

Burton Borough School

Exam Centre 29145

Student Guide to Exams

Your exams are rapidly approaching. This booklet is designed to offer you help and advice in preparation for these exams.

This booklet also states the rules and regulations of the Exams Boards that you must adhere to. If you do not follow these rules then you may be disqualified from your exams.

Read this booklet carefully and if there is anything you do not understand, please come and speak to the Exams Officer.

The student is required to sign the back page of this document and return it to school, to confirm that you fully understand all aspects of the exams that you are about to take.

Introduction...

Exams can be a challenging time for students and parents and it is important that all those involved are as well informed as possible. Well informed students will realise that the rules and regulations are designed to ensure fairness and minimise disturbance and it is in the interest of everyone that the examinations run smoothly.

Mock examinations are run to the same standards in order that students are familiar with the examination protocol in readiness for their 'real' exams in the summer.

If you have any queries or concerns, then please feel free to make enquires to the Exams Office via email or telephone:

lisa.richardson@taw.org.uk

01952 386520

Exam timings...

Morning exams begin at 09:00

Afternoon exams begin at 13:00 earliest dependant on duration

(During Mock exams this time is changed to 11:35)

The duration of exam papers varies, from 30 minutes to 2.5 hours

This could mean that some exams finish later than the end of the normal school day so appropriate arrangements may need to be made in such instances. This is particularly the case for students who have approval for extra time.



Exam dates for your diary

Mock exams

Monday 2nd December to Wednesday 18th December 2019

This includes written exams, Art practical exams and MFL oral exams.

Summer GCSE exams

Monday 11th May 2020 to Friday 26th June 2020

Summer exams Contingency date

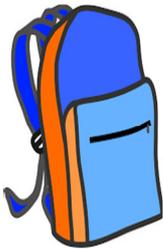
Weds 24th June 2020

The governing body for exams JCQ, has put in place a contingency day for GCSE and/or GCE examinations should sustained national or local disruption arise during the June 2019 examination series (GCSE, GCE, June 2019 – **all students must be available for this date should the need arise.**

Exam check list...



Aim to arrive at school 15 minutes prior to the start of an exam. It is much better to leave yourself plenty of time in case of problems with the journey



When taking exams, bags, coats, mobile phones and personal possessions should be left in the designated areas. Nothing other than the items you need to complete the exams should be taken to your exam desk. A plastic bag will be provided for any items not placed in your bag. All pockets must be **EMPTY**.



Mobile Phones – **Students must not have mobile phones in their possession** either switched on or off. If a device is found on you, the minimum penalty from the exam board is **disqualification**. Switch it **OFF** and place in your bag.



You should not have in your possession any notes, pagers, smartwatches, MP3/4 players. These items must be switched **off** and left in your bag.



Wrist watches must be removed from your wrist and also placed in your bag. There are large digital and analogue clocks in the exam rooms for students to use.



You should only bring with you the correct equipment needed to do your exams. Items should be stored in a clear bag or pencil case only. Use only black ink, no gel pens. Highlighters can only be used on questions not on any answers. Exam pencil cases and stationery are available from the exams office for £1 each.



You will need a scientific calculator for most of your exams. School will not provide one for you to use. You must leave the cover of the calculator in your bag. The school's Maths Department sells these calculators for £7.



There is absolutely NO talking or any forms of communicating between students once you enter the exam room. If you have any questions, you should raise your hand once you are seated at your desk and an invigilator will come to you.



You should wear your full uniform in all your exams including ties and blazers.



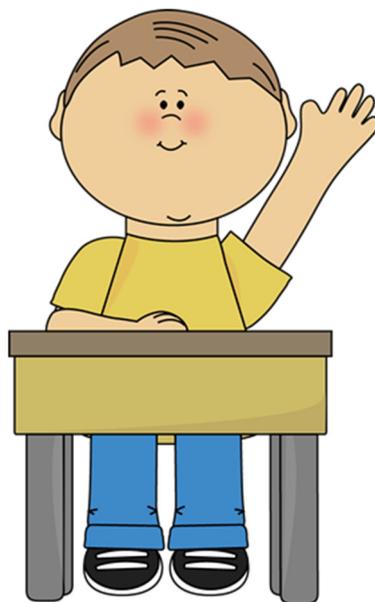
Only water bottles are allowed in the exam rooms. This should be a clear bottle not opaque. It should have no writing on the bottle and if the label can be removed then it should be. It must be only water in the bottle, no squash or fizzy drinks in case of any spillages. Remember to go to the toilet before the exam starts.

During the exam...

- Read the instructions on the front of the exam question and answer papers carefully, so you understand what you need to do.
- Fill in the information correctly on the front only when you are told to do so.
- Work carefully and write clearly.
- Don't rush. Pace yourself. Be aware of the time you have for the exam. Split that time between the questions that you have to answer sensibly. Exam questions are carefully designed and tested – they should take the time allocated for the exam to complete if you have done them properly.
- Show all working or rough work. Cross it through with a single line when you have finished with it and if you do not want it to be marked.
- Try to leave yourself 5/10 minutes at the end to spend on checking your answers. It is a vital part of the exam as you may notice mistakes, remember answers or notice omissions. Any changes may give you further marks and improve your grade, so it is worth spending the time reviewing your answers if you can.
- Be aware of the start and finish time of the exam. Check the clock periodically.
- Put your hand up high and clearly if:
 - You need any paper or stationery
 - You feel unwell
 - You have a problem and don't know what to do.
- Remember invigilators CANNOT explain a question or give you answers to questions.

During the exam...

- Please do NOT damage or deface your candidate card which will be placed on your desk for all exams. You will need this card to see your centre and candidate number that needs completing on the front of exam papers. It is also a legal requirement that the information can be seen at all times for identification purposes.
- At the end of the exam, stop writing immediately when told to do so.
- Check your name and candidate number is correct, on all paperwork.
- Exam conditions **do not** end until you have left the exam room.
- Don't be tempted to talk/turn around/communicate in any way with other people. Your paper could still be cancelled.
- You must not leave the room until you are told to do so.



Exam techniques...

- If you feel you have forgotten everything, it may just be nerves. Take a few deep breaths to help you stay calm.
- Read the instructions, make sure you know how many questions you have to answer.
- Take your time, read all the questions carefully until you understand exactly what is needed.
- Look for the command words e.g. describe, compare, etc. Identify key words before you answer the question.
- Use your answer book to brainstorm, mind map or list ideas as you go. This will help jog your memory if you 'draw a blank'. Cross through when finished if you do not want them marked.
- Write neatly and clearly. Use a sharp pencil for diagrams.
- Use the allocated marks to guide how much time you should spend on your answer.
- If you can't answer a question, move on to another and come back to it later.
- Allow time to check back over your answers at the end



Managing exam jitters...

Everyone gets nervous; it's a normal part of exams. While it's not so easy to stop feeling nervous, you can use relaxation techniques to keep your nerves under control and focus on what you want to achieve.

Here are some tips and techniques you can try if you feel nervous before and in exams.

Before your exams

- Being prepared and having subject knowledge will always help you feel more confident about sitting your exams, so do as much revision as you can.
- Reward yourself for good revision sessions. Set yourself small revision goals and targets.
- Meditation and exercise are great ways to help clear your mind leaving you more refreshed. Plan your time. Start your day well, look after yourself.
- Use deep breathing to relax
- Eat well up to and during the exam season. Eat some breakfast. Drink plenty of water. Keep caffeine and sugar intake low.

In your exams

- Breathe – take some deep breaths to keep you calm.
- Focus on just your paper. Block out the rest of the room and other students
- Read all the questions, answer ones you are confident in straight away and come back to the others. Stuck with a question then move on to the next one and return to it later.
- Remember it is not a race. Use all the allocated time. Complete every question as best you can. Remember to check all your answers.



If I am late can I still sit my exam?

- If you arrive after the published start time you must report to reception and wait to be escorted to the exam room by the exams officer. You must switch off your mobile phone as soon as you realise you are going to be late to the exam.
- Any candidate that arrives more than an hour after the start time will be allowed to sit the exam but the exam board will be informed and there is a strong possibility that they will refuse to mark the exam paper and you will be awarded 0 for that particular exam paper.

What to do if you are ill on the day of an exam?

If you are feeling unwell we do suggest you still come to the exam and we can assess the situation when you arrive. In most cases it is better to take the exam if you can.

You cannot sit an exam at another time

If you are too ill to attend school, it is vital that you ring school first thing and leave a message for the exams officer.

School reception 01952 386500

If in doubt always ring the school

Exam timetables...

Candidate timetables will be issued a few weeks before the exams. Students must check them all carefully to make sure all subjects and any correct tiers are shown.

Any errors should be reported immediately to the exams officer.

Students must also check that the name shown and the date of birth is correct as this is the name that will appear of exam certificates.

Timetable clashes...

It is not unusual for candidates to find they have a clash on their exam timetable.

If there is a clash of two papers it is normal for the candidates to sit one paper, and then have a short break in the exam room (20mins maximum) and then continue with the next paper. During this time candidates will be offered a toilet break but as they are still under exam conditions, they will not be able to revise or communicate with other students.

Where there is a clash of 3 or more papers throughout the day, we will arrange supervision for breaks and create an individual time table for such candidates. **Please speak to the exams officer straight away to initiate the arrangements.** It will be essential for the candidate to bring a packed lunch with them on the day; this will be kept secure until the specified lunch break. Students will be able to revise with their own notes whilst held under supervised conditions not in the exam room.

During any supervision between two 'clash' exams, you are not allowed to communicate with anyone else and you will not be allowed to use your mobile phone or any other communication device.





**GCSE results will be released on
Thursday 20th August 2020**

Students will be invited into school on the above day to collect their results. Further information will be sent out nearer the time regarding the arrangements for results day.

Certificates

Certificates are issued by the Examination boards once the results have been released and the deadline for any reviews of marking have passed.

GCSE Certificates are presented to students at our GCSE Evening that will take place during autumn 2020. Information regarding collection of certificates will be given nearer the time.





AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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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

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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**NO IPODS, MOBILE PHONES
MP3/4 PLAYERS
SMARTWATCHES**

**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	OCR	Pearson	WJEC
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**Information for candidates
For written examinations – effective from 1 September 2018**

This document has been written to help you. Read it carefully and follow the instructions.
If there is anything you do not understand, especially which calculator you may use, ask your teacher.

A	Regulations – Make sure you understand the rules
1	Be on time for all your exams. If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the exam.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4	You must not take into the exam room: a) notes; b) potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device. Any pencil cases taken into the exam room must be see-through. Remember: possession of 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	If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
6	Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
7	Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
8	You must not write inappropriate, obscene or offensive material.
9	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
10	Do not borrow anything from another candidate during the exam.
B	Information – Make sure you attend your exams and bring what you need
1	Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
2	If you arrive late for an exam, report to the invigilator running the exam.
3	If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
4	Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
5	You must write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.
C	Calculators, Dictionaries and Computer Spell-checkers
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: a) make sure it works properly; check that the batteries are working properly; b) clear anything stored in it; c) remove any parts such as cases, lids or covers which have printed instructions or formulas; d) do not bring into the exam room any operating instructions or prepared programs.
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
D	Instructions during the exam
1	Always listen to the invigilator. Follow their instructions at all times.
2	Tell the invigilator at once if: a) you think you have not been given the right question paper or all of the materials listed on the front of the paper; b) the question paper is incomplete or badly printed.
3	Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4	Fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. Make sure you fill these details in on any additional answer sheets that you use.
5	Remember to write your answers within the designated sections of the answer booklet.
6	Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers. Make sure you add your candidate details to any additional answer sheets that you use.
E	Advice and assistance
1	If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	Put up your hand during the exam if: a) you have a problem and are in doubt about what you should do; b) you do not feel well; c) you need more paper.
3	You must not ask for, and will not be given, any explanation of the questions.
F	At the end of the exam
1	If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order. Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.
2	Do not leave the exam room until told to do so by the invigilator.
3	Do not take from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.

Information for candidates Using social media and examinations/assessments



Image by Pietero Jones

This document has been written to help you stay within examination regulations. Please read it carefully.

We all like to share our experiences when taking examinations. However, it is important to consider what you say and to think about what information is being shared.

Sharing ideas with others online could be helpful when you're studying or revising. However, there are limits to the amount of information you can share and you need to be careful not to break the rules. We'd like to ask you to act responsibly when discussing online. If you're in doubt about what you can and can't discuss online regarding your exams, it's always best to check with your teacher.

If you receive what is or what looks to be assessment related information through social media, or any other means, you must tell your teacher or another member of staff. You must show them what you have received. They will then report the matter to the awarding body and it will be investigated.

Where candidates breach the rules for examinations, controlled assessments, coursework or non-examination assessments, awarding bodies have an obligation to investigate and may apply penalties.



Image by Ben Wight

You should be aware that the following might constitute malpractice:

- copying or allowing work to be copied – i.e. posting written work on social networking sites prior to an examination/assessment;
- collusion: working collaboratively with other candidates beyond what is permitted;
- allowing others to help produce your work or helping others with theirs;
- being in possession of confidential assessment related information in advance of the examination;
- exchanging, obtaining, receiving or passing on assessment related information by any means of communication (even if just attempting to);
- failing to report to your centre assessment related information being shared online; or
- passing on rumours of exam content.

Penalties that awarding bodies apply include:

- a written warning;
- the loss of marks for a section, component or unit;
- disqualification from a unit, all units or qualifications; or
- a ban from taking assessments or exams for a set period of time.

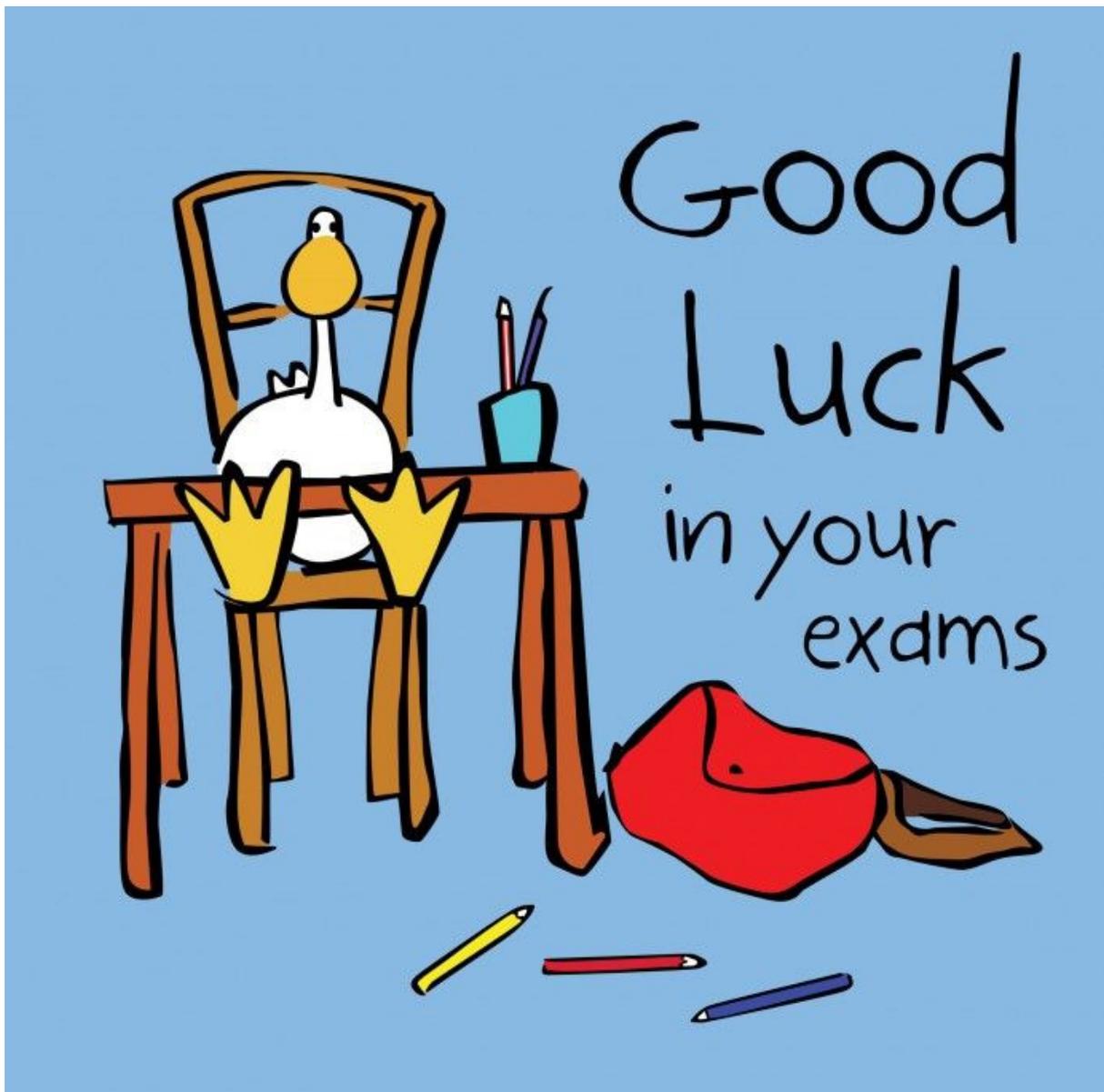


Please take the time to familiarise yourself with the JCQ rules:

<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

All JCQ Information for candidates documents should be accessed and read here

<https://www.jcq.org.uk/exams-office/information-for-candidates-documents>



Important...

Please read and note the contents of this exam booklet.

It is recommended that you take it home and share it with your
Parents/guardians.

Once read, please sign this form below as you acknowledgement that you
have noted and understand the exams procedures and regulations.

Please return the signed form to the Exams officer or your form tutor ASAP.

- I understand that I must not have any items in my pockets. I must remove my watch from my wrist and place it in my school bag, where it will remain until the exam is concluded.
- I understand the mobile phone/smartwatch/IPOD/MP3/4 /internet enabled devices regulations and confirm that I am aware of the consequences.
- I understand the consequences of not adhering to the Exam conduct regulations as directed by JCQ.
- I understand that by completing the exam, I am granting the awarding body a non-exclusive royalty free licence to use my assessment materials.

Student Name.....

Student Signature.....

Dated.....