

CARLETON COMMUNITY HIGH SCHOOL
GCSE EXAMINATIONS
Instructions to Candidates

Timetable

- Check your copy of the full timetable carefully,
- Make sure that your parents have a copy of your timetable and know when your exams are.
- If you have any problems with the timetable see **Mrs Blackburn**.
- **Do not** depend on friends, their timetable may well be different.
- If you lose your personal timetable a new copy can be requested from Mrs Blackburn.

School Uniform

School uniform will be worn for all examinations. You will be refused entry to the examination room if you are not in uniform.

If you are required to change items of clothing and this results in you starting and finishing the exam late you may be reported to the Examination Board for starting late, this could result in a loss of marks.

When and where to go for an examination.

All candidates for examinations must go to the **DRUM**

Please do not walk around school.

For morning exams you MUST arrive by 8-45am.

For afternoon exams you MUST arrive by 12-45pm.

Equipment.

You MUST write in BLACK ink. Tippex, highlighter or gel pens are not allowed.

SCHOOL WILL PROVIDE YOU WITH BASIC WRITING EQUIPMENT

You will be provided with: a black pen, pencil, ruler, protractor and eraser. Any other equipment needed for an exam, including a **calculator**, is **your responsibility**.

Clear plastic pencil cases or clear plastic bags are allowed on your desk but no others are.

Calculators.

Your calculator is your responsibility, faulty calculators cannot be repaired or replaced, new batteries cannot be provided. You may not borrow a calculator from another candidate during an examination. So make sure your calculator is in good working order and have a spare battery with you.

Programmable calculators are allowed in examinations but all prepared programs must be cleared from memory. THIS MIGHT BE CHECKED BY AN INVIGILATOR.

Coats and Bags.

Coats, bags etc must be left in the designated room if you are in the sports hall and well clear of the examination desks if in another room.

Unauthorised materials such as notes, books (unless allowed in the exam instructions), papers, calculator case or lid, calculator instructions, electronic devices, MP3 player, pagers, wrist watches with data storage or **mobile phones** may not be brought into the examination room. If you are found to have any unauthorised material with you **even if you had no intention of referring to it** this will be reported to the Examination Board. The normal practice in such circumstances is to disqualify the candidate from the paper or the subject.

**NO MOBILE PHONES ARE ALLOWED IN ANY EXAMINATION ROOM EVEN IF THEY
ARE TURNED OFF**

Entry to the examination room

Check your seat number on the seating plan in the DRUM. If there is not a seating plan you will be told where you are to sit.

You will be called into the examination room, you must enter silently in an orderly way and you will be told where to put your coats and bags.

Once you have deposited any bags etc, find your place quietly, there will be a place card on your desk to tell you where to sit. **You must sit where your card is.**

Once in the examination room you are not allowed to communicate with other candidates.

Beginning an examination

Listen carefully to any instructions given by the invigilator, there might be changes to questions or special instructions to be followed.

Fill in your personal details on your examination paper when told to, your candidate number is on your place card. **Take care to copy it correctly.**

You will need to know the centre number of the school, this will be on a board at the front of the room and on posters around you. But so that you know it anyway it is:

38175

You MUST write in black ink.

The start and finish time for the examination will be written on a board at the front of the room, there will also be a clock. Times on the board refer to the clock in the room.

Make sure you read any instructions on the paper carefully, if you don't understand something put up your hand, an invigilator will come to you.

During an examination

If you need assistance, e.g. extra paper, or don't understand an instruction, raise your hand, an invigilator will come to help you. **Do not shout out or leave your seat.**

You must not attempt to communicate with, distract or disturb any other candidate as this may result in the cancellation of **all** your grades.

You must not make any marks on the surface of the desk.

Keep an eye on the clock and plan your use of time.

You will be told when there are 5 minutes of the examination left.

If you finish your work early you should check through your answers. You may not leave the examination room until the full time is up.

In the unlikely event of an emergency during the examination listen carefully to the instructions given by the invigilators as to the exit you need to leave by. You will still be under examination conditions and so you will not be able to communicate in any way with other candidates.

At the end of an examination

At the end of an examination you will be told to stop work. You **must** stop straight away.

Stay in your seat, examination conditions are still in force until all the papers and materials have been collected and you have been dismissed.

Some afternoon examinations might finish after 3-10pm. Candidates will not be allowed to leave until the full time for the examination is up, this is to prevent candidates still working from being distracted.

The 'what if' zone



What if you are late for an examination?

- Contact school **before** you leave home giving an arrival time so that you can be met.
- Go straight to Student Services when you arrive in school and tell the receptionist that you are late for an exam. You will be picked up from Student Services and taken to the exam room.
- Enter the examination room quietly and without disturbing any other candidate, attract the attention of the invigilator.
- You will be allowed the full time for the examination.
- When you finish you **must** see Mrs Blackburn to fill in a form. **This form must be completed otherwise you might lose the grade for the examination.**
- You will be asked why you were late; if this is a genuine emergency all your work will normally be accepted. So **don't be late.**

What if you miss an examination?

If you miss an examination through illness or other unforeseen circumstances beyond your control then you should **contact school (tel: 01977781555) as soon as possible.**

You will be required to provide evidence (e.g. medical certificate or letter) as this will be needed when we contact the exam board and ask for special consideration. This evidence must be got to Mrs Blackburn as soon as possible if you are to have a hope of a grade.

If there is no good reason why you missed the examination or you do not contact school then you will be required to pay for the examination entry.

If you are missing from the start of an exam the school might try to contact you. Make sure that your contact numbers are up to date. However the school does not accept responsibility for your absence that responsibility is yours, neither does it undertake to contact you in the event of your absence. We will if we can, but we are not obliged to.

What if you are ill during an examination?

Put up your hand an invigilator will come to you.

When are the results due?

GCSE results will be published on **Thursday 24th August.**

You may call at school or telephone to collect your results after **9-30am.**

If you cannot collect your results give stamped addressed envelope to Reception before you leave school, your results will be sent to you.

If you do not wish your child's results to appear in the local press please advise school by letter before 30th June.

If you have any problems regarding your examinations please see Mrs Blackburn.

Don't let problems worry you - ask.

Enquiries about Results (EARs)

After Examination results have been released in August it might be the case that you and/or your parents feel that the grade awarded was unexpectedly low.

The Examination Boards all have in place post results services (EAR) which are available to you on application through school (please note – the Exam Boards will not accept requests directly from you).

You need to be aware that EARs can result in lower marks and grades as well as higher marks and grades. For example if you were awarded a 'D' grade on first marking you might be awarded 'C' on remarking but it is also possible that you might get an 'E' if you lose marks as a result of the remark.

EARs have a range of costs from £7 to £34 per component and are payable by you or your parents before an application can be made.

Subject departments will also be looking at your results and might request an EAR. If this is the case no enquiry will go ahead without your written permission and school will pay the fee.

The deadline for applications to the Exam Boards is the 20th of September. To allow time for processing of applications you should aim to make your application for an EAR by **Tuesday 16th September**. It is not possible to make applications after 20th September.

You can contact Mrs Blackburn for information, advice and fees from the first day of term (2nd September).

To make an application you should contact Mrs Blackburn as soon as you possible after results day. (Before Monday 1st September your details will be taken and you will be contacted as soon as possible.) You will need to pay for the service in advance. If your grade is changed the fee will be returned to you in full.

If an EAR is requested by School then you will be contacted by letter, you will need to complete a form to give permission for the EAR to go ahead. The fees will be paid by School.

Don't let problems worry you - ask.
(tel: 01977781555)

Improving Examination Technique

Late or poor preparation for examinations is a major cause of examination nerves. Sound revision prepares you and gives you confidence.

Do only light revision the night before an examination and on the examination day itself. This should keep your mind as fresh as possible and a fresh mind is usually worth more marks than a piece of cramming.

Make sure you read the instructions for the examination carefully. If you don't understand an instruction ask an invigilator to help you.

Unless you are advised to follow the order on the paper, plan the order in which you will answer the questions first so that you will receive credit for these before you start to run out of time. If any questions are compulsory it is best to answer these first so that you do not miss them out.

Attempt the correct number of questions.

Think about each question until you are sure what is required.

Do not get bogged down with difficult questions. Leave them until you have answered all the easier ones. Otherwise you might run out of time.

Keep your work neat and tidy. This makes it easier for the examiner to follow your answers and so easier for him/her to award marks.

Do not waste time copying out the question or re-stating the question.

For each question give as much information as is required but no more, e.g. if the question asks for one example do not give any more - an incorrect example can cancel out marks awarded for a correct one.

Diagrams can sometimes convey information more quickly and more clearly than writing. This should cut down on the writing needed to make your point. However there is no need to draw a diagram and then describe it all again in words.

Leave time at the end to check your answers, tidy up your paper, add punctuation, check spellings, calculations etc. **Many marks can be picked up this way.**

Take all the time given for the examination. There are no additional marks or prizes given for finishing first.

You need to practice examination answers so that you can answer questions in the time available. Remember examiners look for quality not quantity.

**You need to be in the DRUM by 8-45am
[morning sessions] or 12.45pm
[afternoon sessions].
So make sure you arrive in good time.**

**Failure to attend an examination might
result in you being billed for the
examination fee if you do not have a
valid reason for being absent.**

RESULTS DAY

THURSDAY 21st AUGUST

9-30am

**If you do not wish your child's results to appear in the local
press please advise school by letter before 27th June.**

Calculators

Where the use of electronic calculators is allowed in examinations:

Calculators must be:

- of a size suitable for use on the desk;
- either battery or solar powered.

You are responsible for the following:

- the calculator's power supply;
- the calculator's working condition.

Calculators must not:

- be designed or adapted to offer any of these facilities: -
 - language translators;
 - symbolic algebra manipulation;
 - symbolic differentiation or integration;
 - communication with other machines or the internet.
- be borrowed from another candidate during an examination for any reason;
- have retrievable information stored in them - this includes: -
 - databanks;
 - dictionaries;
 - mathematical formulas;
 - text.

REMEMBER

SCHOOL WILL PROVIDE YOU WITH BASIC WRITING EQUIPMENT

You will be provided with: a black pen, pencil, ruler, protractor and eraser. Any other equipment needed for an exam, including a **calculator**, is **your responsibility**.



AQA	City & Guilds	CCEA	Edexcel	OCR	WJEC
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Warning to Candidates

1. You **must** be on time for all your examinations.
2. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
3. You **must not**:
 - sit an examination in the name of another candidate;
 - have in your possession any unauthorised material or equipment which might give you an unfair advantage.
4. **Possession of a mobile phone** or other unauthorised material **is breaking the rules**, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
5. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
6. You **must** follow the instructions of the invigilator.
7. If you are in any doubt speak to the invigilator.

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Information for candidates
For written examinations – effective from 1 September 2013

This document has been written to help you. Read it carefully and follow the instructions.

If there is anything you do not understand, especially which calculator you may use, ask your teacher.

A Regulations – Make sure you understand the rules

- 1 Be on time for all your exams. If you are late, your work might not be accepted.
- 2 Do not become involved in any unfair or dishonest practice during the exam.
- 3 If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
- 4 You **must not** take into the exam room:
 - notes;
 - a calculator case/instruction leaflet;
 - a mobile phone, iPod, MP3/4 player, a wrist watch which has a data storage device or any other product with text/digital facilities.

Any pencil cases taken into the exam room must be see-through.

Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.

- 5 Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
- 6 Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
- 7 If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
- 8 Do not borrow anything from another candidate during the exam.

B Information – Make sure you attend your exams and bring what you need

- 1 Know the dates and times of all your exams.
- 2 Arrive at least ten minutes before the start of each exam.
- 3 If you arrive late for an exam, report to the invigilator running the exam.
- 4 If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
- 5 Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
- 6 You must write in black ink. Coloured pencils or inks may be used only for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.

C Calculators, Dictionaries and Computer Spell-checkers

- 1 You may use a calculator unless you are told otherwise. 2

If you use a calculator

- make sure it works properly; check that the batteries are working properly;
- clear anything stored in it;
- remove any parts such as cases, lids or covers which have printed instructions or formulas;
- do not bring into the exam room any operating instructions or prepared programs.

- 3 Do not use a dictionary or computer spell checker unless you are told otherwise.

D Instructions during the exam

- 1 Always listen to the invigilator. Follow their instructions at all times.
- 2 Tell the invigilator at once:
 - if you think you have not been given the right question paper or all of the materials listed on the front of the paper;
 - if the question paper is incomplete or badly printed.
- 3 Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
- 4 Fill in all the details required on the front of the question paper and/or the answer booklet **before** you start the exam. Make sure you fill these details in on any additional answer sheets that you use.
- 5 Remember to write your answers within the designated sections of the answer booklet.
- 6 Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers. Make sure you add your candidate details to any additional answer sheets that you use.

E Advice and assistance

- 1 If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
- 2 Put up your hand during the exam if:
 - you have a problem and are in doubt about what you should do;
 - you do not feel well;
 - you need more paper.
- 3 You must not ask for, and will not be given, any explanation of the questions.

F At the end of the exam

- 1 If you have used more than one answer booklet and/or any loose sheets of paper, place them in the correct order. Remember to fasten them together with a treasury tag before you leave. Make sure you add your candidate details to any additional answer sheets that you use.
- 2 Do not leave the exam room until told to do so by the invigilator.
- 3 Do not take from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.

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**NO MOBILE PHONES, IPODS,
MP3/4 PLAYERS.**

**NO PRODUCTS WITH AN
ELECTRONIC
COMMUNICATION/STORAGE
DEVICE OR DIGITAL FACILITY.**

Possession of unauthorised items is an infringement of the regulations and could result in

DISQUALIFICATION

from the current examination and the overall qualification.

Candidates are advised that mobile phones in particular **must not** be in their possession whether switched on or not.