

Surviving Exams

2019



Introduction

This booklet has been designed to give you all the information you need for your forthcoming GCSE examinations. Please read it carefully and keep it safe. If you are in doubt about anything at all regarding examinations, ask Mr Werth in B124.

Before the exams

You have already received an exam timetable. Please check that you are **entered for all the exams** you are expecting to sit and that your **personal details are correct** i.e. name, date of birth. These details will appear on your exam certificates, so if there is any mistake, you need to let school know now. It will cost you around £50 per certificate to have spellings etc. changed after the exam boards have produced them.

If you notice any 'clashes' (two exams on the same day and at the same time), don't be worried. This is normal and Mr Werth will be aware of it. You will simply sit one exam after the other with a supervised break in between.

Exam Procedures on the day

Unless you are told otherwise, all exams will start at the following times:

- Morning examinations start at 9.00 am
- Afternoon examinations start at 1.00 pm

Make sure you arrive in good time, but if you **are** late, please go to the exam hall immediately and report to an invigilator.

The examination boards have strict rules and regulations. If you break any of them there will be serious consequences. Follow these three simple guidelines for your behaviour:

1. No communication (this includes hand signals, looks, whispering etc.)
2. No dishonest practice – that means 'cheating'
3. No disturbing or distracting others

Remember: once you have entered the exam room those guidelines come into force. If you have any problem or question, please put your hand up and wait; an invigilator will try to help you.



Entering the exam hall:

Before most of your exams, you will gather in a suitable place (e.g. tiered seating, new sports hall, library etc.) and be sent from there to the exam hall by your teachers/Mrs Rigg.

Make sure you know your seat number before you arrive (it is on your timetable). As soon as you enter the exam hall, strict exam conditions apply. Place your bag and coat at the back of the hall, behind the column that your seat is in, check your pockets for any unauthorised materials and go to your seat.

Check that you have the correct paper in front of you at the right tier (foundation/higher), but do not touch the paper on your desk until told to do so.

In all examinations you will be asked to write your name, candidate number and centre number on the paper. This information will be on your ID card, which will be on your desk.

Listen very carefully to the instructions and notices that are read out - there may be changes to the exam paper which you need to know about.



Mobile Phones (and any other electronic devices)

The best advice is **not to bring them** at all. If you do have one in your possession you must make sure it is **TURNED OFF AND IN YOUR BAG OR HANDED IN** before the examination.

Remember some alarms still go off even when the phone is switched off. If your phone goes off in your bag, your bag will be removed and put outside the exam room where its safety cannot be guaranteed.

Having **any unauthorised materials** on you during an exam is regarded as **cheating** (even if you had no intention of using them) and will have serious consequences. This applies to written notes too.

If you are wearing a normal watch, you must take it off and put it on your desk.



Equipment

You should bring a **BLACK PEN** (and several spares), a pencil, ruler, rubber and any other equipment needed, e.g. calculator (lid must be in your bag or on the floor), protractor, colouring pencils etc.

Only completely **see-through pencil cases** are allowed on your desk.

You are not allowed to use highlighters, gel pens, correcting pens, fluid or tape or erasable pens in your **answer books**, but you may use **highlighters** on the **question paper**.



Uniform

You should come to all exams in full school uniform.



Food and Drink

No food is allowed in the exam room, but you may bring a **clear bottle of water** with **all labelling removed**.

If you have a medical condition that may require you to eat during the exam or drink something other than water, please see Mr Werth well in advance of the exam season.



Fire Alarm Procedure

If the fire alarm sounds during an examination the invigilators will tell you what to do. **DO NOT PANIC!** If you have to leave the exam room you **MUST NOT** communicate with anyone.

Please leave **everything** on your desk. You will be taken to the designated meeting point. Please stand in exam row order, i.e. all students from row A together and all from row B etc.

When you return **do not** start writing until you are instructed to do so.

You will still get **the full working time** for the examination and a report will be sent to the exam board informing them of the interruption.



Absence from Exams

Even if you feel ill on the day of your exam you should try to attend in the first instance. If you really are too ill to come in, you must telephone school immediately and leave a message for Mrs Rigg/Mr Werth.

You must provide a **medical note**, so we can apply for special consideration for you.

You will **not** be able to **catch up** any exams you missed at a later date.

After the exams



Results and Certificates

GCSE results will be available to collect from school from **10.00 am on Thursday 22nd August 2019**.

If you cannot come to collect them, please provide a stamped addressed envelope and they will be posted home.

If you want someone else to collect them for you, please give that person a note with your permission; they will need to bring some ID with them.

We cannot give out results over the phone or by text/email.

Please note that the results you will receive on 22nd August are **not certificates**. These will be sent to the Academy by the exam boards in October/November and letters will then be sent home advising you on how to collect them.

Post-Results Service

After results day, there are the following post-results services available:

- A clerical re-check (i.e. a re-count of the marks allocated to a paper)
- A review of marking (the paper will be marked again by another examiner)
- Access to scripts
- Review of centre-assessed marks (pre-results)

These services incur a fee and are subject to strict deadlines. Your subject teacher will be able to give advice if you are thinking of using any of those services.

Work hard,
stay calm

GOOD
LUCK!

and

good luck in
your exams!

