



Sir John Talbot's school

**External Examinations
2023 - 2024**

**Information and Guidance
for Students**

Centre No: 29370

Student Name : _____

Candidate Number : _____

Guidance for Examinations

This booklet has been designed to help you and provide you with information relating to your examinations.

Read it carefully as it explains:

- what you need to do prior to your exams
- what you need to do on the day of your exams
- the equipment you will need to bring
- what to do in an emergency
- the regulations that must be adhered to from the exam boards and JCQ

The awarding organisations (exam boards) issue strict instructions for the conduct of examinations which must be followed precisely. You should therefore, pay particular attention to the **JCQ notices** that are enclosed at the back of this booklet.

If you have any questions or if there is anything you do not understand, please ask.

The Data and Examinations Officer is Miss Downward

Email address: sarah.downward@sjt.mmat.co.uk

The school telephone number – **01948 660600**

Useful websites

www.aqa.org.uk

www.ocr.org.uk

www.edexcel.org.uk

www.wjec.co.uk

Examination Check List

Know your examination dates and times. Read your exam timetable carefully and pin it up somewhere obvious so you know when you should be sitting an exam.

Notices

The Examination Noticeboard is situated outside the Library. Please check this noticeboard regularly for any updates and important information you may need.



Examinations are held in the sports hall, unless otherwise stated eg: MfL listening exams. Your main exams start at 9:00am and 1:00pm, however, you should always ensure you check your timetable carefully. You should arrive at least 15 minutes before the start time. Wait in the social dining area and not in reception. The register will be taken in the gym prior to entering the sports hall.

Some students who have access arrangements (ie: laptop or a scribe) will sit their exams in the DJ Centre or other alternative venue but should still wait with everyone else to ensure they are registered correctly.

If you are unsure of where you should be for an exam, please check with Miss Downward BEFORE the day of the exam.



You **MUST** arrive at school at least 15 minutes before the start of exam. It is much better to leave yourself a safety margin in case of problems with the journey.



You must wear **School Uniform** for all your exams



All mobile phones and any type of watch (this includes analogue, digital or smart watches), iPods, earPods, MP3/4 Players, potential technological/web enabled sources of information or other electronic products with Text/Digital Facilities – students must not have any of these items in their possession in the exam room (either on or off). **THIS IS VERY IMPORTANT – finding any of these items in your possession is an infringement of the regulations, even if you do not intend to use it and could result in you being disqualified.** You will be asked to turn them off and place in your bag or hand them to the invigilator before an exam for safe keeping.



You must write in **BLACK** ink or ballpoint pen, coloured pencils may be used for graphs and diagrams unless the instructions on the front of the exam paper say not to. You should bring **BLACK** pens, pencils, ruler, rubber and any other writing equipment needed in a clear pencil case or bag. **Do not use gel pens or highlighters** in your answers. This is because many of the exam papers are now scanned electronically for marking.



You may only use a calculator in an exam when it states on the front of the exam paper that it is permitted. Make sure it works properly. Clear anything stored in it and remove lids, cases and instruction leaflets. **Calculators on mobile phones or any other electronic device cannot be used.**



There is absolutely no talking or communication between students once you enter the exam room. If you have any questions, you should raise your hand once seated and an invigilator will come and speak to you. Do not ask for any explanation of the questions.



No food is allowed in the exam room (if you have a special dietary requirement – please see Miss Downward before the exams).



Water bottles are allowed in the exam room. These should be clear, transparent bottles with no text on them and the **label removed and should only contain water** (squash/juice or other drinks are not permitted).

At the start of an examination

You will be told how to complete the details on the front of your examination paper but **DO NOT OPEN THE PAPER** until told to do so. You must write in **BLACK** ballpoint pen or ink

- your name
- your candidate number (shown on your exam desk name card)
- the School Centre Number: **29370**

At the end of an examination you must remain in your seat and in silence until dismissed by an invigilator.

- In the case of an emergency you **MUST** remain in your seats and sit in silence to await instructions from the invigilator who will instruct you what to do

E.g. Fire Alarm

If the fire alarm does sound during your exam, you will be told to stop writing and put down your pen and to sit in silence while awaiting instructions.

If the fire alarm is genuine, you will be asked to leave the exam room, remaining under exam conditions.

If the fire alarm is false, you will remain seated in the exam room.

The length of time disruption will be noted and you will be given that extra time at the end.

What if I need to go to the toilet during an exam?

- You should not need to go to the toilet during an examination, you should go beforehand. If you do need to go for a medical reason, raise your hand and wait for an invigilator to come to you. A member of staff will then accompany you to the toilet.

Remember – going to the toilet not only disturbs other students in the exam room, it also breaks your concentration.

What to do if you are ill on the day of an exam

- If you are ill and are unable to attend an exam it is vital you telephone the school by 8:00am on the morning of the exam **01948 660600** and speak to Miss Downward.
- You must also obtain a medical note from your doctor detailing the reason for non-attendance. There is the possibility of submitting this note to the examination Board to ask for Special Consideration.
- If you are feeling unwell, but still able to travel, it is best to attend the exam and inform a member of staff that you are feeling unwell. In most cases it is better to take the exam if you can.
- If in doubt – **PHONE THE SCHOOL**

You can only take an exam at the set time, if you do not attend an exam without a valid reason, you will be charged for that exam.

On the day – Quick tips

- Know your examination dates and times
- Make sure you have had something to eat before your exam
- Arrive in good time
- Give yourself time to go to the toilet
- Wear school uniform
- BLACK pens, pencils, ruler, rubber, calculator **MUST BE** in a clear see through bag or pencil case
- If you bring a bottle of water it must be a clear bottle with the label removed
- **No MOBILE PHONES, watches of any description, iPods, earPods, MP3/4 Players etc**
- No communicating to other students in the exam room. This includes turning around, trying to distract others, giggling etc
- Listen to and follow the instructions given to you
- If you are ill, contact school by 8:00am. School telephone number **01948 660600**. If you miss an exam you will need to provide a note from your GP
- If you miss an exam without a good reason, you may not get a result for that subject and you will be asked to pay the exam fee.

Results Information

GCE results day 15th August 2024

GCSE results day 22nd August 2024

If you are unable to collect your results and would like someone to collect them on your behalf, please contact Miss Downward beforehand to make the necessary arrangements.

On both results days, there will be senior members of staff on hand to support you with any queries or concerns you may have.

Appeal Procedures

If you have any concerns at any stage regarding the delivery or administration of the qualification, you have the right to submit an appeal. Please note this does not relate to the marks or grades awarded. Any appeals should be put in writing to the Examinations Officer. A copy of the Appeal Procedure is available on request.

Post Results

If you would like to request a re-mark upon issue of results, please contact the Miss Downward as soon as possible. Students should be aware that requesting a re-mark can have three possible outcomes:

1. The grade will remain the same as the original
2. The grade will be higher than the original
3. The grade will be lower than the original

A copy of the Post Results Procedures are available on request.

Certificates

We will place an announcement on the school website once we have received all of the certificates and they are ready to be collected. Please note certificates are a legal document and therefore, must be collected in person and signed for. We will not be able to issue certificates to someone on your behalf without prior consent and arrangement.

Certificates will be kept for a maximum of 12 months from the date of issue, after this time they will be destroyed. Examination boards no longer issue replacement certificates therefore, it is essential that you collect as soon as possible once they are available.