



SIR JOHN NELTHORPE SCHOOL

EXAMINATION TIMETABLE

EXAMINATION PREPARATION BOOKLET

2017

1. Make sure you know what examinations you have, when they are (date, start and finish times) and where they are being held. Morning exams begin at **9.00 a.m.** Afternoon exams at **1.20 p.m.**
2. **If you travel on a school bus**, please check the timings for the exams as **you will not be allowed to leave an exam early**. If you have an exam that finishes late you will need to arrange alternative transport.
3. The seating plan for your exam will be posted before the start time. Make sure you are outside the exam room **at least 15 mins before** the start time. Visit the toilet before exams.
4. **Full school uniform must be worn**. This is an Exam Board ruling. Coats and bags are not allowed inside the exam room but may be left in the designated room which is locked at all times.
5. Bring only necessary writing equipment in a clear case or bag. Pencil cases and covers on calculators are not allowed. A drink of water can be brought in provided it is in a clear plastic bottle with any labels removed.
6. Remember calculators, rulers, etc. Calculators are needed for subjects other than Maths.
7. All **mobile phones, electronic equipment** or **smart watches must be left in your bag** or put in the box at the front of the exam room before the start of the exam, ensuring it is switched off first. Remember the penalty for failing to do this is harsh – disqualification.
8. Line up, silently, in seating plan order between the Science lab and the Drama Hall. Enter the examination room in silence and ensure you sit in the seat assigned to you. Do not communicate in any way with any other candidate. If you do you will be removed from the exam room and this will result in you being disqualified from the examination.
9. Listen to all the instructions given and follow them carefully. Always write your name and candidate number on all booklets used and write all question numbers clearly.
10. If you have any problems during the exam (e.g. equipment failure, feeling unwell), put up your hand and wait patiently for an invigilator to come over to you.
11. Once you have finished you must remain seated **in silence**. Do not leave your seat until dismissed by the invigilator. Leave the room in silence and in an orderly manner.
12. Any defacing of exam papers can lead to disqualification.
13. Pupils with a timetable 'clash' will be informed of the arrangement for them. If in doubt, see Mrs Hobbins or Mrs Dunderdale.

14. If you have a query or a problem that has not been answered here, please ask either the Examination Officer or any member of staff.

BEFORE THE EXAMS

Timetable

An individual timetable can be found within this booklet. If you have any exam clashes you may have to sit your exams at different times, see the Examinations Officer for details.

Location of Exams

Most examinations will take place in the Upper School Gym. Occasionally classrooms will be used (mainly for MFL listening and reading exams.) Any student who is entitled to a reader will be seated in the Upper School Library unless otherwise stated. Please check your timetable carefully for all seating arrangements.

Time of Exams

Morning exams start at **9.00am** and afternoon exams **1.20pm**. Arrive at least 15 minutes before the start of each exam.

If you know you are going to be late, inform the school ASAP. Latecomers will be admitted into the exam hall at the discretion of the Examinations Officer. **Exam Boards may not accept scripts for marking if a candidate arrives late.**

Personal belongings should be left in the Year 11 Common Room, which is locked during exam times. Sixth Form students should leave their belongings in the Sixth Form area or at the front of the exam hall, ensuring any mobile devices are switched off.

Seating Plans

Know where you are sitting, it is detailed on your timetable and seating plans will be displayed outside the exam hall before the start of each exam. Just as the exam is about to start is not a good time to sort out a seating problem! See the Examinations Officer with any queries.

Candidate and Centre Numbers

Candidate numbers are used for all external examinations. Your candidate number is detailed on your timetable – memorise it!

The school centre number is: 44303

Equipment

You are responsible for providing your own equipment for examinations. Bring with you: 2 x BLACK pens and 2 x HB pencils, an eraser, ruler and pencil sharpener, as well as any technical equipment you might need for maths exams. Spare equipment may not be available.

Equipment should be in a transparent pencil case or a transparent plastic bag.

For some exams coloured pencils, highlighters, compasses, protractors etc. may also be required.

Calculators are allowed for exams unless specified otherwise on the exam paper. Calculator instructions and cases are not allowed and you should clear anything that is stored on it.

DURING THE EXAM

Regulations

Familiarise yourselves with the Notice to Candidates contained in this booklet. A copy of this notice can also be found on the school website. Any breach of these regulations could lead to disqualification from all subjects. The school must report any breaches to the Awarding Body.

You **must not be in possession of a mobile phone or smart watch during an examination**. If a mobile phone, smart watch or any other type of electronic communication or storage device is found in your possession during an examination (**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. You will have the opportunity to hand in any phones etc. before the exam. It is advised that all items of this nature are left in the room with your personal belongings.

Conduct

Do not speak or communicate in any way with other students in the exam room from the time you enter until the time you leave. Communicating (which includes turning around!) with other students could result in the examination board returning all your scripts as ungraded.

Persistent disruptive behaviour is construed as malpractice and will be reported to the Awarding Body.

If you finish an exam early you will not be permitted to leave so check your paper and sit quietly, there will still be others working around you!

After you have been dismissed from the examination room, collect your belongings and leave the school grounds if you are not required to be in school. **DO NOT** wander around the school to see friends.

Examination Papers

Listen to the instructions and notices read out by the invigilators, there may be an amendment to the exam paper you need to know about. Read all *instructions* and *advice* on the front of the question paper and number your answers clearly.

All calculations and rough working must be written in your answer book. Draw a line through any material you do not wish to be marked, rough work in multiple choice exams may be done on the question paper. Do not draw, graffiti or write offensive comments on exam papers, the board may refuse to accept your paper.

Check you have the correct question paper, subject and tier. Put your hand up and ask if you are unsure about your paper or any instructions you have been given, a mistake is much harder to rectify once you have completed the paper. Invigilators can contact the Examinations Officer at any time if you have a problem that cannot be resolved within the exam hall.

If you think there is an error on the paper, raise your hand and inform an invigilator. Do not spend a disproportionate amount of time on a question. Continue with the paper and return to the question once the error has been investigated and further instructions have been given to you.

Absence from Exams

If you experience difficulties during the examination period (e.g. illness, injury, personal or travel problems) please inform the Examinations Officer at the earliest possible point so we can help or advise you.

Only in 'exceptional circumstances' are candidates allowed special consideration for absence from any part of the 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.

For an award of a grade by special consideration, where a student misses part of an exam through illness or personal misfortune, a minimum of 50% of the examination (including controlled assessment) must normally have been completed. Contact the Examinations Officer for advice.

Parents and candidates are reminded that the school **will require reimbursement of entry fees** should a candidate fail to attend an examination without good reason and without informing the school.

Uniform/Drink

Full school uniform must be worn in all examinations. Water may be brought into the exam room in a clear bottle with the label removed.

Toilet/Illness

If it is absolutely necessary to use the toilet, you will be escorted there by an invigilator. Make sure you go BEFORE each exam. You will only be allowed extra time to finish your exam paper if you have known medical reasons.

If you feel unwell or need to leave the examination room for any other reason, raise your hand and inform the invigilator, you will need to be escorted and supervised for anytime you spend outside of the exam room.

Invigilators

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

Invigilators cannot discuss the exam paper with you or explain the questions.

Fire Alarm

In the event of the bell sounding, keep working until you are asked to stop and await further instructions. If the exam venue requires evacuation, you must leave everything on your desk and follow the instructions of the invigilators at all times. If you are required to evacuate you should walk **in silence** to the designated area. DO NOT communicate with anyone as failure to follow these instructions will lead to disqualification for all students concerned.

DO NOT write on the exam desks, we know where you are sitting and the desks will be checked regularly. You will be asked to clean or sand down the desk if any type of graffiti is found and possibly pay for any damage as it is regarded as vandalism.

AFTER THE EXAMS

Notification of Results

GCE Results can be collected from the school between 9am-11am on Thursday 17th August 2017

GCSE Results can be collected from the school between 9am-11am on Thursday 24th August 2017

If you would like your results posting then you need to leave a stamped addressed envelope at the school reception for the attention of the Examination Officer.

A Connexions Adviser (if available) will be in school on 24th August to discuss any issues relating to future prospects.

No results will be given out by telephone under any circumstances.

Change of address: It is important you notify the school and the Examination Officer **ASAP** if you change address during the summer holiday. Please also ensure that your contact telephone numbers are up to date. Failure to do so could result in you not receiving your exam results.

Enquiries about Results

After the GCSE results are received it is school policy to identify those students whose marks narrowly fail to reach the required grade for a 'good' pass and with the consent of students, we may apply for a review of marking of the paper/s involved. There may be costs associated with this but you will be notified if this is the case. (NB consent has to be obtained because marks may go down as well as up).

We will ask all students to sign when collecting their results to confirm they agree for the school to proceed with a review of marking request if deemed necessary.

Any re-marks which are requested without the support of the school will need to be paid for BEFORE sending to the Examining Board. Please speak to the Examinations Officer for advice and a copy of a Student EAR request form.

Review of marking

Students requiring a review of marking will be required to pay unless otherwise informed by the Head of Faculty. See the Examinations Officer at the earliest opportunity for costs and an EAR request form.

The **GCE** and **GCSE** deadline for these requests to reach the Examination Boards is **20th September 2016**; therefore paperwork needs to be obtained well before this date.

Certificates

There will be a GCE and a GCSE presentation evening during November/December. Details will be sent out at a later date. Any certificates that are not collected on presentation evening will be available from the school office the day after. If you wish someone else to collect your certificates on your behalf they will need a signed letter from yourself and some form of identification.

If you lose your certificates, you will need to go to the Exam Board websites to download a form to enable you to get a replacement (approx. £38 - £50 per certificate). Keep your certificates in a safe place and treat them as you would your passport/driving licence, you will need them throughout your working career.

QUICK TIPS FOR REVISION

- Make yourself start however much you don't want to.
- Turn off all distractions including phones, tablets etc.
- Build in short breaks
- Do frequent short exercises – stretches, neck and shoulder rolls, walk around.
- Drink plenty and get fresh air – keep the temperature on the cool side (open the window if it gets stuffy)
- Eat 'brain food', avoid too many sugary snacks.
- Take a day off and do something completely different
- Don't leave the difficult bits to the end
- Do something relaxing between revising and bedtime
- STOP and take a break if you start feeling overwhelmed or frustrated
- Focus on what you have done not what is left to do
- Promise yourself little rewards after each revision session
- At the end of each session file away your notes and clutter and leave things neat so you know where to find it next time.

*** * * REMEMBER * * ***

During the exams period, make sure that you
get plenty of sleep and exercise.

Do your best and try to remain calm.
Fraught, tired people do not perform well.

All staff members would like to wish you
The Very Best of Luck!!