

GCSE EXAMINATIONS – ADVICE FOR PARENTS

Getting ready for exams

What equipment do students need?

All the necessary equipment should be in a clear pencil case or bag.

Pens, pencils, ruler, rubber and pencil sharpener are all **essential**.

Highlighter pens are very useful to highlight parts of questions but must not be used on any answers.

Calculators are allowed in all exams except the Maths non-calculator paper.

Can students borrow equipment?

We have some basic equipment to lend, eg pens, pencils, but we expect students to provide their own – especially **maths equipment and calculators**.

What must not be brought into the exam room?

Mobile phones, ipods, MP3/4 players, reading pens, smart watches, calculator cases or lids, any electronic communication or storage device, correcting pens, fluid or tape.

Where can students leave these?

We do collect these items from students as they come into the room and again after the warning about having unauthorised material is read out. We keep these items in the exam room and students collect them as they leave. However, we do not accept responsibility for these items, which students are advised not to bring into school.

Do students have to write in black?

Students must write in black biro because many exam scripts are scanned and marked online. Diagrams should be drawn in pencil but labelled in biro.

Are drinks and food allowed?

Students are not allowed food or sweets in exams.

They are allowed water as long as it is in a **small**, plastic, screw-top bottle **with all labels removed**.

What if there is a problem during the exam?

All our exams are run by a team of experienced invigilators, with the support of our Exams Officer.

If a student is distracted or has any concerns during an exam they must report the problem to an invigilator immediately who will deal with the situation, getting help if necessary.

What if a student is ill?

Temporary injuries

If a student breaks an arm and can't write we can provide a scribe – the sooner we know about the injury the better.

Temporary illness

We will make an application for special consideration to the relevant Awarding Body if a candidate is temporarily ill when they take an exam. We can't make an application for a long-term illness unless the illness flares up at the time of the examinations.

Too ill to take the exam?

If a student is very ill and cannot take the exam they can still get a grade provided they have completed at least 25% of the assessment for the course.

Each case needs individual advice and you should contact the Exams Office.

Do we need a doctor's note?

We always need confirmation from a doctor of the precise nature of the illness at the time of each exam if a student is too ill to attend. This can be a copy of a prescription or hospital discharge papers or the self-certification form available from Mrs Nicholson.

What do we do about hay fever?

If during a particular exam a student is affected by hay fever they must draw the invigilator's attention to this and they should see the Exams Officer either before or after the exam so that special consideration can be requested.

Stress

There are various external situations which place students under considerable stress or distress. In some cases we can apply for special consideration (but not purely for exam-related stress).

Contact Mrs Nicholson, the Exams Officer, as soon as possible to explain the situation.

Special consideration – what does it mean?

The Awarding Body can make an adjustment to the marks for a particular exam paper.

In the most extreme case they add 5% of the total raw mark for the paper.

The Awarding Body refers to a tariff when making an adjustment. They do not tell us what adjustment they have made and we do not know they have done so until we receive results in August.

What happens if a student arrives late?

If a student arrives late for an exam they should go immediately to the exam room or to the Exams Office. They are able to sit the examination unless they arrive after 10.00am for morning exams or 2.30pm for afternoon exams (or 9.30am/2.00pm if the exam is less than one hour). In this case, they can sit the exam but the Awarding Body is unlikely to accept their work.

If a student is not present within a few minutes of the exam starting, we try to contact them or their parents. Please ensure your contact telephone numbers are up to date on our school system.

Exam results

We will issue results to Y11 students, in person, on Thursday 23rd August between 11.00am and 12.00 noon in the School Hall.

Results are the property of the student and we do not issue them to anyone else, including parents, without written permission from the student.

We do not issue results over the phone or by email.

Students can leave a stamped addressed envelope with the Exams Office and have their results posted on 23rd August.

WHO TO CONTACT

Mrs K Nicholson, Examinations Officer, via the switchboard on 01271 373 131.