

# Eastbury Community School



## GCSE/ GCE EXAMINATION REGULATIONS 2018/2019

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## EXTERNAL EXAMINATION REGULATIONS

These instructions have been prepared to help you through the examination period. It is your responsibility to read them carefully and to follow them. Please ask if you have any other questions or worries.

It is important to note that before each external examination session you will receive a statement of entry which contains details of all the exams for which you have been entered, particularly the level or tier of paper (foundation or higher). This must be checked thoroughly by yourself and corrected by the examination officer if any errors.

### LOCATION OF EXAMINATIONS

1. Most examinations take place in the Main Hall. At times other rooms may be used. You must check notice boards daily for the location of your exam.
2. You must sit at the desk allocated to your candidate number; Exam Boards want to know exactly where you sit for each examination. You must not move desks.
3. It is your responsibility to be in the right place at the right time.

### TIME



4. Check thoroughly the date and time of your Examinations, you should have received your own personal 'statements of entry'.
5. **Morning** examinations for GCSE and GCE start at **9.00am**.  
GCSE candidates must be in the Dining Hall by **8:30am**.  
GCE Candidates must arrive at examination venue by **8:45pm**  
  
**Afternoon** examinations for **GCSE** start at **1.00pm**.  
Candidates must be in the Dining Hall by **12:30**  
  
**Afternoon** examinations for **GCE** start at **2:00pm**  
Candidates must arrive at examination venue by **1:45pm**
6. Exams might start at other times (e.g. if you have an exam clash) **SO CHECK CAREFULLY.**

## WHAT TO BRING WITH YOU

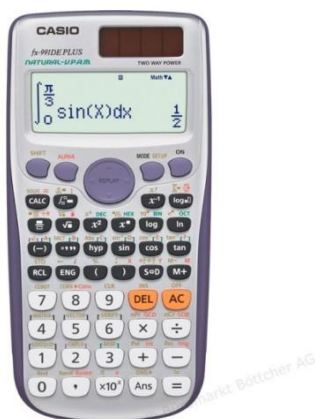
7. Your personal 'statements of entry'. Do not write on these.
8. Black pens for written papers (DO NOT WRITE IN PENCIL OR RED INK).
9. For multiple choice papers you will be told whether to write in pen or HB pencil.
10. Pencils, rubbers, rulers, colour pencils, highlighters, compasses, protractors equipment etc. if needed for and permitted in the examination you are sitting. You are not allowed a pencil case at your desk, so put these items in a **transparent plastic bag**.
11. You should bring your own silent, cordless calculator with visual display only (graphic displays are acceptable). A calculator is allowed in most exams and really is essential for many exams (e.g. Maths, Science, and Geography). Calculator instructions and calculator cases are not allowed. No allowance is made if your calculator fails (you can bring a spare battery). Any instructions which cannot be removed must be securely covered. No calculator may display symbolic algebra, be a data bank, dictionary or language translator, retrieve text or formulae, do symbolic differentiation or integration, have a QWERTY keyboard, communicate with other machines or stored data.

You may not share someone else's calculator. If you have forgotten your calculator, you must make your own arrangements to borrow one.

Some examinations forbid the use of calculators e.g. GCSE Math's papers non-calculator and AS C1 unit. These are known as "non-calculator papers".

### **Calculator Policy – Eastbury Community School**

Below are the calculators that are recommended for both GCSE and A Level Maths. These have all been checked with the exam board.



**Candidates may use any calculator allowed by the regulations of the Joint Council for Qualifications. Calculators must not have the facility for symbolic algebra manipulation or symbolic differentiation/integration, or have retrievable mathematical formulae stored in them.**

## WHAT NOT TO BRING WITH YOU

- No mobile phones, smart watches, head phones or other electronic devices.
- No notes or paper of any description.
- No atlases, books of mathematical tables or dictionaries.
- No tippex.
- No food or drink, other than still water in a bottle with the label removed.
- No bags, coats, books, pencil cases, calculator cases or other forbidden items.

Any forbidden items that you bring to the exam must be left outside the exam room and not under your desk. **We cannot accept responsibility for any valuable items which are lost or damaged as a result.**

Remember, **possession** of a forbidden item is a rule infringement (even if you do not use it) and is **likely to lead to disqualification**.

## CONDUCT IN THE EXAMINATION ROOM

**Silence** is required at all times in the examination room.



12. Only sit at the desk which has your candidate number on. You may not leave your seat.
13. Raise your hand if you need more paper or wish to speak to an invigilator.
14. You must **not communicate** with, attract the attention of, or disturb in any way, any other candidate

15. Before the start of the examination you must **follow** very carefully the **instructions** given to you by the invigilator. Invigilators are **NOT** allowed to give you **any advice** about how to answer questions, so please do not ask.

16. You must not open the question paper or start writing until told to do so. Any reading time at the beginning of an examination may only be used for reading.

17. It is your responsibility to **read** the **instructions** on the front of the question paper carefully. Make sure you have been given the correct question paper, and note especially:

- a. entry tier of your exam paper
- b. the number of questions you are expected to answer
- c. the sections you should select questions from
- d. the marks allocated to each question
- e. the time allowed for the examination

18. Always take time to **read** the **questions** thoroughly. Remember to look through all the pages of the question paper, including the back page!

19. **Number** your **answers** as they appear on the question paper.

20. **Remember** that in most papers, marks are given for accurate spelling, punctuation and grammar.

21. All calculations, essay plans and rough working must be written in your answer book. Draw a line through any material you do not wish to be marked. No rough paper is provided.

22. Rough work in multiple choice examinations may be done on the question paper.

23. At the end of the examination check that you have completed all the information required on the front cover of your answer book, and on any extra sheets of paper you have used.

## RESPONSIBILITY

24. It is the students' responsibility to make sure that they have any pre-release material for a subject (if applicable).
25. Students must make sure that the tier entry is correct. If errors are made they must contact the examination officer immediately

## MISCONDUCT

**ANY MISCONDUCT, CHEATING, DISHONESTY, COMMUNICATION WITH OTHER CANDIDATES OR ANY OTHER BREACH OF EXAMINATION REGULATIONS WILL BE REPORTED TO THE BOARD AND CAN LEAD TO DISQUALIFICATION FROM THAT AND **ALL OTHER EXAMINATIONS.** YOU HAVE BEEN WARNED.**



## LATE ARRIVAL OF CANDIDATES

26. If you arrive at School late and the examination has already started, report at once to the front of the examination room. In cases of negligence (oversleeping, misreading the timetable) you may be allowed to work until the exam ends. In special cases, you may be allowed the full time of the exam.
27. If you arrive late the examination board will only accept your work if it is sure the security of the exam has not been broken. At the end of the exam you must provide a written explanation for your late arrival.
28. If you arrive after the exam has finished you will be marked **absent and will not be able to sit the paper.**



## **ABSENCE**

29. If you are unable to attend the examination **you must telephone** the School Office on **0208 507 4500**.
30. If you are absent through illness you must obtain a medical certificate from your Doctor and send it to the Exams Office within 48 hours. The exam board will only give special consideration to your case if we are able to give them full details within 4 days of the exam affected.
31. **You can expect to be charged for any examination you miss unless you have provided a medical certificate.**

## **DISABILITY/ILLNESS**

32. If your performance in the examination is affected by any disability or other special circumstance, submit a medical certificate or details to the Exams Office immediately so we can inform the Exam Board. If you are feeling unwell on arrival before taking the exam, you should report this straight away.
33. If you feel unwell or need to leave the examination room, raise your hand and inform the invigilator.

## **TIMETABLE CLASHES**

34. Students must inform the Exams Office of any clashes as soon as they receive their exam statement entries.
35. If you do not adhere to these special arrangements you may be disqualified from the examination. On the day of your clash you should report to the invigilator before the start of your exam.

## RESULTS

36. Provided results arrive on schedule:

**GCE** results to be collected by students on Thursday 15<sup>th</sup> August 2019 between 10am – 1pm from the Main Hall

**GCSE** results to be collected by students on Thursday 22<sup>nd</sup> August 2018 between 10am – 1pm from the Main Hall

Results can be collected on behalf of a student by third parties, provided they have written authority from the student, and bring suitable identification with them that confirms who they are.

### ENQUIRIES ABOUT RESULTS (EAR)

37. EARs may be requested by Head of Department or the student following the release of results. A request for a re-mark or clerical check requires the written consent of the student, a request for a re-moderation of internally assessed work may be submitted without the consent of the group of students.

38. The cost of EARs will be paid by the student. All decisions on whether to make an application for an EAR will be made by Head of Department.

39. If a request for an EAR is not supported, the Student may appeal and Eastbury Community will respond by following the process in its Internal Appeals Procedure.

40. All processing of EARs will be the responsibility of the Exams Officer, following the JCQ guidance.

### ACCESS TO SCRIPTS (ATS)

41. After the release of results, students may ask the Head of Department to request the return of written exam papers within 14 days of receiving their results.

42. An EAR cannot be applied for once an original script has been returned.

43. Processing of requests for ATS will be the responsibility of the Exams Officer

## **CERTIFICATES**

44. Students will be contacted to collect and sign for their certificates.

Certificates can be collected on behalf of a student by third parties, provided they have **written authority** from the student, and bring suitable identification with them that confirms who they are.

45. Eastbury School will retain certificates for 1 year, any unclaimed certificates will be destroyed by a secure method (for example by shredding or incineration) after holding them for a period of 12 months.

**ALL MEMBERS OF STAFF WOULD LIKE TO WISH YOU THE VERY BEST OF LUCK IN YOUR EXAMINATIONS. HOWEVER, REMEMBER THERE IS NO SUBSTITUTE FOR HARD WORK.**

Exams Office