

**STUDENT  
HANDBOOK  
EXAMINATIONS  
SUMMER 2019**

# INTRODUCTION

It is our aim to make the examination experience as stress-free and successful as possible for all candidates.

Hopefully this booklet will prove informative and helpful for both students and parents alike. Please read it carefully so that you are aware of the examination regulations and the procedures to follow in the event of any problems occurring.

The Joint Council for Qualifications sets down strict criteria for the conduct of examinations which must be followed precisely. You should therefore pay particular attention to the Notice to Candidates that will be displayed on the noticeboard in the Heart Space.

If there is anything you do not understand or if you have any queries – PLEASE ASK. If you do need help or advice at any time before, during or after the examinations please contact:

The Examinations Officer: –

Miss D Prior

Telephone – 01474 563760

E-Mail – [dprior@stj.kent.sch.uk#](mailto:dprior@stj.kent.sch.uk#)

Remember – I am here to help.

**GOOD LUCK!**

## EXTERNAL EXAMINATION INSTRUCTIONS FOR CANDIDATES

- Each candidate has a four-digit candidate number which you will find on your timetable. This is the number you will need to enter on all examination papers. It will be placed on your exam table with the exam information for each exam; **PLEASE LEARN IT.**
- School uniform or 6<sup>th</sup> form dress code must be worn during all exams.
- Please ensure you allow plenty of time to get to school just in case you are delayed en-route for any reason. You must be in school at least 30 minutes before the start of your exam and gather under the Art Loft 15 minutes before the exam starts.
- If you miss an exam you will not be able to take it at a later time/date in the same exam season. If you cannot take an exam due to illness **you must telephone the school immediately and leave a message for the Examinations Officer. You must provide a medical certificate from your doctor.**
- Make sure you know exactly when and where your exams are – especially whether they are in the morning or afternoon. Morning exams will start at 9:00am and afternoon exams at 1:00pm (unless otherwise stated). All exam dates and times can be found on our school website and TV's around the school.
- To avoid confusion and congestion when you enter the exam room it is imperative you know exactly where you are sitting. You will be handed a ticket with your seat number on; you must make sure that you sit in the correct seat to ensure you receive the correct exam paper. All tables are labelled.
- Bags and other personal belongings are to be left under the corresponding Bag Zone for your seat, in the room you are assigned to.
- Mobile phones, i-pods, MP3 players, Smart watches or any other electrical equipment are not allowed in the exam room. **Anyone found to have one of these items on their person, whether it is turned off or not, runs the risk of being disqualified from that exam and possibly all future exams.** Watches, that are not smart watches, must be taken off and placed on the desk. Glass cases must be left in your bag and are not allowed to be placed on the exam desk.

- For each exam - you must assemble and wait quietly under the Art Loft where you will be given exam instructions by a senior member of staff.

You are expected to walk to the exam room in silence. Once inside the exam room examination conditions apply – you must be silent and no communication is allowed between students. Anyone communicating with another student, in anyway, could be thought to be cheating and could be reported for malpractice. This could also result in disqualification. You must remain silent until you have left the exam room. If you need to talk to an invigilator you must raise your hand and they will attend to you.

- You are allowed to bring a clear plastic bottle of WATER (with the label removed) into the exam room. **No** other food or drink is allowed unless previously agreed by the Examinations Officer on medical grounds.
- All items of equipment – pens, pencils, mathematical instruments etc. must be visible to the invigilators at all times. You must either use a transparent pencil case or a clear plastic bag.
- Pens must be **BLACK** ink or ballpoint – no other colour is allowed.
- For Mathematics and Science exams students must make sure their calculators conform to examination regulations. If in doubt check with your teacher. Make sure the batteries are new. Calculator covers must not be taken into the exam room and calculator memories must be cleared.
- Exam rules are very strict regarding items that may or may not be taken into an exam room. If you break these rules you could be disqualified from the examination.
- Listen carefully to instructions and notices read out by the invigilator – there may be amendments to the exam paper that you need to know about.
- Check you have the correct question paper – check the label on your desk is showing your name, the subject, paper and tier of entry.
- Read all instructions carefully and number all your answers clearly.
- Candidates must stay in the exam room for the duration of the exam – **you will not be allowed to leave 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 exam **all** work must be handed in – remember to cross through any rough work that you do not want to be marked. If you have used more than one answer booklet or extra answer sheets ask for a tag so you can fasten them together in the correct order. Indicate on the front of your exam paper/answer booklet the number of extra sheets/booklets you have used.
- Invigilators will collect the exam papers before you leave the room. Absolute silence must be maintained during this time – you are under exam conditions until you have left the room.
- Question papers or any exam stationery must **NOT** be taken from the exam room.
- You must remain seated, in silence, facing the front until told to leave the room. Please leave in silence following the one way system and show consideration for other candidates who may still be working.
- If your timetable is amended due to multiple exams at the same time you will be isolated between exam sessions and will need to bring a packed lunch/snack with you.
- If you have any queries regarding your examinations you must contact the Examinations Officer.

### **INTERNAL EXAMINATION INSTRUCTIONS FOR CANDIDATES**

Internal exams should be conducted as per external exams with the same approach.

Mobile phones, i-pods, MP3 players, or any other electrical equipment are not allowed in the exam room. Watches must be taken off and placed on the desk.

- You must wait quietly under the Art Loft and walk to the exam room in silence. Once inside the room exam conditions apply – you must be silent and no communication is allowed between students. Anyone communicating with another student could be thought to be cheating and could be reported for malpractice. This could also result in disqualification. You must remain silent until you have left the exam room. If you need to talk to an invigilator you must raise your hand and they will attend to you.
- All items of equipment – pens, pencils, mathematical instruments etc. must be visible to the invigilators at all times. You must either use a transparent pencil case or a clear plastic bag.

- Read all instructions carefully and number all your answers clearly.

## INVIGILATORS

- The school employs external invigilators to conduct all 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 examination papers, tell candidates when to start and finish the examination, hand out extra writing paper if required and deal with any problems that may occur during the examination.
  - 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 may be removed from the examination room by the Examinations Officer and members of SLT and face disqualification.

## INSTRUCTIONS FOR EMERGENCY EVACUATION

If the fire alarm goes off during an exam these instructions **must** be followed in **complete silence**:

1. Should the alarm sound, firstly do not panic. Do not attempt to finish the sentence you are writing.
2. You will be asked to leave the room in silence and in the order that you are sitting. Leave all equipment in the exam room.
3. When you leave the room you must stay at least one metre away from the student in front and behind you.
4. Exam students need to be kept separate from the rest of the school – please listen to the instructions that will be given to you by invigilators.
5. When you return to the exam room do not start writing again until the invigilator tells you to.

**LISTEN CAREFULLY TO INSTRUCTIONS AND DO NOT PANIC**

## **EQUIPMENT**

Please make sure you bring the correct equipment with you for each exam.

Items you may need:

1. **A CLEAR PENCIL CASE OR PLASTIC BAG**
2. **Black** pens x 2 and 1 **orange** pen
3. Pencils / Eraser / Pencil sharpener
4. Coloured pencils
5. Calculator – without the lid
6. Ruler
7. Compass
8. Protractor

Make a list of the equipment you will need for each exam in advance. The examinations office carries a few items which are only to be used as a replacement for faulty equipment

# RESULTS

## **GCE results day – Thursday 15 August 2019**

A2 – 9:00am

AS – 11:00am

## **GCSE results day – Thursday 22 August 2019**

Year 11 – 9:00am

Year 10 – 11:00am

Please ensure you do not arrive before your allocated collection time.

Results will not be given out earlier than the times stated.

### **If you are unable to collect your results in person on the day you have the following option only:**

- You can authorise another person to collect your results for you. You must give a letter signed by yourself to Ms Prior **before** results day and the person you have authorised must bring identification with them when they collect your results.

## **ENQUIRIES ABOUT RESULTS**

If you wish to query any marks you receive for any of your exams you must first complete a consent form which will be available on results day and on return to school in September. A list of fees and deadlines will be in with your results.

If you would like to make an enquiry about your result (re-mark) there are 3 possible outcomes:

1. Your original mark will be confirmed as correct and there will be no change to your grade.



2. Your original mark may increase and this may or may not result in a change to your grade.

3. Your original mark may **go down** and this may or may not result in a change to your grade.

You can also request to have your examination paper returned. If you are considering having your paper re-marked and want to look at the paper first you must obtain a **photocopy**. If you just want the paper to look at for future reference (re-sit) you can ask for the **original**. Once an original exam paper is returned there is no way a re-mark can be requested.