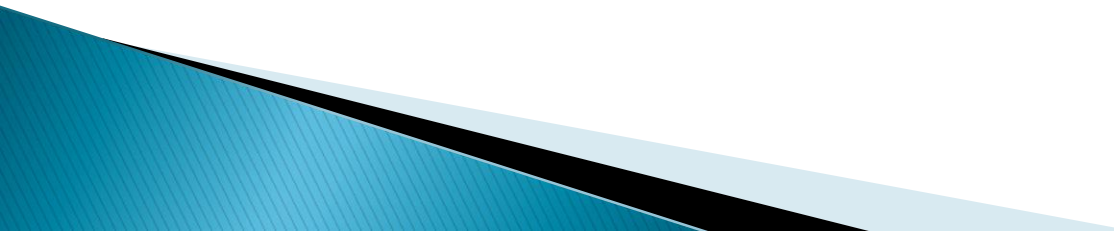


# Year 11 Exam Briefing

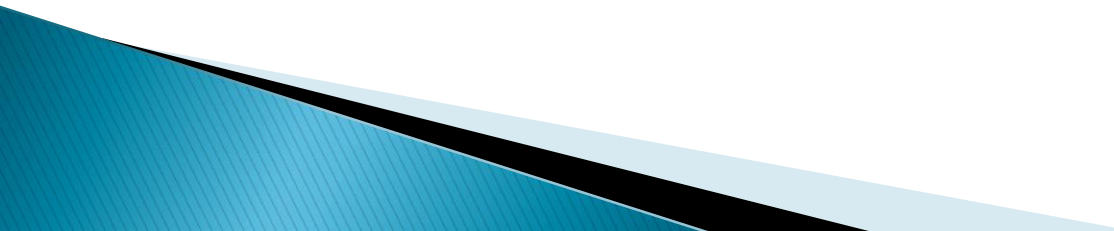
Summer 2016

- ▶ Arrangements
- ▶ Some potential problems
- ▶ Questions

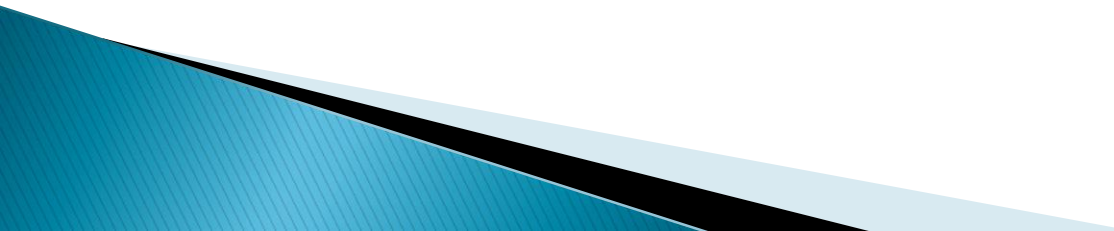
# Timetables

- ▶ You have already been given individual timetables showing your own examinations with date, start time, duration, location and seat number.
  - ▶ There is also a Centre Timetable on the exam notice board outside the Hall and on the school website (under About Us > Examinations)
  - ▶ You must know exactly the date, time and location of all your exams and be punctual
- 

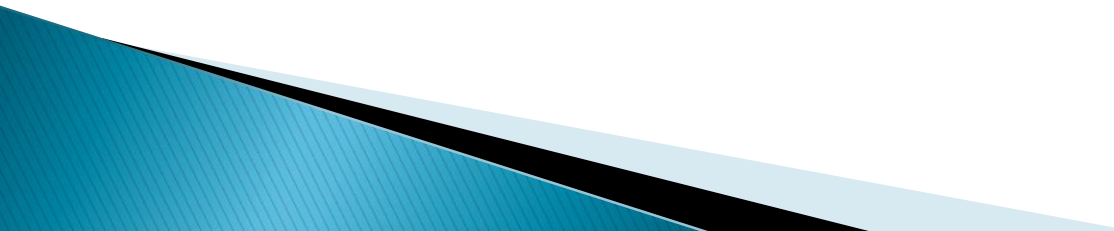
# Registration & Start Times

- ▶ 9:00am & 13:30pm are the usual start times
  - ▶ Please note History on Tuesday 14<sup>th</sup> June will start at 2pm.
  - ▶ You will be registered in your exam room and should always arrive at least 15 minutes before the start time and wait quietly outside until admitted by the invigilators.
- 

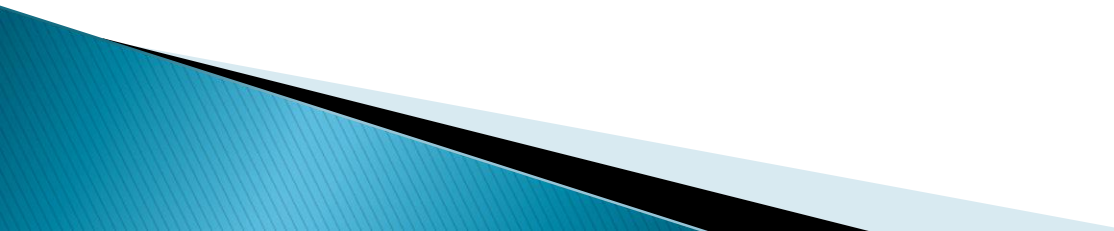
# Late arrival

- ▶ If you are running late, you should phone the school to let us know
  - ▶ We must have an up-to-date contact number for you in case you fail to arrive when expected
  - ▶ If you do arrive late you **must not enter the exam room unaccompanied**. Report to the Student Support office and a member of staff will escort you to the exam room
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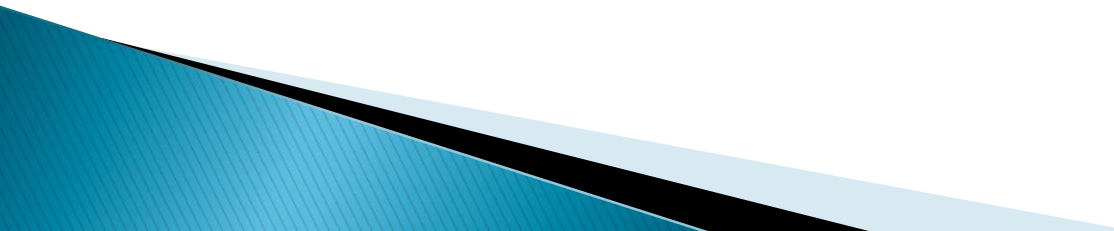
# Exam Clashes

- ▶ A clash is when 2 different exams are timetabled at the same time.
  - ▶ If you have a clash you should see me
  - ▶ If the total time is 3 hours or less then the papers have to be taken consecutively.
  - ▶ Resolutions to clashes including any amended start times will be shown on both individual and Centre timetables.
- 

# Exam Rooms

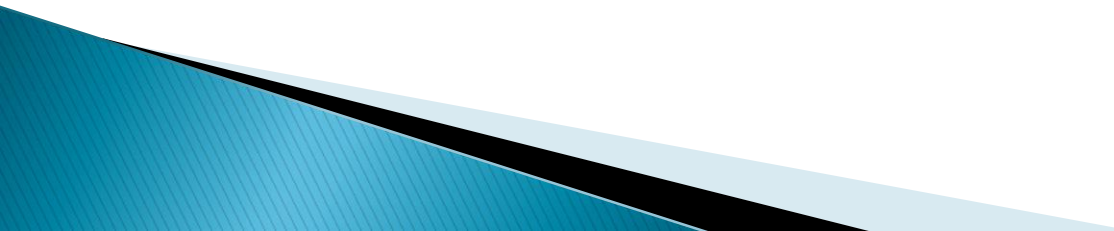
- ▶ Purses and keys may be left inside your bag in the Crush Hall as the outer doors are closed 5 minutes before the start of the exam
  - ▶ A seating plan will be displayed outside each exam room and exam cards showing your name and exam number will be on the desks so you should be able to find your seats easily and quickly
  - ▶ If you are unable to find your seat or have a question, you must raise your hand and ask an invigilator
  - ▶ Remember once inside an exam room you must follow exam regulations
- 

# When You Have No Exams

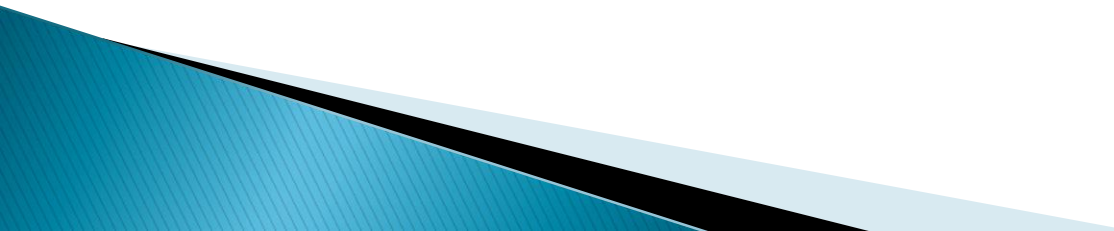
- ▶ You should only come into school when you have an exam and you should leave straight afterwards.
  - ▶ If you wish to stay on site between AM & PM exams to study you may do so, but during lesson time only in designated rooms.
  - ▶ If you stay on site you must register in that room. You may not use any other rooms.
  - ▶ You may go out to lunch but must not bring food back into school.
- 



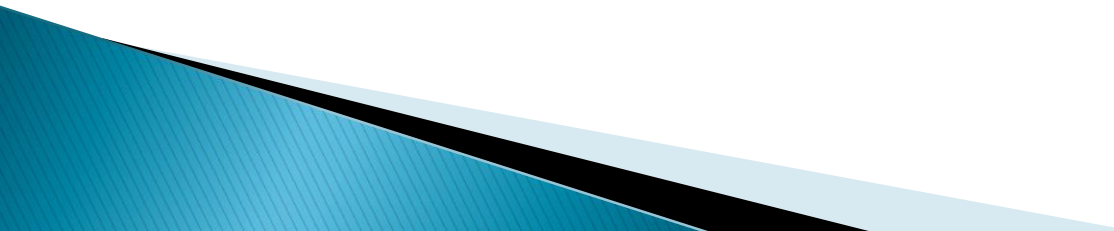
# Examination Regulations

- ▶ The JCQ Information for candidates was emailed with your Individual timetable. You should read it carefully and follow the instructions.
  - ▶ To break any of the examination rules or regulations could lead to disqualification from all subjects.
  - ▶ Any breach of regulations must be reported to the Awarding body.
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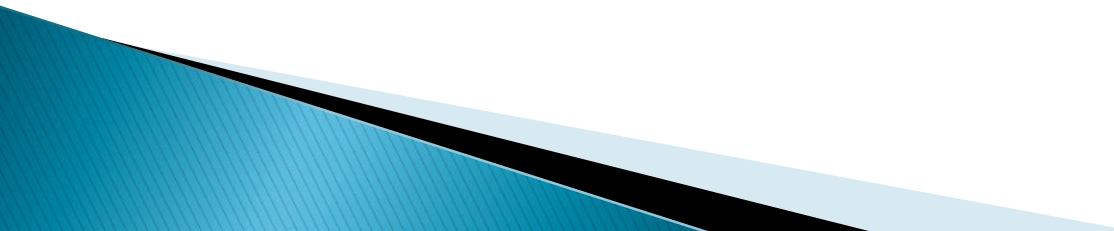
# Equipment

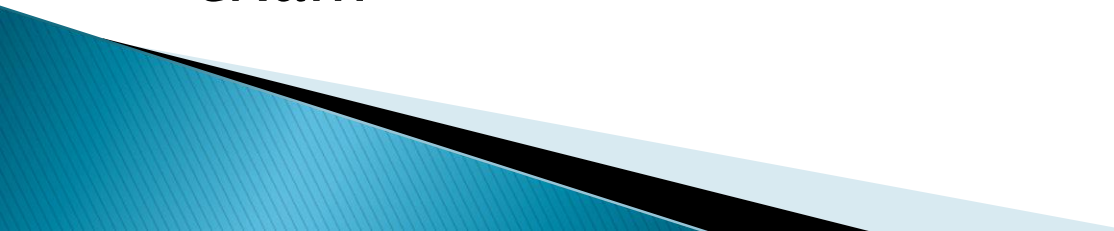
- ▶ You must bring the necessary equipment to each exam as you are not allowed to borrow any equipment from the school or another candidate once inside the exam room
  - ▶ Your equipment must be visible to the invigilators at all times so you should use a transparent pencil case or clear plastic bag
  - ▶ Only black ink or ballpoint is allowed unless otherwise instructed. No eraser or correction pens are allowed
  - ▶ For GCSE Mathematics, the school does not provide tracing paper. You may bring a small amount with you but it must be unmarked
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# Calculators

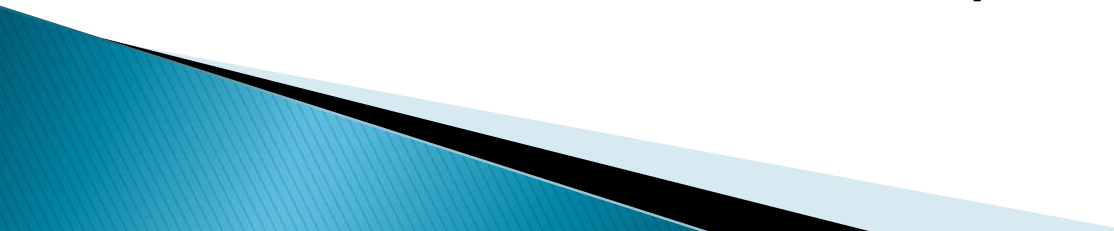
- ▶ These must conform to the examination regulations. If in doubt you should check with your teacher beforehand
  - ▶ Covers need to be removed and placed face down under your desk
  - ▶ Also ensure any batteries are new and your calculator is functioning correctly before entering the room
- 

# Prohibited Equipment

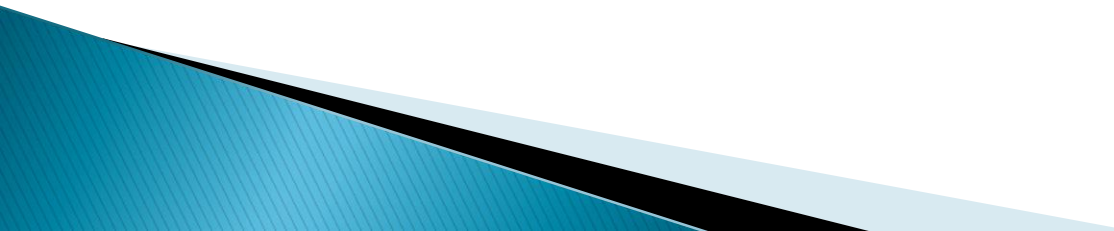
- ▶ Mobile phones, iPods/iwatches, MP3/4 players, reading pens, wrist watches with data storage devices or any other products with text/digital facilities are not allowed in an exam room
  - ▶ Possession of any unauthorised materials or equipment which might give an unfair advantage will result in a penalty and possible disqualification.
- 

- ▶ A small bottle of water is allowed but all labels must be removed before entering the exam room
  - ▶ Tissues are allowed but should be removed from their packet or placed under your desk
  - ▶ No food (including chewing gum) is allowed, but if you are suffering from a nasty cough lozenges may be allowed but you should clear this with an invigilator
  - ▶ If you are feeling unwell on the day of your exam please let me or an invigilator know before your exam
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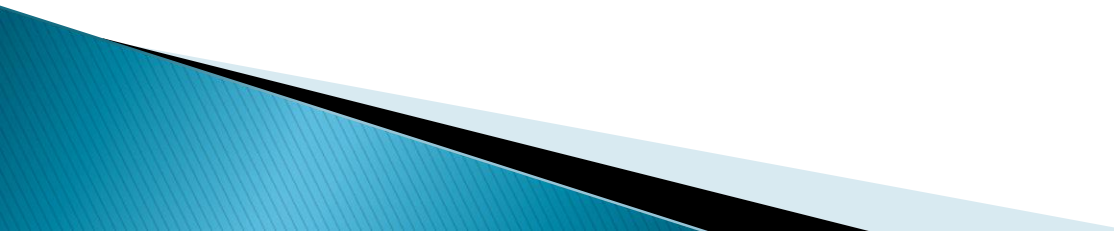
# Starting an exam

- ▶ When you have been given your exam paper, you should immediately complete the front cover.
  - ▶ Ensure you write your name exactly as it will appear on your certificates
  - ▶ Read through and follow the instructions and information on the front cover very carefully
  - ▶ Tell an invigilator at once if you think you have been given the wrong paper, insufficient materials, a badly printed or faulty paper
  - ▶ You will be told when you may start the exam
- 

# During an exam

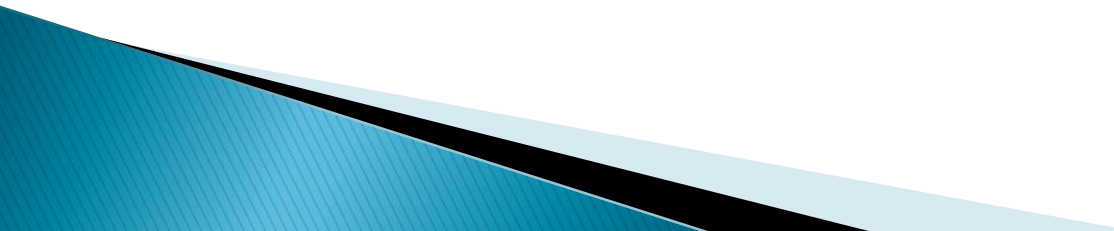
- ▶ If you think there is a misprint in the paper you should tell an invigilator.
  - ▶ If you need to go to the toilet during your exam you will need to be escorted and **you will not receive any extra time** unless you have a medical condition that has been reported to me. So remember to go before you enter the exam room
  - ▶ A ten minute warning will be given before the end of the exam.
  - ▶ If you finish before the end, use your time to check your work carefully and ensure any work you do not want marked is crossed through.
- 

# Finishing an exam

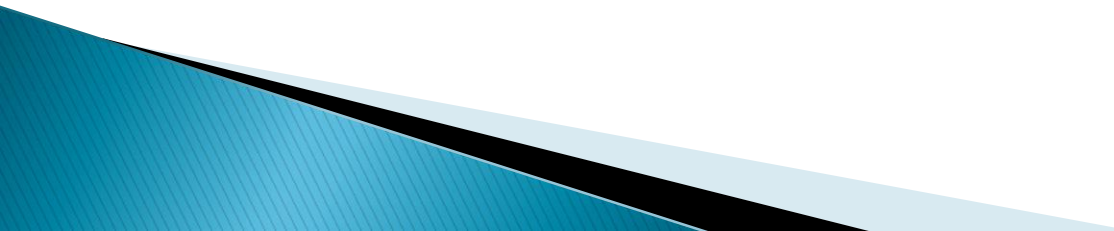
- ▶ You must stop writing immediately and put your pen down when the invigilator tells you to stop working
  - ▶ Make sure you have put all the necessary information on your script and any additional answer sheets and check your answers are correctly numbered.
  - ▶ You must remain seated in silence until all papers and exam stationary have been collected and you are dismissed by an invigilator
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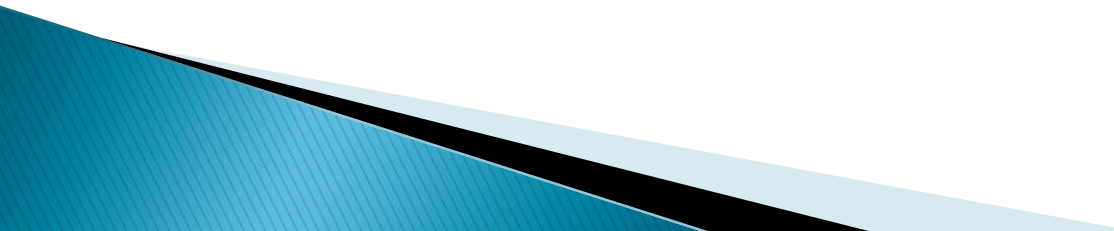
# Leaving the exam room

- ▶ You must leave the exam room in silence because you are still under exam regulations and there may be candidates still working
  - ▶ Do not push chairs under the desks, this is unnecessary
  - ▶ Another problem is the level of noise outside the exam room. You must move well away from the Crush Hall before talking in raised voices that can be heard inside
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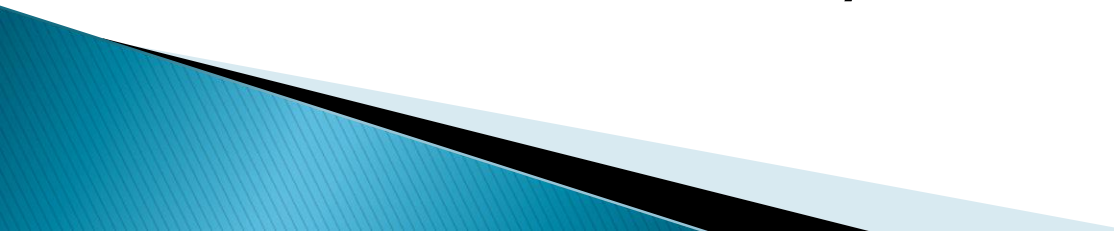
# Emergency evacuation Procedures

- ▶ If the fire alarm sounds during an exam the invigilators will tell you what to do
  - ▶ **Do not panic**
  - ▶ If you have to evacuate the room you must leave as directed by the invigilator and in absolute silence
  - ▶ The Assembly Point for exam candidates is the front lawn
  - ▶ You must leave everything on your desk
  - ▶ If you are able to return to the exam room, you must wait until you are instructed to re-start
- 

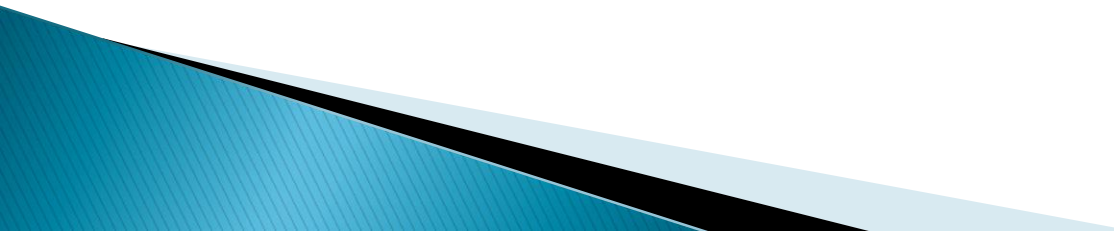
# Post Exams

- ▶ When taking your last exam in each subject you should return all text books. Please ensure your names are in the books
  - ▶ There will usually be a box provided by the department in the Crush Hall
  - ▶ If no box has been provided please place in a neat pile on the tables
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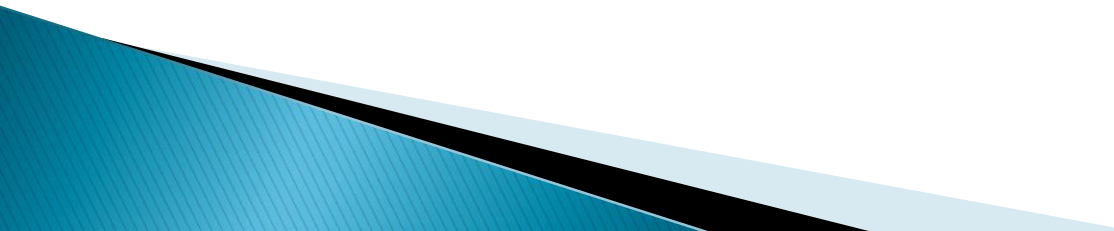
# Results Day

- ▶ Thursday 25<sup>th</sup> August at 10:30am
  - ▶ You should make every effort to collect results in person.
  - ▶ Do not leave until you have confirmed your place in the Sixth Form or informed us for definite that you are going elsewhere.
  - ▶ Discussions about changes of options may need to take place.
  - ▶ If you are not there and wish/need to change something it may be too late by the time you return from holidays.
- 

# Results Day

- ▶ If you are not going to be around to collect your results they will be posted to you
  - ▶ If you wish someone else to collect your results for you on results day, you should see Mrs Powell before the end of the summer term
  - ▶ Under no circumstances will results will be e-mailed or given out over the telephone
- 

# Post Results

- ▶ If you need post results advice you may be asked to return when a teacher is available.
  - ▶ If you wish to enquire about having an exam re-marked, please see Mrs Powell to obtain a form
  - ▶ Please note the deadlines for post results services
  - ▶ GCSE post-results enquiries will not be processed until September
- 

# Finally

- ▶ Remember when taking your exams you are still subject to the school's rules: correct uniform and good behaviour
  - ▶ No one wants extra stress and trauma
  - ▶ Just concentrate on doing your very best
  - ▶ Any questions?
- 