

## EXAMINATION INFORMATION FOR STUDENTS AND PARENTS

Villiers High School has a very strict approach to the administration of examinations and as students you have been very helpful in enabling the school to maintain such a high standard. As you know, exam times are very important and the papers you will be taking this year will influence what you do in the future. It is essential that the examinations run as smoothly as possible and we hope that this leaflet will help you understand and the rules and regulations set by the Exam Boards. The school fully supports them and legally is obliged to ensure they are followed.

If you do not stick to these rules then it is possible that you could be disqualified from your exam, so please make sure that you read the following information carefully. If there is anything that you do not understand, please ask your teacher for help.

### BEFORE THE EXAMINATIONS

#### STATEMENT OF ENTRY

All Candidates receive a statement of entry 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 and some have Foundation or Higher tiers.

You must check everything on your statement of entry 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.

#### CANDIDATE NUMBER

Each candidate has a four digit candidate number. This is the number you will enter on examination scripts. It will appear next to your name on seating plans and examination registers. You need to MEMORISE YOUR CANDIDATE NUMBER

#### UCI

In addition to a candidate number, you must have a Unique Candidate Identifier (12 digits and 1 letter) which appears on the top of statements of entry. This number will usually begin with the Centre Number (12462) 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.

#### EXAMINATION BOARDS

The school uses the following Examination Boards: AQA, Edexcel, OCR, WJEC.

#### TIMETABLES

A copy of the school's GCSE timetable will be published on the school website. You will also receive an individual timetable showing your own specific examinations with details of date, time, and duration of exam, venue and seat number. Check it carefully. If you think something is wrong see Exams Officer immediately.

## **CLASHES**

If you notice a clash of exams on your statement of entry, it will be resolved before the final timetable is published. If you have any concerns or questions about the order of exams taken or length of breaks between the exams please see the Exams Officer immediately.

## **CONTACT NUMBERS**

Please check that school has at least one up-to-date contact number for you

## **ON THE DAY OF THE EXAM**

- Have a good breakfast if you can
- Make sure you know where the exam is held and what time it starts. Give yourself plenty of time to get there
- Take all the equipment you will need for the exam, including extra pens and pencils
- Take in a bottle of water (all labels must be removed from the bottles)
- Go to the toilet beforehand
- If you feel anxious, breathe slowly and deeply while waiting for the exam to start

## **ABSENCE/LATE ARRIVAL**

Please telephone the main school switchboard (020 8813 8001) and leave an urgent message and contact phone number for the Exams Officer if:

- You are unable to be present at an exam due to illness
- You are absent due to a genuine emergency
- You have been delayed getting to school for the start of the exam

Please ensure you telephone by 8:30am for morning exams and 1:00pm for afternoon exams. Do not leave messages for teachers or departments or use the school absence phone line.

For the Exam Board to accept absence due to illness you must get a letter from the GP or hospital and give this to the Exams Officer within five days.

Any candidates who arrive after the start of any exam must report to Reception and wait to be escorted to the appropriate exam room.

Please note that the Exam Boards do not accept misreading the timetable as a satisfactory explanation of absence or late arrival.

**Be at your exam room at the following times:**

<b>Morning exams:</b>	<b>08:30am</b>	(published start time 09:00am)
<b>Afternoon Exams:</b>	<b>01:15pm</b>	(published start time 01:30pm)

## **SPECIAL CONSIDERATION**

Special consideration can only be applied for if something has seriously affected your performance on the day of the exam. Examples of acceptable reason for application are: bereavement, family crisis, injury or illness (you would need a doctor's note). You need to inform your Head of Year or Exams Officer as soon as possible.

## **EXAM ROOM CONDUCT**

Wait quietly outside your exam room/hall and upon entering, sit at the correct desk (with your name and candidate number). Once inside the room, Exam Board rules state that you **MUST** be silent and **MUST NOT** turn around. If there is any communication between students it will be assumed that you are cheating and will be treated accordingly.

**Listen carefully to instruction and notices read out by the invigilators**-there may be amendments to the exam paper that you need to know about. **at you are cheating and will be treated accordingly.** You must not talk until you leave the exam room.

## **WARNING**

You are not allowed to keep any bags, coats, books or notes with you in the exam room. Mobile phones, MP3 players, headphones and any types of electronic or storage devices are **NOT ALLOWED** in the exam room. Please check your pockets before you enter the room and hand in any unauthorised items to the invigilator.

**IF A MOBILE PHONE OR OTHER ELECTRONIC COMMUNICATION DEVICE IS FOUND IN YOUR POSSESSION DURING AN EXAM EVEN IF IT IS TURNED OFF, THE DEVICE WILL BE TAKEN FROM YOU AND A REPORT WILL BE MADE TO THE APPROPRIATE EXAM BOARD.**

If you are caught cheating in an exam, you will be reported to the Exam Board. Cheating means doing anything that is against the rules stated on the Notice to Candidates or Warning to Candidates (see links at the end of this document) which are on display outside the exam room. This includes:

- Being in possession of a mobile phone
- Using unauthorised aids such as MP3 players or other storage devices
- Communicating with other candidates (talking or otherwise)
- Copying from other candidates

Before the exam starts, **check that you have the correct exam paper** you expected (including the tier).

## **DO NOT START THE EXAM UNTIL INSTRUCTED BY THE INVIGILATOR**

When instructed you will need to fill in the exam paper/answer booklet clearly with your name, candidate number and **Centre Number 12462** (displayed on the board). Sign your booklet with your usual signature.

The start and finish time will be written on the board in the exam room. Candidates allowed extra time will have their time displayed on their desk.

Please do not write on examination desks. This is regarded as vandalism and you will be asked to pay for any damage. Do not draw graffiti or write offensive comments on examination scripts; if you do, the Exam Board may refuse to accept your paper.

### **AT THE END OF THE EXAM**

If you finish before the time allowed for the exam, carefully check all your answers. If you have used additional loose sheets of paper, these must be joined together with a tag that will be provided by the invigilator. Make sure your name and candidate number are on every piece of paper used. Your papers will be collected and you will be given permission to leave. **ABSOLUTE SILENCE MUST BE MAINTAINED DURING THIS TIME.** Question papers, answer booklets and additional paper must not be taken from the exam room.

You will be dismissed row by row. Exit in an orderly manner. You must remain silent until you are outside the building. You are not allowed to leave the exam room earlier even if you have finished your exam, so **DO NOT ASK.**

### **FIRE ALARM**

The following instructions must be carried out in **COMPLETE SILENCE** should the alarm go off:

- Stop writing and close your paper
- Wait seated until further instructions
- If you are asked to leave the room, leave in silence and in order you are sitting. Leave all equipment in the exam room
- When you leave room you **MUST** be at least one metre away from the student in front and behind you
- When you return to your exam room, do not start writing until then invigilator tells you to do so
- You will be allowed the full working time set for the examination

## **JCQ DOCUMENTS**

**Information for Candidates** <http://www.jcq.org.uk/exams-office/information-for-candidates-documents/information-for-candidates-written-exams-2015-2016>

**Warning to candidates** <http://www.jcq.org.uk/exams-office/exam-room-posters/warning-to-candidates>