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INTRODUCTION

THIS BOOKLET CONTAINS ESSENTIAL INFORMATION

PLEASE DO NOT LOSE IT!

It is the aim of Brockington College to make the examination experience as stress-free and successful as possible for all students.

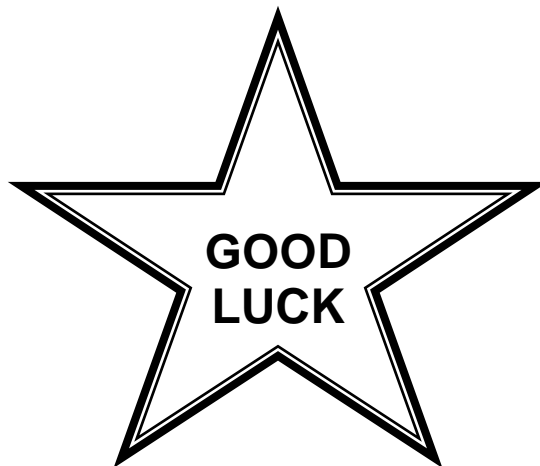
Hopefully, this booklet will prove informative and helpful for you and your parents/carers.

Read all of the following pages carefully so that you are aware of the examination regulations and procedures to follow. This booklet contains a lot of useful general information as well as specific guidance to:

1. Help you prepare thoroughly **before your exams** start,
2. Ensure you know all the rules and regulations to follow **during your examinations**
3. Understand when and how you will get the **results of your examinations**.

The Awarding Bodies (examination boards) set down strict criteria which must be followed for the conduct of examinations and Brockington College is required to follow them precisely.

The coming weeks are very important ones for you. If you are unsure of any of the details contained in this booklet or need help or advice at any time before, during or after the examinations, **PLEASE ASK!**



Mr J Barton
Assistant Principal

Miss S Heggs
Head of Year 11

Mrs J Warner
Examinations Officer

BEFORE YOUR EXAMS

REVISION

Start your revision early and follow a sensible revision timetable to ensure that you are well prepared for your exams. Follow the advice contained in the 'Revision Guides' on the school website. A multitude of revision resources can be found here, please use them, they are there to help you!

CONTROLLED / NON-EXAMINED ASSESSMENTS

During the year controlled/non-examined assessments are carried out and the results from these are sent to the relevant Awarding Body in May. The School has an internal appeals procedure to deal with concerns about controlled and non-examined assessments, copies of which are available for inspection from the school on request or it may be viewed on-line by following the 'Exams' link on the school website: www.brockington.leics.sch.uk. It should be stressed that an appeal can only be considered against the processes which led to the assessment and not against the mark or grade awarded.

EXAM TIMETABLE

Carefully check your personal timetable contained at the back of this booklet. Note the dates and times of all your examinations and especially whether they are a morning or an afternoon exam. If there are any errors on your timetable, please notify the Examinations Office immediately.

Examinations can only be taken at the time and on the day given on the timetable.

Misreading the timetable will not be accepted as a satisfactory explanation for lateness or absence.

CLASHES

If you have an examination clash with two exams due to take place at the same time, a clash form will be enclosed in this booklet. Candidates in this position will follow an alternative timetable and have to be supervised between each session. Please read and follow the instructions detailed on the clash form. You will not be allowed your mobile phone during the supervised periods.

START TIMES

All morning examinations will start at **9am**. All afternoon examinations will start at **1.15pm**. From Monday 30th April Year 11 morning break will be at 10.05-10.25am and lunch will start at 12.25pm. Please check your timetable very carefully. You must be at the agreed meeting venue **twenty minutes** before the start time. Make sure that you are well prepared and well organised before every examination. Occasionally some afternoon exams may finish after 3.10pm so it is your responsibility to make alternative arrangements for getting home if you usually catch the school bus.

VENUES

Examinations will take place mainly in the Sports Hall, however, some students will be seated in smaller venues. Please check the Examinations notice board (located outside the Hall) for the most up to date information. Allow enough time to find the correct venue.

SEATING ARRANGEMENTS

You will be allocated a desk for each exam which will have your candidate number card on it. Check the **seating plan** displayed on the Examinations notice board or outside the examination room. Under no circumstances what so ever are you allowed to change the seating arrangements without the permission of the Exams Officer.

ABSENCE FROM EXAMINATIONS

If you are ill on the day of an exam please contact the school immediately on 0116 2863722 (main office) or 0116 2846120 (examinations office). Only in 'exceptional circumstances' are candidates allowed special consideration for absence from any part of an examination. It is essential that medical or other appropriate evidence is obtained on the day by the candidate/parent/carer and given to the Exams Officer without delay.

Misreading the timetable will not be accepted as a satisfactory explanation for absence.

Parents/Carers and candidates are reminded that the school will require payment of examination fees should a candidate fail to attend an examination without a valid reason or fails to make a reasonable attempt to complete the examination paper.

LATENESS

If you know you are going to be late, phone the school as soon as possible on 0116 2863722 (main office) or 0116 2846120 (examinations office). If you arrive late, you may be allowed into the exam however it is at the discretion of the College if you are allowed any additional time depending on the reason why you are late. However, any lateness must be reported to the Awarding Body and it is at their discretion whether they will mark the script. They will not accept excuses like 'the pupil slept in' or 'missed the bus'. Again this will mean you have to pay the examination fee.

INVIGILATORS

Brockington College employs external Invigilators to conduct the examinations. Students are expected to behave in a respectful manner towards all Invigilators and follow their instructions at all times; misbehaviour will not be tolerated.

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 exam, hand out additional answer sheets if required and deal with any problems that occur during the exam, for example if a candidate is feeling ill.

Invigilators cannot discuss the examination paper with you or explain the questions.

DURING YOUR EXAMS

EQUIPMENT

Bring your own writing instruments (including a spare pen) and any other equipment required for the exam. **You must write in black ink.** Coloured pencils or inks may only be used for diagrams. Only transparent / see through pencil cases are allowed. An exam equipment checklist is on page 7 for your reference. **A readymade exam equipment pack is available to buy from The Cabin.**

Do **not** use Tipp-ex or any other correcting fluid. A neat crossing out is perfectly acceptable if an error has been made.

Calculators - are only allowed in certain examinations. Your subject teacher will advise you.

If you use your own calculator

- Make sure it works properly; check that the batteries are working;
- Clear anything stored in it;
- Remove and do not bring to the examination any parts such as cases, lids, covers, printed instructions or formulas;
- Do not bring into the examination room any operating instructions or prepared programs

UNIFORM

All candidates are required to wear the full school uniform when attending school during the exam period.

DRINKS

You are allowed to bring into the examination room a **small clear plastic bottle of water without any labels** for your own personal use during your examination. We recommend that you do this, as the brain needs to be hydrated in order to work to its' full potential. You are not allowed to bring any food into an exam, unless there is a medical reason for doing so.

MEDICAL

Before you sit an examination, if necessary it is your responsibility to manage any medication required e.g. antihistamine tablets for hayfever or an inhaler for asthma.

TOILET BREAKS

There will be no toilet breaks allowed for any examinations of 1 hour or less unless there is a medical reason.

ROUGH WORK

Rough paper is not provided; any rough work should be done on your answer paper and then neatly cross it through with a single line.

GRAFFITI

Please do not mark or deface your desk or name card. At the end of each examination, each desk and name card will be checked by staff for graffiti. Any candidates found guilty of this offence **will be** punished and may be charged for cleaning or replacement.

RULES AND REGULATIONS

It is your responsibility to familiarise yourself with the enclosed copy of the Awarding Bodies' regulations 'Warning to Candidates'. A copy of this notice will also be displayed outside the examination venue.

You must be silent at all times during an examination including when entering and leaving the examination room. Should you require any assistance, please raise your hand clearly and wait for the invigilator to attend to you. Once you have entered an examination room, you are not allowed to leave unescorted until the conclusion of the examination.

No candidate is allowed to leave the examination room without the permission of the invigilator.

All the Awarding Bodies make it clear that:-

Their official examination sessions must be run under strictly fair conditions, with no form of deception – this rule severely excludes any form of communication between students during an examination as well as any other practice that could be seen as an attempt to deceive.

NO COMMUNICATION IS ALLOWED BETWEEN CANDIDATES DURING THE EXAM

You may take into the examination room only the materials and equipment which are allowed. You must not take into the examination room any unauthorised materials or equipment (For example: calculator cases/instruction leaflets, bags, opaque pencil cases, personal stereos, iWatches (SmartWatches), electronic or radio communication devices, including mobile telephones). Bags and wallets must be left in your lockers.

MOBILE PHONES

Under no circumstances whatsoever is a candidate allowed to have a mobile phone in their possession during an examination. **If you do bring your mobile phone to school then it must be left in your locker. The penalty for having a mobile phone on your person or having a mobile ring during an examination is severe and will make you subject to sanctions and penalties.** A report would be forwarded to the Awarding Body.

If you have a digital watch, **do not set the alarm or hour chime** to go off during, or at the end of any examination. There are clocks visible to all candidates in all exam rooms, and any alarms are both unnecessary and distracting to other candidates. If you are wearing a wrist watch you will be asked to remove it and place it on your desk.

CHEATING

Candidates caught cheating in examinations, including using unauthorised aids, copying from and communicating with other candidates, will be reported to the Awarding Bodies. Penalties include disqualification from all examinations.

END OF THE EXAM

A 5 minute warning may be given by the invigilator but students also need to ensure they manage their own time by looking at the clocks in the room, or their own watch on their desk.

Question papers, answer booklets, additional paper and all rough work must not be taken from the examination room. If you have used any loose additional answer sheets, insert them inside the answer booklet in the order you answered the questions. Write your **legal name** and candidate number on your answer book and each additional sheet.

Once you are dismissed by the Invigilators, you must leave the venue in silence to show consideration to other candidates who may still be working.

PROCEDURE IN THE EVENT OF A FIRE ALARM

In the event of the Fire Alarm sounding, you should:

- Listen carefully to the instructions the invigilators give you
- Await instruction as to whether the room will be evacuated or not
- If asked to do so, leave the exam room calmly and stay with the members of staff at all times
- Do not talk to other students, either from your exam or from other areas – remember that you are still under exam conditions and have to follow the exam regulations
- Staff will take you out of the building and you will wait outside until the emergency is over
- You will not lose any time from your exam. When it is possible to return to your exam room, any time lost will be added onto the end of your exam time
- If you break any of the exam regulations during the evacuation procedure, this will be dealt with in exactly the same way as if it had happened in the exam room

RESULTS OF YOUR EXAMINATIONS

RESULTS DAY

Your examination results will be available in school on:

THURSDAY 23RD AUGUST 2018

Thursday 23rd August 2018 falls during the school summer holiday. Results will be available for personal collection in the morning (the time will be confirmed during the summer term) in a designated area. Results must be collected personally or by someone with photographic ID and **a note of**

authorisation from you. After this day the results will only be available at the start of the Autumn term from reception.

WE ARE UNABLE TO GIVE OUT EXAMINATION RESULTS OVER THE PHONE

INTERNAL APPEALS PROCEDURE

Brockington College has an internal appeals procedure in place; a copy is available on request or it may be viewed on the school website (www.brockington.leics.sch.uk) under the 'Exams' link.

ENQUIRY ABOUT RESULTS

Should you have any queries regarding your examination results you must contact your subject teacher or Head of Department immediately. They will advise you on whether to submit an appeal to the awarding body and give you an approximate cost for this service.

CERTIFICATES

Examination certificates normally arrive in school towards the end of October. Students will be invited to a presentation evening in November, where examination certificates can be collected personally. If not attending the presentation evening, certificates can be collected from main reception by you or someone with photographic ID and a note of authorisation from you, at a later date.

Brockington College will only retain your certificates for a limited period of time. Certificates unclaimed after 2 years have passed are destroyed. Should you wish to obtain your certificates after this stage, you will need to deal directly with the Awarding Bodies who charge for this service.

YOUR CERTIFICATES ARE THE EVIDENCE OF YOUR ACHIEVEMENTS AND IT IS MOST IMPORTANT THAT YOU REMEMBER TO COLLECT THEM.

EXAM EQUIPMENT CHECKLIST

You should always have the following equipment for your exams:

- ❖ **Black pen**
- ❖ **Pencil**
- ❖ **Ruler**
- ❖ **Eraser**
- ❖ **Protractor**
- ❖ **Pair of compasses**

A scientific calculator is required for all Science and most Maths exams.

<p>Calculators must be:</p> <ul style="list-style-type: none"> o of a size suitable for use on the desk; o either battery or solar powered; o free of lids, cases and covers which have printed instructions or formulas. 	<p>Calculators must not:</p> <ul style="list-style-type: none"> • be designed or adapted to offer any of these facilities: - <ul style="list-style-type: none"> o language translators; o symbolic algebra manipulation; o symbolic differentiation or integration; o communication with other machines or the internet;
<p>The candidate is responsible for the following:</p> <ul style="list-style-type: none"> o the calculator's power supply; o the calculator's working condition; o clearing anything stored in the calculator. 	<ul style="list-style-type: none"> • be borrowed from another candidate during an examination for any reason;* • have retrievable information stored in them - this includes: <ul style="list-style-type: none"> o databanks; o dictionaries; o mathematical formulas; o text.

Coloured pencils are required for the following exams:

- ❖ **Food Technology**
- ❖ **Graphics**
- ❖ **Resistant Materials**
- ❖ **Textiles**

