



Downend School

Exams

A guide for students and parents

Exams – a guide for students and parents

This booklet has been produced for you by the Exams Office in order to answer your queries about your forthcoming exams. Please keep this booklet handy and familiarise yourself with its contents.

You may have already taken plenty of exams so you may have a good idea of how external exams are conducted at Downend. If any problems arise during the exam session, you should speak to the appropriate person as soon as possible:

- Exam Organisation: Miss Colbourne (Exams Officer)
- Entry Queries: Subject teacher, head of department

Remember that, by being entered for your exams, that you agree to abide by the regulations of the exam boards.

You will receive a candidate timetable; please check this very carefully to ensure that your entries are correct.

Please bring your timetable to each of your exams as it is your proof that you are entered. Any changes to entries must be made well in advance of the exam date in consultation with your subject teacher in the first instance. Any last minute amendments will be charged to the student.

The following exam boards are used by Downend School:

- **OCR (Oxford, Cambridge and RSA)** www.ocr.org.uk
- **AQA (Assessment and Qualifications Alliance)** www.aqa.org.uk
- **WJEC (Welsh Joint Education Committee)** www.wjec.co.uk
- **Edexcel** www.edexcel.org.uk/home

During the Exams

Exam Regulations

Copies of the current regulations are to be found with this booklet and on the school website. All students must read these carefully and note that to break any of the examination rules or regulations could lead to disqualification from all subjects. The school must report any breach of regulations to the awarding body.

Attendance at Exams

Be at your exam room at the following times:

For any morning exams: 8.50 am

For any afternoon exams: 1.30 pm

Students are responsible for checking their own timetable and arriving at school on the correct day and time, properly dressed and equipped. Students must arrive 10 minutes prior to the start time of their exam. Please wait quietly outside your exam room until you are invited to enter by the exam invigilators.

If a student arrives more than an hour late for an exam, the boards insist that they are notified. In such cases the boards reserve the right not to accept the student's paper.

Do not miss any exams without a very good reason such as serious illness or injury. If a student is unable to attend an exam, and it is normally in their best interests to take an exam, then parents should immediately telephone the School and get a message to the exams officer to say that he or she will not be attending. In these cases it is imperative that you obtain a Doctor's note and return it to the exams officer as soon as possible. This note should contain as much information as possible; it will need to specify the dates and nature of the illness.

If an exam is missed without a good reason you will be expected to pay for the cost of it. Please inform the Exams Officer and your subject teacher if you know you are going to miss an exam.

Equipment

It is your responsibility to ensure you have all the right equipment with you for each exam. You will need to bring your equipment in a clear plastic bag or clear pencil case.

Black pen and a spare pen

Pencil and a spare

Ruler

Rubber

Calculator

Pencil sharpener

You must write in **black** ink, most exam papers are electronically scanned and blue ink may not be picked up. You are not allowed to take anything from the exam room except your own possessions; it is an offence to remove exam material.

Mobile Phones

If a mobile phone or any other type of electronic communication or storage device is found in your possession during an exam, even if it is turned off, it will be taken from you and a report made to the appropriate exam board. **No exceptions can be made.** We cannot stress enough how important it is not to bring in mobile phones. You may be disqualified from that exam and any other exams.

Food and Drink

You are allowed to bring a clear bottle of still water into the exam room. The label must be removed. However you are **NOT** allowed to bring in any other food or drink. This is because you may spill drink on your exam paper and the noise of eating can be distracting for other students.

Graffiti

Do not write on exam desks. This is regarded as vandalism and you will be asked to pay for any damage and clean the desk. Do not graffiti or write offensive comments on exam papers, if you do the exam board may refuse to accept your paper.

Communication

You must not communicate with other students in the exam at any time for any reason. If an invigilator believes you are communicating, this will be reported to the exam board and the board may decide to reduce your marks or ban you from any exams that you are sitting.

If you have a query or problem that is unrelated to the paper content, you should put your hand up and wait for an invigilator to see you. If you require additional paper, put your hand up well in advance of actually running out of space on the exam paper. If you urgently need to leave the exam hall to visit the toilet you will be escorted by a member of staff. At all other times you must sit quietly and face the front.

Instructions

- Each desk has a seat number; you must sit at the correct desk. Check your timetable for the correct seat number before each exam. If you have forgotten your seat number check on the exams notice board before you enter the exam.
- Listen carefully to instructions and notices read out by the invigilators: there may be amendments to the exam paper that you need to know about.
- Check you have the correct question paper: check the subject, paper and tier of entry. Read all instructions carefully and number your answers clearly.
- Make sure you complete your name and other details clearly on the front of each answer book. Use your legal names so the exam boards can link you to your exam paper.
- You are not allowed to leave the exam room until the end of the exam, even if you have finished your exam, so do not ask!
- At the end of the exam all work must be handed in. If you have used more than one answer book or loose sheets of paper ask for a tag to fasten them together in the correct order.
- When your exam has finished and your papers have been collected in, you will be told when you can leave the exam room. Leave in silence as you are still under exam conditions.

Dress Code

The dress code for exams is the same as for any normal school day. The School reserves the right to refuse any student to sit an exam if they are not dressed appropriately.

Post Result Services

There are a number of post result services available including copies of scripts and remarks. There are strict deadlines for these services and parents will be expected to pay unless the Subject Teacher and Faculty Leader are in agreement.

What if...

I haven't got an exam timetable but everyone else has?

Check with your subject teachers if you are entered for any exams. Collect a copy from the Exams Officer. Your timetable is individual to you so do not just turn up to what your friend is doing.

I have an exam 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. You will need to be supervised between the exams as you will still be in exam conditions.

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.

The fire alarm sounds?

You will be instructed by the invigilator to stop writing, close your exam paper and answer booklet. You will remain seated. If you are instructed to evacuate the room you must do so in silence and follow the instructions of the invigilator. Once you are re-seated, the exam will re-start and you will be given the full working time set for the exam.

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.

I need special consideration?

The school can write to the Exam Board to ask for special consideration in exceptional circumstances only. Please talk to your tutor, year co-ordinator or the Exams Officer for information or advice.