



SDCC EXAMINATIONS BOOKLET 2018

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 exam 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 the booklet carefully paying particular attention to the Warning to Candidates and Information for Candidates found in the Appendices, so that you know what is expected of you.

At the back of the 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 & BCSE Exams:

54301

The Exams Officer is:

Miss Dixon

The Exams Assistant is:

Miss Harris

The School telephone number is:

01364 652230

Good luck in all your exams.

"I am a great believer in luck, and I find the harder I work the more I have of it."

Stephen Leacock

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, exam number and details of the exams and controlled assessments for which you have been entered. Please see Miss Dixon 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 initial + (**legal**) surname, e.g. Adam J. Smith. You **MUST** write your legal name on your exam papers, not your preferred name.

There is also a facility of seeing what name will be on the certificates please check this carefully.

CANDIDATE NUMBER/ EXAM NUMBER

Each candidate has a four figure number. This is the number you enter on all your exam papers. Please learn it. If for any reason you do forget it, you will find it on your Desk Slip during formal written exams.

TIMETABLES

Your final individual timetable will be issued closer to the exams and will show you the date, time, venue and seat number for all your examinations. Please check it carefully and if something is wrong please see Miss Dixon in the Exams Office.

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

CLASHES

There are always some **exam clashes** and you will receive separate details regarding the arrangements for these. It is very important that you follow these carefully- see Miss Dixon if you are uncertain as to what is expected of you.

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, T-shirts or

outdoor clothing are not permitted in the examination rooms. MOBILE PHONES ARE NOT PERMITTED IN THE EXAM 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.

EQUIPMENT

Make sure that you have all the correct equipment before your examinations. Check the information on the following pages.

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

Exam Preparations Time/ 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 exam has been

"As turning the logs will make a dull fire burn, so changes of studies a dull brain."

Longfellow

taken. If the last exam 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

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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 the candidate's responsibility to arrive at the **ROCK FIFTEEN MINUTES** before the start of the exam in full school uniform and with the proper equipment.

WHAT TO 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. **No other pencil cases etc are allowed.**

- **Two BLACK ink pens or Biro's.** (Not gel pens, erasable pens or highlighters.)
- **Two HB pencils** (e.g. for graphs, but make sure the lines are dark enough to be picked up by the scanner).
- **Ruler.**
- **Rubber.**
- **Appropriate instruments e.g. protractors, compasses, crayons etc when necessary.**
- **Calculator** (see below).

You may bring water in a 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 and non see-through pencil cases must be left in Ashmoor Reception.

Calculators. You may use one unless you are told you must not do so. If you do 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 exam 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 Exam Room. Watches should be taking off and placed on the desk during the exam.

EXAMINATION DESKS

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

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 exam so that you know where you need to go for each exam. 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- if you do, your paper will be cancelled. 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 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 exam. Put a neat line through any rough work you do not want marked.

All exam papers will be collected before you leave the room. No exam materials must be taken from the room. Remember you are still under exam conditions until you have left the building. Once your exam is over and everything has been collected in you will be dismissed from the room row by row. Please leave in silence 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 exam 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 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 is feeling ill.

Please note that invigilators cannot discuss the examination paper with you or read/ explain the questions.

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

LATENESS

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

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 see Miss Dixon 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 8.30a.m. 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 Mrs Dixon 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 exam results details of opening times will be posted on the school website.

GCE results	Thursday 16 th Aug	9am-2pm
GCSE results	Thursday 23 rd Aug	9am-2pm

If you know you will be unable to collect your results in person, you can leave a stamp addressed envelope with the exams team and we will post on the Thursday. Please make sure that you let Mrs Dixon have details if you need your results sent to a different address (in UK only). 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 exam 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 again. The costs 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 mark forms which will be made available to you on results day as well as being on the website. More information in Appendix.

CERTIFICATES

These are available for collection from the schools exams office from the spring term (Jan) following the exam 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 exam 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 safely.

Access to certificates will be notified on the website.

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. Correct times should be on your individual candidate timetable. 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 ask Mrs Dixon.

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.

Q. What do I do if I forget my candidate number?

- Candidate Numbers are printed on your Exam Identity Card which you will find on your exam desk.

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

- The Centre Number is 54301. It will be clearly displayed in the examination rooms and is printed on your Exam Identity Card.

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

- 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).

Q. What is an Appeal for Special Consideration?

- Special Consideration is an adjustment to the marks of a candidate. The allowance for Special Consideration is 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 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 as application.

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

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

Q. 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 Reception. A member of staff will escort you to the exam 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 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 at the given date and time.

Q. Do I have to wear school uniform?

- Yes.

Q. How do I know how long the exam 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 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 the exam room.

Q. Which 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 a calculator (e.g. Maths/ Science), a 30cm ruler (marked with cm and mm), pencil sharpener and rubber, compasses, protractor, coloured pencil crayons (not gel pens).
- You are responsible for providing your own equipment for examinations. You must not attempt to borrow equipment from another candidate during the examination.

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

- Only material that is listed on question papers is permitted in the examination room and student who are found to have any materials with them that is not allowed will be reported to the examination 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 foyer of Ashmoor Centre when you attend for an examination.
- Only water in a see-through plastic bottle is allowed in the exam room. Any labels must have been removed.
- Mobile telephones must not be brought into the exam room **even if they are turned off.**

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. i-pods, smart watches, headphones) 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.

Phone rings during the exam **wherever it is in the room-** you will be **disqualified from all subjects with that exam board.**

Q. Can I leave early?

- No

Q. 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.

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.

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 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.

"The price of wisdom is above rubies"

The Bible; Job: 28,18

CHECK LIST

1. Read this book carefully.
2. Read the Warning to Candidates.
3. Discuss this booklet with your parents/ guardians.
4. Check your Statement of Entry and Individual Timetable sheets for errors.
5. Sort out your calculator, batteries, pens etc.
6. Make sure that the School Office has your correct home address and telephone number on file.
7. Create a realistic and achievable revision timetable. (Template in appendix.)
8. Turn up on time, in the correct school uniform and be well prepared for your exams.
9. Tell your form tutor or Miss Dixon if you have a problem. Ask if you have a question.

Give all your examinations 100% effort and good luck! You only get one chance.

Miss Dixon
Examinations Officer

How to make an appeal

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

1. You can ask for a clerical check to be made (ie a check 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 exam paper. (Once returned the paper 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 Exams section on the website.

Payment will need to be made via Parent Pay.

If the overall GCSE grade is amended the fee will not be charged.

Please note that the exam boards can take over 30 days to inform us of enquiry results. Once we know the outcome we will notify you, hence why contact details much be up to date.

Appendix

Appendix A: GCSE controlled assessments

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