



Chapel-en-le-Frith High School



All you need to know about exams

This booklet aims to give you all the information you need about your forthcoming exams, including:

	Page
Before the exams	1
On the day	2
Times and places	2
What to bring	2
Dos and Don'ts	4
If you're late	4
Illness, Absence & Emergency	6
After the Exams	7
Results	7
Post Results Services	7
Certificates	7

Before the Exams

- Keep this booklet and your examinations timetable in a safe place so you can refer to them often.
- Go through them with other people such as your form tutor and parents/carers. The more people who know what is expected of you, the less likely you are to make a mistake (like turning up for an exam at the wrong time).
- Check your examinations timetable very carefully and let the Examinations Officer know straight away if you think there is an error.
- Make sure that you know exactly what subjects you are entered for, the official title and subject code and the level at which you are entered. Ask your subject teacher if you are unsure.

Exam Clashes

- Check your timetable carefully for clashes.
- You may have to sit one exam straight after the other in the same session if you have two exams timetabled at the same time.
- If the total time of clashing exams is greater than 3 hours, you may have to sit one exam in the morning and be supervised by an invigilator until the afternoon session, when you will sit the other exam.
- You will not be allowed to speak to other candidates, access the internet or use your mobile phone during the supervised time.
- Contact the Exams Office immediately if you have exam clashes.

On the Day

Times and Places

Morning exams start at 9.00 am

Afternoon exams start at 1.00 pm

- Make sure you arrive at least **15 minutes before the start of your exam**. Arriving late may cause you unnecessary stress. Remember, you CANNOT re-arrange an exam for a different day or time.
- The majority of exams will be in the Main Hall unless you have specific access arrangements. Please check your examination timetable for other rooms.
- Seating plans and rooms for the day will be placed on the Exams notice board (in the dining/social area).
- Make sure you go to the correct room; it is important that we know you are in the exam.

What to Bring

Ensure that you have an adequate supply of these items, in a **clear** plastic bag or **clear** pencil case:

- **black** pens
- pencils
- erasers
- a pencil sharpener
- highlighter pens
- colouring pencils
- a ruler
- protractor, compass
- calculator (if permitted)

Note: You can only write in **black** ink or ballpoint pen. Make sure you have plenty of spare black pens, pencils, etc. **Do not bring:** Tippex/correcting fluids, blue ink/pens, pencil cases that are not transparent into the exam room.

Calculators may be allowed for subjects such as Maths, Science, and Business Studies.

- YOU will need to provide it, we cannot lend you one.
 - Make sure that it is suitable for the exam and that it has a new battery.
 - Do not bring instruction booklets or calculator cases into the exam room.
 - Programmable calculators must have their memories erased.
- Food is **not** permitted in exams rooms.
 - Water may be brought in to the exam room, in a **clear plastic bottle without a label**.
 - **Electronic devices such as mobile phones, smartwatches, ipods, MP3/MP4 players and web enabled storage devices, should NOT be brought into the exam room.** If you do bring them in, they must be switched off and handed to an invigilator for safe keeping *before* the start of the exam.

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
-----	---------------	------	-----	---------	------



**NO IPODS, MOBILE PHONES
MP3/4 PLAYERS
SMARTWATCHES**

**NO POTENTIAL
TECHNOLOGICAL/WEB ENABLED
SOURCES OF INFORMATION**

**Possession of unauthorised items, such as a mobile
phone, is a serious offence and could result in**

DISQUALIFICATION

**from your examination and your overall
qualification.**

This poster must be displayed in a prominent place outside each examination room.

On the Day

Dos and Don'ts

- Do** wear school uniform for all exams.
 - Do** arrive early and check seating plans.
 - Do** bring all necessary stationery and equipment, including spare pens and a calculator if necessary, in a clear pencil case.
 - Do** be silent from the moment you enter the exam room.
 - Do** check the exam paper on your desk; make sure it is the right subject, level and tier (Foundation/Higher). Inform an invigilator if there is a problem.
 - Do** complete all sections on the front of the exam paper, as well as any additional paper you use. Read the instructions carefully and work right the way through the exam paper. Remember, questions may be printed on the back page.
 - Do** remain silent until you have left the exam room, and move quickly and quietly away from the exam venue - other students may still be working.
-

- Don't** bring any unauthorised materials into the exams venue. Remember, you **will be disqualified** from the exam if you have such an item in your possession, even if it is switched off and you have no intention of using it.
- Don't** attempt to communicate **in any way** with other candidates once inside the exam venue.
- Don't** leave your seat without permission. If you need something, raise your hand and wait for an invigilator to come to you.

If You Are Late

If you are late, the Exam Boards **may** decide not to mark your paper if they think the security of the exam has been compromised; you should therefore try to arrive early to all your exams. However, if you are late, **DON'T PANIC!**

- If possible, ring the School Office (01298 813118) and tell them you are on your way.
- Go straight to pupil reception and explain why you are late. You will be escorted to your exam room.
- Check you have been given the correct paper, level and tier.
- You will be given the full time to complete your exam.
- You will NOT be allowed to sit the exam if you arrive after the published finishing time for the exam.

Emergency Evacuation

In the event that the fire alarm is sounded, please follow the senior invigilator's instructions exactly. **DO NOT** retrieve your mobile phone or electronic device from its storage place.



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
-----	---------------	------	-----	---------	------

Warning to Candidates

1. You **must** be on time for all your examinations.
2. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
3. You **must not**:
 - sit an examination in the name of another candidate;
 - have in your possession any unauthorised material or equipment which might give you an unfair advantage.
4. **Possession of a mobile phone** or other unauthorised material **is breaking the rules**, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
5. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
6. You **must** follow the instructions of the invigilator.
7. If you are in any doubt speak to the invigilator.

The *Warning to Candidates* must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.

Effective from 1 September 2014

©2014

Poster displayed inside and outside every exam room

Emergencies

Illness during an exam

If you become ill during an exam, alert an invigilator. They will do what they can to help you complete your exam such as give you rest breaks, take you to the toilet, move your desk nearer the door etc.

Once your exam has finished, go to your GP and get a doctor's note. This will enable us to apply for Special Consideration for you.

Illness before an exam

If you fall ill at home and **cannot get into school** to take your exam, you **must**:

- Telephone the school office, or get someone to do it for you, as soon as you can. The school number is 01298 813118.
- Get a medical note from your doctor and give it to the Examinations Officer as soon as possible. We can apply to the Examination Board for Special Consideration if you miss an exam.

It is much better to try to get into school to take your exam if at all possible. Inform the Examinations Officer or the senior invigilator that you are not feeling well and they will help you complete your exam with appropriate support.

Absence from an exam

We need to know in all cases why candidates are absent from exams. If you do not attend for an examination for which you have an entry, a member of the school staff will telephone home to find out why you are not attending. In the case of absence without a valid reason you will be charged for all missed exams.

Access Arrangements

Students must fall into certain criteria, which must also be the normal way of working, to qualify for Access Arrangements.

Special Consideration

This is a post-examination adjustment to your mark or grade that reflects illness, injury or other indisposition at the time of the assessment which has had or is reasonably likely to have had, a material effect on a candidate's ability to demonstrate his or her normal level of attainment.

Queries

If you feel you fall within the above parameters before and/or during your exams, please speak with the Examinations Officer before the end of the exam series.

All staff ensure your exam experience is a calm and fair one. If you experience anything which you feel has had an adverse effect on your performance, you must tell an invigilator or the Examinations Officer immediately so that the problem can be put right.

After the Exams

Results

It is your responsibility to make arrangements for receiving your results. This can be done in one of three ways:

1. Collected by you from school on the day (GCSEs 24 August 2017)
2. Collected by another person. A letter of authority, signed by you, must be presented to the school.
3. By post if you are unable to get to the school on results day. You must provide the school with a stamped addressed envelope.

We **cannot** give out results over the telephone, by text or by email.

Post-Results Service

After Results Day, you may access the Post-Results Services. These are:

- Re-Mark - where a different examiner will mark your script.
*Please note: if a script is re-marked, **marks can go down as well as up.***
- Original Script Return - to help you make a decision on whether to re-sit the exam next year.

Application forms for Post-Results Services will be available on results day but we advise you to discuss these options either with your subject teacher or with the Examinations Officer before applying for one of these services.

All Post-Results Services incur fees which are paid by you, and are subject to strict deadlines.

Certificates

The Statement of Results which you receive on Results Day is only provisional and will not be accepted by colleges and some employers. Your exam certificates are the only official proof of your results - these are presented to you at prize giving evening in the Autumn term. If you do not attend prize giving evening, you can collect your certificates from school. A friend or relative can collect them on your behalf, but must bring a letter of authority, signed by you.

Issued April 2017

Document available to download on www.chapelhigh.org.uk