



## **HEADTEACHER'S STATEMENT**

Your Exams are rapidly approaching. This booklet is designed to offer you help and advice in preparation for these Exams. This booklet also states the rules and regulations of the exam boards that you must adhere to.

Please read through this booklet to ensure that you are familiar with what is expected of you.

May I take this opportunity to wish you well in your forthcoming examinations. Do your best!

Good Luck.

Ms L Boyd  
Headteacher



## RULES & REGULATIONS

### YOU MUST:



#### 1. Be on time for your exams

If you are late, your work might not be accepted by the exam boards.

Morning exams begin at 8:45 am

Afternoon exams begin at 12:45 pm

#### 2. Attend all exams in full school uniform.

Pupils who do not wear uniform risk being sent home and, therefore, missing an exam. This will affect your final grade.



#### 3. Clear the memory of any calculator that you use, before going into an exam.

#### 4. Switch off all alarms on watches.

#### 5. Mobile phones are prohibited from exams. Please DO NOT bring them into the examination room!

#### 6. It is your responsibility to ensure that you bring ALL the correct equipment e.g. Black Pens, Pencils, Ruler, Calculator etc. DO NOT expect to borrow any stationery from the school.



## BE PREPARED FOR YOUR EXAMS

### Equipment



- Get together **ALL** the equipment you may need the night before: a pen – black ink only and a spare one! a pencil, ruler, rubber, compass, protractor etc. **NO Correction fluid is to be used in the exam.**



- All this equipment must be stored in a clear, plastic bag or case.
- For certain exams you may require a calculator, a French/German/English dictionary, your English Anthology – check in which exams you can use them with your teacher.

- No other material must be taken into the examination room and must be left in your bag.
- Remember to go to the toilet **before** the exam starts as you will not be allowed to go during the exam (unless you have a toilet medical reason we know of in advance).
- Arrive at school and report to reception 15 minutes before the start of the exam. Your final examination timetable will give you all the details you will need: dates, starting and finishing times etc. It is your responsibility to look after this timetable. **Any additional timetables printed off will incur a cost.** Make sure you keep it somewhere safe!

## DURING THE EXAMINATION

- Read the instructions on the front of the question and answer papers carefully so you understand what you need to do. Fill in any information on the front when told to do so.



### **Tell the Invigilators AT ONCE**

- **If you think you have not been given the correct paper**
  - **If any of the materials (listed in a box on the front of the paper) are missing**
  - **If the paper is incomplete or badly printed**
- If a page is meant to be blank, it will say so!**



### **Work carefully and write clearly.**

Don't rush. Pace yourself – if you have two hours to answer four questions, for example, make sure you spend half an hour on each. Exam questions are carefully designed and tested – they should take the estimated length of time to complete.

Show all your working/rough work. Cross it through when you've finished with it. Hand it in with the rest of your answers.

Leave yourself 5-10 minutes at the end to read through and check all your answers. Boring though this may seem, it is vitally important. You can often find mistakes/omissions and put them right. It could mean the difference between a Grade B and a Grade A, a Pass or Fail!





### During the exam, put your hand up if:

- You need more paper
- You feel ill
- You have a particular problem and don't know what to do. You must not ask for (and you will not be given) any explanation of the questions – this is part of the exam.

**At the end of the exam stop writing when you are told to.** 

Make sure your name and exam number are on all separate pieces of paper you hand in. If you have used more than one answer booklet and/or loose sheets of paper you must fasten them together with a treasury tag which an invigilator will give you.



**Exam conditions DO NOT end until you have left the room.**

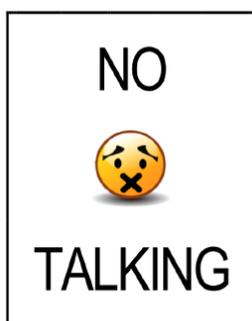
Don't be tempted to talk/turn around/ communicate in any way with other people. Your paper could still be cancelled!

**You must not leave the exam room until you are told to do so.**

Once you have been dismissed, collect your belongings and leave the area quickly. REMEMBER – other exams may still be continuing. It is not fair to others if you make a noise outside the room.

## YOU MUST NOT:

**1. Become involved in any unfair or dishonest practice in any part of the exam.** If you are, this will be reported to the exam board. It may mean being disqualified from all your exams – not just the one you were caught in.



**2. Talk to or disturb other people in any way once the exam has begun.**

If you do so, the same will happen as in **No1**.

**3. Take into the exam room any unauthorised equipment – for example:**

- Bags, Coats etc.
- Ordinary pencil cases, Notes etc.
- Calculator cases & instruction leaflets.
- Mobile telephones, MP3 Players or IPod's or any other Electronic Devices.

**4. Impersonate another candidate**

This is a criminal offence and is dealt with by the police. You may be prosecuted in a court of law.

Candidates have been disqualified from their exams in previous years due to their behaviour and mobile phones going off.

## YOU HAVE BEEN WARNED!



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## WHAT TO DO IF YOU ARE ILL ON THE DAY OF AN EXAM

If you are ill and are unable to attend an exam it is vital you phone the school first thing in the morning (**0208 859 9664**) to inform us.

You must also obtain a note from your doctor detailing the reason for non-attendance.

There is the possibility of submitting this note to the Examinations Board to ask for special consideration. The Board looks at this in conjunction with other exam marks from the student in that particular subject, coursework marks and mock exam marks. This will then sometimes enable them to adjust the mark and grade accordingly.

If you are feeling unwell, but still able to travel, we suggest you come to the exam and we can assess the situation then. In most cases it is better to take the exam if you can.

If in doubt – **PHONE THE SCHOOL** If you do not attend an exam without a valid reason, it is possible that you will be charged for that exam.

## EXAM CHECK LIST



Aim to arrive at school 15 minutes prior to the start of an exam **AT THE LATEST**. It is much better to leave yourself plenty of time in case of problems with the journey.

When taking exams, bags, coats and mobile phones should be left in the lockers. Because of this, it is recommended that you do not bring valuables with you to the exam.

Phones – **Students must not have mobile phones in their possession**

(either on or off).

The minimum penalties are as follows:-

Device found on you and turned **ON** – **disqualification for the entire subject award.**

Device found on you and turned **OFF** – **disqualification from the specific paper you are sitting at the time.**

Phone rings during the exam wherever it is in the room the exam board must be informed and you will be **disqualification for the entire subject award (including any already taken)**.

Also you should not have notes, pagers, MP3 players etc in your possession – Leave them in your bag.

You should bring with you the correct equipment needed to do your exams as these will not be provided in the venue. Only clear pencil cases are allowed on your desk, any others should be left in your bag. **Do not use gel pens only black ballpoint pens are allowed.**

In an exam where you have the use of a calculator, you should not have a calculator cover on your desk.



### **Sshh!**

There is absolutely no talking or communication between students once you enter the exam room. If you have any questions, you should raise your hand once seated and an invigilator will come to you.

You should wear your full uniform for all your exams.

No food is allowed in the exam room. If you have a special requirement – please see someone in the Main Office before the exams.

**Water** bottles are allowed in the exam room if necessary. These should be clear bottles with a spill-proof cap. There should be no label on the bottle.



## **FREQUENTLY ASKED QUESTIONS**

### **Q. What do I do if there is a clash on my timetable?**

It will be indicated on your timetable if there is a clash of exams. There will be a slip attached to your timetable advising you of what will happen, however if you have any questions then consult the Main Office immediately.

### **Q. What do I do if I think I have the wrong paper?**

Invigilators will ask you to check before the exams start. If you think something is wrong put your hand up and tell an invigilator immediately as mistakes cannot be rectified after the exam.

### **Q. If I'm late can I still sit the exam?**

Provided you are not more than 1 hour late, it **may** be possible for you to still sit the exam. You should get to school as quickly as possible and report to reception. A member of staff will escort you to the exam room. You **must not enter** the exam room without permission once an exam has started. It may not be possible to allow you extra time if you start the exam late. You should also be aware that if you start an exam 30 minutes after the published starting time, the school must inform the exam board and it is possible that they may not accept your work.

### **Q. If I miss the examination can I take it another day?**

No. Timetables are regulated by the exam boards and you must attend on the given dates and times.

## **AFTER THE EXAMS HAVE ENDED**

### **How do I find out my results?**

There are two ways of doing this:

- You (or your representative) may come into school on the allocated day between 9.00 am and 11.00 am to collect the results slips. Each exam board provides you with a copy of the results for your exams. This means you may have several slips from different exam boards. If someone is collecting on your behalf they must bring a letter signed by you giving them permission to obtain them.
- If you cannot collect them on the day we can post them to you, but you must leave a stamped self-addressed envelope with the Main Office before you leave school after your last exam.

### **How do I get my exam certificates?**

These do not arrive in school until November. Exam certificates will be available for collection in mid-November from the Main Reception.

**Good Luck!**