

# Student Examination Handbook 2021-2022

Centre Number: 64675



**Rosebery School**

Excellence. Endeavour. Opportunity.

## Examination Information 2021-2022

The aim of Rosebery School is to ensure that all examinations, whether Mock examinations or External Public examinations run as smoothly as possible for all candidates. The objective of this handbook is to provide you with all the information and helpful advice needed to assist you in sitting examinations. It is very important that you read this handbook, so you are aware of all procedures and regulations which apply to all examinations.

There are a number of strict rules and regulations set by the awarding bodies (examination boards) and the Joint Council of Qualifications (JCQ) which must be adhered to and followed. It is the school's responsibility to ensure that you are aware of these rules and regulations and to ensure they are implemented.

If you have any questions or do not understand any of the information provided in this handbook then please contact the Examinations Office. You can also speak to your Form Tutor, Head of Year or any subject teacher if you have any concerns.

The Examinations Office can be contacted by email: [exam.office@rosebery.surrey.sch.uk](mailto:exam.office@rosebery.surrey.sch.uk) or by telephone on 01372 845 493. If you would prefer to speak to us in person, the Examinations Office is located in the PE Building next door to the Purple Gym.

***Please remember, there is no such thing as a stupid question!***

*Mrs Fiona Gimber – Examinations Officer*



**Rosebery School**

Excellence. Endeavour. Opportunity.

## Contents

Examination Information 2021-2022.....	2
External Public Examinations.....	4
1. Prior to Examinations.....	4
2. Examination Timetable Clashes.....	4
3. Overnight Supervision.....	5
4. Important Personal Information.....	5
4a. Candidate Number.....	5
4b. Centre Number.....	5
5. Attendance at Exams.....	5
6. Lateness.....	6
7. Absence from an Exam.....	6
8. Bags and Personal Property.....	6
9. Mobile Phones and Other Electronic Devices.....	6
10. Equipment.....	7
10a. Food and Drink.....	7
10b. Calculators.....	7
11. Seating Plans/Examination Rooms.....	8
12. Conduct in Examination Rooms.....	8
12a. End of Examination.....	9
12b. USEFUL EXAMINATION DAY TIPS!.....	9
12c. Emergency Evacuations.....	9

## External Public Examinations

Whilst these instructions and regulations are primarily relative to External Public Examinations, we expect all students to follow the same procedures and regulations for ALL exams sat here at Rosebery School.

### 1. Prior to Examinations

Once examination entries have been made and confirmed you will be issued with a timetable for all External Public examinations taking place in the summer. Once you have received your individual timetable you must:

- Check that all personal details are accurate on the timetables as this is how they will appear on the certificates issued and it is very difficult and expensive to have changes made once issued.
- Your personal details are submitted to the awarding bodies and so it is imperative that any inconsistencies with spellings and names are raised with the Examinations Office as soon as possible. **Students are entered under the format of Legal Surname and Forename, e.g. Jones, Thomas.**
- It is also imperative that you check the entries are correct. If you believe there has been an error with the tier of entry (i.e. Foundation and/or Higher) or an incorrect subject, this again must be raised with the Examinations Office.

A copy the full Examination Timetable will be published on the school website together with any other important examination documents.

### 2. Examination Timetable Clashes

If you have two or more examinations timetabled for the same session and the total examination time is **three hours or less** arrangements will be made for the exams to be scheduled one after the other with a supervised break of no more than **20 minutes** between each examination. The break will be conducted under strict examination conditions and this means you will not be able to use this time for any revision.

If the total examination time **exceeds three hours**, arrangements will be made for you to take the second examination in the next available session on that day. In these circumstances you will be supervised between the two sessions by an invigilator and are advised to bring lunch with you. During this break you will be permitted access to your revision notes but no access to any electronic device will be permitted.

### 3. Overnight Supervision

In exceptionally rare occasions where a candidate has three or more examinations timetabled for the same day and the total duration of those examinations are:

- a) More than **six hours** for **GCE** examinations, including any extra time allowances and/or supervised rest breaks; or
- b) More than **five and a half hours** for **GCSE** examinations, again including any extra time allowances and/or supervised rest breaks:

Candidates may be allowed to take an examination the following morning, including Saturday mornings. On these occasions, the candidate will be supervised at all times while present in the school and will not be permitted contact with any other candidates.

Supervision of the candidate on journeys to and from school and overnight should be undertaken by the parent/carer or if necessary, a member of the centre. It is their responsibility to ensure there is no contact with any other candidate who may have knowledge of the examination content. This includes all and any form of electronic communication/storage device, e.g. telephone (landline or mobile), email, internet and social media. This also extends to television and radio, which could report key details of that day's examinations.

A **JCQ Overnight Supervision and Declaration Form** must be completed prior to any arrangement taking place. This form must be signed by the candidate, the intended supervisor and the Head of Centre and submitted to JCQ.

### 4. Important Personal Information

#### 4a. Candidate Number

Each candidate has a four-digit candidate number, and this is the number all awarding bodies use to identify you as a candidate. This number is clearly visible on your school ID card and this is what is used to identify you in an exam. It is essential that when attending all exams but especially external exams, you have this ID card with you. **Attending an exam without your ID card could prevent you from being allowed to sit any exam and being awarded a zero for that paper.**

#### 4b. Centre Number

Candidates are also required to enter the Centre number on all exam papers, this number will be displayed in numerous places in any exam room. Rosebery School is Centre: **64675**.

### 5. Attendance at Exams

You are responsible for checking your personal exam timetable and ensuring you arrive at school on the correct day and in good time to sit any exam. All morning exams will start at **08.45am** and afternoon exams at **1.30pm** unless otherwise stated.

## 6. Lateness

Arrive on time ! Aim to get there at least 10-15 minutes before the start of your exam. Please note that the 'start' time, as stated on your timetable, is when you should be putting pen to paper – it is not the time to arrive. Read your timetable carefully – being in the right place at the right time is your responsibility. You must be outside the exam room, ready to go in, at least 10 minutes before the start. If you are late for an exam, the school will allow you the full-time allowance. However, with external exams we are required to complete a report and submit to the Exam Board stating the reason for the lateness. If you arrive after the official start time of an exam the Exam Board may refuse to accept your exam paper.

## 7. Absence from an Exam

If a student experiences difficulty during the exam period, e.g. illness, injury, personal problems, etc. you must inform the Examinations Office at the earliest opportunity so advice and assistance can be given. If absence is due to illness or other medical reason, you must supply evidence to substantiate this, e.g. a medical certificate or doctor's letter. You should contact the Examinations Office before the scheduled start of any exam by telephoning: **01372 845 493**.

In these circumstances and only where there is corroborating evidence submitted, the school can apply to an awarding body for 'special consideration' to be given. However, for this to be considered a student must have completed a minimum of 40% of all the assessments for any subject.

## 8. Bags and Personal Property

You should only bring equipment needed for any exam into the examination room. Bags and any other personal belongings must be left in your personal locker.

## 9. Mobile Phones and Other Electronic Devices

As clearly detailed in the list of unauthorised items in Appendix 5, you should never bring any of the following items into an examination room:

### **Mobile Phones**

**iPods**

**Fitbits**

**MP3/4 Players**

**Watches**

You are advised to leave these items in your locker or at home, if you are found to be in possession of any of these items or any other electronic device you will be disqualified from the examination.

All wristwatches must be removed before the start of the exam and placed on your desk; smart watches are prohibited as stated above.

## 10. Equipment

**It is your responsibility to ensure you bring all the necessary equipment needed for any exam.**

You should bring all equipment needed in a clear, plastic bag or pencil case:



**Equipment you should bring to every exam includes:**

- **2 BLACK pens**
- **2 HB pencils**
- **Ruler**
- **Pencil sharpener**
- **Rubber**

Other items that might be needed in an exam include:

- Compass
- Protractor
- Calculator
- Coloured pencils or highlighters

DO NOT bring any scrap paper or revision notes into the examination room. All rough work should be completed in your answer booklet and crossed out if you do not want it to be marked.

DO NOT use any correcting pens, fluid or tape, highlighters or gel pens in your answer books. You are permitted to use highlighters in a question paper. YOU MUST use black ink or ballpoint pen to answer questions except for drawings when a pencil can be used.

### 10a. Food and Drink

You are only allowed to bring water into an examination room, and this MUST be in a clear, unlabelled, colourless bottle. No other food or drink (including sweets) are permitted. If you have a medical condition which requires you to have snacks of some description, then you must advise the Examinations Office in advance so they can ensure the invigilator in charge is aware.

### 10b. Calculators

A calculator is permitted to be used unless you are advised otherwise. Subjects such as Maths, Science, Business Studies, Economics, Geography, PE, etc. allow the use of a calculator in some exams. You must ensure the batteries in your calculator are working, nothing should be stored in the memory

and in the examination room you should remove the lid and place it on the floor below your desk. It is your responsibility to check your calculator meets the requirements of the examination board regulations and if in doubt, ask your teacher.

## 11. Seating Plans/Examination Rooms

Seating plans and assigned rooms will be displayed on the new Exams Noticeboard outside the Sports Hall and in the 6<sup>th</sup> Form Centre. **YOU MUST CHECK YOUR ASSIGNED SEAT FOR EVERY EXAM BEFORE ENTERING THE EXAMINATION ROOM.** It is essential you sit in the CORRECT assigned seat as failure to sit where assigned could lead to you being marked as absent. Rows and columns are clearly signposted and each desk will have a label clearly displaying the seat number, e.g. A1, A2, A3, etc.

## 12. Conduct in Examination Rooms

**ALL CANDIDATES MUST ENTER THE EXAMINATION ROOM IN COMPLETE SILENCE.**

As soon as you enter an examination room you are under Examination Conditions! Any communication between yourself and another candidate is considered to be exam malpractice and you could be removed from the examination room.

Sit at the correct desk and check you have the correct examination paper. Raise your hand and wait for an invigilator if you have any queries or need assistance. Once inside the examination room you can not leave unless escorted by an invigilator. If you finish the exam early you must sit quietly and wait until the other candidates have finished and the time is up. You CANNOT LEAVE early.

Listen very carefully to all the instructions and notices given by the invigilators – there may be amendments to the exam paper that you need to know. Again, check you have the correct exam paper (including the correct tier) and have an answer book if required. If anything is not correct raise your hand and wait for assistance, do not sit the wrong paper as this could have consequences for your overall grade. READ the instructions on the front of the exam paper and make sure you are clear on how many questions you need to answer (this is especially important if the paper is divided into sections). Always use your LEGAL NAME on the front of the exam paper and NOT your preferred name.

It is important to remember that invigilators are there to help candidates so if you have any questions do not be afraid to ask. Remember there is no such thing as a stupid question!

Do not write or draw anything on the answer booklets other than your answers. You are not permitted to draw graffiti or write offensive comments in the answer booklets – if you do, the awarding bodies may refuse to accept the examination paper and you would be disqualified as a candidate.

Any student who is disruptive or behaves in an unacceptable manner will be removed from the examination room by invigilators and/or members of the Senior Leadership Team. As with all incidents, this would be reported to an awarding body and could result in disqualification from the exam.

## 12a. End of Examination

If you finish before the time allowed for an exam, sit quietly and check through your answers. Make sure the front of the booklet has been completed correctly and your candidate number is written clearly. Remember to cross through any rough work you do not wish to be marked.

Invigilators will collect all answer booklets and question papers once the time allowed has been completed. You are not permitted to remove any papers from the examination room. You are not permitted to talk to any other candidates, remember there may be candidates who have extra time or be completing a different exam. You will be dismissed column by column and told which exit to use.

## 12b. USEFUL EXAMINATION DAY TIPS!

- Get a good night's sleep
- Eat a good breakfast
- Give yourself plenty of time to get to school
- Check you have the correct equipment for that day
- Go to the toilet before the exam!
- Read all exam paper instructions carefully
- Read all questions carefully before attempting to answer anything
- If you get stuck on a question, move on to the next you can always go back to it later
- Plan how much time to allow for each question
- Leave time at the end of the exam to go back and check your answers.

## 12c. Emergency Evacuations

In the event of an emergency, e.g. a fire alarm, please follow the instructions below in COMPLETE SILENCE:

- If a fire alarm goes off, DO NOT PANIC! Stop writing, close your answer booklet, remain seated and await instructions.
- An invigilator will tell you when to leave and by which exit and where to assemble (usually in the tennis court area).
- Leave everything in the examination room.
- Once evacuated, you should stand in columns matching your position in the examination room so the registers can be checked.
- On return, wait for the invigilator to tell you when to start writing, they will have made a note of the time the interruption started and the restart time of the exam. You will not lose any time as a result of the interruption.
- A report of the interruption will be sent to the awarding body.