



Leventhorpe

a business and enterprise academy

**Examinations
Handbook 2017**

Information and instructions

Examinations' Officer
Mrs J Creagh

Tel: 01279 603119

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 let Mrs Creagh know 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 THE EXAM HALL/ROOM.

PLEASE make sure all devices have been SWITCHED OFF COMPLETELY before putting in the wallet. Do not leave in silent mode.

Your mobile/MP3/iPod etc. must be placed in the numbered wallet provided on the exam desk. The wallets will be collected by an invigilator at the start of the exam and returned to you at the end.

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.

01279 836633

Do not leave an answer phone message.

If you are ill and miss an exam a medical note from the doctor must be provided for 'Special Consideration' to be applied for and it is only considered if 50% of the total assessment is completed.

You must speak to Mrs Creagh as a matter of urgency.

Checking your exam time table

Please be aware that the statement of entry 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 timetable. It shows all the examinations you are entered for and the dates, times and seat numbers. If there is a subject not listed that means that you have not been entered and therefore you will not get a result!

- Check your entries very carefully. Make sure **every** subject you are taking is listed. **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.

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 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 choose to leave before the end of the examination, you will not be allowed to return.
- 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.

Provide 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.
- You must have your **exam I.D card** with you, place this on your desk.
- Only see through pencil cases are allowed. You must write in **black ink or ballpoint pen**.
- 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, correction pens or highlighters 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.

In the examination hall/room

- Listen carefully to the Invigilator(s) and do what you are asked. If you do not hear the instructions properly, raise your hand and ask the Invigilator to repeat.
- Put your hand up and tell the Invigilator at once:
If you think you have not been given the right question paper or all the materials that are listed on the front of the paper.
If your question paper is incomplete or badly printed.
- Read carefully 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
- 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.
- You must remain in the exam room until at least one hour after the starting time for each exam.
- 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 reviews of marking if needed.



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

**NO POTENTIAL
TECHNOLOGICAL/WEB ENABLED
SOURCES OF INFORMATION**

Possession of unauthorised items, such as a mobile phone, is a serious offence and could result in

DISQUALIFICATION
from your examination and your overall qualification.

This poster must be displayed in a prominent place outside each examination room.



AQA	City & Guilds	CCEA	Edexcel	OCR	WJEC
-----	---------------	------	---------	-----	------

Warning to Candidates

- 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.

The **Warning to Candidates** must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.

Effective from 1 September 2014