



**SDCC**

**EXAMINATIONS**

**BOOKLET**

**2018 - 2019**

# INTRODUCTION

This booklet contains information to help you before, during and after your examinations.

The examination boards set out strict rules for the conduct of all examinations and South Dartmoor Community College must follow them exactly. Every year we, like all examination centres, are subject to visits by examinations' inspectors, who have the power to remove our examination centre status if we do not follow the rules. Please read this booklet carefully paying particular attention to the Warning to Candidates and Information for Candidates documents found in the Appendices, these provide an outline of what is expected of **you**.

At the back of this booklet are answers to some of the most frequently asked questions. We are here to help you, so if there is anything you or your parents do not understand **please ask**.

The School has one centre number for all GCSE and GCE examinations: 54301

The Examinations Officer is: Miss E Dixon  
edixon@southdartmoor.devon.sch.uk

The Examinations Assistant is: Miss S Harris  
sharris@southdartmoor.devon.sch.uk

The School telephone number is: 01364 652230

**Good luck in all of your examinations.**

# BEFORE THE EXAMINATIONS

## STATEMENTS OF ENTRY

During the spring term you will receive a Statement of Entry. It is vital that you check this carefully. The statement shows your name, date of birth, examination number and details of the examinations and controlled assessments for which you have been entered. Please go to the examinations department if there are any mistakes or queries. Queries relating to tiers (Foundation/Higher) should be referred to subject teachers.

## CANDIDATE NAME

Candidates are entered under the format of (**legal**) first name + middle names(s) + (**legal**) surname, for example, Adam John Smith. You **MUST** write your **legal** name on all of your examination papers, not your preferred name.

The name that is shown on the Statement of Entry is also the name that will be printed on all of your certificates so please check this carefully.

## CANDIDATE NUMBER/ EXAMINATION NUMBER

Each candidate has a four figure number. This is the number you enter on all of your examination papers. Please learn it. If for any reason you do forget it, you will find it on your desk slip during formal written examinations.

## TIMETABLES

Your final individual timetable will be issued closer to the examinations and will show you the date, time, venue and seat number for all of your examinations. Please check it carefully and if something is wrong please report it immediately to the staff in the examinations office.

**It is your responsibility to attend the **correct examinations** at the **correct times** at the **correct venue** on the **correct days**.**

## CLASHES

There may be some examination clashes and you will receive separate details regarding the arrangements for these. It is very important that you follow these carefully- please go to the examinations office if you are uncertain as to what to do.

## UNIFORM

You must wear school uniform to all examinations- you will not be admitted to the examination room if you are out of uniform. Trainers, unauthorised jewellery or outdoor clothing (coats) are not permitted in the examination rooms.

**MOBILE PHONES ARE NOT PERMITTED IN THE EXAMINATION ROOM.**

## CONTACT NUMBERS

Please check that the school has at least one **up to date contact number** for you and your home.

## BAGS

Bags should be left in the foyer of the Ashmoor Centre or at The Rock during all examinations.

## EQUIPMENT

Make sure that you have all the correct equipment before your examinations. Spare equipment **WILL NOT** be provided by the College.

**All** answers in **all** examinations must be made using a **BLACK** ink pen or biro.

## EXAMINATION PREPARATION TIME AND STUDY SUPPORT

This will be provided in school throughout the day. Any student in school, and **NOT** taking an examination, **MUST** go to normal timetabled lessons, up until their last examination has been taken. If the last examination in that subject has been taken, and you are in school, you should still go to the lesson. Where examinations for a subject have all been taken you must bring suitable revision to do during the lesson.

Further details will be communicated to students in a separate document.

# DURING THE EXAMINATIONS

## EXAMINATION REGULATIONS

The examining boards issue Warning to Candidates and Information to Candidates sheets which are printed in the Appendix. Please read them carefully and note that the breaking of any of the regulations could lead to disqualification from **ALL** subjects. The school **MUST** report any breach of regulations to the examining board.

## ATTENDANCE AT EXAMINATIONS

It is your responsibility to arrive at The Rock **fifteen minutes** before the start of your examination, in full school uniform and with the correct equipment.

## WHAT DO I BRING TO THE EXAMINATIONS?

All students are required to bring the following equipment to each examination in a colourless see-through pencil case or bag.

- Two **BLACK** ink pens or Biro's - not gel pens, erasable pens or highlighters.
- Two **HB** pencils – these may be used for graphs within the examination paper.
- Ruler.
- Rubber.
- Subject specific appropriate instruments. For example, a protractor, compass or coloured pencils to be used when necessary.
- Calculator (see below).
- You may bring water into the examination room but this must be in clear plastic bottle. Bottles must have labels removed.

## UNAUTHORISED MATERIAL

You may **not** bring unauthorised materials into the examination room.

Bags, coats, calculator cases/instruction leaflets, notes, books, mobile phones, smart watches and non-see-through pencil cases must be left outside.

## CALCULATORS

You can only use a calculator if you have been allowed to do so by the examination paper instructions, this will be shown/listed on the front of the paper. If you are permitted to use a calculator it must be silent, cordless and non-programmable. You may not share a calculator with anyone else. You are not allowed to take instruction booklets for your calculator into the examination room. No allowance can be made by the examiners for the breakdown of calculators and you are advised to bring spare batteries or a spare calculator with you. In calculations you are advised to show all steps in your working, giving your answer at each stage. Marks are often given for working out and, even if you get the final answer wrong, you may still receive some marks if part of what you have done is correct.

## SPELL CHECKERS

You must not use a dictionary or computer spell checker unless you are told you may do so by the invigilator of the examination.

## WATCHES

Please make sure that any watch alarms are turned off.

Apple/Smart watches will **not** be permitted in the examination room.

All watches will need to be removed at the start of the examination and placed on your desk for the duration.

## EXAMINATION DESKS

Please do **not** write on examination desks. This is regarded as vandalism and you will be expected to pay for any damage that may be caused.

## PROCEDURES FOR ALL EXAMINATIONS

Your individual timetables will tell you the room and desk numbers where you will sit. Check your timetable in advance of the examination so that you know where you need to go for each examination. Seating lists will be placed at The Rock each day for you to check if you need to.

**You must not talk or make any contact with another candidate whilst in the examination room. Any attempt to cheat will be reported to the examination board.**

If you drop anything on the floor, do not attempt to pick it up. Raise your hand and ask an invigilator to retrieve it for you.

Do not draw graffiti or write offensive comments on the examination papers, if you do, the examination board may refuse to accept your paper.

Read all instructions on the front of the examination paper carefully.

You will not be allowed to leave the examination room early. If you have finished the paper use any remaining time to check your answers and make sure you have completed your details correctly.

You must hand in all work at the end of the examination. Put a neat line through any rough work you do not want marked.

All examination papers will be collected before you leave the room. No examination materials must be taken from the room. Remember you are still under examination conditions until you have left the building. Once your examination is over and everything has been collected you will be dismissed from the room row by row. Please leave in silence and in an orderly fashion so as not to disturb any candidates who may still be working.

If the **fire alarm** sounds during an examination the examination 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** and

in the order in which you are sitting. You will be escorted to a designated assembly point on the **Basketball Courts**. 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

Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.

Invigilators lead the examination rooms to ensure the correct conduct is followed for the duration 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 may occur during the examination, for example, if a candidate is feeling ill.

Invigilators cannot discuss the examination paper with you or read/explain the questions.

Candidates who are disruptive or behave in an unacceptable manner will be removed from the examination room and dealt with accordingly.

## LATENESS

If you arrive after the examination has started go to Student Reception and they will contact the examinations team. Examination boards do not usually accept work done by candidates who arrive more than an hour late; less for shorter examinations.

Make plans to get to school early and take into account problems which may occur with transport etc.

## NON-ATTENDANCE

If you fail to turn up for an examination without good reason **you will be charged the entry fee**. If you are ill you will need a letter from a responsible adult and/or a doctor's note. Please go to the examinations office regarding this so that we may appeal to the examination board on your behalf. You may **not** sit the examination at any times other than those shown on the timetable. If you miss more than 50% of the whole qualification (this includes controlled assessments) you will not receive an overall grade, even if you are ill.

**If you are unable to attend school through illness on a day when you have an examination it is essential that an adult from home contacts school before 8.30am to explain the reason for your absence. Please call Sherral Baker our Attendance Officer on 01364 652230.**

It is your responsibility to be on time, on the right day and properly prepared for your examinations.

# AFTER THE EXAMINATIONS

## SPECIAL CONSIDERATION

There are many things which can affect your performance during examinations such as recent illness, bereavement, family trauma, and some accidents. If you are badly affected by any of these the school can apply for special consideration from the examination boards. However, you must be able to support your appeal by a letter from someone in authority. Speak to the examinations office for advice.

## RETURN OF COURSEWORK

It **may** be possible for you to have your coursework back from some subjects after the results are published. Please speak to your individual subject teachers for further details.

## RESULTS

The school will be open for the collection of examination results. Details of opening times will also be posted on the school website.

<b>GCE results</b>	<b>Thursday 15<sup>th</sup> Aug</b>	<b>9am-2pm</b>
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<b>GCSE results</b>	<b>Thursday 22<sup>nd</sup> Aug</b>	<b>9am-2pm</b>
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If you know you will be unable to collect your results in person, you can leave a stamp addressed envelope with the examinations team and we will post them out on the Thursday.

**We do not email results to students or parents nor do we ever give out results over the phone.**

**If you need someone else to collect your results they must have a letter of authorisation from you, even if this is a parent.**

It is our practice to celebrate achievement by publishing examination results. If you do not wish us to publish your results please let us know in writing.

## APPEALS

If, when you receive your results, you find some of your grades are unexpectedly poor (two or more grades below your predicted grade) it is possible to have your work checked by the examination board. This does cost money (approx. £50 per paper) but may be worth doing, although remember that marks can do down as well as up.

If you wish to make an appeal you must complete the review of marks form which will be made available to you on results day. The form can also be found on the website. More information in Appendix.

## CERTIFICATES

These are available for collection from the school examinations office from the start of the spring term (Jan) following the examinations season. South Dartmoor Community College 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 board. This will require proof of identity and a substantial fee per examination board. You are therefore urged to collect your certificates promptly and keep them safe.

Access to certificates will be notified on the website.

## **FREQUENTLY ASKED QUESTIONS**

### **Question: What do I do if there's a clash on my timetable?**

The school will re-schedule examinations internally where there is a clash of subjects, these will remain on the same day. 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. Correct times should be on your individual candidate timetable. It may be necessary for you to bring a packed lunch if you have examinations in the morning and afternoon as you will have to remain in isolation until both examinations are completed. If in doubt please ask the examinations office.

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

Invigilators will ask you to check the paper that you have been given before they start the examination. If you think something is wrong put your hand up and tell the invigilator.

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

Candidate numbers are printed on your desk slip which are located on your examination desk.

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

The school Centre Number is 54301. It will be clearly displayed in the examination rooms and is printed on your desk slip.

### **Question: What do I do if I have an accident or I am ill before the examination?**

Inform the school as soon as you can so that we can help and 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 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).

### **Question: What is an Appeal for Special Consideration?**

Special Consideration is an adjustment to the marks of a candidate. The allowance for Special Consideration starts from 0% - consideration given but addition of marks considered inappropriate, to 5% - reserved for exceptional cases. You 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 is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness, accident or injury, bereavement and domestic crisis. The examinations office must be informed immediately so that the necessary paperwork can be completed (within 7 days of the last examination session for each subject) and the candidate will be required to provide evidence to support the application.

### **Question: What do I do if I feel ill during the examination?**

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

### **Question: If I'm late can I still sit the examination?**

Provided you are not more than 1 hour late (unless the paper is less than one hour long), it **may** still be possible for you to sit the examination. You should get to school as quickly as possible and report to Student Reception. A member of staff will then escort you to the examination room. You **must not enter** an examination room without permission after an examination had begun.

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 get to school so that if you are delayed, for example through transport problems, you will still arrive on time.

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

No. Timetables are regulated by the examination boards and you must attend at the given date and time.

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

Yes.

### **Question: 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' and also on the front of the examination paper. 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 the examination room.

### **Question: Which equipment should I bring for my examinations?**

- For most examinations you should bring at least 2 pens - black ink only.
- For some examinations you will need a calculator, a 30cm ruler, pencil sharpener, rubber, compasses, protractor and coloured pencils.

You are responsible for providing your own equipment for examinations. You must not attempt to borrow equipment from another candidate during the examination.

### **Question: Which items are not allowed into the examination room?**

Only material that is listed on question papers is permitted in the examination room. Students who are found to have any other materials that are not permitted will be reported

to the examination board. In such circumstances, a student would normally be disqualified from the paper or the subject concerned.

Bags, coats and any other items not permitted under examination regulations must be left in the foyer of Ashmoor Centre when you attend for an examination.

Only water in a see-through plastic bottle is allowed in the examination room. Any labels must have been removed.

Mobile telephones must not be brought into the examination room **even if they are turned off.**

### **Question: Why can't I bring my mobile telephone into the examination room?**

Being in possession of a mobile phone or any other electronic communication device e.g. smart watches or headphones etc. is regarded as cheating and is subject to severe penalties from the awarding bodies.

The minimum penalties are as follows:

Device found on you and turned **ON** - disqualification from the entire subject award.

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

If your phone rings during the examination **wherever it is in the room** - you will be **disqualified from all subjects with that examination board.**

### **Question: Can I leave early?**

No.

### **Question: What do I do if the fire alarm goes off?**

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.

### **Question: 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.

### **Question: If I have more than one examination in one 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.

### **Question: Why do I need to check all of the details on the Statement of Entry?**

The details on your Statement of Entry will be used when certificates are printed. If the name and date of birth on your certificates does not match your birth certificate it could cause you

problems when you are asked to show your certificates to a potential employer or 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.

## CHECKLIST

1. Read this examination information booklet carefully.

2. Read the Warning to Candidates notice.
3. Discuss this booklet with your parents/carers.
4. Check your Statement of Entry and Individual Timetable sheets for errors.
5. Sort out your equipment - calculator, batteries, pens etc.
6. Make sure that the school have your correct home address and telephone number on file.
7. Create a realistic and achievable revision timetable. A template timetable can be found in the appendix.
8. Turn up on time, in the correct school uniform and be well prepared for your examinations.
9. Tell your form tutor or the examinations office if you have a problem and do not be afraid to ask if you have a question.

**Give all of your examinations 100% effort and good luck!**

**You only get one chance.**

Miss Dixon  
Examinations Officer

**ENQUIRIES ABOUT RESULTS**

If you achieve a surprising result in a GCSE examination you may be able to make an appeal to the examination board. This is done via the examinations office and can take several formats;

1. You can ask for a clerical check – this is where a check is performed on the examination paper to make sure that the marks were added up correctly.
2. You can ask for the paper to be re-viewed to ensure the correct application of mark scheme.
3. You can ask for a copy of the original examination paper. Please note; once returned the paper has been returned it cannot be re-marked.

If your mark changes, up or down, the new mark is the **final** mark and supersedes all previous marks. You cannot appeal against a re-mark or ask for the previous mark to be reinstated. If you would like to request an appeal, please complete the appropriate form, giving as much detail as possible.

Forms will be available on results day and via the examinations section on the website.

Payment will need to accompany the request and can be made using different payment methods.

If the **overall** grade is amended the fee will not be charged and a refund will be issued.

The examination boards can take over 30 days to inform us of any enquiry results. Once we know the outcome we will notify you, this is why we ask for all contact details to be up to date.

## APPENDIX

Appendix A: GCSE controlled assessments TBC

Appendix B: Information for candidates using social media and examinations/ assessments

Appendix C: Coursework assessments

Appendix D: Non-examination assessments

Appendix E: General and Vocational qualifications

Appendix F: Warning to Candidates

Appendix G: Blank Revision Timetable

Appendix H: Departmental links to revision support