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Introduction

Dear Student,

Exam times are very important times in your life. The exams that you will be taking this year will influence what you do in the future, so it is very important that they run as smoothly as possible. This booklet has been produced to help you organise and prepare yourself for your forthcoming examinations.

There are a number of rules and regulations for exams that you must be aware of (most of these are set by the Exam Boards, not by the School) so please take some time to look through it to ensure that you are fully aware of the rules and regulations, timings and arrangements made for you.

IF YOU DO NOT ABIDE BY THESE RULES, THEN IT IS POSSIBLE THAT YOU COULD BE DISQUALIFIED FROM YOUR EXAMS, SO PLEASE MAKE SURE THAT YOU READ THE FOLLOWING INFORMATION CAREFULLY.

IF THERE IS ANYTHING THAT YOU DON'T UNDERSTAND, THEN ASK A TEACHER OR THE EXAMS OFFICER FOR HELP.

Do not lose this leaflet

A copy is available on the school website: <http://www.barclayschool.co.uk>

Things you need to know

Candidate Number

You have been allocated a 4 figure reference number that refers only to you. This number allows the exam boards to identify you for each exam you sit and each paper you take. You must therefore ensure you write this number correctly on each paper so the exam boards can mark your paper and allocate your marks to you. You can find this on your timetable, on the exams board, or on the seating plan that will be posted outside each exam room. When completing the information on each exam paper, you **MUST** use only your legal names, not those you like to go by i.e. Charlie must be written as Charles if that is what is on your birth certificate. If you don't your paper may not be marked as the exam board will not know who you are.

Timetables

Please check your individual timetable very carefully. If there are ANY mistakes (e.g. name, date of birth, exam entry wrong tier, etc.) you **MUST** inform the exams officer immediately. Mistakes that are not spotted at this stage could mean that you sit the wrong exam or your certificate is incorrectly printed later.

Check each exam date carefully and check to see if the exam is in the morning or the afternoon. If there is an exam on the list that you were not expecting to take (e.g. if you know that you have already dropped or been withdrawn from a subject) you **MUST** tell the exams office or your subject teacher immediately. Make sure you know which room and seat you need to go to for each exam. Extra time will not be permitted if you have simply misread your timetable.

Morning exams start at 0900 AM and afternoon exams at 1.30 PM. Please be outside the exam room at least 15 minutes before the exam is due to start (0845 AM and 1.15 PM at the latest).

If you are unable to make your exam or are ill please contact the school as soon as possible. Please refer to the "What to do if you are ill?" page in this booklet for further instructions.

You alone are responsible for checking your Exam Timetable. If you lose it go to the exam office for a replacement.

Location of Exams

Most exams will take place in the Main Hall or in the Bungalow, but not all of them. A few examinations will take place in another room. Please check your individual timetable to make sure you know where you are supposed to be and if you are unsure please ask.

Do not enter an exam room until instructed to do so by the invigilator or a member of staff. Make sure that you are sat in the correct seat to avoid you being marked as absent or sitting the wrong exam paper.

Absence from Exams

You must attend all exams that are on your timetable. Misreading the timetable will not be accepted as a satisfactory explanation for absence. Please refer to the “What to do if you are ill?” page in this booklet for further instructions.

Banned Items

It cannot be stressed enough the importance of not bringing into the exams room any unauthorised material or equipment which might give you an unfair advantage such as notes, calculator cases, bags, mobile telephones, iwatches, iPods, MP3 players and pagers. You are strongly advised against bringing any of these items to school with you on exam days as the school cannot take responsibility if they are lost or damaged.

IF A MOBILE PHONE, IWATCH, 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.

MINIMUM PENALTIES IMPOSED BY THE EXAM BOARDS ARE AS FOLLOWS (WITHOUT EXCEPTION):

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

Cheating

If you are caught cheating in any way during an exam, you WILL be reported to the Exam Board. "Cheating" means doing anything that is against the rules as stated on the *Notice to Candidates* (included with this leaflet). No writing on hands or henna is allowed during the exams.

Conduct in the Exam Room

You must be silent at all times. This includes when you enter and leave. If you need assistance, put your hand up clearly and wait for an invigilator to attend to you. Once you have entered the exam room, you must be escorted at all times if you need to leave (e.g. for a visit to the toilet).

Please do not write on exams desks, it is regarded as vandalism and you may have to pay for any damage, you may also be considered to be cheating.

You will not be allowed to leave early, even if you have finished your work as this disturbs those still working around you.

End of the Exam

The invigilators will collect your papers before you leave the room.

ABSOLUTE SILENCE MUST BE MAINTAINED DURING THIS TIME.

Question papers, answer booklets and additional paper MUST NOT be taken from the exam room. You will be dismissed row by row IN SILENCE.

Please do not congregate outside the exam room to chat to your friends – there may well be other exams still in progress around you.

Special Consideration

If your performance in an exam has been affected by, for example, illness, bereavement or injury we can make an application for Special Consideration which is a post examination adjustment. If, after an exam, you think you have a good reason for applying for Special Consideration, you need to come to the exams office without delay. There are very many rules when applying for Special Consideration, only genuine cases will be pursued and any adjustments deemed necessary are not the decision of the school, but the Examination Board itself.

Exams Checklist

<p>Aim to arrive at your lining up point at least 15 minutes prior to an exam AT THE LATEST. If you arrive late, report to the main reception as soon as you arrive. If you are more than 30 minutes late, it is highly likely that you will not be able to sit the exam. Morning exams start at 0900 AM and afternoon exams at 1.30 PM.</p>	
<p>Check where you are sitting on the board outside the exam room, changes can be made at the last minute.</p>	
<p>When taking exams, bags are not allowed inside ANY exam room. Jackets are to be kept on or put on the back of your chair, the invigilators will advise you on the day.</p>	
<p>Phones & Watches – Students must not have mobile phones in their possession (either on or off). They are to be left, TURNED OFF, in bags during the exam if necessary. This is very important – if a phone is found, there is a good chance that you could be disqualified.</p> <p>Phones and watches will be collected and returned when the exam has finished. There are clocks in the exam by which you can tell the time.</p>	
<p>You should bring BLACK pens (not gel), pencil, rubber and any other equipment needed for your exams. Do NOT rely upon the school to provide these for you. Only clear pencil cases are allowed on your desk. Do not use gel or erasable pens (the writing on your exam paper will disappear when the exam board scan your paper!).</p> <p>Highlighters can be used on the exam paper to highlight questions but not used on any answers.</p>	
<p>Calculators are to be used only when the exam says so and the lids must be removed. If you accidentally bring in your calculator lid or calculator it must be given to an invigilator. All data needs to be cleared before coming into the exam, for Casio calculators press Shift 9 and then AC.</p>	
<p>Write within any margin lines on the exam paper. Some papers are scanned by the exam boards and you may risk some of your work not being scanned if it outside the parameters of the exam paper.</p>	
<p>There is absolutely no talking or communication between students once you enter the exam hall. If you have any questions, you should raise your hand once seated and an invigilator will come to you.</p>	
<p>No food (including chewing gum) is allowed in the exam hall (if you have a special requirement – please see the Exams Officer, before the exams).</p>	
<p>Make sure you eat a good breakfast before your exams – it will help you concentrate.</p>	

Water bottles are allowed in the exam hall if necessary but please bear in mind that if spilt they can spoil your exam papers. These should be clear bottles preferably with a screw top as the “sports” style bottle can be noisy and disturb others around you. There should be no label on the bottle.



If you need to go to the toilet during an exam, you must put your hand up and you will be escorted to the toilet either by an invigilator or a member of staff. Please don't wait until you are desperate to go – we may need time to bring in someone to escort you.

Check that you have been given the question paper that you are expecting to take. If not, put your hand up and speak to the invigilator. We cannot give you extra time if you realise half way through a paper that you are doing the wrong one or the wrong tier.

If you feel ill during the examination, please bring this to the attention of the invigilator as soon as you can.

Remember – Stay Calm and The Very Best of Luck To You All

What to do if you are ill on the day of the exam

If you are ill and are unable to attend an exam it is vital you phone the school first thing in the morning on 01438 232221 to inform us. Miss Boniface is Head of Year 11 and Mr Norwood is head of Post 16. The exams officer is Mrs Fenson and can be contacted on extension 206 or the number above.

Very often, even if you have broken something, we can put something in place so you can still sit your exam. **You cannot take your exam on another day.** If something like this happens please ask the doctor/hospital to give you a letter outlining what the problem is, you must obtain a note from your doctor detailing the reason for non-attendance.

Enquiries About Results

Once you have received your results, you may feel that you wish to submit a query about them, particularly if you feel that you did well in the exam, and your result does not reflect this.

You need to speak with the Head of Department voice your concerns as soon as possible. They will be able to offer you advice on the way forward. If they feel that you have achieved the grade they expected you to, it would not be something that the school would pursue or pay for. If you are unhappy with the decision, you are able to pursue an enquiry yourself through the school.

If you wish to make an enquiry yourself, we must have your written consent before anything can be submitted to the Examination Board. You will need to complete the Candidate Consent Form obtainable from the notice board outside the Examinations Office and return this to the Examinations Office by the deadline specified on the form along with the respective payment. No enquiries will be made without the completed form and payment being received.

Results Days

GCE: Thursday 16th August 2018

10:00 a.m. to 12:00 noon

GCSE: Thursday 23rd August 2018

0900 a.m. to 12:00 noon