



# **EXAMINATION INFORMATION BOOKLET**

**Centre Number: 20651**

**Candidate Number:**

**Name:**

St Michael's Church of England High School aims to ensure exams run as smoothly as possible for all our candidates. We hope this booklet will provide you with informative and helpful advice to assist you in all of your exams. Please read the booklet carefully so you are aware of the exam procedures and regulations. The information in this booklet applies to all of your exams, including pre-public examinations.

We have tried to answer some of the questions you may have in the 'Frequently Asked Questions' section of this booklet, but if you have any more questions or something that you do not understand, please contact Mrs Wilcox, the Examinations Manager. Also, if you are worried or concerned about something you can either speak to your Form Tutor or your Head of Year.

## **Before your Examinations**

At the beginning of March, you will receive your individual candidate exam timetable for your summer exams. Please check your timetable carefully. If there are mistakes (e.g. name, date of birth, exam entry etc.) you must inform Mrs Wilcox, Examinations Manager, immediately as certificates will be prepared with these personal details. Check each exam and tier of entry and ensure everything is correct on your timetable.

## **Clashes**

If you have a clash on your timetable (two exams at the same time), arrangements will be made for you to take these subjects one after the other as long as the total time is not more than three hours. Centres are not allowed to move exams to a different session if the total time does not exceed 3 hours. If you are taking two or more examinations in a session and the total time is 3 hours or less, you will be entitled to a supervised break of no more than 20 minutes between the papers. The break will be conducted under formal exam conditions within the examination room. You are not allowed access to revision notes. If the total time is more than three hours, the exams will be split between morning and afternoon sessions. If this happens, an invigilator will supervise you in between exams and you must bring food and drink with you. During this time, you will not be allowed access to your mobile phone/smart watch etc.

**You will be informed of any clash arrangements before your exams commence. If you have a clash on your exam timetable that has not been resolved, you must inform Mrs Wilcox in the Exams Office.**

## **Uniform/Dress code**

All students must wear full uniform to all examinations. Outdoor jackets, scarves and hats cannot be worn.

## **Candidate Number/Centre Number**

All candidates are given a four-digit number which can be found on your exam timetable. Please memorise this number as you will have to enter it on all answer/question booklets in your exams.

You will also be required to enter the school centre number on all your exam answer/question booklets. The school centre number is **20651**. It will also be displayed on the white board in your exam venue. You will not need to use your candidate number or the centre number in pre-public examinations.

## **Dates and Times of Examinations**

Examination dates and times are clearly shown on your exam timetable. Make sure you arrive at least 15 minutes before the start of your examination. Morning exams start at 9:00 am and afternoon exams start at 1:15 pm for external examinations, unless you are informed otherwise. For pre-public examinations, start times will differ on a daily basis.

## **Absence**

Please telephone the school main reception on **0121 561 6881** if either you are unable to attend your exam due to illness, you are absent through a genuine emergency or you have been delayed getting to school for the start of an exam. Please ensure you telephone by 8:30 am for morning exams and 12:30 pm for afternoon exams. If you are absent due to illness, you will need to provide a medical note; please pass it to Mrs Wilcox in the Exams Office.

## **Lateness**

If you are late for an exam, the school will try to give you the full time allowance as long as an invigilator is available. If you are more than an hour late, your exam paper may not be accepted by the exam board.

## **Bags and Personal Belongings**

Only items you require for your exam are to be taken into your exam room. Bags and other materials including mobile phones/watches/electronic devices must be left in your locker.

## **Food and Drink**

You are only allowed to take water into the exam room in an unlabelled, reusable, clear transparent bottle. Bottles must be free from writing or illustrations. Invigilators must be able to see that the bottle contains liquid and nothing else, i.e., no notes or unauthorised material. Chewing gum and any other food and drink are not permitted. Please ensure you have enough water for the duration of your exam, as you will not be allowed to refill your bottle during the exam and invigilators cannot do this for you.

## **Mobile Phones and Other Electronic Equipment**

Any unauthorised materials or equipment e.g. iPods, mobile phones, Fitbits, MP3/4 players, pen drives, watches or smart watches or any products with an electronic communication/storage device or a digital facility must not be taken into the exam room. Possession of unauthorised material is breaking the rules, and you will be subject to penalty and possible disqualification. Therefore, mobiles/electronic devices must either be left at home, left in your locker or given to an invigilator outside the exam room, and you will be issued with a ticket. We will issue mobiles/electronic devices on receipt of a ticket after the exam at the following exams.

## **Conduct in the Exam Venue**

As soon as you enter the exam venue, you are under exam conditions. You must not talk to, attempt to communicate with or disturb other candidates, and you must not turn around. If there is any communication between students, it will be assumed you are cheating and be treated accordingly. You must ensure you sit at the correct desk to ensure you complete the correct question paper. If you need assistance, put up your hand and wait for an invigilator to attend to you.

Once you have entered the exam venue, you have to be escorted at all times if you need to leave (for example if you need the toilet or feel unwell). Listen carefully to instructions and notices that are read out by invigilators - there may be amendments to the exam paper that you need to know about.

Before you start, check that you have the correct question paper and an answer booklet if required. Read through the instructions on the front of the exam paper before starting the exam and make sure you are clear as to how many questions you are required to answer. Please put your legal name on your exam paper (not your preferred name).

Invigilators are there to help but they cannot help you with any questions in your exam paper. If you have any queries, don't be afraid to put your hand up and ask for assistance. You will not be allowed to leave an exam early if you have finished as this disturbs other candidates. You must check your exam paper through and sit in silence.

Please do not write on examination desks or write or draw anything other than exam answers in your question/answer booklet. If anything inappropriate is written on an exam paper, the exam board can refuse to mark your script.

## **Seating Plans**

Seating plans will be displayed on the noticeboard. For external GCSEs in the summer, students will receive a timetable detailing their room and seat number for each exam.

## Equipment

It is your responsibility to bring all your own equipment and any resources required to your exam. Borrowing from other candidates is NOT allowed when you are in the exam venue.

**You should bring your equipment in a clear plastic bag or pencil case.**

Equipment you are required to bring to every exam:

- 2 black pens
- 2 HB pencils
- Ruler
- Pencil sharpener
- Rubber

Items to be brought to certain exams (check equipment needed with your teacher for each exam – if you are unsure bring to your exam anyway)

- Compass
- Protractor
- Calculator (do not bring to a non-calculator exam)
- Coloured pencils

The school will provide tracing paper if it is needed.

Scrap paper and revision notes must not be taken into the exam room. You must do any rough work in your answer booklet. Cross out anything you do not wish to be marked. Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers. However, questions, text extracts, individual words or phrases may be highlighted. You must write in black ink or ballpoint pen, except for drawings or rough notes.

Please ensure you have enough water for the duration of your exam as you will not be allowed to refill your bottle during the exam and invigilators cannot do this for you.

## **Calculators**

A calculator can be used unless you are told otherwise. Your subject teacher will inform you if you are not allowed a calculator for a particular paper. If you are allowed a calculator in an exam check the batteries are working properly, clear anything stored in it, remove the case and ensure it is a size suitable for use on the exam desk. You must bring your own calculator if you need one and you are responsible for making sure your calculator works properly and it meets exam board regulations.

### **Calculators must not:**

Be designed or adapted to offer any of these facilities:

- Language translators
- Symbolic algebra manipulation
- Symbolic differentiation or integration
- Communication with other machines or the internet
- Be borrowed from another candidate during an examination for any reason

Have retrievable information stored in them, this includes:

- Databanks
- Dictionaries
- Mathematical formulae
- Text

## **End of the Exam**

If you finish before the time allowed for the exam, carefully check all your answers. Make sure your name and candidate number are on every piece of paper used. At the end of the exam all work must be handed in. Rough paper is not allowed in exams so all work you have done will be sent to the exam board for marking, therefore remember to cross through any rough work you do not want to be marked.

Invigilators will collect your answer booklets and question papers before you leave the exam room. If there is any communication, it will be assumed you are cheating and will be treated accordingly. You will be dismissed from the exam row by row and will be told which exit to use. You must remain in complete silence until you have left the exam venue.

## Emergency Evacuation

In the event of an emergency, for example a fire drill, the following must be carried out in complete silence:

- If the fire alarm goes off, firstly do not panic. You must stop writing and remain seated and listen to the instructions from an invigilator
- You will be told by an invigilator when to leave and where to assemble
- Leave all your equipment and exam paper in the exam room
- You must leave the room in complete silence and must not speak to fellow students. When you return to your exam room do not start writing until the invigilator informs you to do so
- The invigilator will make a note of the time of the interruption and how long it lasted
- You will be allowed the full working time set for the examination

## Exam Results

GCSE Exam results will be available for collection for Year 11 students in August 2021 (date to be confirmed).

If you are unable to collect your results in person and would like someone else to collect them on your behalf (e.g. a parent or a nominated representative) they must show a copy of your ID, i.e. passport, driving licence or birth certificate, a signed letter of authorisation from you giving them permission to pick up your exam results and also proof of their own identity. Results CANNOT under any circumstances be given out over the telephone or via email.

If for any reason you cannot collect your results personally or send in a nominated representative, we are able to post out results upon receipt of an A5 stamped self-addressed envelope, which must be left at the main reception.

## Post-Results Services

### Review of marking:

If you would like to query a mark/grade upon receipt of your exam results you should contact either the relevant Head of Department or the Examinations Officer. All information and deadlines will be given to you with your exam results and emailed to



parents/carers before the summer holidays. Please be aware that grades can be either raised, remain the same or lowered.

### **Exam Certificates**

Examination certificates will be available for collection for students who will be leaving in Summer 2021 from December 2021. Certificates can be collected between the hours of 8.30 am and 330 pm from the main reception. You must bring identification with you upon collection.

If you cannot collect your certificates in person, a representative can collect them on your behalf but they must provide the following documentation:

- a signed letter of authorisation from you giving them permission to pick up your certificates
- a copy of your ID, for example, a passport, birth certificate, driving licence
- proof of their own identity

It is extremely important that certificates are collected as they are required for higher education and workplaces often request the original copy.

## **Exam Tips for the Day of Your Exam!!**

- Eat a good breakfast
- Make sure you know where your exam is being held and what time it starts
- Give yourself plenty of time to get there
- Take all the equipment you need for each exam, including extra pens and pencils
- Go to the toilet beforehand!
- Read all the instructions carefully before starting the exam and ask the invigilator if anything is unclear
- Read through the questions before you start writing and make sure you are clear as to how many questions you are required to answer
- If you are stuck on a question move onto the next. You can always come back to it later
- Plan how much time you will need for each question
- Never leave a question unanswered. Even if you write an answer in the last minute of the exam, you might get some marks for your answer. If you are really stuck, try to have an intelligent guess
- Leave time to read through and check your answers before the exam finishes

## **Frequently Asked Questions**

### **Q. What time do examinations start?**

Morning exams start at 9:00 am – arrive at 8:30 am. Afternoon exams start at 1:15 pm – arrive at 1:00 pm. Times for pre-public exams may differ, you will be informed of the times beforehand. Check the seating plan displayed on the noticeboard for your exam venue and seat number.

### **Q. What happens if I have a clash? (2 exams at the same time)**

The Examinations Officer (Mrs Wilcox) will speak to you and arrange which exam you will take first. If you have to take one in the morning and one in the afternoon, you will be supervised in between.

### **Q. What do I do if I think I have the wrong question paper?**

Invigilators will ask you to check your paper 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 am late?**

Report to Reception and wait to be escorted into the examination venue. If you are more than 1 hour late your exam paper may not be accepted by the exam board.

### **Q. What do I do if I am ill on the day of an examination and miss the exam?**

Your parent/carer must contact the school as soon as possible to inform of your absence. You will need to get a medical note.

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

If it is absolutely necessary. You will be escorted by an invigilator but will not be allowed any extra time.

### **Q. If I miss an examination can I take it on another day?**

No. Timetables are regulated by exam boards and you must attend on the given date and time. If you have missed a pre-public examination your teacher may reschedule it for a different day.

### **Q. Do I have to wear school uniform?**

Yes. If you do not, you will not be allowed into the exam. Hats, scarves and outdoor jackets must not be worn in the exam venue. Bags must be left in your locker.

**Q. Can I leave the exam when I have finished?**

No. You must use the full time allowance and check your paper through. You will only be allowed to leave when all the answer booklets and question papers have been collected and you have been dismissed by the invigilator.

**Q. How do I know how long the exam is?**

The length of the exam is shown in minutes on your individual timetable under the heading 'duration'. Invigilators will tell you when to start and finish the exam. The start and finish time of the exam will be displayed on the white board in your exam venue.

**Q. I am entitled to extra time – how will this affect the way I take my exams?**

Candidates are seated together in Dance Studio to minimise disturbance from other candidates who finish earlier. The invigilator will include the additional time when they display the finishing time on the board.