



**Devizes School
& Sixth Form College**

Raising aspirations, building futures

CENTRE NAME: DEVIZES SCHOOL

CENTRE NUMBER: 66619

SCHOOL TEL. NUMBER: 01380 724886

E-MAIL: exams@devizes.wilts.sch.uk

**FOR STUDENTS AND
PARENTS**

ACADEMIC 2018 – 2019

**EXAMINATIONS
HANDBOOK**

INTRODUCTION

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

This document aims to be informative and helpful for students and parents. Please read it carefully so that you are aware of the examination regulations and the procedures to follow in the event of any problems occurring.

The awarding bodies (or examination boards) set down strict rules, which must be followed for the conduct of examinations, and Devizes School is required to follow them precisely. Particular attention should be paid to the notices and warnings to candidates on the School's website www.devizes.wilts.sch.uk and also on the VLE under Extra – Exam Information. **It is the candidate's responsibility to read and understand these notices.**

Some of the questions you may have are answered in the section "Frequently Asked Questions" on pages 13 to 17. If there is anything you do not understand, or any question that has not been addressed, please ask.

If you or your parents have any queries or need help or advice at any time before, during or after the examinations, please contact:-

Examinations Officer – Mrs A Wright

School telephone number is 01380 724886

E-mail: exams@devizes.wilts.sch.uk.

Remember – we are here to help.

GOOD LUCK!

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Information for candidates
For written examinations – effective from 1 September 2018

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: a) notes; b) potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device. Any pencil cases taken into the exam room must be see-through. 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.
5	If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
6	Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
7	Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
8	You must not write inappropriate, obscene or offensive material.
9	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
10	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. Arrive at least ten minutes before the start of each exam.
2	If you arrive late for an exam, report to the invigilator running the exam.
3	If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
4	Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
5	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: a) make sure it works properly; check that the batteries are working properly; b) clear anything stored in it; c) remove any parts such as cases, lids or covers which have printed instructions or formulas; d) 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: a) you think you have not been given the right question paper or all of the materials listed on the front of the paper; b) 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: a) you have a problem and are in doubt about what you should do; b) you do not feel well; c) 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.

BEFORE THE EXAMINATIONS

EXAMINATION ENTRIES:

Students, parents/carers are reminded of the condition for those external examinations students have completed a course of study at Devizes School, and that failure to complete the required coursework, portfolio or attendance for an examination paper on student's part, will result in parents/carers being required to pay the entry fee.

STATEMENTS OF ENTRY:

All candidates receive a statement of entry from school indicating the subjects they are being entered for and the levels of entry, where applicable. **Please check that these are correct.** Some subjects only have one tier of entry, some have Foundation or Higher tiers.

Students must check everything on their statements of entry very carefully. Particularly check that all personal details (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.

EXAMINATION BOARDS:

The School uses the following Examination Boards: AQA, Pearson (Edexcel), OCR and WJEC.

CANDIDATE NAME:

Candidates are entered under the name format of Legal Forename, Middle name(s), Legal Surname e.g. ADAM PAUL SMITH. It is therefore important that candidates use their legal names when completing the details on their examination papers in order for the awarding bodies to match the candidate with their entries.

CANDIDATE NUMBER:

Each candidate has a four-digit candidate number. This is the number students will enter on examination papers. It will appear next to their name on seating plans and examination registers. **Students are asked to learn their candidate number.**

DATA PROTECTION AND PRIVACY NOTICE:

Candidates are informed that relevant personal data (name, date of birth, gender) will be transferred to the awarding bodies for the purpose of examining and awarding qualifications.

Your attention is drawn to the JCQ document Information for candidates – *Privacy Notice, General and Vocational Qualifications* which explains how the JCQ awarding bodies will process your personal data in accordance with the Data Protection Act 1998 and the Code of Practice used by the qualification regulators of England, Wales and Northern Ireland. The document can be found on the School's website and VLE.

TIMETABLES:

Public and internal exam timetables are displayed on the School's website and on the VLE under Extra – Exam Information. Prior to each exam series, students will also receive an individual timetable with their own specific examinations detailing dates, times and duration of exams, venues and seat numbers. **Check it carefully.** If students think something is wrong they need to see Mrs Wright in the Exams Office immediately.

Subject staff will inform students of dates of practical examinations/language speaking tests when dates are confirmed.

For any candidate who has a clash where two subjects are timetabled at the same time, the School will make special timetable arrangements. Students must check their individual timetable and see Mrs Wright if they are unsure what to do. If they think there is a clash on their timetable that has not been resolved, they need to see Mrs Wright immediately.

Afternoon exams of 1h 30m duration. You are reminded that these exams are unlikely to finish by 3:00pm: it takes approximately 20 minutes to seat all candidates and run through the starting procedures for each paper and a further 10 minutes at the end to collect the papers and dismiss the candidates. **You may therefore need to make alternative home travel arrangements if you normally travel by school/public bus as you may possibly be released after 3:00pm.**

EQUIPMENT:

Students need to ensure they have all the correct equipment before their examinations. Students should check the regulations in the notices to candidates on the School's website and VLE. Please read a separate document on the school website for more detailed information.

EXAMINATIONS NOTICE BOARD:

The notice board situated next to the Exams Office in the corridor off the Small Hall displays timetables and information relating to forthcoming examinations

DURING THE EXAMINATIONS

EXAMINATION REGULATIONS:

Notices and warnings to candidates which are issued jointly by all the examining boards are available to view on the School's website and VLE. **All candidates must read them carefully** and note that a 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 awarding body.

ATTENDANCE AT EXAMINATIONS:

Candidates are responsible for checking their own timetable and arriving at School on the correct day and time, properly dressed in school uniform and with the correct equipment. Candidates must arrive at the specified venue 15 minutes prior to the start time of their examination. They should wait quietly outside the exam venue until instructed to enter.

Candidates who arrive late for an examination may still be admitted but may not receive any additional time. If special consideration applies then you must speak to the Examinations Office (see the section ABSENCE FROM EXAMINATIONS on page 8).

Full school uniform must be worn by all students in Years 9 – 11 attending school for examinations. Normal dress code applies for Sixth Form students. Hooded tops must not be worn.

All items of equipment, pens, pencils, mathematical instruments, etc. should be visible to the invigilators at all times. Either use a transparent pencil case or clear plastic bag.

Pens should be **black** ink or ballpoint. No correction pens or Tippex are allowed.

For the Mathematics and Science exams, students should make sure their calculators conform to the examination regulations. If in doubt, they should check with their teacher. Remove any covers or instructions and make sure batteries are new.

Please make sure that any 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 the section FREQUENTLY ASKED QUESTIONS on pages 17 – 21). If candidates break these rules they will be disqualified from the examination.

CANDIDATES ARE NOT PERMITTED ANY POTENTIAL TECHNOLOGICAL/WEB ENABLED SOURCES OF INFORMATION SUCH AS A MOBILE PHONE, iPod, iWATCH, MP3/4 PLAYER OR ANY SMART WATCH/WRIST BAND WHICH HAS DATA STORAGE PROPERTIES. If a mobile phone (or any other type of electronic communication or storage device) is found in their possession during an examination (even if it is turned off) it will be taken from them and a report made to the appropriate awarding body. No exceptions can be made. Any mobile phones must be turned off and handed to an invigilator until the examination has finished and candidates have been dismissed from the venue. Students are reminded that such items should not be brought into school and that the school will not accept responsibility for any loss or damage.

Students will be asked to remove their wrist watch and place in on the desk where it can be seen at all times by the invigilator.

Food is not permitted in the examination room although water is allowed provided it is in a small, clear plastic bottle (label removed).

Students are asked to refrain from writing on examination desks. This is regarded as vandalism and they will be required to pay for any damage.

Candidates are instructed not to draw graffiti or write offensive comments on examination papers – if they do the examination board may refuse to accept their paper.

They must listen carefully to instructions and notices read out by the invigilators – there may be amendments to the exam paper that they need to know about.

They must check they have the correct question paper – check the subject, paper and tier of entry.

All instructions should be carefully read and answers numbered clearly.

No candidate will be allowed to leave an examination early. If they have finished the paper they are advised to use the remaining time to check over their answers and ensure they have completed their details correctly.

At the end of the examination all work must be handed in. Any rough work should be neatly ruled through with a single line. If more than one answer book or loose sheets of paper has been used, candidates should ensure that these are placed in order inside the main answer book.

Invigilators will collect the exam papers before candidates leave the room. Absolute silence must be maintained during this time. Candidates are to remain seated in silence until told to leave the examination room. Leaving the room should be carried out in silence and consideration shown for other candidates who may still be working, or students attending lessons in nearby rooms. **Remember candidates are still under examination conditions until they have left the room.**

Question papers, answer documents and additional paper must **NOT** be taken from the exam.

If the fire alarm sounds during an examination, the invigilators will tell candidates what to do. They should not panic. If they have to evacuate the room they will be asked to leave in silence in the order instructed. Everything must be left on the desk. During this period of evacuation, examination regulations still apply and candidates must not communicate with other candidates or any other person. They will be escorted to a designated assembly point. On return to the exam room candidates must not start writing until the invigilator tells them to. Candidates will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident.

INVIGILATORS:

The School employs external invigilators to conduct the examinations. Invigilators are respected members of the community trained in this specific role. Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.

Invigilators are in the examinations rooms to supervise the conduct of the examination in accordance with the regulations. They will also 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.

If a candidate has a problem during an examination, they are instructed to raise their hand to attract an invigilator's attention.

Please note that invigilators cannot discuss the examination paper with candidates or explain the questions.

Students who are disruptive or behave in an unacceptable manner will be removed from the examination by invigilators or senior members of staff.

ABSENCE FROM EXAMINATIONS:

If difficulties are experienced during the examination period (e.g. illness, injury, personal problems) please inform the school at the earliest possible point so we can help or advise.

Only in exceptional circumstances are candidates allowed special consideration for absence from any part of an examination. It is essential that medical or other appropriate evidence is obtained and given to the Examination 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 Examinations Officer. This form must be signed by the student, parent and if appropriate, countersigned by your doctor/nurse or surgery staff.

Parents and candidates are reminded that the School will require payment of entry fees (approximately £29.00 / £77.00 per subject paper) should a candidate fail to attend an examination without good reason and without informing the school, as detailed in the Examination Contract.

Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

Parents are asked to refrain from arranging family holidays when examinations are taking place and if absence permission for this purpose is sought, authorisation will not be given.

AFTER THE EXAMINATIONS

NOTIFICATION OF SUMMER 2019 RESULTS

Results will be available for collection on:

A level on Thursday 15th August 2019 Time TBC GCSE on Thursday 22nd August 2019 Time TBC

If a student wishes any other person (including family members) to collect their results on their behalf, they must give their written authorisation to School before results day.

Candidates requiring their results to be posted must provide an A4 sized envelope, bearing their name and the address to which the results are to be posted, stamped to the value of a large letter. Such results will be posted on the above dates and not before.

Uncollected/unposted results will be available for collection from the Exams Office when School re-opens in September.

Please note that no results can be given out by telephone under any circumstances.

We strongly advise that results are either collected by the candidates themselves or by another person as we cannot be held responsible for the postal system.

If you have any queries about examination results during the school summer holidays when the school is closed, please contact the Examinations Officer via e-mail: exams@devizes.wilts.sch.uk.

POST RESULTS ADVICE:

If you need post-results advice, Devizes School staff will be available on Results Days.

ENQUIRIES ABOUT RESULTS / COURSEWORK MARKS

If a student feels that their external examination results or internal coursework marks do not reflect their performance and are significantly different from what was expected, then they may launch an enquiry requesting your work is re-marked.

All enquiries must be directed through Devizes School. Candidates are not permitted to enquire directly to the examination boards.

As a result of re-marking the candidate's mark may be confirmed, raised or lowered. Careful thought must be given before making a request and candidates must sign a consent form stating that they understand what could happen to their marks.

The first stage of the procedure is for students to collect and complete a consent forms and write to Mrs Wright, the Examinations Officer at Devizes School, describing in detail the nature of their request, stating the evidence they are using to support it. Their letter and consent form must be received within 10 days of receiving the results. Mrs Wright will then discuss the request with the appropriate teaching staff and, if appropriate, will send the necessary enquiry form to the awarding body. If it is felt that you have a valid case, the School will pay the necessary fee. However if it is felt that your request is unlikely to be successful the candidate will be advised accordingly, although they are still entitled to proceed with an enquiry at their own expense; the approximate cost is £35 - £45 per examination paper.

In the case of internally marked coursework the candidate's letter will be given to the teacher(s) concerned in making the assessment who will write to them explaining the mark they have received. If dissatisfied with the outcome, the candidate will be entitled to a personal hearing at which they will have access to all relevant documents. They may be accompanied by an adult or friend at this hearing where a senior member of staff and a governor will hear their submission and that of the teacher(s) concerned. They will be given a written record of the decision of this appeals panel within 7 working days and the Centre will inform the awarding body if there is any change to your internally assessed mark.

ACCESS TO SCRIPTS

You are entitled to purchase copies of your marked examinations papers. Application forms are included with your results slips.

APPEALS ABOUT INTERNALLY ASSESSED MARKS

(GCSE CONTROLLED ASSESSMENTS AND GCE COURSEWORK UNITS)

If you feel that your controlled assessment/coursework has been assessed unfairly, inconsistently or not in accordance with the specification of the qualification, you have the right to appeal. Any appeal should be made in writing by 30th June to the Head of Centre who will decide whether the processed used conformed to the necessary requirements.

NB Appeals will only be entertained if they apply to the process leading to an assessment and not against the mark submitted to the awarding body.

APPEALS ABOUT RESULTS

If a candidate remains dissatisfied after receiving the outcome of an enquiry about results, the appeals process is available to them. **The grounds for the appeal must be related to the awarding body's procedures or the application of these procedures and do not generally involve further reviews of marking of candidates' work.** All appeals must be directed through Devezes School. Candidates are not permitted to approach the examination boards directly.

Stage 1 of the procedure is to write to Mrs Wright describing in detail the nature of the appeal, stating the evidence being using to support it. This letter and consent form must be received within 10 days of receiving the outcome of the enquiry about results. Mrs Wright will then discuss the request with the Head of Centre and, if appropriate, will submit an appeal to the awarding body. If it is felt that you have a valid case, the School will pay the necessary fee (approximately £95.00). However if it is felt that your appeal is unlikely to be successful the candidate will be advised accordingly, although still entitled to proceed with an appeal at their own expense.

The outcome of the stage 1 appeal will be notified in writing.

Stage 2 - Any further appeal must be submitted to Mrs Wright within 10 days of the receipt of the outcome of stage 1 of the appeal. If it is felt that the candidate has a valid case, the School will pay the necessary fee (approximately £163.00). However if it is felt that your appeal is unlikely to be successful the candidate will be advised accordingly, although still entitled to proceed with an appeal at their own expense. The case will be presented to the Appeal Panel convened by the awarding body comprising of a least three members, one of whom will be an independent member. The Appeals Panel is not authorised to further review the marks of candidates' work. It can instruct the awarding body to reconsider the case and may offer recommendations. The outcome of the stage 2 appeal will be notified in writing. Awarding bodies are required to complete stages 1 and 2 of the appeal process within 50 working days.

External Appeals to the Examinations Appeals Board (EAB) - The EAB is independent of the awarding bodies and exists as a final avenue of appeal. A request to the EAB must be submitted to Mrs Wright within 2 weeks of receipt of the draft report detailing the outcome of stage 2 of an appeal to an awarding body.

PRESENTATION OF CERTIFICATES:

Year 11 - Exam certificates arrive in School at the beginning of November. A Presentation Evening will take place in November 2018 when it is hoped that students will be able to attend to receive your certificates. Invitations to students and their parents will be sent out with full details nearer the time.

Sixth Form – A Presentation Evening will take place in December 2018 when it is hoped that students will be able to attend to receive your certificates. Invitations will be sent out with full details nearer the time.

Students who are unable to attend Presentation Evening will be able to collect their certificates from the Exams Office after Presentation Evening, during school hours, until the end of January 2019. Certificates will not be given to anyone other than the candidate without the candidate's written authorisation.

Devizes 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, or a certifying statement of results issued, by direct application by the candidate to the appropriate examination boards. This will require proof of identify (such as a birth certificate) and a substantial fee (£30 - £50) per examination board. Students are therefore urged to collect their certificates and to keep them safely.

YEAR 11 MOCK EXAMINATIONS (GCSE)

Mock GCSE examinations at Devizes School, scheduled to take place between Monday 6th and Friday 16th November, are extremely important:

- they give students the external examination experience and ensure they are familiar with regulations and procedures to prepare them for the forthcoming GCSEs examinations;
- the results provide an indication of the GCSE grade that the mock examination percentage would have gained if it had been the real examination. Students will be able to see whether they are on target and establish the areas of study which need attention;
- the results are taken into account when determining the tiers of entry for the GCSE examinations they will be taking in the summer.

For these reasons, these internal examinations are run on the lines of the external GCSEs and the **same rules and regulations regarding equipment, uniform, attendance, and absence apply**. Students are encouraged to make the most of this series of examinations in terms of preparation and performance.

Please note: Students must consult their individual timetables issued prior to the Mock Exams to check their own particular arrangements.

It is planned that afternoon examinations will end by 3:00 pm but students who are granted extra time should note that they will finish at a later time and may need to make alternative arrangements to travel home.

Although teaching staff may inform students of their subject results beforehand, a complete set of an individual's results will be shown on the sheet issued to parents on the Y11 Progress Review Day.

FREQUENTLY ASKED QUESTIONS

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

- The School will re-schedule papers internally (on the same day) where there is a clash of subjects. Candidates will normally sit one paper then have a break during which they will be supervised and must not have any communication with other candidates. They will then sit the second subject paper. Correct times should be on your individual candidate timetable. It may be necessary for you to bring a packed lunch if you have exams in the morning and afternoon as you will have to remain supervised until both examinations are completed. If in doubt, consult the Examinations Officer.

Q. *What do I do if I think I have the wrong paper?*

- Invigilators will ask you to check before the exam starts. If you think something is wrong, put your hand up and tell the invigilator immediately.

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

- Candidate Numbers are printed on the seating plans, which are displayed in the exam rooms and on attendance registers. Invigilators will be able to help you find your number. Alternatively, check with Exams Office Staff before going into the exam room.

Q. *What do I do if I forget the School Centre Number?*

- The Centre Number is 66619. It will be clearly displayed in the examination rooms.

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

- 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 Application for Special Consideration on your behalf (see below).

Q. *What is an Appeal for Special Consideration?*

- Special Consideration is an adjustment to the marks or grades of a candidate who is eligible for consideration. The allowance for Special Consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for exceptional cases). Parents should be aware that any adjustment is likely to be small and no feedback is ever provided. Candidates will only be eligible for Special Consideration if they have been fully prepared and covered the whole course but performance in the examination or in the production of coursework is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness (affecting performance on the day of the exam), accident or injury, bereavement, domestic crisis. The Examination Officer must be informed immediately, so that the necessary paperwork can be completed and the candidate will be required to provide evidence to support such an application.

Q. *What do I do if I feel ill during the exam?*

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

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

- Although late, it may still 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 exam 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 later.

You should also be aware that if you start the exam more than 1 hour after the published starting time, the School must inform the awarding body and it is possible that the board may decide not to accept your work. 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?*

- Not in the public exams.

Q. *Do I have to wear school uniform?*

- Yes. Normal school regulations apply to uniform, hair, jewellery, make-up, shoes, etc. Normal Sixth Form dress code applies. No hooded tops should be worn.

Q. *What equipment should I bring for my exams?*

- For most exams you should bring at least 2 pens (black ink only).
- For Science and Mathematics exams you need a calculator, a 30 cm ruler (marked with cm and mm), pencil sharpener, compasses, protractor, coloured pencils or crayons (not gel pens), 2 x HB pencils.
- For other exams you will need a calculator (unless the paper prohibits the use of one) a 30 cm ruler (marked with cm and mm), pencil sharpener, compasses, protractor, coloured pencils or crayons (not gel pens).
- **You are responsible for providing your own equipment for examinations.** The School does not expect to supply equipment. You must not attempt to borrow equipment from another candidate during the examination.

Regulations state:

<p>Calculators must be:</p> <ul style="list-style-type: none"> • of a size suitable for use on the desk • either battery or solar powered • free of lids, cases and covers which have printed instructions or formulas <p>The candidate is responsible for the following:</p> <ul style="list-style-type: none"> • the calculator's power supply • the calculator's working condition • clearing anything stored in the calculator 	<p>Calculators must <u>not</u>:</p> <ul style="list-style-type: none"> • be designed or adapted to offer any of these facilities:- <ul style="list-style-type: none"> • language translators • symbolic algebra manipulation • symbolic differentiation or integration • communication with other machines or the internet • be borrowed from another candidate during an examination for any reason • have retrievable information stored in them - this includes <ul style="list-style-type: none"> • databanks • dictionaries • mathematical formulas • text
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Check with subject staff if you are unsure if your calculator meets these requirements. The Mathematics Faculty sells suitable mathematical equipment (including calculators).

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 designated area. Do not bring any valuables into school with you when you attend for an examination.
- No food or drink (other than a small bottle of water) is allowed in the exam room.
- If you have a mobile telephone (or any other electronic communication device e.g. iPod, iWatch, MP3/4player, headphones, or smart wrist watch/band with data storage

properties) it must be turned off and handed to an invigilator before the start of the examination.

Q. *Why can't I bring my mobile telephone into the exam room?*

- Being in possession of any potential technological/web enabled sources of information such as a mobile phone, iPod, iWatch, MP3/4 player or smart wrist watch/band which has a data storage properties is regarded as cheating and is subject to severe penalty from the awarding bodies:

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.**

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

Q. *How do I know how long the exam is?*

- The length of the examination is shown in minutes on your individual timetable under the heading 'duration'. Invigilators will tell you when to start and finish the exam. They will write the finish time of the exam on the board at the front of the exam room. Timings will be by the clock(s) in the examination room(s).

Q. *Can I leave the exam early?*

- It is a requirement of the awarding bodies that you must stay in the examination room for at least one hour after the published start time of the exam (or for the duration of the exam it is less than one hour). It is School policy not to allow candidates to leave the exam room early as this is disruptive to other candidates. A candidate may not leave the examination room without the permission of the invigilators. If you have finished the paper use any time remaining to check over your answers and that you have completed your details correctly.

Q. *What do I do if the fire alarm sounds?*

- 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 in the order instructed. You must not attempt to communicate with any other candidates during the evacuation and are reminded that examination rules apply throughout the period of evacuation. You will be told when it is safe to return and on entering the examination room should return to your seat and wait for the invigilators to formally re-start the exam. The finish time will be amended to ensure the prescribed length of exam is given. An application

for Special Consideration will be submitted to the awarding body when evacuation has been necessary.

Q. *Can I go to the toilet during an exam?*

- Only if it is absolutely necessary. You will be escorted by an invigilator and will not be allowed any extra time. It is good practice to go to the toilet before lining up to enter the exam venue.

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 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. *Why shouldn't I use my preferred name on my exam papers?*

- All exam entries are submitted to the awarding bodies using your legal name and this is what will appear on your exam certificate. To use your preferred name causes a mismatch of the awarding body records and could delay the issue of results.

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

- Some students receive an allowance of up to 25% extra time for some of their examinations. Where possible such candidates will be seated together to minimise disturbance from other candidates who finish earlier. The invigilators are made aware of such candidates. Check that a card detailing the amount of extra time is in place on your desk before the examination begins.

Q. *What do I do if I don't get the grades I need?*

- Subject 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 contact the Subject Staff to obtain advice as to the advisability of requesting a review of marking. You should be aware that your mark could go down as well as up or even stay the same. Review of marking requests must be submitted to the Examinations Officer by Monday 11th September 2019. You must complete a Candidate Consent Form and return it with a cheque to cover the cost (NB the cost of a review of marking is approximately £40.00).