CLYST VALE COMMUNITY COLLEGE

### Centre Number: 54203

EXAMINATION 1st September 2015 – 31st August 2016

Guidance for Students and parents

Year 11

Candidate Name: …………………………………………………

Reg Group: ……………..

Exam Number: ……….. (4 digit number)

**School Telephone N°: 01392 461407**

**EXAMS OFFICE N°: 01392 463920**

**CONTENTS**

 Page n°

Before the examinations …………………………………………………. 3

On the day of the exam ………………………………………………….. 4

Exam Checklist …………………………………………………………….. 6

Study Leave ………………………………………………………………. 7

Registration during exams ………………………………………………. 7

After the examinations …………………………………………………… 7

Leavers form ………………………………………………………………. 8

Notification of results …………………………………………………….. 9

Post Results information ………………………………………………… 9

Presentation of certificates ……………………………………………… 9

Appendices

* Information to candidates – Privacy Notice
* Information to candidates – Social Media Notice
* Information to candidates – written examination
* Information to candidates – on screen examination
* Information to candidates – Controlled Assessments
* Notice to candidates – Coursework Assessments

**BEFORE THE EXAMINATIONS**

**statementS of entry:**

* + All Candidates receive a statement of entry indicating the subjects they are being entered for and the tier of entry, where applicable. Please check that these are correct, if not you must see your teacher or the Exams Officer. Some subjects only have one tier of entry, some have Foundation or Higher tiers. Ignore at this stage the times mentioned in the statement as these will be adjusted to take into account any clashes.

**EXAMINATION BOARDS**

* The School uses the following Examination Boards: AQA, Edexcel, OCR and CIE.

**Candidate Name:**

* Candidates are entered under the name format of First Name + One middle initial + (Legal) Surname, e.g. Adam J. Smith.

**Candidate Number:**

* Each candidate has a four-digit candidate number. This is the number you will enter on examination papers. It will appear next to your name on seating plans and examination registers. Your candidate number is on the front of this booklet. **Please learn it**.

**TIMETABLES**

* You will receive an individual timetable showing your own specific examinations with details of date, time, and duration of exam, venue and seat number. Check it carefully. If you think something is wrong see Mrs Power in the Exams Office (near the Staff room) immediately.
* A few candidates have a clash where two subjects are timetabled at the same time. The school will make special timetable arrangements for these candidates only. You must check your individual timetable. If you think there is a clash on your timetable that has not been resolved, please see Mrs Power immediately.

#### CONTACT NUMBERS

* Please check that school has at least one up-to-date contact number for your parent/carer.

#### EQUIPMENT

Make sure you have all the correct equipment before your examinations. **You will not be lent** any equipment such as calculator, protractor ….. Check the regulations in the Notice to Candidates and the information on the following pages.

#### Absence from Examinations

* If you experience difficulties during the examination period (e.g. illness, injury or personal problems) please inform the school at the earliest possible point so we can help or advise you. You can call the exams office (answer phone available) or the main reception switchboard.
* Parents and candidates are reminded that the school will require payment of entry fees should a candidate fail to attend an examination without good reason and without informing the school. Failure to pay may result in your examination results being withheld.
* Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

**ON THE DAY OF THE EXAM**

* It is helpful for students to remember that rules in the exam room are in general much stricter than in the normal course of a school day.
* You are under exams conditions once you enter the exam room and you must follow the rules and regulations of the exams.
* A copy of the “Notice to Candidates” and “Warning to Candidates”, which is issued jointly by all the Examining Boards, is attached to this document. All candidates must read these carefully and note that to break any of the examination rules or regulations could lead to disqualification from all subjects. The school must report any breach of regulations to the Awarding Body.
* Candidates are responsible for checking their own timetable and arriving at school on the correct day and time, properly dressed and equipped. Candidates must arrive 10 minutes prior to the start time of their examination. Please wait quietly outside your exam room until you are invited to enter by the examination invigilators.
* You must sit your exams in full school uniform.
* Candidates who arrive late for an examination may still be admitted but will not receive any additional time. If special consideration applies then you must speak to the Examinations Officer.
* All items of equipment, pens, pencils, mathematical instruments, etc. should be visible to the invigilators at all times. You must either use a transparent pencil case or clear plastic bag.
* You must use **black** ink or ballpoint. No erasers or correction pens are allowed.
* For Mathematics and Science exams, students should make sure their calculators conform to the examination regulations. If in doubt, check with your teacher. Remove any covers or instructions and make sure batteries are new.
* Please make sure that any watch alarms are turned off. All watches need to be removed and left in your bag in the changing rooms – which will be locked when exams start. If you wish to use your watch for time keeping purposes during the exam please remove it from your wrist and leave on the corner of your desk.
* Do not attempt to communicate with or distract other candidates.
* Examination regulations are very strict regarding items that may be taken into the examination room. If you break these rules you may be disqualified from the examination.
* **Mobile telephones or any internet enabled device MUST NOT BE BROUGHT INTO THE EXAMINATION ROOM.** If any of these devices are found in your possession during an examination (even if it is turned off) it will be taken from you and a report made to the appropriate exam board. No exceptions can be made. Your paper may be disqualified.
* Do not draw graffiti or write offensive comments on examination papers – if you do the examination board may refuse to accept your paper.
* Listen carefully to instructions and notices read out by the invigilators – there may be amendments to the exam paper that you need to know about.
* **Check you have the correct question paper – check the subject, and unit number**.
* Write your full legal names – not nicknames or preferred names!
* Read all instructions carefully and number your answers clearly.
* Candidates must stay in the examination room for the entire duration of the exam. You will not be allowed to leave an examination room early. If you have finished the paper use any time remaining to check over your answers and that you have completed your details correctly.
* At the end of the examination all work must be handed in – remember to cross out any rough work. If you have used more than one answer book or loose sheets of paper ask for a tag to fasten them together in the correct order.
* Invigilators will collect your exam papers before you leave the room. Absolute silence must be maintained during this time. Remember you are still under examination conditions until you have left the room.
* Question papers, answer booklets and additional paper must NOT be taken from the exam room.
* Remain seated in silence until told to leave the examination room. Please leave the room in silence and show consideration for other candidates who may still be working.
* If the **fire alarm** sounds during an examination the examination invigilators will tell you what to do. Don’t panic. If you have to evacuate the room you will be asked to leave **in silence** and in the order in which you are sitting. You will be escorted to a designated assembly point. Leave everything on your desk. You must not attempt to communicate with anyone else during the evacuation. When you return to the exam room do not start writing until the invigilator tells you to. You will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident.

**INVIGILATORS**

* The school employs external invigilators to conduct the examinations. Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.
* Invigilators are in the examination rooms to supervise the conduct of the examination. They will distribute and collect the examination papers, tell candidates when to start and finish the examination, hand out extra writing paper if required and deal with any problems that occur during the examination, for example if a candidate is feeling ill.
* Please note that invigilators cannot discuss the examination paper with you or explain the questions.
* Candidates who are disruptive or behave in an unacceptable manner will be removed from the examination room by invigilators and members of the Senior Management Team.

**Exam Check List**

|  |  |
| --- | --- |
| MCj03074500000[1] | Aim to arrive at school 15 minutes prior to an exam AT THE LATEST. It is much better to leave yourself a safety margin on timings in case of problems with the journey. |
| MCj03076800000[1] | When taking exams in the hall, bags and coats should be left in the changing rooms. These are locked during the exam. If your exam is in a small room, bags and coats should be left at the back of the room. Because of this, there are some things to be considered – money, keys, valuables etc. We would suggest that you keep money and keys with you (therefore you need to be wearing something with a pocket). |
| MCj03499890000[1] | Phones – **Students must not have mobiles phones or an internet enabled device in their possession** (either on or off). They can be handed in for safe keeping during the exam if necessary. This is very important – if a device is found there is a good chance that your whole exam will be cancelled. |
| MCj03121200000[1] | You should not have notes, pagers, MP3 players, internet watches, or any other electronic device in your possession. You will be asked to remove any watches and place them on your desk. |
| MCj03223990000[1] | You must bring pen, pencil, rubber and any other writing equipment needed to your exams. Only clear pencil cases are allowed on your desk, any others should be left in your bag. **Do not use gel pens** – this is because many of the exam papers are now scanned and sent electronically for marking – gel pens do not scan well.  |
| MCj03076030000[1] | In an exam where you have the use of a calculator, you should not have a calculator cover on your desk.  |
| Sshh! | There is absolutely no talking or communication between students once you enter the exam hall. If you have any questions, you should raise your hand once seated and an invigilator will come to you. |
| MMj02839030000[1] | School uniform must be worn for all exams. Remember that the temperature in the exam room can fluctuate enormously during the May/June time. So bring a jumper with you as you can always take it off if you get too warm. |
| MCFD01832_0000[1] | No food allowed in the exam hall (if you have a special requirement – please see, Exams Officer, before the exams) |
| MCFD00942_0000[1] | **Water** bottles are allowed in the exam hall if necessary. These should be clear bottles with a spill-proof cap. Labels must be removed.  |

###### STUDY LEAVE

Lessons will run as normal until the end of Friday 27th May. Study leave will thus start on Monday 6th June. Staff will, however, be running revision sessions during normal timetabled slots.

Room 101 will be available for you to use during the exam period.  If you remain on site during the day and do not have an exam, you must be in room 101 and not wandering around the site.  It is your responsibility to bring revision work, or to access the appropriate revision websites. Students who do not wish to work in room 101 must sign out and go home until the time of their next exam.

**REGISTRATION DURING THE EXAM PERIOD**

Whenever you are in College for a morning or afternoon session (or part thereof) you must be marked present in the register. During the exam period this becomes a complicated procedure because not everyone arrives at 8.50 am.

You are therefore required to **mark the register yourself** like this -

/

 am present

\

 pm present

If you come in for an exam and then go home, e.g. at mid-morning, please cancel the register thus:

X

**All registers will be pinned on the exam notice board near the Giraffe House.**

###### AFTER THE EXAMINATIONS

* Returning Books (Textbooks and Library Books)

Textbooks must be returned on, or before, the day of your last exam in each subject. Return them directly to the subject teacher.

Students who fail to return textbooks and library books risk not being sent their exam results and certificates.

A leavers’ form for subject teachers to sign is on the following page, **they are also available from the Assistant to Heads of School office.**

THE VERY FINAL DEADLINE IS FRIDAY 24th JUNE 2016.

**Year 11 Leaver’s Form**

**Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Tutor\_\_\_\_\_\_**

Please complete this form before you leave at the end of Year 11.

The final date to hand this in is: **Friday June 24th 2016.**

Take the form to your teachers once you have finished your exams. Your Head of School should be the last person to sign.

Hand completed forms to the **Assistants to the Heads of School**

Return any books, equipment, money owed to the appropriate person and ask them to sign your form.

Items not returned will be charged to your parents, so sort it all out now and see all your teachers as soon as you possibly can. Good luck!

|  |  |  |
| --- | --- | --- |
| **Subject** | **Staff: please enter details of books, equipment, money owing** | **Staff: please sign once all items returned** |
| **Maths** |  |  |
| **English (Lang and Lit)** |  |  |
| **Science** |  |  |
| **B & V** |  |  |
| **Citizenship** |  |  |
| **PE** |  |  |
| **ICT** |  |  |
| **Options** |  |  |
| **a)** |  |  |
| **b)** |  |  |
| **c)** |  |  |
| **Library** |  |  |
| **Tutor** |  |  |
| **Head of School** |  |  |

**NOTIFICATION OF RESULTS**

**Thursday 25th August**

**From 9.00am**

* Results will be available for collection on:
* If you wish any other person (including family members) to collect your results on your behalf, you must give your written authorisation to school before results day.
* Candidates who do not collect their results on 25th August will receive notification through the normal post.
* Results can be given out by telephone by prior arrangement.
* Pass Grades at GCSE are from A\* - G

**POST RESULTS**

* If you need post-results advice, a Careers South West adviser, Mrs Dormand (Head of Post-16) and various teachers will be available on results day.
* If you are disappointed with some of your grades and would like to check if an enquiry about results would be worthwhile, get in touch with your subject teacher or the Exams Office as soon as possible. Deadlines for appeals are very short so you need to act quickly. Post Results Services Forms, with deadline information and costs, will be available on results day.
* Careers South West are available for advice at 37/39 Queen Street, Exeter, EX4 3SR

Telephone: 01392 203603

Email: exeter@careerssw.org

Opening times: Mon - Fri, 10:00am - 4:00pm

Their Adviser on Line service is available from midday to 8pm, Monday to Friday, and we will open at other times for special events.

**PRESENTATION OF CERTIFICATES**

* Certificates are not issued until late October, after all the appeals have been heard nationally.
* The Celebration Evening will take place in November when you will be able to attend to receive your certificates. Invitations to students and their parents will be sent out with full details nearer the time.
* Students who are unable to attend the Celebration Evening will be able to collect their certificates from the school after the Celebration Evening, please telephone the Exams Office to make arrangements. Certificates will not be given to anyone other than the candidate without the candidate’s written authorisation.
* Clyst Vale Community College is only obliged to keep certificates for a period of one year after issue; therefore it is very important that you collect all your certificates in good time as exams boards no longer replace lost or unclaimed certificates.