



Birchwood High School

Examination Information Booklet

2016 - 2017

School Examination Centre Number: 17209

YEAR 11

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PURPOSE OF THIS BOOKLET

The aim of this guide is to help you get through the examination period by explaining the procedures and by answering some of the questions you may have.

Read it carefully and if you are still unsure about anything ask the Examinations Officer, Mrs Bothwell, your Form Tutor or your Head of Year.

CONDUCT DURING THE EXAMINATION

At Birchwood High School we expect the highest standard of behaviour during all examinations, from every student.

1. All mobile phones, MP3/4 players, iPods, Smartwatches or any other electronic items **MUST** be handed in to the visitor's reception before the examination begins. Possession of these items in the examination room will put you at risk of instant disqualification – **THESE ARE EXAMINATION BOARD RULES.**
2. Examinations will take place in the Sports Hall, the Main hall or the Gym. You will be informed where your exam is on your timetable.
For morning examinations, you should assemble in the Sports Hall Foyer or the Drama corridor at **8.45 am** for a prompt **9.00 am** start.
For afternoon examinations, you should assemble in the Sports Hall Foyer or the Drama corridor at **12:45 pm** for a prompt **1.00 pm** start.
You must be punctual. If you are late, the Examining Body reserves the right to refuse your paper.
For 1 hour examinations starting at 1.00pm, you must stay in the exam room until 2.30pm; you will not be able to leave any earlier. **THIS IS AN EXAMINATION BOARD RULE.**
3. As soon as you are shown into the examination room, you must be silent.
4. Ensure that you have read and understood the Notices in this booklet; they are also displayed inside and outside the examination room.
5. You must bring only those articles, instruments or materials which are permitted for the subject being examined. You may not borrow from other students during the examination. All equipment you bring must be contained in a clear plastic bag or clear pencil case.
6. All watches must be placed on the desk in front of you and not touched for the duration of the exam.
7. You must write in **black ink or ball pen**. Highlighter pens may be used to highlight details on the **QUESTION** paper, but **MUST NOT** be used in your **ANSWERS** .
8. Correcting fluid/correcting pens must not be used.
9. All work, including rough work, must be done on the stationery provided by the examination board, unless instructions are given to the contrary on the question paper. Any rough work should be neatly crossed through but not obliterated, as it is sent to the Examiner.

10. Where calculators are allowed, it is your responsibility to ensure that they are in working order. Calculators with any of the following facilities are prohibited: data banks, dictionaries, language translators, retrieval of text or formulae, built-in display of symbolic algebra manipulations, symbolic differentiation or integration, capability of remote communication with other machines.
Calculators with graphic displays and programmable calculators are permitted if they conform to the above restrictions. No prepared programmes may be taken into the examination room so any such programmes must be cleared beforehand. Retrieval of information during the examination is an infringement of the regulations.
Calculator cases, instruction leaflets and similar materials are not allowed on your desk during the examination.
11. You may not eat or chew in any examination room. You may, however, bring with you for your own use a small, transparent, **unlabelled** bottle of **still** water.
12. Mascots of any kind are **not** permitted.
13. You are **forbidden** to communicate in any way with, seek assistance from, or give assistance to another candidate whilst they are in the examination room. You must sit facing the front at all times.
14. You must not begin work on an examination paper until the invigilator tells you that you may. You must stop writing when instructed to do so. You may not talk until you are **out of the examination room**.
15. If you wish to attract the invigilator's attention, raise your hand. Do not, under any circumstances call out. You must not leave your seat without permission.
16. If you finish an examination early, you must use the remaining time to check your work. You may not leave the examination room before the stated time for the end of your paper.
17. Question papers may not be removed from the examination room.
18. If you miss an external examination paper, you will not be able to sit that paper later in that examination session. If you are too unwell to sit an examination, a doctor's certificate to that effect must be given to the Examinations' Officer within two days.
19. You must come to school dressed in correct school uniform. In extreme cases, you may be sent home to change or you may not be allowed to sit the examination.
20. Any misconduct will be reported to the Examination Boards and will be dealt with severely. It may even result in you being disqualified from all further examinations.
21. Do not draw graffiti or write offensive comments on the examination papers – if you do the Examination Boards may refuse to accept your paper.
22. Please do not write on the examination desks, this is regarded as vandalism and you will be asked to pay for any damage.

BEFORE YOUR EXAMINATION

Before your examination you will be given a statement of entry and/or a timetable, you must check it very carefully. The things to check are:

- Your personal details; is your name spelt correctly? Is your date of birth correct? This is how they will appear on your certificates.
- The examination units you are taking, especially the level i.e. Foundation (F) Higher (H). If anything is incorrect you must write the correct spelling or examination on the paper and give it to the Examinations Officer immediately.

Check your examination entry with your teacher because, if you are entered for the wrong examination, you will be given the wrong paper. **REMEMBER:** the Examinations Officer relies on you and your teacher requesting the correct examination.

When you are issued with your timetable, please check it carefully to make sure you know when and where your examinations are. Put it somewhere safe and keep a copy at home so that you and your family can see it and know when your examinations are.

DURING YOUR EXAMINATION

Your examination card, containing your photo, your name and candidate number will be placed on a desk. This is so you can be identified by examination staff and is a requirement of the Examination Boards. Please do not deface these cards in any way. You will need to find your seat and sit down in silence.

You can double check the time and place of your examination on the Examinations Information Boards. Lists of rooms and seat numbers will be available in the Drama corridor and in the window of the Sports Hall staircase (for summer exams) on the day of each examination.

At the start of every examination you will be told how to complete the front details on the examination paper. You will need to write your name as it appears on your candidate card (your legal name, not an abbreviation), your candidate number and the Birchwood High centre number 17209.

Once you have been dismissed from the examination you can go back to your normal lessons if they are still on-going or, if agreed, you can go home.

DO NOT DISTURB THE REST OF THE SCHOOL.

Frequently Asked Questions

What if I forget to go to an examination?

You can only take an examination at the set time, so if you forget to go, you have missed the examination.

You will be charged for any examinations you miss and you will be charged to re-enter any examinations you miss.

What if I am late for an examination?

If you arrive within 30 minutes of the start of an examination, you can still take the examination. You are entitled to have the full time allowed.

What if I am ill?

If you are slightly ill you should still try to sit the examination.

If you are very unwell, your parent/carer should telephone the school by 8.30 am on the morning of the examination. If you are so ill that you cannot sit the examination at all, a letter from your doctor will be required, accompanied by a letter from your parent/carer explaining the situation. This must be given to the Examinations Officer within two days of the examination.

If you have missed an examination owing to genuine illness, the Examinations Officer will apply for special consideration and the Examination Board may award a grade, based on coursework or any examinations actually taken in the subject, but only if 50% of the overall award has been completed.

What if I feel ill during an examination?

If you feel unwell during the examination, raise your hand and wait for an invigilator to come to you. You can leave the examination room under supervision and return when you have recovered. You will be allowed any time you have missed.

Remember – if you have a cold or hay fever, bring plenty of tissues with you.

If you need to take essential medication during the examination, please advise the Examinations Officer in advance.

What if a fire alarm sounds?

If a full fire alarm does sound during the examination, you will be told to put down your pen and to sit in silence while waiting instruction.

You will either be led outside in an orderly manner or you will remain seated in the examination room whilst the alarm is silenced.

In either situation, the length of time of the disruption will be noted and you will be given that time at the end of the examination. The Examination Board will be informed of the disruption that occurred during the examination.

What if I need to go to the toilet during the examination?

If you need to go to the toilet during the examination, raise your hand and wait for an invigilator to come to you. He or she will then accompany you to the toilet.

Remember – going to the toilet not only disturbs other people in the room, it also breaks your concentration, so try to go before the start of your examination.

What if I have two or more examinations scheduled at the same time?

If you have more than one examination at the same time, see the Examinations Officer as soon as you receive your timetable. Arrangements will be made for you to sit all of your examinations separately. You will have to be supervised all the time between examinations, including lunchtimes. You will not be allowed contact with other students or have your mobile phone or electronic items during this time.

How do I get my results?

GCSE result day is:

Thursday 24 August 2017 for examinations taken in May/June 2017. Results will be available to be collected from school between 9:00 am and 11:30 am only.

If you are collecting your results in August, you will be asked to sign to say you have collected them. They will be provided to you in a sealed envelope; all of your results will be in the same envelope. If you do not collect your results on Results Day, they will be posted to you. Please let the Examinations Officer know if you would like them sent to an alternative address other than your home address.

We do not give results over the phone or by email. We do not give them to a friend or relative to collect unless you send a signed note giving permission for that person to take your results.

Your examination certificates will be sent to you by recorded delivery during November 2017. They will be sent to the address we hold on record for you unless you inform us otherwise.

If you are concerned about any aspect of your results you must see the Examinations Officer or your subject teacher.

And finally

These examinations in Year 11 represent the culmination of several years hard work at Birchwood High School and all the effort you have put in so far, this is your chance to give these examinations your full attention and focus on doing the very best you can.

Do not behave in any way that might jeopardise your chances or those of other people in the examination room. Even eye contact can be taken as communication.

Examination Board rules are strict and must be followed exactly.

Any misconduct must be reported to the Examination Board and will always be dealt with severely.

Keep this booklet in a safe place and refer to it when you need to.

You or your parent/carer can contact Mrs Bothwell on 01279 655936 or by email at lbothwell@birchwoodhigh.org.uk.

Please show this booklet to your parent/carer, you should then sign below and ask them to sign to confirm you have understood the mobile phone/electronic items rules and consequences to you.

Please return the signed slip to your Form Tutor.

Good luck with your examinations.

Return slip – Examinations Information Booklet (*please return this slip to the Form Tutor*)

I understand the mobile phone/IPOD/MP3/4/electronic items regulations and confirm that I am aware of the consequences if I take one into the exams room.

I understand that I will need a **black pen**, ruler and pencil in a clear plastic bag or case for ALL exams.

Student Name:

Form:

Signed student.....

Date:

Signed Parent/Carer.....

Date:



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. 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