



Lady Manners School



Examination Handbook

All you need to know about exams

This booklet aims to give you all the information you need about your forthcoming exams, including:

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Before the Examinations

- Keep this booklet and your examinations timetable in a safe place so you can refer to them often.
- Go through them with other people such as your form tutor and parents/carers. The more people who know what is expected of you, the less likely you are to make a mistake (like turning up for an exam at the wrong time).
- Check your examinations timetable very carefully and let the Examinations Officer know straight away if you think there is an error.
- Make sure that you know exactly which subjects you are entered for, the official title and subject code and the level at which you are entered. Ask your subject teacher if you are unsure.

Exam Clashes

- Check your timetable carefully for clashes.
- You may have to sit one exam straight after the other in the same session if you have two exams timetabled at the same time.
- If the total time of clashing exams is greater than 3 hours, you may have to sit one exam in the morning and be supervised by an invigilator until the afternoon session, when you will sit the other exam.
- You will not be allowed to speak to other candidates, access the internet or use your mobile phone during the supervised time.
- Contact the Exams Office immediately if you have exam clashes concerns.

On the Day

Times and Places

Morning exams usually start at between 9.00 and 9.30am

Afternoon exams start at 1.30 pm

- Check your individual exam timetable to confirm the start time for each exam.
- Make sure you arrive at least **15 minutes before the start of your exam**. Arriving late may cause you unnecessary stress. Remember, you **CANNOT** re-arrange an external exam for a different day or time.
- The majority of external exams will be in the Sports Hall. Please check your individual exam timetable for other rooms.
- Music, Media Studies, some ICT and MFL listening exams will be held elsewhere – again, check your individual exam timetable for these venues.
- Seating plans and rooms for the day will be placed on the Exams Noticeboard (at the top of the sports link corridor) and displayed outside the Sports Hall and the Rutland Studio to help you find your seat.
- Make sure you go to the correct room; it is important that we know you are in the exam.

What to Bring

Ensure that you have an adequate supply of these items, in a **clear** plastic bag or **clear** pencil case:

- **black** pens
- pencils
- erasers
- a pencil sharpener
- colouring pencils
- a ruler
- protractor, compass
- calculator (if permitted)

Note: You can only write in **black** ink or ballpoint pen. Make sure you have plenty of spare black pens, pencils, etc. **Do not bring**: Tippex/correcting fluids, blue ink/pens, pencil cases that are not transparent into the exam room.

- A calculator may be allowed for subjects such as Maths, Science and Business Studies.
 - YOU will need to provide it, we cannot lend you one.
 - Make sure that it is suitable for the exam and that it has a new battery.
 - Do not bring instruction booklets or calculator cases into the exam room.
 - Programmable calculators must have their memories erased.
- Food is **not** permitted in exams rooms. Water may be brought in to the exam room, in a **clear plastic bottle**.
- **Electronic devices such as mobile phones, web enabled and storage devices such as smartwatches, ipods and MP3/MP4 players should NOT be brought into the exam room.** If you do bring them in, they must be switched off and handed to an invigilator for safe keeping *before* the start of the exam.

On the Day

Dos and Don'ts

- Do** wear school uniform for all exams.
 - Do** arrive early and check seating plans.
 - Do** bring all necessary stationery and equipment, including spare pens and a calculator if necessary, in a clear pencil case.
 - Do** be silent from the moment you enter the exam room.
 - Do** check the exam paper on your desk; make sure it is the right subject, level and tier (Foundation/Higher). Inform an invigilator if there is a problem.
 - Do** complete all sections on the front of the exam paper, as well as any additional paper you use. Read the instructions carefully and work right the way through the exam paper. Remember, questions may be printed on the back page.
 - Do** remain silent until you have left the exam room, and move quickly and quietly away from the exam venue – other students may still be working.
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Don't bring any unauthorised materials into the exams venue. Remember, you **will be disqualified** from the exam if you have such an item in your possession, even if it is switched off and you have no intention of using it.

Don't attempt to communicate **in any way** with other candidates once inside the exam venue.

Don't leave your seat without permission. If you need something, raise your hand and wait for an invigilator to come to you.

If You Are Late

If you are late, the Exam Boards **may** decide not to mark your paper if they think the security of the exam has been compromised; you should therefore try to arrive early to all your exams. However, if you are late, DON'T PANIC! You can still sit your exam if you arrive within an hour of the published start time.

- If possible, ring the Exams Office and tell them you are on your way.
- Go straight to the exam venue and enter silently.
- Speak to one of the invigilators and explain why you are late. They will help you find your seat and give you your paper. Check it is the correct subject, level and tier.
- You will be given the full time to complete your exam.
- You will NOT be allowed to sit the exam if you arrive after the published finishing time for the exam.

Emergency Evacuation

In the event that the fire alarm is sounded, please follow the senior invigilator's instructions exactly. DO NOT retrieve your mobile phone or electronic device from its storage place.

Illness, Absence & Emergencies

Illness during an exam

If you become ill during an exam, alert an invigilator. They will do what they can to help you complete your exam such as give you rest breaks, take you to the toilet, move your desk nearer the door etc.

Once your exam has finished, go to your GP and get a doctor's note. This will enable us to apply for Special Consideration for you.

Illness before an exam

If you fall ill at home and **cannot get into school** to take your exam, you **must**:

- Telephone the exams office at school, or get someone to do it for you, as soon as you can. The school number is 01629 812671 extension 160.
- Get a medical note from your doctor and give it to the Examinations Officer as soon as possible. We can apply to the Examination Board for Special Consideration if you miss an exam.

It is much better to try to get into school to take your exam if at all possible. Inform the Examinations Officer or the senior invigilator that you are not feeling well and they will help you complete your exam with appropriate support.

Absence from an exam

We need to know in all cases why candidates are absent from exams. If you do not attend for an examination for which you have an entry, a member of the school staff will telephone home to find out why you are not attending. Repeated absence will result in you being charged for all missed exams.

Access Arrangements

Students must fall into certain criteria, which must also be the normal way of working, to qualify for Access Arrangements. If you have any queries regarding your eligibility, please speak with Mr Askew in Learning Support.

Special Consideration

This is a post-examination adjustment to your mark or grade that reflects illness, injury or other indisposition at the time of the assessment which has had or is reasonably likely to have had, a material effect on a candidate's ability to demonstrate his or her normal level of attainment.

Queries

If you feel you fall within the above parameters before and/or during your exams, please speak with the Examinations Officer before the end of the exam series.

All staff ensure your exam experience is a calm and fair one. If you experience anything which you feel has had an adverse effect on your performance, you must tell an invigilator or the Examinations Officer immediately so that the problem can be put right.

After the External Examinations

Results

It is your responsibility to make arrangements for receiving your results. This can be done in one of three ways:

1. Collected by you from school on the day (A-levels: 17 August, GCSEs: 24 August 2017)
2. Collected by another person. A letter of authority, signed by you, must be presented to the school.
3. By post if you are unable to get to the school on results day. You must provide the school with a stamped addressed envelope.

We cannot give out results over the telephone, by text or email.

Post-Results Service

After Results Day, you may access the Post-Results Services. These are:

- Re-Mark – where a different examiner will mark your script.
- Priority Re-Mark – for Year 13 students only, if your university place is at risk.
*Please note: if a script is re-marked, **marks can go down** as well as up.*
- Photocopy Script Return – to allow you to see if you may benefit from a re-mark.
- Original Script Return – to help you make a decision on whether to re-sit the exam next year.

Application forms for Post-Results Services will be available on results day but we advise you to discuss these options with your subject teacher and the Examinations Officer before applying for one of these services.

All Post-Results Services incur fees which are paid by you and are subject to strict deadlines.

Retakes

Some modules are available to re-take in the following summer exam series. However, there are some restrictions and comprehensive changes to subject specifications so please discuss your options with the Examinations Officer.

GCSE English and Maths can be re-taken in the November exam series however these are only available to particular students. Forms for retakes of any other subject will be available in January and must be returned to the exams office by a pre-determined date.

Certificates

The Statement of Results which you receive on Results Day is only provisional and will not be accepted by colleges and some employers. Your exam certificates are the only official proof of your results - these are presented to you on Speech Day in January. If you do not return to the Sixth Form, or do not attend Speech Day, you can collect your certificates from school. A friend or relative can collect them on your behalf, but must bring a letter of authority, signed by you.