



# Birchwood High School

## **Examination Information Booklet A Level, GCSE and BTEC Examinations**

**2021 - 2022**

**School Examination Centre Number: 17209**



Dear student

This booklet has been designed to help you understand the requirements of the mock and public exams in the season 2021 to 2022.

Mrs Bothwell, our Exams Officer, and the exams team will be there to help you along the way and will explain the requirements set by the examination boards.

I am sure you will do your best. By understanding what you have to do in the exam room well in advance of the exams, we hope that this is one less thing for you to worry about!



Dr Chris Ingate  
Principal

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**CONDUCT DURING THE EXAMINATION** - At Birchwood High School we expect the highest standard of behaviour during all examinations, from every student.

1. Any type of watch, mobile phones, MP3/4 players, iPods, Smartwatches or any other electronic items **Are Not** allowed in the exam room, where possible please leave these items at home, or switched off in your bag. You will be asked by the invigilator before the examination begins if you have these items on your person. 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, the Gym or the BDC. You will be informed where your exam is on your timetable.  
For Mock exams in 2021/2022 you should assemble outside the gym, hall or BDC 10 minutes before your exam is due to start.  
For real exams in the morning, you should assemble outside the Sports Hall or the Drama corridor at **8.45 am** for a prompt **9.00 am** start.  
For real exams in the afternoon, you should assemble outside the Sports Hall or the Drama corridor at **1:00 pm** for a prompt **1.15 pm** start.  
You must be punctual. If you are late, the Examining Body reserves the right to refuse your paper.
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 outside the examination room.
5. You must bring only those articles, instruments or materials that 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.  
**Please be aware that we may not be able to loan equipment to you, you must ensure you have all the equipment you need for your examination.**
6. Watches of any type are not allowed in the exam room, this is a new regulation for 2021 – 2022.
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 completed 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. You must provide your own calculator, where calculators are allowed, you are responsible for the power supply, the working condition and clearing anything stored in it. Calculators must not be designed or adapted to offer any of the following facilities:-
  - Language translators,
  - Symbolic algebra manipulation,
  - Symbolic differentiation or integration,
  - Communication with other machines or the internetCalculators must not have retrievable information stored in them – this includes:

- Databanks
- Dictionaries
- Mathematical formulas
- Text

Calculators with graphic displays and programmable calculators are permitted if they conform to the previous restrictions.

Calculator cases, instruction leaflets and similar materials **are not** allowed on your desk during the examination, please leave them in your bag before the exam starts.

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, failure to do so, may result in you being sent home to change or being excluded from 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**

For mock exams you will be given at timetable at least two weeks before your first examination.

For BTEC set tasks in January, you will be given a timetable in December, this will detail date, time, room, seat number and the length of the exam.

For summer exams, by the 31 January you will be given Statement of Entry, detailing your entries for the summer examination session. You must check this carefully in particular:

- 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 subject you are taking, including, for GCSE, the level i.e. Foundation (F) Higher (H) and for A Level or BTEC, that the units are correct. If anything is incorrect, you must write the correct details on the Statement of Entry 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 to request the correct examination.

You will be issued with a timetable for your summer exams when we return after the February half term break, another will be issued after the Easter break, 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.

Please ensure you have your timetable with you to check your room and your seat number

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.**

## **AFTER YOUR RESULTS**

If you do not agree with any of your internal assessment results, you have the right to appeal the grade awarded – please see the internal appeals policy which is available on the school website.

If you do not agree with your external examination result you may request an Enquiry about Results via the Examinations Officer, details can be found in the school Examination Policy on the school website.

Full details regarding Enquiries after results and Access to Scripts will be available on results day.

## **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 assessments 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 be led outside in an orderly manner. You will still be under examination conditions, you must remain silent throughout the evacuation, whilst waiting outside and on return to the examination room.

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?**

GCE A Level and BTEC Level 3 result day is:

**Thursday 13 August 2021** for examinations taken in May/June 2022.

GCSE and Level 2 BTEC result day is:

**Thursday 26 August 2021** for examinations taken in May/June 2022.

Results will be available to be collected from school between 8:30 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.*

Original documentation for Access Arrangements (Form 8) will be in a separate envelope within your results envelope. It is vitally important that these documents are handed to the SENCO at your next school/college or university. If you remain at Birchwood, these documents must be returned to the Examinations Office.

Certificates will be issued at the end of November. If you do not attend the presentation ceremony, your examination certificates will be posted to you by recorded delivery. 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, from in-class assessments and mock examinations to final examinations in Years 11 and 13 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, Examinations Officer on 01279 655936 or by email at [lbothwell@birchwoodhigh.org.uk](mailto:lbothwell@birchwoodhigh.org.uk).

Good luck with your examinations.