



**NEALE-WADE COMMUNITY COLLEGE**

**STUDENT'S EXAMINATION**

**INFORMATION BOOKET**

**SUMMER 2010**

## **INTRODUCTION**

The aim of this guide is to help you get through the examination period by explaining the procedures and by answering some of the questions you may have.

Read it carefully, and if you are still not sure about anything, **ASK** your Form Tutor or the Examinations Officer.

## **BEFORE YOU SIT YOUR EXAMS**

Your teachers inform the Examinations Officer which examinations you need to be entered for. You will then receive an Examinations Booklet **YOU** must check it very carefully. Any mistakes which are not picked up at this stage will be either very expensive to correct or at worst, may result in you getting no result for your exam.

### **Things to check:-**

- Personal details – this means the correct spelling of your name (and it must be your legal name) and your correct date of birth. These are how they will appear on your certificates.
- The examination units you are taking, especially the level of the paper eg, Foundation or Higher.

If anything is incorrect, you must write the correct spelling or exam on the sheet and return it to the Examinations Officer **IMMEDIATELY**.

Check your exam entry with your teacher if you are unsure – **REMEMBER** the Examinations Officer relies on you and your teachers for the correct information.

## **DURING THE EXAMINATION PERIOD**

### **WHEN**

#### **Morning Examinations**

Be at the exam room for 8.45am at the latest. If your school bus is running late, please ring the school.

#### **Afternoon Examinations**

Most exams will start at 1.30pm, however, some will start at 1pm, please check the timetable for each exam. Be at the exam room 15 minutes before the start of the examination. However, for larger exams (eg, English and Maths) be there 20 minutes before the start.

### **WHERE**

You will need to check the timetable for all exams as you will not always be in the same room.

Wait outside the room quietly until you are called in. For larger exams you will be called in row by row.

You must sit at the correct desk. To find out where you sit for each exam, you need to look at the seating plan which will be outside the room on the exam day.

### **EACH EXAM WILL HAVE A DIFFERENT SEATING PLAN**

When you enter the exam room, you must remain silent. Sit facing forward and feet under the desk. You must not communicate with any other student either by speaking or mouthing to them. **Even eye contact and grinning at another student is counted as communicating!**

**You may not pass anything to another student in an examination.**

## **AT THE START OF ANY EXAMINATION**

You will be told how to complete the front details on the examination paper. On every paper, you must write your name, candidate number and the school's centre number.

Only write in black ink and pencils for diagrams.

You will need to bring all your equipment to the exam room including, pen, pencil, ruler and calculator, if you forget yours, you may have to do without. Only clear pencil cases will be allowed in the exam room.

Coats and bags should not be brought into the exam room.

You must not bring any unauthorised books or rough paper into the exam. However, remember to bring set books, such as an anthology if this is allowed and not being provided by the school.

You can bring a bottle of water into the exam room.

You cannot ask the invigilators questions relating to the content of the exam but if you think there is something missing from your paper, put your hand up and ask for guidance.

If you finish the exam early do not doodle on your exam paper, you could be disqualified.

When your exam has finished and your paper has been collected, you will be told when you can leave the exam room. You must leave in silence – other students may still be working in the room.

**DO NOT DISTURB THE REST OF THE SCHOOL**

## WHAT IF . . .

What if I forget to come for an exam?

- You can only take an exam at the set time, so if you forget to come, you have missed the exam.
- You may be charged for any exam you miss.

What if I am late?

- If you arrive within 30 minutes of the official start time (which is 9.00am for morning exams and 1.30pm for afternoon exams), you can still take the exam and you will be entitled to the full time allowed. Report to the exam room or the Exams Officer.

What if I am ill?

- If you are ill, you must try to sit the exam no matter how unwell you are feeling.
- If you are unwell during the exam, put your hand up and you may leave the exam room and then return as long as you have been accompanied by an invigilator. You will be allowed your full time allowance.

What if I am too ill to sit the exam?

- If you are unable to attend you need to ring the school by 8.30am.
- If you are so ill that you cannot sit the exam at all, a letter from your doctor is required.
- In special circumstances, if you cannot get to school because of your illness but are able to sit the exam, the school may be able to send a member of staff to your home (or hospital) on the day so that you can complete the paper. You must inform the Exams Officer well in advance.

What if the fire alarm sounds?

- If the fire alarm sounds during an exam, you will be told to stop, close your paper and put down your pen. You must sit in silence and await instructions.
- If the first alarm is genuine, you will be led to the assembly point in an orderly fashion. You will stay in your exam group and **NOT** line up in your Form Group. You must not communicate with anyone during this time.
- If the fire alarm is false you will remain seated in the exam room and as soon as the alarm stops the exam will be restarted.
- In either situation, the length of time of the disruption will be noted and you will be given the full time allowed.

What if I take my mobile phone, ipod, etc in to the exam room?

- Mobile phones, ipods, etc are best left at home or in your locker.
- If you do bring them to the exam room they must be handed in to the invigilator and will be returned at the end of the exam. However, the school cannot be held responsible for the safe keeping of phones, etc during exams.

What if I need to go to the toilet during an exam?

- In normal circumstances you will not be allowed to go to the toilet during an exam, please remember to go before you arrive at the exam room.

What if I feel ill during the exam?

- If you feel unwell during an exam, put your hand up and wait for an invigilator to come to you. You can leave the exam room under supervision and return when you have recovered. You will be allowed any time you have missed.
- If you have a cold or hayfever, remember to bring plenty of tissues with you.

What if I have two exams scheduled for the same time?

- If you have two exams timetabled at the same time, please see the Exams Officer as soon as possible and arrangements will be made for you to take one earlier or later on the same day. You will be supervised during the time between the two exams.

### **SPECIAL CONSIDERATION**

The school can write to the Exam Board to ask for special consideration in **exceptional circumstances**, as long as you produce a letter from your doctor. However, this will have very little effect on your final grade as the **maximum** amount of consideration given is only 5%.

### **MOBILE PHONES AND OTHER PRODUCTS WITH TEXT/DIGITAL FACILITIES**

The Exam Boards wish to make it clear to all students that taking any of the above mentioned items into the exam is **STRICTLY FORBIDDEN**.

In particular, they stress that taking a mobile phone into any exam room will result in the following action:-

- If a student is found to have a mobile phone on his or her person and **even if it is switched off** the candidate may receive **zero marks** for that exam paper.
- If a student has a mobile phone on his or her person and it rings during the exam, the candidate will be **disqualified from that exam subject**.

**It is also at the school's discretion to ban you from all future exams for any Exam Board.**

Please be aware that any infringement of this rule will be reported to the relevant Exam Board.

Do not risk failing an exam by forgetting – there are no exceptions.

## **HOW DO I GET MY RESULTS?**

GCSE results day is **Tuesday 24<sup>th</sup> August 2010 at 10am.**

If you are unable to attend and would like your results slip sent to you, please provide a stamped addressed envelope in advance.

Please check your results carefully, if you think something is missing or are unsure of a result, please see the Examinations Officer or another member of staff as soon as possible.

If you would like a parent or somebody else to collect your results you will need to send a letter giving permission for that person to collect them on your behalf.

Your certificates will be available at the Presentation Evening in the Autumn Term. If you are unable to attend you must collect your certificates by 31<sup>st</sup> January 2011, after which they will be returned to the Exam Board.

If you lose your certificates you will need to contact the Exam Boards for replacements which will cost you approximately £35 per certificate.

If you are concerned about any aspect of your results you must see a member of staff or the Examinations Officer on results day.

### **And finally . . .**

- These exams represent the culmination of several years' hard work at Neale-Wade.
- Do not behave in any way that might jeopardize your chances or those of other people in the exam room.
- Exam Board rules are strict and must be followed by the letter.
- Any misbehaviour **MUST** be reported to the Exam Board and will **ALWAYS** be dealt with very severely.

# **GOOD LUCK!**