



**Chellaston Academy**

**I n t e g r i t y   C a r e   E x c e l l e n c e**

# STUDENT EXAMINATIONS GUIDE

2021/22

## Purpose

The aim of this guide is to help you get through the examination period by explaining the procedures and by answering some of the questions you may have. Take the time to read it carefully and if you are not sure, please speak to your form tutor, your subject teacher or the Exams Officer.

Examinations are organised by Ms Keca, the Exams Officer. She is situated in the Main Office.

You can contact her by:

- Calling in to speak to her.
- Telephoning her on the Academy number: 01332 702502
- Emailing her: b.keca@chellaston.derby.sch.uk

## Before the exam period

### **Exam Timetables**

This document is important and should be kept safely for reference purpose.

Timetables are issued to students well in advance of the exams. All students MUST refer to their own individual timetable for their information i.e. dates and timings. Please read your examination timetable very carefully to make sure you know when and where your exams take place.

Your timetable is unique to YOU. Do not ask your friends where the exam is as they will have a different seat number and may be in a different venue. Your seat details and will be given out just before the exam period starts.

Put the timetable safe, somewhere you can find it easily (the fridge door is a great place)! We suggest that you take a picture of it on your phone.

It is **YOUR** responsibility to know when and where your exams are.

## During the exam period

### **Rooming**

GCSE exams will be mainly sat in the Sportshall, you will have your seat information sent to you on your Individual Seating timetable. There are other rooms used and if this affects you, you will be told in advance.

Your timetable will let you know all the details, please read it. They will be distributed a few weeks before exams.

### **Seat Numbers, Seating Plans and Registers**

Before entering the exam room, YOU MUST know where you are to sit. Remind yourself by checking the seating plans displayed outside the exam room.

Each desk has a timetable on it. It will have your name, exam number and the title and code of your exam on it.

### **The Right Equipment**

Make sure you have the necessary equipment with you for each exam.

BLACK pens, pencils, erasers, calculator, rulers and any other equipment specific to the exam. This needs to be brought into the exam in a CLEAR pencil case or CLEAR plastic bag/wallet.

We are not allowed to share any equipment between students, so if you do not bring an item you will be without it.

HIGHLIGHTER pens can be used ONLY ON QUESTIONS in the paper. DO NOT HIGHLIGHT YOUR ANSWER.

Answers are mostly scanned, and highlighted answers are difficult to read, you could have answers missed off and lose marks!

### **After the exam period**

If you cannot collect your results on results day, you have 3 options:

- 1) We can email them to you at some point during the day. Please note that we cannot confirm what time they will be emailed.
- 2) They can be posted out to you on the results day.
- 3) Someone can collect them on your behalf if they bring in a signed note from the student.

If choosing any of the three options, you must have informed Ms Keca by Friday 10<sup>th</sup> June.

### **Exam Conditions**

#### **QUIET PLEASE**

Please wait outside the exam room in a calm manner, line up sensibly waiting further instructions from staff.

Once you have entered the exam room, you are under exam conditions and MUST REMAIN SILENT until you leave the exam room at the end of the exam. You must not communicate with any other student.

If you speak to another student or cause any disruption, you will be removed from the exam room and we will be forced to contact the exam board.

### **Mobile Phones, Watches, Electronic equipment, valuables and bags**

You will take your equipment, your mobile, your watch and any other electronic devices out of your bag and turn them off, not just on silent. Place your watch and mobile in the envelope that will be provided for you.

Write your name and seat number on the envelope.

Exam invigilators will then come and collect the envelopes and place them in a tray at the front of the row you will be sitting in. At the end of each exam you will collect it from the tray and your belongings and leave the exam room.

PLEASE LEAVE VALUABLES AT HOME. Bags will be left away from your exam desk, so make sure you have all your equipment with you

### **The Exams**

Check you have the right exam paper in front of you. You will be told how to complete the front details on the examination paper or the answer booklet. Listen carefully to the instructions and make sure you know how long you have to complete the exam.

Do not start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and/ or the answer booklet before you start the exam.

On every exam paper you must write;

- Name
- Candidate number
- Centre Number
- Only write in BLACK ink.

In some exams you can use calculator. Make sure it works properly, check that the batteries are working properly and remove any parts such as cases, lids or covers which have printed instructions or formulae.

**Always listen to the invigilator. Always follow their instructions.**

You **cannot** ask an invigilator any questions relating to the content of the exam, but if you think there is a problem, put your hand up and the invigilator will come over to you.

At the end of the exam, if you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order. Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.

Do not leave the exam room until told to do so by the invigilator.

Do not take from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam. **Please leave quietly, there may be other students still working.**

### **Regulations – Make sure you understand the rules**

1. Be on time for all your exams. If you are late, your work might not be accepted.
2. Do not become involved in any unfair or dishonest practice during the exam.
3. If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4. You must not take into the exam room: (a) notes; (b) an iPod, a mobile phone, a MP3/4 player or similar device, or a watch. If you do, these must be placed in the envelopes provided and handed in. Any pencil cases taken into the exam room must be see-through.

**Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.**

5. If you have a watch, the invigilator will ask you to hand it to them.
6. Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
7. Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
8. You must not write inappropriate, obscene or offensive material.
9. If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
10. Do not borrow anything from another candidate during the exam.
11. If you fail to attend an exam without good reason, you will be invoiced for the cost of the exam. This is approximately £40.00, charges for each exam differs.
12. There will not be another opportunity to take the exam. There are no mop-up sessions for real exams and if you miss one paper, you will not achieve a grade, or your grade will be very low.

### **Frequently Asked Questions**

Q What if I am ill?

A. If you are unwell, have an injury or there are other personal reasons that may affect you in the exam please contact your Head of Year and /or Ms Keca as soon as you have the problem.

If you are unable to attend due to illness or injury on the day, a medical note from your GP will be required.

The note needs to have the date you are ill /injured and a reason for the absence.

You cannot sit the exam on a different day.

Q. What if I have an appointment on the same day as an exam?

A. You will need to change the appointment. Exams cannot be taken on a different day.

Q. What if my bus is late?

A. We will get the other students in place and then when you arrive settle you in.

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

A. Please go to the toilet **before** you reach the exam room. If you are desperate, you will be escorted to the toilet. If the exam is nearing the end, you will be asked to wait until after the exam is over and the papers are collected in.

Remember that going to the toilet disrupts other students and your concentration.

Q. Can I take a drink into the exam room?

A. Water only is allowed. Choose a bottle that has a spill - proof top and that the label is removed. This bottle must be a clear bottle.

Q. What do I wear?

A. You must wear your Academy uniform.

Q. Can I leave when I have finished my exam?

A. Not until the exam has officially ended.

All students will remain seated for the full duration of the exam.

Use the time you have left to check over your paper. Sit quietly until you are dismissed.

### Results Day

Results day     A Level and Level 3 Qualifications     Thursday 18<sup>th</sup> August 2022

Results Day     GCSE and Level 2 Qualifications     Thursday 25<sup>th</sup> August 2022

On results days you must come into school to collect your provisional statement of results. Timings and arrangements for these days will come at a later point.

### Exam Day Check list

- Eat some breakfast, even if you don't feel like it! Eating will help you concentrate
- Check you have your clear pencil case and the equipment needed to do you exam.
- Remember you seating timetable, check you know your venue and seat number.
- Bring a bottle of water with the label removed.
- Arrive at least 15 minutes before the start time of your exam and relax.
- Make sure your mobile/watch is switched off and handed in.
- Listen to the Instructions Staff give you.
- Complete **all** the details on the front of your exam paper
- Read your question paper carefully.
- Read through and check your answers, if you have time before the end of the exam.

**GOOD LUCK!**