

**Centre No: 33617**

**North Cestrian School**

# **Summer 2017**

**Exam  
Guidance and Information  
For  
Students and Parents**

Contact: Mrs Jackson, Examinations Officer  
Phone: 0161 928 1856  
Email: [exams@northcestrian.co.uk](mailto:exams@northcestrian.co.uk)

All examinations are run by the rules and regulations laid down by the joint awarding bodies. All schools must adhere to these rules. These rules exist to ensure fair and equal conditions for all students.

The JCQ Information for Candidates is included in this pack, please read it so that you don't ruin your chances of a good grade in your examinations. This outlines your responsibilities as a candidate and informs you of the rules you have to follow.

All instances of misconduct must be reported to the examination board.

# Exam Check List



Make sure you set your alarm clock to get you into school on time. Don't leave home at the last minute, delays can happen and you don't want to arrive at school in a panic and flustered. Morning exams start at 9.00 am; you need to be outside the main hall **for 8.40**.

Afternoon exams will start at 1.30 OR 2:00 CHECK THE EXAM BOARDS FOR STARTING TIMES, SEAT NUMBERS AND EXAM ROOMS.



**No bags will be allowed in the exam room, please make arrangements to leave them somewhere secure, if possible, otherwise they will be left outside the main hall.**



**Mobile phones, MP3/4 players, iwatches, technological/web enabled sources of information, or any other electronic devices are not permitted in the exam room.**

**IF SUCH A DEVICE IS FOUND IN A STUDENT'S POSSESSION, EVEN IF TURNED OFF, THIS CAN RESULT IN A DISQUALIFICATION FROM THE EXAMINATION – IN SOME CASES YOU CAN BE DISQUALIFIED FROM SITTING THE EXAM FOR UP TO 5 YEARS**

**You should not bring any notes into the exam hall with you. Please empty your pockets before entering an exam room. Anything you require during the exam must stay visible on your desk – do not put your hands in your pockets, this can be interpreted as an attempt at cheating and would have to**

be reported to the exam board. Equipment should not be put away until all papers have been collected as this can disturb others around you.

**It** is your responsibility to make sure that you have the correct equipment required for each of your exams. All equipment must be visible. If using a pencil case this must be clear (you can use a plastic bag). Pens must be **BLACK ink** or biro **no** gel pens are permitted or correcting pens, fluid or tape. **If** your wear glasses, or are in an exam that permits the use of a calculator and maths equipment you must not have a case or cover on your desk.

**No** luck charms

**There** is absolutely no talking or communication between students once you enter the examination room. If you have a question, you should raise your hand and an invigilator will assist you.

**School** uniform is compulsory. The temperature can fluctuate enormously in the main hall during May and June, please bear this in mind and use your uniform accordingly.

**Water** bottles are allowed in the exam hall if necessary. No other food or drink is allowed (including sweets and chewing gum). **Water bottles must be clear, with a spill proof cap and no labels.**



**Do not** jot notes onto your hand – even if these are not related to the exam as this will have to be reported to the exam board and can result in your paper being cancelled.

Please make sure that you check your exam papers before you start the exam. Have you the right paper – is it the correct tier (the one shown on your timetable)? If not raise your hand and an invigilator will help you. Read all the instructions on the front, fill in all your details correctly and take time to read and understand all your questions. The name you write onto your exam papers must be your full legal name - no abbreviations – an examiner may choose not to mark your work if your name does not match the information they are provided with. Memorise your candidate number, this goes on all your exam papers.

# WATCHES

Due to the new regulations and the difficulty in identifying smart/web enabled watches, we are asking you to put your watch in your bag. If, however, you find it difficult to see the clocks in the exam room and do not want to have to put glasses on and off to check the time, we will allow you to put your watch on the right hand corner of your exam desk. The watch must be checked with an invigilator first, this can be done when entering the exam room, or when the register is being taken.

If you are unsure about anything, please ask.

Email: [exams@northcestrian.co.uk](mailto:exams@northcestrian.co.uk)

## Contact Details

## Complete & Return

Sometimes students have had problems getting to an exam on time. This can be the result of car breakdown, traffic jams, buses not turning up etc. It is important that we have up-to-date contact telephone numbers for both you and your parents – or anybody else who may be able to help in an emergency.

If you are late the exam board may still accept your paper (it is their decision not ours). Therefore we need to move fast if there is a genuine problem.

Please make sure that you have the school phone number with you, so that you can phone and let us know if you are having a problem. Make sure the office understand that you have an exam and that the message must go to Mrs Jackson, Examination Officer. **0161 928 1856**

Can you please complete the relevant information in the table below. This will be kept confidentially within the exam office throughout the examination period.

<b>Student Name and Form</b>	
<b>Home phone number</b>	
<b>Student mobile number</b>	
<b>Mothers work number</b>	
<b>Mothers mobile number</b>	
<b>Fathers work number</b>	
<b>Fathers mobile number</b>	
<b>Carers contact number</b>	
<b>Other contact</b>	
<b>Other contact</b>	
<b>Other contact</b>	

**Please return this form to Mrs Jackson, Examinations officer, direct or please hand into reception.**

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

If you are ill or injured and are unable to attend an exam it is vital that you contact school BEFORE 8:30 am. Please email [exams@northcestrian.co.uk](mailto:exams@northcestrian.co.uk) . Please put exam in the subject line. If you need to speak to someone for advice please ring the school on **0161 928 1856**.

- You must obtain proof of illness or injury and hand this to Mrs Jackson, detailing the reason for non-attendance. There is the possibility of submitting this note to the examination board to ask for special consideration if you have already completed over 50% of the subject's exams/controlled assessments. This will then sometimes enable them to adjust the mark and grade accordingly. The exam boards use a formula based on National Attainment to issue grades. Please note that if you have not completed over 50% of your exam/CA the exam board will not be able to issue a grade
- If you are feeling unwell but still able to travel, I 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 and ask to speak to Mrs Jackson
- If you are able to attend your exam but an injury prevents you from writing, contact Mrs Jackson **immediately** – a doctor's note will be required and arrangements can be made to facilitate your exam, once permission has been obtained from the exam board.
- If you do not attend an exam without a valid reason, you will be charged for that exam. There are no opportunities to take the missed exam at another time.

# Results

GCSE results are received on Thursday 24 August 2017

**Year 11** students will be able to collect their results in person between 9.00am– and -12.00. Any results that have not been collected at that time will be put in the post to the home address held on our system – please inform the school if this has changed.

## **Under no circumstances will results be given out over the phone**

**If you wish results to be collected by somebody else or if you want them to be posted to a different address, please complete the form below and return it to Mrs Jackson, Examination Officer.**

Results will **NOT** be given to any other person without this written consent. Could you please inform your nominated person that they will need to bring ID with them.

Teaching staff will be on hand to deal with any queries you may have following your results.

✂

Name of Student: \_\_\_\_\_

Name of person collecting results on my behalf:

\_\_\_\_\_

Address to which results should be sent (if not home address):

Signed \_\_\_\_\_ Date: \_\_\_\_\_

*Please cut out this section and return to Mrs Jackson, Examinations Officer.*



## Frequently Asked Questions

### **Q. What do I do if I think I have the wrong paper?**

- Invigilators will ask you to check before the exam starts. If you think something is wrong put up your hand and inform the invigilator immediately. You will already have checked that your entries are correct, so this is just about making sure that the invigilators have placed the correct paper on your desk. Tier changes cannot be made at this stage

### **Q. What do I do if I forget my candidate number?**

- Candidate numbers are printed on your Statement of Entry, exam timetables, seating plans which are displayed at the rear of the hall, the Exam notice board, the exam rooms and on attendance registers. Invigilators will be able to help you find your number. You will be issued with a small card showing your details, including your candidate number and UCI number. Sometimes your candidate number may be referred to as 'exam number' – if in doubt please put up your hand and ask.

### **Q. What do I do if I forget the school centre number?**

- The school centre number is **33617**. It will be clearly displayed in the examination room. The centre number is on the front of this booklet.

### **Q. What do I do if I am ill, or I have an accident before the exam?**

- Inform school at the earliest possible moment so we can help or advise you. We may have to move your exam seat, or make other arrangements for you. In the case of an accident that prevents you from writing it may be possible to provide you with a scribe or word processor to write your answers, medical evidence will be required and as much notice as possible. Medical evidence is required for any special consideration the school may make on your behalf. Please make sure that you contact the Examinations Officer.

### **Q. What is an Appeal for Special Consideration?**

- Special Consideration is an adjustment to the marks or grade of a candidate who is eligible for consideration. The allowance for Special Consideration is from 0% (consideration given but addition of marks inappropriate), to 5% (reserved for exceptional cases). Parents should be aware that any adjustment is likely to be small and no feedback is ever provided. Candidates will only be eligible for Special Consideration if they have been fully prepared and covered the whole course but performance in the examination or in the production of coursework is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness, accident or injury, bereavement, domestic crisis. The Examination Officer must be informed immediately,

so that the necessary paperwork can be completed (within 7 days of the last exam session for that subject) and the candidate will be required to provide evidence to support such an application.

**Q. What do I do if I feel ill during the exam?**

- Raise your hand and an invigilator will assist you. You should inform an invigilator if you feel ill before or during an exam and you feel this may have affected your performance. Please let the Examinations Officer know before an exam as it may be possible for you to take your exam in another room.

**Q. If I am late can I still sit the examination?**

- This depends on the length of the exam and the time that you arrive. Generally if you are not more than 1 hour late, it **may** still be possible for you to sit the examination. You will have to provide a reason to the Examinations Officer and she will apply to the exam board, on your behalf, for your paper to be marked. The exam board will have to be satisfied that no contact has been made with anyone sitting the exam, that you have been supervised until handed over to a member of staff and a statement signed as to the supervision arrangements before arrival at the exam room. It is the exam board's decision, not ours and they will consider the reason given and the possibility of having spoken to someone who may already have seen the question paper. If you are late please report to the main school office, a member of staff will escort you to the exam room. You must not enter an examination room without permission after an examination has begun. It may not be possible to allow you any extra time if you start the examination late.

**Q. If I miss the examination can I take it on another day?**

- No. Timetables are regulated by the exam boards and you must attend on the given date and time.

**Q. Do I have to wear school uniform?**

- Yes. Normal school regulations apply to uniform, hair, jewellery, make-up etc. There must be nothing worn on your wrists.

**Q. What equipment should I bring for my exams?**

- for most exams you should bring at least 2 ink or biro pens (black ink only)
- For Science exams you need 2 HB pencils
- For Mathematics 3B pencils must be used for diagrammatic work
- For some exams you will need a calculator, a 30cm ruler (marked with cm and mm), pencil sharpener, eraser, compasses, protractor, coloured pencils (not gel pens), set texts (e.g. Eng Lit provided by school)

- You are responsible for providing your own equipment for examinations. You must not attempt to borrow equipment from another candidate during an examination.
- Please check with your subject teacher what equipment is required for each exam.

**Q. What items are *not* allowed into the examination room?**

- Only materials that are listed on question papers e.g. an anthology (this will be provided by the school on the day and collected back in at the end of the exam), is permitted in the exam room. Any student found to have any material with them that is not allowed will be reported to the appropriate exam board. In such circumstances, a student would normally be disqualified from the paper or the subject concerned.
- Bags, coats, mobile phones, mp3/4 players, iPod and any other electronic, or web enabled device. Anything that may contain notes or information.
- Food or drink, except for water in a clear unlabelled bottle.

**Q. Why can't I bring my mobile phone into the exam room?**

- Being in possession of a mobile phone (or any other electronic communication or data storage device) is regarded as cheating and is subject to severe penalties from the awarding bodies.

**THE MINIMUM PENALTIES ARE:**

*Device found on you and turned **ON** – disqualification for the entire subject award, if used can be disqualified for sitting for 5 years.*

*Device found on you and turned **OFF** – disqualification from the specific paper you are sitting at the time.*

*Phone rings during the exam wherever it is in the room the exam board must be informed and you will be **disqualified from all papers for the subject (including any already taken)***

- All phones will be left in a plastic bag with your name and seat number clearly on it and will be collected by the invigilator and only returned after the exam has finished.

**Q. How do I know how long the exam is?**

- The length of the examination is shown in minutes on your individual timetable under the heading 'duration'. Invigilators will tell you when to start and finish the exam. They will write the start and finish time of the exam on the board at the front of the exam room. There will be a visible clock in all exam rooms. **CHECK THE EXAM NOTICE BOARDS**

**Q. Can I leave the exam early?**

- It is a requirement of the exam boards that you must stay in the examination room for at least one hour after the published starting time of the exam (or the duration of the exam if it is less than one hour). It is not the school's policy to allow candidates to leave the exam room early as this is disruptive to other candidates. Candidates may not leave the room without the permission of the invigilators. All papers must be collected in and accounted for before candidates can leave the exam room. You will not be allowed to return to the exam room once you have left.

**Q. What do I do if the fire alarm goes?**

- The invigilators will tell you what to do. If the examination room has to be evacuated leave EVERYTHING on your desk and leave the room in silence. You must not attempt to communicate with any other candidate throughout the evacuation.

**Q. Can I go to the toilet during an exam?**

- Only if absolutely necessary. You will have to be escorted by an invigilator, the time you left the room and the time you returned will be recorded and this extra time will be added at the end of your exam. Please bear in mind that going to the toilet creates a disturbance for other students and can only be allowed if there are sufficient invigilators.

**Remember:**

- ✓ to arrive on time
- ✓ to bring the correct equipment to each exam, **only clear pencil cases are allowed.**
- ✓ there should be nothing on your exam desk apart from the correct equipment and your exam paper
- ✓ you may bring in water in a clear bottle – NO label
- ✓ NO CALCULATOR LIDS
- ✓ absolute silence until you have left the exam room
- ✓ no chewing gum
- ✓ no turning around
- ✓ if you have finished your paper early go through it again
- ✓ if your exam finishes earlier than another taking place in the same room, please leave your chair - do not drag it back to get up and do not push it under.