



Student Examination

Information Pack



Summer 2018

**This booklet contains important information regarding your examinations.
Please take a moment to read this carefully.**

Introduction

Here at Great Wyrley we want your examination experience to be as stress-free and successful as it can be. This booklet is designed to provide you with information so that you are fully aware of the examination regulations and procedures to follow in the event of any problems occurring.

Examinations are part of the Curriculum Team, based in the Curriculum Office by the Learning Resource Centre.



We have an examinations noticeboard just inside the Learning Resource Centre. Here you can access up to date information, check which exams are running, and see any room changes. Plus there is a reminder of the rules and regulations which apply to your external examinations.

Please ask if you are unsure about anything. We are here to help you!

Information - BEFORE your exams

Enclosed with this pack is your individual examination timetable. This is personal to you and will show you exactly where you should be for each exam and at what time. Check this very carefully and make sure all of your subjects are listed. Use this to help you plan your revision sessions. If you have an exam clash situation you will have an additional note to explain the arrangements for this.

You have been allocated the same seat for every exam. On your desk there will be a card with your name, candidate number, school centre number and seat number. This seat number is shown on your timetable. On arrival at the exam room you will enter under exam conditions, make your way quietly to your seat and listen for further instructions. You should make sure you have all equipment needed before you enter the room, and that you have handed in your mobile phone/smart watch or other equipment that is not permitted before you take your seat. Wrist watches should be placed on the desk. Invigilation staff will be on hand to help you with this process. Exam papers will already be on the desk. Follow the instructions given to check carefully that you have the correct subject and tier if appropriate.

Information – DURING your exams



Make sure that you have a healthy breakfast in the morning, to help you concentrate!



Be on time for all of your exams. Aim to arrive in school at least 20 minutes before the stated time. An 8.55am start means you should be seated by 8.45am. A 2.00pm start means you should be seated by 1.50pm.



Bags and coats are **not allowed** into the examination room and should be left in lockers or other secure place. Please leave any valuables at home.



Mobile phones and other electronic devices eg iWatch etc. **Students must not have a mobile phone, smart watch or other electronic device in their possession – whether it is turned on or off.** This is very important. You could be disqualified at least from that exam or the qualification altogether, if not all exams with that exam board. These items **must** be handed in or left at home. A box will be available for students who forget to leave their phone however, we are unable to take responsibility for those that are handed in. These must be turned off.



Remember all the equipment that you need. You will need to bring a **BLACK** ball point pen (carry spares also), pencil, eraser, ruler and any other special equipment you need such as **calculators** and maths equipment, or coloured pencils and highlighters. You will need to have these in a CLEAR pencil case.

We sell exam packs and calculators from the Learning Resource Centre



There should be no talking or communication between students once in the exam room. If you need assistance then raise your hand and an invigilator will come to you.



Full uniform must be worn. Remember it can be warm in a full exam room.



Water is allowed into the exam room if necessary but it must be a clear bottle with a spill-proof top and there must be no label. No food will be permitted.



Listen carefully to the instructions and notices read out by invigilators. **Make sure that you have the correct exam paper before you start. It is your responsibility to check this. Please ask if you are unsure.**



Frequently Asked Questions

Q Do I have to attend lessons?

Yes. You must attend normal timetabled lessons until your final exam.

Q What is school centre number?

This is **30150** and will be displayed clearly at the front of the exam room.

Q What if I feel unwell before / during an exam?

If you are not well on the day of an exam, contact the exam office as soon as possible so that we can give you the best advice for your situation. Our direct line is 01922 419311 ext 132 or 104.

If you feel unwell during an exam, let an invigilator know and they will help you.

Q What if I am late?

You need to try and make sure you are always on time. If you are unavoidably late and it is less than one hour you **may** be able to sit the exam. You should get to school as quickly as possible, report to Reception and then go straight to your exam room. Do not enter without a member of staff. You should be aware that if you start an exam more than 30 minutes late, the school must inform the exam board and it is possible that they may not accept your work.

Q Can I take the exam on a different day?

No. The times and dates are regulated by the exam boards and **can not** be changed. All students taking that exam do so on the same day at the same time, irrespective of the awarding body.

Q Do I have to wear uniform?

Yes. Normal school regulations apply for uniform, hair, jewellery and make-up etc.

Q When do I get my results?

The results are out on **Thursday 23 August**. You can collect these in person from 9.00am. Any results not collected will be posted second class.

Good luck in all your exams. We wish you every success!