

## 2017-18 Academic Year Examination Information Booklet



These instructions are to guide you through the Examination period. It is **your** responsibility to read them carefully to ensure you understand what is expected of **you**. Please show this booklet to your parent / guardian.

Mrs Devonald, Examinations Officer

# 1. BEFORE THE EXAMS



## TIMETABLE

An individual timetable is enclosed with this booklet. You **must** follow your personal timetable. Please check that all entries are as expected. If you have an exam clash, please see Mrs Devonald immediately. Please also check that all personal details e.g. date of birth, spelling of legal names are accurate, as these details will be printed on your certificates.

## LOCATION OF EXAMS

Most examinations will take place in the Sports Hall & Main Hall. Occasionally, classrooms will be used. Venues are stated on your individual exam timetable attached.

## TIME OF EXAMS

The start time of exams will be stated on your individual timetable. You must arrive **at least 15 minutes** before the start of your exam. Late comers will be notified to the exam boards and your paper may not be accepted by the Exam Board.



## SEATING PLANS

Know where you are sitting – just as the exam is about to start **IS NOT** a good time to sort out a seating problem! Seating plans are posted outside the exam room & are in candidate number order not necessarily alphabetical order.

## CANDIDATE & CENTRE NUMBERS

Candidate / exam numbers are used for all external examinations and you will have the same number for every exam. Don't worry if you can't remember your number as a card giving this information will be on your exam desk.

Gowerton School Centre Number is **68818** and will be clearly displayed in the exam room.

## EQUIPMENT

- **YOU** are responsible for providing your own equipment for examinations. Bring with you **BLACK** pens, HB pencils, coloured pencils, an eraser, ruler, pencil sharpener, compass, protractor, highlighters (to be used in the question only & not in your answers). *Spare equipment is very limited.*
- Equipment should be in a transparent pencil case or a clear see-through plastic bag



- Calculators are allowed for most exams. Calculator lids/cases are not allowed in the exam room and should be removed. You should also clear anything that is stored on the calculator.

## 2. DURING THE EXAMS

### REGULATIONS & MALPRACTICE



Familiarise yourselves with the JCQ notices attached – ‘Warning to Candidates’, ‘No Mobile Phone Poster’ & ‘Information for Candidates’. A copy of these notices can also be viewed on the Gowerton School website.

Any breach of these regulations could result in your exam paper being cancelled or could lead to disqualification from all subjects. The school must and will report any breaches to the Exam Boards.

You **MUST NOT** be in possession of a mobile phone or smartwatch during an examination. 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 exam board. **NO** exceptions can be made. Mobile phones **MUST BE SWITCHED OFF** and not on silent & left in bags/coats or left at home.



### CONDUCT

Do not speak or communicate in any way with other students in the exam room from the time you enter the room until the time you leave. Communicating (**which includes turning around!**) with other students could result in the examination board returning all your scripts as **ungraded**. Persistent disruptive behaviour is construed as malpractice and **will** be reported to the Exam Board.

After you have been dismissed from the examination room, collect your belongings and return to class or leave the school grounds (if you are not required to be in school). **DO NOT** wander around the school to see friends.

If you finish an exam early you will **not** be permitted to leave so **check** your paper and sit quietly, there will still be others working around you!

**DO NOT** write on the exam desks—we know where you are sitting and the desks will be checked regularly. You will be asked to sand down the desk if any type of graffiti is found and possibly pay for any damage as it is regarded as vandalism.

## EXAMINATION PAPERS

- **Listen** to the instructions and notices read out by the invigilators—there may be an amendment to the exam paper you need to know about. **Read** all instructions and advice on the front of the question paper and number your answers clearly.
- All calculations and rough working must be written in your answer book. Draw a line through any material you do not wish to be marked. Do not draw graffiti or write offensive comments on exam papers—the board may refuse to accept your paper. Also you are responsible for producing legible writing.
- Check you have the **correct** question paper, subject and tier. **Put your hand up and ask** if you are unsure about your paper or any instructions you have been given — a mistake is much harder to rectify once you have completed the paper.

Invigilators can contact the Exams Officer at any time if you have a problem that cannot be resolved within the exam hall. If you think there is an error on the paper, **raise your hand and inform an invigilator**. Do not spend a disproportionate amount of time on a question. Continue with the paper and return to the question once the error has been investigated and further instructions have been given to you.

## UNIFORM / DRINK



**Full school uniform** must be worn in all examinations. You will be asked to remove any hoodies / jumpers that are not school uniform. Watches and wrist wear will need to be removed and placed on your exam desk. However do **NOT** bring smartwatches into the exam room as they are unauthorised.

**Still water** may be brought into the exam room in a clear bottle **with the label removed**.

## TOILET / ILLNESS

Make sure you go to the toilet **BEFORE** each exam. You will not be allowed to visit the toilet during the first or last half hour of the exam. If it is **absolutely necessary** to use the toilet, you will be escorted there by an invigilator. You will only be allowed extra time to finish your exam paper if you have known medical reasons and provide medical evidence.

If you feel unwell or need to leave the examination room for any other reason, raise your hand and inform the invigilator—you will need to be escorted and continuously supervised or you will NOT be allowed to return to the examination room to complete the paper.

## INVIGILATORS

Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times. Invigilators cannot discuss the exam paper with you or explain the questions.

## FIRE ALARM

In the event of the bell sounding, stop working and await further instructions. If the exam venue requires evacuation, you must leave everything on your desk and follow the instructions of the invigilators at all times. You will be assembled on the tennis courts, depending on where the exam is. You should exit calmly and **IN SILENCE**.

## ABSENCE FROM EXAMINATIONS

- If you experience difficulties during the examination period (e.g. illness, injury, personal or travel problems) please inform the Examinations Officer at the earliest possible point so we can help or advise you.
- Only in 'exceptional circumstances' are candidates allowed special consideration for absence from any part of the examination.
- It is essential that medical or other appropriate evidence is obtained on the day by the candidate / parent and given to the Exams Officer without delay, in all cases where an application is to be made for special consideration. A self-certification form (JCQ/ME Form 14) can be obtained from the Exams Officer which can be countersigned by your doctor or nurse.
- 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



### 3. AFTER THE EXAMS

#### NOTIFICATION OF RESULTS



GCE Results can be picked up from the Main Hall between 8.30am– 11am on:

**THURSDAY AUGUST 16th 2018**

GCSE Results can be picked up from the Main Hall between 8.30am—11am on:

**THURSDAY AUGUST 23<sup>rd</sup> 2018**

- **No** results will be given out by telephone under any circumstances.
- If you are away on holidays and would like your results by email, please provide the Exams Officer with your email address.
- If you want a parent / relative / friend etc. to collect your results on your behalf, you **must** provide the Exams Officer with a written authorisation note.

#### ENQUIRIES ABOUT RESULTS (EARs)

Any re-marks or access to scripts requests will need to be paid for by **you BEFORE** sending to the Exam Boards. Please speak to the Exams Officer for advice and a copy of a Student EAR request / consent form that you will need to sign. Deadline dates for EARs will be confirmed on your results letter in August.

#### EXAM CERTIFICATES



Certificates will arrive in school & will be ready for you to collect from 1<sup>st</sup> December 2018 – please put this important date in your diary! Any relative / friend collecting these for you will need a **signed authorisation note** from you. The Exam Boards specify that centres only have to keep certificates for 12 months & are costly for you to replace. If you lose your certificates, you will need to visit the exam board websites to download a form to enable you to get a replacement (approx. £40 per certificate). Treat your certificates as you would your passport / driving licence, you will need them throughout your working career and please make sure that you collect your certificates!!!!

## **4. FURTHER INFORMATION**

### **EXAM BOARD WEBSITES:**

**WJEC:** <http://www.wjec.co.uk/>

**AQA:** <http://www.aqa.org.uk/>

**PEARSON:** <http://qualifications.pearson.com/en/home.html>

**OCR:** <http://www.ocr.org.uk/>

**EXAMINATIONS OFFICER:** Mrs Dawn Devonald 01792 873461 ext. 247  
devonaldd@hwbmail.net

All staff members at Gowerton School would like to wish  
you



**GOOD LUCK IN YOUR EXAMS!!**