

Bellerive FCJ Catholic College



EXAMINATION INFORMATION GUIDANCE AND ADVICE FOR STUDENTS 2018-19

Centre Number 34368

March 2019

Dear Year 11 students

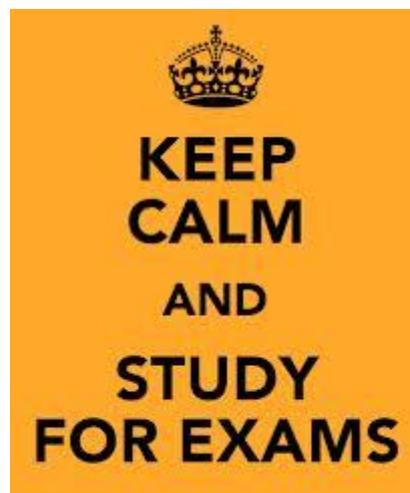
It is the aim of Bellerive FCJ Catholic College to make the examination experience as stress-free and successful as possible for all candidates. Hopefully, this booklet will prove informative and helpful for you and your parents. Please read it carefully and show it to your parents/carers so that they are also aware of the examination regulations and the procedures to follow in the event of any problems occurring. The Awarding Bodies (or Examination Boards) set down strict criteria which must be followed for the conduct of examinations and Bellerive FCJ Catholic College is required to follow them precisely. You should therefore, pay particular attention to the Notices to Candidates from the Awarding Bodies that are at the back of this booklet.

If there is anything you do not understand or any question that has not been addressed, please ask.

Please remember that we are here to help you during this very important time at Bellerive FCJ Catholic College. Finally, we would like to take this opportunity of wishing you the very best of luck with your examinations and for the future.

Mrs Allerston Exam Centre Manager

Mrs Arkwright SIMS Manager



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 and Awarding Organisations regard breaches of exam regulations very seriously. Any activities that may disturb or upset other candidates will not be tolerated. Good behaviour in exam rooms is expected at all times.

GENERAL INFORMATION

The Examinations Officer is responsible for administering all exam arrangements and for the oversight of students during exams, under direct responsibility from the Headteacher. There is a team of adult invigilators who will be present during exams at all times. The Awarding Organisations set down strict criteria, which must be followed for the conduct of exams and the schools are required to follow them precisely.

Dates of exams are rigidly fixed by the Awarding Organisations and are put in our website. Parents/carers must not arrange holidays during term time. We also advise that holidays are not taken in the May half term before the summer exam session.

ACCESS ARRANGEMENTS

These are pre-exam adjustments for long term or permanent disabilities or pupils with additional needs. Access arrangements have to be approved by the Awarding Organisations and normally cover the entire 2, 3 or 4 year course. Our Special Needs Co-ordinator applies for the arrangements at the beginning of the course to ensure the appropriate specifications are chosen. These may include pupils having extra time or someone to help with the reading or writing of the exam paper. You will have been informed if your daughter has been granted these arrangements.

STATEMENTS OF ENTRY:

All Candidates receive a statement of entry before the exams, indicating the subjects they are being entered for and the levels of entry (foundation/higher - where applicable) and are asked to check very carefully that these are correct. Some subjects only have one level of entry; some have foundation and/or higher tiers. 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. You must use your full, legally recognised name on examination entries. If there are any errors or problems please see the Exams Officer straight away.

Please keep this somewhere safe, as it is the student’s responsibility to attend their exams on time. If students fail to take the examination without good reason, the exam fees for those exams have to be paid.

AWARDING ORGANISATIONS

The School uses the following main awarding Organisations: AQA, Edexcel (Pearson), OCR and WJEC.

CANDIDATE NAME:

Candidates are entered under the name format of first name + middle initials + (legal) surname.

CANDIDATE NUMBER:

Each candidate has a four-digit candidate number. This is the number you will enter on examination papers. A list is on your classroom notice board and it will appear next to your name on seating plans and examination registers. Please record your candidate number on the front of this booklet. You will have the same candidate number during your whole time at school - **Please learn it.**

TIMETABLES



All pupils will receive an **individual timetable** showing their own specific examinations with details of date, time, and duration and length of exam, venue and seat number. **Check it carefully.** If you think something is wrong please see Mrs Allerston. Keep this safe but come and ask for another if you do lose it! The dates and times of the exams are also on our website. 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. **If you think there is a clash on your timetable which has not been resolved, please see Mrs Allerston immediately.**

EQUIPMENT



Make sure you have all the correct equipment for your examinations. Two BLACK pens (not gel), two pencils, a rubber and a ruler, and for some exams you will so need coloured pencils, a protractor, a scientific calculator. Compasses are provided. **Scientific calculators can be purchased from the Maths Department**

For Mathematics and Science exams, students should make sure their scientific calculators conform to the examination regulations. If in doubt, check with your teacher. Remove any covers or instructions and make sure batteries are new. This is your responsibility, not the schools.

Stationary Sets can be purchased from the Main Office

All items of equipment, pens, pencils, mathematical instruments, etc. should be visible to the invigilators at all times. You must either use a **colourless, transparent pencil case or colourless, clear plastic bag.**



A clock will be visible in examination venues



SEATING PLANS

The main location for exams is the Marie Madeleine Hall, but other rooms are also used. You will not be sitting in the same seat for every exam. **Seating plans will be displayed on the year 11 notice board before each exam.** Your seat number / room for each exam will be on your individual timetable.

Before each exam you will be asked to line up on Bellerive yard. The quicker you are seated the sooner the exams can start and finish.

If your exam is not being held in the hall, an invigilator will accompany you to your room.

ATTENDANCE AT EXAMINATIONS

Candidates are responsible for checking their own timetable and arriving at school on the correct day and time, **dressed in correct school uniform.** Candidates must arrive at least **15 minutes** prior to the start time of their examination. Please wait quietly on Bellerive Yard until you are instructed by Ms Farnin

Our normal starting times for examinations are **9.00am and 1p.m.** Candidates who arrive late for an examination may still be admitted

If you think you may have trouble getting to school for an exam, please let school know as soon as possible.

Do not attempt to communicate with or distract other candidates. Examination regulations are very strict regarding items that may be taken into the examination room.

If you break these rules you may be disqualified from the examination.

Mobile phones, watches or music players **MUST NOT BE BROUGHT INTO THE EXAMINATION ROOM.** 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 Awarding Organisation. No exceptions can be made.**

No food is allowed in the examination rooms. A clear, colourless bottle of **water** may be brought with the **label removed.**

INVIGILATORS

- The school employs external invigilators to conduct the examinations. Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.
- Invigilators are in the examination rooms to supervise the conduct of the examination.
- They will distribute and collect the examination papers, tell candidates when to start and finish the examination, hand out extra writing paper if required and deal with any problems that occur during the examination, for example if a candidate is feeling ill.
- **They are not subject specialists.**
- **Please note that invigilators cannot discuss the examination paper with you or explain the questions.**

- Students who are disruptive or behave in an unacceptable manner will be removed from the examination room by invigilators and members of the Senior Leadership
- Listen carefully to instructions and notices read out by the examinations 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, (Foundation/Higher) – if in ANY doubt, please ask!
- Do **NOT** start writing anything on the exam paper until you are instructed to do so.
- Read all instructions carefully and number your answers clearly.
- 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 sheets of paper ask for a tag to fasten them together in the correct order, making sure they are named.
- 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. You will leave the exam room in row order and in single file.
- Please leave the room in silence and show consideration for other candidates who may still be working.
- Do not congregate outside the examination rooms as it disturbs other candidates and school classes.

FIRE ALARM

1. If the **fire alarm** sounds during an examination the examination invigilators will tell you what to do. Don't panic. If you have to evacuate the room you will be asked to leave **in silence** and in the order in which you are sitting. You will be escorted to a designated assembly point.
2. Leave everything on your desk.
3. You must not attempt to communicate with anyone else during the evacuation. When you return to the exam room do not start writing until the invigilator tells you to.
4. You will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident.

Special Consideration

If you experience difficulties during the examination period (e.g. illness, injury, personal problems) please inform school at the earliest possible point so we can help or advise you.

1. 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. A self-certification form (JCQ/ME Form 14) should be obtained from the Examinations Officer which should be countersigned by your doctor or nurse.
2. For the award of a grade by special consideration, where a student misses part of an examination through illness or personal misfortune, a minimum of 35% of the examination (including coursework) must be completed.
3. Parents and candidates are reminded that the school will require payment of entry fees (approx. £40.00 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.

When do examinations take place?

The main period for summer examinations is from the start of May until the end of June/early July but some oral examinations and practical examinations take place earlier

Please ensure your daughter checks their daily examination commitments the previous evening and knows whether their exam is in the morning or the afternoon.

AFTER THE EXAMINATIONS

BOOK RETURN

Please bring any text books back to school as soon as you can and get your book return sheet signed by your teachers.

NOTIFICATION OF RESULTS

1. Results will be available for collection on **Thursday 22nd August 2019**
2. If you wish any other person (including family members) to collect your results on your behalf, you must complete the pro forma and give it to Mrs Allerston before results day and they must bring ID on the day.
3. Candidates who can't collect their results must bring or send in a stamped addressed envelope and will receive notification through the normal post. Letters will be posted first class in the afternoon of the publicised results date and not before.
4. We are not allowed give results out by telephone under any circumstances.
5. The Awarding Organisations issue certificates after the exams have taken place, the school receives these in October. The school distributes them at the Prizegiving to which you will be invited by letter. If you are not able to attend this event your certificates may be collected in person from school after the Prizegiving. A family member or friend may collect the certificates if they bring a letter of request signed by the candidate and some form of ID.
6. Bellerive Catholic High School is only obliged to keep certificates for a period **of one year after issue**. If candidates do not collect their certificates within this time (or if they lose their certificates) they can only be replaced by direct application to the appropriate Awarding Organisations. This will require proof of identity (such as a birth certificate) and a substantial fee per Awarding Organisation. You are therefore urged to keep your certificates safely.

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 consult 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 desk labels, seating plans, and on attendance registers. Invigilators will be able to help you find your number.

Q. What do I do if I forget the school Centre Number?

The Centre Number is **34368**
It will be clearly displayed in the examination rooms.

Q. What do I do if I have an accident or am ill before the exam?

Inform school 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). A self-certification form (JCQ/ME Form 14) should be picked up from the Examinations Officer, completed by the candidate, parent/carer and GP/hospital and returned to the Examinations Officer within 7 days of the exam.

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 is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness, accident or injury, bereavement, domestic crisis. The Examination Officer must be 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?

Provided you are not more than 1 hour late, it may still be possible for you to sit the examination. You should get to school as quickly as possible and report to Reception. A member of staff will escort you to the exam room. You must not enter an examination room without permission after an examination has begun.

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 that you allow enough time to get to school so that if you are delayed (e.g. 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. Do I have to wear school uniform?

Yes. Normal school regulations apply to uniform, hair, jewellery, make-up, etc.

Q. What equipment should I bring for my exams?

1. For most exams you should bring at least 2 pens (black ink only).
2. For Mathematics pencils must be used for diagrammatic work.
3. For some exams you will need a calculator (Maths/Science), a 30cm ruler (marked with cm and mm), pencil sharpener and rubber, compasses, protractor, coloured pencils, (not gel pens), set texts (e.g. for English Literature).
4. You are responsible for providing your own equipment for examinations. You must not attempt to borrow equipment from another candidate during the examination

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

1. Only material that is listed on question papers (e.g. 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 examinations board. In such circumstances, a student would normally be disqualified from the paper or the subject concerned.
2. Bags, coats and any other items not permitted under examination regulations must be left outside the examination room.
3. Do not bring any valuables into school with you when you attend for an examination.
4. No food is allowed in the exam room. However you may bring in a bottle of still water, with the label removed.
5. Mobile phones, electronic communication or storage devices such as iPods, MP3/4 players, reading pens, wrist watches which **have a data storage device** and any other products with text or digital facilities are not allowed in the exam room.
6. A clear plastic bag will be provided for you to put your phone/valuables in which should be clearly marked with your name. Phones must be switched off and handed to the designated invigilator before you enter the exam room.
7. Calculator lids should be removed from calculators and left in your bags outside the exam room.

Q. Why can't I bring my mobile telephone into the exam room?

1. Being in possession of a mobile phone (or any other electronic communication device, e.g. iPod, headphones, data watches) is regarded as cheating and is subject to severe penalty from the awarding bodies:
2. 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 **wherever it is in the room** the exam board must be informed and you will be **disqualified from all papers for the subject (including any already taken).**

3. If there is an emergency that requires that you bring a mobile telephone to school, you must switch it off and hand it to the designated invigilator. You are responsible for collecting it at the end of the examination.

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

Q. Can I leave the exam early?

It is a requirement of the exam boards that you must stay in the examination room for at least one hour after the published start time of the exam (or for the duration of the exam if it is less than one hour). It is not the school's policy to allow candidates to leave the exam room early, as this is disruptive to other candidates. A candidate may not leave the examination room without the permission of the invigilators.

Q. What do I do if the fire alarm goes?

The examination invigilators will tell you what to do. If you have to evacuate the room leave everything on your desk and leave the room in silence. You must not attempt to communicate with any other candidates during the evacuation.

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

If it is absolutely necessary. You will be escorted by an invigilator

Q. If I have more than one exam on a day can I get lunch at school?

Students who have examinations in both morning and afternoon sessions may obtain lunch from the canteen in the usual way or bring a packed lunch.

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.

Q. What do I do if I don't get the grades I need for sixth form?

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 (EAR) you should first consult the Mrs Allerston to obtain her advice as to the possibility of requesting a remark. You should be aware that your mark could go down as well as up or even stay the same

ADVICE FOR PUPILS BEFORE THE EXAM

Top tips from students who have been through what you're going through now:

1. Create a revision timetable with sensible work slots and breaks and then show it to your parents to get their agreement. Keep to this timetable! It is so much better to do some revision every day, never leave it all until the end! Then when your parent / carer finds you 'not working', provided you are following your agreed timetable, no-one is going to hassle you. Parents only hassle and worry when they are not sure what you are doing, or if you do not seem to have a plan. They only want you to be happy! Organise yourself well and it will help you to fulfil your potential.
2. Know where your exams are and when they start, how long they are, what equipment you are allowed to take in (for example calculators) and what you are not allowed to take in (mobiles, notes, etc.). Put your timetable where you and your family can see it.
3. Make sure you have one weekend day when you don't do revision or think about exams - you'll come back to it refreshed.
4. Tell your family about your revision time - and ask them for help if you need it - it may help make them feel useful to you!
5. Keep bullet points on crib cards highlighting main subject theories? Use these for quick revision and for reading during 'Dead' times – for example, when you're waiting for a bus. Use Mnemonics - using initials of a word helps your memory. Make up a song or put your notes to your favourite tune. Spider diagrams are also helpful.
6. Some people revise well by listening, so you could try 'talking' your revision and recording it onto your iPod. Listen to these while lying in bed, while travelling in a car, or walking to the shops. This also takes the guilt out of being out and about rather than in front of your books!
7. Ensure you eat and sleep properly. Now is not the time to diet or stay up all night. Have an early night before each exam.
8. Prepare items needed for the exam the evening before. Make sure you have the correct equipment needed for your exam (calculators, rulers, etc.). Taking unauthorised equipment in can get you disqualified from the exam.
9. Look after yourself during the exam period (a good routine and healthy eating!). Be sure to cut down on your weekend/evening job; most employers know that you need to commit time to the exams and revision, but often try to get you to do extra hours anyway!
10. On the morning of the exam, have a good breakfast, stay calm and allow plenty of time to get to the exam.

During the Exam

1. Read the instructions on the front of the paper carefully
2. If applicable, make sure you answer the correct section – the one you have been taught and revised!
3. Make sure you know how many questions you should be answering
4. Read the questions slowly, then read them again - it's all too easy to misread when you are nervous
5. Answer the questions on the paper rather than the questions you were expecting
6. Choose the questions you think you can answer best, where there is a choice

7. Compare the marks allocated to each question and use this as a guide to the time you spend on each
8. Allow enough time to answer all the questions and to check back over your work
9. Try not to panic if you are unable to answer a question. Move on to the next question and come back to the difficult one later
10. Take care with your presentation and handwriting - your answers need to be clear to the examiner marking your paper

After the Exam

1. Don't worry about your previous examination - you can't do anything about it - try and focus on your next one instead.
2. Try not to talk to fellow candidates after the exam about how you think you did. Even though you may have found it harder than other people, you may have answered the question better
3. Talk to your teacher if you were unwell, or if you think there were circumstances which affected your performance
4. Don't let your exams get you down; talk to your teachers, family or friends
5. Don't dwell on your performance - concentrate on preparing for your next exam.

It's all a matter of positive attitude. Remember, this is your chance to produce the very best work you can on this topic. It's worth taking up the challenge to prove what you can do - after all, it will be over in a few hours.

Good luck, and remember if you have any concerns about your revision, exam preparation or the exam itself - your teachers are there to help you.

An Example of a Revision Timetable / Planner

<http://store.aqa.org.uk/over/advice/a4s-revision-planner-print.pdf>

Here are some website pages which may help!

http://www.bbc.co.uk/schools/parents/helping_with_exams/

<http://www.bbc.co.uk/education/levels/z98jmp3>

<http://www.ocr.org.uk/Images/16206-a-parent-s-guide-to-understanding-exam-techniques.pdf>

<http://www.aqa.org.uk/student-support/for-parents/your-child-and-their-exams/?a=21051>

<http://qualifications.pearson.com/en/support/support-for-you/students.html>

www.gcsepod.com

If you are worried about ANYTHING concerning exams, please do not hesitate to get in touch – we are here to help.