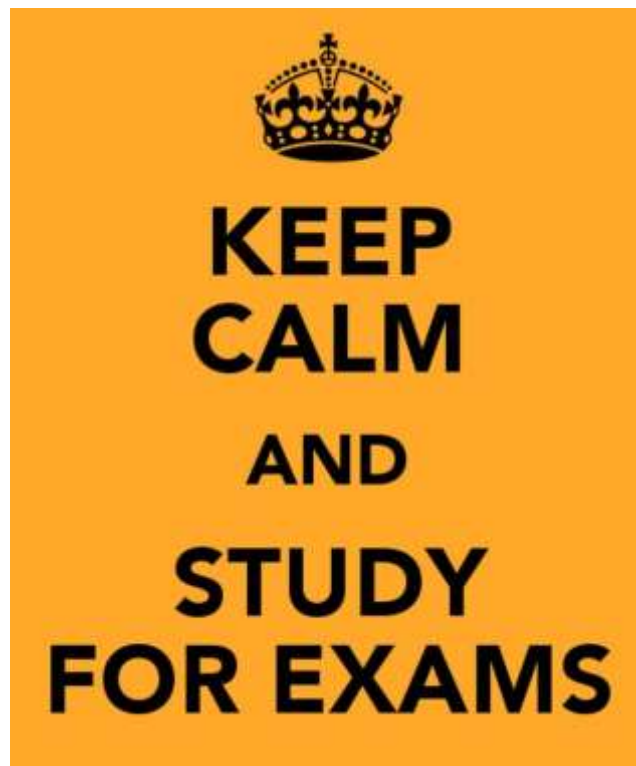




2018 EXAMS



**INFORMATION FOR STUDENTS
& PARENTS**

Dear Students

We hope that you find this booklet helpful and it gives you the answers to any questions you may have about your exams.

Please read this booklet carefully. If you have any questions or concerns about your exams please come and see me in the Exams Office.

Remember:

- Make sure you have revised
- Have a good night's sleep
- Eat some breakfast
- Turn up on time



Mrs Pickering
Exams Officer

A word of warning.....

You have spent 12 years of your life at school preparing for these exams.

BUT, you risk being disqualified from some or all of your exams if you:-

- Have a mobile phone with you in an exam (even if it is switched off)
- Have an iPod, Smartwatch, MP3/4 player or other electronic device with you during the exam
- Bring information into the exam to help you
- Try to copy somebody else's work during the exam
- Talk or communicate during the exam
- Disrupt the exam

The Exam Boards have given all schools and academies the same set of rules to follow for exams to ensure that all exam candidates are treated fairly.

You need to read and familiarise yourself with these rules which you will find towards the back of this booklet.

The number of disqualifications issued to candidates was more than 1000, during the academic year 2017. These are Official Statistics issued by Ofqual. This figure has risen by 25% from last year!!

A cautionary tale –

**Just one example of an incident reported to:
The Joint Council for Qualifications.**

A student in an exam took his blazer off and hung it on the back of his chair. When the exam was over, he left and had forgotten that he had left his blazer behind. On checking the blazer for a name, a mobile phone, turned off was found in a pocket.

The invigilator who discovered this, had to report this to the Exams Officer, who in turn had to report this to the awarding body and equally had to inform The Principal. This transpired that this student's paper was disqualified from this exam but also from all his previous exams taken. The Joint Council for Qualifications could not be sure that he had not previously taken a mobile into his earlier exams.

This student was taking his A-levels and hence ruined his chance of being accepted at University.



IMPORTANT INFORMATION

Before the day of your exam

- Check your statements of entry. Is your name spelt correctly and is it your legal name? If your date of birth is wrong or if you have any questions about the exams you have been entered for, please come and see me as soon as possible. Don't assume someone else will spot the error.
- Learn your personal candidate number and make sure you write it on all of your exam answer papers.
- Look at the exam timetable at the back of this booklet and mark all of the exams that you are taking.
- Read and familiarise yourself with the warning notices in this booklet. They are very important and not following these guidelines could result in disqualification from some or all of your GCSE exams.
- Before your exams, check the seating plans displayed on the Exams Noticeboard located near the Sports Hall. You will need to know your seat number. You will also be given another individual timetable with your seat numbers on. Please do not lose it.

Exam timings

The summer exam period will run from Thursday 26th April to Friday 22nd June.

Exams have to be sat on the day and time stated on the timetable – they **CANNOT** be taken later or earlier whatever the reason. Hence, it is vital that students are not absent during the exam period.

Year 11 students will continue to attend normal lessons and revision sessions until Friday 15th June. **All students have an exam in the morning.** This will be Leavers Day for Year 11 students, although some students will have an exam after this date and must check their individual timetable.

What to do on the day of your exam

- Arrive at school **in full school uniform** 20 minutes before the start of the exam. The exam invigilators **will not admit** anyone who is out of uniform.
- Exams will begin at **9.00am** (morning exams) and **1.00pm** (afternoon exams).
- Go to the toilet so that you can last for the duration of the exam.
- Exams will take place mainly in the Football Block. If other rooms are used, this will be shown on your own timetable and the seating plan.
- **Bags are not allowed in the exam room.** These must be left in a locker or stored somewhere suitable. You are responsible for the safety of your own belongings and the Open Academy cannot be held liable for any loss or damage to personal belongings. Mobile phones should not be left in your bag, but handed to invigilators for safe keeping.
- For all morning exams, please meet in the Sports Hall at 8.40 am for a briefing by your teachers.
- For afternoon exams, please meet in the Sports Hall at 12.50 pm for a briefing by your teachers.
- Please remember that exam rules apply from when you enter the exam room until you are dismissed by the invigilators.
- You may bring a bottle of still water into the exam but the bottle must have a sports cap, have the label removed and be see-through.
- If, for any reason, you are running late or if you are feeling unwell on the day of an exam it is important that you let us know as early as possible so that we can let you know what you need to do. The school telephone number is 01603 481640
- If you are ill and unable to sit an exam, a doctor's note must be brought to the Exams Office within 5 days of the exam. This is so we can pass it onto the Exam Board, advising them that a student was too ill to sit the exam on that day.

Never assume that because it's after the exam start time that it's not worth coming in to school!

Before the start of the exam and during the exam

- The front cover of all exams will be read to you before the start. Raise your hand if you do not understand something and **LISTEN!**
- Check how much time you should be allocating to each answer.
- Read the question twice, underlining key words, to make sure you answer what is set, rather than what you wish had been set.
- Plan for essays. Jot down a brief plan using key words. Planning lets you answer the question that has been set, gives you confidence and helps you to think.
- If you make a mistake, cross it out with a single line only.
- If there is a question that you cannot do, leave it but come back to it when you have finished all the other questions. Answer your best question first, but keep an eye on the clock.
- When you have finished, check the questions and your answers! You may not feel like doing this, but it is vital. Make corrections and additions clearly.
- In a Maths exam, it is important to work through some of the questions again and make sure you have shown all your workings especially on the calculator paper.
- For written answers, check that what you have written makes sense and written in good English, has correct spellings and good punctuation.
- **No time.** If you are running out of time, answer in note form.
- Always remember, one more sentence or another try at an answer, can make all the difference to your mark and grade.
- You must wait in silence whilst papers are collected and you will be told when you can leave.
- Please remember you are still under exam conditions whilst you are in the exam room, and if other people are still working, you must leave as quietly as possible so you do not disturb them.



What you need to do if there is a Fire Alarm during an exam

- Listen and follow the instructions given to you by the exam invigilators.
- You will be asked to turn over your exam paper and leave it on your desk. Your exam will be stopped at this point and a note of the time will be taken.
- You will remain seated in **silence** until we have received instructions from the Principal.
- If you are asked to leave the exam room, you must do so quickly and quietly.
- You will assemble on the school field but must remain with the exam invigilators.
- Do not collect any personal belongings.
- **It is paramount that you remain silent at all times, otherwise your exam paper will quite probably be disqualified.**
- Do not go back into the exam room until instructed to do so by the exam invigilators.
- Once your exam is restarted, any time lost will be added on to the end of your exam, so you are not disadvantaged in anyway.



What to do on Results Day

- Exam results will be available to collect from school on:

Thursday 23rd August between **10.00am and 12 noon** for GCSE results.

These will be available for collection from the Library.

- You must let us know if you are not able to collect your results yourself. **Please note that we will not hand your results to anybody else unless you have given us written permission to do so.**
- The results you collect will not be your final certificates. These are sent separately to the academy by the exam boards during October. We will contact you nearer the time with details for collecting these.

What to do if you think one of your results may be wrong

After the release of exam results, a candidate has the right to apply to the awarding body (the exam board) for a review of their result if they consider that the grade is too low.

This can take the form of a clerical check or a full re-mark of an exam paper or papers. This review is called an 'Enquiry about Result' (EAR) and is something which we would deal with on your behalf.

This procedure has a short deadline and therefore any requests need to be dealt with quickly within a strict deadline, outlined below.

If you have any concerns regarding your results you would need to speak to your subject teacher or the Exams Officer within 2 weeks of the issue of the exam results. If a review is considered appropriate we will deal with this straight away for you.

If we do not feel that a review is appropriate we will advise you why this is.

If you wish to appeal against this we would arrange a meeting to discuss this further.

You should be aware that the Enquiry about Result process may result in a lowering of the grade awarded.