

Appendix - Exam Preparation and regulations

All students were issued a red exam timetable in January, ideally, this should be displayed in a prominent place, where several members of the family will be able to check which exam is next and exactly when it is. If you have lost it, don't panic – please ask Mrs Ashton or Mrs Clarke in the Exams' Office for another copy.

Getting equipped

- Make sure you have everything you need for your exam well before you are due to take it.
- You will always need two or three black pens, two or three pencils, an eraser and ruler. For some exams you will need a calculator, protractor, compass, and coloured pencils.
- If the weather is hot or you tend to get thirsty, you will need a **clear** water bottle, WITH NO LABEL, with a sports top. Make sure this is filled with water before you leave home to avoid queuing in school.
- Check your uniform is correct. You cannot enter the exam room unless you are in uniform (including black shoes).
- Your pencil case must be see-through so it can be checked on the way in.

Preparing for the exam

- Remember the advice you have been given by subject teachers, your tutor, and other teachers about how to revise for exams. Use any revision resources you were given to help you plan and learn different revision strategies and attend any planned revision sessions in school.
- The night before each exam, make sure you get to bed in good time, so you don't feel tired the next day.
- Get everything ready to take with you the night before to avoid a last-minute rush.
- Make sure that your clothing is appropriate to the weather, so you do not get too hot or cold in the room.
- Have something to eat and drink before you take your exam. Your brain uses energy so needs food, and research has shown that students don't perform so well if they are short of water.

Getting to the exam

- Check your exam timetable regularly to ensure you do not miss an exam. Check in the morning of each exam so you are sure of the start time.
- Some students may have a clash of exam times. Check carefully to see how the Exams' Office has resolved the clash, and, if necessary, make sure that you bring in a packed lunch, as you may be in supervised isolation over lunchtime.
- Don't forget that you need to be in school at least **30 minutes** before the exam is due to begin. There may be briefing sessions before each exam, with last minute reminders that your teachers think will be important to you. These announcement will take place outside the examination room.

If there is a problem during an exam

- You must let an invigilator know about any problem you are having during an exam.
- We will do our best to sort out the problem immediately.
- If we cannot sort it out for you, we try to find ways of compensating for it so that your exam result is not affected.
- We will let you know what course of action is taken.



- **IF YOU HAVE A PROBLEM, AND HAVE NOT INFORMED THE INVIGILATOR AT THE TIME, WE CANNOT DO ANYTHING ABOUT IT AFTERWARDS.**

Missing an exam

- If you forget an exam, we will try to contact you to let you know you are missing it.
- Please provide us with your mobile phone number (Tutors have asked for this recently) so we can get in touch with you wherever you are. We promise to use these numbers for this reason only and we will destroy them as soon as the exams are over.
- If you are missing an exam you will have to get in as quickly as possible. Get a family member or friend to bring you in. If you cannot, think about getting a taxi.
- Any students who miss an exam **must** complete a **Form 14**. Section C must be signed by the candidate and section B by the parent/guardian/carer, the form needs to be returned to the Exam's Officer within 5 days of missing the exam. A copy of this form is included with this letter and on the school website under Exams.
- If in the extreme case a candidate misses a timetabled component/unit for **acceptable reasons** and the School is prepared to support an application for special consideration, an adjustment may be made to the terminal grade* *JCQ regulations 2022*

If you breach exam board regulations

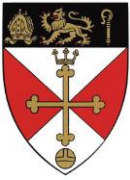
- It is very important that you keep strictly to the exam board regulations. Our students usually behave in an exemplary way during the exams.
- We will ensure that you know what the exam board regulations are. Notices are posted outside the exam rooms. We will also read the regulations to you before each exam.
- If you breach the regulations, we are obliged to report the incident to the exam board.
- When an exam board is notified of a breach of regulations, they usually disqualify the candidate from the paper or the exam. In extreme cases, the candidate may be disqualified from all their exams.
- If we believe that someone is likely to distract other students in the exam room, and that the exam performance of other students might be affected, that person will not be allowed to take their exams with other students.
- Anyone who must take their exams in isolation will be required to pay for the additional invigilator needed before sitting the exam.

If you are ill

- There are lots of things we can do to help you get your qualifications if you are ill, so don't worry.
- You must let us know straight away if you are ill when you should be taking an exam. We will then discuss with you the best way to proceed.
- Regulations regarding provision of medical certificates have changed, and you are not necessarily required to provide a medical certificate or letter from your doctor if you are ill. However, you must let the Exams' Office know as soon as possible if you are ill, and we will let you know what you need to do, in order that our necessary documentation can be sent to the exam boards.

If something happens to cause you distress





- If something happens to you which is likely to affect the way you perform in your exams, we may be able to make special arrangements for you. Alternatively, we may be able to arrange for the exam board to take the problem into account before they decide what grade to award you.
- You must let us know straight away about the problem. We will then talk to you about the options that are available to you.
- We will need some form of evidence to send to the exam board, but this may be as simple as a letter from a parent.

After the exam

- Don't worry about what you have already done. Look forward to the next exam and continue to prepare for that in the best way you can.

Who can help you?

- All the staff in the school will be happy to help you if you think that they are the right person for you.
- You might like to consider your tutor, subject teachers, and academic leader for advice on taking exams.
- The Exams' Office staff, Mrs Ashton, and Mrs Clarke, can help you with practical problems about exams and can give you information on how we deal with problems about illness and other problems which might affect your performance in exams.

