

ESSENTIAL CANDIDATE INFORMATION

EXAMS – Things you need to know

Exam times are an important time in your education, and the results will influence what you do in the future, so it is important that they run as smoothly as possible.

There are many rules and regulations for exams that you must be aware of (most of which are set by the exam boards NOT by the college).

If you do not stick to these rules, you may be disqualified from your exams, so please make sure you read the following information carefully.

This document aims to

- explain the rules and regulations which you are required to follow
- give you advice about how to ensure that you are well prepared and able to perform at your best
- explain what you should do if any problems occur

Remember that if you are unsure about anything or have any concerns, talk to either your subject teacher, Mr Thompson, Mrs Wharff or the Examinations Officer (Mrs Cox).

Coursework

Coursework is an important element of most public examinations. Deadlines will be set at various stages throughout the year AND MUST BE ADHERED TO. If you have difficulty in completing such assignments, you must talk to your subject teacher or Head of Year sooner rather than later, so that help and support can be given.

We wish to bring to your attention, concern being expressed by the Examination Boards regarding the authenticity of coursework submitted by students at all levels of the system.

In an effort to combat this, the Boards require all candidates to sign a form confirming the authenticity of each separate piece of work submitted. This means that, not only is the work that of the individual alone, but that all sources (books, films, journals AND internet sites) have been acknowledged.

In the interests of fairness to all candidates sitting examinations, we would ask parents to do their best to ensure that your daughter/son is clear about this, and that they are aware of the possible implications of any attempt to submit work which is not their own, either wholly or in part.

Neither copying the work of another student nor allowing your work to be copied is acceptable. Both practices constitute infringements of the rules which will be sanctioned by disqualification.

The Boards are likely to disqualify anyone caught cheating, certainly from the examination concerned and, possibly, from the whole series (i.e. all examinations taken).

We too, as guardians of the integrity of the examination process at Haven High Technology College, are likely to take a very dim view of anyone found guilty of deception. Any re-taking of examinations at a later stage will be at the expense of the individual candidate, not of the school.

The Actual Exams

Attendance

In preparation for the Summer exams at the end of Y11, you should attend lessons in each subject until the last core subject exam has been completed. Revision opportunities will be provided in those lessons where the exam has already taken place.

Check your Statement of Entry carefully.

Make sure that your personal details are correct and that you have been entered for all the examinations you are expecting to sit. If you spot an error or omission, tell your Subject teacher or the Examinations Officer immediately.

Make sure you know when your exams are.

- For the main summer exam period, you will be issued with a personalised timetable by the exams office.
- Alternatively, download the timetable from the website and personalise it
- Show your parents and make a copy available to them

The main summer examination period runs from mid-May to the end of June. Art, Drama, Expressive Arts & Language orals can be as early as the end of March.

There are GCSE modular examinations and a few GCSE re-takes in November, January and March.

Be punctual

Morning examinations usually start at 9.00am. Afternoon examinations usually start at 1.00pm. Most examinations take place in the sports hall, but not all – check the main timetable for the location of each exam.

You should be outside the exam room **at least 15 minutes before the start time**; this means you should be in school **at least 20 minutes beforehand** so that you can get yourself organised, go to the loo and take a few deep breaths!

If you are late with no good reason, you may be allowed into the exam room to sit the examination but the exam board have to be informed and they may not accept the paper. In such cases you will receive no marks for this component.

Equipment

You are not allowed to take anything into the exam room.

You will be provided with all equipment required for the examination.

You are NOT allowed to borrow anything from anyone in the exam room.

You are not allowed to take a drink into the examination room. You may be supplied with water after 1 hour if required. When not in use, the bottle should be stored on the floor, under your chair or desk, so that there is no danger of it being kicked over by an invigilator. If you are unwell and need throat sweets you must inform the Examinations Officer. **NO OTHER KINDS OF DRINK OR FOOD ARE PERMITTED.**

IF English is not your first language, you may be provided with a bi-lingual dictionary, depending on the subject of the examination.

Forbidden items

Once in the Examination Room you are not allowed to use or be in possession of ...

- **a mobile phone** (if you can manage without it, leave it at home)
- **any other electronic device** (e.g. ipods / pagers / or anything with a text facility) that might be deemed of help to you in the exam
- **any material which might be deemed to be of help to you** (even if you had no intention of using it)
- **bags / coats / valuables** (these must be left outside the exam room and remove any valuables; a small number of valuables can be handed in at the same time as mobile phones.)
- **correcting fluid, ink eraser pens, highlighters, gel-pens**
- **reading pens**

You are strongly advised NOT to bring Mobile phones, other electronic devices or valuables into college when you have an exam. If you do bring them in, they must be placed in the numbered bags provided, which will be taken to the front office for safe keeping. If you do leave them unattended, the college does not accept any responsibility for their loss or damage.

If a mobile phone or other electronic device is found in your possession during an exam, **EVEN IF IT IS TURNED OFF**, the device will be taken from you and a report made to the appropriate exam board. No exceptions will be made.

MINIMUM PENALTIES IMPOSED BY THE EXAM BOARD ARE AS FOLLOWS:

Device found on you and turned OFF: disqualification from that component
Device found on you and turned ON: disqualification from entire subject award

Conduct

You are expected to be dressed in **correct school uniform** for all examinations.

Be polite to, and co-operate with, the invigilators.

When waiting to enter the exam room...

- Make sure you know where you are sitting
- Hand in ALL unauthorised equipment and any valuables
- Line up quietly and sensibly

Once inside the examination room...

- **you must not attempt to communicate with any other candidate in any way**
- **you must not talk once you enter nor until you have left the Examination Room**
- you should find your seat, sit down, get yourself organised for the examination and wait for further instructions

During the examination

Candidates who are entitled to Access Arrangements should enter the exam room to listen to the instructions and will be collected before the exam starts.

- **read the instructions carefully** and ensure that you complete everything that is asked of you
- work out how best to use your time; **stop, think, engage brain** before you start writing!
- if you need additional materials, put your hand up clearly, and an invigilator should come to you very quickly - don't wait till the very last moment to request extra paper
- if you are unsure about what to do, ask the invigilator for help
- if you feel unwell, please inform the invigilator straightaway
- rough work should be done in your answer booklet and crossed through if you do not wish it to be marked; do not make it totally illegible, however, as credit may be awarded for what you have written
- keep an eye on the clock; you will be given a warning five minutes before the end of the exam
- you are expected to remain for the full duration of the examination, but you are not allowed to leave until at least 1 hour after the published start time of the exam
- do NOT write on the exam desks. This is regarded as vandalism and you will have to pay for any damage.

At the end of the examination

- stop writing when you are told to do so

- listen carefully to the instructions you are given
- **ensure your name and other details are completed on the front of your paper and any additional sheets**
- if necessary, put your paper in the correct order and attach loose sheets with a treasury tag
- **ensure that everything is handed in to the invigilator**

You will usually be dismissed one row at a time by the invigilator(s)
As you leave the examination room, please ...

- wait until the invigilator tells you to go
- leave your chair tidily under the desk
- move it quietly, as there may be other candidates working
- once outside the room, please remember that others may still be doing exams and that there may well be lessons going on in classrooms

General

It is the responsibility of the Head of Centre, Examinations Officer and the invigilators to ensure the integrity of the exams ... i.e. that they are conducted according to the rules and regulations, that they run smoothly and that, above all, they are fair to all involved.

REMEMBER

**ANY MAJOR BREACH OF THE RULES COULD RESULT IN YOUR
DISQUALIFICATION NOT ONLY FROM THE EXAMINATION CONCERNED,
BUT FROM THE WHOLE SERIES!**

IT MAY ALSO AFFECT OTHER CANDIDATES!

What ifs ... ?

I am unwell on the day of the examination and unable to attend ...

Phone the office as soon as you can (01205 311979) and let us know.
Arrange an appointment with your GP a.s.a.p. and obtain a medical certificate.
Bring it in to school within THREE days of the examination.

I am unavoidably delayed for some reason ...

Phone the office as soon as you can (01205 311979) and let us know. Get to school as soon as you can. You will be allowed to take your examination but, you should be aware that the Examination Board may not accept it. In such cases you will receive no marks for this component.

I have more than one examination in the same session ...

This is known as a **clash**.

If the total time does not exceed 3 hours (GCSE) you will be expected to take all papers during that session, as scheduled.

If the time allocated to the examinations exceeds the above times you should have been notified of the clash by the Examinations Officer, who will have given you specific instructions about which exams are to be taken when. If you have not been given this information, you must see the Examinations Officer as soon as possible.

If you have to be supervised at any time during the day you **MUST FOLLOW INSTRUCTIONS AND AVOID ALL CONTACT WITH OTHER CANDIDATES**. You will normally be given a break between examinations. If you are to be supervised over lunchtime, you should bring with you some food and drink and, probably, your revision notes for the next exam(s). You will not be allowed to keep your mobile phone with you.

I feel ill during the examination ...

Inform the invigilator. It may be possible to give you (supervised) rest breaks in order to help you through the examination. Please **DO NOT WAIT TO BE SICK IN THE EXAMINATION ROOM**. Let an invigilator know that you have a problem and you will be escorted out. You may be able to return later, if you feel better.

Consult your GP a.s.a.p. and ask for a medical certificate. You may be entitled to special consideration (although you should be aware that the Board will never award more than 5% of the marks scored in the paper concerned)

My performance in the examination has been adversely affected by illness or other difficult circumstances ...

You may be entitled to special consideration (see above). You should obtain a letter either from your GP in the case of a medical problem or, in other circumstances, from your Head of Year. The evidence should be handed to the Examinations Officer, who will contact the Board on your behalf.

I misread my timetable and/or fail to turn up for an examination ...

You will not be given another opportunity to sit the examination. You will also be charged for examinations you miss, intentionally or not. Charges start from £24.50.

I need to go to the loo during an exam ...

Put your hand up and tell an invigilator. He or she will arrange for you to be escorted to the nearest lavatory. It is, however, in your best interest to go before the examination begins.

The fire alarm goes off during an examination ...

Continue with your exam and wait for instructions from the invigilator(s) or Examinations Officer. If it is necessary to evacuate the examination room, you should leave everything, including your examination paper, on the desk and leave the room one row at a time, as instructed. You will be escorted to the field adjacent to the Y7 assembly point where you should assemble by subject and in candidate number order. **YOU MUST NOT TALK TO OTHER CANDIDATES.** Provided that you are able to return to the room later, you will be given the full time allocation. The Board will be informed of the disruption.

Revised March 2009