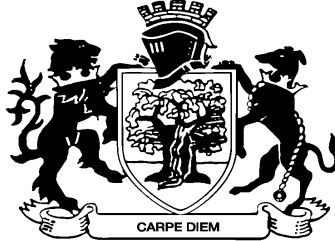


THE WEST BRIDGFORD SCHOOL



Information Booklet Examinations 2018-2019

Centre No. 28384

Candidate No.

Name:

Tutor Group:

CONTENTS

	Page
Introduction	2
Times and Places	3
Practical/Oral Exams & Assessments	3
Late Arrival	3
Illness and other Emergencies	4
Examination Access Arrangements	4
Clashes	5
Emergency Evacuation	5
Errors in papers	5
Examination Materials	6
In the Examination Room	7
Results Day	9
Reviews of Marking	9
Appeals	9
Certificates	10
My Timetables	11/12
JCQ information for candidates and notices	13

INTRODUCTION

This booklet has been written to help you understand what to do regarding your GCSE or other exams this year. This is an important document which should be kept safe and retained for reference. 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 and what to do if you are ill - along with lots of other “what ifs”. The conduct of examinations is regulated by an organisation called JCQ which represents the awarding bodies and most of the information in this booklet comes from their instructions or advice.

Keep this booklet in a safe place and consult it frequently. Go through it with other people, such as your form tutor and parents or carers. The more people who know what is expected of you, the less likely you are to make a mistake – like turning up for an exam at the wrong time.

Make sure you and your family know when your exams are by showing them your individual printed exam timetable and keeping it in a safe place. You may wish to use the times and dates that are printed on your Individual Candidate Timetable to make yourself a weekly exam timetable (see pages 11 - 12). A copy of the school exam timetable will also be displayed outside the Sports Hall or the Hall for your information and will be on the school website and Brightspace.

If you have any further questions that are not answered in this booklet please come and see me or Mrs Stenson in the Exams Office in Student Services.

Mr J Dean
Examinations and Student Services Manager

TIMES AND PLACES

You will be given a 'Statement of Entry' for you to check which qualifications you have been entered for and an 'Individual Candidate Timetable'. The dates for each of your exams are printed on your Individual Candidate Timetable. Please keep this timetable safe as replacement timetables may not be provided. This year GCSE and GCE exams are running between May 13th and June 26th. It is your responsibility to arrive at school on the right day, at the right time, properly equipped.

Please note that June 26th has been designated by the exam boards as a contingency day and they advise that all candidates should be available then in case they have to move an exam from its normal scheduled date.

The normal starting times for all exams is 8.45am in the morning and 1.00pm in the afternoon. Please check the start times for all of your exams carefully and make sure you arrive at least **15 minutes** before the start of an exam. This will give you time to settle down, collect your things together and to check the examinations notice board.

Before the exam you should go to PE1 (unless advised otherwise) where you will be able to check the seating plans to see which room you will be taking your exam in and where you will be sitting. This is also where you can store your bag and coat.

LATE ARRIVAL

If you know that you are going to be late please get a message to school as soon as possible (Tel. 0115 974 4488). In any event get into school as quickly as you can, however late it might be. Please go straight to Student Services or find your Director of Learning or Pastoral Assistant who will help you. If there is a genuine reason for lateness (sleeping in/alarm clock not going off is not a genuine reason!) you may be given extra time at the end of the exam to make up for the time you have missed.

Depending on how late you arrive for an exam it will be up to the examination board to decide whether they will be prepared to mark your paper. This is to ensure the security of the examination.

If you arrive after the finish time of an exam you may not be allowed to sit the exam.

ILLNESS AND OTHER EMERGENCIES

If you fall ill at home and cannot get to school to take your exam you must get a parent or carer to call in for you as soon as you can (Tel. 0115 974 4488). If applicable you should get a letter from a GP or similar professional giving details of your illness.

If at all possible it is always best to try and get to school to take your exam as you may not be able to take it at another time. However, each case is different and no-one wants you to sit an exam when you are too unwell.

If you are in school and you do not feel well before an exam, please let us know and we will try and arrange for you to sit near to an exit and will inform the invigilators so that they are aware of any special requirements.

If you are taken ill during an exam inform an invigilator who will do everything possible to take care of you.

Candidates whose examination performance is affected by illness, injury, bereavement or other circumstances should contact the Exams Office **immediately**. We will be able to advise you about the appropriateness of us submitting an application for Special Consideration where the examination boards will decide if an adjustment to your mark can be made.

This application **must** be made as soon as possible and cannot be made after results are announced. We will normally need something in writing such as a letter from a doctor.

EXAMINATION ACCESS ARRANGEMENTS

If you are entitled to extra time or rest breaks etc. during exams you will have received a letter which details your 'access arrangements'. If you have any questions about these arrangements please see me, Mrs Stenson, a Senior Invigilator or a member of the Learning Centre team.

Invigilators will have a list of pupils who have any access arrangements so that they can ensure your needs are being met at all times. For those pupils who are entitled to rest breaks: if during an exam you require a break put up your hand and you will be allowed a supervised break. For those pupils who are entitled to extra time: a separate finish time will be displayed on the boards or your exam desk. At the end of the normal exam time, if you wish to use your extra time allowance please make sure that the invigilators are aware that they must not collect your paper until your extra time has ended. If you use a word processor to write your answers make sure you have followed the instructions about how to format your script. You will have to print off the script when the exam is finished so please wait patiently for someone to accompany you to the IT office.

CLASHES

There are some occasions when two of your papers, from different subjects, are scheduled for the same morning or afternoon session. When this happens, subject to JCQ regulations and depending on the length of the exams, you will either do one exam after the other or you will take one of the papers in the other session. Sometimes there are three or more papers scheduled for one day, in which case a special timetable may need to be arranged. In all cases where you need a variation to your timetable you must remain under supervision until all of the exams concerned have been completed. This will mean you will be supervised by an invigilator over lunch if necessary and you will not be allowed to communicate with other students or have access to a mobile phone or other electronic device.

You will be informed if you have a clash of exams. However, if you notice you have exams for more than one subject in a session and you have not been informed, please see the Exams Office.

If you have two exams from the same subject timetabled in the same session, this is not a clash but a normal arrangement.

EMERGENCY EVACUATION

If the emergency alarm sounds, the invigilator will tell you exactly what to do. Listen carefully and carry out any instructions you are given. If you are to exit the room you will be instructed to close your papers and leave them on your desk. You must observe total silence throughout the emergency. You will exit, depending on where you are taking your exam, via the usual emergency exit doors and be accompanied to the emergency assembly point by an invigilator.

In most cases, e.g. a false alarm, you will return quickly to the exam room. The time missed due to the interruption will be added on to the remaining time of your exam and a report on the incident will be sent to the examination board.

ERRORS IN PAPERS

In the unlikely event that an Examination Board recognises that there is an error in a paper after it has been sent out but before the date it is scheduled to be taken, an erratum notice will be read out at the beginning of the exam. If there is no erratum notice but you believe you have found an error, inform an invigilator and continue with the exam as it is set (answering all other questions and answering the question you believe has an error as it is written - but without spending too long on a question you are struggling with). Instructions will follow if necessary.

EXAMINATION MATERIALS

Make sure that you have a full set of black pens, pencils, a rubber, pencil sharpener, ruler and mathematical instruments. You may also need some coloured pencils for maps, charts or diagrams. **YOU SHOULD ONLY WRITE WITH A BLACK PEN UNLESS YOU ARE TOLD OTHERWISE.**

Correcting pens, fluid or tape, highlighter or gel pens **must not** be used on any exam answer paper. Highlighters can be used on the question paper **but not in your answers.**

Please remember that it is your responsibility to ensure that **all** your details are filled in correctly on your answer paper **and that all your writing is legible.**

CALCULATORS

You will need to have a calculator for some exams; make sure that it is suitable for the exam and that, if necessary, it has a new battery. Do not bring any calculator lids or instruction booklets into the exam room.

Programmable calculators must have their memories erased.

You will be informed at the beginning of an exam if a calculator is prohibited.

Calculators must be: <ul style="list-style-type: none">○ of a size suitable for use on the desk;○ either battery or solar powered;○ free of lids, cases and covers which have printed instructions or formulas.	Calculators must not: <ul style="list-style-type: none">• be designed or adapted to offer any of these facilities: -<ul style="list-style-type: none">○ language translators;○ symbolic algebra manipulation;○ symbolic differentiation or integration;○ communication with other machines or the internet;• be borrowed from another candidate during an examination for any reason;*• have retrievable information stored in them - this includes:<ul style="list-style-type: none">○ databanks;○ dictionaries;○ mathematical formulas;○ text.
The candidate is responsible for the following: <ul style="list-style-type: none">○ the calculator's power supply;○ the calculator's working condition;○ clearing anything stored in the calculator.	

Please bring all your stationery in a see-through pencil case or a clear plastic bag.

WATER BOTTLES

Plastic see-through bottles containing water will be allowed in the exam. They must have any labels removed. No other food or drink is allowed.

MOBILE PHONES

Please do not bring a mobile phone to school unless you are in Post-16. Mobile phones **MUST NOT** be taken into an exam room. Even if your phone is turned off the invigilator will report the incident to the examination board who will almost certainly cancel the paper you are taking. Please be sensible, it is not worth the risk.

SMARTWATCHES AND OTHER INTERNET ENABLED DEVICES

The same rules apply to these devices as to mobile phones.

If you wish to wear a 'normal' watch, you will be asked to remove it and place it on your desk so that invigilators can see it.

IN THE EXAMINATION ROOM

The examination boards have rules and regulations which are designed to ensure that, as far as possible, all candidates take their exams under the same conditions. Copies of the *JCQ No Mobile Phone Poster* and *Warning to Candidates* which are referred to in the Appendices will always be displayed outside the exam room and you should make yourself familiar with these documents before your exams start. They are also available on the school website and on Brightspace. We have to report anyone who disobeys these regulations and it can mean that the examination board cancels this paper or, even worse, they may exclude the candidate from this and other exams. An Inspector, representing the examination boards, can turn up at any time unannounced to check we are following their regulations.

Below are some important points to help you:

1. You must be silent from the moment you enter the exam room until you are outside the exam room at the end of an exam.
2. You must not take any notes into the exam room or take any container in which notes could be hidden (e.g. pencil case, calculator cover).
3. Bags are not allowed in the exam room and should be left in the designated room or in the corridor outside the exam room. Please do not block corridors or fire exits.
4. Mobile phones should be left at home unless you are in Post-16. If you take your phone into an exam room by mistake it must be switched off and handed in to an invigilator. Smartwatches or other internet-enabled devices, MP3 Players, iPods and similar devices are also not allowed. The school is not responsible for any possessions left outside an exam room.
5. Switch off any alarm on your watch, take off your watch and place it on the desk in front of you.
6. Sit in the place indicated for you on the seating plan. You will usually be seated in candidate number order; **look for your 4 digit candidate number** which will be printed on the card on your desk. Do not write on, damage or remove this card – it is there to help you and to ensure that you receive the **correct exam paper**.
7. If you cannot find your seat speak to an invigilator immediately.
8. You must not attempt to communicate with or disturb another pupil in any way.
9. Do not leave your seat without permission. If you want something put up your hand and wait for the invigilator to come to you.
10. If you feel ill inform the invigilator and they will decide on the most appropriate course of action.
11. Listen carefully to all instructions given to you by the invigilator. If there is anything you do not understand put up your hand. You will be given time to write your name, candidate number and centre number, along with any other details required, on the

- front of the booklet, and to read the instructions. The invigilator will tell you when you may start.
12. Read the instructions carefully and if you are unsure about anything put your hand up for help. There are often blank pages in the middle of an exam booklet which are meant to be there and are labelled 'BLANK PAGE'. Do not assume you have finished until you reach the instruction 'END OF EXAMINATION' or similar.
 13. Make sure you write your answers in the space provided by the board. Answers written outside the margins may not be marked.
 14. Write your name, candidate number and centre number as well as the exam details on any extra sheet of paper you use.
 15. If you have finished before the time allocated check over your work, do not waste this valuable time. Do not doodle on exam papers, they may not be accepted by the exam board!
 16. Unless you are told otherwise all rough working must be done on your answer paper. You should then place a line through it to show it is rough work.
 17. The invigilator will collect all papers from your desk before you are allowed to leave.
 18. When the exam is over you must leave as directed by the invigilator. If your exam finishes earlier than another exam taking place in the same room, please be particularly quiet and show consideration to those who are still working – it may be you another time.
 19. Do not disturb the rest of the school who may still be in lessons.
 20. Various penalties are applied for malpractice in the exam room, ranging from a **warning to disqualification from all exams taken in a season.**

INVIGILATORS

The school employs external invigilators to conduct the examinations.

Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.

Subject specialist teachers will normally be present at the start of the examination only; members of the leadership team may also be present.

Invigilators are in the examination rooms to supervise the conduct of the examination. They will distribute and collect the examination papers, tell candidates when to start and finish the examination, hand out extra writing paper if required and deal with any problems that occur during the examination, for example if a candidate is feeling ill.

Please note that invigilators cannot discuss the examination paper with you or explain the questions.

Pupils who are disruptive or behave in an unacceptable manner will be removed from the examination room.

RESULTS DAY

Results are released as follows:

GCE exams (AS and A level): 15th August 2019

GCSE exams: 22nd August 2019

Senior members of staff will be available on both days to discuss your results if you need them.

Candidates should note that results are issued on a provisional basis and may be subject to amendment through the published enquiries about results services. (see Reviews of Marking below).

You can receive your results in one of three ways:

1. Collected by you from the School - **you will be notified of the time.**
2. Collected by another person. You will need to provide them with a signed letter of consent, a copy of which should be handed to the Exams Office in advance of results day.
3. By post. Please give an A4 addressed envelope with a **large letter postage stamp**, to the Exams Office before the end of the summer term. If the correct postage is not applied to the letter you may not receive your results until you have paid a surcharge and collected the letter from the Post Office.

Uncollected results will normally be posted out approximately a week after the results release day.

IMPORTANT - Results will not be given over the phone or by email (unless you are advised otherwise by the school in advance of the exams).

REVIEWS OF MARKING (previously known as Enquiries About Results or 'Re-marks')

Results sometimes fail to match expectations, which can lead to understandable disappointment. It is possible to request a review of marking of a paper - please note that this is not a 're-marking' of the unit but a review to ensure that no errors have been made in the marking. If you have any concerns about the marking of your exams you should speak to your subject teacher in the first instance. Before you consider requesting an enquiry it should be noted that a review of marking can result in a lowering of the mark as well as its increase (the most likely outcome is obviously that there is no change). A charge for the service is levied by the examination boards and is only refundable if the grade (not the mark) is changed. Further details about the process of Reviews of Marking will be available upon receipt of your results.

APPEALS

If you have concerns about the internal marking of your non-examination assessment there is an internal appeals procedure. The internal appeals policy is available from the Exams Office or the school website. This should also be referred to if you wish to appeal against the outcome of a Review of Marking or the school's decision not to request a Review of Marking. The school has a Complaints/Appeals procedure to cover general complaints regarding the delivery or administration of a qualification. This is available from the school's website.

FINAL RESULT CERTIFICATES

Once all Reviews of Marking have been completed, the Exam Boards will send to the school certificates showing your final results. These will normally be ready for distribution or collection in mid-November and when they are ready an announcement will be made on the school website. If you have left the school please ensure the certificates are available before coming to collect them. Please note that we are only required to keep certificates for one year.

**MY TIMETABLE
MAY/JUNE 2019**

Date	Morning	Afternoon	Date	Morning	Afternoon
	Subject:	Subject:		Subject:	Subject:
Week 1			Week 2		
Mon 13 May			Mon 20 May		
Tues 14 May			Tues 21 May		
Wed 15 May			Wed 22 May		
Thurs 16 May			Thurs 23 May		
Fri 17 May			Fri 24 May		
	WEEKEND			HALF TERM	
Week 3			Week 4		
Mon 3 June			Mon 10 June		
Tues 4 June			Tues 11 June		
Wed 5 June			Wed 12 June		
Thurs 6 June			Thurs 13 June		
Fri 7 June			Fri 14 June		
	WEEKEND			WEEKEND	

Date	Morning	Afternoon	Date	Morning	Afternoon
	Subject:	Subject:		Subject:	Subject:
Week 5			Week 6		
Mon 17 June			Mon 24 June		
Tues 18 June			Tues 25 June		
Wed 19 June			Wed 26 June		
Thurs 20 June			<u>EXAMS FINISHED!</u>		
Fri 21 June					
	WEEKEND				

JCQ DOCUMENTS

Please note that all the following documents are available on the **school website** in the '**Students**' area. Please make sure that you have made yourself familiar with them before the beginning of the exam season.

JCQ Information for candidates – non-examination assessments

This information relates to the new GCE & GCSE specifications.

This document tells you about some things that you must and must not do when you are completing your work.

JCQ Information for candidates – Social Media

This document provides you with guidelines about referring to examinations/assessments on social media.

JCQ Information for candidates – written exams

This document has been written to help you. Read it carefully and follow the instructions.

JCQ Information for candidates – Privacy Notice

This document informs you how the JCQ awarding bodies will process your personal data.

JCQ Information for candidates - Coursework

This information relates to legacy GCE unitised AS and A-level, ELC and Project qualifications.

This document tells you about some things that you must, and must not do when you are completing coursework.

JCQ No Mobile Phones Poster

This poster will be displayed outside each exam room. You **must** note that *“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.”*

JCQ Warning to Candidates

This poster will be displayed outside each exam room. You **must** note all the warnings.