Exam Guidance Booklet for Examinations 2019/2020

Centre Name: Selly Park Girls’ School
Centre Number: 20247
School Telephone Number: 0121 472 1238

CONTINGENCY DAY 2020
THE JOINT QUALIFICATIONS COUNCIL (JCQ) HAVE ALLOCATED WEDNESDAY 24TH JUNE AS EXAMINATION CONTINGENCY DAY. THIS WILL BE USED IF A SIGNIFICANT, UNEXPECTED EVENT ARISES NATIONALLY OR LOCALLY DURING THE EXAM PERIOD SUCH THAT NO STUDENTS (OR A LARGE NUMBER OF THEM) ARE ABLE TO TAKE AN EXAM. CANDIDATES SHOULD BE AVAILABLE ON THIS DATE, PLEASE DO NOT BOOK HOLIDAY BEFORE THIS DATE.
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Introduction

It is the aim of Selly Park Girls’ School to make the examination experience as stress free and successful as possible for all candidates.

Please read the following information given through this booklet and ensure that you understand it. To ensure that your parent(s)/carer(s) understand and are aware of all the examination procedures and rules to follow in the event of any problems that may occur.

The examination boards set down strict criteria which must be followed for the conduct of examinations and Selly Park Girls’ School is required to follow them precisely.

If you have any further questions that have not been answered or would like to receive some clarification on something that is mentioned in this booklet do not hesitate to ask.

Please contact:

The Examinations Officer: Mrs L Kennedy
School Telephone Number: 0121 472 1238

Remember...

We are here to help!

GOOD LUCK 😊
Contingency day – Summer 2019

Wednesday 24th June 2020 has been designated by awarding bodies (examination boards) as a ‘contingency day’ for examinations. This is consistent with the qualification regulators’ document exam system contingency plan in England, Wales and Northern Ireland.

The designation of a ‘contingency day’ within the common examination timetable is in the event of national or local disruption to examinations. It is part of the awarding bodies’ standard contingency planning for examinations.

Therefore you must ensure that you remain available until after Wednesday 24th June 2020 should an awarding body need to invoke its contingency plan.
Before the examination

Examination Boards

Selly Park Girls’ School uses the following Examination Boards:

- AQA
- Pearson/Edexcel Online
- OCR
- WJEC/EDUQAS

Centre Number

On every examination paper there will be a space to write the schools centre number which is: **20247**

This will be displayed at the front of the examination room along with all information regarding the examination being taken.

Candidate Name

All candidates are entered under the name format **First Name, Middle Name/Initial and Legal Surname**. E.g. Joe M. Blogs.

When entering personal details on each examination paper, please ensure that your name is written in full (Legal Forename and Legal Surname. **DO NOT** use abbreviations or nicknames.

Candidate Number

Each candidate will have their own candidate number (exam number) which contains 4 digits. This is the number that you will put onto all examination papers. It will appear on your seating card along with your name. **Please memorise your candidate number as this will also appear on the seating plans.**

Contact Numbers

Please make sure that School has at least one up to date contact number for you on our system.
Where will you be taking your examinations

Unless you are told otherwise you will be taking your examinations in the main hall.

Where will you be sitting

For each examination there will be a seating plan that has been created by the Examinations Officer. All pupils taking the examination will be sat in candidate number order.

The examination desks in the main hall will be set out in rows A-K. A being on the left hand side as you walk in and K being on the right hand side. The desks will be numbered 1-13 with the letter of the row in front of the number.

For each examination your seat/row number will more than likely be different for each of your examinations that you will be taking. A seating plan will be displayed for each examination on the windows to the doors of the back playground if you forget where your seat is. However your seat/row numbers for each examination will be displayed on your individual GCSE summer examination timetables.

By knowing where you are going to sit for each of your examinations helps you and your peers to be led into the examination hall, sat down and ready to start efficiently.

Individual GCSE Summer Examinations Timetable

All candidate undertaking their GCSE Examinations in summer 2020 will receive an individual examination timetable.

This will indicate every subject that each individual candidate has been entered for and where applicable the level of entry will be stated. Most subjects now only include one level of entry, however, there are still a few subjects which have foundation and higher tiered entries.

Subjects with foundation and higher tiered entries include:

- French (Pearson/Edexcel online)
- Urdu (Pearson/Edexcel online)
- Russian (Pearson/Edexcel online)
- Maths (Pearson/Edexcel online)
- Combined Science (Pearson/Edexcel online)
When candidates receive their individual examination timetable they must check them very carefully.

What to check:

- Personal details (date of birth, spelling of names). These will appear on each certificate and once certificates have been awarded it may be difficult to change
- Entered for the correct examinations
- Correct tiers of entry

If you think that anything is incorrect or just would like to clarify anything please see Mrs Kennedy, Mrs Bowker or Mr Arif.

**What to do if you identify you have two or more examinations timetabled at the same time (a timetable clash)**

A few candidates may have clashes where two or more subjects are timetabled at the same time. The school will make special arrangements for these candidates only. You must check your individual timetable and see Mrs Kennedy, Mrs Bowker or Mr Arif if you are unsure what to do. If you think there is a clash on your timetable that has not been identified please see Mrs Kennedy, Mrs Bowker or Mr Arif immediately.

**What equipment you need to bring to your examinations**

All pupils must ensure that they have all the correct equipment for each of their examinations.

The following equipment is essential:

- Black pen – you are only allowed to write in black pen throughout your examination papers. You should also have a few spares just in case one does not work or runs out
- Pencil (with spares)
- Colouring pencils (only if required)
- Pencil sharpener
- Rubber
- Ruler (30cm)
- Scientific calculator
- Protractor
- Compass
All the above equipment **must** be in either a transparent pencil case or a clear plastic bag. The school cannot provide pupils with equipment other than in an emergency. If you bring anything other than what is mentioned above into the examination room this will be removed by an invigilator.

**Items not allowed in the examination room**

- Only the material that is listed on the question paper (e.g. an anthology) is permitted, students who are found to have any material with them that is not allowed will be reported to the appropriate examination board.
- No food is allowed in an examination room
- No Tippex is allowed in an examination room.
- No mobile phones, Smartwatches, iPods, MP3/4 players or other potential technological/web enabled sources of information.
- Correction pens are not allowed within the examination room. You should cross out the wrong answer neatly and write the correct answer underneath.
- Bags and coats and any other items are not permitted under examination conditions and must be stored in lockers – please give yourself time before the examination to get organised.
**Correct Exam Equipment**

- Two or more black pens
- Coloured pencils (not gel pens)
- Transparent pencil case only
- Eraser
- Two or more pencils + a sharpener

**Maths, Sciences and General Studies**
- Calculator, 30cm ruler, compasses and a protractor

**Unauthorised Items**

- No bags or coats in the exam room
- Do not bring any valuables into school
- No unauthorised materials
- No tipp-ex or correction pens
- No food
- No potential technological/web enabled sources of information
- No potential forms of communication

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Using calculators

All pupils must be aware of JCQ awarding body instructions regarding the use of calculators in your examinations.

Pupils may use a calculator in an examination unless prohibited by the awarding body’s specification.

The instructions of the question paper will say whether calculators are not allowed or if they are expected to be used in the examination. If the instructions do not include either of these statements, calculators are treated as standard equipment and may be used by candidates.

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

<table>
<thead>
<tr>
<th>Calculators must be:</th>
<th>Calculators must not:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Of a size suitable for use on the desk</td>
<td>• Be designed or adapted to offer any of these facilities:</td>
</tr>
<tr>
<td>• Either battery or solar powered</td>
<td>- language translators</td>
</tr>
<tr>
<td>• Free of lids, cases and covers which have printed instructions or formulas</td>
<td>- symbolic algebra manipulation</td>
</tr>
<tr>
<td></td>
<td>- symbolic differentiation or integration</td>
</tr>
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<td></td>
<td>- communication with other machines or the internet</td>
</tr>
<tr>
<td><strong>The candidate is responsible for following:</strong></td>
<td>• Be borrowed from another candidate during an examination for any reason</td>
</tr>
<tr>
<td>• The calculators power supply</td>
<td>• Have retrievable information stored in them, this includes:</td>
</tr>
<tr>
<td>• The calculators working condition</td>
<td>- databanks</td>
</tr>
<tr>
<td>• Clearing anything stored in the calculator</td>
<td>- dictionaries</td>
</tr>
<tr>
<td></td>
<td>- mathematical formulas</td>
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<tr>
<td></td>
<td>- text</td>
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During the examination

Examination room regulations

Before each examination pupils will be given a briefing from the Head of Department, a member of SLT (Senior Leadership Team) will then escort pupils row by row into the main hall, with their coats/bags off, equipment out ready to start. This should be done in silence.

Once you enter an exam room you are in exam conditions, find your seat quickly and quietly and sit down. Whilst waiting for all pupils to enter you must remain silent and face the front at all times.

From the moment that you enter the examination room you are under formal examination regulations until you are given permission to leave by the invigilator.

You must listen and follow the instructions given to you from the invigilator at all times in the examination room.

On the projector at the front of the hall it will display:

- Centre number: 20247
- Exam subject and title
- Paper reference number
- Date of the examination
- Start and Finish time
- A digital clock will also displayed

Do not touch anything on your desk until instructed by the invigilator. The invigilator will instruct you to write you surname, forename, candidate number and centre in the relevant spaces on the front of your papers. They will then instruct you to read the instructions on your examination paper carefully.

Invigilation during your examinations

As directed by JCQ awarding bodies invigilators must follow strict rules and regulations when conducting examinations.

All pupils are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.

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Invigilators are in the examination room to supervise the conduct of the examination. They will distribute and collect the examination papers, tell pupils when to start and finish an examination, hand out any extra paper as required and deal with any problems that occur during the examination, for example if a pupil is feeling ill. They must also ensure that all pupils undertaking their examination do not commit any type of malpractice.

Pupils who are disruptive or behave in an unacceptable manner will be removed from the examination room by both the invigilators, a senior member of staff and the examinations officer. If you have to be removed from the examination room due to any type of disruptive or malpractice behaviour the consequence may jeopardise all your examinations you have either taken or are going to take.

Please note that under no circumstances can an invigilator discuss the examination paper with you or explain the questions.

You should put you hand up if:

- You think you have the incorrect paper
- You do not feel well
- You need more paper

Food and drink in the examination room

Food is not allowed in the examination room. You are allowed one bottle of water in a clear plastic bottle with the label removed.

Drinks bottles that are bought into the examination room must be placed on the examination desk at all times and not on the floor.

What you should wear for your examinations

Unless the Head Teacher (Mrs L Darwood) has said otherwise you must attend all your examinations in full school uniform. Just like you would on a normal school day.
 Attendance and arriving late to examinations

All candidates are responsible for checking their own examination timetables and arriving at school on the correct day at the correct time. Candidates must arrive at school at least **20 minutes** prior to the start time of their examination. Please ensure that you have followed all instructions given to you on how you wait until you are invited into the examination hall either by an invigilator or a senior member of staff.

**Exam Times**

- Morning examinations start at 9.00am
- Afternoon examinations start at 1.00pm

Candidates who arrive late for an examination may still be admitted up to 1 hour after the official start time. Extra time may be added on (but not always guaranteed).

If you are going to be late for an examination you **must** contact school immediately on 0121 472 1238. It may still be possible for you to sit your examination depending on how late you are. However, it is important that once you have called school to inform you are going to be late, that you **DO NOT** use your mobile phone again unless in an emergency. We ask you to do this so that we can provide the awarding body with information that the security of the examination has been maintained.

**Absence from examinations**

If you are experiencing any difficulties during the examination period (e.g. illness, injury, or personal problems) **please** inform Mrs Kennedy, Mrs Bowker or Mr Arif at the earliest opportunity so help can be provided.

Only in ‘exceptional circumstances’ are candidates allowed special consideration for absence from any part of an examination. It is essential that medical or other appropriate evidence is obtained on the day by the candidate/parent and given to the Examinations Officer without delay. A self-certification form (JCQ/ME form 14) can be obtained from the Examinations Officer which can be countersigned by your doctor or nurse.
For the award of a grade by special consideration, where a candidate misses part of an examination through illness or personal misfortune, a minimum of 50% of examination (including controlled assessments) must be completed.

Parent(s) / carer(s) and candidates are reminded that school will require payment of entry fees (approximately £30 per subject) should a candidate fail to attend an examination without good reason and without informing school of the situation.

Please note that misreading your examinations timetable will not be accepted as a satisfactory explanation of absence.

Alleged, suspected or actual incidents of malpractice

The Examinations Officer will inform the awarding body immediately of any alleged, suspected or actual incidents of malpractice, involving a candidate or a member of staff, by completing the appropriate document.

Do’s and Don’ts during examinations

Examination rules and regulations are set in place by the Joint Council Qualifications (JCQ). You must abide by these, if you break any of these you may be disqualified for not just one examination but all of them.

- Unless you are told otherwise you must wear full school uniform
- Do not attempt to communicate with or distract other candidates in the examination room
- If you have an alarm on your watch you must remember to turn it off or do not take it into the examination room with you
- If you are wearing a wrist watch you must remove it and place it on your examination desk
- Food, fizzy drink or squash is not allowed in the examination room
- You are allowed one clear plastic bottle of water with the label removed
- Drinks bottles must be on your examinations desk at all times, not on the floor
- If you need any specific food/drink for health reasons please speak to Mrs Bowker or Mr Arif
- You must write clearly in black ink. Unless the instructions printed on the front of the examination paper state otherwise, you must only use coloured pencils or ink for diagrams, maps or charts
• Ensure that you listen carefully to all instructions and notices given. You may think that it is the same instructions and notices that you have heard before, however, there may be an amendment to the examination paper that you will need to know about
• You must only write your answers in the designated sections of the answer booklet
• Do not draw graffiti or write offensive comments on the examination papers. If you do the examination board may refuse to accept your paper
• Do not write, draw graffiti or write offensive comments on the examination desks. This is vandalism and you will be asked to pay for any damage (Please be mindful that we have seating plans and can find out if anything has been done to the examination desks)
• Do not write or have writing on your arms or hands as this may lead to malpractice concerns
• Ensure that you check the examination paper given to you is the correct paper
• Make sure you read all instructions carefully
• Number your answers clearly
• All candidates must stay in the examination room. You will not be allowed to leave early. If you have finished ensure that any time remaining is used to check over your answers and complete everything correctly
• If you leave the examination room unaccompanied by an invigilator before the examination has finished, you will not be allowed back in
• All work must be handed in at the end of every examination. Remember to cross out any rough work (that you would not like to be marked)
• If you have used more than one answer booklet or loose sheets of paper, make sure that your personal details are on them and ask for a tag to fasten them together in the correct order
• Before you leave the room, invigilators will collect your examination papers and equipment. You must remain in absolute silence. You are still under examination conditions until you have left the building into the playground
• Question papers, answer booklets and additional paper must not be taken from the examination room
• You **must** remain seated in silence until you are told to leave the examination room. You **must** leave the room in silence and show consideration for other candidates who may still be working.

• If the fire alarm or evacuation alarm sounds during an examination **DO NOT PANIC!** The invigilator(s) will instruct you on what to do. If you have to evacuate the room you will be asked to leave in silence and in the order in which you are sitting in. You will be escorted to a designated assembly point. You **must not** attempt to communicate with anyone else during this evacuation. When it is safe for you to return to the examination room you will be escorted back. **DO NOT** start writing until the invigilator(s) tell you it is okay to continue. You will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident.

• You **must not** remove any examination stationery, question papers, answer booklets used or unused, rough work or any other materials provided for the examination from the examination room.

• Mobile phones **must not be brought into the examination room!** If a mobile phone or any other type of electronic communication or storage device such as: iPods, iPads, Smartwatches, MP3/4 players are found in your possession during the examination (even if it is turned off) you will be asked to hand it in. An incident report will be written and sent to the appropriate examination board. No exceptions can be made and candidates could be disqualified from the examination and/or future examinations.

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**The minimum penalties are as follows:**

• Device found on you turned **ON** - disqualification for the entire subject award

• Device on you turned **OFF** – disqualification from the specific paper you are sitting at the time

• Phone rings during the examination **where ever it is in the room** the examination board must be informed and you might be disqualified from all the papers for the subject (including any already taken)
After the examination

Notification of results

GCSE results are available for collection on Thursday 20th August 2020. You will be able to collect your result slips in the Main Hall. Timings will be confirmed nearer to the time.

If you are unable to collect your results you can nominate, in writing to Mrs Kennedy, a person to collect them on your behalf. You must put your authorisation of this in writing to Mrs Kennedy before results day.

In your written authorisation you must confirm your name, date of birth, address and form plus the name of the person who will be collecting your results and sign at the bottom. The nominated person must bring photo ID with them when they come into school to collect results.

Under no circumstances will results be given over the telephone.

Post results (Review of Marking - Resits)

Resits - Selly Park Girls’ School does not enter former pupils for November resits. If you need to resit an examination you will need to speak to your college you have chosen to study at.

Review of Marking – This is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. It is not a re-marking of the candidate’s script.

The awarding body will have trained its reviewers to conduct reviews of marking accurately and consistently. Reviewers will not re-mark the script. Pupils are advised to seek advice from the relevant subject leader if considering a review of marking. The school will make the decision on whether to submit a paper for a review after seeking permission from the candidate.

Candidates should be aware that marks can go up or down following a review of marking.

Further information on post results services and fees will accompany your results slips.
Collection of certificates

Your certificates will be available for collection from the school reception from December 2020.

Certificates will not be given to anyone other than the candidate without the candidate’s written authorisation. Certificates must be signed for on collection. If you are unable to collect your certificates in person you can nominate someone, in writing the Mrs Kennedy, to collect them on your behalf. The nominated person must bring photo ID with them when they come into school to your certificates.

Selly Park Girl’s School is only obliged to keep certificates for a period of one year after issue. If candidates do not collect their certificates within this time (or if they lose their certificates) they can only be replaced by direct application to the appropriate examination boards. This will require proof of identity (such as a birth certificate) and a substantial fee per examination board. You are therefore urged to collect your certificates as soon as possible and to keep them safely.
EMERGENCY EVACUATION PROCEDURE FOR EXAMINATIONS

IN CASE OF EMERGENCY, IF THE FIRE ALARM SOUNDS - YOU SHOULD

BE SILENT, STOP WORKING AND LEAVE ALL QUESTION PAPERS AND SCRIPTS ON THE DESK

LISTEN CAREFULLY TO INSTRUCTIONS FROM INVIGILATORS. YOU WILL BE ASKED TO LEAVE THE EXAMINATION ROOM IN SILENCE AND IN THE ORDER YOU ARE SITTING

YOU WILL BE ESCORTED BY INVIGILATORS TO THE DESIGNATED ASSEMBLY POINT, SHOWN BELOW

![Diagram of assembly point]

ALL CANDIDATES ARE TO REMAIN SEPARATE FROM OTHER PUPILS AND MAKE NO ATTEMPT TO REJOIN THEIR TUTOR GROUP

YOU MUST WAIT IN SILENCE AND NOT MAKE ANY ATTEMPT TO COMMUNICATE WITH OTHERS

WALK SAFELY TO YOUR ASSEMBLY POINT

PUSH INTERNAL FIRE DOORS TO EXIT

REGISTER PROMPTLY WITH YOUR INVIGILATOR ON ARRIVAL AT ASSEMBLY POINT

REMAIN IN SILENCE AND WAIT UNTIL INVIGILATORS GIVE THE ALL CLEAR SIGNAL TO RETURN TO THE BUILDING

RETURN TO EXAMINATION ROOM IN SILENCE, RETURN TO YOUR ALLOCATED SEAT. DO NOT START WRITING UNTIL THE INVIGILATORS ARE READY AND INFORM YOU TO DO SO.

YOU WILL BE ALLOWED THE FULL WORKING TIME FOR THE EXAMINATION

A REPORT WILL BE SENT TO THE EXAMINING BODY DETAILING THE INCIDENT

YOU SHOULD NOT -

STOP TO COLLECT BELONGINGS
RUN
LINE UP WITH YOUR TUTOR GROUP
COMMUNICATE WITH OTHER CANDIDATES
Frequently asked questions

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

The school will re-schedule papers internally (on the same day) where there is a clash of subjects. Candidates will normally sit one paper, then have a short supervised break as directed by JCQ regulations. During this break you will be supervised and must not have any communication with other candidates. You will then sit the next subject paper, you will have to remain in isolation until both examinations are completed. If in doubt consult the examinations officer.

In extreme circumstances, you may need to be supervised overnight. Should this occur appropriate paperwork will be sent to you and your parent(s)/carer(s) which must be read, signed and returned to the examinations officer a minimum of two weeks before the examination.

What do I do if I have the wrong paper?

Invigilators will ask you to check the paper before the examination starts, if you think something is wrong put your hand up and tell the invigilator immediately. The invigilator will then check with your teacher and/or the examinations office.

What do I do if I forget my candidate number?

Your candidate numbers will be on the printed seating cards placed on your desk.

What do I do if I forget the centre number?

The centre number in 20247. I will be clearly displayed in the examination rooms and printed on your exam card.

What do I do if I feel ill during an examination?

Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before or during the examination as this may affect your performance. The invigilator will inform the examinations officer.

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

You must inform the school at the earliest possible opportunity so we can advise and help you. You may obtain medical evidence from your GP or
hospital if you wish the school to make an appeal for special consideration on your behalf.

**What equipment you need to bring to your examinations**

All pupils **must** ensure that they have all the correct equipment for each of their examinations.

The following equipment is essential:

- Black pen – you are only allowed to write in black pen throughout your examination papers. You should also have a few spares just in case one does not work or runs out
- Pencil (with spares)
- Colouring pencils (only if required)
- Pencil sharpener
- Rubber
- Ruler (30cm)
- Scientific calculator
- Protractor
- Compass

All the above equipment **must** be in either a transparent pencil case or a clear plastic bag. The school cannot provide pupils with equipment other than in an emergency. If you bring anything other than what is mentioned above into the examination room this will be removed by an invigilator.

**Items not allowed in the examination room**

- Only the material that is listed on the question paper (e.g. an anthology) is permitted, students who are found to have any material with them that is not allowed will be reported to the appropriate examination board.
- No food is allowed in an examination room
- No Tippex is allowed in an examination room.
- No mobile phones, Smartwatches, iPods, MP3/4 players or other potential technological/web enabled sources of information.
- Correction pens are not allowed within the examination room. You should cross out the wrong answer neatly and write the correct answer underneath.
- Bags and coats and any other items are not permitted under examination conditions and must be stored in lockers – please give yourself time before the examination to get organised.
What is special consideration?

Special consideration is an adjustment to the marks or grades of a candidate who is eligible for consideration. The allowance for special consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for exceptional cases). Parents should be aware that any adjustment is likely to be small and NO feedback is ever provided by examination boards.

Candidates will only be eligible for special consideration if they have been fully prepared and covered the whole course, but performance in the examination or in the production of coursework is affected by adverse circumstances beyond their control. Example of such circumstances may be illness, accident or injury, bereavement, domestic crisis. The examinations officer must be informed immediately, so that necessary paperwork can be completed within 7 days of the last examination session for each subject. The candidate will be required to provide evidence to support such an application.

I am late, can I still sit the examination?

You must not enter an examination room without permission after an examination has begun.

Even if you are late, it may still be possible for you to sit the examination. You should get to school as quickly as possible and report to reception. A member of staff will escort you to the examination room, it may not always be possible to allow you extra time if you arrive late. You should also be aware that if you start the examination more than one hour after the published starting time, the school must inform the examination board and it is possible that they may decide not to accept your work.

Please ensure that you allow time to get to school so that if you are delayed (e.g. through transport problems) you will still arrive on time.

As mentioned in the attendance at examinations section, if you are going to be late for an examination you must contact school on 0121 472 1238 immediately. It may be possible for you to sit the examination depending on how late you are. However, it is important that once you have called the school that you DO NOT use your mobile phone again unless in an
emergency. We ask you to do this so that we can provide that the security of the examination has been maintained to the examination board.

I miss the examination, can I take it on another day?

You cannot take an examination on another day if you have missed it. Timetables are regulated by the examination boards and you must attend on the given date and time.

Do I have to wear school uniform?

As mentioned previously, you must wear school uniform unless you are told otherwise by the Head Teacher.

Normal school regulations apply to uniform, hair, jewellery, make-up etc...

How do I know how long the examination is?

The length of the examination is shown in minutes on your individual timetables under the heading ‘duration’. Invigilators will tell you when to start and finish the examination. The start and finish times will be displayed at the front of the room along with the time (digital form), centre number, date, what the exam is and paper reference number. (This will happen in all rooms that examinations are taking place). You will also get given a 5 minute warning before the examination finishes. Please make sure you use this time wisely, if you have finished make sure you check your answers through. If you have missed any questions out and you do not know the answer take a guess, you never know you may be right.

Can I leave the examination early?

It is not school’s policy to allow candidates to leave the examination room early, as this is disruptive to other candidates who are still working through their exam.

What do I do if the fire alarm goes?

The examination invigilators will tell you what to do. It is important that you do not panic. If you have to evacuate the examination room you must leave everything on your desk and leave the examination room in silence. You must not attempt to communicate with any other candidates during the evacuation as this can be classed as malpractice.
Can I go to the toilet during an examination?

If it is absolutely necessary. You will be escorted by an invigilator and will not be allowed any extra time.

If I have more than one examination on a day can I get lunch at school?

Pupils who have examination in both morning and afternoon sessions may obtain lunch from the dining hall in the usual way or a packed lunch.

Why do I need to check the details on my examination timetable?

The details on your timetable 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 problems if you are asked to show your certificates to a potential employer, college/university or at some time in the future. You should also check that the subjects and tier of entry are correct and that no subjects are missing.

What happens if I am entered or withdrawn late for an examination, or my tier of entry changed?

If you have been entered or withdrawn from an examination late, or had your tier of entry changed, these may not be reflected on your individual examination timetable. Any changes that may occur as a result of discussions with teachers should be confirmed with the examinations officer, so that a new timetable can be issued.

I am entitled to extra time and/or other access arrangements (reader/scribe) – how will this affect the way I take my examinations?

Some pupils receive access arrangements. Where possible such candidates will be seated together to minimize disturbance from other candidates who finish earlier. This will not always be possible and pupils who have extra time only may have to be seated in venues with pupils without access arrangements. This is due to limitations on examination venues.

What do I do if I don’t get the grades I need for college?

Teaching staff and the examinations officer will be available to advise on Results Day. If you feel strongly that it is necessary to make an enquiry about your result you should consult your subject teacher to obtain advice. Information, deadlines and costs, on post results services will accompany your results.
Advice on post results should be sought initially from your teachers before approaching the examinations officer.

Pupils should be aware that a Reviews of marking can result in your marks going down as well as up or even staying the same.

Why can’t I bring my mobile phone into the examination room?

Being in possession of a mobile phone (or any other electrical communication device e.g. iPod, iPad, smartphones, smartwatches, headphones) is regarded as cheating and is subject to severe a penalty from the examination boards.

If there is any emergency that requires that you bring a mobile phone to school, you must switch it off and hand it to the invigilators when entering the examination room. You are responsible for collecting it at the end of the examination and the school accepts no responsibility for loss or damage to personal items.

The minimum penalties are as follows:

- Device found on you turned **ON** - disqualification for the entire subject award
- Device on you turned **OFF** – disqualification from the specific paper you are sitting at the time
- Phone rings during the examination **where ever it is in the room** the examination board must be informed and you might be disqualified from all the papers for the subject (including any already taken)

Any further queries, please speak to Mrs Kennedy, Mrs Bowker or Mr Arif.

Good Luck!
Information for Parents

General Certificates of Secondary Education (GCSEs) are internationally recognised awards given to subjects who achieve a pass grade in their exams. GCSEs are taken by pupils in England and Wales. Where schools will cover subject material which is more advanced than the Key Stage 3 (KS3) curriculum. However, it is less intense than A-Level and other higher education qualifications.

All pupils will have to study 3 mandatory subjects at GCSE level which are:

- English Language and English Literature
- Mathematics
- Science (Biology, Chemistry and Physics)

In order to organise productive revision sessions which cater to your daughters’ specific academic needs, it is helpful if you can ascertain your daughters’ preferred learning style. It has been scientifically proven that there are seven different learning styles. These include:

- Visual – the use of pictures or images to remember and recall information
- Aural – the use of sound and music to remember and recall information
- Verbal – the use of words, both in speech and writing to remember and recall information
- Physical – the use of physical actions to assimilate information. For example: associating facts and figures with body or hand gestures
- Logical – the preferred use of logic, reasoning and systems to assimilate information
- Social – working best in groups or with other people
- Solitary – preferring to work alone and use self-study

As a result, it is important that you introduce your daughters to a diverse range of revision practices in order to ascertain which method is most effective for them at retaining knowledge. Your daughters may already know their own learning style. However, if you encourage and show them that you are interested in their learning will encourage them to use it more and more.
There are many techniques that are extremely popular. To encourage your daughters to enjoy learning and revising for their exams, try all the different learning style methods to see which one is the most successful. This is a way that you can sit together but your daughter is learning and revising for her exams in a fun way. This will most likely help her more as she will remember how fun it was to learn.

During your daughters’ examination period, it is crucial that they are equipped with the necessary equipment in order to perform well during their examinations. It is also important that they are completely aware of examination procedures, rules and regulations. (These are all included in this booklet).

**How can you as parents make a difference throughout your daughters’ toughest time of her school life?**

You do not have to be an expert in any of the subjects your daughter chooses to study to make a real difference. You also do not need to give up your life and other responsibilities to make that real difference.

One of the hardest demands on pupils is that of understanding the long-term importance of doing the best that they can, and learn to stop short term fun at times in the interest of the long term benefits.

Children will also differ in their levels of maturity, their ability to take responsibility for their learning, organisational skills and levels of motivation.

This is where you as parents come in and help to support, encourage and interest your daughters into motivating their ability to cope with the academic and organisational demands of the examination period.

**Keeping your daughters motivation up**

If your daughter asks you for support, encourage them by helping them to see the difficulties in perspective. Teenagers often take an all or nothing approach to difficulties.

Agree the balance between work and social life and stick to the agreement. Flexibility is the key. If a special night comes up, agree that they can make up the work at a specified time.
All pupils fall behind, feel demotivated or overwhelmed, or struggle with the balance of social, work and school demands at times. Talk to them about the issues, acknowledge their feelings and adopt a sensible attitude in wanting to find a solution.

**The night before the examination for parents**

Help prepare your daughter for their examination. Encourage them to talk about when it starts, how long it is, and the main topics that may come up. Try to minimise any stress as they may have worked all day/evening and have come downstairs to relax.

**Help them to review and move on**

It is important that your daughter does not stress over examinations that have gone. Ask them how the exam went and then ask what their next exam is and help them to focus on it by asking what topics they think might come up on the exam.

**Learn a bit yourself**

If you are unfamiliar on a subject or topics or even how exams work now, why not learn a bit yourself? Have your daughter relay the information they have learnt back to you, help them with flash cards or act as the invigilator whilst they sit past exam papers. If they feel like you are getting something out of it and genuinely interested they are more likely to want you to help with their revision.

**Watch for signs of frustration**

It is important that your child is in the right frame of mind for revising. If they are struggling over something in particular, it may be best to park it for the night, reassess the next day and break it down into manageable chunks. Be sure to ask them how their exam went, then shift their focus to what is coming up next and encourage them to stay in appositive mind set.