

EXTERNAL EXAMINATIONS YEARS 10 & 11

Instructions to Candidates and Information for Parents

Please read this carefully and keep it safely for reference.

- 1 **REGULATIONS FOR THE CONDUCT OF THE EXAMINATIONS ARE LAID DOWN BY THE EXAMINATION BOARDS. IT IS THE RESPONSIBILITY OF CANDIDATES TO FAMILIARIZE THEMSELVES WITH THEM. ANY BREACH BY A CANDIDATE COULD RESULT IN THE CANCELLATION OF ONE OR ALL OF HIS / HER PAPERS.**

COPIES WILL BE DISPLAYED ON THE EXAMINATION BOARD AND NEAR THE EXAMINATION ROOMS.

- 2 **TIMETABLE AND SEATING**

You have been issued with a personal timetable with seat numbers and a full GCSE timetable is available on the exams page of Tring School website and displayed on the Exams noticeboard. It is your responsibility to turn up at the correct time for each examination, knowing your seat number. Morning examinations are scheduled to start at 9.00am. Afternoon examinations are scheduled to start at 1.30pm. Some examinations have different timings: read the timetable very carefully. You should aim to arrive in school at least twenty minutes before the scheduled start of the examination.

PLEASE CHECK TIMES VERY CAREFULLY. If you have a clash (Year 11 Papers 2 & 3 Science/Double PE) you will sit the exams one after the other as shown on your seating timetable.

MOST GCSE EXAMINATIONS WILL TAKE PLACE IN THE DESBOROUGH HALL. Each day check the noticeboard outside the Desborough Hall to see that there are no changes to your seating plan or room.

- 3 **BE SURE YOU ARE PROPERLY EQUIPPED FOR EVERY EXAMINATION** eg black pens, calculator where allowed (with back removed), pencil rubber, pencil sharpener, ruler, writing and drawing equipment, and where necessary geometrical instruments.

You are expected to wear full school uniform for all of your exams.

Pencil cases and calculator cases must not be brought into the examination room. Equipment may be carried in a clear polythene bag.

CALCULATORS AND WATCHES WHICH CAN PLAY TUNES OR ALARMS MUST BE ADJUSTED TO REMAIN SILENT THROUGHOUT THE EXAMINATION. WATCHES WHICH INCORPORATE CALCULATORS MUST NOT BE BROUGHT INTO EXAMINATIONS WHERE CALCULATORS ARE NOT ALLOWED.

MOBILE PHONES ARE STRICTLY FORBIDDEN IN THE EXAMINATION ROOM, EVEN SWITCHED OFF – SEE SEPARATE NOTICE

BRING A SPARE BLACK PEN TO EVERY EXAMINATION.

You are required to write your answers in **BLACK** ink. No other colours may be used; nor must you write in pencil. Highlighter pens can be used on the question paper, but NOT in answers.

You are not permitted to use correcting pens, Tippex or any other correcting fluid. If you make a mistake you should cross it out neatly. Examiners take no notice of work which has been crossed out.

- 4 IF SICKNESS, ACCIDENT OR ANY OTHER REASON PREVENTS YOUR ATTENDING ANY EXAMINATION**, please ring school (822303) to let Mr Freeman know. If applicable, any Doctor's certificate must reach Mr Freeman *as soon as possible following the paper you missed*, though this does not imply that its receipt by the Board will influence results. Full details of procedures are attached in a separate document.

5 PROCEDURE IN AND NEAR THE EXAMINATION ROOMS

- a) You must not enter the examination room until invited to do so. You will be deemed late if you arrive after the times stated in section 2. Examinations will start as soon as invigilators are ready after 9.00am and 1.30pm. No candidate will be allowed in to the examination room more than one hour late. No candidate will be allowed to leave the examination room until the end of the allotted time: if you finish early, you must sit *quietly* and not distract other candidates **IN ANY WAY**.

FROM THE TIME OF ENTERING THE EXAMINATION ROOM UNTIL AFTER LEAVING IT, YOU MUST NOT TALK TO ANYONE EXCEPT THE INVIGILATOR. ANY ATTEMPT AT COMMUNICATION WITH ANOTHER CANDIDATE, WHETHER PHYSICAL, VERBAL OR VISUAL, WILL RESULT IN THE CANCELLATION OF THE PAPER, A REPORT TO THE HEADTEACHER AND EXAMINATION BOARD AND MAY AFFECT OTHER EXAMINATIONS.

If the fire alarm bell rings, stop working and await instructions from the invigilators. If evacuation is necessary, it must be done **in silence: assembly will be apart from the rest of the School on the opposite side of the field.**

- b) Leave any baggage outside the examination room, and sit in your allotted place according to your seating plan. You may bring a drink of STILL water in a clear, unlabelled bottle.
- c) If you need to ask the Invigilator anything (eg for more paper) put up your hand clearly and wait for the Invigilator to come to you. Please do not click your fingers!
- d) Avoid disturbance to other candidates. Please do not tap on desks, shuffle chairs and feet, screw up paper, chew, etc.
- e) You must use your correct candidate's number and centre number on each piece of paper or answer book. **YOU MUST KNOW YOUR CANDIDATE NUMBER. Centre Number is 17147.**
- f) At the end of the examination:
- i) Make sure your pages are correctly named, numbered, tied together in the right sequence and left neatly on your desk.
 - ii) Leave your question paper and any other data sheets on your desk.
 - iii) All rough work must be handed in with your answers. ANYTHING written in the exam room must be handed in, including doodles!
 - iv) When dismissed, leave the examination room in silence. As you leave school remember to show consideration for those still in examinations and normal lessons.

6 EXAMINATION RESULTS

- a) Examination results are issued in the summer holidays; AS and A2 on THURSDAY 16th August and GCSE on THURSDAY 23rd August.
- b) Results are **NOT** available over the telephone, by fax or by e-mail.
- c) They will be available for collection at the following times:

A2: Thursday 16th August 8.30-10.30

AS: Thursday 16th August 9.00-10.30

GCSE: Thursday 23rd August 8.30 till 11.00

- d) You may arrange for a relative or friend to collect your results: in this case you should write a note for that person to bring with them **on the day** authorising them to collect your results.
- e) **RESULTS NOT COLLECTED ON THE DAY WILL ONLY BE POSTED OUT IF AN ADMINISTRATION FEE OF £1 HAS BEEN PAID IN ADVANCE TO MR FREEMAN (BY THE END OF TERM).** Otherwise results will be held over until the start of term.

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CERTIFICATES

These important documents showing your official examination results are distributed at a presentation evening in November. If you cannot make the presentation evening you should collect your certificates as soon as possible afterwards from Mr Freeman's office. These documents, **WHICH ARE THE ONLY DOCUMENTS THAT PROVE YOUR RESULTS**, may be needed well into the future when you are seeking further education or employment, **SO THEY SHOULD BE KEPT IN A SAFE PLACE.**

Examination Boards will only replace them in extreme circumstances [not through careless misplacement.]

