

THE TOYNBEE SCHOOL



EXAM HANDBOOK

For Written Exams
and Controlled Assessments

2016-2017

INSTRUCTIONS & INFORMATION
FOR STUDENTS AND PARENTS

Mrs J Bell Examinations Officer
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EXAMINATION INSTRUCTIONS FOR STUDENTS

All exams are set to National standards. The regulations apply to the whole country and any problem which lessens the chance of success of others in the exam will be dealt with very severely by the Exam Boards.

Students must make sure that they know exactly when their exams are, especially whether they are morning or afternoon. All dates and times can be found on the Candidates Statement of Entry. They will also be given an individual timetable. The whole school examination timetable will be sent via email to parents, displayed on the Examination Board outside the Examination Office and on the school website (**Information then Examinations**).

They will be given an individual timetable Exam timetables will be displayed in tutor rooms, **STUDENTS ARE RESPONSIBLE FOR ENSURING THAT ALL ENTRY DETAILS ARE CORRECT and will be asked to check them.**

Students must make sure that they bring in **ALL** relevant equipment for each exam, e.g. a calculator for Science/Maths exams. Please make sure that **black** pens, pencils, eraser, ruler and a sharpener are brought in a **clear** pencil case or plastic bag. **TIPPEX OR GEL PENS ARE NOT ALLOWED IN ANY EXAMS.**

Exams can only be taken on the set day and time. Please ensure that enough time is allowed to get to school even if there is a delay for any reason e.g. traffic.

TIMINGS

Summer exams usually begin at the following times:

Morning exams: 9.00 am

Afternoon exams: 1.45pm

Timings of exams at other times of the year may vary – please be sure you are aware of them.

Extra time cannot be given should a student arrive late for any exams. If more than 30 minutes has elapsed after the start of the exam the Exam Boards will have to be notified and may refuse to mark the paper.

If an exam is missed it cannot be done again in the session.

If a student is ill and cannot take an exam, parents should **telephone the school immediately and leave a message for Mrs Bell.**

Where pupils fail to attend exams without valid reason, the school reserves the right to charge parents the entry fees.

It is expected that correct school uniform will be worn in exams. If candidates do not, staff are entitled to ask why, and to take appropriate action: this is a distraction that students can do without at the start of an exam.

ARRANGEMENTS FOR EXAMS IN THE THEATRE AND SPORTS HALL

Please line up outside the building with all students sitting the same exam.

UNDER NO CIRCUMSTANCES are bags, coats or mobile telephones allowed into the exam room. Leave them in lockers before going to the exam room.

Once inside the room, Exam Board rules state that there **MUST** be silence. If there is any communication of any sort between any students it will be assumed the worst and they are cheating and will be treated accordingly. Communication can only take place with an invigilator until the exam is declared over.

We cannot stress enough how important it is **NOT TO BRING IN MOBILE PHONES**. Anyone caught with a mobile phone, whether it is turned off or not, will be severely reprimanded by the appropriate Exam Board. It usually leads to disqualification from that exam. This also applies to Smart watches, pagers, MP3 players and any texting devices.

If you wish please bring an **unlabelled** bottle of water into your exams. However you are **NOT** allowed to bring in the following items: -

- Canned or cartons of drinks**
- Chewing gum**
- Any other food**

We expect candidates to use all the time allocated for the exam. There are strict rules about leaving an exam room while all other students in the country are in their exam. That is at least for an hour. Be aware that some exams are very long – up to 2 hours 45 minutes. If an exam is shorter than one hour students must stay the full time. Leaving early means there is no chance to add to or correct work, and so should be avoided. Students may not come back in after leaving.

Leaving the exam room to go to the lavatory distracts you and other candidates, so try to avoid this if possible.

Some courses have a series of moderated assessments. However, the Exam Boards still have very strict regulations which we administer for them.

ACCESS ARRANGEMENTS and REASONABLE ADJUSTMENTS

Access arrangements exist to enable those students to access examinations who would otherwise be unable to do so. They do not exist to give students an unfair advantage over their peers in examinations, nor do they exist to 'maximise the potential' of a given student.

Some students may not be able to access examinations for either general or vocational qualifications without additional support. This will enable students with a medical condition or learning difficulty, or for those who are injured or otherwise disabled at the time of their examinations.

- Use of a Reader
- Up 25% Extra Time
- Word-Processor
- Smaller Room
- Inclusion Support Trained Invigilators
- Use of an amanuensis*
*on rare occasions

There are strict guidelines and evidence required for all of the above.

Students and parents that have these arrangements will be contacted by Miss E Bates.

All examination regulations also apply to Access Arrangements.

ARRANGEMENTS FOR STUDENTS WITH A VISUAL IMPAIRMENT

All students with a visual impairment are entitled to:

- 100% extra time
- use of an amanuensis*
- use of a reader*
- modified papers

*cannot be used in English Language and written Modern Foreign Language exams

Students with a visual impairment sit their exams in the VI unit.

INSTRUCTIONS FOR A FIRE ALARM DURING THE EXAMS

We hope that no fire alarms go off during the exam period. However, if one does go off these instructions must be followed in **COMPLETE SILENCE**.

1. Do not panic. Continue to work unless and until told to evacuate the exam room.
2. Students will be asked to leave the room in silence and in the order in which they are sitting. All equipment must be left in the exam room.
3. When leaving the room students **MUST** be at least one metre away from the students in front and behind them.
4. Do **NOT** walk to the usual fire assembly point instructions will be given as to where to go. Students will have to be kept separate from the rest of the school. Do **NOT** speak to anyone except an invigilator, and only then if absolutely necessary.
5. The exam will resume as soon as possible. When returning to the exam room, writing should not start until the invigilator gives the instruction.

LISTEN CAREFULLY TO INSTRUCTIONS AND DO NOT PANIC

GENERAL INFORMATION

Contact

If students or parents have any query regarding the exams, contact Mrs Bell as soon as possible (023 8026 9026 ext. 305, e-mail examoffice@toynbee.hants.sch.uk). **Please include home/work/mobile phone numbers in any letters.** If special arrangements because of injury or illness become necessary please contact the school. The school will endeavour to provide appropriate facilities.

It has been brought to our notice that students who have been tagged by the courts have inadvertently disrupted exams when their tags were activated to check on their whereabouts: we trust that none of our students will be in this situation, but should it be the case we would appreciate advance warning. Such information would of course be treated as confidentially as possible in the circumstances.

Please ensure that the school office has up-to-date phone numbers, including mobile numbers, in case we need to contact home urgently.

Please be aware of the Exams section of the school website, and check this regularly.

GCSE Certificates

Names: students will need to be entered for the exams in their legal names, a copy of their entry will be given out and needs to be signed to confirm the information is correct. This will be the name which appears on their GCSE certificates: if this does not match what appears on their birth certificates, they could have problems proving their identity when applying for college or jobs, and their entitlement to their exam grades. If there has been a change of name please make sure that valid proof of the change can be presented when called for. Certificates need to be carefully looked after: exam boards will **NOT** provide replacements, unless they have been lost through fire, flood or theft, in which case supporting evidence must be provided by the police or insurance companies. Boards may issue a letter detailing exam results if certificates have been lost, but they charge for this service. All certificates are presented at a Presentation Evening in November of Year 12.

Mock Exams

Mock exams will take place in December/January of Year 11. Please avoid booking any holidays in Year 11 or making other arrangements which would prevent candidates from sitting their exams. Sitting the mock papers out of school is not a satisfactory substitute – students need an experience which is as like the real thing as possible. Final decisions regarding entry and tier of entry will take account of mock exam results.

GCSE Sessions

GCSE exams take place in May and June. Please avoid any commitments which could clash with these exams. Firm timetables are published on the school website as soon as possible, but please be aware of student's possible exam commitments in Years 10 and 11. Subject staff can advise in any cases of doubt.

Controlled Assessments

Most subjects undertake Controlled Assessments which is an exam done under supervision in lesson time. Exam conditions do apply to Controlled Assessments.

It is important that students are present and prepared for these throughout the year.

It is also important to keep up with the deadlines. A back-log interferes with revision, which may produce misleading results, affecting decisions about entry which for many subjects are made in February.

Exam boards are very worried about plagiarism and about illicit help with assignments. Various checks on the authenticity of submitted work are in place, and the penalties for cheating are severe.

Preparation and the Exam Period

Pupils need to be aware that the demands on them will be heavy throughout the year and especially from April of Year 11 onwards, and that this will require changes to their usual routines. A well-structured and timetabled revision plan is crucial to success. Short-term goals will need at times to give way to longer-term objectives (e.g. staying in to revise instead of going out with friends): enough sleep, a healthy diet and adequate exercise are also important. A nourishing breakfast is advisable on exam days. The key is a good balance between study and relaxation! A programme of small rewards at intervals is a helpful incentive.

Results

Results Day is Thursday 24th August 2017. Candidates should ensure that they know when and how to obtain their results. Students who cannot collect their GCSE results in August and want them posted should give a stamp to Mrs Morris before they finish their last exam, we are able to send the results via an email address if we have been given sufficient notice of this. Following Results Day Departments analyse grades very carefully and may submit to the Exam Boards an 'Enquiry About Results' if they feel that there is problem with a particular result. Departments will inform students if an enquiry is to be made. All Enquiries have to be made by 20th September.

Conclusion

Our aim is to run external exams at Toynbee as smoothly and efficiently as possible, so that students can do their best, without disturbance: we also intend to ensure that all regulations are fully met, so that no results can be called into question in terms of the conduct of the examinations.

It is a stressful and challenging time for all parties involved, but co-operation between parents, students and teachers should help to keep stress to a minimum.

We wish good luck to all of our students and that they achieve their potential.

J.Bell

Examinations Officer