQC regulations to inform you of the school's policy and procedures.

JQC Inspector's visit

At some stage during the exam season, an Inspector from JQC will visit the centre and undertake a thorough inspection of the exams process. This may well include observing how candidates are assembled in the Hall and how an exam is started/ended. If the Inspector attends whilst an exam is in session, they will be admitted into the Gym or other locations where exams are taking place.



Steps to remember at the start of the exam:



When you are sitting your exams you are going to feel nervous (to a greater or lesser degree). This is normal, use that nervous energy to help you, don't let it panic you into writing too soon.

- Read the instructions/descriptions (rubric) on the front of the exam paper.
- Make sure you know which sections to read and which questions to answer.
- The rubric will tell you how long you have and how many marks there are for the paper.
- Follow the instructions carefully.
- The examiners are on your side. They are trying to find ways to give you marks. They are not trying to take marks away from you. However your answers need to be clear so that it is easy for the examiners to see where to award you marks.
- One of the most common mistakes is that people don't read the question properly and they answer the question they **think** they read, or **want** to read, not the **actual** question. As good as the answer may be, if it's not the one to the question, it won't get any marks.



Any doubts, any queries, any worries

TELL ME

Most worries can be resolved, but we need to know about them first!

What if my mind goes blank?

- Take 4 or 5 deep breaths and take a sip of water; it is only nerves and your memory will come back.
- Take your time, read all the questions carefully until you understand exactly what is needed.
- Look for the command words. Identify key words before you answer the question.
- Use your answer book to brainstorm and mind-map content or ideas as you go. This will also help jog your memory if you 'draw a blank'.
- Remember to cross out any draft work you don't want marked.
- Write neatly and use the space provided. The awarding bodies have worked out how much space a well laid out answer will take and have put that in the paper.
- Use the allocated marks to guide how much time you spend on each answer.
- If you can't answer a question, move on to the next question and come back later.
- Leave space between answers so if you want to expand on any later, you can add to them neatly.
- For numerical questions show all your working. Credit will be given for the method even if you don't get the correct answer. It will be possible in most cases to get follow through marks even if you carry an incorrect answer through, but use the correct method. If you pluck numbers out of the air i.e. don't show how you got them, you can't get the method marks.
- Allow time to check back over your work.



Results Day

Thursday 23 August 2018 – the school will be open from 9.00 am to 12.00 pm.

Results will be distributed in the **Library** by SLT – there will be a sign up telling you which member of staff to go to, depending on the letter of your surname, so watch out for this

Some subject staff may be available, but all SLT will be present to help you understand our results and to give you advice about next steps.

Before leaving, you will be asked to complete a Destinations Form – this is compulsory as the data has to be returned to the DfE

Don't lose your results envelope – it will contain any certificates we have received + your statement of results from each exam board + details of post results services (access to scripts, remarks). If you want to see your script, before requesting a Review of Results (RoR), then the deadline is 30 August. If you want a RoR or you would just like your script back, then you have until 20 September to request this. Fees apply and there is a process to follow, so you must take advice first from your teacher, Faculty Leaders, and SLT.

Certificates: Generally these arrive in school around November. Certificates are held securely in the admin office and you can collect these in person between 8am-4pm Mon-Fri. A signature and ID is required before these are released. Don't lose them; you will need them in the future and they are £40 each to replace!