



Allerton High

EXAMINATIONS

GUIDANCE FOR CANDIDATES & PARENTS/CARERS

**Centre Number:
37631**

School Telephone No: 0113 2034770

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INTRODUCTION

At Allerton High School we aim to make the examination experience as stress-free and successful as possible for all candidates.

The awarding bodies (examination boards) set down strict criteria which must be followed for the conduct of examinations and Allerton High School is required to follow them precisely. You should therefore, pay particular attention to the Notices to Candidates and poster that are printed on the following pages.

Some of the questions you may have are answered at the back of this booklet.

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 school.

The school telephone number is: 0113 2034770

BEFORE THE EXAMINATIONS

NON-SEATED TIMETABLES:

- All Candidates will initially receive an individual timetable from school indicating the subjects entered, levels of entry, and the date and time of each examination. Please check that these are correct.

EXAMINATION BOARDS:

- The School uses the following Examination Boards: AQA, Edexcel, OCR, WJEC and CIE.

CANDIDATE NAME:

- Candidates are entered under their legal name formatted by first and last name e.g. Adam Smith

CANDIDATE NUMBER:

- Each candidate has a four-digit candidate number which will be displayed on your desk card and will be the same for every examination.

SEATED TIMETABLES

- You will receive an individual seated timetable showing your own specific examinations with details of date, time and the examination room and seat number for each examination. If you think something is wrong please contact the Examinations Office.

CONTACT NUMBERS

- Please check that School has received a recent data collection form for you and that your contact details are correct.

EQUIPMENT

- Make sure you have all the correct equipment before your examinations. Check the information on the following pages.

DURING THE EXAMINATIONS

EXAMINATION REGULATIONS

- A copy of the "Warning to Candidates", "Information for Candidates" and exam mobile phone poster, which is issued jointly by all the Examining Boards, is printed at the front of this booklet. All candidates must read this carefully and note that to 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.
- If the **fire alarm** sounds during an examination the examination invigilators will tell you what to do. Don't panic. If you have to evacuate the room you will be asked to leave **in silence** and in the order in which you are sitting. You must not attempt to communicate with anyone else during the evacuation. When you return to the exam room do not start writing until the invigilator tells you to. You will be allowed the full working time for the examination.

INVIGILATORS

- Candidates are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.
- Invigilators are in the examination rooms to supervise the conduct of the examination. They will 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.
- Please note that invigilators cannot discuss the examination paper with you or explain the questions.
- Students who are disruptive or behave in an unacceptable manner will be removed from the examination room by invigilators and members of the Behaviour or Senior Leadership Team.

ABSENCE FORM EXAMINATIONS

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

EXAM CLASHES

- On occasion students may have exam clashes, i.e. 2 exams scheduled at the same time. If these exams total more than 3 hours, then one of the exams will be moved to the morning or afternoon session and students must then be supervised by an invigilator at all times between the exams (including over lunch) During this time, students may not communicate with others or have access to a computer, mobile phone, tablet or similar device. However, they may bring paper based revision materials or textbooks to prepare for the next exam. Students will not be allowed to go home between exams.
- JCQ regulations stipulate that when the total time is three hours or less, the exams must be taken consecutively in the same session. Candidates will be permitted a supervised break of no more than twenty minutes between the papers. The break **must** be conducted within the examination room, under formal examination conditions at all times.

WRIST WATCHES

- Candidates must ensure that wrist watches are removed prior to the start of the examination and placed face up on the desk.

HOODIES/OUTSIDE COATS

- All Post 16 students must ensure that hoodies and jackets are removed and stored in lockers **before** entering the examination room.

RESULTS

- GCSE results are received on Thursday 23 August 2018. These must be collected by the candidate or a nominated person with written permission from the candidate and identification. If you are unable to attend School, please supply the Exams Office with a stamped, addressed envelope and the results will be posted to your home address.

CERTIFICATES

- Certificates will arrive in school during the Autumn Term following the examination.
- If a certificate is lost it can only be replaced by direct application to the appropriate examination boards; school cannot get one for you.
- The certificates should be added to your Record of Achievement.

EXAM CHECKLIST



When you arrive in school, make your way to your allocated exam room. No later than 8.20am for morning exams and 12.40pm for afternoon exams.



Before entering the examination room, please place all bags, coats and unauthorised equipment in your locker.



Phones – **Students must not have mobiles phones in their possession** (either on or off). Regulations stipulate that any electronic devices are stored in your locker or switched off and handed in to the invigilators prior to the start of the examination. This is **very important** – if a phone is found in your possession, there is a good chance that your exam, and possibly others, will be cancelled.



You must not have notes, pagers, MP3 players, smart watches etc in your possession.



Students must have a clear pencil case or clear plastic bag containing ALL the following equipment:

- 2 black pens
- 2 pencils
- Rubber
- Ruler
- Sharpener
- Compass
- Protractor
- Scientific calculator (leave the cover in your bag)
- Highlighters/ colouring pencils
- Do not use gel pens – this is because most exam papers are now scanned for marking electronically.



Sshh!



There is absolutely no talking or communication between students once you enter the exam room. If you have any questions, you must **raise your hand** once seated and an invigilator will come to you.

Full school uniform must be worn.



No food is allowed in the exam room (if you have a special requirement – please see Mrs McVeigh-Edwards, Exams Officer, before the exams).
You can bring water bottles into to exam hall. These must be in a clear bottle and labels must be removed.

FREQUENTLY ASKED QUESTIONS

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 have an accident or am ill before the exam?

- Inform school at the earliest possible opportunity 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 appeal for Special Consideration on your behalf (see below).

Q. What is an Appeal for Special Consideration?

- Special Consideration is a small adjustment to the marks or grades of a candidate who is eligible for consideration. 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.

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

- Put your hand up and an invigilator will help 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?

- Provided you are not more than 1 hour 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 late. You should also be aware that if you start the exam more than 30 minutes after the published starting time, the school must inform the exam board and it is possible that the Board may decide not to accept your work.

Q. If I miss the examination can I take it on another day?

- No. Timetables are regulated by the exam boards and you must attend on the given date and time.

Q. What equipment should I bring for my exams?

Students MUST have a clear pencil case or clear plastic bag containing ALL the following items:

- 2 black pens
- 2 pencils
- Rubber
- Ruler
- Sharpener
- Compass
- Protractor
- Scientific calculator
- Highlighters/ colouring pencils
- You must not attempt to borrow equipment from another candidate during the examination.

Q. What items are not allowed into the examination room?

- Only material that is listed on the question paper is permitted in the examination room. If you are found to have any material with you that is not allowed you will be reported to the appropriate examinations board.

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

- The Invigilator will tell you when to start and finish the exam. They will write the finish time of the exam on a flip chart or board at the front of the exam room. There will be a clock in all examination rooms.

Q. Can I leave the exam early?

- It is not the school's policy 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 invigilator.

Q. What do I do if the fire alarm goes?

- The 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. You must not attempt to communicate with any other candidates during the evacuation.

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

- Only if it is absolutely necessary. You will be escorted by an invigilator and will not be allowed any extra time.

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

- Some students receive an allowance of 25% extra time. The invigilator will include the additional time when they display the finishing time of your exam on your desk.