

The Cavendish School

Exams Handbook

Examination Advice and Information

2016/17



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This booklet has been designed to help you be prepared for your examinations, and contains essential information and advice. Copies of the Exam Board Regulations are also attached and will be adhered to. Read this carefully – if there is anything that you don't understand, seek help from your tutor, subject teacher or from the Exams Officer.

You will also receive an examination timetable which details times and dates of your exams. Please check that all your personal information is correct as the name on your timetable will be the name that appears on your exam certificates. Please also check that the examinations listed and the tier levels (i.e. foundation and higher) are as you expected. If you have any problems please contact the Exams Officer immediately.

??? Questions and Answers **???**

What must I do prior to the exam?	One of the things that it is vital is to check the Statement of Entries that are sent to you via your register. These will give you a list of the exams the school has entered you for. Check the statement thoroughly and report any errors to the Exams Officer immediately. Take your statement home and put it on the wall where you will be able to check regularly which exams you have and when they are?
What happens if I find a clash on my timetable?	Speak to the Exams Officer as a matter of urgency. Arrangements will be made for you to sit your exams at different times.
Where will the exams take place?	Most written exams will take place in the Main Hall, or the Gade Valley Hall. The exams timetable will indicate the exact location and times of all exams.
Do I have to wear school uniform?	Yes.
Can I take my bag and coat into the exam room with me?	No.
What equipment do I need and do I carry my pens and pencils in my usual pencil case?	You must have a full stationery set including at least two black biros and HB pencils, a sharpener, eraser, ruler and protractor. These should be brought into the exam hall in a clear plastic pencil case or plastic bag. No packaging is permitted.
I am entitled to Special Arrangements for my exams, what do I do?	If you are to be seated elsewhere to do your exams Mrs Pike will inform you where you should go. You should arrive at that room 15 minutes prior to the start of the exam. If you are entitled to extra time you will still sit your exams in the main hall and will be given your extra time at the end of the normal finish time. Please do not leave the hall but continue working until you are told that your time is up by the invigilator.
When should I arrive?	You should arrive 15 minutes before the start of the exam, to allow time for all candidates to be checked in and seated. Exams will start promptly at the stated times. Make every effort to know your timetable and make arrangements to ensure you arrive in plenty of time. You should check seating plans prior to the start of the exam so that when you arrive you know where you are sitting.
Must I attend?	Yes. You have no choice. If you do not, the school will make every effort to arrange for your late arrival. If you do not attend an exam you may be charged for its cost.
What happens if I am late?	If you are going to be late, please try to let the school know that you are on your way. Late entrance into the exam is at the discretion of the Examinations Officer. If you are late, it may be marked on the exam paper, the Exam Board will be advised, and your work might not be accepted by the Board. If you arrive after the exam has finished, you will not be allowed to take the exam.
Where do I sit?	It is essential that you have memorised your candidate number prior to the start of the exams! Seating plans will be prominently displayed on the examinations notice board. The exam room will be organised in the form of a grid and your name and candidate number will be displayed in a box, representing a seat on the grid, e.g. E8, G4, B10 etc. Check the seating plan and note the grid number of your seat. When you go into the exam room, move silently to your seat according to the grid markings displayed around the room. If you are in any doubt, check with a member of staff in the room. Your candidate number is the 4 digit number on your individual timetable and there is also a list of candidate numbers on the exam notice board.
What should I bring in to the exam room?	It is YOUR responsibility to ensure that you have everything you may need for an exam, e.g. pens, pencils, rubbers. Only BLACK biros may be used no gel pens. No ink eradicator of any type (e.g. Tippex) is allowed.
What about calculators?	If you are allowed to use a calculator for an exam, you will have been advised of this by your subject teacher. Make sure that you have fresh batteries in your calculator, and that anything stored in the memory has been cleared. Operating instructions and lids/covers for calculators are not permitted in the exam room. It is advisable not to buy a new calculator on the day of your exam - buy it now to give you time to get used to how to use it.

What about dictionaries or spell-checkers?	You MUST NOT use a dictionary or spell-checker.
Can I wear a watch?	Yes, providing that it is purely a watch and does not provide any other function. Apple i-watches/smart watches are <u>not</u> permitted. Make sure that any alarms or chimes are switched off before entering the exam room.
I work much better when I'm listening to music. Can I take a personal stereo, I-Pod or MP3 player in with me?	No. No electronic equipment of any kind is permitted into the exam room (including headphones) and must be left in your bag or handed in before entering the exam room.
I have a mobile phone and don't want to leave it with my belongings outside the exam room. Can I keep it with me?	No! Under no circumstances will mobile phones be allowed in the exam room. Invigilators will collect phones at the beginning of the exam. Anyone found with a phone on their person during an exam (even if it is switched off) has to be reported to the Exam Board and, at the least, their paper will be disqualified.
Can I take a drink into the exam with me?	You are allowed to take water in with you – however it must be in a clear plastic water bottle and have a sports lid (no screw-on lids). All labels must be removed before you enter the Exam room.
What happens if I feel unwell during the exam or need to go to the toilet?	You are not allowed to leave the exam room until the exam has finished. If you feel unwell, or need to go to the toilet, tell a member of staff on invigilation duty. If you HAVE to leave the exam room, you will be accompanied by a member of staff.
What about rough work?	Do your rough work only on the proper exam stationery. Cross it through and hand it in with your answers.
What if I am unwell on the day of the exam?	If you are unwell to the extent that it is going to prevent you attending the exam, it is vital that you contact the Examinations Officer immediately. You cannot take the exam on another day although in some circumstances you may be able to retake in another exam season. Information on this is available from the Examinations Officer in individual circumstances, should the need arise.
What do I do if I don't understand a question?	You must not ask for, and will not be given, any explanation of the questions.
What happens at the end of the exam?	<p>You will be advised when there are five minutes remaining in the exam, and when the exam has finished. At that point you must cease your work immediately.</p> <p>If you have used more than one answer booklet, and/or any loose sheets of paper, you must place them in the correct order.</p> <p>Fasten them together before you leave with the treasury tag provided. Ensure that your name and candidate number is on all sheets of papers.</p> <p>You must not take from the exam room any exam stationery, used or unused, rough work or any other materials provided for the exam.</p> <p>You must sit in silence until ALL exam papers have been collected by the invigilation staff. You may only leave the exam hall/room when advised to do so.</p> <p>Exams may be continuing in the hall/room you have been in, or in nearby parts of the school. You are therefore required to leave the hall/room in silence. Please do not talk to friends until you are out of the school buildings.</p>
What happens if someone cheats during an exam?	Any cases of cheating in an exam can lead to disqualification from ALL exams.

Examination Fees - Absence from an examination

The school pays examination fees to the Exam Board for each examination that a student is entered for, regardless of whether the student sits the examination or not.

If a student fails to take the examination, and is unable to produce a medical certificate from their doctor or provide the school with a reason considered valid by the Headteacher, then parents/guardians will be required to pay the full examination entry fee.

Similarly, if a student fails to produce the required coursework by the date required by the Exam Board, they may not be awarded a grade in that subject. Parents/guardians will again be required to pay the full examination fee.

Results

GCE results will be available to collect from the school on
Thursday 17th August 2017 (8am - Yr 13 10am - Yr 12)

GCSE results will be available to collect from the school on
Thursday 24th August 2017 (9am – Yr 11 10am – Yr 10)

Results will only be issued to the students themselves unless alternative arrangements have been made in advance.

If you intend to collect your results in person, then you need do nothing. If you will not be able to collect your results and require them to be posted to you please notify Exams Officer in advance and send a 1st class stamped addressed envelope (A5 size) with a letter requesting this.

We are not able to give your results to anyone else, without your written permission. If you want them to be posted to you please notify the Exams Officer in advance and send a 1st class stamped addressed envelope (A5 size) with a letter requesting this. If you want a parent to collect your results for you, please send the Exams Officer a signed note to this effect, identifying who will be collecting your results on your behalf.

Members of staff will be in school on both of these dates to give advice and support.

PLEASE DO NOT TELEPHONE FOR YOUR RESULTS
We are not allowed to give out exam results over the phone

Remarks or Recall of Scripts

Should you decide, following discussions with subject teachers, that you would like to recall a script or request a script be remarked, you will need to complete a form which is available from the Exams Officer. Once the form is completed in full, it should be returned ASAP complete with payment. Payment can be made by Cheque made payable to The Cavendish School or cash.

Strict deadlines apply to requests for remarks and recall of scripts. These dates will be available from the Exam's Officer on results day.

Certificates

Certificates are normally available from the school by the end of October and will be available for collection at Awards Evening. If you are unable to attend Awards Evening, certificates can be collected from the school office.

Please collect them either in person from the School Office, or they may be collected by someone on your behalf, however that person will need to provide a letter confirming your authorisation.

Please ensure that you collect your certificates as they are only kept by the school for one year and then are sent back to the Examination Boards who will make a charge for a Statement of Results. Duplicate certificates are not available.

**AND FINALLY GOOD LUCK TO ALL OF YOU
WITH YOUR EXAMS!**

EXAM BOARD NOTICES

(Please take time to read the following notices from the Exam Boards)

- Warning to Candidates
- Mobile Phone Policy
- Information For Candidates - Written Exams
- Information For Candidates – Onscreen Tests