

GCSE LEVEL EXAMINATIONS

SUMMER 2019

Information for Candidates

PLEASE READ all this information carefully and make sure you are familiar with it before the examinations begin.

1. You must use your 4 digit Candidate Number throughout the examinations. You must **remember** and write this number, your forename & surname plus the Centre Number [16605] CLEARLY in the spaces provided at the front of your question paper or answer booklet.
2. Your individual candidate timetable should be brought to each examination. It is the ONLY paper you are allowed to bring to the examination room and it must not be annotated with any information or revision notes.
3. If you arrive late for an examination then the following rules apply.
 - **Late Arrival** means:
 - You arrive up to 1 hour after the official starting time of an examination that lasts for at least 1 hour. This would normally be between 9.00 am and 10.00 am for a morning examination, and between 1.30 pm and 2.30 pm for an afternoon examination.
 - You arrive up to 30 minutes after the official starting time of an examination that lasts for less than 1 hour. This would normally be between 9.00 am and 09.30 am for a morning examination, and between 1.30 pm and 2.00 pm for an afternoon examination.
 - **At the centre's discretion, and if your reason is considered legitimate, you will be allowed into the examination room and will be allowed the full time to complete the examination. You MUST RING in to the school office on 01702 606200 if you think you may be late, in order to log your reason and to enable us to try and extend our times of supervision. If we do not receive any prior notice, then the above may not apply.**
 - **Very Late Arrival** means:
 - You arrive more than 1 hour after the official start of an examination lasting at least 1 hour.
 - You arrive more than 30 minutes after the official start of an examination lasting less than 1 hour.
 - **In these cases you may sit the paper and you will normally be allowed the full time to complete the examination, but the school MUST inform the Board. They will NOT allow your result to stand unless there is a very good reason for the late arrival AND they are convinced that the security of the examination has not been compromised.**
 - **Arrival after the published finishing time** of a paper lasting more than 30 minutes.
You will NOT be allowed into the examination room under any circumstances.
4. **Special Consideration.**
 - If, because of illness or other special circumstances, you are unable to attend an examination, then the school office must be informed as soon as possible before the start of the examination. It **MAY** be possible for us to apply for 'Special Consideration' and you *may* then be awarded a result for the examination you missed. The evidence for this must be substantial.
 - If you feel that you are temporarily significantly disadvantaged due to a physical, emotional or medical problem then applying for 'Special Consideration' could be an option. The Board *may* adjust your mark slightly for the examination, taking the circumstance into account, **as long as the evidence is strong enough.** Contact the Exams Officer at the time of the exam(s) and asap.
 - A booklet covering special consideration in more detail is posted on RM Unify.
5. **A suitable pen** must be used in all examinations, and written answers must be in **BLACK** ink. **IT IS YOUR RESPONSIBILITY TO ENSURE THAT YOU WRITE CLEARLY AND LEGIBLY IN YOUR EXAMS.**
6. You should **read**, very carefully, the rubric information and the instructions on the cover of your question / answer booklets, to determine the length of the paper, and how many questions are to be

answered from the paper as a whole, and from each section.

7. **Answer Booklets:** these are booklets, separate from the question paper, provided for you to write in your answers. AQA, OCR & WJEC usually provide their own and your answers must be written in these booklets and not on the question paper where a booklet is provided.

Question/Answer Booklets: These are question papers that have spaces for you to write your answers. You may sometimes also have a separate answer book for the answers to certain questions. **You should try to complete your answers in the spaces provided since there will nearly always be sufficient space.**

Since these booklets are usually scanned, so that they can be marked on-line, do not write outside the spaces provided or too close to the edges of the page.

'Mark Sensing' Answer Sheets: These are sheets used for multiple choice answers and will be marked by computer. Do NOT write anything on the sheets except your personal details in the spaces provided. Anything else might affect the way the computer reads the sheet and could affect your mark. Your answers should be indicated by filling in the chosen 'bubble' in the manner described on the sheet.

Rough paper is never allowed and you may not take blotting paper or paper of any description into the examination room, other than your personal timetable.

Supplementary Answer Sheets and Booklets: These are used when you need extra space to complete answers. You must insert the required information at the head of each supplementary sheet or booklet **before the end of the examination**. Extra sheets or booklets may be obtained from the invigilator by remaining in your seat and raising your hand clearly to attract the invigilator's attention. **Under no circumstances can you move from your seat without permission.**

8. **NONE of the following can be brought into the examination room:**

PHONES	DICTIONARIES*
SMART watches (electronic/Fitbit watches)	BOOKS*
PENCIL CASES (which are not see-through)	BAGS* & COATS
BOXES OF INSTRUMENTS bearing data/information	SWEETS OR FOOD*
CORRECTING FLUID such as Tippex	CALCULATOR CASES
* unless a unit requirement or pre-arranged	

9. **Equipment:**

- You should provide yourself with mathematical instruments for use in all appropriate subjects.
- In multiple-choice examinations you may use a calculator, and will require an HB pencil and a soft eraser; ink or ball-point pens are NOT allowed.
- Stencils may be used in Science examinations for the drawing of apparatus.
- Publications such as 'pass notes', 'study guides', 'revision notes', 'dossiers', booklets, course-books, magazines and newspapers are NOT permitted. You are NOT allowed to take into the examination files, folders, dossiers, scrapbooks, and other information that you have compiled during your course unless specified as a unit requirement.

10. **Calculators**

- You are allowed to use electronic calculators in any examination, unless the rubric of the question paper expressly forbids them. Candidates are expected to have a calculator in Mathematics Papers 2 & 3, Biology, Chemistry, Physics, Business Studies, Economics & Geography examinations. Citizenship is optional.
- The electronic calculator you use must be silent, have visual display only, and be of a size suitable for use on the desk at which you will sit the examination.
- Instruction manuals, calculator cases which are not an integral or fixed part of the calculator, and external storage media or programs [e.g. card, tape, disc, smart-card, plug-in modules] CAN NOT be taken into the examination room.

- Calculators with any of the following facilities are prohibited:
 - data banks
 - dictionaries
 - language translators
 - QWERTY keyboards
 - text or formulae retrieval
 - built-in symbolic algebra manipulations
 - symbolic differentiation or integration
 - capability of remote communication with other machines
- Calculators with a graphic display, and programmable calculators, are permitted if they conform to the above restrictions. No prepared programmes may be taken into the examination room. You are responsible for clearing any information and programs from the calculator before the examination.
- You may NOT share or borrow another candidate's calculator once the examination is in progress. No allowance can be made should a calculator fail to function properly for any reason, or should a mistake be made in operating a calculator. No help or advice may be sought or given in the use or repair of a calculator during the examination. You are, however, permitted to take spare batteries into the examination room. In the case of calculator breakdown, it **may** be possible to borrow a replacement calculator from the invigilator but as they are in very short supply, this is not a guarantee. Please make sure you bring your own.

11. **At the end of each examination, you must:-**

- Ensure that the Centre Number, Candidate Number, surname, forename, signature, Syllabus Number, Title and Paper Number have all been correctly entered on your answer booklet, and on any supplementary sheets, booklets, maps, diagrams etc.
- See that your answers are correctly numbered, and that question numbers are entered or indicated in the appropriate spaces in your booklets.
- Arrange any supplementary sheets or booklets, or other loose sheets, in the order in which the questions have been attempted, and place them inside your answer booklet as appropriate. Only fasten them with a tag if it is provided.
- You mustn't remove any question papers or other stationery from the examination room.

12. **Malpractice:**

If it is suspected that you are guilty of any malpractice or misconduct during an examination you may have your examination paper cancelled, and be barred from future examinations. **This will almost certainly be the case if you bring a mobile phone into the examination room.**

13. **You must wear school uniform** when you attend for an examination. You must also be tidy in appearance and **adhere to normal school rules** otherwise you may not be allowed into the examination room

14. **Times, Venues and Seating Plans.**

- Written examinations will normally take place in the **Main Hall, Pavilion, & Frampton Theatre;** **other classrooms** may also be used. Morning papers will start at **9.00 am**, and afternoon papers at **1.30 pm**, unless otherwise notified.
- Specific arrangements for practical, oral, listening examinations etc. will be provided separately.
- **Seating Plans** will be placed on the Library windows and in the main school Dining Hall. You should note where you are sitting before you enter the examination room. These are updated daily.
- Remember also that your timetables have your room and seat numbers on them so make sure you carry them with you.
- **You should be outside the examination room 30 minutes before the start of the examination.**
 - For the **Main Hall** you should wait **outside the sixth form centre by the library.** Entry is by the side access alongside the DT block (gate unlocked just before each session).
 - For the **Pavilion** you should wait near the entrance steps outside (near the kiosk).
 - For the **Frampton Theatre** you should wait quietly outside in the Corridor.
 - For the **Languages Centre**, you should wait outside near to the bicycle sheds.
 - For other venues you should wait **OUTSIDE** the relevant building or specified room.
 - **Under NO circumstances can you enter the examination room until you are called.**

- You will **not** be allocated the same desk for each examination. You should take your place at the desk on which there is a card bearing your Candidate Number/allocated on the seating plan.
 - You should remain SILENT at all times in the examination room.
 - You will NOT be permitted to leave the examination room early [i.e. before the scheduled end of the paper] merely because you have "finished" the paper.
15. **Private Candidates.**
You should report to the Main Office 40 minutes before the start of your examination where you will be collected and taken to the appropriate room after signing in. **You must have a Passport or Driving Licence containing your photograph as proof of identity (or other legitimate forms of picture ID).**
16. **Multiple Papers:**
- Where two or more papers are being taken in one session, there is **NO** break between the papers; the second paper will be distributed immediately after the first is collected in.
 - ***Candidates sitting only one paper will begin at 9.00 am or 1.30 pm, irrespective of which paper they are sitting.***
17. **Timetable Clashes**
- A Timetable Clash means that you have two or more papers in one session from DIFFERENT subjects. Special arrangements will apply to these candidates. If you have a clash then you will see a different start time on your personal timetable. A small bag with personal revision notes and food/drink can be handed to an invigilator for those occasions as specified on your clash letter.
 - If the total time of the examinations in one session is 3 hours or less then they will be held one after the other. Otherwise one of the examinations will be moved to another session on that day.
 - If the total time of the examinations in one day is 5½ hours or less then they are done in one day. Otherwise we could make arrangements for one of them to be held the next day.
18. **Post Results services**
- Information regarding priority reviews of marking, clerical checks, routine reviews of marking and script orders will be available on Results Day and via RM Unify.
 - Priority cases *only* will be dealt with on results day (not in to the sixth form place of choice)
 - Mrs McNish will be available at the start of term for those who are unhappy with their grades.
 - Routine enquiries will be dealt with at the start of September, including requests for marks

PLEASE MAKE SURE THAT YOU KNOW WHEN YOUR EXAMINATIONS ARE SO THAT YOU DO NOT MISS THEM. IF YOU HAVE ANY QUERIES THEN DO NOT HESITATE TO COME AND SEE ME.

READ these instructions carefully and make sure you are familiar with them before the examinations begin. They are designed to give you the chance to do as well as possible.

Good Luck

**Mrs McNish
April 2019**

Notification of Results

Results are scheduled for release on Thursday 22nd August 2019

**Please come in to school at 8.30-9.00 am to collect your results and paper confirmations.
8.30 am SHSB staff available for those who haven't met the minimum requirements for sixth form entry**

**Social time from 9.00 am onwards – come and celebrate with fellow students!
Photos will be taken for the school magazine and Facebook page.**

You can access your results online via Go 4 Schools from 11.00 am if away/on holiday.