



REVEREOR VITAM

DARRICK WOOD SCHOOL

GCSE EXAMINATIONS 2017

**INFORMATION FOR
PUPILS AND PARENTS**

Centre Number: 14235

School telephone no: 01689 850271

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INTRODUCTION

Examinations can be a challenging time for both pupils and parents. At Darrick Wood School we aim to make the examinations run as smoothly as possible.

This booklet will provide helpful information for you and your parents. Please read it carefully and show it to your parents so that they are also aware of the examination regulations and the procedures to follow in the event should a problem occur.

The Examining Boards set down strict criteria which must be followed for the conduct of examinations and Darrick Wood School is required to follow them precisely. Please pay particular attention to the all the examination regulations you have been emailed.

You will also find some frequently asked questions near the end of this booklet. If there is anything you do not understand or any question that has not been addressed, please ask.

If you or your parents have any queries or need help or advice at any time before, during or after the examinations please do not hesitate to contact either:

The Examinations Officer	Mrs L Barnes
or	
The Examinations Assistant	Mrs A Fosten

The school telephone number is: 01689 850271

The examination team wish you the very best with all your examinations.

BEFORE THE EXAMINATIONS

STATEMENTS OF ENTRY

You will receive a statement of entry from the school listing the subjects you are being entered for and the levels of entry where applicable. Some subjects only have one tier of entry; some have Foundation or Higher.

Please can you check the following:

- Your name and date of birth are correct. It is important to check this as these details will appear on your certificates. If your certificates are printed incorrectly then you will be liable for replacement fees (up to £45 per certificate depending on the board).
- You have been entered for all the subjects you are studying.
- You have been entered for the correct tier (Foundation or Higher)

If you have a problem with a subject entry or tier please come to the Examinations Office immediately. You have been given a four digit candidate number which you will need to enter on all examination papers. Please learn and remember this.

TIMETABLES

You will be given individual timetables before the Easter holidays. Check these for any errors as above. Make a copy of your timetable and keep one at home and one in your planner. Refer to it frequently, every year someone fails to turn up for an examination because they have misread their timetable.

EQUIPMENT REQUIRED

Make sure you have all the correct equipment before your examinations. You may bring the following into the examination room:

Pens (black ink only), pencils, coloured pencils, erasers, calculators (check batteries), ruler, pencil sharpener. These must be kept in a clear pencil case or plastic bag.

The following are not allowed in the examination room:

Notes, calculator cases/instruction leaflets, correcting fluid or corrector pens, bags and coats, any electronic device (e.g. personal stereo, iPods, MP3 players) and, most importantly, **no mobile phones**. Candidates will be disqualified if they are found to have a mobile phone on them in the examination room (even if it is switched off in their pocket). The examination boards are very strict in this matter.

Check the regulations in the "Information for Candidates" emailed to you concerning equipment allowed in the examination room.

EXAMINATION REGULATIONS

These are issued jointly by all the Examining Boards and have been previously emailed to your school email address as well as being available in the Examinations area of the school website. **PLEASE READ THESE "INFORMATION FOR CANDIDATES" NOTICES CAREFULLY.** If you break any of these rules you will be disqualified from the examination. The school has a legal obligation to report any breach of regulations to the Examining Boards

DURING THE EXAMINATIONS

ATTENDANCE AT EXAMINATIONS

Please remember that **you** are responsible for checking your own timetable, arriving at school on the correct day and time, properly dressed and equipped.

ILLNESS/ABSENCE

The school will not contact students at home to remind them that they should be in an examination. If, for reasons of illness or other unexpected circumstances, you are unable to attend, you must notify the school by 9.00 am on the day of the examination.

- If you experience difficulties during the examination period (e.g. illness, injury, personal problems) please inform school as soon as possible so we can help or advise you.
- In exceptional circumstances an application can be made to the relevant Examining Board for 'Special Consideration', in which case a grade may still be awarded. Such applications **must** be supported with documentary evidence such as a doctor's certificate or letter which is dated for the date of the examination. Please give this into the Examinations Office as soon as possible. Special Consideration is an adjustment to the marks or grades of a candidate who is eligible for consideration. The allowance for Special Consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for exceptional cases). Parents should be aware that any adjustment is likely to be small and no feedback is ever provided. Candidates will only be eligible for Special Consideration if they have been fully prepared and covered the whole course but performance in the examination is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness, accident or injury, bereavement, domestic crisis. The Examination Officer must be informed immediately, so that the necessary paperwork can be completed (within 7 days of the last examination session for each subject) and the candidate will be required to provide evidence to support such an application.
- Where a candidate misses part of an examination through illness or personal misfortune, a grade will only be awarded if a minimum of 35% of the examination (including coursework) has been completed.
- Parents and candidates are reminded that the school will require payment of entry fees should a candidate fail to attend an examination without good reason and without informing the school.
- Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

TIMING OF EXAMINATIONS

- All morning examinations start at 9.00 am.
- All afternoon examinations start at 1.30 pm.
- You must arrive at least 20 minutes before the examination. Please do not be late; it is very disruptive to other candidates.
- Most examinations will be in the Hall but other rooms will be used from time to time.

- Line up outside the Hall in group alphabetical order **in silence**. If your examination is to be held in a different room your name will be read out and you will be escorted to the room by a member of staff.
- When your name is called you will be directed to a desk displaying a card with your name and candidate number on. Please **DO NOT** write on the card or remove it as it will be needed for future examinations.

DRESS

You must wear full school uniform for all examinations up to and including Book Return Day. Personal belongings such as bags and coats should be kept to the minimum and **may not** be taken into the examination room under any circumstances.

EQUIPMENT ALLOWED IN THE EXAMINATION ROOM

Make sure that you only take the correct equipment into the examination room as listed in the "Information for Candidates". **NO MOBILE PHONES**. If a mobile phone (or any other type of electronic communication or storage device) is found in your possession during an examination (even if it is turned off) it will be taken from you and a report made to the appropriate Examining Board. No exceptions can be made and you will receive zero for that examination. Make sure that any watch alarms are turned off. Food is not allowed in the examination room and only water in a clear plastic bottle without a label and with a sports cap may be brought in.

BEHAVIOUR IN THE EXAMINATION ROOM

- Silence at all times. It is essential that candidates do not attempt to communicate with or distract other candidates.
- Please do not write on the examination desks or candidate cards.
- Do not draw graffiti or write offensive comments on examination papers – if you do the Examining Board may refuse to accept your paper.
- Listen carefully to instructions and notices read out at the start of the examination – there may be amendments to the examination paper that you need to know about.
- Check you have the correct question paper – check the subject, paper and tier of entry.
- Read all instructions carefully and number your answers clearly. Always check the last page of any examination paper to ensure you do not miss out any questions.
- At the end of the examination all work must be handed in – remember to cross out any rough work. If you have used more than one answer book or loose sheets of paper, ask for a tag to fasten them together in the correct order. Make sure your name and candidate number is on any extra sheet you use.
- Invigilators will collect your examination papers before you leave the room. Absolute silence must be maintained during this time. Remember you are still under examination conditions until you have left the room.

- Remain seated in silence until told to leave the examination room. You will be dismissed row by row when all the answer papers and question papers have been collected. Leave the room in silence and show consideration for other candidates who may still be working.
- Candidates who arrive late for an examination may still be admitted but may not receive any additional time. If special consideration applies, then you must speak to the Examinations Officer (see ABSENCE FROM EXAMINATIONS).
- You will not be allowed to leave an examination room early. If you have finished the paper use any time remaining to check your answers and make sure you have completed your details correctly.
- If the **fire alarm** sounds during an examination the examination invigilators will tell you what to do. If you have to evacuate the room you will be asked to leave **in silence** and in the order in which you are sitting. You will be escorted to a designated assembly point. Leave everything on your desk. You must not attempt to communicate with anyone else during the evacuation. When you return to the examination room do not start writing until the invigilator tells you to. You will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident.

INVIGILATORS

- The school employs external invigilators to conduct the examinations. Pupils are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.
- Subject teachers will normally be present at the start of an examination.
- Invigilators are in the examination rooms to supervise the conduct of the examination. They will distribute and collect the examination papers, tell candidates when to start and finish the examination, hand out extra writing paper if required and deal with any problems that occur during the examination, for example if a candidate is feeling ill.
- If you have a problem during an examination just raise your hand and an invigilator will come to you.
- Please note that invigilators cannot discuss the examination paper with you, explain the questions or give meanings/spellings of words.
- Pupils who are disruptive or behave in an unacceptable manner will be removed from the examination room by invigilators and members of the Senior Leadership Team. This will be reported to the Examining Board and could result in disqualification from all subjects.

AFTER THE EXAMINATIONS

BOOK RETURN DAY

You must come to school on Wednesday, 28th June to return any text books that belong to the school. You should arrive in school at 8:40am go to your form rooms. You will be notified of the specific arrangements before the beginning of the examination period.

RESULTS DAY

- Results will be available for collection on:

THURSDAY, 24th AUGUST 2017

from 10:00-11:00am in SIX

- If you are unable to collect your results in person you should provide a large stamped addressed envelope to be given into the Examinations Office before study leave begins – your results will be sent out on 24th August.
- If you wish any other person (including family members) to collect your results on your behalf, you must give your written authorisation into the Examinations Office before results day. The person collecting the results should bring full photographic identification (passport/driving licence) with them.
- Details about Results day will be posted on the school website. Please do not ring the school on results morning, this delays the sorting of results and prevents speedy contact with Examining Boards should this be necessary.
- No results will be given out by telephone, fax or e-mail under any circumstances.

AFTER RESULTS

ENQUIRIES ABOUT RESULTS

If you are concerned about a particular result, initially you should discuss this with your subject teacher. If you decide to have your paper re-marked you must be aware that your marks could go down as well as up. Details about access to scripts and re-marks and the deadlines for requesting these will be given to you with your results.

CERTIFICATES

Certificates will be available to those who are returning to the Sixth Form some time during November. They will be available for collection by all others from the main reception from the same time. Certificates will not be issued to friends collecting on your behalf without a covering letter. They will not, under any circumstances, be posted home.

If you are leaving Darrick Wood at the end of Yr11 we can e-mail you when your certificates have arrived in school providing, you give us your e-mail address before you leave.

Please note: The Examining Boards do not provide replacement examination certificates.

FREQUENTLY ASKED QUESTIONS

Q. Why do I need to check the details on the Statement of Entry?

The details on your Statement of Entry will be used when certificates are printed. If the name or date of birth on your certificates does not match your birth certificate it could cause you problems if you are asked to show your certificates to a potential employer or college/university at some time in the future. You should also check that the subjects and tiers of entry you are entered for are correct and that no subjects are missing.

Q. What happens if I lose my individual timetable?

When you get your timetable it is a good idea to take at least one copy – one for your planner and one to put up at home in a place where you can refer to it. If you lose it, you may be able to get a copy from the Examinations Office.

Q. What do I do if I have an accident or am ill before the examination?

Wherever possible it is better to attend the examination if you can. However, if something beyond your control happens, which prevents you attending your examination please inform school at the earliest possible opportunity so we can help or advise you. In the case of an accident that means you are unable to write it may be possible to provide you with a scribe to write your answers but we will need as much prior notice as possible. You will need to obtain medical evidence (from your GP or hospital) if you wish the school to make an appeal for Special Consideration on your behalf (see Absence from Examinations page 5).

Q. What do I do if there's a clash on my timetable?

It is unlikely that you will get a clash at GCSE but if you have more than one examination scheduled for the same time, you will sit one followed by the other (some pupils may have three 1 hour examinations in the same session). There will be a short break between examinations while the papers are collected or given out. You will still be under examination conditions so you must not communicate with any other pupils and can only leave the room under supervision. If the total duration of all the examinations scheduled at the same time adds up to more than 3 hours, one or more examinations will be moved to a different time on the same day. Please see Mrs Barnes if you have any questions about this.

Q. What do I do if I forget the school Centre Number?

The Centre Number is **14235**. It will be clearly displayed in the examination rooms and on your candidate card on the examination desk.

Q. What do I do if I forget my Candidate Number?

Your candidate number is printed on your candidate card on the examination desk.

Q. What do I do if I think I have the wrong paper?

Invigilators will ask you to check before the examination starts. If you think something is wrong put your hand up and tell the invigilator immediately.

Q. What do I do if I feel ill during the examination?

Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before or during an examination and you feel this may have affected your performance.

Q. Can I go to the toilet during the examination?

Yes, if it is absolutely necessary. You will be escorted by an invigilator and will not be allowed any extra time.

Q. If I'm late can I still sit the examination?

Please ensure that you allow enough time to get to school so that if you are delayed (e.g. through transport problems) you will still arrive on time. However, providing you are not more than 1 hour late, it may still be possible for you to sit the examination. You should get to school as quickly as possible and report to Reception. A member of staff will escort you to the examination room. You must not enter an examination room without permission after an examination has begun. It may not be possible to allow you any extra time if you start the examination late.

You should also be aware that if you start the examination more than 60 minutes after the published starting time, the school must inform the Examining Board and it is possible that the Board may decide not to accept your work

Q. If I miss the examination can I take it on another day?

No. Timetables are regulated by the Examining Boards and you must attend on the given date and time.

Q. Do I have to wear school uniform?

Yes. Normal school regulations apply to uniform, school shoes, hair, jewellery, make-up, etc.

Q. What items are not allowed into the examination room?

- Only material that is listed on question papers (e.g. an anthology) is permitted in the examination room and pupils who are found to have any material with them that is not allowed will be reported to the appropriate Examining Board. In such circumstances, a pupil would normally be disqualified from the paper or the subject concerned.
- Bags and coats and any other items not permitted under examination regulations. Do not bring any valuables into school with you when you attend for an examination.
- No food is allowed in the examination room, but you can bring in water in a clear plastic bottle without a label and with a sports cap.
- Mobile telephones and other electrical /Smart devices must not be brought into the examination room (see below).

Q. Why can't I bring my mobile telephone into the examination room?

Being in possession of a mobile phone (or any other electronic communication device, e.g. iPod, headphones) is regarded as dishonestly gaining advantage and is subject to severe penalty from the Examining Boards. You will be asked at the start of every examination to hand in any phone you may have brought in by mistake.

Q. Can I leave the examination early?

It is the school's policy not to allow candidates to leave the examination room early, as this can be very disruptive to other candidates. You must not leave the examination room without the permission of an invigilator under any circumstance.

Q. What happens after my last examination

Pupils are officially on roll until 31st July although they are not required to attend school after their last examination. Pupils are still expected to behave in a manner that reflects Darrick Wood's expectations.