



GCSE and A level Exam Booklet

Summer 2019

Contents List	Page
Before the Exams	3
Understanding the Seating Plan and Lining Up	3
Finding Your Desk in the Queen's Hall	3
The Start of the Exam and During the Exam	4
The End of the Exam	4
Exam Clashes/Multiple Examinations	4
Special Consideration	4
Late Arrivals	5
Equipment Required	5
Unauthorised Items	5
Malpractice in Examinations	6
Emergency Evacuation Procedures	6
Results Days	6
Enquiries About Results	7
Certificates	7
Contact Details	8
A level Exams Timetable (on the School website)	www.rgshw.com
GCSE Exams Timetable (on the School website)	www.rgshw.com
JCQ Notices (on School website)	www.rgshw.com

Before the Exams

- Check your Exam Timetable!
There are NO alternative sessions. 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 AM/PM sessions.
Unless you are notified otherwise (due to an examination clash):
Morning sessions start at 9:15
Afternoon sessions start at 13:30
You must arrive 30 minutes before the exam start time!
- Unless you have Exam Access Arrangements entitlement, your exams will mainly take place in the Queen’s Hall. However, for a few sessions, other rooms will be in use. Go to “The Space” for exam venue details.
- Check the Seating Plan displayed.
- 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!!!

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.
- You must be silent as soon as you are asked to be. 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 3D, your allocated desk will be the 3rd one in the Row labelled D (Y), etc
- 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				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 JCQ policies).
- 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).
- Watches (**no Smart watches / iWatches**) must be placed on your desk.
- A clear water bottle is permitted (labels removed).
- Make sure you put your full Legal Name, Candidate Number and Centre Number (52423) on all the necessary papers.
- 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 5 minutes 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

- **Exam Clashes** – A clash happens when two or more exam papers are scheduled at the same time. You will be notified of your clash arrangements. You need to bring all you require for all your exams including revision material, packed lunch, snacks and drinks because you might need to be supervised over the lunch break.

If you have not received a letter with your clash arrangements, you must contact the Exams Officer immediately.

- **Special Consideration** – if you are not well at or around the exam time or you have been affected by other difficulties arising shortly before or during the examination season, you must let the Exams Officer know as soon as possible but **no later than three days after your last exam in the subject(s) affected**.

If a Special Consideration application is accepted by the Examination Board, any adjustment is likely to be small, in the region of 1 % - 5 %. The decision by the Awarding Body will be based on various factors and the severity of the circumstances. If the application is for medical reasons, medical evidence from the relevant health professional must be provided.

- **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).

IMPORTANT: If you think you will be **very late** (after 10.00am for a morning exam or after 2.00pm for an afternoon exam) you must report to School Reception immediately on arrival. Where possible you should be accompanied by a parent / adult who can sign a declaration form confirming you have not been in contact with anyone who may have had sight of the paper. **Be aware, the Awarding Body may decline to mark your paper.**

- **SCHOOL UNIFORM** must always be worn!

Equipment Required

- At least two **BLACK** pens – all answers must be written in **BLACK** ink
Exam Boards send exam scripts for scanning before they are sent to examiners. Some colours do not scan well.
- Pencils
- Pencil sharpener
- Eraser
- Ruler
- Protractors
- Pair of compasses
- Own scientific calculator (**CALCULATOR LIDS MUST BE REMOVED**)

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

UNAUTHORISED ITEMS

- Electronic devices including but not limited to: Mobile phones, iWatches, Smart Watches, mp3 players, etc
- Earphones
- Gel pens
- Notes / books / papers / calculator instructions
- Calculator lids
- 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).

NOTE: If any malpractice is noticed, it will be reported to a relevant Awarding Body who will decide on a type and level of sanction/s and could result in **DISQUALIFICATION**

Emergency Evacuation Procedures

- In the event of the emergency alarm sound, stop writing immediately. An Invigilator will make a note of 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 the ‘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.

Results Days – We will NOT give results out over the phone

- Results will be available for collection from the Queen’s Hall.
A level and AS level results: Thursday 15 August from 9.00am
GCSE results: Thursday 22 August from 9.00am
- Results should be collected in person.
- If you cannot collect your result in person you need to give Mrs Hogarth a stamped addressed envelope to send your results home or give her permission for an adult to collect your results for you. This must be done by **Friday 5 July**.
- In exceptional circumstances, if you are abroad, you may request your results to be emailed to your SCHOOL email address. Results will be emailed after midday. This request must be sent from your school email account and it must contain your full details and your exam Candidate Number. This email needs to be received by **Friday 5 July**.

Enquiries About Results

Before you decide to apply for any Post-Results Service (PRS), you are strongly advised to seek advice from the relevant Subject Leader. In particular, if you are considering a review of marking you should see where your result stands in relation to the grade boundaries for the subject overall and/or the individual exam unit. Remember: reviews of marking can result in marks and grades going up or down, so you should NOT apply for a review of marking if your grade is close to a lower grade boundary. This information can be obtained from Subject Leaders or from the subject-by-subject grade boundary sheets on display in the Queen's Hall.

PRIORITY SCRIPT RETURN: a priority script return can be used to inform the decision as to whether to apply for a review of marking.

PRIORITY REVIEW OF MARKING: a priority review of marking must be used if a university place is dependent on the outcome. The result of this request will be completed within 15 calendar days of the Exam Board receiving the application. **(A level only)**

STANDARD REVIEW OF MARKING: a standard review of marking is usually completed by the exam board within 20 calendar days of them receiving an application.

NON-PRIORITY SCRIPT RETURN: you can request a copy of your marked exam paper from the exam board, but you may have to wait until early November to receive it. Do not request this service, therefore, if you are considering a review of marking.

CLERICAL CHECK: the marks on the original script are added up to check that the total is correct.

Information about Staff availability on the Results days and all the services the Awarding Bodies offer, costs and deadlines will be sent out in July, after the exam season. This information will also be included with your result document.

Certificates

You are given an opportunity to celebrate your GCSE and A level success with your friends, family and teachers at a Certificate Ceremony. These take place on:

Year 12	GCSE Certificate Evening	– Thursday 12 December 2019
Year 14	A Level Certificate Evening	– Tuesday 17 December 2019

If you are unable to attend the event your certificates will be available for collection from Tuesday 7 January 2020 from the School reception. Certificates can only be posted in very special circumstances and there may be a charge involved.

Please note: we may destroy any unclaimed certificates by a secure method after holding them for a period of 12 months from the date of issue.

Contact details:

Mrs Beata Hogarth – Exams Officer
Exams Office: 01494 551444
exams@rgshw.com

School Office: 01494 5249555
admin@rgshw.com

School Website: www.rgshw.com
JCQ Website: www.jcq.org.uk