



# THE EASTWOOD ACADEMY

GCSE Examinations

Information for Pupils

## **Introduction**

Exam times are very important times in your life at The Eastwood Academy. The exams that you will be taking this year will influence what you do in the future, so it is very important that they run as smoothly as possible.

The Academy is given permission to run GCSE exams on behalf of the Exam Boards. There are a number of rules and regulations for exams that you must be aware of. Most of these rules are set by the exam boards, not by The Academy.

IF YOU DO NOT STICK TO THESE RULES THEN IT IS POSSIBLE THAT YOU COULD BE DISQUALIFIED FROM YOUR EXAMS,  
SO PLEASE MAKE SURE THAT YOU READ THE FOLLOWING INFORMATION CAREFULLY.

If you have any questions about exams, please see Miss Hayward.

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## Times

Unless otherwise stated on your timetable, all exams at The Eastwood Academy start at 9:00am for morning papers and 1:30pm for afternoon papers.

**The date and time of all GCSE exams are set by the Exam boards not the Academy and cannot be changed. If you miss an exam, you may not receive a grade for that subject.**

## Timetables

You will receive an individual exam timetable. Please check:

- Your 'Name on Certificates' – this must be your legal name and your middle initials. This is how it will appear on your GCSE certificates.
- Your date of birth
- The subjects and tiers that you have been entered for.

If you spot any errors you **MUST** tell Miss Hayward in the exams office immediately. Mistakes that are not spotted at this stage could mean that your certificate is incorrectly printed later and the Exam Boards will charge for any changes.

Check each exam carefully, and check to see if the exam is in the morning or the afternoon. Extra time will not be permitted if you have simply misread your timetable. Take special note of any re-arrangements due to a timetable clash.

**YOU, ALONE, ARE RESPONSIBLE FOR CHECKING YOUR EXAM TIMETABLE.** If you lose your timetable, ask Miss Hayward for a new one.

## Absence from Examinations

You must attend all exams that are allocated to you on your individual candidate timetable. Misreading the timetable will not be accepted as a satisfactory explanation for absence. If you miss an exam, you may not receive a grade for that subject.

## Can pupils take holidays during exam or term time?

The Academy is not able to change the dates or times of any exams – these are set by the Exam Boards. Holidays during exam time are **not** permitted and will not be authorised by the Academy. If an exam is missed due to a holiday the Exam Boards will not be able to issue a grade for that exam. The Academy will also charge parents for any exams missed.

What is the last school day for year 11's?

The exam boards have designated Wednesday 26<sup>th</sup> June 2019 as a 'contingency day' for examinations. Candidates must remain available up to and including Wednesday 26<sup>th</sup> June 2019 should an Exam Board need to invoke its contingency plan. The 'official' leaving date for year 11's is the last Friday in June (28<sup>th</sup> June).

### **Before each Exam**

Pupils are required to go to the small gym prior to the start of each exams. You will then be told which exam room you need to go to. All bags/coats must be left in the small gym, not taken to the exam room. You will be told when you are allowed to enter the exam room and you **MUST** sit at the desk that has been allocated to you, unless the invigilator instructs otherwise. **IF YOU DO NOT SIT IN THE CORRECT SEAT THE INVIGILATORS COULD MARK YOU AS ABSENT.** You are **NOT** allowed to enter the exam room before the exam time.

### **Conduct in the Exam Room:**

You **must be silent at all times** when you are in the exam room. This includes when you enter and leave. Bad or disruptive behaviour will not be tolerated in the exam rooms – you may be disqualified from your exams if your behaviour is unacceptable. If you need assistance, put your hand up clearly and wait for an invigilator to attend to you. Once you have entered the exam room, you have to be escorted at all times if you need to leave (e.g. if you need to go to the toilet).

Please do not write on, draw on or scratch the exam desks. It is regarded as vandalism and you will have to pay for any damage.

You will not be allowed to leave an exam early if you have finished your work as this disturbs other candidates in the room.

### **Bags, Books, Notes and Valuables**

You are not allowed to keep any bags, books or notes with you in the exam room and these should be left in the small gym. Please do not bring valuables with you when you come into The Academy for an exam. The Academy will accept no responsibility for valuables that are left in bags.

If you wear glasses, please remove the glasses from the case and leave the case in your bag. Check your pockets prior to going into an exam room and hand any notes, books or unauthorised material to the invigilators before the start of the exam.

Reports must be handed in to the invigilators when you enter the exam room.

### **Items not allowed in the exam room**

The following items must not be brought into any exam room:

- Mobile phones, mp3 players/ipods, headphones, pagers, organisers, and any type of electronic communication or storage device
- Watches/Fitness trackers
- Non-transparent pencil cases/boxes
- Glasses cases
- Calculator cases and instruction books
- Books (except for authorised texts), notes, letters, diaries or other printed material

- Bags, rucksacks, PE kits, etc.
- Food or drink – only clear plastic bottles of water with all labels removed are permitted

In line with Academy Policy, pupils are not allowed to bring mobile phones into the Academy in any year. Mobile phones, watches, mp3 players/ipods, pagers, organisers, music players, headphones and any type of electronic communication or storage device are not allowed in the exam room. The exam boards and The Academy regard the presence of a mobile phone in an exam room as a very serious offence. Any pupil found to have a phone in the exam room (even if it is switched off) will be reported to the appropriate Exam Board. It is a very serious offense and our advice is that pupils should not bring their phones into the Academy under any circumstances.

IF A MOBILE PHONE, PAGER OR OTHER ELECTRONIC COMMUNICATION DEVICE IS FOUND IN YOUR POSSESSION DURING AN EXAM OR QUARANTINE, EVEN IF IT IS TURNED OFF AND YOU DID NOT INTEND TO USE IT, THE DEVICE WILL BE TAKEN FROM YOU AND A REPORT MADE TO THE APPROPRIATE EXAM BOARD. NO EXCEPTIONS WILL BE MADE.

### **Cheating**

If you are caught cheating in any way in an exam, you WILL be reported to the exam boards. 'Cheating' means doing anything that is against the rules stated on the Notice to Candidates (included at the back of this leaflet) and includes but is not restricted to:

- Being in possession of a mobile phone or other electronic communication or storage device
- Being in possession of any notes, books or other unauthorised material
- Using unauthorised aids
- Communicating with other candidates (by talking or otherwise)
- Copying from other candidates

PENALTIES FOR CHEATING CAN INCLUDE DISQUALIFICATION FROM TAKING ANY EXAM FOR UP TO FIVE YEARS.

### **Exam Regulations**

It is YOUR RESPONSIBILITY to read and understand the exam boards' Notice to Candidates, which is at the back of this leaflet. A larger copy of this notice will be displayed outside every exam room, along with the Warning to Candidates poster.

IF THERE IS ANYTHING YOU DON'T UNDERSTAND, ASK MISS HAYWARD, OR ONE OF YOUR TEACHERS, FOR HELP.

### **Equipment**

You must provide all your own equipment. The invigilators will have some spare equipment, but to prevent any delays it is better to come prepared with what you need. Ordinary pencil

cases or boxes are not allowed in the exam room. You should bring your equipment in a clear plastic bag or transparent pencil case.

The following equipment should be brought to **EVERY** exam:

- 2 pens –black only
- 2 HB pencils
- Ruler (marked with millimetres)
- Pencil sharpener (preferably one which catches the shavings!)
- Rubber

For certain exams you will also need the following:

- Compasses
- Protractor
- Calculator

Always read the instructions on the exam question papers regarding rough work and corrections. **YOU ARE NOT ALLOWED TO USE CORRECTING FLUID, PENS OR 'MICE' IN ANY ANSWER BOOKLETS.** This is to protect you and your exam; if correction devices were allowed then someone could tamper with your exam paper and it would be undetectable.

### **Calculators**

Calculators may be used in some exams. Again, be prepared and bring your own calculator if you need one. **YOU ARE NOT ALLOWED TO USE A MOBILE PHONE AS A CALCULATOR.**

Your calculator should be no larger than the regular handheld size and no printed instructions or cases are allowed. The exam boards do not make any allowances for calculator failure or operational mistakes – **YOU** are responsible for making sure your calculator works properly. If you are going to buy a new calculator please check with your Maths teacher to see what they recommend.

Calculators must not:

- Be dependent on mains supply (i.e. use a plug!)
- Have alphabetic keys
- Be programmable
- Have noisy keys which would disturb others
- Use magnetic card input
- Have a permanent memory

### **Dictionaries**

Dictionaries may not be used in exams unless they are specifically permitted by the subject specification (your teacher will tell you if they are allowed).

### **Candidate Number**

You will be given a 4-figure candidate number that refers only to you. You will need this number, as you will write it on all your exam papers. In most exams you will be seated in numerical order within your subject. The desks will be labelled in each exam room – each label will have your name and your 4-figure reference number on.

### **Clashes**

If you have two or more exams timetabled at the same time this is known as a 'clash'. If these are for the same subject (eg. MFL Listening and Reading exams) then this is intentional on the part of the Exam Board and the exams are meant to run one after the other. If not, then this will be picked up by the exams officer during the checking process. You will be informed of the specific arrangements for these exams. You will have to remain under supervision and in exam conditions between the two papers. It is not permissible to revise in between exams.

If you notice a clash on your individual timetable which has not been resolved, you must tell Miss Hayward immediately.

### **Drinks and Sweets**

You are only allowed to take into the exam room a small transparent bottle of water only with all labels removed. Coloured sports bottles are not permitted. No other food or drink is allowed. You will not be able to leave the exam room to refill a bottle of water, and invigilators cannot leave to do this for you, so please make sure you have enough for the whole exam time.

### **End of the exam**

The invigilators will collect your exam papers before you leave the exam room. You must not try and communicate with other pupils - absolute silence **MUST** be maintained during this time. Question papers, answer booklets and additional paper must **NOT** be taken from the exam room. You will be dismissed from the exam row by row, and must remain silent until you are right outside the exam room.