



Tudor Grange Academy Kingshurst

Exam Information for Students

Examinations Officer: Mrs Maryam Gaffar
Email: exams@kingshurst.tgacademy.org.uk
Tel: 0121 329 8300 ext. 8112/8220

Introduction

Dear Student

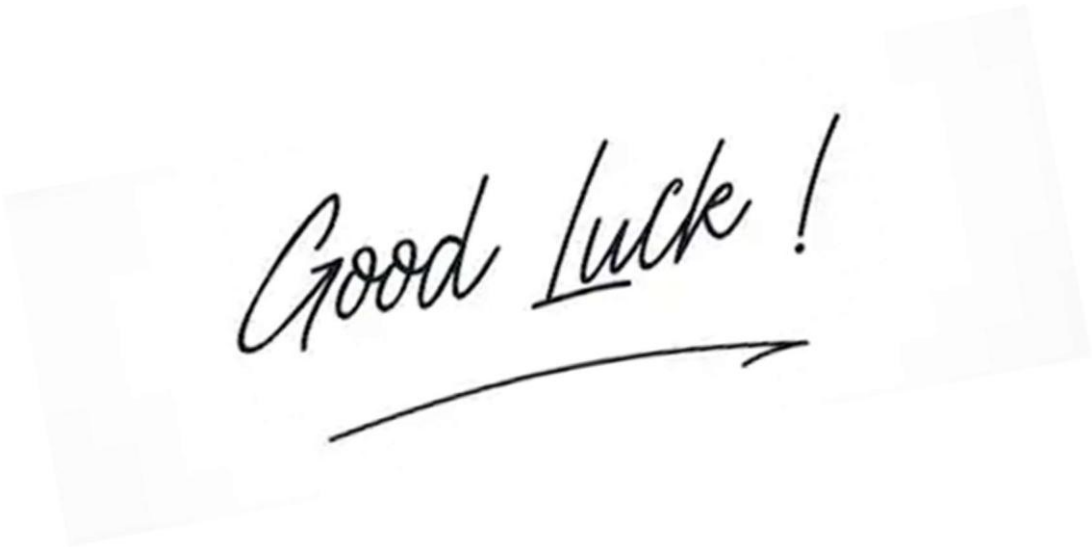
This booklet is designed to give you all the information you need to make a success of the external examinations process.

The Awarding Bodies (Exam Boards) have strict rules which must be followed. JCQ's Warning Notice is printed on the next page; all of the JCQ Notices have been included in the Parent Handbook (they are also on the school website) – please read them carefully.

Some of the questions you may have are answered in this booklet. If there is anything you do not understand or any questions that have not been answered, PLEASE ASK either your Subject Teacher or the Exams Officer.

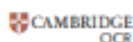
At Tudor Grange Academy Kingshurst we try to make the examination experience as stress-free and successful as possible for all candidates.

If you or your parents have any questions or need help or advice at any time before, during or after the exam period please contact the Exams Officer.

A handwritten note on a piece of paper that says "Good Luck!" in a cursive script. Below the text is a long, curved arrow pointing to the right. The paper is slightly tilted and has some faint, illegible markings on it.

Good Luck!

Warning to candidates



1

You **must** be on time for all your examinations.

2

Possession of a mobile phone or other unauthorised material is not allowed even if you do not intend to use it. You will be subject to penalty and possible disqualification from the examination or qualification.

3

You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.

4

You **must** follow the instructions of the invigilator.

5

You **must not** sit an examination in the name of another candidate.

6

You **must not** become involved in any unfair or dishonest practice in any part of the examination.

7

If you are confused about anything during your examination, raise your hand to speak to an invigilator.

Do not speak to or disturb anyone else.

The **Warning to candidates** must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.



**NO MOBILE PHONES
NO SMART GLASSES
NO WATCHES**

NO STORAGE OR WEB-ENABLED DEVICES



**Possession of unauthorised items
is a serious offence and could result in**

DISQUALIFICATION

from your examination and your overall qualification.

This poster must be displayed in a prominent place outside each examination room.

Before the Day

1. Check your timetable
2. Make sure that you understand what is happening on each day. If you are not sure, ASK!
3. Make sure you are clear on the exam protocol regulations and rules

On the Day

- 1 Arrive in good time. Morning exams start at 9:00am, afternoon exams start at 1:30pm.
- 2 Bring with you all the necessary equipment: Pen, pencils, ruler, rubber, calculator, all in a clear, see-through pencil case.
- 3 Go to the toilet before you arrive at the exam room.
- 4 Line up quietly outside your exam room and wait for the invigilator to invite you in.
- 5 Enter the exam room in silence.
- 6 Listen carefully to all instructions.
- 7 If you need any help during the exam, put up your hand and an invigilator will come to you. Remember that they cannot help you with reading (unless you are allowed a reader).
- 8 If the fire bell sounds during an exam you must wait for instructions from the invigilator or the Exams Officer. If it becomes necessary to evacuate the exam room, you must leave everything, including your exam paper, on the desk and leave the room one row at a time, as instructed. You should assemble by subject, in candidate number order, away from other members of the school (along the fence by the nursery). **YOU MUST NOT TALK TO OTHER CANDIDATES OR MEMBERS OF STAFF.** Provided that you are able to return to the exam room later, you will be given the full time allocated. The Awarding Body will be informed of the disruption.

Frequently Asked Questions

Q Why do I need to check the details on my Statement of Entry/Timetable?

- A The details on your statement 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 at some time in the future. For example, you may have to show your certificates to a potential employer or college/University staff. You must also check that the subjects and tiers of entry you are entered for are correct and that no subject is missing. Tell the Exams Officer if you think that anything is not right.

Q What do I do if there is a clash on my timetable?

- A The school will re-schedule papers internally (on the same day) where there is a clash of subjects. You will normally sit one paper, then have a supervised break. After that, you will 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 in the afternoon because you will have to remain under supervision until both exams are complete. If in doubt, see the Exams Officer.

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

- A Inform school at the earliest possible opportunity so we can help or advise you. If you have any accident that means you cannot write, it may be possible to provide you with a scribe to write your answers. However, we will need to know this as soon as possible.

Q Do I have to wear school uniform to exams?

- A Yes. Normal school regulations apply to uniform, hair, jewellery, makeup etc.

Q What equipment should I bring for my exam?

- A For most exams you should bring at least 2 black pens, a pencil and a ruler. Pencils must be used for diagrams. You may also need a calculator, 30cm ruler (marked with cm and mm) pencil sharpener and rubber, compass, protractor, coloured pencils (not gel pens).
- You are responsible for providing your own equipment for exams. Make sure that you have cleared your calculator's memory. You must not attempt to borrow equipment from another candidate during the exam.

Q What items are not allowed in the exams room?

- A No food or drink is allowed in the exam room, except for water in a sports cap clear plastic bottle with the label removed.

Mobile phones and other electronic devices must be placed in the boxes/bags provided. Under no circumstances are students allowed to have these during the exam.

Only material that is listed on the question papers is permitted in the exam room and if you are found to have any material with you that is not allowed it will be reported to the appropriate Awarding Body. In such circumstances, you would normally be disqualified from the paper or the subject concerned.

Q I have my mobile phone in my pocket but it is tuned off/battery removed; surely this doesn't count?

- A It does not matter if a mobile is turned on or off or if the battery is removed. If you are found with a mobile phone (or any other technological/web-enabled source of information) on you during the exam it will be reported to the exam awarding Body.

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

- A 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 How do I know how long the exam is?

- A The length of the exam is shown in minutes on your individual timetable under the heading 'duration'. Invigilators will tell you when to start and finish the exam. They will display the start and finish time on the board and there will be a clock in the exam room.

Q Can I leave the exam room early?

- A No. You are expected to stay in the exam room until the end of the exam. A candidate may not leave the exam room, under any circumstances without the permission of an invigilator.

Q If I am late can I still sit the exam?

- A Yes. If you arrive before 10:00am for a morning exam or before 2:00pm for an afternoon exam, it will still be possible for you to sit the exam. When you arrive at school you should report to main Reception. A member of staff will escort you to the exam room – you must not enter an exam room without permission after the exam has begun. It may not be possible to allow you the full working time if you start the exam late.

If you arrive after 10:00am or 2:00pm, you may still sit the exam, but the school must inform the awarding Body and it is possible that they 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 exam can I take it on another day?

- A No. Timetables are regulated by the awarding bodies and you must attend on the given date and time.

Q Can I go to the toilet during the exam?

- A Only if it is absolutely necessary. You will be escorted by an invigilator and will not be allowed any extra time. You must leave your jacket with the invigilator.

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

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