

UPPER SHIRLEY HIGH  
...learning without limits



# Upper Shirley High

## Student and Parent Guide To Examinations 2018

IMPORTANT GUIDANCE ON YOUR SCHOOL EXAMINATIONS

*...learning without limits*

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## INTRODUCTION

Dear parents

It is the aim of Upper Shirley High to make the examination experience as stress free and as successful as possible for all of our students. As such the ability to practise in similar conditions and procedures is a valuable tool.

The information in this booklet is designed to give hints, tips and information on procedures including a full timetable of the examination dates.

Over the next few weeks teachers will be guiding their students through exam techniques, revision tips and strategies alongside analysis of individual knowledge gaps to ensure students can achieve their full potential.

Please take the time to go over the procedures and timetable with your son/daughter. Some of the questions you may have are answered at the back of this booklet. If there is anything you do not understand or any question that has not been addressed, PLEASE ASK.

If you have any queries or need help or advice at any time before, during or after the examinations please speak to your tutor, subject teacher, Mr Wilding (Head of Year 11) or the Examinations Officer (Mrs Howell).

Remember – we are here to help.

**We wish you the very best of luck for your upcoming examinations**

## **BEFORE THE EXAMINATION**

### **STATEMENTS OF ENTRY:**

- All Candidates will receive a statement of entry from school indicating the subjects they are being entered for and the levels of entry, where applicable. Please check that these are correct. Some subjects only have one tier of entry, some have Foundation or Higher tiers.
- You must check everything on your statement of entry very carefully. Particularly check that all personal details (date of birth, spelling of names) are accurate as these will appear on certificates and it may be difficult to change them once certificates are awarded.

### **EXAMINATION BOARDS:**

- The School uses the following Examination Boards: AQA, Edexcel, OCR, and WJEC (Eduqas).

### **TIMETABLES & SEATING:**

- A copy of the school's external examination timetable is on the school website [www.ushschool.org](http://www.ushschool.org) in the exams area. It is also at the back of this booklet.
- A few candidates have a clash where two subjects are timetabled at the same time. The school will make special timetable arrangements for these candidates only. This may involve you taking one exam straight after the other or it may be that you are taken at the end of the first exam session to a room where you must stay in isolation to sit the second exam later that day. You should check the exam timetable and if you see that you have two exams timetabled for the same time please see the Exams Officer immediately.
- The seating plan for each examination will be displayed in the Exam Noticeboard before each examination.

### **CONTACT NUMBERS:**

- Please check that the school has at least one up to date contact number for you. This will be used to contact you if you have not turned up for an exam.

## EQUIPMENT:

- Make sure you have all the correct equipment before your examinations. Check with your subject teachers what you should take with you.
- You must not attempt to borrow equipment from another candidate during the examination.

## EXAM RULES:

- The school follows the examining board rules for exams and is instructed to ensure all candidates follow these rules. Any student not following the rules will be reported to the exam board and may be disqualified from the exam where the rule was broken, all of their exams in that subject or in some cases all exams that they have taken so far. In extreme cases such as violent/disruptive behaviour, students have been banned from taking any further exams that year.
- Copies of the exam board rules for exams, coursework and controlled assessments are available on the school website as well as in this booklet. **It is very important that you read these rules. Not knowing the rules is not an excuse when a student is considered to have cheated/not followed the rules.**
- **Coursework:** In the JCQ regulations it states under Malpractice in Coursework that candidates must keep their own work secure at all times and not share completed or partially completed work on social media.

## DURING THE EXAMINATIONS

### EXAMINATION REGULATIONS:

- A copy of the Warning to Candidates, which is issued jointly by all the Examining Boards, is available on the school website. All candidates must read this 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 Awarding Body. Students may be charged for entry fees for any exam that the student is disqualified from.

- Everybody gets nervous before examinations but you can help yourself by getting properly organised.

### **ATTENDANCE AT EXAMINATIONS:**

- Candidates are responsible for checking their timetables and arriving at school on the correct day and time, properly dressed and equipped. Candidates must be outside the appropriate examination room (Gym, Hall or designated room) 15 minutes before the exam. Please wait quietly outside your exam room until you are invited to enter by the examination invigilators.
- Candidates who arrive late for an examination may still be admitted but will not receive any additional time.
- Full school uniform must be worn by all students attending school for examinations.
- The following equipment should be brought to **every** exam:

At least 2 black pens  
2 HB pencils  
Pencil sharpener  
Eraser  
Ruler

For some exams you will also need the following:

Coloured pencils  
Compasses  
Protractor  
Calculator

- All items of equipment, pens, pencils, mathematical instruments, etc should be visible to the invigilators at all times. You must either use a transparent pencil case or a clear plastic bag.

- Pens should be either **black** ink or ballpoint. No correction pens are allowed.
- For Mathematics and Science exams, students should make sure their calculators conform to the examination regulations. If in doubt, check with your teacher. Remove any covers or instructions and make sure batteries are new.
- Please make sure any watch alarms are switched off and all watches are placed in view on the desk or underneath it for the duration of the exam.
- Do not attempt to communicate with or distract any other candidates. **This includes turning around in your chair.**
- **Mobile phones must be switched off and in your bag.** If a mobile phone (or any other type of electronic communication or storage device) is found in your possession during an examination (even if it is switched off) it will be taken from you and a report made to the appropriate exam board. No exceptions will be made. If a student is disqualified from the exam then they will be charged the entry fee.
- Only drinks in clear plastic bottles, fitted with a sports cap and with labels removed will be allowed into the examination room.
- Please do not write on examination desks. This is regarded as vandalism and you will be asked to pay for any damage.
- Do not draw graffiti or write offensive comments on examination papers – if you do the examination board may refuse to accept your paper.
- Listen carefully to instructions and notices read out by the invigilators – there may be amendments to the exam paper that you need to know about.
- Check you have the correct question paper – check the subject, paper and tier of entry.
- Read all instructions carefully and number your answers clearly.

- Candidates must stay in the examination room for the duration of the exam. You will not be allowed to leave an examination room early. If you have finished the paper use any time remaining to check over your answers and that you have completed your details correctly. Do not draw on any additional papers as all papers that you have written/drawn on have to be returned with your examination paper.
- At the end of the examination all work must be handed in – remember to cross out any rough work. If you have used more than one answer book or loose sheets of paper ask for a tag to fasten them together in the correct order.
- Invigilators will collect your exam papers before you leave the room. Absolute silence must be maintained during this time. Remember you are still under examination conditions until you have left the room.
- Question papers, answer booklets and additional paper must NOT be taken from the exam room.
- Remain seated in silence until told to leave the examination room. Please leave the room in silence and show consideration for other candidates who may still be working. If you are a student who has extra time, make sure you use this, going back over your answers and adding information where you can.
- If the Fire Alarm sounds during an examination the invigilators will tell you what to do. Don't panic. If you have to evacuate the room you will be asked to leave in silence. You will be escorted to the designated assembly point. Leave everything on your desk and do not attempt to communicate with anyone else. When you return to the exam room do not start writing again until told by the invigilator. You will be allowed full working time for the examination and a report will be sent to the awarding body detailing the incident.

#### **INVIGILATORS:**

- The school 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.



- Invigilators are employed to ensure that the strict rules of the exam boards are followed. If they suspect a breach of the rules this will be reported to the exam board, which may disqualify your paper.
- 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 examination, hand out extra writing paper if required and deal with any problems that occur during the examination, for example if a candidate needs to use the toilet or if one is feeling ill.

### **ABSENCE FROM EXAMS:**

- If you experience difficulties during the examination period (e.g. illness, injury and personal problems) please inform the school at the earliest possible point so we can help or advise you.
- Parents and candidates are reminded that the school will require payment of entry fees (approximately £35.00 per examination) should a candidate fail to attend an examination without good reason and without informing the school.
- If the Headteacher and the Attendance Officer decide that a candidate's attendance has been poor prior to the exam period the school may require the deposit of a cheque to cover the cost of the candidate's examinations. The cheque would be returned to parents after completion of the exams if the candidate has attended all exams entered for.
- Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

### **AFTER THE EXAMINATIONS**

#### **NOTIFICATION OF RESULTS:**

- Results will be available for collection between 10.00am and 12 noon on 23<sup>rd</sup> August 2018; any remaining results will then be sent out first class post. Any student wanting to have their results collected by a third party will need to put their wishes in writing.

- No results will be given out over the telephone under any circumstances.
- When you receive your examination results you should notify either the employer or college whose place you wish to accept, as well as the places you are not going to take up. If your results are not quite as required it is worth contacting the employer or college for advice.

### **PRESENTATION OF CERTIFICATES:**

- You will be notified when all certificates have been received in school and are ready for collection. The main
- Upper Shirley High is only obliged to keep certificates for a period of one year after issue. If candidates do not collect their certificates within this time they can only be replaced by direct application to the appropriate exam boards. This will require proof of identity and a substantial fee per exam board. You are therefore urged to collect your certificates in a timely manner and keep them safe.

### **FREQUENTLY ASKED QUESTIONS**

#### **What do I do if there is a clash on my timetable?**

The school will re-schedule papers internally (on the same day) where there is a clash of subjects. Candidates will normally sit one paper then have a break during which they will be supervised and must not have any communication with other candidates. You will then sit the second subject paper. Students will be issued with a letter explaining the details of which exam will be sat first. If you have any queries about this please see the Exams Officer.

#### **What do I do if I think I have the wrong paper?**

You will be asked by the invigilators to check you have the correct paper, subject and tier before the exam starts. If you think something is wrong, put your hand up and tell the invigilator immediately.

### **What do I do if I forget my candidate number?**

Your candidate number will be printed on a card on your exam desk. You can find out where you are sitting by looking at the exam seating plan which will be on the Exams Notice Board.

### **What do I do if I forget the school Centre Number?**

The Centre Number is 58605. It will be clearly displayed in the examination rooms.

### **What do I do if I have an accident or I am ill before the exam?**

Inform the school at the earliest possible point so we can help or advise you. In case of an accident that means you are unable to write, we may be able to provide you with a scribe to write your answers but we need as much prior notice as possible. You may need to obtain medical evidence (from your GP or hospital).

### **What do I do if I feel ill during the exam?**

Put your hand up and an invigilator will assist you. You should inform the invigilator if you feel ill before or during an exam.

### **If I am late can I still sit the examination?**

It may still be possible for you to sit the exam, so if you wake up late, still come into school. As soon as you get to school, report to reception, they will inform the exams officer who will escort you to the exam room. You must not enter an examination room without permission after an examination has begun. It may not be possible to allow you any extra time if you start the examination late.

You should also be aware that if you start the exam more than 30 minutes after the published starting time, the school must inform the exam board and it is possible that the board may decide not to accept your work. Please ensure that you allow enough time to get to school so that if you are delayed (e.g. through transport problems) you will still arrive on time.

### **If I miss the examination, can I take it on another day?**

No. Timetables are regulated by the exam boards and you must attend on the given date and time.

### **Do I have to wear school uniform?**

Yes. Normal school regulations apply to uniform; this will include no nail varnish or jewellery except a single stud in each ear.

### **What items are not allowed into the examination room?**

Only material that is listed on question papers (e.g. an anthology) is permitted in the examination room and students who are found to have any material with them that is not allowed will be reported to the appropriate examinations board. In such circumstances, a student would normally be disqualified from the paper or the subject concerned.

Bags and coats must be left at the back of the examination room. Mobile phones must be switched off and left in your bag/coat; they can also be handed to the invigilator who will keep them at the front and the exam room. No food can be brought into the exam; any medications must be clearly labelled and handed to the invigilator at the start of the exam.

### **Why can I not have technological equipment on my person?**

Having a mobile phone, iPod, recording device, smart watch, headphones or any other similar device on your person whether switched on or off is regarded as cheating and is subject to severe penalties from the awarding bodies.

To ensure these rules are being followed, students with long hair must have their hair tied back for every exam and for the whole duration of the exam.

The minimum penalties are as follows:

Device found on you and turned **ON** – disqualification for the entire subject award

Device found on you and turned **OFF** – disqualification from the specific paper you are sitting at the time

Phone rings during the exam **wherever** it is in the room – disqualification from all papers from that subject and possibly all exams with that board.

**There are no exceptions to this.**

### **How do I know how long the exam is?**

The length of the examination is shown on your exam timetable. Invigilators will tell you when to start and finish the exam. They will write the start and finish times of the exam on the poster at the front of the examination room. There will be a clock visible in each examination room.

### **Can I leave the exam early?**

You must stay in the exam room until the end of the examination session. There are no exceptions to this.

### **What do I do if the fire alarm goes?**

The invigilators will tell you what to do. If you have to evacuate the room leave everything on your desk and leave the room in silence. You must not attempt to communicate with any other candidates during the evacuation.

### **Can I go to the toilet during the exam?**

This is only permitted if absolutely necessary. You should ensure you visit the toilet before the exam. You will be given no extra time for toilet breaks and you will need to be escorted by an invigilator.

### **Why do I need to check my statement of entry?**

The details of your statement of entry will be used when certificates are printed by the exam boards. You should ensure all details are correct. You should also check that the subjects and tiers of entry you are entered for are correct and that no subjects are missing.

### **I am entitled to extra time – how will this affect the way I take my exams?**

Some students receive an allowance of 25% extra time. You would have been notified of this if this is the case for you. Where possible such candidates will be seated together to minimize disturbance from other candidates who finish earlier. The invigilators will include the additional time when they display the finishing time of your exam on the board.

## **Information for candidates Using social media and examinations/assessments**



**This document has been written to help you stay within examination regulations.**

**Please read it carefully.**

We all like to share our experiences when taking examinations. However, it is important to consider what you say and to think about what information is being shared.

Sharing ideas with others online could be helpful when you're studying or revising.

However, there are limits to the amount of information you can share and you need to be careful not to break the rules. We'd like to ask you to act responsibly when discussing online. If you're in doubt about what you can and can't discuss online regarding your exams, it's always best to check with your teacher.

If you receive what is or what looks to be assessment related information through social media, or any other means, you must tell your teacher or another member of staff. You must show them what you have received. They will then report the matter to the awarding body and it will be investigated.

Where candidates breach the rules for examinations, controlled assessments, coursework or non-examination assessments, awarding bodies have an obligation to investigate and may apply penalties.



Image by Ben Wight

### **You should be aware that the following might constitute malpractice:**

- copying or allowing work to be copied – i.e. posting written work on social networking sites prior to an examination/assessment;
- collusion: working collaboratively with other candidates beyond what is permitted;
- allowing others to help produce your work or helping others with theirs;
- being in possession of confidential assessment related information in advance of the examination;
- exchanging, obtaining, receiving or passing on assessment related information by any means of communication (even if just attempting to);
- failing to report to your centre assessment related information being shared online; or
- passing on rumours of exam content.

### **Penalties that awarding bodies apply include:**

- a written warning;
- the loss of marks for a section, component or unit;
- disqualification from a unit, all units or qualifications; or
- a ban from taking assessments or exams for a set period of time.

**Please take the time to familiarise yourself with the JCQ rules:**  
<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>



JCQ 2017 – Effective from 1 September 2017



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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## 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





**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.

Date	Time	Examination
<b>WEEK A</b>		
Monday 14th May	8.50am - 10.20am	ICT -Living in a Digital World (5IT01)
	8.50am - 10.20am	Computer Science Paper 1 (J276/01)
	13.30pm - 15.15pm	Religious Studies A Paper 1 (8062/13 & 14)
Tuesday 15th May	8.50am - 10.10am	French Listening and Reading (1FRO 1F/3F)
	8.50am - 10.35am	French Listening and Reading (1FRO 1H/3H)
	13.30pm - 15.15pm	Biology Paper 1 (8461 1H)
	13.30pm - 14.45pm	Biology Trilogy (8464/B/ 1F/1H)
Wednesday 16th May	8.50am - 10.05am	Physical Education Paper 1 (8582/1)
	8.50am - 10.15am	Urdu Listening and Reading (5UR01 1H/3H)
	8.50am - 9.50am	Dutch Writing Paper (A804/01)
	13.30pm - 15.15pm	Religious Studies A Paper 2 (8062/2A)
Thursday 17th May	9.30am -11.15am	Chemistry Paper 1 (8462 1H)
	9.30am - 10.45am	Chemistry Trilogy Paper 1 (8464/C/1F/1H)
	13.30pm - 15.00pm	Computer Science Paper 2 (J276/02)
Friday 18th May	8.50am - 10.10am	French Writing (1FRO 4F/4H)
	13.00pm - 14.45pm	Drama (8261/W)
	13.00pm - 14.15pm	Physical Education Paper 2 (8582/2)

		<b>WEEK B</b>
Monday 21st May	13.30pm - 14.20pm	Dutch Listening (A801/01)
Tuesday 22nd May	9.30am - 11.15am	English Literature Paper 1 (8702/01)
	13.30pm - 15.00pm	Geography Paper 1 (8035/01)
Wednesday 23th May	8.50am - 9.50am	Italian Listening and Reading (5IN01/03 1F)
	8.50am - 10.15am	Italian Listening and Reading (5IN01/03 1H)
	13.30pm - 15.15pm	Physics Paper 1 (8463 1H)
	13.30pm - 14.45pm	Physics Trilogy Paper 1(8464/P/1F/1H)
Thursday 24th May	9.30am - 11.00am	Maths paper 1 Non Calculator (8300/1F/1H)
Friday 25th May	9.30am - 11.45am	English Literature Paper 2 (8702/02)
		<b>WEEK A</b>
Monday 4th June	8.50am - 9.50am	History B Paper 1 (J411/21)
Tuesday 5th June	9.30am - 11.15am	English Language Paper 1 (8700/01)
	13.30pm - 15.00pm	Geography Paper 2 (8035/2)
Wednesday 6th June	8.50am - 10.10am	Spanish Listening and Reading (1SP0 1F/3F)
	8.50am - 10.35am	Spanish Listening and Reading (1SP0 1H/3H)
	13.30pm - 14.45pm	Music Component 3 (C660U30-1)
	13.30pm - 14.30pm	Dutch Reading (A803/01)
Thursday 7th June	9.30am - 11.00am	Maths Paper 2 Calculator (8300/2F/2H)
Friday 8th June	9.30am - 11.15am	English Lang Paper 2 (8700/2)
	13.30pm - 15.15pm	History B Paper 2 (J411/11)

		<b>WEEK B</b>
Monday 11th June	9.30am - 11.15am	Biology Paper 2 (8461 2F/2H)
	9.30am - 10.45am	Biology Trilogy Paper 2 (8464/B/ 2F/2H)
	13.30pm - 14.45pm	Geography Paper 3 (8035/03)
Tuesday 12th June	9.30am - 11.00am	Maths Calculator Paper 3 (8300/3F/3H)
	13.30pm - 15.15pm	History B Paper 3 (J411/39)
Wednesday 13th June	9.30am - 11.15am	Chemistry Paper 2 (8462/2H)
	9.30am - 10.45am	Chemistry Trilogy Paper 2 (8464/C/2F/2H)
Thursday 14th June	8.50am -10.20am	Child Development Unit 1 (45801)
	8.50am - 10.20am	Film Studies Paper 1 (0155)
	8.50am - 10.00/10.10am	Spanish Writing (1SPO 4F/4H)
	13.00pm - 14.45pm	Food Written/Onscreen (C560U)
	13.00pm - 14.30pm	DT Resistant Materials (A565/01)
Friday 15th June	9.30am - 11.15am	Physics Unit 2 (8463/2H)
	9.30am - 10.45am	Physics Trilogy Paper 2 (8464/P/2F/2H)
		<b>WEEK A</b>
Monday 18th June	8.50am - 10.35am	German Listening and Reading (1GN0 1H/3H)
	13.30pm - 15.10pm	Arabic Listening and Reading (5AR01/3)
Wednesday 20th June	13.30pm - 14.30pm	Film Studies Paper 2 (0155)
	13.30pm - 14.30pm	Arabic Writing (5AR0401)
Thursday 21st June	8.50am - 10.10am	German Writing (1GN0/4H)