



RIPON GRAMMAR SCHOOL

GCSE EXAMINATIONS 2017

Student Guide

Candidate Name:

Candidate No:

UCI:

Form:

Centre Number: 48255

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INTRODUCTION

It is the aim of Ripon Grammar School to make the examination experience as free from stress and as successful as possible for all candidates.

Hopefully, this booklet will prove to be informative and helpful for you and your parents. Please read it carefully and show it to your parents so that they are also aware of the examination regulations and the procedures to follow in the event of any problems.

The awarding bodies (or examination boards) set down strict criteria which must be followed for the conduct of examinations and Ripon Grammar School is required to follow them precisely. You should therefore, pay particular attention to the "Information for Candidates" that is printed on page 4 of this booklet. There is also a separate Examination Policy, a copy of which is available on the school website.

Some of the questions you may have are answered at the back of this booklet. **If there is anything you do not understand or any question that has not been addressed, PLEASE ASK.**

If you have any queries or need help or advice at any time before, during or after the examinations please call in to see us in the exams office (admin corridor) or via email.

Examinations Office Staff



Miss Lancaster
Examinations Officer
Email: lancasterc@ripongrammar.co.uk



Mrs Dale
Exams Administrator
Email: dalej@ripongrammar.co.uk

Remember – we are here to help!

GOOD LUCK!

| | | | | | |
|-----|---------------|------|-----|---------|------|
| AQA | City & Guilds | CCEA | OCR | Pearson | WJEC |
|-----|---------------|------|-----|---------|------|

Information for candidates
For written examinations – effective from 1 September 2016

This document has been written to help you. Read it carefully and follow the instructions.
If there is anything you do not understand, especially which calculator you may use, ask your teacher.

| A Regulations – Make sure you understand the rules | |
|--|--|
| 1 | Be on time for all your exams. If you are late, your work might not be accepted. |
| 2 | Do not become involved in any unfair or dishonest practice during the exam. |
| 3 | If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects. |
| 4 | You must not take into the exam room: <ul style="list-style-type: none"> • notes; • potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player, a smartwatch or a wrist watch which has a data storage device. <p>Any pencil cases taken into the exam room must be see-through.</p> <p>Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.</p> |
| 5 | Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers. |
| 6 | Do not talk to or try to communicate with, or disturb other candidates once the exam has started. |
| 7 | You must not write inappropriate, obscene or offensive material. |
| 8 | If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return. |
| 9 | Do not borrow anything from another candidate during the exam. |
| B Information – Make sure you attend your exams and bring what you need | |
| 1 | Know the dates and times of all your exams. |
| 2 | Arrive at least ten minutes before the start of each exam. |
| 3 | If you arrive late for an exam, report to the invigilator running the exam. |
| 4 | If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it. |
| 5 | Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam. |
| 6 | You must write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise. |
| C Calculators, Dictionaries and Computer Spell-checkers | |
| 1 | You may use a calculator unless you are told otherwise. |
| 2 | If you use a calculator: <ul style="list-style-type: none"> • make sure it works properly; check that the batteries are working properly; • clear anything stored in it; • remove any parts such as cases, lids or covers which have printed instructions or formulas; • do not bring into the exam room any operating instructions or prepared programs. |
| 3 | Do not use a dictionary or computer spell checker unless you are told otherwise. |
| D Instructions during the exam | |
| 1 | Always listen to the invigilator. Follow their instructions at all times. |
| 2 | Tell the invigilator at once if: <ul style="list-style-type: none"> • you think you have not been given the right question paper or all of the materials listed on the front of the paper; • the question paper is incomplete or badly printed. |
| 3 | Read carefully and follow the instructions printed on the question paper and/or on the answer booklet. |
| 4 | Fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. Make sure you fill these details in on any additional answer sheets that you use. |
| 5 | Remember to write your answers within the designated sections of the answer booklet. |
| 6 | Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers. Make sure you add your candidate details to any additional answer sheets that you use. |
| E Advice and assistance | |
| 1 | If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator. |
| 2 | Put up your hand during the exam if: <ul style="list-style-type: none"> • you have a problem and are in doubt about what you should do; • you do not feel well; • you need more paper. |
| 3 | You must not ask for, and will not be given, any explanation of the questions. |
| F At the end of the exam | |
| 1 | If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order. Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use. |
| 2 | Do not leave the exam room until told to do so by the invigilator. |
| 3 | Do not take from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam. |



This notice has been produced on behalf of:

AQA, CCEA, OCR, Pearson and WJEC

Information for candidates – GCSE controlled assessments

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

When you submit any work for marking, you will be asked to sign an authentication statement confirming that you have read and followed these regulations.

If there is anything that you do not understand, you **must** ask your teacher or lecturer.

Controlled assessment will provide you with an opportunity to do some independent research into a topic. The research you do may involve looking for information in published sources such as textbooks, encyclopedias, journals, TV, radio and on the internet.

Using information from published sources (including the internet) as the basis for your assignment is a good way to demonstrate your knowledge and understanding of a subject. You must take care how you use this material though - you cannot copy it and claim it as your own work.

The regulations state that:

“the work which you submit for assessment must be your own”;

“you must not copy from someone else or allow another candidate to copy from you”.

If you use the same wording as a published source, you must place quotation marks around the passage and state where it came from. This is called “referencing”. You must make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: (Morrison, 2000, pg.29).

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example:
(<http://www.bbc.co.uk/schools/16/sosteacher/history/49766.shtml>), downloaded 5 February 2017.

You may be required to include a bibliography at the end of your work. Your teacher or lecturer will tell you whether a bibliography is necessary. Where required, your bibliography must list the full details of publications you have used in your research, even where these are not directly referred to, for example: Morrison, A. (2000) ‘Mary, Queen of Scots’, London: Weston Press.

If you copy the words or ideas of others and don’t show your sources in references and a bibliography, this will be considered as cheating.

Preparing your work – good practice

If you receive help and guidance from someone other than your teacher, you **must** tell your teacher who will then record the nature of the assistance given to you.

If you worked as part of a group on an assignment, for example undertaking field research, you must each write up your own account of the assignment. Even if the data you have is the same, the description of how that data was obtained and the conclusions you draw from it should be in your own words.

You must meet the deadlines that your teacher gives you. Remember - your teachers are there to guide you. Although they cannot give you direct assistance, they can help you to sort out any problems before it is too late.

Take care of your work and keep it safe. Don't leave it lying around where your classmates can find it. You must always keep your work secure and confidential whilst you are preparing it; do not share it with your classmates. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you don't need.

Don't be tempted to use essays from on-line essay banks — this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

You must not write inappropriate, offensive or obscene material.

Plagiarism

Plagiarism involves taking someone else's words, thoughts or ideas and trying to pass them off as your own. **It is a form of cheating which is taken very seriously.**

Don't think you won't be caught; there are many ways to detect plagiarism.

- Markers can spot changes in the style of writing and use of language.
- Markers are highly experienced subject specialists who are very familiar with work on the topic concerned — they may have read the source you are using (or even marked the essay you have copied from!).
- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

Penalties for breaking the regulations

If your work is submitted and it is discovered that you have broken the regulations, one of the following penalties will be applied:

- the piece of work will be awarded zero marks;
- you will be disqualified from that unit for the examination series in question;
- you will be disqualified from the whole subject for that examination series;
- you will be disqualified from all subjects and barred from entering again for a period of time.

Your awarding body will decide which penalty is appropriate.

REMEMBER – IT'S YOUR QUALIFICATION SO IT NEEDS TO BE YOUR OWN WORK



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| AQA | City & Guilds | CCEA | OCR | Pearson | WJEC |
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Information for candidates

Guidelines when referring to examinations/assessments through the Internet

This document has been written to help you. Please read it carefully.

We all like to share our experiences when taking examinations. However, it is important to consider what you say. Your comments may lead to an investigation for malpractice and result in the application of a penalty.

Awarding bodies monitor social media and websites. They do not wish to see candidates jeopardise their marks or grades as there are significant consequences for anyone caught breaching the rules for examinations, controlled assessment or coursework.

The rules are set by the Joint Council for Qualifications^{CIC} (JCQ^{CIC}) on behalf of all the awarding bodies and can be found at: <http://www.jcq.org.uk/exams-office/malpractice>

Examples of statements or activities that will lead to a malpractice investigation include:

- copying or allowing work to be copied – i.e. posting written work on social networking sites prior to an examination/assessment;
- collusion: working collaboratively with other candidates beyond what is permitted;
- allowing others to help produce your work or helping others with theirs;
- being in possession of confidential material in advance of the examination;
- exchanging, obtaining, receiving or passing on information by any means of communication (even if just attempting to);
- passing on rumours of exam content from another candidate.

This list is not exhaustive. Other instances of candidate malpractice may be considered by an awarding body.

If you are found guilty of breaching any of these rules you could find yourself facing:

- a warning;
- the loss of marks for a section, component or unit;
- disqualification from a unit, all units or qualifications; or
- a ban from sitting exams for a set period of time.

You must familiarise yourself with the rules:

<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

Take care to avoid possible malpractice and the application of a penalty.



Produced on behalf of: AQA, City & Guilds, CCEA, OCR, Pearson and WJEC

Information for candidates – Privacy Notice

General and Vocational qualifications

Effective from 1 September 2016

The JCQ awarding bodies will process your personal data in accordance with the Data Protection Act 1998 and the *Code of Practice* issued by the qualification regulators of England, Wales and Northern Ireland.

Correspondence on any aspect of a candidate's examination or assessment will only be conducted between the awarding body and the head of the centre, a member of the senior leadership team or the examinations officer.

Awarding bodies will undertake the following administrative activities in relation to the processing and exchange of candidates' personal data:

1. Personal data relating to the name(s), date of birth, gender, unique candidate identifier (UCI) and unique learner number (ULN) of an individual candidate will always be collected by an awarding body for the purposes of examining and awarding qualifications. In some cases additional information, which may include sensitive personal data relating to health, will also be collected to support requests for access arrangements and reasonable adjustments and/or special consideration. Such personal data will be supplemented by the results of examinations and assessments undertaken by the respective candidate.
2. A candidate's personal data will only be collected from registered examination centres in the context of examination entries and/or certification claims.
3. Such data collected will not be used by an awarding body other than for the administration of the examinations process, conducting assessments and the certification of results claims.
4. Personal data within candidates' work will be collected and processed by an awarding body for the purposes of marking, issuing of examination results and providing candidates with access to post-results services. Examination results will be retained for a minimum of forty years.

In order for an awarding body to achieve this, some personal information may be transferred to third parties such as examiners, who may in some instances, reside outside the European Economic Area.

5. Awarding bodies may be required to provide a candidate's personal data to educational agencies such as DfE, WG, DENI, The Skills Funding Agency, Ofqual, HESA, UCAS, Local Authorities, EFA and Learning Records Service (LRS). Additionally, candidates' personal data may be provided to a central record of qualifications approved by the awarding bodies for statistical and policy development purposes.
6. Some of the information candidates supply will be used by the Skills Funding Agency to fulfil its statutory functions, issue/verify a candidate's Unique Learner Number (ULN) and update/check a candidate's Personal Learning Record.

The Skills Funding Agency may share a candidate's ULN and Personal Learning Record with other education related organisations, such as a careers service, a candidate's school or college, Government Departments and public bodies responsible for education. Further details of how information is processed and shared can be found at:

<http://www.learningrecordservice.org.uk/>

7. Awarding bodies are obliged to confirm what personal data is held, what it is held for, to whom the data is to/may be disclosed to, and disclose the information that they hold about data subjects, (e.g. the candidates) within 40 days of receiving a formal request for disclosure, subject to the application of any relevant exemptions under the Data Protection Act 1998.

Candidates should make an application to the appropriate awarding body's data protection officer. Awarding bodies may charge a fee for this service.

8. If you have not reached the age of 16, you may first wish to discuss this Privacy Notice with your parent or legal guardian.

Awarding bodies, schools, Department for Education (DfE), Welsh Government (WG), Department of Education Northern Ireland (DENI), Local Authorities, the Office of the Qualifications and Examinations Regulation (Ofqual), Ofsted, and Skills Funding Agency (SFA) are all 'data controllers' under the Data Protection Act 1998, in that they determine the purpose(s) for which 'personal data' (information about living individuals from which they can be identified) is processed and the way in which that processing is undertaken.

It is a requirement for data controllers to provide data subjects (individuals who are the subject of personal data) with details of who they are, the purposes for which they process the personal data, and any other information that is necessary to make the processing of the personal data secure and accurate, including any third parties to whom it may be passed to.

BEFORE THE EXAMINATIONS

STATEMENTS OF ENTRY:

- At the beginning of May you will receive a pink statement of entry form from school detailing your examination schedule and the levels of entry where applicable. Please check that these are correct. Some subjects only have one tier of entry; some have foundation and higher tiers.
- You must check everything on your statements of entry very carefully. Particularly check that all personal details (eg. date of birth, spelling of names) are accurate as these will appear on certificates and it may be difficult to change them once certificates are awarded.
- You will need to bring your statement of entry with you to each examination and place it on your desk with your candidate number and photograph visible to the invigilators.

EXAMINATION BOARDS:

- The School uses the following examination boards: AQA, Edexcel and OCR.

CANDIDATE NAME:

- Examination boards require candidates to be entered under names that may be verified by suitable identification, such as a birth certificate or passport. This ensures that there will be no delay or confusion when candidates present their results documentation to employers, further or higher education institutions. Also, if candidates apply to the examination boards for additional or replacement copies of their results they must be able to provide identification that matches the details on the archived information.

CANDIDATE NUMBER:

- Each candidate has a four-digit candidate number. This is the number you will enter on examination papers. It will appear next to your name on seating plans and examination registers. Your candidate number is on the front of this booklet. **Please learn it.**

UCI:

- In addition to a candidate number, each candidate must have a Unique Candidate Identifier (12 numbers and 1 letter) which is shown on the top of statements of entry. Your UCI is used for administration purposes and it is not necessary for you to remember it.

TIMETABLES

- A copy of your individual timetable for summer 2017 is included at the back of this booklet. It shows your own specific examinations with details of date, time and duration of examinations. Check it carefully. You are allowed to sit two examinations in one session providing the total time does not exceed 3 hours.

EQUIPMENT

- Make sure you have all the correct equipment before your examinations. Check the regulations in the 'Information for Candidates' and the information on the following pages.

DURING THE EXAMINATIONS

EXAMINATION REGULATIONS

- A copy of the 'Information for Candidates', which is issued jointly by all the examination boards, is printed at the front of this booklet (pages 4 - 9). All candidates must read this carefully and note that to break any of the examination rules or regulations could lead to disqualification from all subjects. The school must report any breach of regulations to the examination board.

REGISTRATION DURING STUDY LEAVE

- You must sign in and out of school whenever you attend school either for an examination, a revision session or for independent revision during study leave. Signing in/out sheets will be available in the entrance foyer close to the examinations noticeboard.

ATTENDANCE AT EXAMINATIONS

- Examination venues and seating numbers are displayed on the examinations noticeboard in the entrance foyer on the morning of each examination. Do not assume you will be in the gymnasium.
- Candidates are responsible for checking their own timetable and arriving at school on the correct day and time, properly dressed and equipped. Candidates must arrive 10 minutes prior to the start time of their examination. Please wait quietly outside your examination room until you are invited to enter by the examination invigilators.
- Candidates who arrive late for an examination may still be admitted but will not receive any additional time. If special consideration applies then you must speak to the Examinations Officer (see 'ABSENCE FROM EXAMINATIONS' on page 13).
- Full school uniform must be worn by all students attending school for examinations.
- All items of equipment, pens, pencils, mathematical instruments, etc. should be visible to the invigilators at all times. You must either use a transparent pencil case or clear plastic bag.
- Pens should be black ink or ballpoint; gel pens are not acceptable. No correction pens or correcting fluid are allowed.
- **Candidates are responsible for bringing the correct equipment to all their examinations.** Equipment, i.e. calculators, rulers or pens, will only be given out by invigilators when a candidate's own equipment develops a fault during an examination. **Check with your teacher what equipment will be needed for your examinations.**
- Calculators can be used in some examinations, i.e. mathematics and science examinations. Candidates should make sure their calculators conform to the examination regulations. If in doubt, check with your teacher. Remove any covers or instructions and make sure the calculator is in good working order.
- Please make sure that any watch alarms are turned off.
- Do not attempt to communicate with or distract other candidates.
- Examination regulations are very strict regarding items that may be taken into the examination room (see FAQs at the end of this booklet). If you break these rules you will be disqualified from the examination.

- **Mobile telephones/ iPods/ IWatches/ MP3/4 players are classed as unauthorised devices.** If a mobile phone (or any other type of electronic communication or storage device) is found in your possession during an examination (even if it is turned off) it will be taken from you and a report made to the appropriate examination board. No exceptions can be made and you **will be disqualified** from that examination. If you do not wish to leave your electronic device in the cloakroom or at home, you may hand it in to the examinations office or the invigilator before the examination starts. It will be locked in the safe and returned to you after the examination if time allows, or it can be collected from the examinations office once you have left the examination room.
- No food or drink is allowed in the examination rooms except a small (500ml maximum) bottle of still water which should be in a clear plastic bottle with all labels removed.
- Please do not write on examination desks. This is regarded as vandalism and you will be asked to pay for any damage.
- Do not draw graffiti or write offensive comments on examination papers, if you do the examination board may refuse to accept your paper.
- Do not bring any notes or scrap paper into the examination room.
- Do not have anything written on your hands when you come in to the examination room.
- Listen carefully to instructions and notices read out by the invigilators – there may be amendments to the examination paper that you need to know about.
- Check you have the correct question paper – check the subject, paper and tier of entry.
- Read all instructions carefully and number your answers clearly.
- Any blank pages in a question paper will have BLANK PAGE written on them. If you have a blank page that does not have anything written on it inform an invigilator. The question paper may have been mis-printed.
- Candidates must stay in the examination room for the duration of the 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 ensure that you have completed your details correctly.
- At the end of the examination all work must be handed in – remember to cross out any rough work. If you have used more than one answer book or loose sheets of paper ask for a tag to fasten them together in the correct order.
- Invigilators will collect your examination papers before you leave the room. Question papers, answer booklets and additional paper must NOT be taken from the examination room.
- Absolute silence must be maintained during this time. Remember you are still under examination conditions until you have left the room. Please leave the room in silence and show consideration for other candidates who may still be working.
- If the **fire alarm** sounds during an examination the examination invigilators will tell you what to do. Don't panic. If you have to evacuate the room you will be asked to leave **in silence** and in the order in which you are sitting. You will be escorted to a designated assembly point. Leave everything on your desk. You must not attempt to communicate with anyone else during the evacuation. When you return to the examination room do not start writing until the invigilator

tells you to. You will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident.

INVIGILATORS

- External invigilators are employed to conduct the examinations and are bound by the rules laid down by the JCQ (Joint Council for Qualifications). Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.
- Subject specialist teachers/exams office staff may be present at the start of an examination only.
- 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.
- Invigilators **will not** give a five minute warning before the end of an examination.
- 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 by invigilators and dealt with by members of the Senior Leadership Team.

ABSENCE FROM EXAMINATIONS

- If you experience difficulties during the examination period (e.g. illness, injury, personal problems) please inform school at the earliest possible point so we can help or advise you. **IF AT ALL POSSIBLE YOU SHOULD TRY TO SIT YOUR EXAMINATION.**
- In 'exceptional circumstances' candidates are allowed special consideration for absence from an examination. It is essential that medical or other appropriate evidence is obtained on the day by the candidate/parent and given to the Examinations Officer without delay. A self-certification form (JCQ/ME Form 14) can be obtained from the Examinations Officer which must be countersigned by your doctor or nurse. To award a grade, where a student misses part of an examination through illness or personal misfortune, usually a minimum of 50% of the total assessments (including controlled assessment/coursework) must have been completed.
- Parents and candidates are reminded that the school will require payment of entry fees should a candidate fail to attend an examination without good reason and without informing the school. Failure to pay may result in your examination results being withheld.
- Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

AFTER THE EXAMINATIONS

BOOK RETURNS

- All text books and other materials which have been loaned to pupils must be returned to the school at the end of the GCSE courses. This will be after you have sat your final examination.
- If you are returning to join the Ripon Grammar School Sixth Form, all your books should be returned to the HALL at **8.45am on Tuesday 4th July**.
- If you are leaving the school, all your books should be returned to the UPPER SCHOOL OFFICE by **4pm on Tuesday 4th July**.
- If any of your materials or books are not returned, the school will contact your parents and bills will be sent out for outstanding items.

NOTIFICATION OF RESULTS

| |
|---|
| <p>Thursday 24th August 2017 between 9am and 12noon</p> |
|---|

- Results will be available for collection on:
- If you wish any other person (including family members) to collect your results on your behalf, you must give your written authorisation to Miss Lancaster before results day.
- Candidates who do not collect their results on 24th August will receive notification through the normal post. Letters will be posted on 24th August and not before.
- **No results will be given out by telephone under any circumstances.**
- A summary of candidate's results is published in the local newspapers. If you do not want your results published please inform the Exams Office in writing before results day.

POST-RESULTS SERVICES

- If you need post-results advice, staff will be available to advise you on results day. Information will also be available on the school website.

COLLECTION OF CERTIFICATES

- Certificates will be available for collection from the end of November.
- Students who stay on at Ripon Grammar School Sixth Form will be advised via their form tutors when certificates are available for collection.
- Students who are leave the school will be informed by email/letter when they are able to collect their certificates from the Examinations Office. Certificates will not be given to anyone other than the candidate without the candidate's written authorisation.
- Ripon Grammar School is only obliged to keep certificates for a period of one year after issue. If candidates do not collect their certificates within this time (or if they lose their certificates) they can only be replaced by direct application to the appropriate examination boards. This will require proof of identity (such as a birth certificate) and a substantial fee per examination board. You are therefore urged to collect your certificates and to keep them safely.

FREQUENTLY ASKED QUESTIONS

Q. What do I do if there's a clash on my timetable?

- You can take two or more papers in a session providing that the total time does not exceed three hours. The school will re-schedule papers internally (on the same day) where the time exceeds three hours and you will be notified if you fall into this category. If you have any concerns please speak to the examinations officer.

Q. What do I do if I think I have the wrong paper or there is a problem with my paper?

- Invigilators will ask you to check you have the correct paper before the examination starts. If you think something is wrong put your hand up and tell the invigilator as soon as you suspect there is a problem even if you have already started the examination. If there is a problem and you cannot continue then the time spent rectifying the problem will be recorded and added on to the end of the examination.

Q. Why do I need to bring my statement of entry to all my examinations?

- Your statement of entry acts as your identification and should be placed on your examination desk with your candidate number and photograph clearly visible. The invigilators will check your candidate number against the seating plan.

Q. What do I do if I forget my Candidate Number?

- Candidate Numbers are printed on your statement of entry.

Q. What do I do if I forget the school Centre Number?

- The Centre Number is **48255**. It will be clearly displayed in the examination rooms.

Q. What do I do if I have an accident or am ill before the examination?

- Inform school at the earliest possible point so we can help or advise you. In the case of an accident that means you are unable to write it may be possible to provide you with a scribe to write your answers, but we will need as much prior notice as possible. You may need to obtain medical evidence (from your GP or hospital) if you wish the school to make an appeal for Special Consideration on your behalf (see below).

Q. What is an Appeal for Special Consideration?

- You will be eligible for special consideration if you have been fully prepared and have covered the whole course but performance in the examination is materially affected by adverse circumstances beyond your control. For example: temporary illness or accident/injury **at the time of the exam** or bereavement **at the time of the exam**. You will **NOT** be eligible for special consideration if preparation for, or performance in, the examination is affected by long term illness or other difficulties during the course affecting revision time. A full guide to the Special Consideration process is available on the JCQ website.

Q. What do I do if I feel ill during the examination?

- Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before or during an examination and you feel this may have affected your performance.

Q. If I'm late can I still sit the examination?

- Provided you are not more than 30 minutes late, it may be possible for you to sit the examination. You should get to school as quickly as possible and report to Reception. A member of staff will escort you to the examination room. You must not enter an examination room without permission after an examination has begun. It may not be possible to allow you any extra time if you start the examination late. Please ensure that you allow enough time to get to school so that if you are delayed (e.g. through transport problems) you will still arrive on time.

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

- No. Timetables are regulated by the examination boards and you must attend on the given date and at the advertised time.

Q. Do I have to wear school uniform?

- Yes. Normal school regulations apply to uniform, shoes, hair, jewellery, make-up, etc.

Q. What equipment should I bring for my examinations?

- For most examinations you should bring at least 2 pens (black ink only).
- For science/mathematics modules you need at least 2 x **HB** pencils.
- For some examinations you will need a calculator (mathematics/science), a 30cm ruler (marked with cm and mm), pencil sharpener and rubber, compasses, protractor, coloured pencil crayons (not gel pens), set texts (e.g. for English Literature).
- You are responsible for providing your own equipment for examinations. You must not attempt to borrow equipment from another candidate during the examination.
- Equipment should be in a clear plastic pencil case or plastic bag.
- If you are unsure what equipment you will need for specific subjects, check with your subject teacher before going on study leave.

Q. What items are not allowed into the examination room?

- Only material that is listed on question papers (e.g. an anthology) is permitted in the examination room and students who are found to have any material with them that is not allowed will be reported to the appropriate examinations board. In such circumstances, a student would normally be disqualified from the paper or the subject concerned.
- Bags and coats and any other items not permitted under examination regulations must be left in the cloakroom. Do not bring any valuables into school with you when you attend for an examination.
- No food or drink is allowed in the examination room except a small bottle of still water. This must be in a clear plastic bottle and the labels must be removed.

Q. Why can't I keep my mobile in my pocket?

- During an examination being in possession of a mobile telephone (or any other electronic communication device, e.g. iPod, headphones, MP3/4, IWatch) is regarded as cheating and is subject to a severe penalty from the examination boards: **Don't take the risk!**

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.**

Telephone rings during the examination **wherever it is in the room** the examination board must be informed and you will be **disqualified from all papers for the subject (including any already taken).**

- If you need to bring a mobile telephone to school, you must switch it off and leave it in a named bag in the examinations office or hand it in to the invigilator in the examination room **before** the examination starts. You are responsible for collecting it at the end of the examination from the examinations office.

Q. How do I know how long the examination is?

- The length of the examination is shown in minutes on your individual timetable under the heading 'length'. Invigilators will tell you when to start and finish the examination. They will write the finish time of the examination on a flip chart or board at the front of the examination room. There will be a clock in all examination rooms.

Q. I am entitled to extra time – how will this affect the way I take my examinations?

- Some students receive an allowance of 25% extra time. Where possible such candidates will be seated together to minimize disturbance from other candidates who finish earlier. The invigilators will include the additional time when they display the finishing time of your examination on the board.

Q. Can I leave the examination early?

- It is this school's policy not to allow candidates to leave the examination room early, as this is disruptive to other candidates.

Q. What do I do if the fire alarm goes off?

- The examination invigilators will tell you what to do. If you have to evacuate the room leave everything on your desk and leave the room in silence. You must not attempt to communicate with any other candidates during the evacuation.

Q. Can I go to the toilet during the examination?

- If it is absolutely necessary. You will be escorted by an invigilator and will not be allowed any extra time.

Q. Do I need to sign in if I come into school during study leave?

- Yes. You must sign in and out on the sheets in the entrance foyer whenever you attend school during study leave including when you are in school for an examination.

Q. If I have more than one examination on a day can I get lunch at school?

- Pupils who have examinations in both morning and afternoon sessions may obtain lunch in the dining hall in the usual way or bring a packed lunch.

Q. Why do I need to check the details on the Statement of Entry?

- The details on your Statement of Entry will be used when certificates are printed. If the name or date of birth on your certificates does not match your birth certificate it could cause you problems if you are asked to show your certificates to a potential employer or for college/university at some time in the future. You should also check that the subjects and tiers of entry you are entered for are correct and that no subjects are missing.

Q. What do I do if I don't get the grades I need for sixth form?

- Staff will be available to advise you on results day. If you feel strongly that it is necessary to make an enquiry about your result you should first consult the relevant Head of Department(s) to obtain their advice as to the advisability of requesting a re-mark. You should be aware that your mark could go down as well as up or even stay the same. Remark requests must be submitted to the Examinations Officer as soon as possible following receipt of results. You must complete a remark form and return it with a cheque to cover the cost (n.b. the cost of a re-mark is approximately £35.00).