



JCR/SN Dec 2018

# **NORTH CHADDERTON SCHOOL**

## **EXTERNAL EXAMINATIONS A Level & GCSE**

### **Instructions and Information for Students and Parents**

*A copy of this booklet can also be found on the school website*

# EXAMINATION INSTRUCTIONS FOR STUDENTS

1. Please consult the Examination Notice Board for any information regarding exams. This can be found opposite Mrs Crowther's office at the side of the Main Hall.
2. Make sure that you know exactly when your exams are especially whether they are morning or afternoon. Rooms and seat numbers will be on your Individual Candidate Timetable. If you have any clashes you will receive notification of times and changes and the seating will be on your Individual Candidate Timetable. **All dates and times can be found on your Statement of Entry.** On rare occasions it may be necessary to change the seating and/or rooms allocated to students for their examination. If this is the case the candidates will be told of the changes as soon as is possible (dependent on the circumstances)
3. You do not need to bring anything into the exam. **All stationery will be provided along with calculators.**
4. Please ensure you allow enough time to get to school so if you are delayed for any reason e.g. traffic, you will still arrive in good time.

## On the Day of the Exam

**BE IN THE SPORTS HALL by the times stated below at the latest.**

- Morning exams: 8:30am

- Afternoon exams: 13.15pm

**You will be called out in seating order and escorted into the Examination Room.**

**You MUST enter in silence and remain in silence until you leave the examination room at the end of the exam.**

5. Bags and coats **must** only be put in the designated areas in the exam room.

You will **NOT** be entitled to any extra time, should you arrive late for any of your exams. If you arrive more than 1 hour after the start of any exam, the examinations officer will decide whether you will be able to sit the exam. The Exam Boards will have to be notified and may not accept their work.

If you miss an exam you will **NOT** be able to do it again. If you are ill and cannot take the exam, you **MUST** telephone the school immediately and leave a message for your Pastoral Leader or Exams Officer. You **MUST** provide a sick note from your doctor.

**If you do not have a genuine reason for missing an exam you will be charged for that exam.  
Failure to pay may result in your results being withheld.**

## 6. **MOBILE PHONES**

**We cannot stress enough how important it is NOT TO BRING IN MOBILE PHONES , iPods, MP3/4 player or a wrist watch which has a data storage device.**

**Invigilators WILL NOT be responsible for the care of these items during exams.**

**Anyone caught with a mobile phone on their person in an exam room, *whether it is turned off or not* will be severely reprimanded by the appropriate Exam Board.**

***You may be disqualified from that exam and also any other exams.***

**Please leave these items at home or in your bag switched off (NOT ON SILENT).  
If they go off during an exam this will be reported to the examination board.**

7. You are allowed to bring a clear bottle of water into the exam room, which must not have any label. Please remove the label from your bottle **BEFORE** entering the exam room.

You are **NOT** allowed to bring in the following items: -

Canned or cartons of drinks/juice.

Chewing Gum or any other food

8. You must not doodle or write inappropriate, obscene or offensive material in your answer booklet, failure to comply could result in your paper being cancelled.

9. You **must** write your **legal name** not preferred name on all answer papers, also you are reminded that you are responsible for producing legible writing.

10. If you are wearing a watch you **must** place it on your desk in sight of the invigilator prior to the examination commencing.
11. For examinations where a calculator is allowed, make sure that the lid, case, or cover of your calculator does not have printed formulas or instructions and that **you** have cleared anything stored in the memory.
12. **You are not allowed to leave the exam room even if you have finished your exam, so do not ask!**
13. All your exams are supervised by a team of external invigilators, you must listen carefully to all instructions, as the invigilators must follow strict rules and regulations when conducting exams as directed by JCQ awarding bodies.
14. In order to confirm identity in the exam room it is now a requirement that a photo exam card is on every desk in the exam room. You must not remove or alter this card. To help you your candidate number and the school centre number is also on the card.
15. If you or your parents have any queries regarding your exams you must forward it to:

**The Examinations Officer  
North Chadderton School  
Chadderton Hall Road  
Chadderton  
Oldham  
OL9 0BN**

*e-mail: [jcrowther@northchadderton.oldham.sch.uk](mailto:jcrowther@northchadderton.oldham.sch.uk)*

# **INSTRUCTIONS FOR A FIRE DRILL DURING THE EXAMS**

We do 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. Should the fire alarm go off, firstly do not panic. Do not attempt to finish the sentence you are writing.
2. A member of SLT and the Examinations Officer will attend and inform you of the nature of the alarm. If you are asked to leave the room it will be in silence and in the order that you are sitting. Leave all equipment in the exam room.
3. When you leave the room you **MUST** be at least one metre away from the students in front and behind you.
4. **Any Student seen communicating with another Candidate will be treated severely and will be reported to the Examination Board.**
4. Do **NOT** walk to where you would usually go, you will be told where to stand. You will have to be kept separate from the rest of the school.
5. When you return to your exam room, do not start writing until the invigilator tells you to do so.

**LISTEN CAREFULLY TO INSTRUCTIONS AND DO NOT PANIC**

## **Examination Board Documentation for Candidates**

The Appendix to this booklet contains essential information for candidates as issued by the Examination Boards. You should take time to read and consider these.

**Candidates taking examinations are bound by these regulations.**

## **Appendix contents**

### **JCQ – Joint Council for Qualifications**

- Information for candidates for written examinations
- Information for candidates for GCE coursework assignments
- Information for candidates Examinations/assessments through the Internet
- Information for candidates – controlled assessments
- Information for candidates for on-screen tests
- Information for candidates – Privacy Notice
- Information for candidates – NEA
- Information for candidates – Using calculators in exams
- No Mobile Phones Poster
- Warning to Candidates

## **IMPORTANT DATES – Examinations 2017-18**

<b>November 2017 Results Day:</b>	<b>Thursday 11<sup>th</sup> January 2018</b>
<b><u>Summer 2018 Results below:</u></b>	
<b>A Level Results Day:</b>	<b>Thursday 16th August 2018</b>
<b>GCSE Results Day:</b>	<b>Thursday 23rd August 2018</b>
<b>Deadline of Photocopied Scripts: AS/A2 Exams only)</b>	<b>Friday 26st August 2018</b>
<b>Deadline for Original Scripts:</b>	<b>Tuesday 4th October 2018</b>
<b>Deadline for Re-Marks:</b>	<b>Tuesday 20th September 2018</b>

\*If you wish to query any marks you receive for any of your exams you must first complete the consent form attached (Post-Results Consent Form, page 6). Please bring this to the Examinations Office with the correct payment. Please be aware that when requesting a re-mark of an exam paper your mark could go down as well as up or even stay the same.

\*\*If you request an Original Script you can **NOT** then request a re-mark. You can request a re-mark if you request a photocopied script (AS/A2 units only).

Payment must be made through **Parentpay**, if you do not attend our sixth form please make cheques payable to "North Chadderton School".

Thank you for your support and co-operation.

# NORTH CHADDERTON SCHOOL

## POST RESULTS CONSENT FORM

If you would like to make an enquiry about your result (a re-mark), there are 3 possible outcomes:

- Your original mark will be confirmed as correct and there will be no change to your grade
- Your original mark may be raised and this may or may not result in a change of grade
- Your original mark may be lowered and this may or may not result in a change of grade.

In order to proceed with the enquiry you must fill out the consent form below and return it to the Examinations Office with the correct fee as soon as possible. This tells the Exams Officer that you have understood what the outcomes could be and that you are happy to proceed.

**NO APPLICATIONS CAN BE PROCESSED WITHOUT THE CORRECT FEE**

.....

### CANDIDATE CONSENT FORM FOR RESULTS ENQUIRY

**Centre Name:** North Chadderton School

**Centre Number:** 33101

**Candidate Name:** \_\_\_\_\_

**Candidate Number:** \_\_\_\_\_

**Level:** GCSE/A LEVEL (Circle as appropriate)

**Subject:** \_\_\_\_\_

**Subject/Unit code:** \_\_\_\_\_

**Exam Board:** \_\_\_\_\_

I give my consent to the Head of my Examinations Centre to make an enquiry about the result of the examination(s) listed above. In giving consent I understand that the final subject grade awarded to me may be lower than, higher than or the same as the grade which was originally awarded for this subject.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_