

# **Exams Information Booklet**

**A guide for students and parents**

**Downend School**

## Introduction

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 that you may have.

Read it carefully and if you are still not sure about anything please come to the Exams office and ask.

The Examinations Officer is Miss Colbourne and her office is located next to the Admin Office.

You can speak with the Examinations Officer by:

1. Speaking in person at break, lunch or after school
2. Telephoning 01454 862338
3. Emailing on [l.colbourne@downend.com](mailto:l.colbourne@downend.com)

**PLEASE REMEMBER: WE ARE HERE TO HELP YOU**

## Examination Basics

### Uniform

Year 11 students are expected to wear full uniform at all times when sitting exams

### Attendance

After the end of Term 5 (Friday 21st May), you will be permitted to study at home, coming into school only for your exams. Alternatively you can attend lessons that will continue in all subjects until the exams are held. You are expected to be in uniform whenever coming into school.

### Timetables

Your exam timetable is important and should be kept safely for reference purposes.

All students must refer to their individual timetables for information on rooming and exam times.

Please read your exam timetable very carefully and make sure you know where your exams take place.

**Your timetable is unique to YOU!**

Don't ask your friends where the exam is as they may be somewhere different.

Your timetable will tell you the date, time, room and seat number of your exam.

Display this somewhere obvious at home so that you and your family can see it and you all know when you should be at school taking an exam.

You have also been given a unique candidate number (sometimes called an Exam Number) and this will be on the top of your exam timetable.

It would help if you learnt this number as you will have to write it at the top of every exam paper you do.

## **During the exam period.....**

### Timings

Morning exams start at **9.00am**

Please be outside the exam room for 8:50 am **AT THE VERY LATEST**

Afternoon exams start at **1:40 pm**

Please be outside the exam room for 1:30 pm **AT THE VERY LATEST**

Occasionally exams may start at a different time to that shown above.  
Refer to your own timetable if you are unsure as it will show you the correct start time.

### Rooming

We try to house most of the large exams in the Main Hall or the Gym, but we will also be using the Sports Hall, Drama Hall (A5) and A10.  
Your timetable will tell you where you will need to be.

### Seat numbers, seating plans and registers

Each desk has a seat number – you **MUST** sit at the correct desk.  
Check your timetable for the correct seat number before each exam

Each exam will have a different seating plan so do not assume you will be sat in the same place.

If you have forgotten your seat number – please speak to an invigilator as soon as you enter the room. They will be able to look this up for you.

### SILENCE

You will be called into the exam hall when it is ready.  
Once you enter the exam room, **YOU MUST REMAIN SILENT** until your exam has finished and you have left the room.

**You MUST NOT** communicate with any other student either by speaking, mouthing or gesturing to them. Even eye contact or grinning at another student is counted as communication. You can be disqualified from all exams as a result of this.

You cannot pass anything to another students during an examination, either. If you need to borrow a pen, pencil or have a question – speak to an invigilator.

### Mobile phones. MP3 players etc

You **MUST NOT** bring mobile phones to school during the exam period.  
If you are found to have a mobile phone on you during an exam – whether it is turned on or not – you will be reported to the exam board and may have your results for that exam cancelled. If there is evidence of the phone having been used the exam board may also disqualify you from current examinations and disbar you from future examinations of all the awarding bodies.

Exam boards make it clear that taking mobile phones, MP3 players and any other unauthorised electrical device into an exam is **STRICTLY FORBIDDEN**

Please be aware that any infringement of this rule will be reported to the relevant exam board. Don't risk failing an exam by forgetting this.

## Equipment

It is YOUR responsibility to ensure you have all the right equipment with you for each examination. If you are unsure about what you need bring it anyway.

You will need to bring in your equipment in a **CLEAR PLASTIC BAG** or clear pencil case.

Always bring a spare pen and pencil, not forgetting a ruler and rubber.

If you bring water to the exam room it should be in a clear unlabelled bottle.

Remember to bring.....

**BLACK PEN and a SPARE**

**PENCIL and a SPARE RULER**

**RUBBER**

**CALCULATOR**

**PENCIL SHARPENER**

## **At the start of the exam**

**ALWAYS CHECK YOU HAVE THE RIGHT EXAM PAPER IN FRONT OF YOU**

You will be told how to complete the front details on the exam paper.

**LISTEN** carefully to all instructions given at the start of the exam and make sure you know how long you have to complete the paper.

On every paper you must write your:

1. Name (your legal name and not your 'known as' name)
2. Candidate (exam) number
3. School Centre Number – 50415

You cannot ask the invigilators questions relating to the content of the exam, but if you think there is something wrong or missing from your paper raise your hand and wait to speak with an invigilator.

You are not allowed to take anything from the exam room except your own possessions – it is an offence to remove exam material

When your exam has finished and your papers have been collected in, you will be told when you can leave the exam room.

**PLEASE LEAVE IN SILENCE** – other students may be still working in a room nearby

## **What if.....**

### **.....I'm ill or I have transport problems?**

If you are ill, or going to be late on the day of the exam, you should notify the school on 01454 862300 IMMEDIATELY

If you are unable to attend due to sickness, a medical note from your Doctor **MUST** be submitted to the Exams officer – it must be specific about dates and the reasons why you could not sit the paper.  
A parental note is not sufficient.

You must be aware that if you are late your exam paper may not be accepted by the Exam Board and you are unlikely to get the full time allowance for the paper.

### **..... the fire alarm sounds?**

You will be instructed by the invigilator to stop writing, close your examination paper and answer booklet. You will remain seated. A senior member of staff will inform the invigilator whether the fire bell has been activated in error. If you are instructed to evacuate the room you must do so in silence and follow the instructions of the invigilator.  
Once you are reseated, the exam will restart and you will be given the full working time set for the exam.

### **.....I need to go to the toilet during the exam?**

Toilet breaks are not permitted during an exam.  
However, if you are desperate to go to the toilet during the exam, 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.

### **....I feel ill during the exam?**

If you feel unwell during an exam, raise your hand and wait for an invigilator to come to you.

If you have a cold or suffer from hay fever, the invigilator can provide you with tissues.

**.... I have a clash?**

Depending on the total length of the exams you will take the exams one after the other, either in the morning or the afternoon session.  
The Exams officer will contact you over any serious clashes.

**.... I have an appointment on the same day as an exam?**

You will need to CANCEL the appointment!  
Exams have to happen at the date and time specified by the exam board.

**....I apply for special consideration?**

The school can write to the Exam Board to ask for special consideration in exceptional circumstances ONLY.

Please talk to your Year Coordinator or the Exams Officer for advice.

## Results

**GCSE RESULTS DAY IS ON THURSDAY 27<sup>TH</sup> AUGUST 2009**

You can collect your results on Results Day from the Main Hall from 10:30am.  
An envelope will be waiting for you with your name and candidate number on.  
All of your results will be in the same envelope.

## GCE RESULTS DAY IS ON THURSDAY 20<sup>TH</sup> AUGUST 2009

Many of you will have sat AS Levels this year. You can collect your results with the rest of the Post 16 students or wait to collect all of your results together on 27<sup>th</sup>.

### Unable to collect your results on results day?

If you are unable to collect your results from the school on this date they will be posted home that afternoon.

Results cannot be given out over the phone or by email.

If you want someone to collect them for you on your behalf, you must send a signed letter explaining that you have given permission for that person to take your results.

### And finally.....

Your exams represent the culmination of five years hard work at Downend School.

Do not behave in a way that might jeopardize your chances or the chances of the other people in the exam room.

Exam Board rules are strict and must be followed to the letter – the Exams Officer has no choice but to report any breaking of the rules.

From all the staff at Downend School

**GOOD LUCK!**