



# **Exams**

## **What you need to know**

MIDDLEWICH HIGH SCHOOL

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## Before the Exams

Some months before you sit exams entries are made to the awarding bodies for the subjects that you study. You will be given a copy of this information which you must check carefully and report any queries to your form tutor as soon as possible.

### Timetables

Closer to the exam series you will be given an individual timetable – this is unique to you and shows the following important information

Exam Details This is the subject and tier and paper number of the exam

Exam room This is the room that you will be sitting your exam in

Seat number This is the specific seat that is allocated to you. it may change for each exam and you must sit in the correct seat.

### Clashes

Some exams do clash – Don't Panic!

If you have two exams timetabled at the same time they will usually be sat one after the other with a short supervised break in between if needed.

### Queries

If you have any questions or concerns prior to the exams please see the Exams Officer as soon as possible. Most queries can be sorted straight away.

### ID

You will be given a photo identification card prior to the exams. This must be displayed on your exam desk for Invigilators and visiting inspectors to view.

### Policies

The following policies relating to exams can be found on the school website

Examinations policy

Internal Appeals policy

Non Examined Assessment Policy

### Contingency Day

In the event of a national/local emergency that prevents exams running as scheduled, awarding bodies specify that students must remain available for exams up to and including the contingency day which is usually towards the end of June. Please be mindful of this when booking holidays.

### Malpractice

This is a serious issue and any suspected malpractice will be investigated and reported to the awarding body if necessary. This may lead to disqualification from the paper or even the whole qualification

### Plagiarism

This is the practice of taking someone else's work or ideas and passing them off as your own. If plagiarism is suspected it will be investigated and reported to the awarding body if necessary. This may lead to disqualification from the assessment or even the whole qualification

## Be Prepared

Make sure that you have read this document and that you are aware of all the rules. These rules are set out by the Joint Council for Qualifications, breaking them may lead to disqualification.

Seating plans will be posted on the doors outside the exams office the night before the exams. Check these carefully for any last minute changes.

Make sure that you are in the correct meeting place with plenty of time before the timetabled start time of your exam.

Bring with you any equipment you need (school cannot guarantee to supply replacement equipment)

Your pencil case must be clear plastic and contain the following equipment

- Black Pens (minimum 2)
- Pencil
- Ruler
- Eraser
- Set of Compasses
- Highlighter (do not use within answers)
- Calculator if required
- ID card
- Any specialist equipment required (ie coloured pencils for textiles)

Water bottles must be clear with no writing and any labels removed

## During the Exam

Invigilators are employed by the school to supervise exams and are trained in exam room procedures. Their main role is to ensure that you and the school are following the rules set out by the awarding bodies and that each session runs as smoothly as possible. If they suspect anything suspicious or are concerned about the behaviour of a student they will report it to the Exams Officer who will inform awarding bodies as necessary.

You are expected to remain silent and facing the front of the exam room at all times and to follow the rules set out in the notices at the end of this booklet.

Make sure that you have the correct paper and inform an invigilator if you are unsure

Don't forget to put your name and candidate number on your paper and on any additional paper you use. All additional paper must be handed in at the end of the exam with your answer booklet.

If you have a question or concern at any point raise your hand and wait for an invigilator to come to you. Quietly explain the situation and the invigilator will take the appropriate action.

Under normal circumstances you will not be permitted to leave the room until the end of the exam. At the end of the exam you must remain silent while the papers are collected and you will be dismissed. There may be occasions where some students are still working, silence is expected at all times.

### **Emergencies**

In the event of the fire alarm sounding during an exam you should follow the instructions given to you by the Invigilators

Remain Silent

Close your question papers and Leave everything on your desk

When directed follow the invigilators to the Tennis Courts, do not go back to your form group.

The register will be taken and we will get back to finish the exam if possible

The awarding body will be notified of the disruption

You must remain silent at all times

## Results

Results will be made available to students on the published results day.

Results will only be issued to the student whose results they are. If you are unable to attend results day, a parent/carer, close relative or friend may collect your results as long as they bring a letter signed by you, giving them permission to collect your results. They may also be asked for identification.

Results will also be emailed to your school email accounts later in the day. Under no circumstances will results be given out over the phone.

Where your results are significantly different to those you expected, an enquiry may be requested. Please see the Internal Appeals procedure for more details.

## Additional Info

Study Skills Podcasts available on the school website

Links to all documents can be found on the school website.