

# Belper School and Sixth Form Centre



## EXAMINATION PROCEDURES

NAME: \_\_\_\_\_ FORM: \_\_\_\_\_

Centre No: 23206

Candidate No: \_\_\_\_\_

## Introduction

Examinations can cause stress, so this booklet has been written to help you understand what to do about your examinations this summer. 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, what to do if you are ill and much more.

Keep this booklet in a safe place and consult it frequently. Go through it with other people such as your form tutor and parents. The more people who know what is expected of you, the less likely you are to make a blunder like turning up for an examination at the wrong time. Turning up too early could be mildly embarrassing, turning up too late would be disastrous – you CANNOT take an examination at a different time.

Make sure that you know exactly what subjects you are entered for, the official title and code for the subject and the level at which you are entered. Ask your subject teacher if you are unsure.

## Times and Places

Place: Examinations will take place in the Sports Hall, Gym, P5, P6, P7, DR1, DR2 or DR3. There may be occasions when other rooms are used.

Time: Examinations normally start at 9:00am or 1:00pm except if you are notified otherwise. If there is a long afternoon exam the exam may finish after 3.00pm, please check on the seating plan.

Arrival: Students should arrive in plenty of time and be outside the exam room 10mins before the start of the examination. Specific details of each exam will be available on the Library Window. At least two personal timetables will be issued to you, stating your name and details. You MUST use the one displaying the latest date in the top corner.

## Examination Materials

You must ensure that you have a full complement of pens, pencils, rubbers, pencil sharpener, crayons, a ruler, mathematical instruments and calculator), all carried in a clear plastic bag or see-through pencil case. You must only write in **BLACK** ink. Be prepared. Make sure that you have spare pens, pencils etc. Not having the correct equipment can cause you problems in your examinations. Gel pens and Tippex/Correction fluid is **prohibited**.

**Exam equipment is available to purchase from the Library, see-through pencil cases with equipment for just £1.35.**

## Calculators

You will need to have a calculator for some examinations. Make sure that it is suitable for the examination and that it has a new battery if necessary. You will not be allowed to borrow one from a friend during the examination. Do not bring any **calculator lids** and instruction booklets into the examination room.

## NEW for this year:

**CALCULATOR LIDS must be kept in your bag; you are not allowed to bring them to the exam desk. WATCHES need to be kept in your bag or placed on the exam desk next to the ID Card.**

### **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 examinations under the same conditions. These are shown at the back of this booklet and outside the examination room. The school has to report anyone who disobeys these regulations to the examination board and it can mean that the candidate's paper is cancelled. What is even worse is that the examination board may exclude the candidate from all other examinations, so read them carefully.

#### **Some important points to help you:**

1. You must be silent from the moment you enter the examination room until you leave at the end of the examination.
2. You must not take any notes into the room. Everything you need must be in a clear plastic bag or see through pencil case. **YOU MUST BRING YOUR ID CARD** to every exam. Y12 and Y13 students should unclip their ID from the Lanyard and place it on the desk.
3. Bags must be left at the front or rear of the examination room, as directed, not by your seat.
4. Please try not to bring a mobile phone to school. If you **MUST** bring one, it should be switched off and in your bag or handed to an Invigilator. If a phone is found to be switched on in an examination, we are obliged to report it to the examination board which could cancel your whole subject result. Even if your phone is switched off, if found on your person they will cancel the paper you are taking. Please be sensible, it is **NOT** worth the risk!!!!
5. Switch off any alarm on your calculator and/or watch.
6. You must sit in the order and seat no from the seating plan on the library window. You should place your ID card and watches on the desk so they can be seen and checked by the Invigilators. Do not remove the seat no as it will be used for other examinations. You must not make any marks on the exam desk otherwise this will be reported to the Headteacher.
7. Do not communicate in any way with other students or disturb them.
8. Do not leave your seat without permission. If you want something, raise your hand and wait for an Invigilator to come to you.
9. If you feel ill or need to go to the toilet as an emergency, you will be accompanied by an Invigilator. In general you should go to the toilet before each exam.
10. You must write your first name and surname in **CAPITAL LETTERS** and also, your Candidate Number and Centre No 23206 on the front of the Exam Paper. The Lead Invigilator will write the name of the Exam and the Exam Code on the front white board which also must be written on the front page.  
You **MUST NOT** scribble or draw on the Exam Paper itself as the Markers could decide not to mark it!

### **Some more important points to help you:**

11. Take time to read all the instructions on the examination paper and carry them out exactly – if you are unsure ask for help – answering the wrong questions, possibly from the wrong section, cannot be put right later and may seriously affect your grade. There are often blank pages in the middle of an examination booklet, which are meant to be there and are labelled 'BLANK PAGE'. Do not assume you have finished your exam until you reach the instruction 'END OF EXAMINATION' – students have been known to leave out whole questions.

12. When you have finished, check your work thoroughly, don't waste this time.

13. Do not rush your answers – there is usually more than enough time. Aim to produce quality answers and clear diagrams. There are no marks for speed.

14. After the examination leave as you are told to, in silence. Be especially quiet if another examination is still in progress. Do not disturb the rest of the school who will still be in lessons. Go back to lessons or leave the school site straight away whatever is relevant.

### **Illness and Other Emergencies**

**YOU MUST** do your very best to attend and take the examinations you have been entered for.

If you are

ill at home and feel you might not be able to get to school to take your examination, you must telephone the Exams Office immediately on 01773 825281 extension 281.

### **Illness during an Exam**

If you are taken ill during an examination, tell an Invigilator at once and they will take care of you.

### **Coursework Appeals Policy**

For most courses, coursework is a vital component of the examination and failure to complete the requirements of coursework will probably result in failure of the examination.

Teachers aim to mark coursework fairly but, on occasion, candidates may feel that their mark does not reflect the work that has been handed in.

There is an appeals procedure that students can use. If you would like to appeal please speak to your Subject Teacher.

## **Results**

Results are expected in school as follows:-

GCE AS/A2 Thurs 17th August from 8.30am to 4.00pm.

GCSE Thurs 24th August from 8.30am to 4.00pm.

Any uncollected results will be posted after 4.00pm to your home address.

It is your responsibility to make arrangements for receiving your results. This can be done in one of three ways:

1. Collected by yourself. **YOU MUST BRING ID WITH YOU.**
2. Collected by another person, but only if they bring a letter with them authorising them to do so and that it is signed by you. They also need their own ID.
3. **DO NOT** telephone or email school to ask if the results have arrived or to ask to be given your results. The staff will not give information over the phone or by email as this will only delay the already lengthy task of gathering together results from several different examination boards. Your request may well delay other students getting their results.

## **Post Results**

Please note that in the envelope on Results Day there will be a document explaining about remarks of your exam paper and/or requesting a copy of the exam scripts that would help if you need to retake any exams.

In the first instance you will need to talk to your teacher and then forms and prices will be available in the Exam Office.

## **Exam Certificates**

These will be available mid November 2017. A notice will be inside the Exam Results envelope giving you the actual date and details. ID will be required.

Jan Paine (Exams Officer)

**LEARN - REVISE - TAKE EXAMS - RECEIVE - CELEBRATE**