

# William Edwards School



# 2018

# Student Exam Handbook

**Read all the following pages carefully** they contain lots 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.**

Please see your subject teachers for detailed arrangements of practical exams and speaking tests. Detailed information about some of these examinations was not available when this booklet was written. The coming weeks are very important ones for you. If you are unsure of any of the details contained in this booklet - **PLEASE ASK!**

# GOOD LUCK

# 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 Guide' section later in this booklet.

## EXAM TIMETABLE

Carefully check your personal timetable. Note the dates, times and venues 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 in the timetable. Misreading the timetable will not be accepted as a satisfactory explanation for lateness or absence.

## CLASHES

You will be informed if you have an examination clash with two exams due to take place at the same time, this will be shown on your personal timetable. Candidates in this position will follow their personal timetable and have to be supervised between each session.. 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 1pm, unless otherwise stated. You must be at the examination venue ten minutes before the start time. Make sure that you are well prepared and well organised before every examination.

## VENUES

Examinations will take place mainly in the PAC or Girls Gym, however, some smaller venues will be used. Please check the Examination seating plans (located in the Atrium, outside the PAC and Girls Gym) 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. Check your personal exam sheet or the seating plan displayed on the outside the examination room. Under no circumstances whatsoever 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 01375 486000. A doctor's certificate must be produced to the Examinations Office within 2 days of the examination. Application to the Awarding Body can then be made for special consideration. The Awarding Body will only consider giving special consideration for missed examinations for bereavement, accident or illness, backed by a doctor's certificate. Misreading the timetable will not be accepted as a satisfactory explanation for the absence. You will be charged for failing to attend an examination.

## **LATENESS**

If you know you are going to be late, phone, school as soon as possible on 01375 486000 after 8.30am. If you arrive late, you may be allowed into the exam, 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 may have to pay the examination fee.

# 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. Any students who do not have a **black pen will be able to purchase one for 20p** from the Invigilators. Coloured pencils or inks may only be used for diagrams. Only transparent / see through pencil cases are allowed. 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 you must:

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

## UNIFORM

All candidates are required to wear school uniform when attending school during the exam period. Failure to do so may result in the candidate being refused entry to the examination. In this case, the candidate would be required to pay for the examination.

## 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.

## TOILET BREAKS

**There will be no toilet breaks allowed for any examinations of 1 hour and 15 minutes or less unless there is a medical reason. No toilet breaks during the last 10 minutes of an examination.**

## **ROUGH WORK**

Rough paper is not provided; any rough work should be done on your answer paper and then neatly crossed out (though not obliterated).

## **GRAFFITI**

Please do not mark or deface your desk or name label/card. At the end of each examination before you are dismissed, each desk and name label/card will be checked by staff for graffiti. Any candidates found guilty of this offence will be punished.

## **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.**

Question papers, answer booklets, additional paper and all rough work must not be taken from the examination room. All the Awarding Bodies make it clear that:- Their official examination sessions must be run under strict and 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.

**ALL CANDIDATES MUST FACE FORWARD AND 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, electronic or radio communication devices, including mobile telephones). Bags may be left at the back of the room. Please do not bring valuables with you when you have examinations, the school accepts no liability for items of value (e.g. money) which are left in bags.

## **MOBILE PHONES**

Under no circumstances whatsoever is a candidate allowed to have a mobile phone in their possession or left in a bag during an examination. All mobile phones must be switched off and handed in at the beginning of each examination. The penalty for having a mobile phone in your pocket or bag or having a mobile ring during an examination is severe and could result in disqualification from all your subjects. 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.

## **WATCHES**

All watches must be removed and placed on your desk in front of you. Iwatches or watches that can hold data are strictly prohibited and must be handed in to the invigilator before the start of the exam.

## **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.

## **PROCEDURE IN THE EVENT OF A FIRE ALARM**

In the event of the Fire Alarm sounding, you should remain seated and continue working whilst staff check whether or not it is a false alarm. If the alarm is legitimate and the venue has to be evacuated, you must close your answer booklets and place face down on the desk. You will be informed to evacuate immediately to the specified area, leaving everything on the desk. You will remain under exam conditions, therefore you must not talk to any other candidates inside or outside of the building. A decision will be made by the Head Teacher/Exams Officer as to whether or not the examination should be recommenced following such a disturbance.

# **RESULTS OF YOUR EXAMINATIONS**

## **RESULTS DAY**

Your examination results will be available in school on:

### **THURSDAY 23rd AUGUST 2018**

The GCSE results for our current Year 11 students will be published on Thursday 23th August 2018. Results will be available for personal collection from 10 am till midday on the day of publication at a school location to be advised nearer the time. Results must be collected by the student personally or by someone with a note of authorisation from the student. Uncollected results will be posted to students after this day.

### **WE ARE UNABLE TO GIVE OUT EXAMINATION RESULTS OVER THE PHONE**

## **APPEALS**

Should you have any queries regarding your examination results you must contact your subject teacher or Head of Faculty 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 during October/November. You will be informed when, where and what time to collect them. They must be collected personally, or by someone with a note of authorisation from you. William Edwards School will only retain your certificates for a period of one year. Certificates unclaimed after this time period will be 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. THE COST OF REPLACEMENTS ARE GENERALLY £40 FOR EACH CERTIFICATE.**

# REVISION GUIDE

## Resources

Past papers and mark schemes are available on the school website under the 'Exams and Assessment' section as well as subject specifications and revision guidance.

The William Edwards school website address is:

[admin@williamedwards.org.uk](mailto:admin@williamedwards.org.uk)

The websites for the 4 main Exam Boards are useful sources of information and guidance. They are as follows:

AQA [www.aqa.org.uk](http://www.aqa.org.uk)

Edexcel [www.edexcel.org.uk](http://www.edexcel.org.uk)

OCR [www.ocr.org.uk](http://www.ocr.org.uk)

WJEC [www.wjec.org.uk](http://www.wjec.org.uk)

Here are some tips which may help you during your revision for exams:

- If you feel it will help you, set a revision timetable, revising certain subjects at certain times.
- If you feel the need for silence while revising, try to make this possible.
- If you like to work to music, get some headphones and listen to your favourite album whilst you work. Try to listen to something that is familiar and "one of your favourites" - this will help to put you in a positive frame of mind during your revision - it can also reduce the risk of distraction, under the right circumstances.
- Make sure you have a break from revision - try to arrange things so that you have a "day off" revising. This will mean when you re-start your revision, you will be a little fresher.
- Try to revise one section of notes, or one set of topics together.

- If you have trouble with specific details of topics, at least try to understand the topic generally and try not to get too bogged down with details. If you just choose to "ignore" topics, you may be limiting your options too much when it comes to answering questions - try to gain a broad understanding, as this is often sufficient to answer most or part of a question (Quite often, details are supplied anyway - you just have to tie them together).

## Revision – Techniques

Try to develop your own technique for revision. Different techniques work for different people and depending on the type of subject being revised, some techniques are more suitable than others. Here are some:

- Read and Memorise.
- Summary notes - short version of main notes.
- List of keywords for each topic covered, which can act as "triggers" for other ideas.
- Some kind of diagrammatic representation of notes can be helpful.
- Revise with a friend - if possible, exchange ideas during revision - this can be very helpful to both people in understanding topics and building confidence.
- Questions and Answers - get a friend to ask you specific questions about topics and think up questions to ask your friend. This will test and help to build your own understanding.
- Make up a set of revision cards - with one main topic per card, each topic listing ideas or information for this topic. You can carry these cards with you and, if you choose, get them out and revise whilst a passenger in a car or on the bus, or when queuing somewhere. **A pack of 100 revision cards A6 size can be purchased for 50p from the Reprographics department.**
- If possible, ask your teacher or tutor to revise topics you are unsure about and try to get the tutor to help you to fully understand the topic.

## Exam Preparation

Try not to treat the exam as anything other than a normal school day. Try to follow your normal routine as this will help you relax.

Try to think that at least after the exam, you can relax and won't have to do any further revision - this will help you relax before the event too.

Get a good night's sleep - do not stay up till "all hours" revising unless you feel this is vital. A final review of topics and a review of your "strong" and "weaker" areas would be best. Take sufficient pens / pencil, rubber ruler etc. Relax!

## **Before the Exam**

- Make sure you arrive in plenty of time.
- Make sure you listen very carefully to instructions that are given or any announcements that are made. If anything is unclear, ask questions before you start as this may save you a great deal of time later.
- Make sure that you have everything necessary - question paper, answer papers, additional sheets etc. Ask the invigilator if something appears to be missing. The Exams
- Read all the paper and all the instructions carefully - check that you know exactly how many questions you have to answer and carefully note any constraints such as "Answer 1 question from each section" or "Answer 2 questions from Section A and 1 question from Section B" etc.
- "Speed Read" the paper to get an idea of what questions are in it but then later read more carefully.
- Read each question carefully and thoroughly and make sure you understand what it is asking. Read all parts of the question before deciding whether or not to answer it.
- Try work out how much time you will need to answer each question, but allow some time for reading / checking at the end of the time.
- Try to write neatly.
- If you are doing mathematical questions always show your working. Simply stating an answer will not get full marks. If you get a question partially correct, and have shown your working, you may be given some marks.
- Relax as much as possible and try to think clearly and keep confident.
- In a given question, concentrate of what you do know rather than what you don't know.
- Use what you know to maximum effect, but remember to ANSWER THE QUESTION.
- Do the questions you feel most confident about first (it rarely matters which order you answer questions in). This will help to build your confidence and you may find yourself remembering more things.

- Keep thinking positive and do the best you can. Just answer as much as you can.
- Remember to check the back page of your exam paper sometimes there are further questions.
- **Relax!**



AQA

City & Guilds

CCEA

OCR

Pearson

WJEC



**NO IPODS, MOBILE PHONES  
MP3/4 PLAYERS  
SMARTWATCHES**

**NO POTENTIAL  
TECHNOLOGICAL/WEB ENABLED  
SOURCES OF INFORMATION**

Possession of unauthorised items, such as a mobile phone, is a serious offence and could result in

**DISQUALIFICATION**

from your examination and your overall qualification.

This poster must be displayed in a prominent place outside each examination room.



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
-----	---------------	------	-----	---------	------

## Warning to Candidates

1. You **must** be on time for all your examinations.
2. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
3. You **must not**:
  - sit an examination in the name of another candidate;
  - have in your possession any unauthorised material or equipment which might give you an unfair advantage.
4. **Possession of a mobile phone** or other 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.
5. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
6. You **must** follow the instructions of the invigilator.
7. If you are in any doubt speak to the invigilator.

The *Warning to Candidates* must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.

Effective from 1 September 2014

# WATCHES

MUST BE REMOVED AND  
PLACED ON YOUR DESK

