



Belmont
Community
School

**Examinations Guidance for
Students & Parents/Carers**

Summer 2017

Centre Number: 43405

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INTRODUCTION

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

Hopefully, this booklet will prove informative and helpful for you. Please read it carefully and show it to your parents/carers so that they are also 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 Belmont Community School is required to follow them precisely. You should therefore, pay particular attention to the Notice to Candidates which is printed on the following page.

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 or your parents/carers have any queries or need help or advice at any time before, during or after the examinations please contact:

The Examinations Officer – **Ms D Steel**

The school telephone number is: **0191 3865715**

Email: **d.steel@belmontschool.org.uk**

Remember – we are here to help.

GOOD LUCK!

BEFORE THE EXAMINATIONS

INDIVIDUAL TIMETABLE:

- All Candidates receive an individual timetable 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 timetables 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

- Belmont Community School currently uses the following Examination Boards: AQA, Edexcel, WJEC, OCR, City and Guilds, BCS and Asdan.

CANDIDATE NUMBER:

- Each candidate has a four-digit candidate number (examination number). This is the number you will enter on examination papers. It will appear on seating plans and examination registers. Your candidate number (examination number) is on your individual timetable sheet. **Please learn it.**

UCI:

- 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 individual timetables. This number will usually begin with the Centre Number (43405) unless you have transferred from another school that had already issued your UCI. Your UCI is used for administration purposes and it is not necessary for you to remember it.

TIMETABLES

- A copy of the Summer 2017 Examination Timetable is included at the back of this booklet. You will also receive an individual timetable showing your own specific examinations with details of date, time and duration of the examination. Check it carefully. If you think something is incorrect see Ms Steel immediately.
- It may be that some candidates might have a clash where two subjects are timetabled at the same time. The school will make special timetable arrangements for these candidates only. You must check your individual timetable and see Ms Steel if you are unsure what to do. If you think there is a clash on your timetable that has not been resolved, please see Ms Steel immediately.

CONTACT NUMBERS

- It is very important that school has an up to date contact number for you - please make sure your details are correct at the main office.

EQUIPMENT

- School will provide all specialist equipment need for your examinations. Check the regulations in the Notice to Candidates and the information on the following pages if you wish to bring your own equipment.

DURING THE EXAMINATIONS

EXAMINATION REGULATIONS

- A copy of the “Information for Candidates”, which is issued jointly by all the Examination Boards, is printed at the front of this booklet. All candidates must read these 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.

ATTENDANCE AT EXAMINATIONS

- Candidates are responsible for checking their own timetable and arriving at school on the correct day and time, properly dressed and equipped. Candidates must arrive no later than 8.30am for a morning examination and no later than 12.45pm for an afternoon examination. Please wait quietly outside the examination room until you are invited to enter by the examination invigilators.
- You are required to wear full school uniform when sitting an examination.
- 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 clear plastic bag as a container for your equipment.
- Pens should be **black** ink or ballpoint. No correction tape is allowed.
- Please make sure that any watch alarms are turned off.
- 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 may be disqualified from the examination.
- **Mobile telephones and any other type of electronic equipment MUST BE PLACED IN THE BOX PROVIDED AS YOU ENTER THE EXAMINATION ROOM.** If a mobile phone or any other type of electronic device is found in your possession during an examination (even if it is turned off) it will be taken from you and a report made to the appropriate examination board. No exceptions can be made.
- No food or drink other than bottled water (with the label removed) are allowed in the examination room.
- Please do not write on examination desks. This is regarded as vandalism and you will be reported to the Site Manager and asked to pay for any damage.
- Do not draw graffiti or write offensive comments on examination papers.
- Listen carefully to instructions and notices read out by the invigilators – there may be amendments to the examination 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 examination. 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.
- 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 with your name and candidate number clearly detailed.

- Invigilators will collect your examination 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 examination room.
- Remain seated in silence until you are asked to leave the examination room. Please leave the room in silence and show consideration for other candidates who may still be working.
- If the **fire alarm** sounds during an examination the examination invigilators will tell you what to do. Do not panic. If you have to evacuate the room you will be asked to leave **in silence** and in the order in which you are sitting. You will be escorted to a designated assembly point. Leave everything on your desk. You must not attempt to communicate with anyone else during the evacuation. When you return to the examination room do not start writing until the invigilator tells you to. You will be allowed the 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 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.
- Please note that invigilators cannot discuss the examination paper with you or explain the questions.
- Pupils who are disruptive or behave in an unacceptable manner will be removed from the examination room by a member of the Senior Leadership Team.

ABSENCE FROM EXAMINATIONS

- If you experience difficulties during the examination period (e.g. illness, injury or personal problems) please inform school at the earliest possible point so we can help or 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.
- For the award of a grade by special consideration, where a student misses part of an examination through illness or personal misfortune, a minimum of 50% of the examination (including coursework) must be completed.
- Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.
- In the event of absence from an examination without a reasonable explanation parents/carers will be invoiced for the full cost of the examination entry and subsequent components/units related to the particular subject.

AFTER THE EXAMINATIONS

NOTIFICATION OF RESULTS

Thursday 24th August 2017
9am to 11am

- Results will be available for collection on :
- The results will include not only GCSE results but also results from all other courses you have completed in school.
- If you wish any other person (including family members) to collect your results on your behalf, you must give your written authorisation for them to bring with them on Results Day.
- Candidates who are not able to organise collection of their results may leave a stamped self addressed envelope with the Examinations Officer which will be posted out on the afternoon of Results Day.
- No results will be given out by telephone or email under any circumstances.
- Pass Grades at GCSE are from A* - G, except for English and Mathematics which are 9-1.

POST RESULTS

- If you need post-results advice, Belmont Community School teaching staff will be available on Results Day.

COLLECTING CERTIFICATES

- You will be notified by post when your certificates are available for collection/presentation.
- Students will be presented with their certificates at the Achievement Evening normally held in November. Students who are unable to attend the presentation may collect their certificates from the main office after this date. Certificates will not be given to anyone other than the candidate without the candidate's written authorisation.
- Belmont Community School is only obliged to keep certificates for a period of one year after issue. If candidates do not collect their certificates within this time (or if they lose their certificates) they can only be replaced by direct application to the appropriate examination boards. This will require proof of identity (such as a birth certificate) and a substantial fee per examination board. You are therefore urged to collect your certificates as soon as possible and to look after them carefully. The Examinations Officer may be able to supply a copy of results gained but please note that a fee will be charged.

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. If in doubt consult the Examinations Officer.

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

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

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

- Candidate Numbers are displayed on place cards on your examination desk.

Q. What do I do if I forget the school Centre Number?

- The Centre Number is **43405**. It will be clearly displayed in the examination rooms.

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

- 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/carers 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 or domestic crisis. The Examination Officer must be informed immediately, so that the necessary paperwork can be completed (within 7 days of the last examination session for each series) 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 examination?

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

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

- Provided you are not more than 1 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. The Examinations Officer will escort you to the examination 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 examination more than 30 minutes after the published starting time, the school must inform the examination board and it is possible that the Board may decide not to accept your work. Please ensure that you allow enough time to travel 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 examination 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 examinations?

- School will provide all the specialised equipment you need to complete your examinations. If you wish to bring your own equipment please refer to the Notice to Candidates at the front of this booklet to make sure all your equipment complies with Examination Board regulations.

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

- Only material that is listed on question papers (e.g. a calculator) 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 designated area. Do not bring any valuables into school with you when you attend for an examination.
- No food or drink other than bottled water (with the label removed) is allowed in the examination room.

Q. Why can't I keep my mobile telephone with me in the examination room?

- Being in possession of a mobile 'phone (or any other electronic communication device, e.g. iPod, headphones) is regarded as cheating and is subject to severe penalty from the awarding bodies:

The minimum penalties are as follows:

In the candidate's possession but no evidence of being used by the candidate – LOSS OF MARKS

In the candidate's possession and evidence of it being used by the candidate – LOSS OF CERTIFICATE OPPORTUNITY FOR EITHER WHOLE QUALIFICATION OR ENTIRE SERIES

Q How do I know how long the examination is?

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

Q. Can I leave the examination early?

- It is not the school's policy to allow candidates to leave the examination room early, as this is disruptive to other candidates. A candidate may not leave the examination room without the permission of the invigilators.

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 examination?

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

Q. If I have more than one exam on a day can I get lunch at school?

- Pupils who have examinations in both morning and afternoon sessions may obtain lunch from the dining hall in the usual way or bring a packed lunch.

Q. Why do I need to check the details on my Individual Timetable?

- The details on your timetable will be used when certificates are printed. If the name or date of birth on your certificates does not match your birth certificate it could cause you problems if you are asked to show your certificates to a potential employer for college/university at some time in the future. You should also check that the subjects and tiers of entry you are entered for are correct and that no subjects are missing.

Q. 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. Where possible such candidates will be seated together to minimise 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.

Q. What do I do if I don't get the grades I need for college?

- Teaching staff will be available to advise you on results day. If you feel strongly that it is necessary to make an enquiry about your result you should first consult the Curriculum Team Leader to obtain advice their advice on the possibility of requesting a remark. Remark requests must be submitted to the Examination Officer by Friday 1st September 2017. You will be asked to sign a Candidate Consent Form prior to the release of results, which will enable school to make an Enquiry about Results on your behalf.

You should be aware that your mark could go down as well as up or even stay the same.