



Leventhorpe

a business and enterprise academy

Examinations Handbook 2018

School Examination Centre number - 17251

Information and instructions

Examinations' Officer
Mrs J Creagh

Tel: 01279 603119

Purpose of this booklet

This booklet is your helpful guide to get you through your examinations. It has all the information that you will need.

Please read through the booklet carefully and if you are unsure about anything speak to the Examinations Officer, Mrs Creagh, your Form Tutor or Head of Year.

Examination times

Morning session
8.50am

Afternoon session
1.30pm



Please make sure you are here at least **15 minutes before** the start of your exam.

Clashes

Please check your exam days and sessions. If you find you have a timetable clash you should have been seen by Mrs Creagh, but if not, please see let Mrs Creagh as a matter of urgency.

Mobile phone/MP3 players/iPods/ and any watches

Mobile phones / MP3 players / IPODS/ and Digital Watches are NOT ALLOWED in your possession in the exam hall/room, they MUST be handed in to the invigilators.

Please make sure all devices have been SWITCHED OFF COMPLETELY before putting in the wallet which will be placed on your exam desk. Do not leave in silent mode.

The numbered wallets will be collected by an invigilator at the start of the exam and returned to you at the end. Ensure you keep the numbered card (found inside the wallet) when it is collected, and return this to the wallet once your phone has been returned.

It is recommended that you **DO NOT** bring mobile phones, MP3 players, iPods or digital watches on your exam days.



Illness/Emergency

If you are ill or there is a serious emergency on the day of an examination you, or your parent/carer, must telephone the main school reception and speak to a receptionist who will relay a message to Mrs Creagh. Please ensure you speak to someone and **DO NOT** leave an answer phone message.

01279 836633

If you are ill and miss an exam we recommend you see a doctor and get a medical note/certificate. We can then apply for 'Special Consideration' on your behalf, however, there are no guarantees the exam board will take this into consideration. **This note MUST be given to Mrs Creagh as a matter of urgency**, it must be within 2 days of the exam.

Your exam time table

You will have already checked and signed your 'statement of entry', this is a very important document and you should have checked this carefully as this is the personal information that will appear on your certificates. **You now need to check your exam timetable. It shows all the examinations you are entered for and the dates, times and seat numbers. This is a very important document – make a copy or keep it safe.**

- Check your entries very carefully. Make sure **every** subject you are taking is listed. **If there is a subject not listed that means that you have not been entered and therefore you will not get a result!**
- **Please Note** If you have an exam clash, you will be seen by Mrs Creagh to discuss arrangements to be made for you to sit both papers. You will spend the time you are not in an exam supervised and may need to bring with you a packed lunch. You will have **NO CONTACT** with any other candidate until the end of your sessions.
- Make sure that your entry is at the **correct level** if the subject has a tiered entry.
- Look at the **dates** of your examinations and check whether they are in the morning or the afternoon. Where it states "Not Defined" or "As Advised" this is a part of the exam for which your teacher tells you the date i.e. coursework or practical/oral exams.

You can double check the time and place of your examination on the Examination Board (outside the LRC) and outside on the Sports Hall windows. Lists of rooms and seat numbers will be available for the next day at the end of each exam day.

Make sure you know the rules

- You **must** be on time for all examinations. If you are late your work may not be accepted.
- You **must** come to school in correct school uniform. In extreme cases you may be sent home to change or may not be allowed to sit the exam.

- You **must not** become involved in any unfair or dishonest practice in any part of the examination.
- You may take into the examination room **only** the materials and equipment which are allowed.
- You **must not** take into the examination room any unauthorised materials or equipment (for example: calculator cases/instruction leaflets, bags, non-transparent pencil cases. As already stated electronic devices will be collected in.
- Analogue watches **only** can be used and **must** be placed on your desk.
- You **must not** talk to, otherwise communicate with, or disturb other candidates once you enter the exam hall.
- If you break the rules in any way, you may be disqualified from all exams relevant to that exam board.

Make sure you attend

- Know the **dates and times** of your examinations and arrive at least fifteen minutes before the start of each examination.
- If you arrive late for an examination, report to Mrs Creagh immediately. You can still sit the examination but the exam board may decide not to accept your work.
- If you arrive after an examination has ended, you will not normally be permitted to take it.

Be prepared and have what you need

- Leave outside the examination room, or with the invigilator(s), anything which you do not need or which is not allowed. Make sure your pockets are empty.
- Take into the examination room the pens, pencils, rubbers, rulers and any instruments which you will need for the examination.
- Only see through pencil cases are allowed. You must write in **black ink**.
- Coloured pencils or inks may be used only for diagrams, maps, charts, etc.
- You may not borrow anything from another candidate during the examination.
- You must not use correction fluid or correction pens.
- Highlighters may be used to highlight details on the question paper, but **MUST NOT be used in your answers**.
- You must strike through any amendments with your pen.

Calculators, dictionaries and electronic devices

- You may use a calculator **only** when specifically allowed in the exam and you need to ensure:
 - ✓ It works properly.
 - ✓ The battery is working properly.
 - ✓ You clear anything stored in the memory.
 - ✓ You do not bring into the examination room any operating instructions.
 - ✓ The calculator cover is removed and placed in the plastic wallet.
- You must not use a dictionary or computer spell-checker.

Food and Drink

- No food is allowed in examinations. **Water only** is permitted and you must make sure that all labels are removed and the bottle put under your desk.

Before entering the examination hall/room

- Check the seating plan to know where you are sitting.
- Ensure you have emptied your pockets, turned off your devices and have all the equipment you need for the exam including your student I.D.
- Line up in your seating row outside the sports hall.
- Leave all bags and coats in the sports hall foyer

In the examination hall/room

- Enter the hall in silence, sit down and place **your student I.D card on your desk** (this card is extremely important as examination staff need to see it to identify you).
- Listen carefully to the Invigilator(s) and follow their instructions. Raise your hand if you have any questions or problems.
- Put your hand up and tell the Invigilator **immediately** if you think you have been given the wrong exam question paper, are missing necessary equipment/resources, or if your question paper is incomplete or badly printed.
- Carefully read the instructions printed on the question paper and/or answer booklet.
- Fill in the details on the front of the question/answer paper **only** when you are told to do so. **Write your full legal name, do not use an abbreviation.** Write the school examination centre number **17251**.
- Do any rough work on your answer booklet. Cross it through and hand it in with your answers. No rough paper is allowed.

UNDER NO CIRCUMSTANCES MUST YOU DEFACE YOUR EXAM SCRIPT OR CANDIDATE LABEL.

This includes graffiti, doodling or writing notes/appeals to the examiner – your work may not be marked if you do this.

A BLANK PAGE MUST REMAIN BLANK.

- If you have a problem put your hand up for assistance **but** you must not ask for, and will not be given, any explanation of the questions.
- Toilet breaks are very disruptive to others and will only be given in cases of extreme need and no extra time is given.
- **There will be no 5 minute warnings at the end of the exam.**

The end of the examination

- You will not be allowed to leave the exam room, even if you have finished, until the published finishing time of the exam.
- You **must** stop writing immediately when told to do so.
- If you have used more than one answer booklet or any loose sheets you must place them in the correct order and place them in your answer booklet. Ensure all sheets have your name, candidate number, centre number and question number.
- The invigilators will collect your exam papers before you leave the room and **you must remain silent**. You are under exam conditions until you leave the **building** and the invigilators will tell you when you may go. Other exams may still be continuing in other rooms in the Sports Centre.
- **You must not take from the exam room** any examination stationery, used or unused, rough work or any other materials provided for the examination.

JCQ Exam Regulations

It is **your responsibility** to read the exam boards' '*NO Mobile Phone*' poster and A '*Warning to Candidate*' poster (back of this booklet).

A larger copy of these regulations will be displayed inside and outside every exam room.

Reviews of Marking

Once you have received your results you will be given information about how to request a review of marking if needed.

Dates

June Series 2017 Examinations

Start -

Monday 14th May 2018

End -

Tuesday 26th June 2018

Results

GCE

Thursday 16th August 2018

Year 13 9.00am

All other years 10.15am

GCSE

Thursday 23rd August 2018

Year 11 9.00am

All other years 10.15am

Exam Board deadline date for Priority Enquiries about Results (where a university place is dependent on the grade)

GCE

Friday 24th August 2018 (Date T.B.C)

Certificates issued

December 2018

