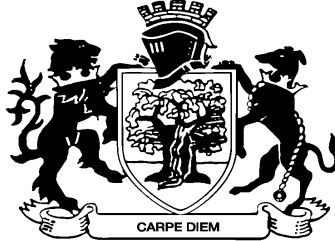


THE WEST BRIDGFORD SCHOOL



Information Booklet Examinations 2018-2019

Centre No. 28384

Candidate No.

Name:

Tutor Group:

CONTENTS

	Page
Introduction	2
Times and Places	3
Late Arrival	3
Illness and other Emergencies	3
Examination Access Arrangements	4
Emergency Evacuation	4
Errors in papers	4
Examination Materials	5
Calculators	5
Water Bottles	5
Mobile Phones	5
Smartwatches and other internet-enabled devices	5
In the Examination Room	6
Invigilators	7
JCQ information for candidates and notices	7

INTRODUCTION

This booklet has been written to help you understand what to do regarding your exams this January. This is an important document which should be kept safe. 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”.

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

This January there are exams on January 9th, 11th and 16th – all in the mornings.

The normal starting times for all exams is 8.45am in the morning and 1.00pm in the afternoon. Please make sure you arrive at least 15 minutes before the start of the exam. Most candidates will be taking their exams in the Theatre so please go to the Theatre foyer and check where you will be unless you have already been informed of where to go.

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 try to get into school as quickly as you can, however late it might be. Please go straight to the exam room or Exams Office in Student Services where someone will be on hand to 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.

If you arrive after the finish time of an exam you will 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 do the following:

1. You must get a parent or carer to call in for you as soon as you can (Tel. 0115 974 4488).
2. When you return to school you should talk to your teacher to find out whether you will be able to sit the exam(s) you have missed. Please note most exams are now available only once per year.

If you are in school and you do not feel well before an exam, let us know and we will try and arrange for you to sit near to an exit and inform the invigilator 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.

If at all possible it is always best to try and get to school to take your exam. Pupils whose examination performance is affected by illness, injury, personal bereavement or other circumstances should contact the Exams Office immediately. We will be able to advise you about the appropriateness of submitting an application for Special Consideration where the examination boards will decide if an adjustment to your mark can be made.

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 or 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 board or your exam desk. At the end of the exam 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.

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 advised to close your papers and leave them on your desk. You must observe total silence throughout the emergency. You will exit, depending 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 you can and 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 pens, pencils, a rubber, pencil sharpener, ruler and mathematical instruments. You may also need some coloured pencils for maps, charts or diagrams and a HB pencil for multiple choice questions. YOU SHOULD ONLY WRITE WITH A BLACK PEN UNLESS YOU ARE TOLD OTHERWISE.

Please note that it is your responsibility to ensure that all your answers are legible!

Correcting pens, fluid or tape, highlighter or gel pens **must not** be used on any exam answer paper.

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.

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.

MOBILE PHONES

Please do not bring a mobile phone to school. 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 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 wear a 'normal' watch you will be asked to remove it and place it on our desk where the invigilator 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 phones* and *Warning to Candidates* posters are always displayed outside the exam room and are also available on the school website in the Exams area along with other useful documents. Please read the information carefully. We have to report anyone who disobeys these regulations and it can mean that the candidate's paper is cancelled or, even worse, the examination board can exclude the candidate from all 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 corridor outside the room. Please do not block corridors or fire exits.
4. Mobile phones should be left at home. 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 and iPods 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.
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, damage or remove this card – it is there to help you and to ensure that you receive the correct exam paper.
7. You must not attempt to communicate or disturb another pupil in any way.
8. Do not leave your seat without permission. If you want something put up your hand and wait for the invigilator to come to you.
9. If you feel ill inform the invigilator and they will decide on the most appropriate course of action.
10. 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.
11. 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.
12. Make sure you write your answers in the space provided by the board. Answers written outside the margins may not be marked.

13. Write your name, candidate number and centre number on any extra sheet of paper you use.
14. 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!
15. 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 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.

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.

JCQ INFORMATION FOR CANDIDATES

JCQ is the umbrella body which represents the awarding bodies and they publish the regulations which have to be followed for conducting examinations. They publish a number of 'information for candidates' documents which you must be aware of – these are all available on the school website in the exams information area so please make yourself familiar with these documents before your exam. Please also note that there are two JCQ posters displayed outside each exam room (as mentioned above) and you **must** follow these instructions.