

School Examinations

Information for Students

Exam Dates

- Year 11 Mocks: 6 – 10 November 2017
- Post 16 Mocks and January Exams: 8 – 12 January 2018
- Year 11 Mocks: 26 February – 9 March 2018
- Year 10 Mocks: 16 – 27 April 2018
- Controlled Assessments: April/May 2018
- Summer Exams: 14 May – 26 June 2018

Mock Exams

- Mock exams will be run as though you are sitting an external examination
- You must follow the rules of external examinations
- There will be exam invigilators in the exam room
- You will receive your mock exam timetable at least 2-3 weeks before your mock exams begin
- Your timetable will tell you the date, start time, location and seat no for each exam
- You must arrive at your exam room 15 minutes before the exam is due to start

External Exam Timetables

- You will be given a copy of your exam entries at the end of January for all Summer examinations and this will tell you when your exams will take place
- You need to check that you have been entered for the correct exams and levels (tier)
- You also need to check that your name is spelt correctly as your name will be printed on your exam certificates
- Controlled assessments will take place at various points between March and May
- All exam timetables will be put up on the noticeboard opposite reception
- Holidays cannot be taken during May & June

Example of Timetable

Date	Start Time	Board	Level	Element Code	Element Title	Component Code	Component Title	Duration	Room	Seat
Tue 16 May	9:00AM	EDEXL/KSQ	BTNG/B	21528E	Digital Media Sectors and Audiences	21528E01	Digital Media Sectors and Audiences	1h 00m	Lecture Theatre	C1
Tue 16 May	1:30PM	OCR	GCSE/B	A161H	Biology A: Biol A Mdns B1, B2, B3 Hgh	A161/02	Biology A: Mdns B1, B2, B3 Wrtn Hgh	1h 00m	Lecture Theatre	A2
Thu 18 May	9:00AM	OCR	GCSE/B	A171H	Chemistry A: Chem A Mdl C1, C2, C3	A171/02	Chemistry A: Mdns C1, C2, C3 Wrtn Hgh	1h 00m	Lecture Theatre	A2
Mon 22 May	9:00AM	AQA	GCSE/FC	8702	English Literature	8702/1	English Literature Paper 1	1h 45m	Lecture Theatre	A1
Wed 24 May	1:30PM	OCR	GCSE/B	A181H	Physics: Phys A Mdns P1, P2, P3 Hgh	A181/02	Physics A: Mdns P1, P2, P3 Wrtn Hgh	1h 00m	Lecture Theatre	A5
Thu 25 May	9:00AM	AQA	GCSE/FC	8300F	Mathematics Tier F	8300/1F	Mathematics Paper 1 Tier F	1h 30m	Lecture Theatre	A5
Fri 26 May	9:00AM	AQA	GCSE/FC	8702	English Literature	8702/2	English Literature Paper 2	2h 15m	Lecture Theatre	A5
Tue 06 Jun	9:00AM	AQA	GCSE/FC	8700	English Language	8700/1	English Language Paper 1	1h 45m	Lecture Theatre	A5
Thu 08 Jun	9:00AM	AQA	GCSE/FC	8300F	Mathematics Tier F	8300/2F	Mathematics Paper 2 Tier F	1h 30m	Lecture Theatre	A5
Fri 09 Jun	9:00AM	OCR	GCSE/B	A162H	Biology A: Biol A Mdns B4, B5, B6 Hgh	A162/02	Biology A: Mdns B4, B5, B6 Wrtn Hgh	1h 00m	Lecture Theatre	A5
Mon 12 Jun	9:00AM	AQA	GCSE/FC	8700	English Language	8700/2	English Language Paper 2	1h 45m	Lecture Theatre	A1
Tue 13 Jun	9:00AM	AQA	GCSE/FC	8300F	Mathematics Tier F	8300/3F	Mathematics Paper 3 Tier F	1h 30m	Lecture Theatre	A1
Wed 14 Jun	9:00AM	OCR	GCSE/B	A172H	Chemistry A: Chme A Mdl C4, C5, C6	A172/02	Chemistry A: Mdns C4, C5, C6 Wrtn Hgh	1h 00m	Lecture Theatre	A2
Fri 16 Jun	9:00AM	OCR	GCSE/B	A182H	Physics A: Phys A Mdns P4, P5, P6	A182/02	Physics A: Mdns P4, P5, P6 Wrtn Hgh	1h 00m	Lecture Theatre	A2
Mon 19 Jun	9:00AM	OCR	GCSE/B	A163H	Biology A: Biology A Module B7 Hgh	A163/02	Biology A: Biol A Mdl B7 Wrtn Hgh	1h 00m	Lecture Theatre	A1
Wed 21 Jun	9:00AM	OCR	GCSE/B	A173H	Chemistry A: Chem A Module C7 Hgh	A173/02	Chemistry A: Chem A Mdl C7 Wrtn Hgh	1h 00m	Lecture Theatre	A1
Fri 23 Jun	9:00AM	OCR	GCSE/B	A183H	Physics A: Phys A Module P7 Hgh	A183/02	Physics A: Phys A Module P7	1h 00m	Lecture Theatre	A1

Layout of Exam Rooms

LECTURE THEATRE LAYOUT					
					Door
A1	B1	C1	D1	E1	F1
A2	B2	C2	D2	E2	F2
A3	B3	C3	D3	E3	F3
A4	B4	C4	D4	E4	F4
A5	B5	C5	D5	E5	F5

Storage Room

C3 ROOM LAYOUT				
A1	B1		D1	E1
A3	B3		D3	E3
A5	B5		D5	E5
A7		C7		

Door

CLASSROOM LAYOUT				
				Door
A1	B1	C1	D1	E1
A2	B2	C2	D2	E2
A3	B3	C3	D3	E3
A4	B4	C4	D4	E4

Preparation for all exams

- Read the JCQ Information for Candidates on the school website
- You must bring all the equipment you need for your exam in a clear plastic pencil case or bag:
 - 2 x Black pens
 - Pencil
 - Ruler
 - Eraser
 - Compass
 - Protractor
 - Coloured pencils (for Product Design exams)
- You must provide your own calculator
- Be aware of what access arrangements you have got for each exam
- Bring headphones if you require Computer Reader

Do not take into the Exam Room:

- Smart Watch or other wrist watch with data storage capability
- MP3/4 Players
- Potential technological/web enabled sources of information such as ipod or mobile phone
- Tippex
- Notes, paper or text books (unless notified by teaching staff)
- Food
- Fizzy drinks
- Possession of unauthorised materials is breaking rules, even if you don't intend to use it, and you will be subject to penalty or possible disqualification

The rules relating to exams are very strict and the Invigilators and the Exams Officer have a duty to report any irregularity. It is for the benefit of all students that these rules are adhered to.

Before your exam

- You must arrive 15 minutes before the start of your exam
- Make sure that you have gone to the toilet before your exam starts
- Make sure your mobile phone is turned off and in your bag or hand it to the invigilator. If you are found to have your mobile on you during the exam, you will be reported to the exam board and could be disqualified from the exam
- Line up outside the exam room in alphabetical order
QUIETLY
- Do not have anything written on your hands/arms
- Remove labels from bottled water

Entering the exam room

- You should wait quietly in the designated area to be called into your exam
- Exam conditions apply as soon as you enter the exam room
- You will be called in row by row and expected to enter and leave the exam room in an orderly manner, under the direction of SLT or the invigilators, in silence
- Bags are to be put at the front of the classroom or in the storage room if in the Lecture Theatre
- Check that you are sat in the correct seat and have got the correct exam paper
- Place your watch on the desk
- Calculator covers should either be left in your bag or put on the floor under your desk
- Bottled water should be kept on the floor
- Follow the Invigilators instructions at all times

During the exam

- Use Black pen only
- Fill in your details on the front of the exam paper
- Read through the instructions carefully
- Write clearly
- Do not use correcting pens/fluid, erasable pens, highlighters or gel pens in your answers
- Cross through your rough work
- Do not write in the margins
- Do not doodle on the exam paper

During the exam

- Do not write inappropriate, obscene or offensive material
- Keep an eye on the time as Invigilators are not required to give you a five minute warning
- Read the questions carefully
- If you leave the exam room unaccompanied, you will not be allowed back in and must stay under supervision
- Do not write on the exam desks

During the exam

- You must not communicate with another student in any way
- If you need to speak to the invigilator, please put your hand up
- During the exam this atmosphere should be maintained for the benefit of all the students. The invigilators' directions must be adhered to at all times.
- If a student refuses to behave in the manner expected, the Principal and the Exams Officer have the power to remove them. Any breach of the regulations will be reported to the exam board.

What if I finish early?

- All students are required to stay in the exam room until the end of the exam
- If you finish the paper early, read through it again and check your answers
- Please be quiet and respectful of other students who are still completing the exam

What if I need the toilet?

- Make sure you go to the toilet before the exam starts
- During short exams it may be difficult to allow students out to use the toilet
- Students will generally not be allowed out to use the toilet if there is 15 minutes left until the end of the exam
- You will be accompanied by the exams officer or a member of staff if you need to use the toilet
- You are not allowed to communicate with students or members of staff whilst you are outside of the exam room
- Any student leaving or entering the room is a distraction causing disruption to other students and it should be avoided wherever possible

What if I am Late?

- Make sure you arrive at school at least 30 minutes before the start of your exam
- If you are going to be late, phone the school to inform the Exams Officer
- When you arrive at school, sign in at Reception and wait there until the Exams Officer collects you to take you to the exam room
- Students who arrive late **MUST NOT** enter the exam room without seeing the Exams Officer first

Use of computers during exams

- If you require the use of a computer reader, please bring your own headphones to every exam
- Word processor is available to those who have an access arrangement for it
- Make sure that you save your work
- All pages of work must have your name, centre no, candidate no, component no at the top and must be numbered
- You can use the word processor for some or all of the questions
- When you have finished your work, save it and print it off
- The invigilator will bring your printed work to you; you must not collect it from the printer
- You are responsible for putting your work inside the front cover of your exam paper

End of Exam

- Follow the invigilators instructions at the end of the exam
- You are under exam conditions until you leave the exam room
- You will not be able to leave the exam room until the invigilator tells you
- The invigilator will dismiss you row by row
- Please be considerate outside of the exam room as some students may still be taking their exam
- Do not remove any exam stationery from the room

Results Day

- A Level results
 - Thursday 16th August 2018

- The GCSE results
 - Thursday 23rd August 2018