



THE BEWDLEY SCHOOL

Learning for Life - Achievement for All

**GUIDANCE FOR
STUDENTS & PARENTS**

Centre Name: The Bewdley School

Centre Number: 24005

School Telephone No: 01299 403277

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INTRODUCTION

It is the aim of the Bewdley School to make the examination experience as stress-free and successful as possible for all candidates.

This booklet contains information helpful for students and parents/carers. Please read it carefully in order that everyone is aware of the examination regulations and the procedures to follow in the event of any problems occurring.

The awarding bodies (or examination boards) set down strict criteria which must be followed for the conduct of examinations and the Bewdley School is required to follow them precisely. Therefore, please pay particular attention to the **Information for Candidates**, a copy of which all students have already received. It is displayed on the Exams notice board and on the school website.

Some of the more frequently asked questions 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 contact:

The Exams Office in S6

The school telephone number is: **01299 403277**.

Remember – we are here to help.

GOOD LUCK!

BEFORE THE EXAMINATIONS

STATEMENTS OF ENTRY:

- All Candidates 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, sign them, return one copy to your tutor and keep a copy for your information.
- Check carefully 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. The name which you will be entered under should be your LEGAL name and not a 'known as' name. It should be a name that can be verified against suitable identification such as a birth certificate or passport.

EXAMINATION BOARDS

- The School uses the following Examination Boards: AQA, Edexcel, OCR, WJEC.

CANDIDATE NAME:

- Candidates are entered under the name format of First Name + One middle initial + (Legal) Surname, e.g. Adam J. Smith.

CANDIDATE NUMBER:

- Each candidate has a four-digit candidate number. This is the number entered by candidates on all examination papers. It will be on seating plans and examination registers. The same exam number is used for all external exams entered at The Bewdley School. Please learn it!

UCI & ULN

- In addition to a candidate number, each candidate must have a Unique Candidate Identifier (12 numbers and 1 letter) which is shown on the top of statements of entry. This number will usually begin with the Centre Number (24005) unless you have transferred from another school. Your UCI and ULN are used for administration purposes and it is not necessary for you to remember it.

TIMETABLES

- A copy of the School external examination timetable will be posted on the website, on the Exams noticeboard and on each tutor group noticeboard. Morning exams start at 9.00am and afternoon at 2.00pm. All students will be issued with a personal exam timetable.
- If candidates have a clash between exams the school will make special timetable arrangements for these candidates only. You must check your individual timetable and see the Exams Office if you are unsure.

CONTACT NUMBERS

- Please check that school has at least one up-to-date contact number for you.

EQUIPMENT

- Make sure you have all the correct equipment before your examinations. Check the regulations in the Information for Candidates and information on the following pages.

DURING THE EXAMINATIONS

EXAMINATION REGULATIONS

- All candidates must read the '**Information for Candidates**' carefully and note that breaking 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.

ATTENDANCE AT EXAMINATIONS

- Candidates are responsible for checking their own timetable and arriving at school on the correct day and time and with the correct equipment. They must arrive 20 minutes prior to the start time of their examination. A copy of the seating plan will be displayed outside the room and candidates are asked to check this carefully to identify their individual seat. Candidates then wait quietly outside the exam room. Candidates are invited row by row to enter the examination by external examination invigilators.
- Once in the examination room candidates are under examination conditions and there should be no talking.
- Candidates should check they have everything needed for the exam and then leave any bags at the front or back of the examination room, as directed by the invigilators.
- Candidates who arrive late for an examination may still be admitted and will be permitted extra time if possible. However, if anyone arrives more than an hour later than the official exam board start time they may not be permitted to sit the exam and the exam board may not accept their paper.
- All items of equipment, pens, pencils, mathematical instruments, etc. should be visible to the invigilators at all times. A transparent pencil case or clear plastic bag must be used. Pens should be BLACK ink or ballpoint. No erasers or 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 the subject teacher. Remove any covers or instructions and make sure batteries are new.
- Please make sure that any watch alarms are turned off and that all watches are placed inside bags at the front or back of the examination room. No watches are allowed to be worn or placed on a desk during the examinations. .
- Do not attempt to communicate with or distract other candidates.
- Examination regulations are very strict regarding items that may be taken into the examination room (see FAQs at the end of this booklet). If you break these rules you will be disqualified from the examination.
- **Mobile phones should NOT be brought into the Exam Room. Any that are must be turned off and placed in student's own bag or handed to the invigilator. Please remember they are an individual's responsibility and should be collected at the end of the exam.** If a mobile phone (or any other type of electronic communication or storage device) is found in a candidate's possession during an examination (even if it is turned off) it will be confiscated and a report made to the appropriate exam board.

- Do not draw on or write offensive comments on examination papers. The examination board may refuse to accept defaced papers. (And please do not write/draw on the desks)
- Candidates must listen carefully to instructions and notices read out by the invigilators – there may be amendments to the exam paper that they need to know about
- Candidates must check they have the correct question paper – including tier of entry and read all instructions carefully.
- The front cover of the examination paper must be completed with ALL the information requested.
- Should a candidate need attention for any reason they need to raise a hand and an invigilator will come over. Candidates must not call out.
- Candidates must stay in the examination room for the duration of the exam.
- At the end of the examination all work must be handed in – remembering to cross out any rough work. Additional answer sheets must be inserted into the main booklet.
- Invigilators will collect all exam papers before candidates are permitted to leave the room. Absolute silence must be maintained during this time. Students are still under examination conditions until they have left the room.
- Candidates must remain seated in silence until told to leave the examination room. The room must be vacated in silence and consideration shown to other candidates who may still be working. Question papers, answer booklets and additional paper must **NOT** be taken from the room.
- If the **fire alarm** sounds during an examination the examination invigilators will tell students what to do. If there is a need to evacuate the room candidates will be asked to leave **in silence**. They will be escorted to a designated assembly point. Everything must be left on desks. There must be no attempt of communication with anyone during the evacuation. On returning to the exam room candidates must wait until the invigilator gives permission to recommence writing. Full working time for the examination will be allowed and a report will be sent to the awarding body detailing the incident.

ABSENCE FROM EXAMINATIONS

- Any difficulties experienced during the examination period (e.g. illness or injury) the school must be informed at the earliest point in order to help and advise you.
- 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 and given to the Examination Officer without delay in all cases where an application is to be made for special consideration. A self-certification form (JCQ/ME Form 14) can be obtained from the Examinations Officer which can be countersigned by your doctor or nurse.
- Parents and candidates are reminded that the school will require payment of entry fees should a candidate fail to attend an examination without good reason.
- Please note that misreading the timetable or oversleeping will not be accepted as a satisfactory explanation of absence.

AFTER THE EXAMINATIONS

NOTIFICATION OF RESULTS

- Results will be available on:

GCE Summer: 15th August 2019

(8am – 10am)

GCSE Summer: 22nd August 2019

(9am – 11am)

- If results are to be posted home or a friend/relative is collecting them please collect the relevant form(s) from the Exams Office before the end of the school term.
- Information on re-sitting modules or making an Enquiry about a result will be available from the Exams Office.

ISSUE OF CERTIFICATES

Certificates are normally issued by the Exam Boards in October/November. An evening for the collection of certificates is arranged each year in mid-December. If this date is inconvenient please contact the main school office where advice will be given. Unfortunately we cannot post them out.

FREQUENTLY ASKED QUESTIONS

Q. What do I do if there's 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. They will then sit the second subject paper. It may be necessary for you to bring a packed lunch if you have exams in the morning and afternoon as you will have to remain in isolation until both examinations are completed. If in doubt consult the Examinations Officer.

Q. What do I do if there's a clash with an examination paper to be taken at another school?

- See the Examinations Office as soon as possible and the "Home" school will reschedule their paper and help sort out transport arrangements and any supervision which may be necessary.

Q. What do I do if I think I have the wrong paper?

- Invigilators will ask you to check before the exam starts. If you think something is wrong put your hand up and tell the invigilator immediately.

Q. What do I do if I forget my Candidate Number?

- Candidate Numbers are printed on seating plans which are displayed outside the exam room. Invigilators will be able to help you find your number.

Q. What do I do if I have an accident or am ill before the exam?

- Inform school at the earliest possible point so we can help or advise you. In the case of an accident that means you are unable to write it may be possible to provide you with a scribe to write your answers but we will need as much prior notice as possible. You may need to obtain medical evidence (from your GP or hospital) if you wish the school to make an appeal for Special Consideration on your behalf (see below).

Q. What is an Appeal for Special Consideration?

- Special Consideration is an adjustment to the marks or grades of a candidate who is eligible for consideration. The allowance for Special Consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for exceptional cases).
- Parents should be aware that any adjustment is likely to be small and no feedback is ever provided. Candidates will only be eligible for Special Consideration if they have been fully prepared and covered the whole course but performance in the examination or in the production of coursework is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness, accident or injury, bereavement, domestic crisis. The Examination Officer must be informed immediately, so that the necessary paperwork can be completed (within 7 days of the last exam session for each subject) and the candidate will be required to provide evidence to support such an application.

Q. What do I do if I feel ill during the exam?

- Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before or during an exam and you feel this may have affected your performance.

Q. If I'm late can I still sit the examination?

- Provided you are not more than one hour late, it may still be possible for you to sit the examination. You should get to school as quickly as possible and report to Reception. A member of staff 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.

Q. 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.

Q. Do I have to wear school uniform?

- Yes

Q. What equipment should I bring for my exams?

- For most exams you should bring at least 2 pens (**black** ink only).
- For some exams you will need pencils, a calculator (Maths/Science), a 30cm ruler (marked with cm and mm), pencil sharpener and rubber, compasses, protractor, coloured pencil crayons (not gel pens), set texts (e.g. for English Literature).
- You are responsible for providing your own equipment for examinations. You must not attempt to borrow equipment from another candidate during the examination.

Q. What items are not allowed into the examination room?

- Only material that is listed on question papers 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 and any other items not permitted under examination regulations must be left in the care of the invigilators at the front/back of the room. Do not bring any valuables into school with you when you attend for an examination

Q. Why can't I bring my mobile telephone into the exam room?

- Being in possession of a mobile phone (or any other electronic communication device, e.g. ipod, headphones, watches with data storage etc) is regarded as cheating and is subject to severe penalties from the awarding bodies:

The possible 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 but not in the student's possession - warning.

- If you have a mobile phone with you it should be turned off and handed in to the invigilator. It is your responsibility to collect it at the end of the exam.

Q. How do I know how long the exam is?

- The length of the examination is shown on your timetable and on the front of the exam paper. Invigilators will tell you when to start and finish the exam. They will write the finish time of the exam on a board at the front of the exam room. There will be a clock in all examination rooms.

Q. Can I leave the exam early?

- The school does not permit any student to leave an examination room early.

Q. What do I do if the fire alarm goes?

- The examination 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.

Q. Can I go to the toilet during the exam?

- If it is **absolutely** necessary. You will be escorted by an invigilator and will not be allowed any extra time.