

# Belper School and Sixth Form Centre



## ASSESSMENT PROCEDURES Booklet 2022

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

Centre No: 23206

## **Introduction**

This booklet has been written to help you understand how to approach your assessments 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/carer.

## **Times and Places**

Assessments will mostly take place in the lessons on pre-arranged dates.

## **Assessment Materials**

You must ensure that you have a full complement of pens, pencils, rubbers, pencil sharpener, crayons, a ruler, mathematical instruments and calculator. Be prepared and make sure that you have spare pens, pencils etc. Not having the correct equipment may cause you problems in your assessments.

Exam equipment is available to purchase from the library.

## **Calculators**

You will need to have a calculator for some assessments. Make sure that it is suitable for the assessment and that it has a new battery if necessary. You will not be allowed to borrow one from a friend during the assessment.

## **In the Assessment Room**

The examination boards have rules and regulations which are designed to ensure that, as far as possible, all candidates take their assessments under the same conditions. The school has to report anyone to the examination board who disobeys these regulations. This may mean that the candidate's paper is cancelled. The assessment board may also exclude the candidate from all other assessments.

## **Access Arrangements**

Those who have access arrangements will be entitled to them in the same way you would for an examination. Please see your teacher, the SENCO Ros Conroy or the Exams Office if you have any queries regarding your access arrangements.

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

- You must be silent from the moment you enter the assessment room until you leave at the end of the assessment.
- You must not take any notes into the room. Everything you need must be in a clear plastic bag or see through pencil case.

- Mobile phones and watches should be switched off and in your bag or handed to the teacher. If a phone is found to be switched on during an assessment, 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 it is found on your person they will cancel the paper you are taking. Please be sensible, it is not worth the risk.
- Switch off any alarm on your calculator.
- Do not communicate in any way with other students or disturb them.
- Do not leave your seat without permission. If you want something, raise your hand.
- You must write your legal name in full in capital letters. Please do not use any shortened forms of your name. It is important that the person marking your paper can clearly read your name.
- Take time to read all the instructions on the assessment paper and follow them exactly. If you are unsure ask for assistance. 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 assessment booklet, which are meant to be there and are labelled 'BLANK PAGE'. Do not assume you have finished until you reach the instruction 'END OF ASSESSMENT'. Students have been known to leave out whole questions.
- When you have finished, check your work thoroughly. Don't waste this time.
- If you are entitled to extra time you must stay in the assessment room for the full duration of the extra time.
- Do not rush your answers. There is usually more than enough time. Aim to produce quality answers and clear diagrams. There are no extra marks for speed.
- After the end of the assessment please sit silently to allow those with extra time to concentrate.

### **Illness and Other Emergencies**

You must do your very best to attend and take the assessments you have been entered for.

If you are ill at home and feel you might not be able to get to the school to take your assessment, please telephone the school immediately on 01773 825281.

If you are taken ill during an assessment, tell your teacher at once.

If you fall ill at home and cannot get to school to take your assessment, you must do the following:

- Telephone school or get someone to do it for you as soon as possible, certainly before the assessment is due to start. The school telephone number is 01773 825281. This is so we know you will not be attending the assessment.
- It is much better to try and get to school to take your assessment if at all possible. Let school know that you are unwell. If you attempt the assessment paper, credit will be given for the work that you complete.

## **Results**

Results are expected in school as follows:-

AS/A2 GCE Thursday 18th August from 9:00 am to 11:00 am.  
GCSE Friday 25th August from 9.00 am to 11:00 am.

Any uncollected results will be posted after 12.00 pm to your home address.

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

- Collected by yourself. You must bring ID with you.
- 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 to bring their own ID.

Please do not telephone or email school to ask if the results have arrived or to ask to be given your results. Staff are not allowed to give information over the phone or by email.

Exams Office