

MASCALLS SCHOOL
EXTERNAL EXAMINATIONS
CENTRE NO. 61961

INSTRUCTIONS &
INFORMATION FOR
STUDENTS & PARENTS



2015/2016

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EXAMINATION INSTRUCTIONS FOR STUDENTS

As you will know, exam times are very important and the exams that you will be taking this year will influence what you do in the future. It is very important that the exams run as smoothly as possible so I hope that this booklet will help you to understand the rules and regulations for exams to make the experience as positive and rewarding as possible for all students. Please remember that most of the rules and regulations are set by the examination boards but the school supports them fully and is obligated to ensure that they are followed.

IF YOU DO NOT STICK TO THESE RULES THEN IT IS POSSIBLE THAT YOU COULD BE DISQUALIFIED FROM YOUR EXAM, SO PLEASE MAKE SURE THAT YOU READ THE FOLLOWING INFORMATION CAREFULLY

IF THERE IS ANYTHING YOU DO NOT UNDERSTAND THEN ASK A TEACHER OR THE EXAMS OFFICER FOR HELP.

Make sure that you know exactly when your exams are especially whether they are in the morning or afternoon. **Daily seating plans are displayed on the large notice board in the Foster Foyer (outside Catering classes) at least four weeks in advance. Seating plans will also indicate in which room you are to be seated.** All dates and times can be found on your Statement of Entry/Timetetable (this will be given to you well in advance of the exams series). A copy of the current generic exam timetables for both GCSE and A Levels are available on the school website and on display outside the Exams Office.

Please ensure you allow enough time to get to school so that if you are delayed for any reason you will still arrive in good time.

The following timings are the times that the exams start and you should aim to be in school at least half an hour before if possible. You should be in the Foster Foyer area at 0845 latest for a morning exam and 1245 latest for the afternoon exam. If you have an afternoon exam you need to ensure that you have visited the canteen earlier than normal. During a normal school day in this instance, teaching staff will be notified who to release early.

TIMINGS

Morning Exams: Start at 9.00am

Afternoon Exams: Start at 1:00pm

There may need to be changes to these times occasionally but you will be informed well in advance.

If for any reason you are going to be late and miss the start of an exam, you **MUST** telephone the Attendance Officer. You will then be told how long you have left before you will be refused entry. If you arrive after 9.30am for a morning exam or 1.30pm for an afternoon exam, you may be allowed to enter the exam room and sit the exam but the Exam Board will have to be notified and they will decide whether or not your paper is accepted.

If you are ill and cannot take the exam, you or your parents **MUST** telephone the Attendance Officer immediately who will get a message to the Exams Officer. You or your parents **MUST** explain why the illness has kept you away from a public exam.

If you do not have a genuine reason for missing an exam you will be **charged the fee** for that exam.

You need to make sure that you bring **ALL** relevant items for each exam, e.g. a calculator for many exams including Maths and Science exams. **You should not bring the calculator lid to the exam, this is prohibited.** Please also make sure that you bring in a **black pen**, pencil, eraser, ruler and a sharpener in a

clear pencil case or plastic bag. *YOU ARE NOT ALLOWED TO USE TIPPEX OR GEL PENS IN ANY EXAMS.*

- You are not allowed to keep any bags, coats, books or notes by your person in the exam room. These should be left in the Foster changing rooms, which are then locked or if the exam is small or in C Hall at the back of hall.
- Please do not bring valuables with you when you come into school for an exam.
- Under no circumstances should you leave money or valuables of any kind unattended in your bags.

IF YOU DO, IT IS AT YOUR OWN RISK. MASCALLS SCHOOL WILL NOT ACCEPT RESPONSIBILITY FOR MONEY OR VALUABLE ITEMS LEFT IN BAGS.

Mobile phones, iPods, MP3 Players, Pagers, any other item with Text/Digital facilities or headphones **are not allowed in the exam room.** You are strongly advised not to bring any such devices with you to school when you have an exam.

IF A MOBILE PHONE, PAGER OR OTHER ELECTRONIC COMMUNICATION DEVICE IS FOUND IN YOUR POSSESSION DURING AN EXAM, EVEN IF IT IS TURNED OFF, THE DEVICE WILL BE TAKEN FROM YOU AND A REPORT MADE TO THE APPROPRIATE EXAM BOARD. NO EXCEPTIONS WILL BE MADE.

THE MINIMUM PENALTIES THAT COULD BE IMPOSED BY THE EXAM BOARDS ARE AS FOLLOWS:-

Device found on you and turned **ON**: Disqualification from the entire subject award.
Device found on you and turned **OFF**: Disqualification from that component.

CHEATING

If you are caught cheating in any way in an exam, you **WILL** be reported to the Exam Boards. 'Cheating' means doing anything that is against the rules stated on the **Notice to Candidates** and **Warning to Candidates** which are on display both inside and outside the Exam Room and includes:

- Being in possession of a mobile phone.
- Using unauthorised aids such as mp3 players or other storage devices.
- Communicating with other candidates (by talking or otherwise).
- Copying from other candidates.

IT IS YOUR RESPONSIBILITY TO READ THE NOTICES

PENALTIES FOR CHEATING CAN INCLUDE DISQUALIFICATION FROM TAKING ANY EXAM FOR UP TO FIVE YEARS.

EXAM ROOM CONDUCT

Wait quietly outside your exam room and upon entering, sit at the correct desk (with your name and Candidate Number on it). Once inside the room, Exam Board rules state that you **MUST** be silent, **AND NOT TURN AROUND.** If there is any communication between students it may be assumed that you are cheating and will be treated accordingly. You must not talk until you leave the exam room.

Before the exam starts, check that you have the correct exam paper you expected and any answer booklet required. When instructed you will need to fill in the exam paper/answer booklet clearly with your **full legal name**, Candidate Number (this is your exam number) and Centre Number **61961** (this will be clearly displayed on the board). Sign your answer paper/booklet with your usual signature. **DO NOT START THE**

EXAM UNTIL INSTRUCTED BY THE INVIGILATOR. If during the exam, you feel ill, require more paper or have any other problems, put your hand up and wait for the Invigilator to come to you.

You are allowed to bring a small bottle of drink into the exam room. However, the new rules state that it must either be clear or have its label removed and have no markings on it at all. You are **NOT** allowed to bring in the following items:

- Canned or cartons of drink
- Chewing gum
- Any other food (unless there is a genuine reason for this and Mrs Rosie is aware of this)
- Fizzy drinks

Do not draw graffiti or write offensive comments on examination papers – if you do the Exam Board may refuse to accept your paper. Do not draw graffiti or write offensive comments on the examination desks. Do not draw graffiti or write offensive comments on your candidate cards.

AT THE END OF THE EXAM

If you finish before the time allowed for the exam please carefully check all your answers. If you have used additional loose sheets of paper, these must be joined together with a tag that will be provided by the Invigilators. Make sure that your name and candidate number are on every piece of paper used. Your papers will be collected and you will be given permission to leave. **You MUST remain absolutely silent during this time.** Question papers, answer booklets and additional paper must **NOT** be taken from the exam room. You will be dismissed from the exam room row by row. Exit in an orderly manner and remain silent until you are outside the exam room.

You are not allowed to leave the exam room early even if you have finished your exam, so please do not ask.

FIRE ALARM

The following instructions must be carried out in COMPLETE SILENCE.

1. Should the fire alarm go off, do not panic. Do not attempt to finish the sentence you are writing. Sit in silence and await instructions
2. If you are asked to leave the exam room, go in silence and in the order you are sitting. Leave all equipment and belongings in the exam room. Do not attempt to go and retrieve your bags.
3. When you leave the room you **MUST** try to remain at least one metre away from the students in front and behind you.
4. You will be taken by the Invigilators to a separate waiting area away from the rest of the school.
5. When you return to your exam room, do not start writing until the invigilator tells you to do so.
6. The invigilator will make a note of the time of the interruption and how long it lasted. Candidates will be allowed the full working time set for the examination. A full report of the incident and action taken will be sent to the Exam Board.

SPECIAL CONSIDERATION

Special consideration can only be applied for if something has seriously affected your performance on the day of an exam. Examples of acceptable reasons for application are: bereavement (i.e. a close friend or relative has passed away very recently), injury or illness (your parent will need to inform the Exams Officer). If after an exam you think you have a good reason for applying for Special Consideration you need to see or telephone Mrs Rosie (Exams Officer) as soon as possible **within four days** of the exam.

CLASHES

It is your responsibility to check your personal Statement of Entry issued by the Exams Office. Mrs Rosie will notify candidates personally in writing in due course, if they have a clash (more than one exam scheduled to be sat at the same time). This will detail the timings of your specific exams and the plan for the day, also any room changes. Please inform Mrs Rosie immediately if you have any concerns.

NOTIFICATION OF RESULTS

Results day is **AS/A2 – Thursday, 18th August 2016** Common Room - 1000 for Year 13, 1100 for Year 12
GCSE – Thursday 25th August 2016 Youth Centre – 1000

If you wish any other person (including family members) to collect your results on your behalf, you must give written consent to Mrs Rosie.

You may leave a stamped self-addressed envelope with the Exams Office if you wish your results to be posted to your home due to an annual holiday.

If you have any questions about your results please speak to the Head of Department for that subject, Head of Learning Community or the Exams Officer.

If at any stage during your exam courses you have concerns about the procedures used in assessing your internally marked work for public exams (e.g. coursework/portfolio/projects) you should see Mrs Rosie, Exams Officer, as soon as possible.

ALL THE EXAM BOARDS HAVE VERY STRICT RULES AND REGULATIONS. STICK TO THESE RULES AND YOU WILL NOT RISK YOUR FUTURE.

LISTEN CAREFULLY TO ALL INSTRUCTIONS AND DO NOT PANIC.

FINALLY, GOOD LUCK TO YOU ALL IN YOUR EXAMINATIONS.

If you or your parents have any queries regarding your exams your must forward it to the Exams Officer at Mascalls School.

ATTACHED

JCQ Notice to Candidates: Written Examinations
JCQ Notice to Candidates: Controlled Assessments
JCQ Notice to Candidates: Coursework Assessments
JCQ Notice to Candidates: Screen-Test Examinations
JCQ Notice to Candidates: Warning to Candidates
JCQ Notice to Candidates: Mobile Phones
JCQ Notice to Candidates: Privacy Notice
Individual Candidate number

Please note a Generic Timetable lists **ALL** exams that are being run that series. **Your personal statement of entry will list just your relevant exam entries for the pending series, this will also have your UCI and candidate number on it.**