



THE BLUE SCHOOL

EXAM BOOKLET FOR STUDENTS

Name: _____

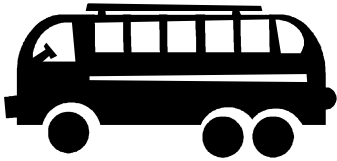
Exams are very important times in your life at The Blue School. The exams that you will be taking this year, next year and in the Sixth Form will influence what you will do in the future, so it is very important that they run as smoothly as possible.

There are a number of rules and regulations for exams that you must be aware of. These are set by the Awarding Bodies. If you do not follow to these rules then you may be disqualified from your exams.

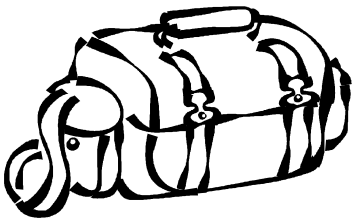
Read this booklet carefully and if there is anything you don't understand ask a teacher for help.

DO NOT LOSE THIS BOOKLET

EXAM CHECK LIST



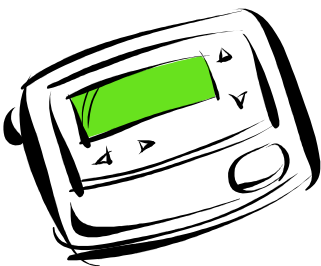
Aim to arrive at school 15 minutes prior to an exam **AT THE LATEST**. It is much better to leave yourself a safety margin on timings in case of problems with the journey.



When taking exams, bags and coats should be left in the exam cloakroom. This secure area in which to leave your belongings.



Phones - **Students must not have mobiles phones in their possession** (either on or off). They can be handed in for safe keeping during the exam if necessary. This is very important - if a phone is found, there is a good chance that your whole exam will be cancelled. Please ensure you leave your mobile phone in your bag in the exam cloakroom. If you have no bag or coat you are leaving then please obtain a plastic bag from the invigilator on cloakroom duty and leave with you name for collection at the end of your exam.



You should not have notes, pagers, MP3 players etc in your possession



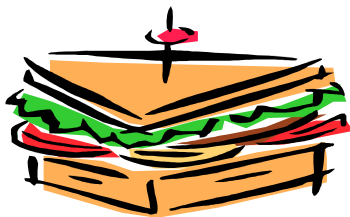
You should bring pen, black ink, pencil, rubber and any other writing equipment needed to your exams, including calculators. Only clear pencil cases are allowed on your desk, any others should be left in your bag, or on the floor of the exam hall if accidentally brought in. **Do not use gel pens** - this is because many of the exam papers are now scanned and sent electronically for marking - gel pens do not scan well.



In an exam where you have the use of a calculator, you should not have a calculator cover on your desk.

Sshh!

There is absolutely no talking or communication between students once you enter the exam hall. If you have any questions, you should raise your hand once seated and an invigilator will come to you.



No food allowed in the exam hall
(if you have a special requirement—please see Mrs Christie, Exams Officer, before the exams)



Water bottles are allowed in the exam hall, if necessary. These should be clear bottles with a spill-proof cap. There should be no label on the bottle.

As part of the checking process for entry to exams you will normally be issued with the following:

1. Statement of entry
2. Provisional timetable (clashes not resolved)
3. Final timetable (clashes resolved)

Timetables

Please check your individual timetables carefully.

If there are ANY mistakes (e.g. name, date of birth, exam entry) you **MUST** tell your tutor or Mrs Christie (Exam Officer) immediately.

Mistakes that are not identified at this stage could mean that your certificate is incorrectly printed later.

Check each exam date carefully and check to see if the exam is in the morning or the afternoon.

Take special note of any re-arrangements due to a timetable clash. These are detailed on the final timetable issued before an exam. **YOU, AND YOU ALONE, ARE RESPONSIBLE FOR CHECKING YOUR EXAM TIMETABLE.**

Times

Unless otherwise stated on your timetable, all exams start at **9.00am** for morning papers and **1.30pm** for afternoon papers. Check your timetable carefully.

Please ensure you allow additional time to leave belongings in the Exam Cloakroom. You should be waiting to be called in to the Exam no later than **15 minutes** prior to the Exam start time.

Lateness

If for any reason you are going to be late and will miss the start of the exam, you **MUST** telephone the school. You will then be told how long you have left before you will be refused entry.

Please note that if you are late.....

the school will decide whether:-

- To allow you to take the exam.

The Exam board will decide whether:-

- To accept any of the work.
- To accept only the work completed in the "normal" exam time.
- To accept all of the work.

Absence from Examinations

You **MUST** attend all exams that are allocated to you on your individual candidate timetable. Misreading the timetable will not be accepted as a satisfactory reason for absence.

If you miss an exam due to illness:-

1. You must telephone school on **01749 678799** as soon as possible on the morning of the exam.
2. If applicable, you must provide a medical certificate to Mrs Christie, Examinations Officer within 3 days of the exam you missed.

Conduct in the Exam Room

You must be silent at all times when you are in the exam room. This includes from when you enter to when you leave.

If you need assistance, put your hand up clearly and wait for an invigilator to attend to you.

If you have finished the exam early, you will **NOT** be allowed to leave as this will disturb other candidates in the room.

Listen to the invigilator and do what you are asked to do.

Tell the invigilator at once:

- if you think you have not been given the right question paper or all the materials listed on the front of the paper;
- if the question paper is incomplete or badly printed,

Read and carefully follow the Instructions printed on the question paper and/or on the answer booklet.

Fill in the details required on the front of the question paper and/or the answer booklet before you start the examination.

Do your rough work only on the proper examination stationery. Cross it through and hand it in with your answers.

If the Exams Officer is dissatisfied with your behaviour, you will be escorted, by her, to a waiting area outside of the examination hall. You will remain there until collected by a member of staff. You must remain silent throughout this process.

Cheating

If you are caught cheating in an exam, you **WILL** be reported to the Awarding Body. Cheating means doing anything that is against the rules stated on the Notice to candidates, which is included in this booklet, and includes:-

- Being in possession of a mobile phone, or other prohibited electronic equipment, including calculators with stored memory.
- Using unauthorised aids.
- Communicating with other candidates in any way.
- Copying from other candidates.

Penalties for cheating can include disqualification from taking any exam for up to 5 years.

Equipment

You must provide all you 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 ease.

The following equipment should be brought to EVERY exam:

- 2 pens – black only
- 2 HB pencils
- Ruler (marked with millimetres)
- Pencil sharpener
- Rubber

For certain exams you will also need following:

- Compasses
- Protractor
- Calculator – lid removed. Use new batteries

Some texts (e.g. in English Literature)

You are **NOT** allowed to use correcting fluids, pens or mice. This is to protect you and your exam; if correction devices were allowed then someone could tamper with your exam paper and it would be undetectable.

Mobile Phones, Pagers, Electronic Organisers, Music Players, Electronic communication or storage device.

You are **NOT** allowed the above items in the exam You must ensure that all devices are switched off. If accidentally you bring them in, including a mobile phone, you **MUST** hand in to an invigilator.

MOBILE PHONE MALPRACTICE

If your mobile phone is not in your possession but is active, i.e. ringing in your bag, you will receive a **WARNING LETTER** from the board.

If your mobile phone is in your possession even though it is switched off, you will receive **ZERO** marks for your paper.

If you use your mobile phone, you will be **DISQUALIFIED** from the subject by the exam board.

Calculators

Calculators may be used in most exams. You will be advised on the day of the exam if it is a non calculator paper or you can check with your subject tutor prior to the exam.

You must bring your own calculator. There will be no spare calculators and you will not be able to buy one. You are not allowed to use a mobile phone as a calculator.

The awarding bodies do not make allowances for calculator failure or operational mistakes – **You** are responsible for making sure your calculator works properly.

Your calculator must be of a size suitable for use on a desk and be battery or solar powered.

Calculators must not:-

- Have alphabetic keys
- Be programmable
- Have noisy keys which would disturb others.
- Have a permanent memory
- Use magnetic card input

You must not bring calculator cases, lids, covers or instruction leaflets into the exam room.

Sweets & Drinks

You are allowed to take into the exam room a drink of water in a clear plastic bottle with the label removed. You may also have plain boiled sweets without wrappers.

You will **NOT be allowed to leave the room** to refill a bottle of water, and invigilators cannot do this for you, so please make sure you have enough for the whole exam.

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 paper must **NOT** be taken from the exam room.

You will be dismissed from the exam row by row.

You must remain silent until you are outside 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 bereavements, injury or illness (you will need a doctor's note), if after the exam you think you have a good reason for applying for Special Consideration you will need to contact Mrs Christie as soon as possible within 3 days of the exam.

Timetable Clashes

If you have any clashes, arrangements will be made for you to take the subjects one after the other.

If this happens to you, you will be supervised by an invigilator at all times when you are not in the exam.

If you notice a clash on your timetable which has not been resolved you must tell Mrs Christie immediately.

Clash Supervision

You will be informed in advance if you have any clash arrangements.

During clash supervision you will not be allowed to communicate with anyone else and will not be allowed to use your mobile phone or any other communication device.

If you need to be supervised over lunch time you will need to bring a packed lunch and a drink with you as you will not be allowed to use the catering facilities,

**THANK YOU FOR READING THIS BOOKLET.
GOOD LUCK WITH YOUR EXAMS**