

GCSE Exams 16th May to 27th June 2016 – Essential Information for Year 11

Exam times

Check your personal details at the top of the timetable carefully and notify me immediately of any errors as this information will be used by the exam boards. Morning exams will start at 9:15am and afternoon exams will start at 1:30pm. Make sure that you know your timetable inside out. Keep it in a safe place. If, at a later date any amendments are made to your exam timetable, please dispose of the original copy and make sure that you are using the latest version of it (all timetables are dated at the bottom).

Some afternoon exams may not finish until after 3.30pm and you cannot leave an exam early even if you have finished. Students with extra time allowance can have up to 25% extra and are urged to make full use of it. If this is likely to cause problems due to buses etc, please make sure that you make alternative travel arrangements.

Arrival times

Please arrive at least 15 minutes before the starting time. Seating will normally commence at 9:00am and 1:15pm. Seating plans and venues will be posted daily outside the exam office next to Ph2, and at the outside entrance to the exam rooms – for the Sports Hall; this is the entrance nearest to the Design Technology corridor. It is your responsibility to check the venue. Please check your seat number daily before each exam – it will vary. If in doubt, you can also find your candidate number on the seating plan. Memorise your candidate number as you will need to enter it on every exam paper.

Late arrival

If you are going to arrive late for an exam or are too ill to attend, please let the main school office know a.s.a.p. (☎ 01423-885814 add the school number to your mobile's phone book). On arrival, let the office know that you are present, then go straight into the exam room and report to the senior invigilator explaining why you were late. If the circumstances of your lateness were genuinely beyond your control, you will normally be allowed to complete the exam in full. If you do not arrive for an exam, the school office will attempt to contact you to find out why. Please check that your contact details are up to date.

If you arrive after 10.00am or 2.30pm for an exam you will be considered very late. You will be allowed to take the paper but a report has to be sent to the examination board and it is unlikely that they will accept your script.

All absences on medical grounds will need a doctor's note to confirm the problem. You will need to do this quickly as appeals have to be in promptly.

Clashes (two different subject exams at the same time)

Where this happens, one exam will be moved to a different session on the same day and those concerned will be kept under supervision to maintain exam security. If you are affected you will get a separate letter within 2 weeks of receiving your timetable.

Venues

The exams will begin in the Sports Hall then will move to Constance Green Hall on approximately the 13th June. The changeover will be confirmed at a later date. Language and Music listening exams will take place in a classroom.

Mobile phones/MP3s or iPods/spell-checkers

These devices are not allowed in the exam room – even if they are switched off. If you bring them to school on the day of an exam they should be switched off and placed in your bag, which must be left outside the exam room. If your phone rings and it is identified during an examination, it is classed as a breach of exam regulations and the matter be reported to the exam board. You will be disqualified. It could jeopardise **all** of your GCSE exams, not just the one where the breach occurred.

Conduct

Make sure you read the 'Information to Candidates' notice displayed outside the exam office and the exam hall/room.

Please remember that you are still a member of the school until the date of your last exam and so you must wear full school uniform for all of your exams. Regulations concerning conduct are very strict. Any irregular or disruptive conduct will be reported to the exam board concerned.

Once you enter the exam room, you must remain completely silent throughout until you have left the room at the end of the exam. If you have any unauthorised material with you, it must be surrendered to the invigilators before the start of the exam.

You will be responsible for filling in all the correct personal information on the front of the exam paper/answer paper, including your candidate number. Some exam boards also require you to sign your script. Where there is a choice of question you must carefully number the questions that you have attempted. Doodling on your script/writing comments about the exam/notes to the marker may be considered to be inappropriate use of exam materials and might attract a mark penalty.

You must not attempt to communicate with, or distract, another candidate during the exam. You are not allowed to borrow equipment from another candidate during the exam or loan your own to others. You must remain in your seat quiet and facing forward throughout the exam. You cannot leave the exam room until the exam has finished.

On some occasions you might be dismissed while another exam is continuing – please have regard for others who have not finished and move well away from the area, particularly from outside the Sports Hall.

Personal equipment/preparation

You are responsible for having everything you need for each exam in the way of writing equipment, coloured pencils, calculators, ruler, protractor and compass. Pencil cases must be of the "see-through" type or simply use a polythene bag. Calculator cases with instructions/formulae on them are not allowed. You must write in black ink or biro only. Highlighters, correction pens/fluid/tape are not allowed under any circumstances.

Cans of drinks or bottles of fizzy drink are not permitted; however clear bottles of water are allowed into the exam room provided all labels have been removed from the bottle.

If necessary, go to the toilet before the exam starts – some exam sessions are over 2 hours long, over 2 hours 30 minutes with extra time.

Results Day

GCSE results will be available for you to collect personally from Constance Green Hall on Thursday 25th August at 09:30am.

If you are away on holiday you can have your results posted home by leaving a stamped, addressed envelope with me. Alternatively, make prior arrangements with me if you want to have your results emailed or have someone else collect your results on the day.

If you or your parents have any queries, please do not hesitate to contact me at school. Good luck to everyone.

Further copies of this letter will be available on the school's website.

Mrs Fisher
GCSE Exams Officer