

ARK HELENSWOOD ACADEMY

20160-17

**EXTERNAL EXAM
INFORMATION
FOR STUDENTS
AND PARENTS**



IMPORTANT INFORMATION

The exams you take this year will influence what you do in the future, so it is important that they run as smoothly as possible. That is why this information booklet has been produced to help you through them.

All the rules and regulations are set by the Exam Boards (see attached document, JCQ Information for Candidates) and the Academy has to ensure they are followed. If you **do not** follow them it is possible that you could be **disqualified** from an exam, so please make sure you read the following information carefully.

Below are the start times of your exams. Occasionally the start time will be different or you may have a clash of exams. If this is the case you will be advised in plenty of time. All the information regarding your personal exams can be found on your **Individual Candidate Timetable** which will be given to you prior to the start of the exams.

<u>START TIMES</u>	
Morning Exams	Start at 9.00am
Afternoon Exams	Start at 1.30pm

You should aim to be in school at least 30 minutes **before the start** of your exam.

If for any reason you are going to be late, you **must** telephone the Academy and either leave a message with the main office or speak to the Exams Officer on Ext 222 letting them know what time you expect to arrive.

If you are ill and cannot take the exam you **must** telephone the Academy immediately and leave a message and contact number for the Exams Officer.

If you miss an exam and do not have a genuine reason, you will be charged the fee for that exam.

Public exam dates are set by the exam boards and cannot be changed.

**NO IPODS, iWATCHES MOBILE PHONES,
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 overall qualification.

**IT IS YOUR RESPONSIBILITY TO READ THE NOTICES OUTSIDE
THE EXAM ROOM**

CHEATING

If you are caught 'cheating', you will be reported to the Exam Board and may be disqualified from all your subjects (see JCQ document).

BE ORGANISED

**You need to make sure you are organised for all your exams.
You can do this by making sure you....**

1. have the relevant equipment. This should be in a **clear** pencil case or plastic bag and include....
 - ❖ **Black** pens
 - ❖ Calculator
 - ❖ Pencil, pencil sharpener & rubber
 - ❖ Protractor,
 - ❖ Compass
 - ❖ Ruler
2. are well prepared by checking your Individual Timetable and.....
 - ❖ Know the date and start time of each exam
 - ❖ Know where the exam is taking place and your seat number
 - ❖ Arrive in plenty of time
 - ❖ Revise

You may bring **water**, not squash, in a clear bottle with no label, to drink during the exam.

You are **NOT** allowed to use or bring into the exam room:

- ❖ Correcting pens of fluid
- ❖ Gel Pens
- ❖ Canned or cartons of drink
- ❖ Chewing gum or any other food

Coats and bags etc. must **not** be taken into any exam rooms and should be left in your locker. If you are late due to circumstances **beyond** your control you will be able to leave your bag in a designated area. If you do not have a locker and leave your bag in a public area you do so at your own risk. **Helenswood Academy will not in any circumstances accept responsibility for money or valuable items left in bags.**

THE EXAM ROOM

In the exam room you must....

- ❖ Enter quietly and remain silent. Do not communicate with other students or turn around
- ❖ Sit at the correct desk. Your seat number is on your Individual Timetable
- ❖ If you have a question put your hand up, the invigilator will come to you – be patient
- ❖ No calculator lids or glass cases are allowed on your desk

EXAM PAPERS

For every exam you will need to complete **all** the information on the front of your answer sheet including your:-

Legal name; candidate number and centre number 56670

Once you have been instructed by the invigilator....

- ❖ Check you have the correct exam and tier
- ❖ Read the instructions carefully—make sure you answer the correct number of questions
- ❖ Read each question carefully before you answer it
- ❖ Look at the marks for each question and make sure you spend more time and give more detail for those that have more marks awarded.

Once you have finished your exam....

- ❖ Check and re-check your answers
- ❖ Attach any additional answer sheets
- ❖ Remain silent whilst waiting for your paper to be collected
- ❖ When dismissed leave the exam room in an orderly manner

FIRE ALARM

If there needs to be an evacuation of the building during an exam follow these instructions.

- ❖ **DO NOT PANIC.**
- ❖ Do not attempt to finish the sentence you are writing
- ❖ You will be asked to leave the venue in **silence** and in the row order that you are sitting. Leave all equipment in the exam room
- ❖ When you leave the room you **MUST** be at least one metre away from the students in front and behind you
- ❖ You will be taken to the field. Stand where you are told. Do **NOT** go to the tennis courts; you need to be separated from the rest of the school
- ❖ When you return to your exam room, do not start writing until the invigilator tells you to do so
- ❖ On return to the exam venue, you will be allowed the full time set for the exam
- ❖ There must be **NO** communication at any time

LISTEN CAREFULLY TO INSTRUCTIONS AND REMAIN SILENT AT ALL TIMES

If you have any queries regarding your exams or need to report an absence, please contact Mrs Gaunt in the Exams Office, telephone 01424 442470 ext. 222 / 01424 710402 or email:-zgaunt@arkhelenswood.org

WHAT IF?.....

- ***I am late?***
Depending on how late you are, you may be allowed to sit your exam. If you arrive more than 1 hour after the **published** start time you will be allowed to sit the exam, but a report will be sent to the Exam Board and they have the right **not to** accept the work.
- ***I forget my seat number?***
There will be a copy of the seating plan displayed in the dining room and outside the exam room.
- ***I forget my equipment?***
• You will be able to borrow the equipment you need.
- ***I lose my timetable?***
See Mrs Gaunt who will let have a copy.
- ***I sit in the wrong seat?***
You may sit the wrong exam paper or you will be marked absent and a phone call made home. If we are told you are here, the exam is then disturbed whilst someone looks for you.
- ***I sit the wrong exam?***
If you think you have sat the wrong exam or tier let the invigilator know as soon as possible.
- ***I talk in the exam?***
You will be reported to the Exam Board and you may be disqualified from the examination.
- ***I forget to hand my phone in and it goes off?***
You will be reported to the Exam Board and you may be disqualified from the exam.
- ***I am ill or have a family crisis?***
Let the Academy know as soon as possible. If you are able to attend but have an injury e.g. a broken wrist, let the Exams Officer know so alternative arrangements can be made.
- ***I feel ill during the exam?***
Put your hand up and let an invigilator know.
- ***If I miss an exam can I take it on another day?***
No, the Exam Boards set the exam timetables.