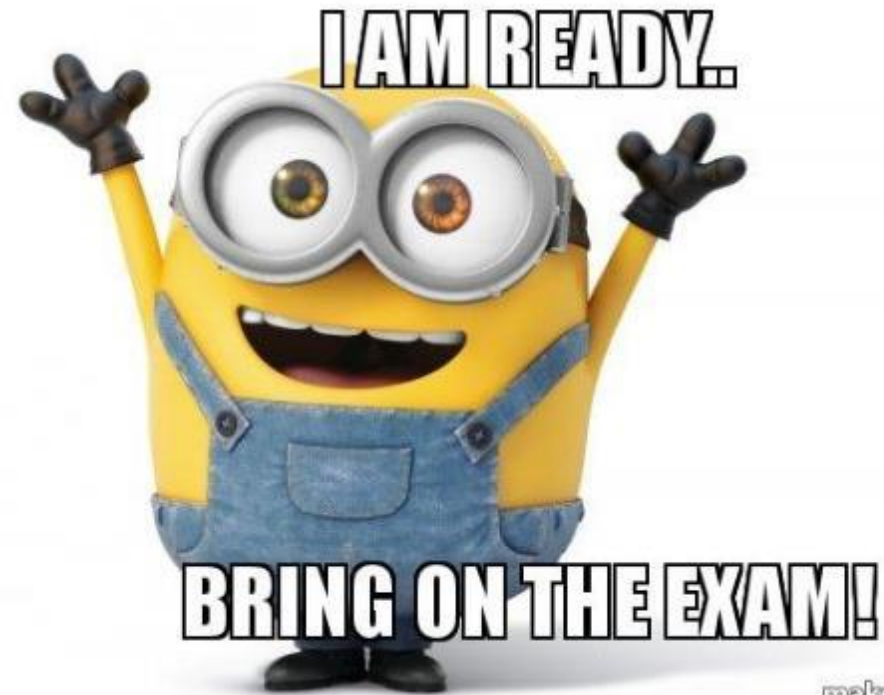


Exam Rules



makeameme.org





Exams in 2020-21

- Y11 PPEs 04/01/2021 – 15/01/2021
- January Exams 07/01/2021 – 15/01/2021
- February Exams 01/02/2021 – 05/02/2021
- Y10 PPEs 15/03/2021 – 26/03/2021
- GCSE Season 07/06/2021- 16/07/2021
- Results day 26/08/2021

Exam Times:

Morning Exams – 9:15

Afternoon Exams 13:15



Exams Timetable



- Please check your **name** and **timetable** and ensure you have been entered for all exams you want to sit.
- Exam clashes will be resolved on the case by case basis
- Please speak to Miss Kalis immediately if you have any questions



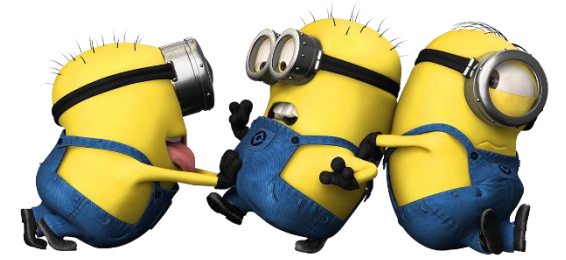


JCQ Rules

- JCQ (The Awarding Bodies) set down strict criteria for the conduct of examinations which must be followed precisely
- Please familiarise yourself with JCQ notices
 - you can find them on School website and in exams handbook

Failure to follow rules could result in disqualification from some or all examinations.





Malpractice

If you break any rules set by the exam boards then this is Malpractice

- Copying or allowing work to be copied
- Posting written work on social networks
- Allowing others to help produce your work or you helping others with theirs
- Having notes on you during an exam
- Being found with a mobile phone even if it is switched off

Penalties for malpractice can be severe



Disruptions and Mobile Phones



- Inappropriate behaviour will not be tolerated.
- Leave your electronic devices at home on exam days.
- Switch your phone and any other electronic devices off and have them ready to hand in.
- Smart watches must be handed in as well.

**You MUST hand in all your electronic devices.
If you are found in possession of a device, your
paper may be disqualified!**



**If a phone goes off in the exam it will be
found!**



Bring your own equipment



School is unable to provide you with any equipment
Please ensure you have all you need in **TRANSPARENT PENCIL CASE**

- A black ball-point pen and spares
- Pencil, sharpener, eraser
- Ruler
- Highlighter (can highlight the question paper but not your answers)
- Scientific calculator without a lid (unless exam does not allow a calculator)
- For Maths exams: protractor, set square and compass.



NO SHARING OF EQUIPMENT WITH OTHER STUDENTS



Prohibited items



- Books, notes, letters, diaries or other printed material
- Non-transparent pencil cases
- Tippex, correction pens, gel pens
- Calculator lids
- Drink and food, except from water
- Mobile telephones, pagers or other communication devices
- Smart watch or wrist watch with a storage device/internet access
- Personal stereos, including MP3/4 players



Smooth running of exams



- Please put as many of your possessions as possible in your locker before the exam so that time is not lost handing them in.
- Please leave your bag at the back of the room.
- **Go to the toilet before the exam starts.**
- You must be wearing school uniform to sit your exams.
- You can bring water bottle with you. It must be clear and with label removed. No other drinks/snacks allowed.
- No leaving early



Getting to exam room on time



- Please check your location and desk number before coming to the exam. This can be found on the Exams notice board, in the Social Space and outside exam rooms
- **Line up on time.** 9 am for morning exams and 1 pm for afternoon exams. If you line up on time, we can start and finish on time.
- There are different line up times during PPE exams
- Listen out for your row being called. As soon as it is, go to the exam room. Have everything ready to hand in as you enter the room.
- Some exams will finish after normal school finish time.



Entering Exam Room



- Enter the room in silence.
- Take your seat, face the front and sit in silence.
- Do not attempt to communicate with any other students.
- Check the card on the desk and ensure you are in the correct seat.
- You will not always be in the same room and seat
- **You must sit in the allocated seat. Requests for seat changes will not be accepted. Unless we have evidence from the external agencies.**
- You must follow instructions from invigilator



In the Exam Room



- **Always check that you have been given the correct exam paper**
- Don't put your completed answer sheet where another candidate can see it
- Do your rough work on examination stationery or the question booklet, it may be neatly crossed
- Remember an examination is still in progress until all the scripts have been collected
- Raise hand to attract invigilators attention
- Invigilators must not offer advice - so please don't ask for any





Arriving Late and Absences

- Please arrive on time for your exams.
- If you are unwell, speak to Exams Officer before the start of your exam.
- If you are unable to attend or will be late, please notify school as soon as possible
- Please provide us with medical evidence if possible
- You must arrive on time, please contact school if you will be late



Emergency Evacuation



- If the fire alarm sounds you will be evacuated, leaving all papers, scripts and personal belongings behind
- You need to close your answer booklet/question paper
- Listen for the instructions from Invigilators
- **Remain silent** no communication or collusion with other candidates. You could be disqualified if you are talking!
- You will be allowed the full working time for your examination



After exams



- Results day Thursday 26th August 2021
- Post results services will be available – copy of your script or review of marking if you are unhappy with your grade
 - Your teacher or Exams Officer will be able to give you more information about deadlines and costs
- Certificates will be available in December 2021
 - Under GDPR we can only hold them for 12 months
 - Any uncollected certificates will be destroyed
 - Certificates are difficult and expensive to replace, please look after them

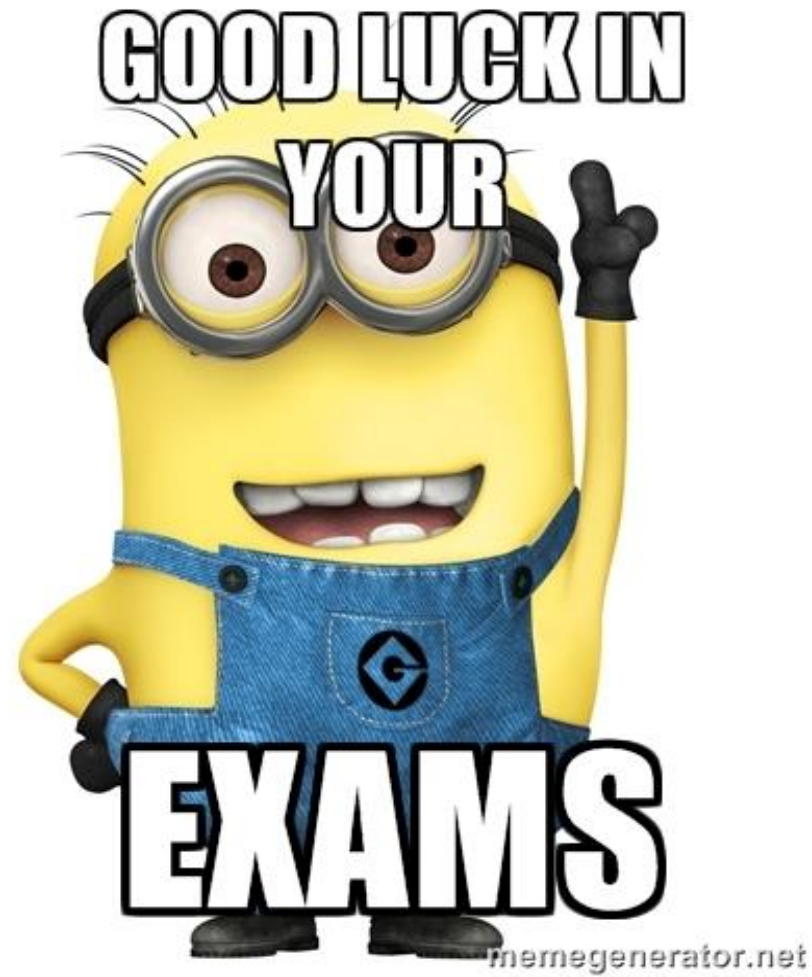


Remember



- Keep things in perspective, whatever happens in your exams you can still be successful in life
- Feeling nervous about exams is **normal**
- Exams are designed to test you so it will not always be easy
- All you can do is try your best
- Be Prepared - You should be revising from now..





Any queries come and see Miss Oliver, Miss Kaur or Miss Kalis

