

St Gregory the Great School



Exams Information Booklet

Introduction

The aim of this guide is to help you get through the examination period by explaining the procedures and by answering some of the questions that you may have.

Read it carefully and if you are still not sure about anything please come to the Exams office and ask.

The Examinations Officer is Mrs Conway and her office is located next to the Staffroom.

You can speak with the Examinations Officer by:

1. Speaking in person at break, lunch or after school
2. Telephoning 01865 749933
3. Emailing on k.conway@dbmac.org.uk

PLEASE REMEMBER: WE ARE HERE TO HELP YOU

Examination Basics

Uniform

Year 11 students are expected to wear full uniform at all times when sitting exams

Attendance

After the end of Term 5 (Friday 26th May), you will be permitted to study at home, coming into school only for your exams and any revision sessions. You are expected to be in uniform whenever coming into school.

Timetables

Your exam timetable is important and should be kept safely for reference purposes. Make a copy and display this somewhere obvious at home so that you and your family can see it and you will all know when you should be at school taking an exam.

All students must refer to their individual timetables for information on exam duration and times. If your timetable has a clash then you will take one exam, have a supervised break and then take the second exam.

The main exam rooms will be the Sports Hall and the Conference Room. Seating plans for exams will be posted up in the Sports Hall window at least a day before the exam. Please check where you are sitting and make a note of the seat e.g. B12.

Your timetable is unique to YOU!

Don't ask your friends where the exam is as theirs may be different.

On your exam timetable there are three numbers unique to you.

Candidate Number: *This has 4 numbers and you will need to write this clearly on every exam and any additional exam answer sheets. It would help if you learnt this number.*

ULN: This is your Unique Learner Number and your qualifications are recorded nationally under this number.

UCI: This stands for Unique Candidate Identifier.

Your ULN and UCI are important reference numbers and in the future you are sometimes asked for these on forms. Keep a record of them somewhere safe.

There will be a ticket on your exam desk with your exam details. You **MUST SIT IN THE CORRECT SEAT** as failure to do this is considered malpractice and has to be reported to the Awarding Body.

If you cannot locate your seat number – please speak to an invigilator as soon as you enter the room. They will be able to look this up for you.

During the exam period.....

Timings

Morning exams start at **9.00am**

Please remember to eat and drink sensibly before an exam, research showed all candidates perform better if they have eaten breakfast.

Please be outside the exam room for **8:50 am** AT THE VERY LATEST

Afternoon exams start at **1:30 pm**

Please be outside the exam room for **1:20 pm** AT THE VERY LATEST

SILENCE

You will be called into the exam hall when it is ready.

Once you enter the exam room, **YOU MUST REMAIN SILENT** until your exam has finished and you have left the room.

You MUST NOT communicate with any other student either by speaking, mouthing or gesturing to them. Even eye contact or grinning at another student is counted as communication. You can be disqualified from exams as a result of this.

You cannot pass anything to another students during an examination, either. If you need to borrow a pen, pencil or have a question – speak to an invigilator.

Mobile phones. MP3 players etc.

You MUST NOT have your mobile phone or any other electronic device with you in your exam. We recommend that you leave your phones at home or with a friend not taking an exam. If you bring in a phone we cannot guarantee that it will be safe but you can leave it switched off and in your bag.

If you are found to have a mobile phone on you in an exam – whether it is turned on or not - this is malpractice. You will be reported to the exam board and they decide a sanction, usually disqualification and keep a record of your details.

Exam boards make it clear that taking mobile phones, MP3 players and any other unauthorised electrical device into an exam in **STRICTLY FORBIDDEN**.

You MUST NOT have a smart watch with you in your exam. If you are wearing a normal watch this must be removed and placed on your desk.

Equipment

It is best if you bring in all the right equipment with you for each examination as then you can make sure everything is working properly.

You will need to bring in your equipment in a **CLEAR PLASTIC BAG** or clear pencil case.

Always bring a spare pen and pencil, not forgetting a ruler and eraser.

If you bring water to the exam room it should be in a completely transparent unlabelled bottle.

Remember to bring.....

BLACK PEN and a SPARE

PENCIL , RULER & ERASER

CALCULATOR without a cover

PENCIL SHARPENER

At the start of the exam

**ALWAYS CHECK YOU HAVE THE RIGHT EXAM PAPER IN FRONT OF YOU
the details should match what is on your desk ticket**

You can read the front cover as soon as you sit down. You will be told when to complete the front details on the exam paper. **LISTEN** carefully to all instructions given at the start of the exam and make sure you know how long you have to complete the paper and that you can see the clock or have a watch.

On every paper you must write your:

1. Name (your **legal name** and not your 'known as' name)
2. Candidate (exam) number
3. School Centre Number –

You cannot ask the invigilators questions relating to the content of the exam, but if you think there is something wrong or missing from your paper raise your hand and wait to speak with an invigilator.

You are not allowed to take anything from the exam room except your own possessions – it is an offence to remove exam material.

When your exam has finished and your papers have been collected in, you will be told when you can leave the exam room.

PLEASE LEAVE IN SILENCE – other students may be still working in a room.

What if.....

.....I'm ill or I have transport problems?

If you are ill, or going to be late on the day of the exam, you should notify the school on 01865 749933 IMMEDIATELY. You will be told what to do.

If you are unable to attend due to sickness, a medical note from your Doctor **MUST** be submitted to the Exams officer – it must be specific about dates and the reasons why you could not sit the paper.

A parental note is not sufficient.

You must be aware that if you are late your exam paper may not be accepted by the Exam Board and you may not get the full time allowance for the paper.

..... the fire alarm sounds?

You will be instructed by the invigilator to stop writing, close your examination paper and answer booklet. You will remain seated. A senior member of staff will inform the invigilator whether the fire bell has been activated in error. If you are instructed to evacuate the room you must do so in silence and follow the instructions of the invigilator.

Once you are reseated, the exam will restart and you will be given the full working time set for the exam.

.....I need to go to the toilet during the exam?

Toilet breaks are not advisable during an exam as you lose time and concentration. Make sure you go just before the start of an exam.

However, if you are desperate to go to the toilet during the exam, raise your hand and wait for an invigilator to come to you. He or she will then accompany you to the toilet.

Remember: going to the toilet disturbs other people in the room.

...I feel ill during the exam?

If you feel unwell during an exam, raise your hand and wait for an invigilator to come to you. If you have a cold or suffer from hay fever, the invigilator can provide you with tissues.

.... I have a clash?

Depending on the total length of the exams you will take the exams one after the other, either in the morning or the afternoon session. The Exams officer will contact you over any serious clashes.

... I have an appointment on the same day as an exam?

You will need to CANCEL the appointment!

Exams have to happen at the date and time specified by the exam board.

...I apply for special consideration?

The school can write to the Exam Board to ask for special consideration in exceptional circumstances ONLY.

Please talk to Mrs Wileman or the Exams Officer, Mrs Conway for advice.

Results

GCSE RESULTS DAY IS ON THURSDAY 24th AUGUST 2017

You can collect your results on Results Day from the Conference room from 10:30am.

An envelope will be waiting for you with your name and candidate number on. All of your results will be in the same envelope.

Unable to collect your results on results day?

If you are unable to collect your results from the school on this date they will be posted home that afternoon.

Results cannot be given out over the phone or by email.

If you want someone to collect them for you on your behalf, you must send a signed letter explaining that you have given permission for that person to take your results.

And finally.....

Your exams represent the culmination of five years hard work at St Gregory the Great School.

Do not behave in a way that might jeopardize your chances or the chances of the other people in the exam room.

Exam Board rules, which are printed on the reverse of your timetable, are strict and must be followed to the letter – the Exams Officer has no choice but to report any breaking of the rules.

From all the staff at St Gregory the Great School

GOOD LUCK!