



Exam Booklet

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Before the Exams

- Check your Exam Timetable. Your individual exam timetable is available via **the Student Portal under Exams**.
- Misreading the timetable is NOT an acceptable excuse for being late or missing an exam. Remember, you may be sitting an exam at a different time to your friends!
- Check for the exam start time.
(if you have an exam clash your start time may differ)
You must arrive 30 minutes before the exam start time.
- Check the **Seating Plan** displayed
- Remember your Candidate Number (Candidates are seated in Candidate Number order)
- Bring essential exam equipment in a clear pencil case (see Page 4)
- Only one bottle of water is allowed and the label must be removed. Unless you have a medical condition, NO other drinks or large bottles are allowed
- Go to the toilet. You will not be allowed to go to the toilet in the first 30 minutes and the last 15 minutes of the exam time.

Understanding the Seating Plan and Lining Up

- Seating Plans will be displayed outside the exam room showing which Row (a Letter) and Seat (a Number) you have been allocated
- When instructed, line up under your designated letter (A-N) in seat number order. For example, if your name is 1st on the list under Column A, you will be first in line under Letter A. If your name is 4th on the list under Column D, you will be 4th in line under Letter D, etc.
- Once you have been told to go into the exam room, silence must be maintained!

Finding Your Desk in the Queen's Hall

- Exam desks in the Queen's Hall face the stage
- If your seating number is 1A your allocated desk is the 1st one in Row A **(X)**; if your seating number is 4D, your allocated desk will be the 4th one in the Row labelled D **(Y)**, etc (see diagram below)
- Always check to make sure the label on the desk you are sitting at has your details on it. If it doesn't ask an Invigilator to help

STAGE / EXAM CLOCK						
	A	B	C	D	E	F
1.	X					
2.						
3.						
4.				Y		
	QH ENTRANCE					

The Start of the Exam and During the Exam

- From the moment you enter the exam room you are subject to Exam Board Rules and Regulations (see External Examination Regulations on the School website)
- Once seated, you must remain seated, facing forward and silent
- Check that you are sitting at the correct desk, that you have got the correct exam paper and all permitted materials (e.g. resource booklets, data sheets)

Note: there are likely to be several different exams taking place in the same room

- Equipment must be in a clear/see-through pencil case (see Page 4)
- A clear water bottle is permitted (labels removed)
- Make sure you put your all information required on the front of your Exam Paper
- If you require assistance – raise your hand and an Invigilator will come to you

At the End of the Exam

- If you finish early, check your work thoroughly
- You cannot leave the exam room until the end of the exam. However, if you have finished you can rest your head on your arms or on your desk to avoid the temptation to look around
- You will be given a 5-minute warning before the End Time
- Once the end of the exam has been announced **you MUST stop writing immediately**. Failing to do so could result in malpractice and a potential disqualification
- You must remain seated until all exam papers have been collected
- You will be dismissed from the exam room row by row. You must leave in silence and in an orderly manner
- If more than one exam paper is taking place in the exam room you must be aware that other students may still be working

IMPORTANT: leave the examination room in silence

Additional information

- **Late Arrival** – if you think you might be late you must contact the School Office IMMEDIATELY on **01494 524955** or **01494 551432** (do NOT leave a voicemail message, it may not be picked up in time)
- **Absence due to Illness**– if you are absent for **acceptable reasons** you must submit a [Self-Certification form](#)
- **Important:** public exams CANNOT be rescheduled
- **SCHOOL UNIFORM** must be properly worn at all times.

Equipment Required

- At least two **BLACK** pens – all answers must be written in **BLACK** ink
- Pencils
- Pencil sharpener
- Eraser
- Ruler
- Protractor
- Pair of compasses
- Own scientific calculator (**CALCULATOR LIDS MUST BE REMOVED**)

IMPORTANT: it is YOUR responsibility to bring your own equipment!

UNAUTHORISED ITEMS

- **Mobile phones, Watches, Smart/ iWatches, mp3 players**
- **Earphones, AirPods**
- **Gel pens**
- **Notes / books / papers / calculator instructions**
- **Calculator lids with pre-printed instructions or formulae**
- **Non-transparent pencil cases**
- **Tippex, Correction fluid**
- **Bottles containing liquids other than water**
- **Labels on water bottles**
- **Writing/symbols on hands/skin**

Malpractice in Examinations

- Failure to follow instructions given by the Exams Officer and/or Invigilator
- Breach of instructions from the Exams Officer and/or Invigilator, such as Candidates continue to write when they have been told to stop
- Disruptive behaviour of any kind
- Communication with other Candidates
- Turning around – non-verbal communication
- Copying or attempting to copy
- Leaving the examination room without permission
- In possession of any unauthorised items (see above), even if not attempting to use them
- Attempting to use unauthorised items
- Passing items to other Candidates (Invigilators will pick up fallen items for you)

Sanctions Applied Against Candidates (the list is not exhaustive)

- **Warning** (e.g. mobile phone not in a Candidate's possession but makes a noise; notes irrelevant to the exam subject; minor non-compliance or disruption; isolated incidents of talking before the start of examination or after the papers have been collected)
- **Loss of some or all marks** (e.g. mobile phone in the Candidate's possession but no evidence of it being used; notes relevant to exam subject; repeated or prolonged disruption or unacceptably rude remarks; talking during the examination)
- **Disqualification** (e.g. mobile phone in the Candidate's possession and evidence of it being used by the Candidate; notes introduced in a deliberate attempt to gain an advantage; warnings ignored, provocative or aggravated behaviour; repeated or loud offensive comments; talking about examination related matters)

Emergency Evacuation Procedures

- In the event of the emergency alarm sound, stop writing immediately. An Invigilator will make a note of the time
- Remain silent, facing forward and await further instructions
- **You must not communicate with anyone** other than a member of the examination staff. This also applies even if you are asked to evacuate the exam room
- All exam materials must be left on your desk
- On arrival in the designated area you must remain silent
- Once 'all clear' has been announced you will be escorted back to the exam room
- Once you have re-entered the exam room, you must await instructions from an Invigilator before resuming your examination. You will receive the full remaining time for the paper

Special Consideration

Special Consideration is a post examination adjustment to a Candidate's mark or grade to reflect **temporary** injury, illness or other event outside of their control **at the time of an exam**. The Boards can award 0% to 5% based on their interpretation of the application and supporting documentation provided. The Boards only let us know whether an application has been accepted or rejected.

To apply you will be required to fill in [Special Consideration Application Form](#)

JCQ Information for Examination Candidates

You will be aware that External Examinations are regulated by the Awarding Bodies and Joint Council for Qualifications (JCQ). It is important that all Candidates are aware of the regulations and understand the consequences of non-compliance. Failure to comply with any regulations will be treated as malpractice. As a JCQ approved centre RGS must follow the rules and will report any malpractice that occurs in public examinations and assessments.

JCQ Notices for Candidates can be found on Examinations area of RGS website.