

# 2018 Examination Booklet



## INTRODUCTION

Exams can cause stress, so this booklet has been written to help you understand what to do about your GCSE exams this summer. Please read it carefully, as it should answer most of the questions you may wish to ask. It contains advice about where to go, at what time, what to take with you, what to do if you are ill, and much more.

Keep this booklet in a safe place. Turning up early could be mildly embarrassing, turning up too late could be disastrous – you **CANNOT** take an exam at a different time.

You will have also received an Individual Candidate Timetable, along with the final examination timetable. Make sure that you know exactly what subjects you are entered for, the official title and code for the subject and the level at which you are entered. Ask your subject teacher or the Exams Officer (Mrs Harrison), if you are unsure.

**Note: All morning exams will start no later than 9.10am.  
Afternoon exam start times vary – please check  
your timetable carefully.**

## RESULTS

Results will be available in college on Thursday 23<sup>rd</sup> August. It is your responsibility to make arrangements for receiving your results. This can be done in one of three ways:

1. Collected by yourself from the Dining Hall between 9:30 am and 11:30 am on the date above.
2. Collected by another person, provided they bring a letter, signed by you, giving your permission for them to collect your results.
3. By post, in a stamped addressed envelope that you must give in at Reception. Your results will be posted by the college on 23<sup>rd</sup> August, so don't expect them to arrive until 25th August at the earliest.

**DO NOT** telephone the college to ask if the results have arrived or to ask to be given your results. The staff will not give information over the phone and this will only delay the already lengthy business of gathering together results from different exam boards.

# GOOD LUCK!!!!

## TIMES AND PLACES

### Place:

- Exams will take place in the Main College Hall unless medical evidence is provided which outlines genuine reasons for taking exams in separate accommodation.

### Time:

- The times of exams is shown on your Individual Candidate Timetable.
- Students should be in college by 8:00-8:15am for morning exams and 15 minutes before the start time shown on your timetable for afternoon exams.
- Seating plans will be on display on the dining hall windows.

## LUNCH

Students with afternoon exams **will not** be allowed off site at lunchtime.

Chartwells can provide hot meals from 12.15pm, for exams taking place at 1pm it is advised that students bring in their own food. Students will have to make their own arrangements for food when they are on study leave.

## ILLNESS AND OTHER EMERGENCIES

In the case of *serious* illness which prevents you from attending an exam, you must do the following:

- You must telephone college, or get someone to do it for you, as soon as you can. The college telephone number is 01246 473873.
- You **must** get a medical certificate from your doctor and give it to Mrs Harrison immediately. We can apply to the exam board for Special Consideration because you missed an exam, but this has to be done within 7 days following the exam.
- Special consideration is not always given, even on receipt of a medical certificate.

## EXAMINATION MATERIALS

All equipment needed to complete the exam, including a calculator if applicable, will be provided. If you wish to bring your own equipment, please ensure that it is carried in a clear plastic bag/clear pencil case. You can only write in black ink.

**TIPPEX Is Prohibited**

## **IN THE EXAMINATION ROOM**

The exam boards have rules and regulations, which are designed to ensure that, as far as possible, all candidates will take their exams under the same conditions. These are shown at the back of this booklet and outside the exam room. The college has to report anyone who disobeys these regulations and it can mean that the candidate's paper is cancelled. The exam board may also exclude the pupil from all other exams. So read the rules carefully and behave yourself!

### **Below are some important points to help you:**

1. You must be silent from the moment you enter the exam room until you leave at the end of the exam.
2. You must not take any notes into the exam room.
3. Bags, books, cases and instructions for calculators must be left outside the exam hall
4. Water is the only drink allowed in the exam room. This must be in a clear plastic bottle (all labels removed).
5. Please **DO NOT BRING MOBILE PHONES, MUSIC DEVICES OR WATCHES** into the exam room. If a mobile phone rings during an exam, or is found to be switched on during an exam, we are obliged to report it and the exam board will cancel your whole subject result. Even if your phone/music device is turned off, if it is on your person, they will cancel the paper you

are taking. Please be sensible, it is NOT worth the risk!!!!

6. Switch off any alarm on your calculator.
7. Sit in the order and place shown on the seating plan. There will be a card on your desk, with your name and candidate number on it. Do not damage this card as it will be used for all your exams.
8. Do not communicate in any way with other pupils or disturb them.
9. You must face the front of the exam room **AT ALL TIMES** and must not turn round (even if you do not intend to communicate).
10. Do not leave your seat without permission. If you want something, hold up your hand and wait for a member of staff to come to you.
11. Write your name, candidate number and centre number on every booklet or sheet of paper you use. It is crucial that your name matches the name on the exam register.
12. Take time to read all the instructions on the exam paper and carry them out exactly. If you are unsure, ask for help – answering the wrong questions possibly from the wrong section, cannot be put right later and may seriously affect your grade. There are often blank pages in the middle of the exam booklet, which are meant to be there and are labelled “BLANK PAGE”. Don’t assume you have finished until you reach the instruction “END OF EXAMINATION”.
13. When you have finished, check your work thoroughly, don’t waste this valuable time.
14. After the exam, leave as you are told to, in silence. Be especially quiet if another exam is still going on after



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## Warning to Candidates

1. You **must** be on time for all your examinations.
2. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
3. You **must not**:
  - sit an examination in the name of another candidate;
  - have in your possession any unauthorised material or equipment which might give you an unfair advantage.
4. **Possession of a mobile phone** or other unauthorised material **is breaking the rules**, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
5. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
6. You **must** follow the instructions of the invigilator.
7. If you are in any doubt speak to the invigilator.

The *Warning to Candidates* must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.

Effective from 1 September 2014



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**NO IPODS, iWATCHES,  
MOBILE PHONES,  
MP3/4 PLAYERS**

**NO POTENTIAL  
TECHNOLOGICAL/WEB ENABLED  
SOURCES OF INFORMATION**

Possession of unauthorised items, such as a mobile phone, is a serious offence and could result in

**DISQUALIFICATION**

from your examination and your overall qualification.

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