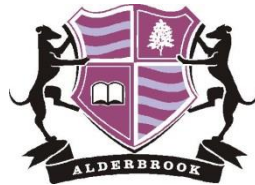


Alderbrook School



Examination Information for Students

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2020/2021

Introduction

Dear Student

This booklet is designed to give you all the information you need to make a success of the external examinations process.

The Awarding Bodies (Exam Boards) have strict rules which must be followed. Some of the JCQ's **Warning Notices** are printed at the end of this booklet; all other JCQ notices are on the school website – it is your responsibility to make sure you read them carefully.

Some of the questions you may have are answered in this booklet. ***If there is anything you do not understand or any questions that have not been answered, PLEASE ASK either your Subject Teacher or the Exams Officer.***

At Alderbrook School we try to make the examination experience as stress-free and successful as possible for all candidates.

If you or your parents have any questions or need help or advice at any time before, during or after the exam period please contact the Exams Officer.



Good Luck!


Before the Day



- Check your timetable – Provisional copy issued Feb/March for summer external exams. Final copy issued early May
- Make sure that you understand what is happening on each day. If you are not sure, ASK!

On the Day



- Arrive in good time. Most morning exams start at 9am, afternoon at 1pm, but always check your timetable.
- Bring with you all the necessary equipment: pens, pencils, ruler, rubber, maths equipment, calculator (information on models allowed see appendix 1), in a see-through pencil case
- Go to the toilet before you ...
- ... line up quietly outside your exam room and wait for the invigilators to invite you in 



- Enter the exam room in silence and do not touch anything already on your desk

- Listen carefully to all instructions



- If you need help during an exam, put up your hand and an invigilator will come to you. Remember that they cannot help you with reading (unless you are allowed a reader)



If the fire bell sounds during an exam you must wait for instructions from the invigilator or the Exams Officer. If it becomes necessary to evacuate the exam room, close your exam paper and leave everything, including your exam paper, on the desk and leave the room one row at a time, as instructed. You should assemble by subject, away from other members of the school. The assembly point is between the Art and Sports Hall blocks. **YOU MUST NOT TALK TO OTHER CANDIDATES, OR MEMBERS OF STAFF.** Provided that you are able to return to the exam room later, you will be given the full time allocated. The Awarding Body will be informed of the disruption.

Frequently Asked Questions

Q Why do I need to check the details on my Statement of Entry/Timetable?

A The details on your statement 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 at some time in the future. For example, you may have to show your certificates to a potential employer or college/university staff. You must also check that the subjects and tiers of entry you are entered for are correct and that no subject is missing. Tell the Exams Officer if you think that anything is not right.

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

A The school will re-schedule papers internally (on the same day) where there is a clash of subjects. You will normally sit one paper, then have a short supervised break. After that, you will sit the second subject paper. Correct times will be on your final individual candidate timetable. You may be advised to bring a packed lunch to have between exams. Students must remain under supervision until both exams are complete. If in doubt, see the Exams Officer.

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

A If for any reason you are going to arrive late, inform school at the earliest possible opportunity so we can help or advise you. If you have an accident that means you cannot write, it may be possible to provide you with a scribe to write your answers. However, we will need to know this as soon as possible. If you are delayed and arrive late, report to main reception and they will contact the Exams Officer.

Q Do I have to wear school uniform to exams?

A **Yes.** Normal school regulations apply to uniform/clothing, hair, jewellery, makeup etc.

Q What equipment should I bring for my exam?

A For most exams you should bring at least 2 black pens, a pencil and a ruler. Pencils must be used for diagrams. You may also need a calculator (see Appendix 1), 30 cm ruler (marked with cm and mm) pencil sharpener and rubber, compass, protractor, coloured pencils (not gel pens).

You are responsible for providing your own equipment for exams. You must not attempt to borrow equipment from another candidate during the exam. Make sure that you have cleared your calculator's memory.

Q What items are not allowed into the exam room?

Unless there is a medical condition, no food or drink is allowed in the exam room, except for water, in a plastic bottle with the label removed and free of any writing.

Do not bring mobile phones (or electronic equipment) to the Exam room. Under no circumstances are students allowed to have these items during the exam.

No bags or coats are allowed in the exam room.

Only material that is listed on the question papers is permitted in the exam room and if you are found to have any material with you that is not allowed it will be reported to the appropriate Awarding Body. In such circumstances, you would normally be disqualified from the paper or the subject concerned.

Q I have my mobile phone/smart watch in my pocket but it is turned off/battery removed; surely this doesn't count?

A It does not matter if a mobile phone etc. is turned on or off or if the battery is removed. If you are found with a mobile phone (or any other technological/web-enabled source of information) on you during the exam it will be reported to the Awarding Body.

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

A 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 How do I know how long the exam is?

A The length of the exam is shown on your individual timetable under the heading 'duration'. Invigilators will tell you when to start and finish the exam. They will also display the start and finish time on the board and there will be a clock in the exam room. The duration of the paper is also shown on the front of the exam paper.

Q Can I leave the exam early?

A **No.** You are expected to stay in the exam room until the end of the exam. A candidate may not leave the exam room, under any circumstances, without the permission of an invigilator.

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

A Put your hand up and an invigilator will help you. You should tell an invigilator if you feel ill before or during an exam and you think this may have affected your performance.

Q If I am late can I still sit the exam?

A **Yes.** If you arrive *before* 10am for a morning exam or *before* 2.30pm for an afternoon exam, it will still be possible for you to sit the exam. When you arrive at school you should report to Main Reception. A member of staff will escort you to the exam room - *you **must not enter** an exam room without permission after the exam has begun.*

If you arrive **after** 10am or 2.30pm, you may still sit the exam but the school must inform the Awarding Body and it is possible that they may 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 Can I go to the toilet during the exam?

A Yes if necessary you may go to the toilet during an exam except in the last 15 minutes where you may be refused unless there is a medical condition. You will be escorted by an invigilator and will not be allowed any extra time. You must leave your blazer with the invigilator.

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

A **No.** Timetables are regulated by the Awarding Bodies and you must attend on the given date and time.

Q How will I be notified if there is a problem with the Exam venue?

A Emails will be issued and notices will be available on the school web site

Appendix 1

Using calculators

Candidates may use a calculator in an examination unless this is prohibited by the awarding body's specification.

Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations.

The instructions set out in this section apply to all examinations unless stated otherwise in an awarding body's specification.

Calculators must be:

- of a size suitable for use on the desk;
- either battery or solar powered;
- free of lids, cases and covers which have printed instructions or formulas.

The candidate is responsible for the following:

- the calculator's power supply;
- the calculator's working condition;
- clearing anything stored in the calculator.

Calculators must not:

- be designed or adapted to offer any of these facilities: -
 - language translators;
 - symbolic algebra manipulation;
 - symbolic differentiation or integration;
 - communication with other machines or the internet;
 - be borrowed from another candidate during an examination for any reason;
 - have retrievable information stored in them - this includes:
 - databanks;
 - dictionaries;
 - mathematical formulas;
 - text.

JCQ Warning Notices



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Warning to Candidates

1. You **must** be on time for all your examinations.
2. **Possession of a mobile phone** or other unauthorised material **is not allowed** - even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.
3. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
4. You **must** follow the instructions of the invigilator.
5. You **must not** sit an examination in the name of another candidate.
6. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
7. If you are confused about anything, only speak to an 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.

NO MOBILE PHONES SMARTWATCHES MP3/4 PLAYERS

**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.



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Information for candidates

For written examinations – effective from 1 September 2020

This document has been written to help you. Read it carefully and follow the instructions.

If there is anything you do not understand, especially which calculator you may use, ask your teacher.

A	Regulations – Make sure you understand the rules
1	Be on time for all your exams. If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the exam.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4	You must not take into the exam room: a) notes; b) potential technological/web enabled sources of information such as an iPod, a mobile phone, a mP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device. Any pencil cases taken into the exam room must be see-through. Remember: possession of 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	If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
6	Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
7	Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
8	You must not write inappropriate, obscene or offensive material.
9	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
10	Do not borrow anything from another candidate during the exam.
B	Information – Make sure you attend your exams and bring what you need
1	Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
2	If you arrive late for an exam, report to the invigilator running the exam.
3	If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
4	Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
5	You must write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.
C	Calculators, Dictionaries and Computer Spell-checkers
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: a) make sure it works properly; check that the batteries are working properly; b) clear anything stored in it; c) remove any parts such as cases, lids or covers which have printed instructions or formulas; d) do not bring into the exam room any operating instructions or prepared programs.
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
D	Instructions during the exam
1	Always listen to the invigilator. Follow their instructions at all times.
2	Tell the invigilator at once if: a) you think you have not been given the right question paper or all of the materials listed on the front of the paper; b) the question paper is incomplete or badly printed.
3	Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4	When the invigilator tells you, fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. Make sure you fill these details in on any additional answer sheets that you use.
5	Remember to write your answers within the designated sections of the answer booklet.
6	Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers. Make sure you add your candidate details to any additional answer sheets that you use for rough work.

E Advice and assistance	
1	If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	Put up your hand during the exam if: a) you have a problem and are in doubt about what you should do; b) you do not feel well; c) you need more paper.
3	You must not ask for, and will not be given, any explanation of the questions.
F At the end of the exam	
1	If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order. Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.
2	Do not leave the exam room until told to do so by the invigilator.
3	Do not take from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.

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Further JCQ Information can be found using the link below or on the School website (Students/Examinations)

<https://www.jcq.org.uk/exams-office/information-for-candidates-documents/>