



EXAMINATION HANDBOOK – Pupils & Parents



BEFORE THE EXAM

Exam Time

- Timetables are issued regularly with recent changes, and put into pupil pigeonholes – pupils should check each new version carefully for start time and venue changes, and discard old timetables. The main noticeboard should also be checked for last minute changes. If there are any sudden, last minute emergencies (the roof of the Hall falls in, etc), pupils will be emailed with alternative venue details
- Pupils should discuss any queries on the timetable with Kath in case something has been missed
- Required equipment is also listed on the timetable where possible. However, it is good practice to check with the subject teacher at least one day before the exam
- It is the pupils' responsibility to sort out any music lesson clashes, etc before the exam
- Don't forget that although an exam is scheduled to last only a certain length of time, it could start later than planned and it could be several minutes before the candidate is actually allowed out of the exam room due to end of exam admin requirements
- Various centre exam policies are available to candidates; please contact the school

VENUE/SITE DETAILS

- The Hall will be the main exam venue for the summer series. It will normally be out of bounds for the whole exam season. There may be occasions when pupils are allowed to use the Hall; if this is the case pupils must not interfere with exam items, such as the digital clocks, the exam desks, rollerboard, etc
- When the **EXAM ADMIN** sign is up the Exam Room is strictly out of bounds, but there is no need for silence outside. When the **EXAM IN PROGRESS** signs are up pupils must be totally silent anywhere in the vicinity of the Exam Room
- When an exam is in progress in the Hall the playground is out of bounds. Pupils may have silent access to the boot shelter, classrooms and the field. On a wet day the far side of the playground may be used, subject to Mrs Siva's jurisdiction

CENTRE SUPERVISION

- On occasion candidates will have to be isolated between exams, due to a timetable clash. Other pupils are asked to support these candidates by not attempting to make any contact, be it through a window, or a quick 'Good Luck' in passing, or similar. The candidate in isolation must not have their chances jeopardised

DRESS CODE

- All pupils are to wear full school uniform at all times when in school, including wearing shoes at all times

START OF THE EXAM

- Be aware of the start time and be outside the exam room, fully prepared, at least 5min before the start time
- If candidates are late the exam may start without them, or before they are ready, to avoid inconveniencing other candidates who are waiting to start
- Wait outside the exam room door, in view of the invigilator. Do not enter until requested. A seating plan will be outside the door and normally on the main noticeboard; candidates should check their places beforehand and go directly to their seat on entry
- Candidates are responsible to bring all their own equipment to the exam. The exam will not wait whilst they borrow equipment. Basic emergency equipment is kept in the exam room, but the items supplied might not be to the candidate's liking
- Required Items:
 - Clear pencil case (or no pencil case at all if preferred)
 - Black pen (for every exam), ballpoint or rollerball, not gel pen

- Subject specific equipment, such as maths instruments for a maths exam (candidates are now responsible for checking their own calculator memories are clear, have sufficient battery power), sketching/coloured pencils for a practical subject written exam, etc
- Recommended/allowed items:
 - Highlighter (but not to be used on any answers)
 - Clear water bottle with no label
 - Few sweets with no wrapper
 - Few tissues with no packet
- Prohibited items
 - Mobile phones, iPods, iWatches/Smartwatches, MP3/4 players
 - Any means of electronic data storage device
 - Calculator covers
 - Any food or drink container with a label/wrapper
 - Personal timers/countdown equipment
- *Please note: it is an infringement of the regulations to bring a mobile phone or electronic storage device into the exam room, even if the candidate is not planning to use the item. The candidate risks a penalty or even disqualification*
- *Please note: the invigilator may ask to see any item at any time during the exam, and has every right to take any item away from a candidate. They will only replace the basic equipment as stated on the front cover of the exam paper (black pen, maths equipment, etc)*
- Exam conditions apply as soon as a candidate enters an exam room – no talking, no contact with any other candidate, etc
- If candidates find they have a wobbly table or uncomfortable chair they must put their hand up and wait for the invigilator. Every effort will be made to ensure furniture is fit for purpose
- If a bus is running late candidates should not panic. Inform the Office straight away, and on arrival at school go to the Exam Room as soon as possible. However, if arrival at school is after 9.30am candidates must put themselves into isolation; no talking on the bus, no use of mobile phones or electronic storage devices at any time, and on arrival at school to go direct to the Office with no contact with any pupil on the way. Office staff will escort candidates to the cloakrooms to prepare themselves and then escort them to the Exam Room. Candidates who arrive late due to traffic problems will normally be allowed the full time for the exam, whatever time they arrive, but the Exam Board will have to be informed of this situation and the final decision about the situation will rest in their hands

DURING THE EXAM

- No contact with any other candidate. Pupils should keep their eyes down and keep focused on what they are doing. Any queries, raise a hand and the invigilator will come to help
- Keep working whilst waiting for the invigilator – don't waste time. Go to another question if necessary
- Never try to borrow equipment during an exam – raise a hand and ask the invigilator
- The candidate and his/her exam are the only things that matter during the exam time. Candidates should ignore everyone and everything else around – any incidents that occur, visits of the JCQ Exams Inspector, etc
- If candidates are getting tired or losing focus a few quick and subdued stretches, muscle flexes, etc, will help revitalise them, along with a quick drink
- If candidates think there is an error on the paper, don't panic. They should raise their hand and inform the invigilator. Candidates should keep working on another question whilst waiting for the problem to be sorted
- No candidate will not be allowed out of the exam room until the full exam time has been completed. If finished, check, check, and check again. Make sure the examiner has the answer asked for, not what the candidate thinks the examiner asked for

Exam Time

- If extra paper is used it must be the proper exam stationary. Number each page as used, to avoid confusion
- If the invigilator collapses all candidates should maintain exam conditions (silence, no eye contact) and carry on working, apart from the candidate nearest the phone. This candidate should ring for help, and then continue with their exam also
- Candidates must not graffiti desks or exam ID cards; the cards are a required part of exam equipment and the inspector will expect to see these on his visit
- Candidates may have to enter or leave the exam room whilst others are still working; they must be as silent as possible and not start talking the minute they have left the room

AT THE END OF THE EXAM

- Although the exam regulations state that the 10minute/5minute/1minute warnings are discouraged, it is FSCC policy to continue to give a 5min/1min warning at present
- JCQ regulations no longer allow A Level candidates to complete a sentence once they have been told the exam has ended. All candidates must put pens down as soon as they are told to stop writing
- Candidates will be allowed time at the end of the exam to complete information on answer booklets and extra stationary such as centre number, candidate number, etc. Time will also be allowed at the end of the exam to cross out rough work, but it is good practice to do this throughout the exam, in case the wrong thing is crossed out at the end in the rush
- Once candidates have finished these tasks all papers should be put inside the main question paper ready for the invigilator to collect
- Invigilators will have to check each script against the attendance register before candidates are allowed to leave the room
- The end of exam administration is carried out under strict exam conditions still, and candidates must not contact each other/talk until they are well clear of the exam room
- If candidates miss normal break time they will be allowed a short break once they have finished their exam. This must be no longer than 20min, and pupils must then go directly to their normal timetabled room, even if they are expecting to revise for another exam rather than have their normal lesson
- Y10-12 pupils should not return text books until their Induction Day, but Y13 pupils should return text books directly to their subject teacher. Only VC text books should be brought to the office, and no text books should be left in the Library
- Results are due out in August – 17th for A Level results and 24th for GCSE. Any queries should be raised with Mrs Siva or Kath. All results will be emailed to pupils – parents' addresses will be used unless an alternative address is given to Kath before the day. Pupils will be able to take advantage of the Enquiries About Results service and the Internal Appeals Procedure; please speak to Kath. Please note that marks can no longer be appealed against or papers put in for a 're-mark'; only the processes whereby marks are applied can be queried.

GENERAL INFORMATION

- The school is required to have a contingency plan for emergencies. Focus recommend that the foyer of the local city hall is used as an emergency venue for exams, should the need arise
- Candidates are recommended not to leave the country during the May half-term week; there have been instances of candidates not being able to return (volcanic ash clouds cancelling flights, ferry strikes, etc) and therefore not being able to take an exam scheduled for after the half-term. Exam boards will not give any consideration to pupils stranded in this way
- If candidates are feeling stressed to the point to that it may be jeopardising their exams, they must tell an adult asap, so that we can help

Exam Time