PENSBY
HIGH SCHOOL
Care Respect Inspire

Pensby High School

EXAMINATION INFORMATION GUIDANCE,REVISION TIPSAND ADVICEFOR STUDENTS,PARENTSandCARERS 2016 - 2017

CentreNumber: 34747

Name_____ **Form** _____

My CandidateNumber: _ _ _ _

(Needed for every exam – please remember it)

Summer Exams

15th May – 29th June 2017

INTRODUCTION

Exams can be a stressful time for students and parents/carers and it is important that all those involved are as well informed as possible. Well informed students will realise that the rules and regulations are designed to ensure fairness and minimise disturbance and it is in the interest of all that the exams run smoothly.

Theschoolwill makeeveryefforttoensurethatcandidatesreceivethebestpossiblepreparationfortheir examinations, that the administrative arrangements run smoothly, and that the examinations are conducted ina waythatwill causeaslittlestressaspossibleand help studentstoachievetheirbest.

Please read this booklet carefully so that you are all aware of the examination regulations and the procedures tofollow.

Wehavealsoincludedsome ofthe mostfrequentlyasked questions.

Italsocontainstheformalnoticesthatarerequiredbyregulationtobegiventoeachcandidate.Thesecan befound atthebackof thisbooklet.

Ifyou haveanyenquiries orrequire any further information or help and adviceat anytime, before, duringor after theexams pleasecontact
TheExaminations Officer
Mrs CarolineFildes –Main Office

Phone number 0151 342 0570 ext. 220

Fax number: 0151 342 0571

Weareheretohelp.

GOOD LUCK!

DO YOUR BEST!

Remember to use the “Revision Tips” booklet you received in November.

TheExamsOfficer or Invigilatorwill readthisout this information at the start of eachexam

1. You must now follow the regulations of the examination.

2. Only material listed on the question paper is allowed in the exam room. You must not have on or near you any other material.

3. Check your pockets now. Check for things such as notes, books, papers, iPods and mobile phones. If you have any unauthorised items in your possession, you must hand them in to an invigilator now. Failure to do so may lead to disqualification.

4. For examinations with books that are allowed, check that no notes or papers have accidentally been left inside any book you are allowed to have in the examination room and that you have the correct edition of the allowed set text(s).

5. For examinations where a calculator is allowed, make sure that the lid, case, or cover of your calculator does not have printed formulas or instructions.

6. Check that you have been given the correct paper for your subject, unit and level or tier.

7. Fill in all the details needed on the front of your answer book (or question paper). Make sure you fill these details in on any additional answer sheets that you use.

8. Read the instructions on the front of the question paper. (You may read these out to the candidates, if required.)

9. Check that you have all the materials you need for the exam. **Tell the candidates about any erratum notices**

10. Remember, you must write in black ink. You may use pencil for drawings and rough notes.

11. You must write in the designated sections of the answer booklet.

12. You must write all rough work in your answer book and neatly cross it through with a single line. For multiple-choice papers, you must do any rough work in the question book.

13. You must not use correcting pens, fluid or tape, erasable pens, blotting paper. You must not use highlighters or gel pens in your answers.

14. You must not communicate in any way with, ask for help from or give help to another candidate while you are in this exam room.

15. If you need anything, put you hand up high and an invigilator will come to your assistance

16. If the fire alarm sounds, please stay seated - wait for instructions from the invigilator.
Tell the candidates when they may begin and how much time they have

BEFORE THEEXAMINATIONS

GENERAL INFORMATION

The Examinations Officeris responsible for administering all exam arrangements and for the oversight of students during exams, under direct responsibility from the Headteacher

There is a team of invigilators who will be present during exams at all times who are supervised by a lead invigilator.

The Awarding Organisations set down strict criteria, which must be followed for the conduct of exams and the schools are required to follow them precisely.

It is the schools policy to enter every student who is being taught a subject, for the most appropriate level of exam.

Dates of exams are rigidly fixed by the Awarding Organisations and are put on our websites but occasionally exams can be subject to change. Parents/carers must not take holidays during term time and must be aware of summer exam dates before booking holidays.

ACCESSARRAGEMENTS

Thesearepre-examadjustmentsforlongtermor permanentdisabilitiesor pupilswith additionalneeds. Accessarrangementshavetobeapproved bythe Awarding Organisationsand normallycover the entire2,3or 4 yearcourse. Our Special NeedsCo-ordinatorappliesfor thearrangementsatthe beginning of thecourseto ensuretheappropriate access arrangements are in place and pupils are familiar with them. Thesemayinclude pupils having extratimeor someone tohelpwiththereading or writing oftheexam paper. You will have been informed if your son/daughter/ward has been granted these arrangements. Pupils with any of these arrangements will NOT be seated in the main hall.

STATEMENTS OF ENTRY:

- You willreceiveastatementofentrybefore the actual exams,indicatingthesubjects youarebeingenteredfor andthelevels ofentry(foundation/higher-whereapplicable)andareasked tocheckverycarefullythatthesearecorrect. Somesubjectsonlyhaveonelevelofentry;somehave foundationand/or highertiers. Particularlycheckthatallpersonaldetails(dateofbirth,spellingof names)areaccurateasthesewillappearoncertificatesanditmaybedifficulttochangethemonce certificatesareawarded.Youmustuse your full,legallyrecognised nameonexamination entries. If there are any errors or problems please see the Exams Officer straight away.

AWARDING ORGANISATIONS

- TheSchool usesthefollowing main awarding organisations:AQA,Edexcel (Pearson), WJEC andOCR.

CANDIDATENAME:

- Youareentered under thenameformatof firstname+middleinitials+(legal)surname.

CANDIDATENUMBER:

- You haveafour-digitcandidatenumber.Thisisthenumberyouwillenteronexamination papers.Alistisonyourclassroomnoticeboardanditwillappearnexttoyournameonseatingplans andexaminationregisters. Pleaserecordyourcandidatenumberonthefrontofthisbooklet.Youwill havethesamecandidatenumberduring your whole timeatschool.

TIMETABLES

- You willreceiveanindividualtimetablebefore the actual exams showingyourownspecificexaminationswithdetailsof date,time,lengthofexam,venueandseatnumber. **Checkitcarefully**. Ifyouthink somethingiswrong,seeMrsFildesin the main officeimmediately.Keepthissafebutcomeandaskfor anotherifyoudoloseit! Thedatesandtimesoftheexamsarealsoonourwebsite.Afewcandidates may haveaclashwheretwosubjectsaretimetabledatthesametime. Theschoolwillmakespecial timetablearrangementsforthesecandidatesonly. Youmustcheckyourindividualtimetable. **Ifyou thinkthereisaclashonyourtimetable thathasnotbeenresolved,pleaseseeMrsFildesimmediately.**

CONTACTNUMBERS

- **Pleasecheckthatschoolhasatleastone<u>up-to-date</u>contacttelephone/mobilenumber for you, thisisvery important.**

EQUIPMENT

- Makesureyouhaveallthecorrectequipmentforyourexaminations.TwoBLACKpens(notgel),two pencils,arubberandaruler,andforsomeexamsyouwillsoneedcolouredpencils,aprotractor,a scientificcalculatorandcompasses. Ifyouhaveanyproblemsacquiringthisequipmentorifyouneed anystationeryforrevisionpurposes,pleaseseeMrsFildesin plenty of time before the exam.

- Aclockwillbevisibleinexaminationvenues. However,weadviseyoutohaveawatchtoaidtime keeping during theexam.

BAGS/COATS

- If you are seated in the hall, your bag will be kept in a locked room for the duration of your exam.

SEATINGPLANS

The main location for exams is the main school hall, but other rooms are also used for pupils who have access arrangements.

- Youwill notbesitting inthesameseatforeveryexam. Seating planswill bedisplayed in the entrancehall and canteen beforeeach exam. Your seat number / room for each exam will be on your individual timetable.

Hall Seating Planfor All Exams

Most exams will take place in the MAIN HALL.

WINDOWS		A	B	C	D	E	F	G	H	J
	1									
	2									
	3									
	4									
	5									
	6									
	7					E7				
	8									
	9									
	10									
	11									
	12									
	13									
	14									
	15	A	B	C	D	E	F	G	H	J
	DOORS									

Remembertolookatthe seating plans asyouneedtoknowyour SEATNUMBER before youenterthehall.

Example aboveforseatE7

Beforeeach exam you will beasked to lineup in rowand seat number order in theCanteen

Youwill then makesure you haveall thecorrect equipment <u>before</u>you entertheexamroom.

Thequicker you areseated thesooner theexams can start and finish.

Ifyour examis not beingheld in thehall, an invigilatorwill accompanyyou to yourroom.

DURINGTHEEXAMINATIONS

EXAMINATIONREGULATIONS

- Acopyofthe“Information for Candidates”,whichisissuedjointlybyalltheAwarding Organisations,isprintedat theendofthisbooklet. Youmustreadthiscarefullyandnotethattobreakanyofthe examination rulesor regulationscould lead todisqualification fromall subjects.Theschoolmustreport anybreachof regulations tothe Awarding Organisation. The school and Awarding Organisations regard breaches of exam regulations very seriously. Any activities that may disturb or upset other candidates will not be tolerated. Good behaviour in exams rooms is expected at all times.

ATTENDANCEATACTUAL GCSE / GCE / BTEC EXAMINATIONS

- Youareresponsibleforcheckingyourowntimetableandarrivingatschoolonthecorrectday andtime,**dressedin correctschooluniform**. You mustarriveat least **15minutes**prior tothestarttime oftheirexamination. Pleasewaitquietlyoutsideyourexamroomuntilyouareinvitedtoenterbythe examination invigilators.

- Our normal starting timesfor examinationsare9 amand1pm.

- If you arrivelateforanexamination you maystillbeadmitted depending on HOW late you are. IfspecialconsiderationappliesthenyoumustspeaktotheExaminationsOfficer(seeABSENCE FROMEXAMINATIONS).

- Ifyouthinkyoumayhavetroublegettingtoschoolforanexam,pleaseletschoolknowassoonas possible.

- All items of equipment, pens, pencils, mathematical instruments, etc. should be visible to the invigilatorsatalltimes.You musteitheruseatransparentpencilcaseorclear plasticbag.

- Pensshouldbe**blackballpoint**. Notippex,correction pensorgelpensareallowed.

- ForMathematicsandScienceexams,youshouldmakesureyour scientificcalculatorsconformto theexaminationregulations. Ifindoubt,checkwithyourteacher. Removeanycoversorinstructions and makesure batteriesarenew.This isyour responsibility,nottheschools.

- Pleasemakesurethatanywatch alarmsareturnedoff.

- **Do not**attempttocommunicatewithor distractother candidates.

- Examinationregulationsareverystrictregardingitemsthatmaybetakenintotheexaminationroom. Ifyou breaktheserulesyou may bedisqualified fromthe examination.

•Mobilephones, smart watchesormusicplayersMUSTNOTBEBROUGHTINTOTHE EXAMINATION ROOM.Ifa mobile phone(oranyothertypeofelectroniccommunicationorstoragedevice)isfound inyourpossessionduring anexamination(evenifitisturnedoff)itwillbetakenfromyouanda report made to the appropriate Awarding Organisation.No exceptionscan be made.

- Nofoodisallowedintheexaminationrooms.Abottleof**waterWITHASPORTSCAP ONLY**(incaseof spillage)maybebroughtwith the**labelremoved.**

- If you doneed tobring a bag oracoatintoschool,theywill bekeptsafely locked away.

Pleasedonotwriteonexaminationdesks, seat number stickers or name cards. Youhavetopay for any damage.

- Donotdrawgraffition your exam paper–ifyoudothemarkermay refusetoacceptor mark your paper.

- Listen carefullytoinstructionsand noticesreadoutbythe examinations officer/invigilators–theremay beamendmentstotheexampaperthatyouneedtoknowabout.

- Check you have the correct question paper – check the subject, paper and tier of entry, (Foundation/Higher) – if in ANY doubt, please ask!

- Do**NOT**startwriting anything on theexampaperuntil youareinstructedto doso.

  - Read theinstructionson thefront ofthe paper carefully
  - Ifapplicable,makesureyouanswerthecorrectsection–theoneyouhavebeentaughtand revised!
  - Makesure you knowhowmanyquestionsyou should beanswering
  - Read the questionsslowly,then readthemagain -it'sall tooeasytomisreadwhen you arenervous
  - Answerthequestionson thepaperratherthanthequestionsyou wereexpecting
  - Choosethequestionsyouthink youcan answer best,wherethereis achoice
  - Comparethemarksallocatedtoeachquestionandusethisasaguidetothetimeyouspendon each
  - Allowenough timetoanswer all thequestionsand tocheckbackoveryourwork
  - Trynottopanicifyouareunabletoansweraquestion.Moveontothenextquestionandcome backtothe difficultonelater
  - Takecarewithyourpresentationandhandwriting-youranswersneedtobecleartotheexaminer markingyour paper

You will **not be allowed** to leave an examination room early. If you have finished the paper use any time remaining to check over your answers and that you have completed your details correctly.

- Attheendoftheexaminationallworkmustbehandedin–remembertocrossoutanyroughwork. If youhave usedmorethanoneanswerbookorloosesheetsofpaper, put them inside your answer book in the correct order, making sure they are named.

- Invigilators will collect your exam papers before you leave the room. Absolute silence mustbemaintainedduringthistime. Rememberyouarestillunderexaminationconditionsuntilyouhaveleft theroom.

- Question papers,answerbookletsand additionalpaper mustNOT betaken fromtheexamroom.

- Remainseatedinsilenceuntiltoldtoleavetheexaminationroom. Youwillleavetheexamroomin row order andinsinglefile. Please leave the room in silence and show consideration for other candidateswhomaystillbeworking. Donotcongregateoutsidetheexaminationroomsasitdisturbs othercandidatesand school classes.

- Ifthe**firealarm**soundsduringanexaminationtheexaminationinvigilatorswilltellyouwhattodo. Don’tpanic. Ifyouhavetoevacuatetheroomyouwillbeaskedtoleave**insilence**andintheorderin whichyouaresitting. Youwillbeescortedtoadesignatedassemblypoint. Leaveeverythingonyour desk. Youmustnot attempttocommunicatewithanyoneelseduringtheevacuation. Whenyou returntotheexamroomdonotstartwritinguntiltheinvigilatortellsyouto. Youwillbeallowedthe fullworkingtimefortheexamination andareportwillbesenttotheAwardingOrganisationdetailingthe incident.

INVIGILATORS

- Theschool employsexternalinvigilatorstoconducttheexaminations.Studentsareexpectedtobehaveina

respectfulmanner towardsallinvigilatorsand followtheir instructionsatalltimes, just as they would any other member of school staff.

- Invigilatorsareintheexaminationroomstosupervisetheconductoftheexamination.Wehaveone invigilatorforevery30pupilssittinganexam.Theywilldistributeandcollecttheexaminationpapers, tellcandidateswhentostartandfinishtheexamination,handoutextrawritingpaperifrequiredand dealwithanyproblemsthatoccurduringtheexamination,forexampleifacandidateisfeelingill. Just put yourhand up and youwill beattendedto promptly.

- Pleasenotethatinvigilatorscannot discusstheexamination paperwithyouor explain thequestions.

- Pupilswhoaredisruptiveorbehaveinanunacceptablemannerwillberemovedfromtheexamination roombyinvigilators, exams Officerand/ormembersoftheSeniorLeadershipTeam. TheAwarding Organisationwillhaveto beinformed aboutthis andfurther actionmayfollow.

ABSENCEFROM EXAMINATIONS

- Ifyouexperiencedifficultiesduringtheexaminationperiod(e.g.illness,injury,personalproblems) pleaseinformschoolattheearliestpossiblepointsowecanhelporadviseyou.Onlyin'exceptional circumstances' are candidates allowed special consideration for absence from any part of an examination. Itisessentialthatmedicalorotherappropriateevidenceisobtainedonthedaybythe candidate/parentandgiventotheExaminationOfficerwithoutdelayforallcaseswhereanapplication istobemadeforspecialconsideration. Aself-certificationform(JCQ/MEForm14)canbeobtained fromtheExaminationsOfficer,which can becountersigned,byyour doctoror nurse.

- Parentsandcandidatesareremindedthattheschoolwillrequirepaymentofentryfeesshoulda candidatefailtoattendanexamination withoutgood reasonandwithoutinformingtheschool. Failure topaymayresultinyour examination resultsbeingwithheld.

- Pleasenotethatmisreadingthetimetablewillnotbeacceptedasasatisfactoryexplanationofabsence froman examination.

LUNCH

Ifyouaresittinganafternoonexam, starting at 1pmandrequirelunch,arrangementshavebeenmadeforthecanteento open at12.15pmoryoumaybring a packed lunch.

AFTERTHEEXAMINATIONS

AftertheExam

Don'tworryaboutyourpreviousexamination-youcan'tdoanythingaboutit-tryandfocusonyour nextone instead!

- Trynottotalktofellowcandidatesaftertheexamabouthowyouthinkyoudid.Eventhoughyou may havefound itharder than otherpeople,youmay haveanswered the question better
- Talktoyourteacherifyouwereunwell,orifyouthinktherewerecircumstanceswhichaffected your performance
- Don'tlet your examsget you down;talktoyour teachers,familyorfriends
- Don'tdwellonyour performance- concentrateon preparing foryournextexam.

It'sallamatterofpositiveattitude.Remember,thisisyourchancetoproducetheverybestworkyou canonthistopic.It'sworthtakingupthechallengetoprovewhatyoucando-afterall,itwillbeoverin a fewhours.

BOOK RETURN

Please bring any text books back to school as soon as you can or on results days at the latest.

NOTIFICATIONOFRESULTS

- GCEA levelresultswill beavailableon **Thursday 17th August2017from8.30am.**

GCSE resultswillbeavailablefor collection inschool on**Thursday 24th August2017from8.30am.**

- Ifyouwishanyotherperson(includingfamilymembers)tocollectyourresultsonyourbehalf,you mustgive yourwrittenauthorisationtoschool<u>before</u>resultsdayandtheymustbringIDonthe day.

- Candidateswhocan’tcollecttheirresultsmustbringorsendinasmall stampedaddressedenvelopeand will receivenotificationthroughthenormalpost, (this will not be their certificates).Letterswillbeposted first classintheafternoonofthe publicised resultsdateandnotbefore.

- We are not allowed give resultsout bytelephone, text or email under anycircumstances.

- PassGradesatGCSEarefrom A*-C

New GCSEs will be graded 9–1, rather than A*–G, with grade 5 considered a good pass and grade 9 being the highest and set above the current A*.

- PassGradesatGCEarefromA -E

- GCSEpupilswillneedtotakeinformationaboutsixth formifstayingatschool–HeadofSixthForm and membersoftheSeniorLeadership Teamwill beavailabletodiscussoptionsafter GCSE.

- Ifyoudonotgettheresultsyouhadhopedfor,therewillalwaysbesomeoneinschoolwhoyou cantalkto.YourteachersorExaminationsOfficerwillgiveyouadviceaboutresittingandhaving anotheropportunityto pass or improveyour performance.

- If you believe that one of your exams should have been graded higher, or your results are substantially different from what is anticipated; speak to your teacher in thefirst instance.

If theysupport your decision they may order a copy of your exam script or apply for a re-mark if appropriate. There may be a cost for this. Please remember grades can **go down**, stay the same or Go up as a consequence of a remark.

The Awarding Organisations issue certificates in November. The school distributes these at an Awards Evening. If you are not able to attend this evening your certificates may be collected in person from school after the date of the awards evenings. A family member or friend may collect the certificates if they bring a letter of request signed by the candidate and some form of ID.

PensbyHighSchoolisonlyobligedtokeepcertificatesforaperiodofoneyearafterissue. If candidatesdonotcollecttheircertificateswithinthistime(oriftheylosetheircertificates)theycanonly bereplacedbydirectapplicationtotheappropriateAwarding Organisations. Thiswillrequireproofofidentity (suchasabirthcertificate)andasubstantialfeeperAwarding Organisation. Youarethereforeurgedtokeep yourcertificatessafely.

FREQUENTLYASKED QUESTIONS

Q.Whatdo I do ifthere'sa clash onmytimetable?

- Theschoolwillre-schedulepapersinternally(onthesameday)wherethereisaclashofsubjects. Candidateswillnormallysitonepaperthenhaveabreakduringwhichtheywillbesupervisedand mustnot haveanycommunicationwithothercandidates. Theywillthensitthesecondsubject paper. Correcttimesshouldbeonyourindividualcandidatetimetable. Itmaybenecessaryfor youtobringapackedlunchifyouhaveexamsinthemorningandafternoonasyouwillhaveto remainin"isolation"untilbothexaminationsarecompleted. IfindoubtconsulttheExaminations Officer.

Q.Whatdo I do ifIthink Ihave the wrongpaper?

- Invigilatorswillaskyoutocheckbeforetheexamstarts. Ifyouthinksomethingiswrongputyour hand up and tell theinvigilator immediately.

Q.Whatdo I do ifIforgetmy <u>Candidate Number?</u>

- CandidateNumbersareprintedonyourtimetablesandon theseatingplans,which will be displayed in the canteen and entrance hall before each exam. There will also be a place card on your desk showing your name and candidate number. Pleasewriteyourcandidate numberonthefrontofthisbooklet,thisnumberwillbethesameforthewholetimeyouareat school.

Q.Whatdo I do ifIforgetthe school<u>CentreNumber?</u>

- TheCentreNumberis**34747**. Itwillbeclearlydisplayedin theexamination rooms.

Q.Whatdo I do ifIhave an accidentorIamillbefore the exam?

- Informschoolattheearliestpossiblepointsowecan helporadvise you. Inthecase ofanaccident thatmeansyouareunabletowriteitmaybepossibletoprovideyouwithascribetowriteyour answersbutwewill need as much prior noticeaspossible.
  You mayneedtoobtain medicalevidence(fromyourGPorhospital)if you wishtheschooltomake an appeal forSpecial Considerationonyour behalf (seebelow).

Q.Whatdo I do ifIdo nothave the correctequipment?

- You should alwaysbring thecorrectequipmentwithyou toeveryexam.

Q.WhatisanAppealforSpecialConsideration?

- SpecialConsiderationisanadjustmenttothemarksorgradesofacandidatewhoiseligiblefor consideration. TheallowanceforSpecialConsiderationisfrom0%(considerationgivenbutadditionof marksconsideredinappropriate)to5%(reservedforexceptionalcases). Parentsshouldbeawarethat anyadjustmentislikelytobesmallandnofeedbackiseverprovidedbytheAwarding Organisations. Candidates willonlybeeligibleforSpecialConsiderationiftheyhavebeenfullypreparedandcoveredthewhole coursebutperformanceintheexaminationorintheproductionofcourseworkisaffectedbyadverse circumstancesbeyondtheircontrol. Examplesorsuchcircumstancesmaybeillness,accidentorinjury, bereavementordomesticcrisis. TheExaminationOfficermustbeinformedimmediately,sothatthe necessarypaperworkcanbecompleted(within7daysofthelastexamsessionforeachsubject)and thecandidatewill berequired to provideevidencetosupportsuch anapplication.

Q.Whatdo I do ifIfeel ill duringthe exam?

- Putyourhandupandaninvigilatorwillassistyou. Youshouldinformaninvigilatorifyoufeelill beforeorduring an examand you feelthismayhaveaffectedyour performance.

Q.DoIhaveto wearschooluniform?

- Yes. Normal schoolregulationsapplyto uniform,hair,jewellery,make-up,etc.

Q. IfI'mlate canIstillsitthe examination?

- Providedyouarenotmorethan1hourlate,itmaystillbepossibleforyoutosittheexamination. YoushouldgettoschoolasquicklyaspossibleandreporttotheExamHall. Amemberofstaffwill escortyoutotheexamroom. Youmustnotenteranexaminationroomwithoutpermissionafter anexamination hasbegun. Itmaynotbepossibletoallowyouanyextratimeifyoustartthe examination late.
  Youshouldalsobeawarethatifyoustarttheexammorethan30minutesafterthepublished startingtime,theschoolmustinformtheAwarding Organisationanditispossiblethattheorganisationmaydecide nottoacceptyourwork. Pleaseensurethatyouallowenoughtimetogettoschoolsothatifyou aredelayed (e.g. through transportproblems)youwillstill arriveon time.

Q.IfImissthe examination can Itake iton another day?

- No. Timetablesareregulated bytheAwarding Organisationsand youmustattendon thegiven date and time.

Q.Whatequipmentshould Ibringformyexams?

- Formostexamsyou should bring atleast2 pens (blackbiro only).
- Formostexamsyou should bring atleast2 pencilsaruler and rubber.
- Forsomeexamsyouwillneedascientific calculator(Maths/Science),a30cmruler(markedwithcmand mm),pencilsharpenerandrubber,compasses,protractor,colouredpencilcrayons(notgelpens), settexts(e.g. for EnglishLiterature).
- Youareresponsibleforprovidingyourownequipmentforexaminations. Youmustnotattemptto borrow equipmentfromanothercandidateduring theexamination.

Q.Whatitemsare notallowed into the examination room?

- Onlymaterialthatislistedonquestionpapers(e.g.ananthology)ispermittedintheexamination roomand studentswhoarefoundtohaveanymaterialwiththemthatisnotallowedwillbe reportedtotheappropriateexaminationsboard. Insuchcircumstances,astudentwouldnormally bedisqualified fromthepaper orthesubjectconcerned.
- Nofoodisallowedintheexamroom.Abottleofwaterwithasportscapandthelabelremovedis permitted.
- Mobilephones, smart watchesormusicplayers**mustnot**bebroughtintotheexamroomeveniftheyareturned off.

Q.Whycan'tI bringmymobile telephone into the exam room?

- Beinginpossessionofamobilephone(oranyotherelectroniccommunicationdevice,e.g.iPod, headphones, smart watch)isregarded ascheating and issubjecttoa severepenaltyfromtheawarding Organisations:

Theminimumpenaltiesareasfollows:
Devicefoundon you and turned **ON- disqualification forthe entire subjectaward.**
Devicefoundonyouandturned**OFF–disqualificationfromthespecificpaper**youaresittingatthe time.
Phoneringsduringtheexam-**whereveritisintheroom**theAwarding Organisationmustbeinformedandyou will be**disqualified fromallpapersforthe subject(includinganyalreadytaken).**

If thereisanemergencythatrequiresthatyou bring amobiletelephonetoschool, youmustswitch itoffandhand it in to the Exams Officer or Lead Invigilatorbeforeenteringtheexamination room.

Q.Howdo Iknowhowlongthe examis?

- Thelengthoftheexaminationisshowninminutesonyourindividualtimetableundertheheading ‘duration’. Invigilatorswilltellyouwhentostartandfinishtheexam. Theywillwritethefinish timeoftheexamonaboardatthefrontoftheexamroom. Therewillbeclocksinall examination rooms.

Q.Can Ileave the examearly?

- No.Itisnotthe school’spolicytoallowcandidatestoleavetheexamroomearly,asthisis disruptive toothercandidates. Acandidatemaynotleavetheexaminationroomwithoutthe permissionof theinvigilators. If you do leave without permission, you will not be allowed back into the exam room.

Q.Whatdo I do ifthe firealarmgoes?

- Theexaminationinvigilatorswilltellyouwhattodo. Ifyouhavetoevacuatetheroomleave everything onyour deskand leavetheroomin silence. Youmustnotattempttocommunicatewith anyother candidatesduring theevacuation.

Q.Can Igo to the toiletduringthe exam?

- Ifitis**absolutely**necessary. Youwillbeescortedbyaninvigilatorandwillnotbeallowedanyextra time. Thisispotentiallyverydisruptivetoyourselfandtheothercandidates. Pleaseensureyougo tothetoiletbeforetheexamination.

Q.IfIhavemore than one examon a daycanIget lunch atschool?

- Pupilswhohaveexaminationsinbothmorningandafternoonsessionsmayobtainlunchfromthe dining hall in theusual way (from 12.15pm)or bring a packed lunch. For afternoon exams starting at 1pm, make sure you have enough time.

Q.Why do Ineed tocheckthe details on the Statementof Entry?

- ThedetailsonyourStatementofEntrywillbeusedwhencertificatesareprinted. Ifthenameor dateofbirthonyourcertificatesdoesnotmatchyourbirthcertificateitcouldcauseyouproblems ifyouareaskedtoshowyourcertificatestoapotentialemployerorforcollege/universityatsome timeinthefuture. Youshouldalsocheckthatthesubjectsandtiersofentryyouareenteredfor arecorrectand that nosubjectsaremissing.

Q.Iamentitled to extra time –how willthisaffectthe wayItakemyexams?

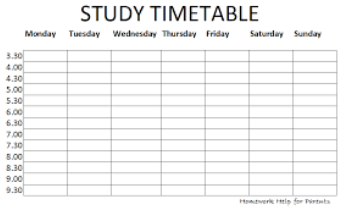
- Somestudentsreceiveanallowanceof25%extratime. If you are entitled to extra time you will be seated in another room.Theinvigilators will includetheadditional timewhen theydisplaythefinishing timeofyourexamon theboard.

Q.Whatdo I do ifIdon’tgetthegradesIneed forSixth Form?

- Teachingstaffwillbeavailabletoadviseyouonresultsday. Ifyoufeelstronglythatitisnecessaryto makeanenquiryaboutyourresultyoushouldfirstconsultyour teachertoobtaintheiradviceasto theadvisabilityof requesting a re-mark. You should beawarethatyourmark**could godown** aswell asup or evenstaythesame.

ADVICEFORPUPILS

Top10tipsfrom studentswhohave beenthroughwhat you're going throughnow:



1. Createarevisiontimetablewithsensibleworkslotsandbreaks andthen showit toyourparentstoget theiragreement. Keep to this timetable! It issomuch better to do some revisioneveryday, never leave it alluntilthe end! Then when yourparent /carer finds you'notworking', providedyouarefollowingyour agreedtimetable,no-one isgoingtohassle you. Parentsonly hassleandworrywhentheyarenotsurewhatyouaredoing,or if you do notseemto havea plan.Theyonlywant youto be happy!Organise yourselfwellanditwill helpyoutofulfillyour potential.

2. Knowwhere yourexams areandwhentheystart,howlongthey are,whatequipment youare allowedto take in(forexample calculators) and what you are not allowedto take in(mobiles, notes,etc.). Putyoutimetablewhereyouandyourfamilycan see it.

3. Make sure you have one weekend day when you don't do revision orthink aboutexams-you'llcomeback toit refreshed.

4. Tellyourfamilyaboutyourrevisiontime-andaskthemforhelp if youneed it -it mayhelp makethemfeelusefultoyou!

5. Keep bullet points on crib cards highlighting main subjecttheories? Use these for quickrevision andfor reading during 'Dead'times–forexample,whenyou'rewaitingforabus.Use Mnemonics- usinginitialsofawordhelps yourmemory.Make up a song orputyour notestoyourfavoritetune. Spider diagramsarealso helpful.

6. Somepeoplerevisewellbylistening,soyoucouldtry'talking' yourrevisionandrecordingitonto youriPod.Listento these whilelyinginbed,while travellinginacar,orwalkingtothe shops.This alsotakes the guilt out of being out and about rather thanin front ofyourbooks!

7. Ensureyou eat and sleep properly. Nowis not thetimeto diet or stay up allnight. Havean early night before each exam.

8. Prepareitemsneededfortheexamtheeveningbefore.Make sure you havethe correct equipment needed for yourexam (calculators,rulers,etc.). Taking unauthorised equipment incan get you disqualified fromtheexam.

9. Lookafteryourselfduringtheexamperiod(agoodroutineand healthyeating!).Besuretocutdownonyour weekend/evening job;mostemployers know that youneedtocommittime tothe examsandrevision,butoftentrytogetyouto doextrahours anyway!

10. Onthemorningoftheexam,haveagoodbreakfast,staycalm and allowplenty oftimetoget tothe exam.

Exams

2

weeks to go to first exam!

Exams

- *Am I ready?*
- *Have I planned my revision?*
- *Am I prepared?*

Exams

- *Are my notes up to date?*
- *Do I know the dates and times of my exams?*

I will

- *Collect copies of past exams and revision guides - these will help me work out what kind of things I need to learn.*

I will

- *Read through my notes, highlighting or rewriting all the key phrases and bits of information*

Exam Today!!

- *Read through all my notes*
- *Read through again*
- *Relax- have a bath or shower - chill*

ADVICEFORPARENTS/ CARERS

Theexamseasoncan beastressfultimeforparentstoo. Parentsand carers can play a key rolein helping their children cope withexamstress.

What can parents/ carers do?

- Have a copy of your child's exam timetable to refer to
- Have realistic expectations
- Convey your belief in their good judgement
- Be available
- Provide small rewards
- Ensure there is a quiet, warm place for them to work
- Respect their choice of work style

Herearesomewebsite pageswhichmayhelp!

https://www.gcsepod.com/**ALL OUR PUPILS HAVE THEIR OWN LOG IN**

http://www.bbc.co.uk/schools/parents/helping_with_exams/

http://www.ocr.org.uk/ocr-for/learners-and-parents/information-for-parents/

http://www.aqa.org.uk/student-support

http://www.edexcel.com/i-am-a/student/Pages/Exam-tips.aspx

Ifyou donot haveaccessto theinternet please phone theexamsOfficerifyou areinterested in any of thisinformationandwewillsupply you withcopies.

Ifyou areworried aboutANTYTHINGconcerningexams, please donot hesitate togetin touch – weareheretohelp

I Must Remember

- BLACK pen
- SPARE BLACK pen
- Pencils
- Ruler
- Rubber
- Sharpener
- Calculator
- Compasses
- Protractor

Exams

- Have a good, healthy meal - breakfast / lunch before your exam

In the Exam

- Read the instructions carefully
- Check how many questions I need to answer.
- Have a time limit for each question so I don't run out time
- Do not spend too long on a question if you are having difficulties, go back to this at the end of the exam.

In the Exam

- Answer the question set
- Check my answers and make sure I have labeled my diagrams

End of first exam!

- Try not to worry about how I did!
- Relax
- Do something fun!

End of first exam!

- I now need to prepare for my next exam!!