

A

- **Absence from Exams**

You must attend all the exams for which you have been entered on your Candidate timetable.

Misreading the timetable will NOT be accepted as a satisfactory reason for your absence.

If you are ill on the day of the exam, please ensure that your parent/carer contacts the school office by 08:30 to report your absence. You will need to see the Exams Officer on your return to discuss the situation.

- **Access Arrangements**

All arrangements regarding extra time, the use of a laptop, scribe or reader must go through the SENCo. If process is accepted this must be your normal way of working.

If you have medical issues or an emergency (injury) during your exams, please see the Exams Officer.

- **Access to Corridors and Rooms**

To provide the best possible conditions for sitting exams, please obey the exams notices and keep noise to a minimum.

B

- **Bags and Notes**

Bags and notes cannot be taken with you to your examination desk, they must be left at the back of the exam room as instructed by the invigilators.

- **Behaviour**

You must be silent in the exam room, including times when you come in and go out. Once you have entered the exam room, you are not allowed to leave unescorted until the end of the exam, and only then when you are given permission to do so. You will not be allowed to leave an exam early even if you have finished, as this disturbs other candidates. Any talking during an exam will be immediately reported to the Exams Officer who may disqualify you from that exam.

- **BTEC**

St Gregory the Great Catholic School offer BTECs in Business, ICT, PE, Science and Sport. These consist of coursework, online exams and written papers.

Please speak to you tutor/Exams Officer

C

- **Calculators**

Calculators may be used in some exams; your subject teacher will tell you if you are allowed. Calculators are supplied by the school but, if you want to bring your own, all memory must be cleared and calculator cases removed before entering the exam room.

- **Clashes**

If you have an exam clash involving different subjects, please come and see the Exams Officer as soon as possible to resolve the situation.

You may need to go into quarantine between exams and will therefore need to bring a packed lunch with you. You will need to hand in your phone to the invigilator at the start of your exams on the day. The phone will be returned to you at the end of the day after you have finished all your exams.

- **Cheating**

Candidates caught cheating in exams, including being in possession of or using a mobile phone, MP3 player, iPod, smart watch or any other unauthorised aid or notes, and also copying or communicating with other candidates, this will be reported to the Exams Officer immediately. The awarding body will then be informed and you may be disqualified from the exam.

- **Centre and Candidate Numbers**

Your centre is St Gregory the Great Catholic School- We have been approved by the awarding bodies to offer qualifications, enter students and conduct exams. Our centre number is 62349- You will need to enter this on all your exam papers. Your candidate number is unique to you. You will need to remember this number and write it on all your exam papers.

D

- **Daily Times**

The seating plans for each day of an exam season will go up outside the Sports Hall and Conference Room in the Main reception. They list all the exams taking place that day, their time, location and the students who have been entered.

E

- **End of the exam**

The invigilators will collect your exam papers before you leave the exam room. You must remain silent. You must not take any exam materials or question papers with you.

- **Exam Dates**

The formal examination dates are set by the awarding bodies well in advance and can be found on their websites and not by the school- these dates therefore cannot be changed. Appointments, sporting events, (unless you are representing your country) auditions, special occasions will not be accepted by the awarding bodies as a reason for a candidate not attending an exam.

- **Exams Office**

The Exams office is open 07:45-15:45 Monday to Friday and is located by the staff room.

- **Exam Regulations**

It is your responsibility to familiarise yourself with the exam rules and regulations that are on display outside the exam room. These rules and regulations are in line with those issued by the awarding bodies.

F

- **Food and Drink**

Food is not allowed into an exam room unless special permission has been given by the Exams Officer. If you are diabetic and think you may need food during an exam, please obtain permission before you enter the exam room. You are allowed to take a bottle of water into the exam, all labels must be removed and with a sports style top. No other drink or bottle will be permitted and may be taken from you by the invigilators

G

- **Good Practice**

Have a good breakfast at home before you come to school for exams, and remember to top up your lunch account or bring in a packed lunch if you have clash exams or afternoon exams. Your brain cannot work properly if your blood sugars are low.

I

- **Invigilators**

An Invigilator is someone who watches over candidates in an exam to ensure the rules and regulations are met. You must follow all instructions given to you by an invigilator. They are there to help you- so raise your hand for an invigilator if you have a problem during an exam.

L

- **Late Arrivals**

Students who arrive late for an exam by a few minutes, will be allowed to sit their paper. Anyone who arrives more than 30 minutes late must see the Exams Officer before entering the exam room. Be warned that if you are late for a formal exam, the awarding bodies may not accept your exam script.

- **Location of Exams**

The location of your exams will be listed on your Candidate Timetable and on the seating plans outside the venue. Sitting exams in a room on your own is classed as an exam access arrangement that can only be permitted by the Exams Officer and only in specific circumstances. Please allow enough time to get to your exam room, and ensure you sit in the correct seat allocated to you or you may be reported as absent. Once you are seated you cannot move to another seat.

M

- **Malpractice**

Malpractice is any action that is a breach of the JCQ regulations, or which compromises the integrity of a qualification or exam. It can occur in the course of an exam, assessment, coursework, or creating of portfolio. Any incident of suspected malpractice MUST be reported to the Exams Officer.

- **Mobiles**

Mobiles, MP3 players, iPods, tablets, smart watches, earphones or any other electronic device are NOT allowed with candidates in the exam room. Any student caught in possession of these items may be disqualified from their paper. All such items should be turned off (**NOT on vibrate**) and left in your bags at the back or side of the room.

O

- **Overnight Supervision**

An overnight supervision order will be required if you have exams totalling more than 6 hours in one day if you are an AS/A2 student, or more than 5 ½ if you are a GCSE student. One of your papers will be scheduled to be sat the next day. Your parents/carers will have to sign a declaration order to state that they will collect you from the Exams Officer, and deliver you back the following morning- You **must not** take public transport. Neither are you allowed to access any internet or social media for the time you are at home, no television, mobiles, telephones, tablets or iPods. The form will be sent to the awarding body who may scrutinise your exam paper for any indication of cheating.

P

- **Preparation**

We will supply all the relevant equipment this year for your exam. Please leave everything on the exam desk after you have finished. If you wish to bring your own, remember you can only use a black pen at all times, HB pencil, Hi-lighters only on the question paper. These must be in a clear plastic pencil case.

- **Prohibited Materials**

The following items must not be brought into the exams room: books (unless set text for a specific exam), notes or any other printed material, calculator cases, mobile phones or any other electronic device.

Q

- **Quarantine**

If you have a clash situation, you will be required to go into supervised isolation in between, where you will have no contact with any other students. You must hand in your mobile phone to the Exams Officer until the end of the day. You must also bring in a packed lunch. You will be allowed to revise for your next subject whilst in isolation.

R

- **Remarks**

The awarding bodies offer the option of having your exam script re-marked if you or your teacher is unhappy with the grade. There is a choice of 3 different types of remarks: clerical check, full remark and priority remark. The window of opportunity for remarks to be requested is very limited, therefore any student considering this should speak to their Head of Year/Exams Officer on results day or the following morning 0800-1200. This will be based in the Conference room. A fee is payable for the remarks and must be paid before an application can be sent to the board.

- **Re-sits**

There is an opportunity to re-sit GCSE, AS & A2 papers for any student who has not achieved their desired grade. These can be in the November series or the following Summer series. A form will need to be filled in, please see the Exams Officer. Students will need to cover the cost of their exam entry, unless agreed in advance with the subject teacher, and fees must be paid before your entry will be accepted.

- **Results**

The days for the Results Days in August each year for GCSE and A level students are posted on the school website well in advance. Results can be collected at a specified time from the Conference room. If you wish to have your results posted to you, please provide the Exams Officer with a stamped addressed envelope by the end of the summer term. If you wish someone else to collect your results then you must give the exams Officer a signed letter/ email stating who will be collecting on your behalf and that the person must bring photo I.D. with them on the day.

Dates for 2018 from 0900-1300 in the Conference Room

Thursday 16th August (GCE, FSMQ, AEA, Extended Project)

Thursday 23rd August (GCSE)



- **Scripts**

You can ask for a copy of your exam script to be sent to you from the exam board, for a small fee. You must fill in the relevant form, collected from the Exams Officer, the day after results days.

- **Seating Plans**

Seating plans will be located outside the Sports Hall and Conference Room on a daily basis. Please check your seat number before entering, as changes can occur between your timetable being printed and the day of the exam

- **Special Consideration**

The awarding bodies will not apply for special consideration for anything other than serious reasons. Special consideration can only be applied for if a significant event or illness has affected your performance on the day of the exam- you must provide appropriate evidence. Please speak to the Exams Officer immediately if you feel you may have been affected by circumstances beyond your control.

T

- **Times**

Unless otherwise stated on your timetable, exams at St Gregory the Great will start at 0900 (morning) or 1330 (afternoon)

- **Timetables**

For each formal and mock exam you will be issued with an Individual Candidate Timetable that details the date, time, location and the exam paper that you are due to sit. You are responsible for checking your exam timetable- misreading times/dates will not be accepted as an excuse for absence.



- **UCI Number**

This is a “Unique Candidate Identifier” and is a 12 digit number followed by a letter, that is assigned to you when first take a formal exam. This number then follows you if you move schools, so that any exams you take can be banked under your name by the awarding bodies.

- **Uniform**

The school uniform must be adhered to for all GCSE students taking exams, even if you are on study leave.

- **University Tests**

Many universities require you to take an admissions test as well as having A levels if you are applying to study certain courses. These tests can be run at St Gregory the Great catholic School and take place in November. Check on the UCAS website to see if you need to sit an admissions test, and speak to your Head of Sixth Form and the Exams Officer.

W

- **Warning to Candidates**

Please ensure that you read and are familiar with the Warning to Candidates sign that is displayed in every exam location.

- **Word of Advice**

Remember to have a good breakfast on exam day, and to bring plenty of water with you. A banana eaten ½ hour before an exam can boost your concentration levels.

Z

- **Zzzzzzzz**

Your brain does not function at its best if you have had insufficient sleep!