

# External Examinations

## 2021 - 2022

### A guide for Students & Parents

This booklet has been produced for you by the Exams Office in order to answer your queries about exams. Please keep this booklet handy and familiarise yourself with its contents.

You may have already taken plenty of exams so you may have a good idea of how external exams are conducted at Digitech Studio School. If any problems arise during the exam session, you should speak to the Exams Officer as soon as possible.

Exam Officer: Kerry Fisher, email [kerry.fisher@clf.uk](mailto:kerry.fisher@clf.uk)

Remember that, by being entered for your exams, you agree to abide by the regulations of the exam boards and attend all exams.

The following exam boards are used by Digitech Studio School

- **OCR (Oxford, Cambridge & RSA)**
- **AQA (Assessment & Qualifications Alliance)**
- **Pearson Edexcel**
- **WJEC**
- **RSL Awards**

## Exam Regulations

Copies of the current regulations are to be found on the school website <http://digitechstudioschool.co.uk/exam/>. You must read these carefully and note that to break any of the examination rules or regulations could lead to disqualification from all subjects. The school **must** report any breach of regulations to the relevant awarding body.

- You must not take into the exam room any notes, a mobile phone, a watch or a MP3/4 player or similar device.

**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**

- Pencil cases taken into the exam room must be see through
- If you have a watch, the invigilator will ask you to hand it to them
- Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers
- Do not talk to or try to communicate with, or disturb other candidates once the exam has started
- You must not write inappropriate, obscene or offensive material, are doodle over your exam script
- Do not write or doodle on your hands
- If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return

## Watches, Mobile Phones and Bags

- **All** wrist watches, mobiles phones and bags are not allowed to be taken into the exam room
- Bags are to be put in the Sick Bay room which will be locked
- If you do not have a bag you can hand your phone in to reception or to the invigilator turned off
- If a watch or mobile phone is found on you, regardless of whether it is turned off or you haven't used it, this will be reported to the exam board as **Malpractice**

**We cannot stress enough how important this is – you may be disqualified from that exam and any other exams.**

## Preparation for Exams

It is your responsibility to bring the following equipment that you will need for your exam in a **clear plastic pencil case or bag**:

- Black pens (plus spare)
- Pencil(s)
- Ruler
- Eraser
- Compass/Protractor
- Calculator (with cover removed)

## Attendance at Exams

- Do not miss any exam without a very good reason such as serious illness or injury
- If you are unable to attend an exam or are going to be late, then you or your parents must contact the school on 0117 9927100 and get a message to the exams officer a.s.a.p.
- Documentary evidence for the absence must be provided stating the reason for absence, such as a doctor's note. This must contain information about the date and nature of the illness
- If you miss an exam without good reason, you will be charged the relevant entry fee
- Students who arrive after the start of the examination **may** be allowed to enter the examination room and sit the exam. This is entirely at the discretion of Digitech.
- If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.

## Before your Exam

- Know the dates and times of all your exams and arrive at least ten minutes before the start of each exam
- Make sure that you have gone to the toilet before your exam starts
- Only take into the exam room your pens, pencils, erasers and any other equipment which you need for the exam
- 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
- Do not have anything written on your hands/arms
- Remove everything from your pockets
- Wait quietly outside the exam room
- You will be called in to the room and expected to enter and leave the exam room in an orderly manner, under the direction of SLT or the invigilators, in silence
- Exam conditions apply as soon as you enter the exam room so you must not communicate with any other student otherwise this will be reported as malpractice

## Calculators, dictionaries and computer spell-checkers

- It is your responsibility to bring a calculator to the exam if you need one
- You may use a calculator unless you are told otherwise
- 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 formulae;
  - (d) do not bring into the exam room any operating instructions or prepared programs. to the exam if you need one
- Do not use a calculator or computer spell checker unless you are told otherwise

## Food and Drink

You are allowed to bring a clear bottle of still water into the exam room. **The label must be removed** and a sports cap is recommended. You are **NOT** allowed to bring in any other food or drink.

## Instructions during the Exam

- Always listen to the invigilator and follow their instructions at all times
- Tell the invigilator at once if:
  - a) you think you have not been given the right question paper
  - b) The question paper is incomplete or badly printed
- Read carefully and follow the instructions printed on the question paper and/or answer booklet
- **Do not** start writing anything until the invigilator tells you fill in ALL the details required on the front of the question paper and/or the answer booklet before you start the exam in **BLACK INK**
- Entries were made using your legal name, so you must write your **legal name** on the exam paper so that the exam boards can link you to your entry. Please check you ID card for the correct name to use
- Remember to write your answers within the designated sections of the answer booklet
- Do your rough work in the proper exam stationery and 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 for rough work
- Put up your hand during the exam if you have a problem, do not feel well, or need more paper
- You must not ask for, and will not be given, any explanation of the questions
- If you leave the exam room unaccompanied, you will not be allowed back in and must stay under supervision
- 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 respectable of other students who are still completing the exam

- If you are satisfied that you have finished and checked everything, remain seated facing forward

### **Communication**

You must not communicate in any way with other students once you have entered the exam room or at any time during the exam. If an exam invigilator believes you are communicating, this will be reported to the exam board as Malpractice and the board may decide to reduce your marks or ban you from any exams that you are sitting.

### **Toilet Breaks**

Toilet breaks will not be allowed during the first 30 minutes and last 30 minutes of an exam unless there is a known medical issue.

### **At the End of the Exam**

- Follow the invigilators instructions at the end of the exam
- You are under exam conditions until you leave the exam room
- If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order
- Please any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use
- Do not leave the exam room until the invigilator tells you
- Do not take from the exam room any stationery. This includes ID cards, the question paper, answer booklets used or unused, rough work or any other materials provided for the exam remove any exam stationery from the room
- Please be considerate outside of the exam room as some students may still be taking their exam

### **Access Arrangements**

Before your exam, check with your teacher or SENCO if you have been given access arrangements for your exam(s). Access arrangements are given where it is the students' normal way of working in class. The ID card on your exam desk will tell you what access arrangements you are entitled to for each subject/exam.

### **Wordpad Key Points**

- If you are using a wordpad to write your answers, make sure that you save your work at regular intervals
- You should use a minimum font size of 12pt and double spacing
- Write your centre number, candidate number and the unit/component code on each page as a e.g. 50466/2562 – 8700/1
- When you have finished, print off your work to the printer in the room. The invigilator will bring your work to you
- Wordpad does not allow for the insertion of a header or footer, therefore you will need to write your details on each additional page when it has been printed off and number each page
- It is your responsibility to check your work and place it inside the front cover of your answer booklet before you leave the exam room.

### **Post Results Services**

There are a number of post results services available after each exam series, including copies of scripts and review of marking. There are strict deadlines for these services and students or parents will normally be expected to meet the cost of these, unless prior agreement has been obtained from the school. Information about these services will be provided on the school website via <http://digitechstudiosschool.co.uk/exam/> before results days.