

# **THE ELMGREEN SCHOOL**

## **EXAMINATION BOOKLET FOR STUDENTS AND PARENTS/CARERS**

2019-2020

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# INTRODUCTION

Taking public examinations can prove to be a stressful time for students and parents/carers, so it is important that all those involved are well informed. Well informed students will understand that rules and regulations are designed to ensure fairness and minimise disturbance.

At the Elmgreen School we aim to ensure exams run as smoothly as possible for all our candidates. We hope this booklet will provide you with informative and helpful advice to assist you in all of your exams.

Please read the booklet carefully and share it with your parents/carers so you and they are aware of the exam procedures and regulations. The information in this booklet applies to all of your exams.

**The awarding bodies/examinations boards set down strict criteria which must be followed for the conduct of examinations and The Elmgreen School is required to follow them precisely. You should therefore pay particular attention to the JCQ “Information for Candidates” notices and the “Warning to Candidates” notices which can be found via the Examinations page of the school’s website.**

We have tried to answer some of the questions you may have in the “Frequently Asked Questions” section of this booklet. If you or your parents/carers have any queries or need help or advice any time before, during or after the examinations please contact Miss Mourey, The Examinations Officer.

**NOTE: YOU ARE REQUIRED TO READ THIS DOCUMENT CAREFULLY ALONG WITH THE JCQ REGULATIONS BEFORE SITTING ANY EXAMINATIONS**

**Examinations Officer: Miss B. Mourey**

[exam@the-elmgreen-school.org.uk](mailto:exam@the-elmgreen-school.org.uk)

**02086775020**

**Centre Number: 10925**

## BEFORE THE EXAMINATIONS

## **TIMETABLE**

You will receive an individual timetable showing your particular examinations with details of date, time and duration at the end of the spring term for exams in the summer term. It is your responsibility to look after this timetable. Make sure you keep it somewhere safe. Please ask Miss Mourey/your tutor/subject teacher if there is anything you don't understand.

If you have two more exams scheduled for the same time this is called an exam clash. A few candidates may have a clash and the school will make special timetable arrangements for these candidates. This will usually require to sit one of the exams wither earlier or later than the scheduled time. You will be informed of any clash arrangements well before your exams commence. Please see Miss Mourey if you think your timetable shows a clash.

## **EQUIPMENT**

It is your responsibility to bring your own equipment and required resources to your exam. Borrowing from other candidates is NOT allowed in the exam. You should bring your equipment in a clear pencil case or clear plastic bag.

Equipment you are required to bring to every exam:

- Black pens
- Pencils
- Ruler
- Pencil Sharpener
- Eraser

Equipment to be brought to certain exams (check equipment needed with your teacher for each exam – if you are unsure bring to your exam anyway)

- Compasses
- Protractor
- Calculator (note : cases are NOT allowed)
- Coloured pencils

Scrap paper and revision notes must not be taken into the exam room.

You must do any rough work in your answer booklet. Cross out anything you do not wish to be marked. Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers. However, you are allowed to highlight parts of the questions.

You must write in black ink or ballpoint pen, except for drawings or rough notes.

## **CALCULATORS**

A calculator can be used unless you are told otherwise. Your subject teacher will inform you if you are not allowed a calculator for a particular paper. If you are allowed a calculator in an exam check the batteries are working properly, clear anything stored in it, remove the case and make sure it is a size suitable for use on the exam desk. You must bring your own calculator and are responsible for making sure it is working properly and meets exam board regulations.

Calculators must not be designed or adapted to offer any of these facilities:

- Language translation
- Symbolic algebra manipulation
- Symbolic differentiation or integration
- Communication with other machines or the internet

Calculators must not

- be borrowed from another candidate during an exam
- Have retrievable information stored in them – this include :
  - Databanks
  - Dictionaries
  - Mathematical formulas
  - Text

## **DURING THE EXAMINATIONS**

## **DATES AND TIMES OF EXAMINATIONS**

Examinations dates and times are clearly shown on your exam timetable. Morning exams start at 9:00AM and afternoon exams start at 13:30PM unless you are informed otherwise.

It is your responsibility to check your timetable so that you arrive at school on the correct day and at the correct time for your exams. You should be at the restaurant at 8.25AM for a morning exam and 13.20 for an afternoon exam.

## **UNIFORM / DRESS CODE**

All year11 students must wear full uniform to all examinations. Outdoor jackets, scarves and hat cannot be worn. Year 12 and Year 13 are required to dress sensibly for their exams.

## **FOOD AND DRINK**

Food and drink is not allowed in the exams room (with the exception of students with a medical condition – Please see the Exams Officer), however you may bring with you a clear bottle of water with the label removed. Please be advised that you are not allowed to refill your bottle during the exam and the invigilators cannot do this for you.

## **LATENESS**

If you are late for an exam the school will try to give you the full time allowance as long as an invigilator is available .Please let the school know if you think you might be late as a results of problems on your way to school, e.g. severe traffic problem. Please report to reception as soon as you arrive.

You must make every effort to arrive early for your exams as late arrivals disturb other students sitting the exams and your paper may not be accepted by the exam board.

## **ABSENCE**

Please call the school on 020 8766 5020 if you are not able to attend your exam due to illness or genuine emergency. Please ensure you phone by 8.00AM for a morning exam and 12.30PM for an afternoon exam.

If you are absent due to illness, you must get a certificate from your doctor.

For any other absence, you must also bring some official evidence

## **CONDUCT DURING THE EXAM**

As soon as you enter the rom you are under **exam conditions**. You must NOT communicate with any other students and must not turn around. If there is any communication between students it will be

assumed you are cheating and the exam board will be informed. This could result to your paper being disqualified.

You must sit at the correct desk to ensure you complete the correct exam paper. If you need assistance put up your hand and wait for an invigilator to attend to you. Once you have entered the exam venue, you have to be escorted at all time if you need to leave the room (e.g. if you are unwell)

Listen carefully to instructions and notices that are read out by invigilators – there may be an amendment to the exam paper that you need to know about. Before you start, check that you have the correct question paper and an answer booklet if required.

Read through the instructions on the front of the exam paper before starting the exam and make sure you are clear as to how many questions you are required to answer. Please put your legal name on your exam paper (not your preferred name)

Invigilators are here to help but they cannot help you with any questions in your exam papers. They are only allowed to read the instructions on the front of the paper for you. If you have any queries, please put your hand up and ask for assistance.

You will not be allowed to leave an exam early if you have finished as this disturbs other candidates. You must sit in silence.

Please do not write on exam desks. This is regarded as vandalism and you may be asked to clean/pay for any damage.

If anything inappropriate is written on an exam paper the exam board can refuse to mark it.

Any student who is disruptive or behaves in an unacceptable manner will be removed from the exam venue by their head of year or a member of the Senior Leadership Team.

### **END OF THE EXAM**

If you finish before the time allowed for the exam, carefully check all your answers. Make sure your name and candidate number are on every piece of paper used. At the end of the exam all work must be handed in. Rough paper is not allowed in exams – all work you have done will be sent to the exam board for marking; remember to cross out any rough work you do not want to be marked.

Invigilators will collect your exam papers before you leave the exam room. If there is any communication between students it will be assumed that you are cheating and you will be treated accordingly.

You will be dismissed from the exam row by row and you must remain in complete silence until you have left the room. As you leave, please remember other students may still be sitting the exam so move away from the venue before you begin a conversation.

### **EMERGENCY EVACUATION**

In the event of an emergency – for example a fire alarm – the following must be carried out in complete silence:

If the fire alarm goes off do not panic. You must stop writing, close your booklet and remain seated and listen to the instructions from the invigilator. You will be told when to leave and where to

assemble. Leave all your equipment in the exam room. You must leave the room in complete silence and must not speak to other students

When you return to the exam room do not start writing until the invigilator informs you to do so. The invigilator will make a note of the time of the interruption and how long it lasted. You will be allowed the full working time set for the examination.

### **ABSENCE FROM EXAMINATIONS**

Even if you are ill it is always best to attend school, even if only to sit the exams. Remember these exams cannot be sat at any other time so missing one may result in you not gaining a grade in the subject. You may be accommodated in a separate room away from the sports hall and special consideration will be applied for. If you are too ill to attend an exam it is important you phone the school first thing in the morning (02087665020)

You must also obtain a certificate from your doctor detailing the reason for non-attendance. There is the possibility of submitting this to the examinations board to ask for special consideration.

The board looks at this in conjunction with other examination marks from the candidate in that particular subject and controlled assessment/coursework marks. This may enable them to issue a mark and grade accordingly, however this grade will probably be much lower than if you had sat the examination.

If you do not attend an examination without a valid reason you will be awarded a "0" for that paper.

Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

Make sure that you leave home early enough to allow for delays. If you are late for an examination we may not be able to get the examination paper accepted by the examination board.

Although we encourage all students to arrive in plenty of time for all examinations so that there is not a last minute panic it is important that we have up-to-date contact telephone number for both you and your parents/carers or anybody else who might be able to help in an emergency.

It is a good idea that you and your parents/carers save the school telephone number on your mobile phones so you can call in if you have a serious problem on your journey to school : 0208 7665020

# EXAM CHECKLIST

- You must register in the restaurant at 8:30AM for a morning examination and 13.20PM for an afternoon examination. Leave yourself plenty of time in case of problems with the journey to school.
- Coats and bags should be left on the side in the sports hall or the front of the classroom – do not take these items to your examination desk
- Mobile phones : Students **MUST NOT** have mobile phones in their possession in the examination room (either turned on or off) – they should be handed to the invigilators/tutors during registration in the restaurant
- If a mobile phone has been accidentally brought to the examination room, hand it to an invigilator as soon as possible.
- Do not take into the examination room any unauthorised electronic devices ; stereos, digital equipment ; electronic communication/storage devices ; Ipods ; MP3/4 players ; Iwatch or any other products with text/digital facilities
- Only clear pencil cases are allowed on your desk – any others should be left in your bag.
- Only black pen are allowed. Do not use gel pens or erasable pens – your examination papers are now scanned and sent for marking electronically and gel/erasable pens do not scan well
- There should be absolutely no talking or communication between you and other students from the time you enter the examination room until after you leave – if you have any questions you should raise your hand once seated and an invigilator will come to you
- Normal uniform applies
- No food allowed in the examination room

# FREQUENTLY ASKED QUESTIONS

- **Why do I need to check the details on my examination timetable?**

The details on your timetable will be used when certificates are printed. If the name or date of birth on your certificates do not match your birth certificate it could cause you problems if you are asked to show your certificates to a potential employer, college or university in the future.

You should also check that the subjects and tiers of entry you are entered for are correct and that no subject is missing
- **My name has been misspelt on my timetable. What can I do?**

We can rectify this problem very quickly. Please see the Exams Officer with a copy of your birth certificate or passport and we will amend our records.
- **What do I do if there is a clash on my timetable?**

We will reschedule papers internally – on the same day – where there is a clash of subjects. Candidates will normally sit one subject paper, have a 20 minutes break and sit the second paper. You will be issued with a clash timetable. If in doubt, contact the Exams Officer.
- **What do I do if I think I have been given the wrong paper?**

Invigilators will ask you to check you have the correct paper/tier before the start of the examination. If you think something is wrong put your hand up and inform the invigilator immediately
- **What if I have an accident or I am ill before the examination?**

Inform school as soon as possible so we can help or advice you. In the case of an accident that means you are unable to write it might be possible to provide you with a laptop or a scribe to write your answers. You will need to obtain medical evidence from your gp/hospital if you wish us to make an appeal for special consideration on your behalf.
- **What if I feel ill during the examination**

Put your hand up and an invigilator will assist you. You should inform the Exam Officer/Invigilator if you feel ill before or during an exam and you feel it has affected your performance.
- **What is an application for Special Consideration**

Special Consideration is an adjustment to the marks of a candidate who is eligible for consideration. The allowance for special consideration is from 0% (consideration given but mark allowance not appropriate) up to a maximum of 5% (reserved for exceptional cases). Parents should be aware that any adjustment is likely to be small 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 controlled assessment/coursework is affected by adverse circumstances beyond their control. Examples of such circumstances include illness, accident or injury, bereavement and domestic crisis. The candidate will be required to provide evidence to support any such application.
- **Can I still sit the examination if I am late?**

You should get to school as quickly as possible and report to reception. The Exams Officer or a member of the SLT Team will escort you to the examinations room. You must not enter an examination room without being escorted in. You should also be aware that the school is obliged to inform the examination board and it is possible that the board may decide not to accept your work.

- **If I miss the examination can I take it on another day?**  
No. Timetables are published by the examination boards and you must attend on the given date and time.
- **Do I have to wear school uniform?**  
Yes, normal school regulations apply to uniform, shoes, hair, jewellery, make up etc.
- **What items are not allowed in the examination room?**  
Only authorised material 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 examination board. In such circumstances, a student would normally be disqualified from the paper or the subject concerned. This may also include other subjects/examinations taken with the same board.  
No food or drink apart from water is allowed at your desk.
- **Why can't I bring my mobile phone into the examination room?**  
Being in possession of a mobile phone or any other electronic device such as Ipad, MP3/4 players, smart watches or headphones, is regarded as cheating even if you do not intend to use the device and is subject to severe penalties from the examination boards.
- **How will I know how long the examination 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 examination. The start and finish will be written on the white board in all examination rooms. There will be a clock in the room and all timings will be set by this clock
- **Can I leave the examination early?**  
It is not school policy to allow candidates to leave the examination room early as this disturbs other students. Candidates may not leave the examination room without the permission or the accompaniment of a member of the exam team.
- **What should I do if the fire alarm sounds?**  
The invigilators will tell you what to do. If you have to evacuate the room leave everything on your desk and exit in silence. You must not attempt to communicate with any other candidates or students during the evacuation.
- **Can I go to the toilet during the examination?**  
Unless you have a medical reason you will not be permitted to leave during the examination. If it is absolutely necessary for you to go you will be escorted by an invigilator and you will not be allowed any extra time.

# AFTER THE EXAMINATIONS

## Exams Results

Exams Results will be available for collection on:

**Thursday 13<sup>th</sup> of August 2020 for AS and A Level**

**Thursday 20<sup>th</sup> of August 2020 for GCSEs**

If you are unable to collect your results in person and would like someone else to collect them on your behalf (parent/carer/nominated person) they must show a signed letter of authorisation from you giving permission to pick up your exam results and a photographic ID as a proof of their own identity.

Results CANNOT be given out over the phone.

## Exam Certificates

Certificates will be available for collection for students who will be leaving in summer 2020 at the end of November 2020 – an email will be sent informing you that they are ready.

If you are unable to collect your certificates in person and would like someone else to collect them on your behalf they must show a signed letter of authorisation from you giving permission to pick up certificates as well as proof of their own identity,

It is important that you collect your certificates as higher education or workplaces often request the originals.

Please keep your certificates safe as a replacement will cost you around £50 for each examination board.

# CONTINGENCY DAY

**24<sup>th</sup> of June 2020** is the contingency day for GCSE and/or GCE examinations should sustained national or local disruption arise during the June 2020 examination series (GCSE, GCE, June 2020)

All students will need to be available up to and including 24<sup>th</sup> of June.