



Centre Name: The Romsey School

EXAMINATIONS 2018 - 2019

**GUIDANCE FOR
PUPILS & PARENTS**

Centre Number: 58263

School Telephone No: 01794 512334

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INTRODUCTION

It is the aim of The Romsey School to make the examination experience as stress-free and successful as possible for all candidates.

Hopefully, this booklet will prove informative and helpful. Please read it carefully so that you are 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 The Romsey School is required to follow them precisely. You should therefore, pay particular attention to the information sheets and posters found in the examinations area on the Romsey School website. These cover information for candidates for controlled assessments, written examinations and on-screen tests. There is also a Warning to Candidates poster and also a poster regarding mobile phones, Smartwatches, iPods, MP3/4 players or any other product with an electronic communication/storage device or digital facility. All pupils **must** be familiar with all the information supplied in the examinations area on the school website prior to taking examinations.

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

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

The Examinations Officer - **Mrs Alison Gault** (in the school Exams Office, next to M3)

The exams office direct telephone number is: **01794 527034**

Email: agault@romsey.hants.sch.uk

Remember – we are here to help.

GOOD LUCK!

BEFORE THE EXAMINATIONS

INDIVIDUAL TIMETABLE:

- All candidates will receive an individual timetable from school indicating the subjects they are being entered for and the levels of entry, where applicable. Please check that these are correct. Some subjects are shown as units, some have Foundation or Higher tiers. You must check everything on your timetable very carefully. Particularly check that all personal details (date of birth, spelling of names) are accurate. If you think something is wrong see Mrs Gault in the Exams Office immediately.

EXAMINATION BOARDS

- The School uses the following Examination Boards: AQA, Edexcel/Pearson, OCR & WJEC.

CANDIDATE NAME:

- Candidates are entered under the name format of First Name + Mid-name/s + (Legal) Surname, e.g. Adam Joseph Smith. On your individual timetable check that the 'name on certificates' shows your legal name, and NOT the name that you prefer to be known as (it must be the same as on your birth certificate). Your legal name must appear on certificates and it may be difficult to change them once certificates are awarded. 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 for college/university at some time in the future.

CANDIDATE NUMBER:

- Each candidate has a four-digit candidate number. This is the number you will enter on examination papers. It will appear next to your name on seating plans and examination registers.

UCI:

- In addition to a candidate number, each candidate must have a Unique Candidate Identifier (12 numbers and 1 letter) which is shown on the top of statements of entry. This number will usually begin with the Centre Number (58263) unless you have transferred from another school that had already issued your UCI. The last 4 numbers of the UCI is your exam number.

TIMETABLE CLASHES.

- A few candidates will have a clash where two subjects are timetabled at the same time. The school will make special timetable arrangements for these candidates. Mrs Gault, Examinations Officer, will contact those affected to make separate arrangements on when to sit those exams.

CONTACT DETAILS

- Please check that school has up-to-date contact details for you: home address and parent phone numbers.

EQUIPMENT

- Make sure you bring all the correct equipment with you in examinations.

DURING THE EXAMINATIONS

EXAMINATION REGULATIONS

- Details of the examination regulations for written examinations and on-screen tests, which are issued jointly by all the Examining Boards, are shown on the Romsey School website in the Exams area, along with Warning to Candidate and Mobile Phone posters. All candidates must read these notices very carefully and note that to break any of the examination rules or regulations could lead to disqualification from all subjects. The school **must** report any breach of regulations to the Awarding Body.

ATTENDANCE AT EXAMINATIONS

- Candidates are responsible for checking their own timetable and arriving at school on the correct day and time, properly dressed and equipped. Candidates must arrive 10 minutes prior to the start time of their examination. Please wait quietly outside your exam room until you are invited to enter by the examination invigilators.
- Once you enter an exam room you are under exam conditions which means no talking or communicating to other candidates. You remain under exam conditions until you have left the exam room.
- Candidates who arrive late for an examination may still be admitted. If special consideration applies then you must speak to the Examinations Officer (see ABSENCE FROM EXAMINATIONS).
- Full School Uniform must be worn by all students attending school for examinations.
- All items of equipment, pens, pencils, mathematical instruments, etc. should be visible to the invigilators at all times. You must either use a **transparent pencil case** or **clear plastic bag**.
- Pens should be **black** ink or ballpoint. Correction pens are **not** allowed.
- Highlighter pens are allowed to be used to highlight text within the questions on the exam paper. You are not permitted to use a highlighter pen in your answers.
- For Mathematics and Science exams, it is the candidates responsibility for making sure that their calculators meet the awarding bodies' regulations. If in doubt, check with your teacher. The regulations about using calculators are set out in the table below:-

<p>Calculators must be:</p> <ul style="list-style-type: none">○ of a size suitable for use on the desk;○ either battery or solar powered;○ free of lids, cases and covers which have printed instructions or formulas.	<p>Calculators must not:</p> <ul style="list-style-type: none">• be designed or adapted to offer any of these facilities:<ul style="list-style-type: none">○ 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:<ul style="list-style-type: none">○ databanks;○ dictionaries;○ mathematical formulas;○ text.
<p>The candidate is responsible for the following:</p> <ul style="list-style-type: none">○ the calculator's power supply;○ the calculator's working condition;○ clearing anything stored in the calculator	

- Please make sure that any watch alarms are turned off.
- Do not attempt to communicate with or distract other candidates.
- Examination regulations are very strict regarding items that may be taken into the examination room (see FAQs at the end of this booklet). If you break these rules you will be disqualified from the examination.
- **Mobile telephones or Smartwatches MUST NOT BE BROUGHT INTO THE EXAMINATION ROOM.** If a mobile phone, Smartwatch or any other type of electronic communication or storage device is 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. This includes fitness type watches. **No exceptions** can be made.
- No food is allowed in the examination rooms. The only drink allowed is water in a **clear bottle, without colour and the label removed. Sports type bottles should also be clear, without colour or writing.**
- Please do not write on 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 examination papers – if you do the examination board may refuse to accept your paper.
- 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 day, date, time, subject, paper and tier of entry
- **Do not** start to complete the front of the examination paper until told to do so by the invigilator
- Read all instructions carefully and number your answers clearly.
- Candidates must stay in the examination room for the duration of the exam. You will not be allowed to leave an examination room early. If you have finished the paper use any time remaining to check over your answers and that you have completed your details correctly.
- At the end of the examination all work must be handed in – remember to cross through any rough work with a single line. If you have used more than one answer book or loose sheets of paper please place them inside your paper in order. Make sure you have completed your name and candidate number
- 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 remain seated and continue with the examination while the risk is being assessed. In the event of imminent risk you will be asked to leave and go to the tennis courts. If you have to evacuate the room you will be asked to leave **in silence** and in the order in which you are sitting. Leave everything on your desk. You **must not** attempt to communicate with anyone else during the evacuation. All efforts will be made to continue with the exam as soon as possible. When you return to the exam room do not start writing until the invigilator tells you to. You will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident.

INVIGILATORS

- The school employs external invigilators to conduct the examinations. Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.
- Subject specialist teachers will normally be present at the start of an examination only.
- Invigilators are in the examination rooms to supervise the conduct of the examination. They will distribute and collect the examination papers, tell candidates when to start and finish the examination, 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.
- Pupils who are disruptive or behave in an unacceptable manner will be removed from the examination room by members of the Senior Leadership Team and will be reported to the exam board.

ABSENCE FROM EXAMINATIONS

- If you experience difficulties during the examination period (e.g. illness, injury, personal problems) **please inform school at the earliest possible point** so we can help or advise you.
- Only in 'exceptional circumstances' are candidates allowed special consideration for absence from any part of an examination. It is essential that medical or other appropriate evidence is obtained **on the day** by the candidate/parent and given to the Examination Officer without delay in all cases where an application is to be made for special consideration.
- For the award of a grade by special consideration, where a student misses part of an examination through illness or personal misfortune, a minimum of 25% of the examination (including non-examination assessment) must be completed.
- Parents and candidates are reminded that the school will require payment of entry fees (approximately £40 per unit) should a candidate fail to attend an examination without good reason and without informing the school.
- Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

CONTINGENCY PLANNING

In the event of national or local disruption to examinations, JCQ and the examination boards have agreed a designated "contingency day".

CANDIDATES MUST REMAIN AVAILABLE UNTIL WEDNESDAY 26 JUNE 2019 SHOULD AN AWARDING BODY NEED TO INVOKE ITS CONTINGENCY PLAN.

AFTER THE EXAMINATIONS

LEAVERS' FORM

All year 11 students must return any text books that belong to the school. You must complete the leaving form, which requires the signature of teachers confirming that you have returned your textbooks.

NOTIFICATION OF RESULTS

<p>Thursday 22 August 2019 from 09.30 a.m. to 11.00 a.m.</p>

- Results will be available for collection on:
- If you wish any other person (including family members) to collect your results on your behalf, you must give your written authorisation to school before results day.
- If you want results posted, send a stamped addressed envelope to the school office before the end of the summer term.
- No results will be given out by telephone under any circumstances.
- Pass Grades for GCSE's are 9 - 1

POST RESULTS

- If you need post-results advice and support, some of The Romsey School teaching staff will be available on Results Day. Please make sure we have up to date contact details for you in case any of the teaching staff or the exams officer wants to get in touch with you.

PRESENTATION OF CERTIFICATES

- A Presentation Evening will take place in November when it is hoped that you will be able to attend to receive your certificates. A letter of invite to the Presentation Evening will accompany the examination results on Results Day.
- Students who are unable to attend Presentation Evening will be able to collect their certificates from the school office after Presentation Evening. Certificates will not be given to anyone other than the candidate without the candidate's written authorisation.
- The Romsey School is only obliged to keep certificates for a period of one year after issue. After this time they will be destroyed.

If candidates do not collect their certificates within this time (or if they lose their certificates) they cannot be replaced, except under exceptional circumstances. A statement of results can be obtained 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. You are therefore urged to collect your certificates on Presentation Evening or as soon as possible thereafter and to keep them safely.

Please remember that your certificates are important documents and you will need them in the future, especially if changing jobs or emigrating.

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. 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 Examinations Officer.

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 displayed in the main corridor, and on attendance registers. Either a card printed with your name and candidate number or an individual pre-printed answer sheet, with your name and candidate number, will be placed on your exam desk. Invigilators will be able to help you find your number. Alternatively, you can check with the Exams Officer before going into the exam room.

Q. What do I do if I forget the school Centre Number?

- The Centre Number is **58263**. It will be clearly displayed in the examination rooms and on your exam card.

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

- Inform 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 need to provide medical evidence 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 e.g. terminal illness of the candidate). 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 non-examination assessment is affected by adverse circumstances 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 session for each subject) and the candidate will 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'm late can I still sit the examination?

- This will depend on the length of the examination. In the case of a 2 hour examination, and provided you are not more than 1 hour late, it will still be possible for you to sit the examination. You should get to school as quickly as possible and report to Reception. 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.

You should also be aware that if you start the exam more than 1 hour after the published starting time, the school must inform the exam board and it is possible that the Board may decide not to 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. Do I have to wear school uniform?

- Yes. Normal school regulations apply to uniform, hair, jewellery, make-up, etc.

Q. What equipment should I bring for my exams?

- For most exams you should bring at least 2 pens (**black** ink only).
- For some exams you will need a calculator (Maths/Science), a 30cm ruler (marked with cm and mm), HB pencil, pencil sharpener and rubber, compasses, protractor, coloured pencils (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 material that is listed on question papers (e.g. an anthology) is permitted in the examination room and students 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 student would normally be disqualified from the paper or the subject concerned.
- Bags and coats are left outside of the main exam rooms, or in small rooms, may be left at the back of the room. Do not bring any valuables into school with you when you attend for an examination.
- No food is allowed in the exam room. The only drink allowed is water in a **clear bottle with the label removed. Sports type bottles should also be clear, without colour or writing.**
- Mobile telephones, Smartwatches, MP3 players, or any other electronic devices (except approved calculators for Maths and Science) must not be brought into the exam room even if they are turned off. This includes fitness type watches.

Q. Why can't I bring my mobile telephone into the exam room?

- Being in possession of a mobile 'phone (or any other electronic communication device, e.g. Smartwatch, iPod, 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 will be **disqualified from all papers for the subject (including any already taken).**

- If there is an emergency that requires that you bring a mobile telephone to school, you must switch it off and hand it in to an invigilator, clearly labelled, **before** entering the examination room. The mobile phones are placed in a tray which is then locked in a cabinet outside the examination room. You are responsible for collecting it at the end of the examination.

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 board at the front of the exam room. There is at least one clock in all examination rooms.

Q. Can I leave the exam early?

- It is school policy that you remain seated for the duration of the examination. It is not the school's policy to allow candidates to leave the exam room early, as this is disruptive to other candidates.

Q. What do I do if the fire alarm goes?

- If the **fire alarm** sounds during an examination remain seated and continue with the examination while the risk is being assessed. In the event of imminent risk you will be asked to leave and go to the tennis courts. If you have to evacuate the room you will be asked to leave **in silence** and in the order in which you are sitting. Leave everything on your desk. You **must not** attempt to communicate with anyone else during the evacuation. All efforts will be made to continue with the exam as soon as possible. When you return to the exam room do not start writing until the invigilator tells you to. You will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident.

Q. Can 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.

Q. If I have more than one exam on a day can I get lunch at school?

- Pupils who have examinations in both morning and afternoon sessions may obtain lunch for the dining hall in the usual way or bring a packed lunch.

Q. Why do I need to check the details on my individual candidate timetable?

- The details on your individual candidate timetable 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 this affect the way I take my exams?

- Some students receive an allowance of 25% extra time. Such candidates will be sat furthest away from the exit, so that when the main body of candidates have finished, and are dismissed, will cause little disruption to the candidates continuing with extra time. The invigilators will include the additional time when they display the finishing time of your exam on the board.

Q. What do I do if I don't get the grades I need for college?

- Staff will be available to advise you on results day. If you feel strongly that it is necessary to make an enquiry about your result you should first consult the Head of Subject to obtain their advice as to the advisability of requesting a review of marking. You should be aware that your mark could go down as well as up, or even stay the same. Review of marking requests must be submitted to the Examinations Officer by the first Friday, of the first week, of the autumn term. You must complete a Candidate consent form and return it with a cheque to cover the cost (nb. the cost of a review of marking varies depending on the examination board but is approximately £40 per unit/component).

Q. Is there any last minute revision help?

- Yes. The school timetable will change so that immediately prior to any exam subject staff will run revision lessons. There will also be some breakfast revision lessons starting at 8am. Students should check with teachers.