



# **Post 16 Examinations Handbook 2018**

# Introduction

It is the aim of Sarum Academy to make the examination experience as positive and successful as possible for all candidates. Hopefully, this booklet will prove informative and helpful for you and your parents. Please read it carefully and show it to your parents so that they are also aware of the examination regulations and the procedures to follow in the event of any problems occurring.

The awarding bodies (or examination boards) set down strict criteria which must be followed for the conduct of examinations and Sarum Academy is required to follow them precisely. You should, therefore, pay particular attention to the regulations that are printed in this booklet.

Some of the questions you may have are answered at the back of this booklet. **If there is anything you do not understand or any question that has not been addressed, PLEASE ASK.**

If you or your parents have any queries or need help or advice at any time before, during or after the examinations, please contact:

**Examinations Officer: Mrs Pearce**  
**Telephone Number: 01722 323431**

# Revision

## Simple – ‘if you don’t revise effectively you have less of a chance!’

Pupils often say they “don’t know how to revise”. An important first step is to get organised by making a **plan**. This should be a timetable, setting out when pupils will revise, what they will revise, and for how long.

The most effective pupils revise **frequently**. This means not leaving revision until the last minute, but revising most days over a prolonged period of time. Under these conditions pupils are most likely to **retain the knowledge** and skills required in their exams.

Pupils often claim that they revise best in front of the television or when listening to music, but in reality most people need a **quiet place** where they are able to concentrate free from distraction. If a pupils plans to revise for 2 hours, it is probably best that they leave their mobile phone in another room.

Pupils are more likely to retain information if they condense information into **note form**. **Flashcards** and **Post-It notes** can be really useful for this purpose, and these can be found in the revision equipment pack.

**Mind-maps** are an excellent visual method for condensing complex topics into revision notes.

You should have a **revision guides** and/or **revision workbooks** for every subject. These provide an excellent starting point for those who struggle to get started with revision, and are extremely useful when revising the day before exams.

Teachers will also provide pupils with **past papers**. Completion of past paper exam questions is an excellent form of revision; pupils become more confident and familiar with the structure of the exam while revising their knowledge and skills.

## **TIME MANAGEMENT**

Make revision a priority – Work with your teacher to understand where you need to focus your energy. Where are your strengths & weaknesses?

### **Which subjects will need more attention?**

Identify how much time you have available. Consider how many days until your first exam. Allocate a set number of hours of revision to each subject.

Are there any dates where it will be impossible for you to complete any revision? Make a structured revision timetable and cross out these dates.

We know you need to have a social life as well. Work out at which times you are likely to be ineffective e.g. Friday evenings, but be sure to compensate for this perhaps by doing extra on Sunday mornings.

## **MANAGING YOUR TIME**

Be in control of your revision by managing it sensibly and **not leaving it until the night before**. Control will enable you to remain calm and reduce your stress levels.

Set manageable goals – decide what it is you hope to achieve on any given day.

Revise in 20 minute stints. If the topic you are revising is particularly complicated it is often wise to take a break. Many people learn in short bursts so remove yourself from your revision and go and do something less stressful like making a drink or snack. Return to your revision with a clear head.

Revise in a non-stressful environment. Quiet and calm is required. The chaos of family life is generally too counter-productive for quality revision.

**Work with friends or in small groups.** Working with others can help reduce stress levels and increase your effectiveness.

## **THE SKILLS OF LEARNING**

Develop techniques that do not simply involve reading back work that you have completed in class. Use the strategies that were shared with you at the Revision Workshop you attended in February. Below are some simple ideas:

1. Give yourself quick memory tests. Using mnemonics will help you recall key words, terms or ideas e.g. SMART Targets should be **S**pecific, **M**easurable, **A**chievable, **R**ealistic and **T**ime-related.
2. Use a reading guide when reading information e.g. a pencil or a ruler. This will keep your eyes from wandering and therefore help you maintain focus and concentration.

3. Skim reading can be useful when trying to identify key words or ideas. Also create headings, labels, graphs and symbols. Highlighter pens are also a worthy investment. Also, try using bullet points to summarise what you have just read.  
**Read your summaries back to a friend or family member.**
4. Try different techniques when note taking. Again the use of colour can be effective, but also use annotations, make timelines, diagrams and drawings. Use whatever might be appropriate to bring your revision to life.
5. Make checklists to ensure that you have covered everything that you need to revise. **REMEMBER TO TEST YOURSELF** to see what information you have retained and what you need to re-visit.
6. Use ICT – There are countless revision websites available for pupils taking exams. Ask your teachers and friends as they may know of a website that you haven't yet tried.
7. Adopt **active** techniques – remember that copying is passive, **note taking is active and discussing, asking and answering questions is interactive.**  
**Active and interactive revision will produce better results.**

# Dealing with Exam Pressures – Information for Parents (and Pupils)

Tests and exams can be a challenging part of school life for both children and parents. But there are ways to ease the pressure.

## **Watch out for exam stress**

Children who experience stress may be irritable, not sleep well, lose interest in food, worry a lot, and appear depressed or negative. Headaches and stomach pains can also be stress-related.

Having someone to talk to about their work can help. Support from a parent, tutor or study buddy can help children share their worries and keep things in perspective. If you feel your child isn't coping, talk to their teachers at school.

## **Make sure your child eats well**

A balanced diet is vital for your child's health, and can help them to feel well during exam periods. Some parents find that too many high-fat, high-sugar and high-caffeine foods and drinks (such as cola, sweets, chocolate, burgers and chips) make their children hyperactive, irritable and moody.

Don't forget to feed your child on the day of the exam. Exam pressure can lead to a lack of appetite but concentration can be affected by simply missing a meal.

## **Help your child get enough sleep**

Good sleep will improve thinking and concentration. Most teenagers need between 8 and 10 hours' sleep a night. Allow half an hour or so for kids to wind down between studying, watching TV or using a computer and going to bed to help them get a good night's sleep.

Cramming all night before an exam is usually a bad idea. Sleep will benefit your child far more than a few hours of panicky last-minute study.

## **Be flexible during exams**

When your child is revising all day, don't worry about household jobs that are left undone or untidy bedrooms. Staying calm yourself can help. Remember, exams don't last forever.

## **Help them to study**

Help your child revise by making sure they have somewhere comfortable to study. Help them draw up a revision schedule or ask the school for one.

**Talk about exam nerves**

Remind your child that feeling anxious is normal. Nervousness is a natural reaction to exams. The key is to put these nerves to positive use. Being reminded of what they do know and the time they have put into study can help them feel confident.

**Encourage exercise during exams**

Make sure your kids are active. Exercise can help boost energy levels, clear the mind and relieve stress. Walking, cycling, swimming, football and dancing are all effective.

**Don't add to the pressure**

Support group ChildLine says that many of the children who contact them feel that the greatest pressure at exam time comes from their family. "Keep things in perspective," says Rosanne Pearce, a senior supervisor. "Listen to them, give support and avoid criticism."

Before they go in for a test or exam, be reassuring and positive. Make sure they know that failing isn't the end of the world, and that if things don't go well they may be able to take the exam again.

After each exam, encourage your child to talk it through with you. Then move on and focus on the next test, rather than dwelling on things that can't be changed.

**Make time for treats**

When the exams are over, help your child celebrate by organising an end-of-exams treat. Don't use rewards as bribes. Instead, encourage your child to work for their own satisfaction, offering small, frequent treats.

**Acknowledgments – NHS - Coping with exam stress**

# Before the Examinations

## EXAMINATION TIMETABLES

All candidates will shortly receive a final Candidate Exam Timetable from school at the end of April, indicating the subjects they are being entered for.

## REVISION CLASSES

As we near the exams there will be a number of additional sessions laid on by staff. Talk to your teachers about how this is going to happen in your particular subject but do not think this is where you are going to revise. This should be happening every day from now until your exams.

## EXAMINATION BOARDS

Sarum Academy uses the following Examination Boards for A/AS Levels & BTEC's

|                     |         |                |         |
|---------------------|---------|----------------|---------|
| Art                 | Edexcel | Sports Studies | Edexcel |
| Maths               | AQA     | Photography    | AQA     |
| Philosophy & Ethics | OCR     | German         | AQA     |
| History             | AQA     | Italian        | Edexcel |
| Psychology          | AQA     | Health & SC    | Edexcel |
| English GCSE        | AQA     | Business       | Edexcel |
| Maths GCSE          | Edexcel |                |         |

## CANDIDATE NUMBER & CANDIDATE CARDS

Each candidate has a four-digit candidate number. This is the number you will enter on examination papers. It will appear on your timetables. You will have a candidate identification card on your exam desk giving you the information you need. These cards must not be tampered with or removed from the Exam Room as they will be used for all your exams.

## TIMETABLES

You will receive an individual timetable showing your own specific examinations with details of the date, time, duration of the exam, venue, row and seat number. Check it carefully. If you think something is wrong see Mrs Pearce **IMMEDIATELY**. Don't leave it until just before the exam when it may be too late to do anything for you.

## EXAM CLASH

Some candidates may have an exam clash. This is where there are two exams timetabled on the same day and at the same time. The Exams Office will make special timetable arrangements for these candidates only. You must check your individual timetable and see Mrs Pearce if you are unsure what to do. If you think there is a clash on your timetable that has not been resolved, please see Mrs Pearce **IMMEDIATELY**.



# Equipment

**It is most important that you are responsible for providing your own equipment for examinations.**

You must not attempt to borrow equipment from another candidate during the examination.

## **All exams**

You should bring in a see through pencil case

2 x Pens (black ink only)

2 x HB Pencils

30cm Ruler (marked with cm and mm)

Pencil Sharpener

Rubber

## **Mathematics**

As above, (in a see through pencil case), plus

Scientific Calculator

Compass

Protractor

# Understanding the questions – Exam command words IMPORTANT

Question keywords are also called '**command**' words. These are the words in your exam questions that tell you what the examiner wants you to do. By understanding these command words, you are on your way to understanding your exam questions.

For example, you may be instructed in your exam question to '**describe**' something within your answer. If your answer '**evaluates**' rather than '**sets out the characteristics**', you potentially haven't given the right answer. The table below lists some of these command words.

|   |   |  |   |
|---|---|--|---|
| <b>Analyse</b><br>Separate information into components and identify their characteristics | <b>Assess</b><br>Make an informed judgement                 | <b>Consider</b><br>Review and respond to given information             | <b>Criticise</b><br>Assess worth against explicit expectations  |
| <b>Comment</b><br>Present an informed opinion   | <b>Define</b><br>Specify meaning                            | <b>Describe</b><br>Set out characteristics                             | <b>Discuss</b><br>Present key points                            |
| <b>Deduce</b><br>Draw conclusions from information provided                               | <b>Examine</b><br>Investigate closely                       | <b>Explore</b><br>Investigate without preconceptions about the outcome | <b>Evaluate</b><br>Judge from available evidence                |
| <b>Explain</b><br>Set out purposes or reasons   | <b>Illustrate</b><br>Present clarifying examples            | <b>Interpret</b><br>Translate information into recognisable form       | <b>Outline</b><br>Set out main characteristics                  |
| <b>Summarise</b><br>Present principal points without detail                               | <b>State</b><br>Express in clear terms                      | <b>Relate</b><br>Demonstrate connections between items                 | <b>Review</b><br>Survey information                             |
| <b>Argue</b><br>Present a reasoned case   | <b>Debate</b><br>Present different perspectives on an issue | <b>Give</b><br>Produce an answer from recall                           | <b>Justify</b><br>Support a case with evidence                  |
| <b>Estimate</b><br>Assign an approximate value  | <b>Calculate</b><br>Work out the value of something         | <b>Suggest</b><br>Present a possible case                              | <b>Prove</b><br>Demonstrate validity on the basis of evidence   |
| <b>Compare</b><br>Identify similarities   | <b>Contrast</b><br>Identify differences                     | <b>Apply</b><br>Put into effect in a recognised way                    | <b>Complete</b><br>Finish a task by adding to given information |
| <b>Develop</b><br>Take forward or build upon given information                            | <b>Identify</b><br>Name or otherwise characterise           |  |   |

# During the Examinations

## EXAMINATION REGULATIONS

A copy of the “Warning to Candidates”, which is issued jointly by all the Examining Boards, is printed at the back of this booklet. All candidates must read this carefully and note that to break any of these examination rules or regulations could lead to disqualification from all subjects. The school **must** report any breach of the regulations to the Awarding Body.

## FIRE EVACUATION PROCEDURES

### *If the Fire Alarm sounds during the exam*

The exam will be stopped immediately. You must stop writing, close your exam papers and remain seated in silence. The invigilator in charge will make a note of the time the exam stopped.

A member of staff from the Exams Office will notify the invigilators if we have to evacuate the exam venue.

If you do not have to be evacuated, the exam will be restarted once the alarm is silenced and the time added onto the end.

If evacuation is necessary, you must leave all equipment on your desk and you must not collect your belongings.

The invigilators responsible for each row will lead you to the hard standing at the rear of the sports hall. You must remain in the order that you are seated in and must remain silent. A register will be taken outside. **You must not go to your normal assembly point.**

Exam regulations are still in place whilst you are outside and you must not breach any regulations or you will be reported to the exam board.

You will be told when to return to the exam hall and the exam will be restarted.

If there is an emergency within the region of the exam venue the invigilator in charge will immediately evacuate the room.

If you are in another room that is being used for an exam the invigilators will follow the same procedures as above and if necessary evacuate you by the nearest safest route to the hard standing at the rear of the sports hall. All Exam Regulations apply whilst the evacuation is underway.

# Absence during Examinations

Exam times are very important times in your life. The exams that you will be taking this year will influence what you do in the future, so it is very important that they run as smoothly as possible. There are a number of rules and regulations for exams that you must be aware of (These rules are set by the exam boards, not by the Academy!).

## **Absence from Examinations**

You must attend all exams that are allocated to you on your individual candidate timetable. Misreading the timetable will not be accepted as a satisfactory explanation for your absence. You will receive a bill if you fail to attend an exam that has been paid for by the Academy. If you miss an exam due to illness, you **MUST** telephone the Academy on **(01722) 323431** as soon as possible on the morning of the exam, **and** a medical certificate/letter from a qualified medical practitioner **MUST** be given/sent to Mrs Pearce the Examinations Officer within **three days** of the exam you missed.

**IF YOU FAIL TO PROVIDE THE ACADEMY WITH A MEDICAL NOTE, YOU WILL RECEIVE A BILL FOR THE ENTRY FEE FOR THE MISSED EXAM.**

**What happens if a pupil has a valid reason for missing an exam?**

The Academy can apply for Special consideration.

## **Information from the Exam board:**

Special consideration can be applied when:

- 1. A pupil is fully prepared for the exam, sits the exam, but is disadvantaged due to illness or unavoidable circumstances beyond their control at the time of the exam or when they complete their coursework/controlled assessment.**

In these cases, a small percentage is added to the raw mark. The percentage is determined by using the guidelines agreed by all the awarding bodies and published by the Joint Council for Qualifications (JCQ).

- 2. A pupil is absent from an examination for a valid reason.**

In these cases, a mark is calculated for the missing unit providing the pupil has completed enough of the specification to meet the minimum requirements specified by JCQ. The calculation of the missing mark takes into account the pupil's performance in the other comparable units of the exam and the national average for those units. This method is considered to be fair and consistent.

**IMPORTANT: Without a Medical Note the Academy cannot apply for Special Consideration. In cases of bereavement of a close relative or friend the Academy will apply for Special Consideration on your behalf.**

# Conduct during Examinations

## **PUNCTUALITY**

Candidates are responsible for checking their own timetable and arriving at school on the correct day and time, in full school uniform and equipped. Candidates must arrive 30 minutes before the start time of their examination, and must wait quietly outside the Performance Hall or in the Dining Hall (AS INSTRUCTED) until invited to enter by the Exams Officer.

Candidates who arrive late for an examination **MAY NOT BE ALLOWED TO SIT THE EXAM** depending on the circumstances and the timing of the exam. If a candidate is allowed to be admitted they will be allowed the full time allowance. If the exam has finished then the candidate will not be allowed to take it. If Special Consideration applies then you must speak to the Examinations Officer (see **ABSENCE DURING EXAMINATIONS**).

## **EQUIPMENT**

All items of equipment, pens, pencils, mathematical instruments, etc., should be visible to the invigilators at all times. You must use a **TRANSPARENT** pencil case or clear plastic bag.

Pens should be black ink or ballpoint. No Tippex, correction pens or gel pens are allowed.

For Mathematics exams, pupils should make sure their calculators conform to the examination regulations. If in doubt, check with your teacher. Remove any covers or instructions and make sure the batteries are new.

**MOBILE TELEPHONES/SMART WATCHES MUST BE SWITCHED OFF AND LEFT IN BAGS AT ALL TIMES AWAY FROM YOUR POSSESSION.** If a mobile phone, or any other type of electronic communication or storage device, like MP3/MP4 Players, iPods, smart watches and digital cameras are found in your possession during an examination (even if it is turned off), it will be taken from you and a report made to the appropriate exam board. No exceptions can be made.

Food and drink is not allowed in the examination rooms. However, during the May/June exams candidates may have a small clear bottle of water, with a sports cap, on the floor at the side of their desk. **LABELS MUST BE REMOVED.** Only water is allowed. If the label is left on the bottle it will be removed to the front of the room.

Please do not write on the examination desks. This is regarded as vandalism and you will be asked to pay for any damage.

Do not draw graffiti or write offensive comments on your examination papers – if you do the examination board may refuse to accept your paper. A lot of exam papers are now scanned by computers, so any graffiti or comments may stop your answers from being scanned properly.

Listen carefully to instructions and notices read out by the invigilators – there may be amendments to the exam paper that you need to know about.

Check you have the correct question paper – check the subject, paper and tier of entry.

Read all instructions carefully and number your answers clearly.

At the end of the examination all work must be handed in – remember to cross out any rough work. If you have used more than one answer book or loose sheets of paper ask for a tag to fasten them together in the correct order.

Invigilators will collect your exam papers before you leave the room. Absolute silence must be maintained during this time. Remember you are still under examination conditions until you have **left the room**.

Question papers, answer booklets and additional paper must **NOT** be taken from the exam room.

Remain seated in silence until told to leave the examination room. Please leave the room in silence and show consideration for other candidates who may still be working.

If the **fire alarm** sounds during an examination the examination invigilators will tell you what to do. Don't panic. If you have to evacuate the room you will be asked to leave **in silence** and in the order in which you are sitting. **You will be escorted to a designated assembly point.**

## **INVIGILATORS**

The school employs specially trained external invigilators to conduct the examinations. Pupils are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.

Invigilators are in the examination rooms to supervise the conduct of the examination. They will distribute and collect the examination papers, give out instructions relating to the exam, hand out extra writing paper if required and deal with any problems that occur during the examination, for example, if a candidate is feeling ill.

Please note that invigilators cannot discuss the examination paper with you or explain the questions.

Candidates who are disruptive or behave in an unacceptable manner will be removed from the examination room and reported to the Exam Board.

# After the Examinations

## NOTIFICATION OF RESULTS

### A & AS Level Results

Thursday 17<sup>th</sup> August 2018 10:00am – 2:00pm

### GCSE Results

Thursday, 24<sup>th</sup> August 2018 10.00am (*including Year 12 and 13 English and Maths resits*)

If you wish any other person (including family members) to collect your results on your behalf, you must give them a letter to bring in on the day and they must bring some form of identification with them.

Results will only be posted if candidates bring a stamped, self-addressed envelope into school before the end of term. Results will be posted on the results day and not before.

No results will be given out by telephone under any circumstances.

### Pass Grades at A Level are from A\*-E

### Pass Grades at Level 3 BTEC are Distinction\*-Pass

Pass Grades at GCSE are from A\*-G. At GCSE a 'Good Pass' ranges from A\*-C

Pass Grades at BTEC are Level 1 Pass (E/D) - Level 2 Pass (C) to Level 2 Distinction\* (A\*)

## POST RESULTS

If you need post-results advice, Mr Jones, Careers Staff and teaching staff will be available on results day. Staff will also ask you to complete details of your destination after Sarum Academy i.e. Further Education, Apprenticeship etc.

## EXAM CERTIFICATES

Examination Certificates will be available for collection from Monday, 6<sup>th</sup> November, 2018. Exam certificates will not be posted.

Certificates will only be given to the person named on them unless written permission is received from the candidate.

The Academy is only obliged to keep certificates for a period of one year after issue. If candidates do not collect their certificates within this time (or if they lose their certificates) they can only be replaced by direct application to the appropriate examination boards. This will require proof of identity (such as a birth certificate) and a substantial fee per examination board.

# Post Results Service

The Academy will review every result it receives. Should a pupil fall close to a grade boundary the Academy **MAY** make a decision to appeal the result. This is typically if a pupil's final mark is within 1 or 2 marks of the boundary and will not be done without your permission as the grade may go up or down.

Pupils may request an appeal on their result. This request must be made in writing to the Academy. In these circumstances the cost for this service is £50.00. This covers both the fee to the examination board and the Academy's administrative costs.

## **THOSE PUPILS WHO DO NOT ACHIEVE A\*-C GRADE OR BETTER IN BOTH ENGLISH AND MATHS**

All pupils are required by law to remain in education or workplace training until the end of Academic Year they turn 18. Those who do not achieve the threshold (a C Grade) in English and Maths are required to continue their studies in these subjects regardless of their programme of study Post 16.



# Frequently asked questions

## **Q What do I do if there's a clash on my timetable?**

The school will re-schedule papers internally (on the same day) where there is a clash of subjects. Candidates will normally sit one paper then have a short break during which they will be supervised and must not have any communication with other candidates. They will then sit the second subject paper. Correct times should be on your individual candidate timetable. It may be necessary for you to bring a packed lunch if you have exams in the morning and afternoon as you will have to remain in isolation until both examinations are completed. If in doubt consult the Exams Office.

## **Q What do I do if I think I have the wrong paper?**

Invigilators will ask you to check before the exam starts. If you think something is wrong put your hand up and tell the invigilator immediately.

## **Q What do I do if I forget my Candidate Number?**

Candidate Numbers are printed on seating plans, which are held by the invigilators in the exam rooms, and on attendance registers. Invigilators will be able to help you find your number. There will be a card on your desk with your Candidate Number on it.

## **Q What do I do if I forget the school Centre Number?**

The Centre Number is 66737 and will be clearly displayed in the examination room.

## **Q What do I do if I have an accident or I am ill before the exam?**

Inform the school at the earliest possible point so we can help or advise you. In the case of an accident that means you are unable to write, it may be possible to provide you with a scribe to write your answers but we will need as much prior notice as possible. You will also need to obtain medical evidence (from your GP or hospital) if you wish the school to make an appeal for Special Consideration on your behalf (see below).

## **Q What is an Appeal for Special Consideration?**

Special Consideration is an adjustment to the marks or grades of a candidate who is eligible for consideration. The allowance for Special Consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for exceptional cases). Parents should be aware that any adjustment is likely to be small and no feedback is ever provided. Candidates will only be eligible for Special Consideration if they have been fully prepared and covered the whole course but performance in the examination or in the production of coursework is affected by adverse circumstance beyond their control. Examples of such circumstances may be illness, accident or injury, bereavement, domestic crisis. The Examination Officer must be informed immediately, so that the necessary paperwork can be completed (within 7 days of the last exam for each subject) and the candidate may be required to provide evidence to support such an application.

**Q What do I do if I feel ill during the exam?**

Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before or during an exam and you feel this may have affected your performance.

**Q If I am late can I still sit the examination?**

Provided you are not more than 1 hour late, it may still be possible for you to sit the examination. You should get to school as quickly as possible and report to Pupil Services. A member of staff will escort you to the exam room. You must not enter an examination room without permission after an examination has begun. It may not be possible to allow you any extra time if you start the examination late.

You should also be aware that if you start the exam more than 30 minutes after the published starting time, the school must inform the Exam Board and it is possible that the Board may not accept your work. Please ensure that you allow enough time to get to school so that if you are delayed (e.g. through transport problems) you will still arrive on time.

**Q If I miss the examination can I take it on another day?**

No. Timetables are regulated by the exam boards and you must attend on the given date and time.

**Q What equipment should I bring for my exams?**

For most exams you should bring at least 2 pens (black only). For some exams you will need a calculator (Maths/Science), a 30cm ruler (marked with cm and mm), pencil sharpener and rubber, compasses, protractor, coloured pencil crayons (not gel pens).

You are responsible for providing your own equipment for examinations. You must not attempt to borrow equipment from another candidate during the examination.

**Q What items are not allowed into the examination room?**

Only materials that are listed on question papers (e.g. a calculator) is permitted in the examination room and pupils who are found to have any material with them that is not allowed will be reported to the appropriate examination board. In such circumstances, a pupil would normally be disqualified from the paper or the subject concerned.

Bags and coats and any other items not permitted under examination regulations must be left in the care of the invigilators at the front/back of the room. Do not bring any valuables into school with you when you attend for an examination.

Mobile telephones and smart watches must be left in bags and turned off.

### **Q Why can't I keep my mobile phone on me?**

Being in possession of a mobile phone (or any other electronic communication device, e.g. iPod, smartwatch, headphones), is regarded as cheating and is subject to severe penalty from the awarding bodies:

The minimum penalties are as follows:

- Device found on you and turned ON – disqualification for the entire subject award
- Device found on you and turned OFF – disqualification from the specific paper you are sitting at the time.
- Phone rings during the exam wherever it is in the room the exam board must be informed and you may be disqualified from all papers for the subject (including any already taken).

### **Q How do I know how long the exam is?**

The length of the examination is shown in minutes on your individual timetable under the heading 'duration'. Invigilators will tell you when to start and finish the exam. They will write the finish time of the exam on a flip chart or board at the front of the exam room. There will be clocks in all examination rooms.

### **Q Can I leave the exam early?**

It is not the school's policy to allow candidates to leave the exam room early, as this is disruptive to other candidates. A candidate may not leave the examination room without the permission of the invigilators.

### **Q May I go to the toilet during the exam?**

Only if it is absolutely necessary. You will be escorted by an invigilator and will not be allowed any extra time. Only one candidate can go to the toilet at any time.

### **Q Why do I need to check the details on the Exam Timetable?**

The details on your Exam Timetables will be used when certificates are printed. If the name or date of birth on your certificates does not match your birth certificate it could cause you problems if you are asked to show your certificates to a potential employer or for college/university at some time in the future. You should also check that the subjects and tiers of entry you are entered for are correct and that no subjects are missing.

### **Q I am entitled to extra time – how will that affect the way I take my exams?**

Some pupils receive an allowance of 25% extra time. Where possible such candidates will be seated together to minimise disturbance from other candidates who finish earlier. The invigilators will include the additional time when they display the finishing time of your exam on board.

# Controlled Assessments, Extra Boosters & NSAs

German – TBC

Italian – Thu 19<sup>th</sup> April 9:00am – 10:00am, Spoken Expression and Spoken Response

Business – Thu 26<sup>th</sup> April 3pm-4pm Booster in MU4

H&SC – Tuesday 17<sup>th</sup> April 3pm – 5pm Unit 1 Thursday 19<sup>th</sup> April 3pm – 5pm Unit 2

## Post 16 Exams Calendar

### May

| MONDAY   | TUESDAY   | WEDNESDAY   | THURSDAY   | FRIDAY   |
|--|---|---|--|--|
| <b>30 April 2018</b><br>9am – 12:00pm <i>Business L3. Nat Cert. Developing a Marketing Campaign</i>                                  | <b>1 MAY 2018</b>   | <b>2 MAY 2018</b><br><b>BOOSTER – Psychology P4 3pm – 5pm</b><br><b>BOOSTER – Sport PE Classroom 3pm – 4pm</b>  | <b>3 MAY 2018</b><br><b>BOOSTER – H&amp;SC P1 3pm – 5pm</b>  | <b>4 MAY 2018</b><br>11:00am – 2.00pm<br><i>Art: Visual Recording and Communications</i><br><b>EXAM PREP – Sport PE Classroom 1:35pm-2:35pm</b>      |
| <b>7 MAY 2018</b><br>BANK HOLIDAY  | <b>8 MAY 2018</b><br>9am – 11:30am <i>Sport L3 Nat. Ext. Cert. Fitness Training and Programming</i><br>9.00am – 2:30pm<br><i>Health &amp; Social Care L3: Enquiries in to current research in H&amp;SC</i>          | <b>9 MAY 2018</b><br><b>BOOSTER – Psychology P4 3pm – 5pm</b>   | <b>10 MAY 2018</b><br><b>BOOSTER – AS Mathematics W4 3pm – 5pm</b>   | <b>11 MAY 2018</b>   |
| <b>14 MAY 2018</b><br><b>EXAM PREP – Psychology P4 12pm-1pm</b><br>1:00pm – 2:30pm<br><i>Psychology AS: Paper 1</i>                  | <b>15 MAY 2018</b><br><b>EXAM PREP Mathematics W4 1:35pm-2:35pm</b><br><b>BOOSTER – Media Studies C5 3pm – 5pm</b><br><b>EXAM PREP – H&amp;SC P1 1:35pm-2:35pm</b>  | <b>16 MAY 2018</b><br>9.00am – 10.30am<br><i>Health &amp; Social Care L3: Human Lifespan Development</i><br>9.00am – 11.00am<br><i>Mathematics AS: Pure Mathematics</i><br><hr/> <b>BOOSTER – Psychology P4 3pm – 5pm</b><br><b>BOOSTER – Sport PE Classroom 3pm – 5pm</b>                        | <b>17 MAY 2018</b><br><b>EXAM PREP – Psychology P4 12pm-1pm</b><br>1:00pm – 2:30pm<br><i>Psychology AS: Paper 2</i><br><b>EXAM PREP – Sport PE Classroom 1:35pm-2:35pm PEA</b><br><b>BOOSTER – AS Mathematics W4 3pm – 5pm</b><br><b>BOOSTER – H&amp;SC P1 3pm – 5pm</b> | <b>18 MAY 2018</b><br>9am – 12:00pm <i>Sport L3 Investigating Business in Sport</i><br><hr/> <b>EXAM PREP – Sport PE Classroom 1:35pm-2:35pm THO</b> |
| <b>21 MAY 2018</b><br>9am – 10:30am <i>Sport L3 Anatomy and Physiology</i><br>9am – 11:30am <i>Italian A Level; Written response</i> | <b>22 MAY 2018</b><br><b>EXAM PREP Mathematics W4 1:35pm-2:35pm</b><br><b>EXAM PREP – Media Studies C5 1:00pm-3:00pm</b><br><b>EXAM PREP – H&amp;SC P1 1:35pm-2:35pm</b><br><b>BOOSTER – Business MU4 3pm – 4pm</b> | <b>23 MAY 2018</b><br>9.00am – 10.30am<br><i>Mathematics AS: Statistics and Mechanics</i><br>9.00am – 10.30am<br><i>Health &amp; Social Care L3: Working in H&amp;SC</i><br>9.00am – 10.30am<br><i>Media A Level: Media Studies Unit 1</i><br><hr/> <b>BOOSTER – H&amp;SC Unit 3 P1 3pm – 5pm</b> | <b>24 MAY 2018</b><br>9.00am – 10.45am<br><i>GCSE Mathematics 1 [Non-Calculator]</i>   | <b>25 MAY 2018</b><br><b>EXAM PREP – Business MU4 12pm-1pm</b><br>1pm – 3pm <i>Business L3. Nat Cert. Personal and Business Finance</i>              |
| <b>28 MAY 2018</b><br>Bank holiday   | <b>29 MAY 2018</b><br>Half term   | <b>30 MAY 2018</b><br>Half term   | <b>31 MAY 2018</b><br>Half term  | <b>1 JUNE 2018</b><br>Half term  |

# June

| MONDAY  | TUESDAY   | WEDNESDAY  | THURSDAY  | FRIDAY  |
|---|---|--|---|---|
| <p><b>4 JUNE 2018</b></p> <p>9.00am – 11.00am<br/>Media A Level: Media Studies Unit 3<br/>EXAM PREP – Psychology P4 12pm-1pm</p> <hr/> <p>1:00pm – 3:00pm<br/>Psychology A-Level: Paper 1</p> | <p><b>5 JUNE 2018</b></p> <p>9.00am – 11.30am<br/>German A-Level; Listening, Reading and Writing<br/>BOOSTER – History P6 or P2 3pm – 5pm<br/>EXAM PREP – H&amp;SC P1 1:35pm-2:35pm</p> | <p><b>6 JUNE 2018</b></p> <p>9.00am – 10.30am<br/>Health &amp; Social Care L3: Anatomy &amp; Physiology<br/>EXAM PREP – History P2 or P5 12:00pm-1:00pm<br/>1pm – 3:30pm<br/>History A2: ADV Paper 1 Option L<br/>BOOSTER – Psychology P4 3pm – 5pm</p>    | <p><b>7 JUNE 2018</b></p> <p>9.00am – 10.45am<br/>GCSE Mathematics 2 [Calculator]<br/>EXAM PREP – Psychology P4 1:35pm-2:35pm</p> | <p><b>8 JUNE 2018</b></p> <p>9:00am – 10:45am GCSE English: Paper 2<br/>9:00am – 11:00am<br/>Psychology A-Level: Paper 2<br/>9.00am – 11.30am<br/>German A-Level; Writing</p> |
| <p><b>11 JUNE 2018</b></p>  | <p><b>12 JUNE 2018</b></p> <p>9.00am – 10.30am<br/>GCSE Mathematics: Calculator F &amp; H<br/>BOOSTER – History P6 or P2 3pm – 5pm</p>  | <p><b>13 JUNE 2018</b></p> <p>9.00am – 11.30am<br/>Italian AS: Research, Understanding &amp; written<br/>EXAM PREP – History P2 or P5 12:00pm-1:00pm<br/>1pm – 3:30pm<br/>History A2: ADV Paper 2 Option 5<br/>EXAM PREP – Psychology P4 3:35pm-4:35pm</p> | <p><b>14 JUNE 2018</b></p> <p>9:00am – 11:00am<br/>Psychology A-Level: Paper 3</p>  | <p><b>15 JUNE 2018</b></p>  |

Don't forget to check for after school booster sessions with your subject teachers!



|     |               |      |     |         |      |
|-----|---------------|------|-----|---------|------|
| AQA | City & Guilds | CCEA | OCR | Pearson | WJEC |
|-----|---------------|------|-----|---------|------|

## 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.

**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

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