



**KS4 EXAMINATION  
INFORMATION BOOKLET**

Published Oct 2016

## **Introduction**

It is the aim of Cheslyn Hay Sport and Community High School to make the examination experience as successful and stress-free as possible for all candidates.

Hopefully this booklet will prove informative and helpful for you and your parents/guardians. Please read it carefully so that you are fully aware of the examination regulations and the procedures to follow in the event of any problems occurring.

The examination boards set strict criteria which must be followed precisely.

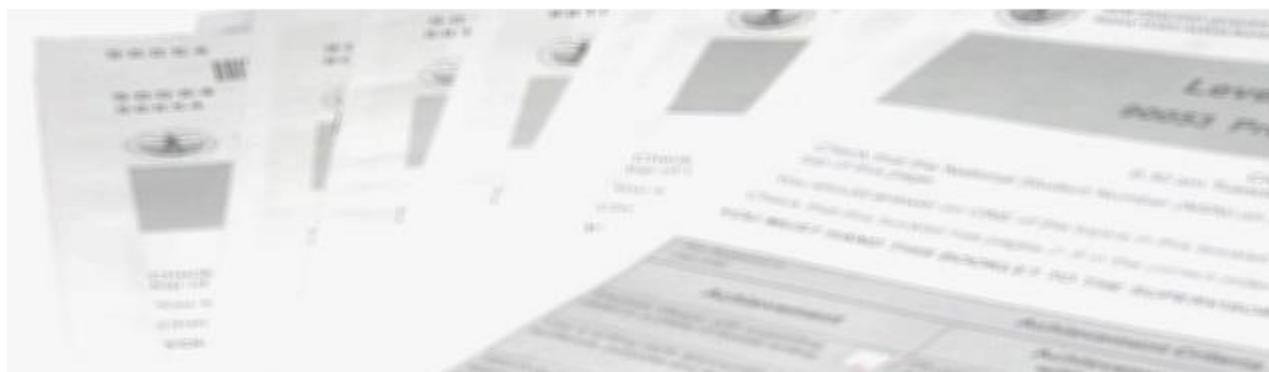
If you have any queries or need advice before, during or after the exams please contact:

The examinations office - Mrs W Barr or Mrs E Prodger

Telephone number: 01922 416024

## **Statement of Entry**

All candidates receive a statement of entry from school indicating the subject that they are being entered for and the levels of entry where applicable. Please check that these are correct. You must check everything on your statement very carefully. Please ensure that you check that all personal details (Date of birth and spelling of names etc.) are accurate as these will appear on certificates and it may be difficult and costly to change them once certificates are awarded.



## Results

GCSE Results are usually available on the third Thursday in August (the date will be confirmed nearer to the time and displayed around the school).

You are able to collect your results between 9.00am and 12.00pm (noon).

If you are unable to collect your results in person, please provide a stamped, addressed envelope and they will be posted to you. Alternatively, if you would like someone else to collect your results on your behalf (parents, grandparents etc.) you must give the exam office written confirmation of your request BEFORE RESULTS DAY or complete the permissions form available on the school website, ensuring that your nominated person has this complete and signed by yourself to be able to collect your results.



## Presentation of Certificates

A presentation evening will take place, when it is hoped that you will be able to attend to receive your examination certificates. Invitations will be sent to parents and students nearer to the time.

Students who cannot attend will be able to collect their certificates from the exam office after the presentation evening.

All certificates must be kept safely, as lost certificates cannot be replaced by school. Examination boards will charge students for replacements, details are available online directly with the relevant boards.



## **“What to do if you are ill on the day of the exam”**

- If you are ill and unable to attend an exam it is vital you phone the school by 8.30am on the morning of the exam (**01922 416024**) to inform us.
- You must also obtain a note from your Doctor explaining the reason for your non-attendance. There is a possibility of submitting this note to the exam boards to ask for special consideration.
- If you are feeling unwell, but you are still able to travel, it is suggested that you come to the exam and we can assess the situation then. In most cases it is better to take the exam if you can.
- If in doubt, phone the school
- If you do not attend an exam without a valid reason, it is possible that you will be charged for that exam.



## Exam Checklist



On the day of your exam make sure that you leave yourself plenty of time in case of problems with your journey to school.



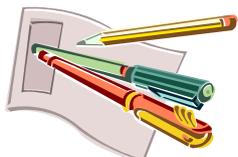
Bags and coats are not allowed into an exam room, make sure that these items are placed into your locker prior to attending the room.



Students must **NOT** have mobile phones in their possession (either switched on or off). They can be handed in for safe keeping during the exam if necessary. This is very important, if a mobile phone is found, your whole exam could be **disqualified**. A report has to be made to the appropriate exam board.



You should not have any potential technological/ web enable sources of information, notes, iPods, smartwatches, MP3/4 players in your possession. Exam boards are very strict regarding items that may be taken into the examination room. If you break the rules you may be disqualified from the examination.



You should bring a black pen, pencil, rubber and any other writing equipment needed to your exams. Only clear pencil cases are allowed on your desk, any others should be left in your bag. **Do not use gel pens** - this is because many of the exam papers are now scanned and sent electronically for marking - gel pens do not scan well. Correction fluid is not permitted.



In an exam where you have the use of a calculator, you should not have a calculator cover on your desk, it should be placed on the floor. Anything stored in calculator memory should be cleared prior to entering the exam room.



There is absolutely no talking or communication between students once you enter the exam hall. If you have any questions, you should raise your hand once seated and an invigilator will come to you. Do not distract other candidates.



Full school uniform should be worn. Please dress sensibly for the exam. The temperature in the exam room can fluctuate enormously during the May/June time. Wear something comfortable with a blazer that can be taken on or off.



**No food** allowed in the exam rooms.



**Water bottles** are allowed in the exam hall if necessary. These should be clear bottles. There should be no label on the bottle.



Do not draw graffiti or write offensive comments on exam papers - if you do - the exam boards may refuse to accept your paper.



Listen carefully to instructions and notices read out by the invigilator, there may be an amendment to the exam paper that you need to know about. Check you have the correct paper, tier or subject.



## Frequently Asked Questions

**Q. *What do I do if there is 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 under supervision until both examinations are completed. If in doubt consult the Examinations Office.

**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 the school Centre Number?***

The Centre Number is 30135. 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).

**Q. *What is a request 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 or domestic crisis. The Examination Office 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'm 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 started.

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. Time tables are regulated by the exam board 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?***

For most exams you should bring at least 2 pens (black ink only).

For some exams you will need a calculator (Maths/Science), a 30cm ruler (marked with cm and mm), pencil, pencil sharpener, rubber, compasses, protractor, coloured pencil crayons (not gel pens) and sometimes set texts (e.g. 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.

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

Only material that is listed on question papers 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.

Mobile telephones must not be brought into the exam room even if they are turned off.

Bags and coats and any other items not permitted under examination regulations must be left in your locker. No food is allowed in the exam room.

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

Being in possession of a mobile phone (or any other electronic communication device, e.g. iPod, MP3/4, smartwatches, headphones etc) is regarded as cheating and is subject to severe penalty from the awarding bodies.

**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 examination 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 and will not be allowed any extra time.

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

Pupils who have examinations in both morning and afternoon sessions may obtain lunch from the cafe 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 are entitled to an allowance of up to 25% extra time. Where possible such candidates will be seated together to minimise disturbance from other candidates who finish earlier. 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 college?***

Entrust Careers Advisors and 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 as to requesting a review of marking. You should be aware that your mark could go down as well as up or even stay the same. Review of marking requests must be submitted to the Examinations Office. All requests for review of marking **MUST** be submitted before the published deadline.

## Contact Details

Student Name	
Registration Group	

Sometimes in the past, students have had problems getting to an exam on time. This can be as a result of car breakdown, traffic jams, a bus not turning up etc. Although we encourage all students to arrive in plenty of time for all exams so that there isn't a last minute panic, it is important that we have up-to-date contact telephone numbers for both you and your parents, or anybody else who might be able to help in an emergency.

If you are late for an exam, we may not be able to get the exam paper accepted by the Exam Board. Therefore we need to move fast if there is a genuine problem.

I also suggest that you save the school telephone number on your mobile phone (if you will be carrying one) so you can call in if you have a serious problem on your journey to school (01922 416024).

Please can you complete the relevant information in the table below. This will be kept confidentially within the school for the duration of the exams.

Home phone number	
Student's mobile number	
Mother's work number	
Mother's mobile number	
Father's work number	
Father's mobile number	
Other contact	

**IMPORTANT:** Please check that your home phone accepts calls from undisclosed callers.

Please return this form to Mrs Barr, Exams Office, via your form tutor.