



Laurence Jackson School

Exams Information

(Please visit the school website for further information)



ESSENTIAL INFORMATION FOR CANDIDATES

Exam times are very important times in your life at Laurence Jackson School. The exams that you will be taking this year will influence what you do in the future so it is very important that they run as smoothly as possible. There are a number of rules and regulations for exams set by actual exams boards that you must adhere to.

Laurence Jackson School is committed to ensuring candidates are fully briefed on the exam processes in place and are made aware of JCQ Candidate instructions (see appendix 1).

This booklet contains all the information you need to know regarding the examinations regulations and procedures that candidates have to follow. Please read this booklet carefully and show it to your parents/carers so that they are aware of exam regulations and procedures.

Failure to follow exam regulations could result in your disqualification from exams.

Absence from Examinations

You must attend all exams that you are entered for on your individual candidate timetable. Misreading the timetable will not be accepted as a satisfactory explanation for absence. You will receive a bill for the entry fee (approx. £35) if you fail to attend an exam that has been paid for by the school. If you miss an exam due to illness, you **must** telephone school on (01287) 636361 as soon as possible on the morning of the exam, **and** a medical certificate/letter *or* Self Certification Form (available from the exam's office) **MUST** be given to Ms Sands within **three days** of the exam you missed.

IF YOU DON'T DO THIS, YOU WILL RECEIVE A BILL FOR THE ENTRY FEE FOR THE MISSED EXAM.

Bags, Books, Notes and Valuables

You must attend all exams in full uniform or you will not be allowed in the exam room. Please note: hooded sweaters must be removed and left with bags at the back of the venue. You are not allowed to keep any bags, books or notes with you in the exam room and these should be left at the back of the room, or preferably at home. Please do not bring valuables with you when you come into school for an exam.

LAURENCE JACKSON SCHOOL WILL ACCEPT NO RESPONSIBILITY FOR VALUABLE ITEMS THAT ARE LEFT IN BAGS.

Mobile Phones, Pagers, Electronic Organisers, Music Players, Wrist Watches

Mobile phones, pagers, organisers, music players, headphones and any type of electronic communication or storage device are not allowed in the exam/isolation room, except if they are switched off and left in bags at the back of the exam room. You are strongly advised not to bring any such devices with you to school when you have an exam as Laurence Jackson School cannot take any responsibility if they are lost or damaged. If your parents wish you to have your mobile phone with you, then you should ensure that it is switched off (not just on silent) and left in your bag at the back of the exam room. You will be reminded during the exam announcement to check your pockets and you will have a final chance to hand in your mobile phone. These will be put into numbered bags and returned at the end of the exam. You must **not** switch your phone back on until you are outside the exam room as you are still under exam regulations.

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

MINIMUM PENALTIES IMPOSED BY THE EXAM BOARDS ARE AS FOLLOWS (WITHOUT EXCEPTION):

Device found on you and turned ON: disqualification from all papers for that subject including any already taken.

Device found on you and turned OFF: disqualification from that paper only.



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Cheating

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

If you are caught cheating in any way in an exam, you **WILL** be reported to the exam boards. 'Cheating' means doing anything that is against the rules stated on the JCQ *Notice to Candidates* (included at the back of this booklet) and includes:

- Being in possession of a mobile phone/iWatch
- Using unauthorised aids
- Communicating with other candidates (by talking or otherwise)
- Copying from other candidates (including coursework)
- Having notes written on hands/arms

PLEASE ENSURE THAT YOU HAVE CLEAN HANDS AND ARMS AS ANY WRITING OR MARKS COULD BE SEEN AS NOTES AND RESULT IN YOU BEING DISQUALIFIED FROM EXAMS.

Equipment

You must provide all your own equipment. Borrowing from other candidates is NOT allowed under any circumstances. Ordinary pencil cases or boxes are not allowed in the exam room. You should bring your equipment in a clear plastic bag or transparent pencil case.

The following equipment should be brought to EVERY exam:

- 2 ballpoint pens – black only (No pale coloured gel pens!)
- 2 HB pencils
- Ruler (marked with millimetres)
- Pencil sharpener (preferably one which catches the shavings!)
- Eraser

For certain exams you will also need the following:

- Compass
- Protractor
- Calculator (no memory, calculator lids, or formulae instructions allowed)
- Coloured pencil crayons

You must do any rough work in the answer booklet provided. Cross out anything that you do not wish to be marked. Highlighter pens must not be used in answer booklets, but you are allowed to highlight parts of the printed questions if you wish to. **YOU ARE NOT ALLOWED TO USE CORRECTING FLUID, OR CORRECTING PENS IN ANY ANSWER BOOKLETS.** This is to protect you and your exam; if correction fluid were allowed then someone could tamper with your exam paper and it would be undetectable.

Calculators

Calculators may be used in most exams; your subject teachers will tell you if they are not allowed for a particular paper. **YOU MUST BRING YOUR OWN CALCULATOR IF YOU NEED ONE. YOU ARE NOT ALLOWED TO USE A MOBILE PHONE AS A CALCULATOR.** Your calculator should be no larger than the regular handheld size and no printed instructions or cases are allowed. The exam boards do not make any allowances for calculator failure or operational mistakes – YOU are responsible for making sure your calculator works properly. In the event of your calculator malfunctioning during an exam, it **may** be possible to borrow one so let the invigilator know as soon as possible. If you are going to buy a new calculator, please check with your Maths teacher to see what he/she recommends.



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Calculators must not:

- Have alphabetic keys
- Be programmable
- Have noisy keys which would disturb others
- Have a permanent memory

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**. You should always be polite and respectful of the invigilators and follow their instructions at all times. Exam Invigilators are school staff and will implement the same whole school policies in terms of behaviour. If you need assistance, put your hand up clearly and wait for an invigilator to attend to you. Once you have entered the exam room, you have to be escorted at all times if you need to leave (e.g. if you need to go to the toilet). Please do not write on exam desks or deface ID cards. It is regarded as vandalism and you will have to pay for any damage, or a replacement card. You will not be allowed to leave an exam early if you have finished your work as this disturbs other candidates in the room. If you have finished your exam early, you should use the remaining time to check through all of your answers carefully.

Please note: If an exam is due to finish at 3pm you will need to arrange alternative transport home as you will not be out of the exam venue in time for the school bus.

Dictionaries

Dictionaries may not be used in exams unless they are specifically permitted by the subject specification (your teacher will tell you if they are allowed). **ELECTRONIC TRANSLATORS ARE NEVER ALLOWED.** If English is not your first language, then you may be allowed to use a bilingual translation dictionary in certain exams. However, this **MUST** be arranged before the exams begin.

IF YOU THINK YOU WILL BE ELIGIBLE TO USE A BILINGUAL DICTIONARY SEE MRS SHAW OR MS SANDS AS SOON AS POSSIBLE.

Candidate Number

You will be given a 4-figure reference number that refers only to you. **You need to remember this number**, as you will write it on all your exam papers. This number will be on your exam ID card. In most exams you will be seated in numerical order within your subject.

Timetables

Please check your individual Statements of Entry/Exam Timetable carefully. If there are **ANY** mistakes (e.g. name, date of birth, exam entry etc.) you **MUST** tell Ms Sands immediately. Mistakes that are not spotted at this stage could mean that your certificate is incorrectly printed. You must always write your **legal** surname on your exam papers. Check each exam date carefully, and check to see if the exam is in the morning or the afternoon. If there is an exam on the list that you were not expecting to take (e.g. if you know you have already dropped or been withdrawn from a subject) you **MUST** tell Ms Sands immediately. Make sure you know which **room** and **seat** you need to go to for each exam (your room and seat number will be on your timetable, e.g. Main Hall, seat A3). Extra time will not be permitted if you have simply misread your timetable. Take special note of any re-arrangements due to a timetable clash.

YOU ALONE ARE RESPONSIBLE FOR CHECKING AND KEEPING YOUR EXAM TIMETABLE SAFE.

RE-PRINTS WILL NOT BE ISSUED BY THE EXAM'S OFFICE.

IF YOU LOSE YOUR TIMETABLE, YOU MUST SEE YOUR TUTOR FOR A REPLACEMENT.

Seating plans and lists will be displayed in your tutor rooms and on the exam noticeboard prior to each exam. If you are not sure of your venue and seat number, please make sure that you look this up before the exam. The invigilators do not have time at the start of the exam to look them up for you.



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Times

Unless otherwise stated on your timetable, all exams at Laurence Jackson School start at **8:45am** for morning papers and **1:30pm** for afternoon papers. You should aim to be outside your exam venue **no later than 10 minutes** before the start of an exam. If for any reason you are going to be late and will miss the start of the exam, you **MUST** telephone school. You will then be told how long you have left before you will be refused entry.

Location of Exams

Your individual timetable will state where your exams will take place. Please be outside your exam venue **10 minutes before the start time shown on your timetable** so that you are not in a rush before your exam. You will be told when you are allowed to enter the exam room and you **MUST** sit at the desk that has been allocated to you and indicated on your timetable, unless the invigilator instructs otherwise. **IF YOU DO NOT SIT IN THE CORRECT SEAT THE INVIGILATORS COULD MARK YOU AS ABSENT.** You are NOT allowed to enter the exam room before the exam time.

Candidates with access arrangements

Certain candidates are entitled to access arrangements and all invigilators will be aware of these requirements. The exams officer will have arranged the exams to ensure access arrangements are in place for candidates where applicable. If you believe you do not have your access arrangements please speak to an invigilator before the start of the exam, the invigilator will then investigate further with the exams office. Students with extra time will be advised by the invigilators of their finish time.

Clashes

If you notice a clash of exams, arrangements will be made for you to take these subjects one after the other, as long as the total published exam time is not more than three hours. If the total time is more than three hours, the exams will be split between the morning and afternoon sessions. If this happens, an invigilator will supervise you over lunchtime (in 'isolation'), so you will need to bring a packed lunch and a drink with you. Any clashes will be resolved before you are given your individual timetable. You will not be allowed to communicate with anyone else and will not be allowed to use your mobile phone (or any other electronic communication device) during this time.

IF YOU NOTICE A CLASH ON YOUR INDIVIDUAL TIMETABLE WHICH HAS NOT BEEN RESOLVED YOU MUST TELL MS SANDS IMMEDIATELY.

Drinks and Sweets

You are allowed to take into the exam room a drink **in a clear plastic bottle with the label removed**. You may also have boiled sweets/mints **without wrappers**. You will not be able to leave the exam room to refill a bottle of water and invigilators cannot leave to do this for you, so please make sure you have enough for the whole exam time.

Prohibited Material

The following items must be left in your bag at the back of the exam room (ensure any electronic devices are switched off) or handed in to an invigilator after the announcement:

- Mobile phones, wrist watches, pagers, organisers, any type of electronic communication or storage device
- Non-transparent pencil cases/boxes
- Calculator cases/lids and instruction/formulae booklets
- Headphones, personal stereos, MP3 players, iPods, or any other kind of music storage/playing device
- Books, notes, letters, diaries or other printed material
- Bags, rucksacks, PE kits, etc.

Please remember failure to follow exam regulations could result in your disqualification from exams.

Exam Regulations

It is **YOUR RESPONSIBILITY** to read and understand the exam boards' *Notice to Candidates*, which is at the back of this leaflet.

IF THERE IS ANYTHING YOU DON'T UNDERSTAND ASK MS SANDS.

SUBJECT SPECIFIC EXAM QUESTIONS SHOULD BE DIRECTED TO YOUR TEACHERS.



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End of the Exam

The invigilators will collect your exam papers before you leave the exam room. **Absolute silence MUST be maintained during this time.** Question papers, answer booklets and additional papers must NOT be taken from the exam room. You will be dismissed from the exam row by row, and may be told which door to use. You must collect your belongings and leave the exam room as quickly as possible to allow others to be dismissed. **You must remain silent until you have left reception and are outside the building.**

Certificates

Certificates arrive in school about three months after you have received your results. Invitations to the certificate presentation evening will be sent out to you.

If you are unable to attend the presentation evening to collect your certificates, you will be able to collect them from reception until the end of the December term. You will need to bring ID with you or we will not be able to hand your certificates.

ANY CERTIFICATES NOT COLLECTED WILL ONLY BE KEPT FOR ONE YEAR, AFTER WHICH TIME THEY WILL BE CONFIDENTIALLY DESTROYED.

YOU MUST KEEP YOUR EXAM CERTIFICATES IN A SAFE PLACE, AS THEY CANNOT BE REPLACED.

IF YOU LOSE YOUR CERTIFICATE YOU WILL HAVE TO PAY A FEE (APPROX. £35) AND THE EXAM BOARD WILL THEN SEND YOU A CERTIFYING STATEMENT OF RESULTS (NOT A CERTIFICATE)

Coursework

The exam boards return coursework after the results, however it has to remain locked up in school until all enquiries about results have been completed. You will be able to reclaim your coursework approximately two months after you have received your results.

Results

Results day is during the summer holidays, towards the end of August. You will be notified of the exact date. Results can be collected from school on the day, or Laurence Jackson School will post them to you if you leave a large stamped addressed envelope with the office. If you have any queries, please speak to your subject teacher in the first instance.

Special Consideration

Special consideration can only be applied for 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). If, before or after an exam, you think you have a good reason for applying for Special Consideration you need to speak to either your head of year or Ms Sands as soon as possible **within three days** of the exam.

NO LATE APPLICATIONS WILL BE ACCEPTED.

If you have any further question about any aspects of the exam process, please speak to Ms Sands or email examsoffice@laurencejackson.org

Please remember: failure to follow exam regulations could result in your disqualification from exams.

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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**Information for candidates
For written examinations – effective from 1 September 2018**

**This document has been written to help you. Read it carefully and follow the instructions.
If there is anything you do not understand, especially which calculator you may use, ask your teacher.**

A	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) potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device. 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 wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
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.
B	Information – Make sure you attend your exams and bring what you need
1	Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
2	If you arrive late for an exam, report to the invigilator running the exam.
3	If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
4	Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
5	You must write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.
C	Calculators, Dictionaries and Computer Spell-checkers
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: a) make sure it works properly; check that the batteries are working properly; b) clear anything stored in it; c) remove any parts such as cases, lids or covers which have printed instructions or formulas; d) do not bring into the exam room any operating instructions or prepared programs.
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
D	Instructions during the exam
1	Always listen to the invigilator. Follow their instructions at all times.
2	Tell the invigilator at once if: a) you think you have not been given the right question paper or all of the materials listed on the front of the paper; b) the question paper is incomplete or badly printed.
3	Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4	Fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. Make sure you fill these details in on any additional answer sheets that you use.
5	Remember to write your answers within the designated sections of the answer booklet.
6	Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers. Make sure you add your candidate details to any additional answer sheets that you use.
E	Advice and assistance
1	If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	Put up your hand during the exam if: a) you have a problem and are in doubt about what you should do; b) you do not feel well; c) you need more paper.
3	You must not ask for, and will not be given, any explanation of the questions.
F	At the end of the exam
1	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.
2	Do not leave the exam room until told to do so by the invigilator.
3	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.