



FARLINGAYE HIGH SCHOOL

Centre No 19267

EXTERNAL
EXAMINATIONS
2018/2019

GUIDANCE FOR STUDENTS AND
PARENTS/CARERS

School Telephone Number: 01394 385720

Exams Officer: Mrs A Grundy

Assistant Exams Officer: Ms D Hambleton

EXAMINATIONS AT FARLINGAYE HIGH SCHOOL

This booklet contains information regarding your forthcoming external examinations. Please read it carefully in order that you are aware of the examination regulations and the procedures to follow in the event of any possible problems.

The awarding bodies set down strict criteria which must be followed for the conduct of their examinations and the school is required to follow them precisely.

If after reading this booklet, you still have questions please do not hesitate to contact Mrs Grundy, exams officer or Ms Hambleton, assistant exams officer.

EXAMINATION CLASHES:

- Some candidates may have a clash where two or even three subjects are timetabled for the same session. Candidates will normally sit one paper then have a short supervised break after which they will sit the second subject paper. It may be necessary for you to bring a packed lunch if you have exams scheduled in both morning and afternoon sessions, as you will have to remain in isolation until exams are finished. However, it is your responsibility to ensure that appropriate arrangements are in place for you and these arrangements will be confirmed by email. During the period of supervision you must not have access to the internet or any mobile phone.

EXAMINATION REGULATIONS:

- The Joint Council for Qualifications issues copies of the 'Notice to Candidates', 'Warning to Candidates' and Coursework Notices. Copies of these notices can be viewed on the JCQ and school websites. These JCQ notices are also emailed to all students. All candidates must read these notices thoroughly to ensure they adhere to the examination rules and regulations. Failure to do so could result in disqualification from all subjects. The school must report any breach of regulations to the relevant awarding body.

ATTENDANCE AT EXAMINATIONS:

- Candidates are responsible for checking their own timetable and arriving at school on the correct date and at the correct time. Candidates should arrive no later than 20 minutes before the start of the examination.
- Year 11 students must wear full school uniform. 6th form students should dress appropriately – hoodies and hats are not permitted
- Morning examinations start at 9.30am. Afternoon examinations start at 2.00pm.
- Seating plans will be displayed on the exam noticeboard in advance of your exam. Check where you are sitting before you enter the exam hall. You must wait outside until invited to enter the exam room.
- Candidates who arrive after 9.30am for a morning examination or after 2.00pm for an afternoon examination may be allowed to enter the hall and sit the paper. However, the candidate should be aware that the school has to report any late arrivals to the awarding body who may not accept the script for marking. You must allow sufficient time to travel to school for your exam.
- Provided that you are no more than 30 minutes late, it may still be possible for you to sit the examination. You should get to school as quickly as possible and report to the exams office. A member of staff will escort you into the examination room. It may not be possible to allow you the full working time if you start the examination late.
- Candidates who arrive after the scheduled finishing time will be recorded as absent and will not be allowed to sit the examination.

EXAMINATION EQUIPMENT

- Candidates are responsible for providing their own equipment.

You should have:

2 x **BLACK BALLPOINT** pens

2 x HB pencils (for DT examinations you will need coloured pencils)

Ruler

Pencil sharpener and eraser

Compass and protractor

Calculator

- Calculator lids, cases and instruction leaflets are not permitted. Please ensure your calculator adheres to the JCQ regulations. Memory banks must be cleared and calculators placed in exam mode where appropriate.
- Only see-through pencil cases or clear plastic bags are permitted. Correcting pens, fluid or tape, erasable pens, highlighters or gel pens are not permitted to be used on examination scripts.
- Beware of using black ink or liquid ink pens as the ink may show through the exam paper which may make it difficult for the marker to read.
- All wrist watches must be placed on your desk.
- Examination regulations are very strict regarding items that may be taken into the examination room. If you break these rules you may be disqualified
- Water may be brought into the examination room in a clear plastic bottle with all labels removed. Food is not permitted.
- Please **DO NOT** write on examination desks. This is regarded as vandalism and you will be asked to pay for any damage.



BANNED ITEMS:

- **MOBILE PHONES/iPODs/MP3 players/smart watches (or any other type of electronic communication or storage device) are NOT permitted to be in your possession during an examination.** The best course of action is to LEAVE YOUR MOBILE PHONE AT HOME on exam days. However, if you do bring electronic equipment, it must be switched off and handed in to an invigilator at the start of the examination. You must ensure that any alarms you may have programmed into your phone are disabled. Do not leave banned items in your bag. If an electronic device is found to be in your possession during an examination, even if it is switched off and you did not intend to use it, this will be reported to the awarding body and you may be disqualified from the exam.
- Bags and coats etc must be left at the back of the Hall as they are not permitted to be anywhere near you during the exam.
- You must not have in your possession any unauthorised material or equipment which might give you an unfair advantage such as notes, pieces of paper, books, calculator cases/instruction leaflets, reading pens and electronic communication or storage devices.
- If you are involved in any irregularity, misconduct or dishonesty, you will be reported to the awarding body who may disqualify you from one or all of your exams.

DURING EXAMINATION:

- Do not attempt to communicate with or distract other candidates under any circumstance. You may not give help to another candidate nor ask for help from another candidate.
- Check you have the correct question paper for your subject and at the correct tier of entry. You **MUST** inform the invigilator immediately if you think you have been given the wrong exam paper.
- Read all instructions printed on the front of your question paper. Your **legal name**, as it appears on your statement of entry forms, **MUST** be written clearly on all examination work.
- Cross out work not to be marked with a neat single line.
- You must not ask for, nor will you be given, any explanation of the questions.
- If you require additional paper, raise your hand to attract the invigilator's attention. Any loose sheets forming part of your answers must be fastened inside your answer booklet with a treasury tag or inserted into your answer book. Make sure you write your name and details on the front of any additional booklets.
- All candidates **must** stay in the examination room for the duration of the exam. You should use any spare time to check through your answers.
- You must stop writing immediately when instructed to do so by the invigilator.
- At the end of the examination all work must be handed in - remember to cross out any rough work with a neat single line and make sure you have written the correct question numbers.
- Exam papers will be collected before you leave the room. Question papers, answer booklets and additional paper must **NOT** be taken from the exam room.
- Remain seated in silence until instructed to leave the examination room by the invigilators. Please leave the exam room in silence and move away from the exam hall as other candidates may still be working.
- Some candidates receive an extra time allowance. If you have been allocated extra time, a green dot will be shown on your candidate card denoting your extra time allowance to the invigilators.

EMERGENCY PROCEDURES:

- If the fire alarm sounds during the examination, the invigilators will tell you what to do. Don't panic but you must remember that you are still under examination conditions therefore you must remain **SILENT AT ALL TIMES** with no communication with other students.
- If you have to evacuate the room you will be asked to leave in silence and in the order in which you are sitting. You will be escorted to a designated assembly point.
- Do **NOT** remove any items from your desk or the exam room.
- You must not attempt to communicate with anyone else during the evacuation. The awarding body will be informed of any communication between candidates and again, this may result in disqualification.
- When you return to the exam room do not start writing until told to do so by the invigilator. You will be allowed the full working time for the examination and a special consideration report will be submitted to the awarding body informing them of the disruption.

BEHAVIOUR:

- The school employs external invigilators to conduct the examinations. Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.
- Invigilators are in the examination rooms to supervise the conduct of the examination. They will distribute and collect the examination papers, inform candidates when to start and finish the examination, hand out extra writing paper if required and deal with any problems that may arise during the examination.
- The invigilators cannot discuss the examination paper with you or explain any of the questions.
- Candidates who are disruptive or behave in an unacceptable manner will be removed from the examination room. The awarding body will be informed of any unacceptable behaviour.
- Remember, you have a right not to be disturbed during your exam but also a responsibility not to disturb other students.

ABSENCE FROM EXAMINATIONS:

- If you experience difficulties during the examination period (e.g. illness, injury, personal problems) please inform the exams office at the earliest possible point in order that we can help or advise you. You may in certain circumstances be eligible for special consideration from the awarding body.
- 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 by the candidate/parent/carer and submitted to the exams office without delay in order to apply for special consideration. However, it is very important that you try to get into school and attempt to sit your exam.
- For the award of a GCSE/GCE grade by special consideration, where a student misses part of an examination through illness or personal misfortune, a minimum percentage of the total assessment must have been completed.
- Parents/carers and candidates are reminded that the school will seek to recover examination fees should a candidate fail to attend for examination without good reason and without informing the school.
- Please note that misreading your examination timetable will not be accepted as a satisfactory explanation of absence.

EXAM POLICY DOCUMENTS

- Exam policy documents are available on the school's website.
- If your qualification contains coursework elements, once you have received your internal assessment marks from your subject teacher, you may request a review of the internal marking. Please refer to the Appeals against internal assessments of work policy on the school website for further information.

AFTER THE EXAMINATION

NOTIFICATION OF RESULTS

You will be able to collect your exam results on the following dates:

- November maths/English Language GCSE - Thursday 17 January 2019
- November Thinking Skills AS - Thursday 10 January 2019
- January BTEC & Cambridge technical s - Wednesday 13 March 2019
- January OCR Nationals - Thursday 7 March 2019
- Summer GCE - Thursday 15 August 2019
- Summer GCSE - Thursday 22 August 2019
- You should collect your results in person. However, if you are unable to collect your results, you must send a signed letter of authorisation with the person collecting on your behalf. Results will not be given without your signed letter of authorisation nor will they be emailed.
- You may, if you wish, have your results posted home. Please ensure a stamped addressed A5 envelope (with the correct postage paid) is submitted to the exams office by the end of the summer term. Results will be posted on results day and you will therefore receive your results a day or two after the dates printed above.
- Results will not be issued by email, text or telephone under any circumstance.

POST RESULTS EXAMINATION SERVICES:

- Enclosed with your results will be a Post Results Services information leaflet. It will contain information regarding reviews of marking and access to scripts. All Post Results Services have strict deadlines which must be adhered to. Post Results Services application forms are available from the exams office. Completed forms and fees should be submitted to the exams office before the deadline. You should contact your subject teacher if you need advice deciding which papers to have reviewed— please note that the exams office will not be able to offer any advice regarding which paper you should have reviewed.
- Should students wish to re-sit an exam, they must collect a re-sit application form from the exams office and submit it together with the appropriate fee to the exams office by the set deadline. Students are responsible for checking information regarding fees and deadlines. The awarding bodies impose late penalty fees which may be double or triple the original exam fee.

EXAMINATION CERTIFICATES:

- Certificates will be distributed at Certificate Evenings. If you are unable to attend Certificate Evening, you may collect your certificates from the main reception after that date. The school will keep unclaimed certificates for a period of one year only, after that time unclaimed certificates may be destroyed. It is important, therefore, that you collect and look after your certificates. Replacement certificates may cost you approximately £45.00

