

**MANSHEAD SCHOOL**

**EXAMINATIONS  
MANUAL**

**2011 - 2012**

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# INTRODUCTION

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

Hopefully, this booklet will prove informative and helpful for you and your parents. Please read it carefully and show it to your parents so that they can also be aware of the examination regulations and the procedures to follow in the event of any problem occurring.

The awarding bodies (or examination boards) set down strict criteria which must be followed for the conduct of examinations and Manshead School is required to follow them precisely. You should therefore, pay particular attention to the Notice to Candidates that is printed on the following 2 pages.

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

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

**Mrs H Murray**                      or    **Mrs A Lewis**  
**Examinations Officer**                      **Exams Assistant**

**Telephone:- 01582 679400 x 234/223**

*(We are based in D block, adjacent to the Library)*

**REMEMBER – WE ARE HERE TO HELP!**

# BEFORE THE EXAMINATIONS

## STATEMENTS OF ENTRY

- All candidates receive a statement of entry from the school indicating the subjects they are being entered for and the levels of entry, where applicable. Please check that these are correct. Some subjects have one tier of entry, some have two, Foundation and Higher tiers.
- You must check everything on your statement of entry very carefully. Particularly check that all personal details (date of birth, spelling of names) are accurate as these will appear on certificates and it may be difficult to change them once certificates are awarded.

## EXAMINATION BOARDS

- The school uses the following Examination Boards: AQA, Edexcel, OCR and WJEC.

## CANDIDATE NAME

- Candidates are entered under the format of First Name + one middle initial + (Legal) Surname, eg. Adam J. Smith.

## 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 and on your exam desk. ***Please learn it!***

## 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 (15241) unless you have transferred from another school that had already issued your UCI. Your UCI is used for administration purposes and it is **not** necessary for you to remember it.

## **TIMETABLES**

- You will receive an individual timetable showing your own specific examinations with details of date, time, and duration of exam, venue and seat number. Check it carefully. If you think something is wrong see Mrs Murray or Mrs Lewis in the Exams Office immediately.
- A few candidates may have a clash where two subjects are timetabled at the same time. The school will make special timetable arrangements for these candidates only. You must check your individual timetable and see Mrs Murray or Mrs Lewis if you are unsure what to do. If you think there is a clash on your timetable that has not been resolved, please see Mrs Murray or Mrs Lewis immediately.

## **CONTACT NUMBER**

- Please check that school has up to date contact numbers for you so that the school can contact you if you have not reported for the start of the examination.

## **EQUIPMENT**

- Make sure you have all the correct equipment before your examinations. Check the regulations Notice to Candidates in Appendix i and ii

# DURING THE EXAMINATIONS

## EXAMINATION REGULATIONS

- A copy of the "Notice to Candidates", which is issued jointly by all the Examining Boards, is printed at the back of this booklet. All candidates must read this 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 15 minutes prior to the start of their examination.** Please wait quietly outside your exam venue in the designated area forming orderly lines against the corresponding letter of the row in which you are seated. Candidates must listen carefully to instructions remaining silent throughout.
- Candidates who arrive late for an examination may still be admitted but will not receive any additional time unless agreed with the Examinations Officer.
- Full school uniform must be worn by all students attending school for examinations.
- **Please check the identity card on the desk has your details on it. If not, inform an invigilator immediately.** 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. No erasers or correction pens are allowed.
- For Mathematics and Science exams, students should make sure their calculators conform to the examination regulations. If in doubt, check with your teacher. **Remove any calculator lids or instructions and make sure batteries are new.**
- Please make sure that any watch alarms are turned off.
- Do not attempt to communicate with or distract other candidates. **Looking around and smiling at other candidates is classed as communication. Please sit and face the front at all times.**
- 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 risk being disqualified from the examination.

- **MOBILE PHONES MUST NOT BE TURNED ON WHEN BROUGHT INTO THE EXAMINATION ROOM.** You will find a zipped bag on your desk with your desk number on. Your phone, MP3 player or any other electrical device must be placed into this bag. It will be collected by the invigilators and stored securely at the front of your exam row. These will be given back to you at the end of the exam. If a mobile phone (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 could result in disqualification from the examination. No exceptions can be made.
- Food is not allowed in the examination room. Only still water in a **clear plastic** bottle is allowed (all labels are to be removed from the bottles). Queries regarding medicines, etc, should be addressed to the Exams Office.
- Please do not write on examination desks or your desk cards. This is regarded as vandalism and you will be asked to pay for the damage.
- Do not draw or 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 Exams Officer/Invigilators – there may be amendments to the exam paper that you need to know about.
- Check you have the correct question paper – check the subject, paper and tier of entry.
- If there are any problems put your hand up and wait for an invigilator to come to you.
- Read all instructions carefully and number your answers clearly.
- Candidates must stay in the examination room for the duration of the examination and may not leave early. If you have finished the paper use any time remaining to check over your answers and ensure that you have completed your details correctly.
- At the end of the examination all work must be handed in – remember to cross out any rough work. If you have used more than one answer book or loose sheet(s) of paper, ask for a tag to fasten them together in the correct order, ensure your details are written on each booklet/sheet of additional of paper.
- 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.

## ABSENCE FROM EXAMINATIONS

- If you experience difficulties during the examination period (eg. illness, injury, personal problems) please inform the Exams Office 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 missed part of an examination through illness or personal misfortune, a minimum of 35% of the examination (including coursework) must be completed.
- Parents and candidates are reminded that the school will require payment of entry fees (usually £25.00 per subject) should a candidate fail to attend an examination without good reason and without informing the school. Failure to pay may result in your examination results being withheld.
- Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

## STUDY LEAVE

- Students should only attend school during this period for examinations or when invited to specific examination preparation session. Candidates must note the dates, times and locations of all their examinations, (as shown in their 'Individual Timetables'), report to the examination venue 15 minutes prior to the examination start time.
- **REMEMBER FULL SCHOOL UNIFORM IS TO BE WORN BY ALL STUDENTS ATTENDING SCHOOL FOR THEIR EXAMINATIONS.**

## . COURSEWORK INTERNAL APPEALS POLICY

- If a student is not happy with the way their coursework has been marked internally, Manshead has a Policy for Appeals procedure. If necessary, this can be obtained from the exams officer

# AFTER THE EXAMINATIONS

## NOTIFICATION OF RESULTS

- Results will be available for collection from the Sixth Form social area. You will be advised nearer the time of actual dates.
- If you wish any other person (including family members) to collect your results on your behalf, you must give your written authorisation to the school before results day. This letter should be given/addressed to Mrs. Heather Murray, Examinations Officer.
- Should you wish your results to be posted to you, you must provide the Exams Office with an A5 stamped addressed envelope or written confirmation of the address where you want your results posted. These will be posted on Results Day and not before. Otherwise results will be available from reception when school re-opens in September.
- No results will be given out by telephone under any circumstances.

## CERTIFICATES

- GCSE Certificates will be available for collection from late November. Please either collect from the exams office or ring and ask for them to be left in reception. You must send a letter of authorisation if you are asking another person to collect them for you.

## 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 break during which they will be supervised and must not have any communication with other candidates. They will then sit the second subject paper. Correct times should be on your individual candidate timetable. 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 contact 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 your desk cards (which are placed on your desk inside the venue), on the seating plans outside the venue and also on the attendance registers. Invigilators will be able to help you find your number.

### Q **What do I do if I forget the Centre Number?**

- The Centre Number is 15241. It will be clearly displayed in the examinations room and on your desk identity card.

### Q **What do I do if I have an accident or am ill before an exam?**

- Inform the Exams Office 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 may need to obtain medical evidence (from your GP or hospital) 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). 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 coursework is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness, accident or injury, bereavement, domestic crisis. The Examinations Officer must be fully 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 am late can I still sit the examination?**

- If you are late, it may be possible for you to sit the examination. You should get to school as quickly as possible and report to the Exams Office. A member of staff will escort you to the exam room. You must not enter an examination room without the permission of the Exams Officer or Senior Invigilator after an exam has begun. It may not be possible to allow you any extra time if you start the exam late.

You should also be aware that if you start the exam more than 30 minutes 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 you allow enough time to get to school so that if you are delayed (eg. 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 What equipment should I bring for my exams?**

- For most exams you should bring at least 2 pens (black ink only).
- For Science Modules you need 2 x **HB** pencils.
- For Mathematics **3B** pencils must be used for diagrams.
- For some exams you will need a calculator (Maths/Science), a 30 cm ruler (marked with cm and mm), pencil sharpener and rubber, compasses, protractor, coloured pencil crayons (not gel pens), set texts (eg. for English Literature).
- You are responsible for providing your own equipment for examinations. You must not attempt to borrow equipment from another candidate during the examination.
- Ensure all equipment is in a clear pencil case or clear plastic bag.

**Q What items are not allowed into the examination room?**

- Only material that is listed on question papers (eg. 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 and any other items not permitted under examination regulations must be left in your block. Under no circumstance must bags be left in the PE changing rooms or in the sports hall lobby. Do not bring any valuables into school with you when you attend for an examination.
- Only still water is allowed in the examination venue, in a clear plastic bottle. Permission should be sought from the Exams Officer if you have a medical condition and have additional requirements.

**Q Why can't I have my mobile telephone with me in the exam room?**

- Being in possession of a mobile 'phone (or any other electronic communication device, eg. 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, **even when sealed in the exam bag**, the exam board must be informed and you may be **disqualified from all papers for the subject (including any already taken).**

**REMEMBER EVEN IF A MOBILE PHONE IS TURNED OFF A PRESET ALARM CAN STILL BE ACTIVATED – Don't get caught out, it's not worth it!**

**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 flip chart or board at the front of the exam room. There will be a clock in all examination rooms.

**Q Can I leave the exam early?**

- All candidates must remain in the exam venue for the duration of the examination.

Q **Can I go to the toilet during the exam?**

- If it is absolutely necessary. You will be escorted by an invigilator and will not be allowed any extra time. Remember to make yourself comfortable prior to the exam.

Q **Why do I need to check the details on the Statement of Entry?**

- The details on your Statement of Entry 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 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. The invigilators will include the additional time when they display the finishing time of your exam on the board. Students who require readers/scribes will be allocated invigilators on the day and will be escorted to the relevant room that they will be taking their exam in.

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

- Teaching 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 for requesting a re-mark. You should be aware that your mark could go down as well as up or even stay the same. Re-mark requests must be submitted to the Examinations Officer. You must complete a Candidate consent form and return it with a cheque to cover the cost (**nb** the cost of a re-mark in September 2011 averaged at £40.00 dependent on the board).

## HINTS AND TIPS

1. Try to get a good night's sleep before an exam.
2. Get all your things ready the previous evening
3. Have a good breakfast (rumbling tummies are very noisy!)
4. Don't try to cram last minute revision – it rarely helps
5. Try to relax before the exam
6. Don't be put off by what other candidates say
7. Think positive!
8. The exam questions are not trying to catch you out – they are designed to let you show your knowledge and skills.
9. Establish a routine for exam times

**Don't Panic!**

