

**MORE HOUSE SCHOOL**  
**GCSE/BTEC/AS/A2 Exams 2018-2019**  
***A guide for students and parents***

Exam Results Issue Dates

November GCSE retakes	<i>Thursday 17<sup>th</sup> January 2019</i>
January BTEC	<i>Wednesday 13<sup>th</sup> March 2019</i>
March BTEC	<i>On return to school after Easter break</i>
Summer A-Levels	<i>Thursday 15<sup>th</sup> August 2019</i>
Summer GCSE/BTEC	<i>Thursday 22<sup>nd</sup> August 2019</i>

**THINGS YOU NEED TO KNOW**

Exams are an important time and we want to help to make them run as smoothly as possible. There are rules that you should be aware of - set by the exam boards and overseen by the Joint Council for Qualifications (JCQ).

**READ THIS GUIDE CAREFULLY AND IF THERE IS ANYTHING YOU DON'T UNDERSTAND ASK  
THE EXAMS OFFICER, MRS YOUL, OR A TEACHER**

**COURSEWORK/CONTROLLED ASSESSMENTS**

Many subjects have **coursework/non-exam assessments**. There are strict deadlines by which this must be completed and your teachers will advise you of these. In accordance with JCQ regulations, pupils will be informed of their centre assessed marks so that they have an opportunity to request an internal review of marking if appropriate before marks are finally submitted for moderation to the awarding body. You will be required to sign an authentication statement confirming that:

- Work is your own.
- You have not copied from anyone else or from a published source without referencing it.

**THERE ARE PENALTIES FOR BREAKING THE REGULATIONS**

Exam boards return work after the results and you can reclaim it after about three months.

**READERS/SCRIBES/WORD PROCESSORS/EXTRA TIME**

Following formal assessment by our Academic Administrator, you may be entitled to support during your exams. Access arrangements can be in the form of a reader/scribe/word processor/extra time. You will be informed of your entitlement and this can be viewed by parents on the Parent Portal via the Daybook.

- A reader can read the instructions of the question paper and the questions to the student.
- A scribe writes down or word processes the student's dictated answers. Students are expected to dictate punctuation and grammar, identifying when headings and new paragraphs are required. ***Scribes may not add punctuation/grammar unless it is dictated by the student.***
- Word Processors are available to a student - where it is his usual way of working.

**READERS AND SCRIBES ARE REQUIRED TO FOLLOW STRICT GUIDELINES**

We are inspected annually and must produce evidence of need together with approval documentation. The school is not in a position to grant access arrangements without adhering to strict guidelines set out by JCQ.

**PROMPTER**

If you are entitled to a Prompter and have significant difficulty in concentrating during exams, the invigilator will remind you to stay on task.

## STATEMENTS OF ENTRY & TIMETABLES

Once exam entries have been made, you will be given a Statement of Entry and a timetable. Check these carefully and if there are any mistakes (name, date of birth, exam entry etc.) tell Mrs Youl. Check each exam unit, date and time carefully. Take note of any re-arrangements due to timetable clashes.

### IF YOU LOSE YOUR TIMETABLE, ASK FOR A NEW ONE

Exam timetables will be displayed outside the Exams Office, in the Refectory and outside the Study Hall.

## ABSENCE FROM EXAMS

You must attend all exams shown on your timetable. Misreading the timetable is not an acceptable explanation for absence, but if you miss an exam due to illness, telephone school on **01252 792303** as soon as possible on the morning of the exam.

## LOCATION AND TIME OF EXAMS

You will be told where your exam is taking place. Arrive at least **15 minutes before the start time shown on your timetable** so that you are not in a rush. You will be told when you are allowed to enter the exam room and you **must** sit at the desk you have been allocated.

**Morning** exams usually start at **9.00am**

**Afternoon** exams usually start at **1.30pm or 2.00pm** (*depending on length of exam*)

### IF FOR ANY REASON YOU ARE GOING TO BE LATE, YOU MUST TELEPHONE THE SCHOOL

## CENTRE NUMBER AND CANDIDATE NUMBER

You will need to write the school centre number **64375** and your personal candidate number, on all exam papers.

## CLASHES

Sometimes there are exam 'clashes'. If you notice a 'clash', tell Mrs Youl. Arrangements will be made for you to take subjects one after the other and you will need to be supervised between exams.

## BAGS, BOOKS, NOTES AND VALUABLES

Bags, books or notes are **not allowed** with you in the exam room. They should be left outside or preferably in your form room.

## DRINKS/FOOD

A bottle of water in a clear plastic bottle is allowed – with any labels removed, but we will always have water available.

### CHEWING GUM, SWEETS AND ANY OTHER FOOD OR DRINK ARE NOT ALLOWED

## MOBILE PHONES AND ELECTRONIC DEVICES

iPODs, SMARTWATCHES, MOBILE PHONES, MP3/4 PLAYERS and any other technological/web-enabled sources of information **are not allowed in the exam room (including all practical exams)**. Do not bring them with you. If you do, you will be asked to switch them off and put them into the exam box until the end of the exam.

### POSSESSION OF UNAUTHORISED ITEMS COULD RESULT IN DISQUALIFICATION

## CALCULATORS

Bring your own calculator but **do not bring the calculator cover with you**.

## EQUIPMENT

You **must** provide your own equipment! Ordinary pencil cases/boxes are not allowed. Bring your equipment in a **clear plastic bag** or **transparent pencil case**.

### BRING THE FOLLOWING TO EVERY EXAM:

- 2 pens – **black ink** only (not gel pens)
- 2 HB pencils
- Ruler
- Pencil sharpener
- Rubber

### FOR CERTAIN EXAMS YOU WILL ALSO NEED:

- Compasses
- Protractor
- Calculator (without the cover)
- Coloured pencil crayons
- Set texts unmarked (e.g. in English Lit)

Do any rough work in the answer booklet. Cross out anything that you do not wish to be marked. Highlighter pens must not be used in answer booklets, **but** you can highlight parts of the questions.

You must only write in the designated sections of the answer booklet – **do not write in the margins**.

## TIMING DURING THE EXAM

A clock will be visible in the exam hall. You will be told the start and finish times of your exam and be given a warning 5 minutes before the end. **You can't ask how much time has elapsed or how much time you have left to complete the exam.**

If you use a watch to help with timing, you will be asked to put this on your desk in front of you.

## ART/PHOTOGRAPHY PRACTICAL EXAMS

Practical exams are conducted under the same, formal, conditions as all written exams. (See behaviour below.)

## BEHAVIOUR IN THE EXAM ROOM

- Silence is expected from the moment you enter the exam room until you leave.
- Do not try to communicate/disturb other candidates whilst in the room.
- Do not engage in conversation with your reader/scribe.
- Listen carefully to any instructions given by the invigilator.
- Do not call out. Put up your hand if you need help and wait for an invigilator.
- Do not write on the exam desks.
- If you need to leave the room (e.g. to go to the toilet) you will be escorted.
- You will be allowed to leave an exam after the official end of the exam and if you have extra time, must remain until the end of the extra time period.

## THE EXAM PAPER

You will be required to complete information about yourself on the exam paper – **Centre Number, Candidate Number, Candidate Name** – and on any additional sheets you use. **Get used to doing this correctly as the invigilator cannot complete this on your behalf after the exam.**

**YOU MAY NOT PICK UP YOUR PEN OR WRITE ANYTHING UNTIL YOU ARE INSTRUCTED TO DO SO BY THE INVIGILATOR**

## WORD PROCESSORS

If you use a WP in exams, it will be set up for you in line with exam board requirements - **12-point font and double line spacing**. **Do not adjust the settings**. You will need to print and sign your typed document and complete a 'Word Processor Cover Sheet' which must accompany your scripts.

## CHEATING

Don't be caught cheating or you will be reported to the exam board. 'Cheating' includes:

- Being in possession of a mobile phone or other electronic device
- Using unauthorised aids
- Communicating with other candidates (by talking or otherwise)
- Copying from other candidates

## END OF THE EXAM

Invigilators will collect your exam paper before you leave the room and you must remember to stay silent until you leave. Question papers, answer booklets and additional paper must remain in the exam room. When you are dismissed, you will be told where to go.

## SPECIAL CONSIDERATION

In exceptional circumstances, and at the discretion of the school, Special Consideration may be applied for if something has seriously affected your performance on the day of an exam.

## EXAM RESULTS

Exam results are issued on the dates shown on the front page of this leaflet. You will be issued with 'Statements of Provisional Results', which are confirmation of your results until certificates are received, about three months later.

## POST RESULTS SERVICES

Following publication of your results, Post Results Services - in the form of **Access to Scripts, Clerical Checks, Reviews of Marking and Re-moderation of Coursework** may be considered if, in consultation with your subject teacher/Head of Department, deems it appropriate following an analysis of your result. There are fees for these services and marks can also go down. Candidate written consent is required prior to any of these services after the publication of results.

## CERTIFICATES

Certificates arrive in school about three months after you have received your results and you will be invited to collect them at a Certificate Presentation evening in November.

**KEEP YOUR EXAM CERTIFICATES IN A SAFE PLACE**

## REMEMBER!!

Don't bring any of these into an exam room:

- Mobile phones, iPods, Smartwatches, MP3/4 players, products with electronic communication/storage or digital facility or any watch which has a data storage facility.
- Non-transparent pencil cases/boxes
- Calculator cases and instruction books
- Bags, rucksacks, PE kits, Books etc.

## EXAM REGULATIONS

It's your responsibility to read and understand the *JCQ Information for Candidates* leaflets; and the *Warning to Candidates* and *Mobile Phone* posters, which can be found outside the Exams Office, outside the Study Hall and are also published on the Parent Portal and on the school website. **Further guidelines on the conduct of exams/coursework/controlled assessments is available at [www.jcq.org.uk](http://www.jcq.org.uk).**

The More House School Exam Policy and Non-Exam Assessment Policy can be viewed on the Parent Portal. Other examination policies are held in school.

**If there is anything you don't understand, ask Mrs Youl, or one of your teachers. We are here to help.**