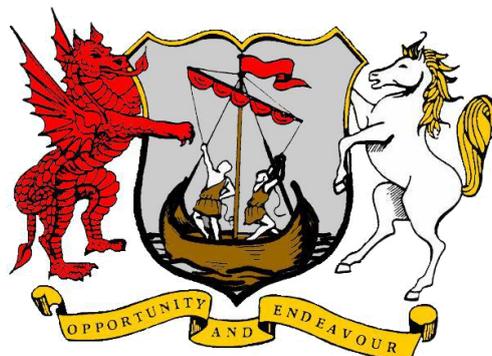


Haygrove School



Examinations Summer 2017

Year 10 Student Booklet



Please read through this information carefully. If you are not clear on any detail, discuss this with your Tutor, Mrs Mills, Mrs Woodley or the subject Teacher.

Exam Timetable

The final version of the overall exam timetable is shown in this booklet. External (actual) exams are shown in red, internal exams are shown in blue. Most exams will be held in the Sports Hall, unless indicated otherwise, with language exams being held in the MFL Block.

If you are unwell

If you are unwell or injured and unable to sit an external exam, or if you feel that your performance will be affected, you must provide Mrs Woodley with a doctor's note, which can be forwarded to the Exam Board. This should be given to Mrs Woodley as soon as possible and certainly within three days of any exam affected.

Absence from an Exam

If, for a valid reason such as illness, you are absent from an exam please telephone the school immediately (01278 455531) giving details of the reason for absence. The message should reach school before the exam begins.

If you are absent from an external exam without a valid reason, you will be charged £30.00 to cover your examination fee.

Do's:

Make sure you know the dates and times of your exams.

Phone the school as soon as possible if you are unable to attend an exam (01278 455531).

Get a doctor's note if you are unwell.

Arrive for your exam at least 10 minutes before the official start time.

For all exams in the Sports Hall you will have a seat number shown on your timetable. Memorise this before each exam.

Make sure you bring all the equipment you need to take your exams.

Bring a calculator if you need one for the exam. Make sure it has new batteries.

Before an Exam

Arriving: You must be in the exam room **at least 10 minutes before** an exam is timetabled to start. This will allow you time to get organised and will allow the Invigilators to check attendance and prepare materials.

Arriving Late: If you arrive late for an exam, report to an Invigilator directly you arrive. If you arrive more than one hour after the published start time for the exam, you will not normally be allowed to sit the paper.

JCQ 'Information for Candidates': Please take time to read this notice which is printed on the reverse of your individual timetable.

Fire Alarm

If the fire alarm goes off during an exam you must follow these procedures:

- Remain silent and listen to instructions.
- You will be asked to close your exam paper and put your pen down. The Invigilator will stop the clock.
- You will then follow the usual silent procedure and file out onto the road side of the hockey pitch, away from the rest of the school.
- **It is vital that you remain absolutely silent** and do not communicate with any other candidates **otherwise your exam result may be at risk.**
- Once you are given the all clear you will be escorted back to the exam room where the clock will be re-started and the exam will resume. You will be asked to make a note on paper to show when the fire alarm went off.

Do's:

Black pens must be used for all exams.

Bring a spare pen in case yours runs out.

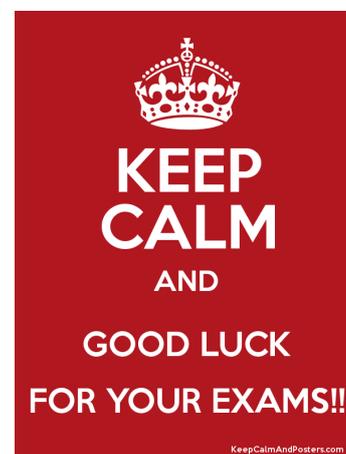
Make sure your pencil case is clear or bring your pens and pencils in loose.

Bring water to the exam in a clear bottle with no labels on it.

Listen to the Exams Officer at the beginning of the exams. You will need to know what is being said.

Raise your hand if you need anything. An Invigilator will come to you.

Remain silent and listen to instructions if the fire alarm goes off.



In the exam room

Once you enter the exam room you must conduct yourself in line with JCQ Regulations. More details are given on the next page.

Seating: Each exam desk will have a card showing the candidate name, exam number and photo for identification purposes. You must ensure that you sit at the correct table. For all exams in the Sports Hall you will have a seat number shown on your timetable. Remember this number before you go into the Sports Hall. If you cannot find your desk, an Invigilator will help you. Once seated, you will be asked to remove your watch and place it on your desk for the duration of the exam.

Equipment: You are responsible for providing the following equipment necessary for the exam you are taking:

- **Pens – black ink only – must** be used for **written** work. **Make sure you have spare pens.**
- **Pencils, ruler, eraser, pencil sharpener.**
- **Calculators** with new batteries. No programmable calculators are permitted. **Please remove calculator covers and leave them in your bag.**
- **Mathematical instruments** as necessary, including protractors and compasses.

These items should be brought in loose or in a **clear** pencil case. **YOU MUST NOT SHARE EQUIPMENT WITH ANOTHER CANDIDATE.**

You are not permitted to bring into the exam room:

- Bags and coats. These should be left in the allocated place outside the exam room.
- Pencil cases (unless they are clear), calculator covers and instruction leaflets or notes of any kind.
- Mobile phones, MP3 players, iPods or any other electrical devices.
- Smart watches which connect to mobile phones.
- Food – unless for medical reasons such as diabetes.

Bottled water:

Bringing a bottle of water is recommended, especially in hot weather, but the bottle must be clear and have no labels on it.

DO NOT'S:

DO NOT be late for your exams.

DO NOT bring mobile phones, smart watches, iPods or any other electronic device into the exam room.

DO NOT communicate with other candidates whilst in the exam room.

DO NOT share equipment with another candidate during an exam.

DO NOT use dictionaries, spell-checkers or any form of correcting pens, fluid or tape.

DO NOT jeopardise you exams by not knowing the exam regulations.

During an Exam

The Exam Boards set out strict rules of conduct for examinations as follows:

- **Absolute silence** must be maintained during the course of the exam. This will apply **from the moment you enter the exam room**, throughout the duration of the exam, and until you have left the exam room.
- You **must not communicate** with any other candidate in the exam room **or be disruptive** in any way. If you do so, you will be required to leave the exam room and not permitted to return to complete the exam.
- You must not be **dishonest** in any way. This includes being in possession of unauthorised materials or equipment which might give you an unfair advantage.
- **Mobile phones, smart watches or other electrical devices** are not permitted in the exam room at any time, even if they are switched off. You must leave these items in your bag, switched off, outside the exam room.



If you do not comply with these rules you will be reported to the Exam Board who will then decide whether you will be disqualified from the exam. Rule breaking may also jeopardise exams already taken as well as those still to be sat.

You are also not permitted to:

- **Leave the exam room** before the scheduled finish time. If you should do so, you will not be allowed to return. In the case of illness during an exam you may only leave the room accompanied by an Invigilator.
- **Use dictionaries and spell-checkers**, unless specifically told otherwise, or any form of correcting pens, fluid or tape, highlighters or pale coloured gel pens in your answers.
- **Borrow anything from another candidate** during the exam.

Success

Give yourself every chance of success at your exams by making sure you:

- **Listen** to the Invigilators and follow instructions.
- Tell an Invigilator if you think you have not been given the correct question paper or answer booklet or if there is a problem with either of them.
- Carefully **read all instructions** printed on the question paper and answer booklet.
- **Put up your hand** during the exam if you have a problem, feel unwell or need more paper. An Invigilator will come to you. However, remember that Invigilators cannot read, or give any explanation of, the exam questions.
- **Follow the rules and do not jeopardise your exams.**