



EXTERNAL EXAMINATIONS 2017-2018

GUIDANCE FOR STUDENTS & PARENTS



**Centre Number: 13358
Woodford County High School
School Telephone No: 0208 504 0611**

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INTRODUCTION

It is the aim of Woodford County High School to make the examination experience as stress-free and successful as possible for all candidates.

I hope that this booklet will prove informative and helpful for you and your parents. Please read it carefully and show it to your parents so that they are also aware of the examination regulations and the procedures to follow in the event of any problems occurring.

The awarding bodies (or examination boards) set down strict criteria that must be followed for the conduct of examinations and Woodford County High School is required to follow them precisely. You should therefore, pay particular attention to the Notice to Candidates that is printed on the following two pages.

Some of the questions you may have are answered at the back of this booklet. **If there is anything you do not understand or any question that has not been addressed, PLEASE ASK.**

If you or your parents have any queries or need help or advice at any time before, during or after the examinations please contact:

The Examinations Officer - **Mrs Sharon Powell** (in the Student Support Office)

The school telephone number is **020 8504 0611**.

Remember – we are here to help.

GOOD LUCK!

BEFORE THE EXAMINATIONS

Statements of Entry

- All Candidates receive a statement of entry from school indicating the subjects they are being entered for and the levels of entry, where applicable. Please check that these are correct. At GCSE Level, some subjects only have one tier of entry, some have Foundation or Higher tiers. You must check everything on your statements of entry very carefully. Particularly check that all personal details (date of birth, spelling of names) are accurate as these will appear on certificates and it may be difficult to change them once certificates are awarded.

Examination Boards

- The School uses the following Examination Boards: AQA, Edexcel and OCR

Candidate Name

- Candidates are entered under the name format of First Name + (Legal) Surname, e.g. Ann Smith.

Candidate Number:

- Each candidate has a four-digit candidate number. This is the number you will enter on examination papers. It will appear next to your name on seating plans and examination registers.

UCI:

- In addition to a candidate number, each candidate must have a Unique Candidate Identifier (12 numbers and 1 letter) which is shown on the top of statements of entry. This number will usually begin with the Centre Number (13358) unless you have transferred from another school that had already issued your UCI. Your UCI is used for administration purposes and it is not necessary for you to remember it. If you are entered for external exams at another centre, you must ensure the same UCI number is used by the other centre.

TIMETABLES

- You will receive an individual timetable showing your own specific examinations with details of date, time, and duration of exam. Check it carefully. If you think something is wrong, see Mrs Powell in the Student Support Office immediately.
- A few candidates may have a clash where two subjects are timetabled at the same time. The school will make special timetable arrangements for these candidates only. You must check your individual timetable and see Mrs Powell if you are unsure what to do. If you think there is a clash on your timetable that has not been resolved, please see Mrs Powell immediately.

Contact Numbers

- Please check that school has at least one up-to-date contact number for you.

Equipment

- Make sure you have all the correct equipment before your examinations. Check the regulations in the Information for Candidates and on the following pages.

DURING THE EXAMINATIONS

Examination Regulations

- A copy of the “Information for Candidates”, which is issued jointly by all the Examining Boards, is printed at the front of this booklet. All candidates must read this carefully and note that to break any of the examination rules or regulations could lead to disqualification from all subjects. The school must report any breach of regulations to the Awarding Body.

ATTENDANCE AT EXAMINATIONS

- Candidates are responsible for checking their own timetable and arriving at school on the correct day and time, properly dressed and equipped. Candidates must arrive at least 10 minutes prior to the start time of their examination. Please wait quietly outside your exam room until you are invited to enter by the examination invigilators.
- Candidates who arrive late for an examination may still be admitted up until 60 minutes after the start time for exams lasting 1 hour or more. If special consideration applies then you must speak to the Examinations Officer (see ABSENCE FROM EXAMINATIONS).
- Full School Uniform must be worn by all students attending school for examinations.
- All items of equipment, pens, pencils, mathematical instruments, etc. should be visible to the invigilators at all times. You must use either a transparent pencil case or clear plastic bag.
- Pens should be **black** ink or ballpoint only. Erasable ballpoints should not be used as the ink is unstable if exposed to heat e.g. if the exam board scan or photocopy the script. No erasers or correction pens are allowed.
- For Mathematics and Science exams, students should make sure their calculators conform to the examination regulations. If in doubt, check with your teacher. Remove any covers or instructions and make sure batteries are new. It may be helpful to have a spare calculator in case of malfunction.
- Do not attempt to communicate with or distract other candidates.
- Examination regulations are very strict regarding items that may be taken into the examination room (see FAQs at the end of this booklet). If you break these rules, you will be disqualified from the examination.
- **Mobile telephones MUST NOT BE BROUGHT INTO THE EXAMINATION ROOM.** If a mobile phone (or any other type of electronic communication or storage device) is found in your possession during an examination (even if it is turned off), it will be taken from you and a report made to the appropriate exam board. No exceptions can be made.
- No food is allowed in the examination rooms.
- Please do not write on examination desks. This is regarded as vandalism and you will be asked to pay for any damage.
- Do not draw graffiti or write offensive comments on examination papers – if you do the examination board may refuse to accept your paper.
- Listen carefully to instructions and notices read out by the invigilators – there may be amendments to the exam paper that you need to know about

- Check you have the correct question paper – check the subject, paper and tier of entry.
- Read all instructions carefully and number your answers clearly.
- You will not be allowed to leave an examination room early. If you have finished the paper use any time remaining to check over your answers and that you have completed your details correctly.
- At the end of the examination all work must be handed in – remember to cross out any rough work. If you have used more than one answer book or loose sheets of paper ask for a tag to fasten them together in the correct order.
- Invigilators will collect your exam papers before you leave the room. Absolute silence must be maintained during this time. Remember you are still under examination conditions until you have left the room.
- Question papers, answer booklets and additional paper must NOT be taken from the exam room.
- Remain seated in silence until told to leave the examination room. Please leave the room in silence and show consideration for other candidates who may still be working.
- If the **fire alarm** sounds during an examination the examination invigilators will tell you what to do. Do not panic. If you have to evacuate the room you will be asked to leave **in silence** and in the order in which you are sitting. You will be escorted to a designated assembly point. Leave everything on your desk. You must not attempt to communicate with anyone else during the evacuation. When you return to the exam room do not start writing until the invigilator tells you to. You will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident.

INVIGILATORS

- The school employs external invigilators to conduct the examinations. Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.
- Invigilators are in the examination rooms to supervise the conduct of the examination. They will distribute and collect the examination papers, tell candidates when to start and finish the examination, hand out extra writing paper if required and deal with any problems that occur during the examination, for example if a candidate is feeling ill.
- Please note that invigilators cannot discuss the examination paper with you or explain the questions.
- Pupils who are disruptive or behave in an unacceptable manner will be removed from the examination room by invigilators and members of the Senior Management Team.

Absence from Examinations

- If you experience difficulties during the examination period (e.g. illness, injury, and personal problems) please inform school at the earliest possible point so we can help or advise you.
- Only in 'exceptional circumstances' are candidates allowed special consideration for absence from any part of an examination. It is essential that medical or other appropriate evidence is

obtained on the day by the candidate/parent and given to the Examination Officer without delay in all cases where an application is to be made for special consideration.

- For the award of a grade by special consideration, where a student misses part of an examination through illness or personal misfortune, a minimum of 25% of the examination (including coursework/controlled assessment) must be completed.
- Parents and candidates are reminded that the school will require payment of entry fees should a candidate fail to attend an examination without good reason and without informing the school. Failure to pay may result in your examination results being withheld.
- Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

AFTER THE EXAMINATIONS

BOOK RETURN DAY

Subject teachers will advise on the procedure for returning books during the examination period. Any outstanding books should be returned on the following days:

Friday 22nd June 2018 for Year 11 & Friday 29th June 2018 for Year 13

NOTIFICATION OF RESULTS

- Results will be available for collection on:

<p>AS/A2 Thursday 16th August 2018 GCSE (for Year 11 only) Thursday 23rd August 2018</p>

Any other results will be posted.

- No results will be given out by telephone under any circumstances.
- If you wish any other person (including family members) to collect your results on your behalf, you must give your written authorisation to school before results day.

POST RESULTS

- If you need post-results advice, staff will be available on Results Day

PRESENTATION OF CERTIFICATES

- Presentation Evenings for Years 11 and 13 take place in the Autumn Term when it is hoped that you will be able to attend to receive your certificates. Invitations to students and their parents will be sent out with full details nearer the time. Certificates for all other year groups will be distributed by Form Tutors.
- Students who are unable to attend Presentation Evening will be able to collect their certificates from the student support office after Presentation Evening. Certificates will not be given to anyone other than the candidate without the candidate's written authorisation.
- The school is only obliged to keep certificates for a period of one year after issue. If candidates do not collect their certificates within this time (or if they lose their certificates), they can only be replaced by direct application to the appropriate examination boards. This will require proof of identity (such as a birth certificate) and a substantial fee per examination board. You are therefore urged to collect your certificates on Presentation Evening or as soon as possible thereafter and to keep them safely.

FREQUENTLY ASKED QUESTIONS

Q. What do I do if there is a clash on my timetable?

- The school will re-schedule papers internally (on the same day) where there is a clash of subjects lasting more than 3 hours. Candidates will normally sit one paper then have a break during which they will be supervised and must not have any communication with other candidates. They will then sit the second subject paper. Correct times should be on your individual candidate timetable. It may be necessary for you to bring a packed lunch if you have exams in the morning and afternoon as you will have to remain in isolation until both examinations are completed. If in doubt, consult Mrs Powell.

Q. What do I do if I think I have the wrong paper?

- Invigilators will ask you to check before the exam starts. If you think something is wrong put your hand up and tell the invigilator immediately.

Q. What do I do if I forget my Candidate Number?

- Candidate Numbers are printed on seating plans, which are displayed in the exam rooms, and on attendance registers. Invigilators will be able to help you find your number. Alternatively, you can check with the Main Office before going into the exam room.

Q. What do I do if I forget the school Centre Number?

- The Centre Number is **13358**. It will be clearly displayed in the examination rooms.

Q. What do I do if I have an accident or am ill before the exam?

- Inform school at the earliest possible point so we can help or advise you. In the case of an accident that means you are unable to write it may be possible to provide you with a scribe to write your answers but we will need as much prior notice as possible. You may need to obtain medical evidence (from your GP or hospital) if you wish the school to make an appeal for Special Consideration on your behalf (see below).

Q. What is an Appeal for Special Consideration?

- Special Consideration is an adjustment to the marks or grades of a candidate who is eligible for consideration. The allowance for Special Consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for exceptional cases). Parents should be aware that any adjustment is likely to be small and no feedback is ever provided. Candidates will only be eligible for Special Consideration if they have been fully prepared and covered the whole course but performance in the examination or in the production of coursework is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness, accident or injury, bereavement, domestic crisis. The Examination Officer must be informed immediately, so that the necessary paperwork can be completed (within 7 days of the last exam session for each subject) and the candidate will be required to provide evidence to support such an application.

Q. What do I do if I feel ill during the exam?

- Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before or during an exam and you feel this may have affected your performance.

Q. If I am late can I still sit the examination?

You should also be aware that if you start the exam more than 30 minutes after the published starting time, the school must inform the exam board and it is possible that the Board will decide not to accept your work. Please ensure that you allow enough time to get to school so that if you are delayed (e.g. through transport problems) you will still arrive on time.

Q. If I miss the examination can I take it on another day?

- No. Timetables are regulated by the exam boards and you must attend on the given date and time.

Q. Do I have to wear school uniform?

- Yes. Normal school regulations apply to uniform, hair, jewellery, make-up, etc.

Q. What equipment should I bring for my exams?

- For most exams you should bring at least two pens (black ink only).
- For Science you need two x **HB** pencils.
- For Mathematics **3B** pencils must be used for diagrammatic work.
- For some exams you will need a calculator (Maths/Science), a 30cm ruler (marked with cm and mm), pencil sharpener and rubber, compasses, protractor, coloured pencil crayons (not gel pens), set texts (e.g. for English Literature).
- You are responsible for providing your own equipment for examinations. You must not attempt to borrow equipment from another candidate during the examination.

Q. What items are not allowed into the examination room?

- Only material that is listed on question papers (e.g. an anthology) is permitted in the examination room and students who are found to have any material with them that is not allowed will be reported to the appropriate examinations board. In such circumstances, a student would normally be disqualified from the paper or the subject concerned.
- Bags, coats, and any other items not permitted under examination regulations must be left outside of the examination room. Do not bring any valuables into school with you when you attend for an examination.
- No food is allowed in the exam room.
- Mobile telephones and wristwatches must not be brought into the exam room even if they are turned off.

Q. Why can't I bring my mobile telephone into the exam room?

- Being in possession of a mobile 'phone (or any other electronic communication device, e.g. iPod, headphones) is regarded as cheating and is subject to severe penalty from the awarding bodies:

The minimum penalties are as follows:

Device found on you and turned **ON** - **disqualification for the entire subject award.**

Device found on you and turned **OFF** – **disqualification from the specific paper** you are sitting at the time.

Phone rings during the exam **wherever it is in the room** the exam board must be informed and you will be **disqualified from all papers for the subject (including any already taken).**

- If there is an emergency that requires that you bring a mobile telephone to school, you must switch it off and leave it at your own risk outside the examination room.

Q. How do I know how long the exam is?

- The length of the examination is shown in minutes on your individual timetable under the heading 'duration'. Invigilators will tell you when to start and finish the exam. They will write the finish time of the exam on a board at the front of the exam room. There will be a clock in all examination rooms.

Q. Can I leave the exam early?

- It is not the school's policy to allow candidates to leave the exam room early, as this is disruptive to other candidates. A candidate may not leave the examination room without the permission of the invigilators.

Q. What do I do if the fire alarm goes?

- The examination invigilators will tell you what to do. If you have to evacuate the room leave everything on your desk and leave the room in silence. You must not attempt to communicate with any other candidates during the evacuation.

Q. Can I go to the toilet during the exam?

- If it is necessary. You will be escorted by an invigilator and will not be allowed any extra time.

Q. If I have more than one exam on a day can I get lunch at school?

- Pupils who have examinations in both morning and afternoon sessions and are not under supervision may obtain lunch for the dining hall in the usual way or bring a packed lunch.

Q. Why do I need to check the details on the Statement of Entry?

- The details on your Statement of Entry will be used when certificates are printed. If the name or date of birth on your certificates does not match your birth certificate it could cause you problems if you are asked to show your certificates to a potential employer for college/university at some time in the future. You should also check that the subjects and tiers of entry you are entered for are correct and that no subjects are missing.

Q. I am entitled to extra time – how will this affect the way I take my exams?

- Some students receive an allowance of up to 25% extra time. Where possible such candidates will be seated together to minimize disturbance from other candidates who finish earlier. The invigilators will include the additional time when they display the finishing time of your exam on the board.