



GCSE Exam Information

Exam Timetables

You will be provided with your own timetable. You must check that you have been entered for the correct exams and all personal information is correct. If you have any exams missing or one that you should not be entered for, please speak to the Exams Officer immediately and this can be reviewed, alternatively please email: exams@standrewtheapostle.org.uk Your individual timetable will also show the time and date of each exam.

Exam Attendance

You must attend all exams that you are allocated to on your timetable.

Misreading the timetable will not be accepted as a reason for your absence.

If you are unwell, you must call the school office immediately on 0203 1955 444 and speak to the Exams Officer.

If you are worried about relying on public transport to get you to school on time, remember the school opens at 7:00am and the canteen will be open from 7:30am for breakfast.

Students should arrive by 8:00am for any morning exams.

Uniform

Full school uniform rules must be adhered to during any exam taken. Details of our uniform policy can be found on our website.

Students can remove their blazer/sweater during exams but must not disturb candidates around them.

Equipment Allowed in Exam Room

You must provide all your own equipment in a clear plastic bag or transparent pencil case.

The following equipment should be brought to EVERY exam:

- ✓ 2 pens - Use only black ballpoint pens. Simple black biro's are best.
- ✓ 2 HB pencils
- ✓ Ruler
- ✓ Pencil sharpener
- ✓ Rubber

For certain exams you will also need the following:

- ✓ Compasses
- ✓ Protractor
- ✓ Calculator
- ✓ Coloured pencils

Equipment NOT Allowed in Exam Room

- X Bags, books or notes are not allowed in the exam room.
- X Mobile phones and other communication devices are **not allowed** in the exam room under any circumstance. There is no right of appeal in a mobile/communication device malpractice decision. We strongly advise you do not bring such devices to school with you the day of exams. However, if you chose to bring a mobile phone with you, as you enter, you will be asked to switch off your phone and this will be collected by the invigilators. At the end of the exam session the invigilators will let you collect your phones on your way out.
- X Correction fluid such as Tipp-ex, erasable pens, gel pens, blotting paper, notes, calculator cases, instructions or leaflets, bags, coats or food.
- X Highlighter pens may be taken into an exam but must not be used in your answers. They can be used to highlight questions, words or phrases within the question paper or questions/answer booklet. You may also use a highlighter pen to highlight extracts in any resource material provided.
- X No tattoos, writing or henna is allowed on your hands.
- X Where calculators are allowed in an exam, this will be made clear to you in the description of the exam i.e. calc/non-calc. It will also be made clear on the front of the exam paper. If you have any equipment that you should not have (e.g. a calculator in a 'non-calculator paper') this must be handed in and secured before entering the exam hall.

IF A MOBILE PHONE, OR ANY OTHER COMMUNICATION DEVICE IS FOUND IN YOUR POSSESSION DURING ANY EXAM EVEN IF IT IS TURNED OFF, THE DEVICE WILL BE CONFISCATED AND A REPORT MADE TO THE APPROPRIATE EXAM BOARD. NO EXCEPTIONS WILL BE MADE.

Cheating

If you are caught cheating in an exam, you **WILL** be reported to the exam boards. This means anything that is against the rules stated. This includes:

- X Being in possession of a mobile phone.
- X Using unauthorised aids.
- X Communicating with other candidates (by talking or otherwise).
- X Copying from other candidates.
- X Attempting to communicate with other candidates (turning around, looking across at other candidates etc).

PENALTIES FOR CHEATING CAN INCLUDE DISQUALIFICATION FROM TAKING ANY EXAM FOR UP TO FIVE YEARS.

Conduct in the Exam Room

You must be silent at all times when you are in the exam room. This includes when you enter and leave. If you require assistance, put your hand up silently and wait for an invigilator to attend to you. Once you have entered the exam room, you must not leave the exam room until told to do so. If you require to use the toilet, you must be escorted. You will not be allowed to leave an exam early if you have finished your exam as this will disrupt other candidates in the room.

Please arrive well before the start time shown on your timetable so you are not in a rush and ensure you have all the appropriate equipment for your exam. Under no circumstance should you enter the exam room before the exam time and exam conditions must be applied until you are out of the building.

Special Consideration

Special consideration can only be applied if something has seriously affected your performance on the day of an exam. Examples of acceptable reasons for application are bereavement (if a close relative or friend has passed away close to the exam), injury or illness (you would usually need a doctor's note). This must be discussed with the Exams Officer and Mr Ahearn.

Drinks and Food

- ✓ You are allowed to take into the exam room a drink of plain water in a sealed clear plastic bottle with all labels removed.
- ✗ No food of any kind are allowed in an examination room.

End of Exams

Invigilators will collect exam papers before you are allowed to leave the exam room. Absolute silence **MUST** be maintained during this time. Under no circumstance should answer booklets, question papers or any other paper be taken from the exam room.

Exam results

You will be able to collect your exam results from school on Thursday 23rd August 2018.
More information will be sent out closer to the time

Exam Tips

- ✓ Keep an eye on the exams notice board in Building 6, you will find important exams notices on here and also tips for dealing with exams.
- ✓ Start your revision earlier rather than later. The best students are already doing 1-2 hours per night and at the weekends.
- ✓ Teachers will assist with revision ideas – talk to them!
- ✓ Regularly doing past exam questions and papers is the best way to revise.
- ✓ Get parents/siblings/relatives to test you on key facts that you need to memorise.
- ✓ Revise a topic, apply it to some test questions, mark them, revise weak areas. Return to it again another time.
- ✓ Other on-line tools can help, but these are not a substitute for exam question practice.
- ✓ Know your exam timetable and get to the venue on time before your exam is due to start.
- ✓ Have your exam equipment and uniform prepared in advance of each exam day.
- ✓ Get plenty of sleep and eat healthily, especially on the day of your exams.
- ✓ If you are struggling to cope with revision, stress and anxiety, please speak to your Exams Officer, teachers or other members of staff.

Final Note

Each individual exam board have very strict rules and regulations, candidates, staff and invigilators must follow. Invigilators **HAVE** to report to the Exams Officer **ANYTHING** that they feel could be suspicious. Make sure you follow the rules!

For further information, please refer to the Joint Council for Qualifications (JCQ) website:

<https://www.jcq.org.uk/exams-office/information-for-candidates-documents>