

THE BRAKENHALE SCHOOL

High Expectations and Challenge for All



Examinations at Brakenhale

Information about Exams at Brakenhale

There are a number of rules and regulations for exams of which you must be aware (most of these rules are set by the exam boards and not us)! You can find the **Information for Candidates and Warning to Candidates** information on the school website in the Exams and Results section or at the back of this booklet.

Failure to follow these rules and regulations could result in disqualification, so please make sure that you read the information on the website and contained within this booklet.

If you have any questions, queries or concerns regarding your exams then please do not hesitate to contact Mrs Seymour or Mrs Kasteridou who are located in the Administration Office.

Punctuality

Students must ensure that they arrive for exams at least 15 minutes prior to the start of an exam – failure to arrive for an exam on time may mean that you miss the exam.

Absence from Examinations

You must attend all exams that are allocated to you on your individual timetable. Misreading the timetable will not be accepted as a satisfactory explanation for absence. Make sure that you know exactly when your exams are, especially whether they are in the morning or the afternoon. The seating plans for each venue will be placed outside, before the start of each exam.

Please ensure that you allow yourself enough time to get to school so, if you are delayed for any reason, you will still arrive in good time.

If you miss an exam due to illness, you must telephone the school immediately and inform the Exams Office on **01344 465094 - this is a dedicated line for this purpose**. You **must** provide medical evidence from your doctor within **three days** of the missed exam to the Exams Office.

Individual Exam Timetables

Please check your individual candidate timetable carefully. If there are any mistakes (eg name, date of birth or an incorrect exam entry), you must contact the Exams Office immediately. Mistakes that are not spotted at this stage could mean that your certificate is incorrectly printed later. Check each exam date carefully, and check to see if the exam is in the morning or the afternoon. **It is your responsibility to check and then follow your exam timetable.**

Completing your Exams

Once you enter the exam room you will be under exam conditions and you should not communicate with anyone other than an invigilator. Our invigilators all wear badges. Please make sure that you are in the correct venue and, most importantly, in the correct seat. If you are in possession of your timetable this must be placed under the desk. You will not be allowed to leave the exam room from this point without being escorted by an invigilator. If you do leave without supervision you may not be allowed back inside the exam room. You will not be allowed to leave the exam room early, even if you have finished your exam so please **do not ask!**

Arriving Late

If you are not in school for the start of an examination, we will try to contact you to remind you where you should be. Please make your way to school as quickly as possible after receiving such a telephone call. Sometimes, we cannot get hold either of candidates or their parents/carers. If you are late, come to school as soon as you can, report to reception and ask them to contact either Mrs Seymour or Mrs Kasteridou. If you follow these instructions, we **may** be able to help you.

Locations of Exams

We try to ensure that you have the best possible conditions under which to take your examinations. Most exams will take place in the Hall, Sports Hall or Sixth Form Centre. Candidates with Access Arrangements will be notified nearer the time.

Clashes

If you have two exams that are scheduled to be held at the same time arrangements will be made to enable you to sit one exam after the other. In some circumstances you may be kept in 'isolation'. If this should happen you will not have access to your mobile phone during this time and we would recommend that you bring in adequate snacks / drinks for this period of time. If you notice a clash that has not been resolved you must inform the Exams Office immediately.

Exam Rules

It is **YOUR RESPONSIBILITY** to read and understand the **Information for Candidates and Warning to Candidates** sheets. If there is anything you do not understand, please ask for help.

Getting off to a good start in the examination

When you are given the examination paper, check that it is the correct one. There may be two or more examinations taking place in the same room. Once you have the examination paper listen carefully to the invigilator's instructions. You will not be given any time warnings during the exam so make sure that you can clearly see the clock and plan your time.

Equipment

You need to make sure that you bring in **ALL** relevant items to each exam. Please make sure that you bring in black pens, pencils, eraser, ruler and a sharpener in a **clear** pencil case. You may also need a compass, protractor, calculator and coloured pencils.

When a calculator is required for an exam, you are advised to bring in your own (no printed instructions or cases are allowed). Please make sure it is in full working order and that you clear anything stored on the calculator.

You **MUST NOT** use any of the following in your answers: correcting pens, fluid or tape, erasable pens, highlighters or gel pens.

All bags and coats must be left outside the examination room.

Prohibited Material

No potential technological/web enabled sources of information are permitted to be taken into an exam. Mobile phones, iPods, MP3/4 players and wrist watches which have a data storage device **MUST** be switched off and handed in before the exam. If you are caught in possession of a mobile phone or other device, whether it is switched off or not, it will be reported to the appropriate exam board and this could result in disqualification of the exam.

Refreshments

You are allowed to bring a drink of water in a clear plastic bottle, **with the label removed**. However, you are **NOT** allowed to bring in any cans or cartons of drinks, chewing gum or any other food.

Cheating

If you are caught cheating in any way in an exam you **WILL** be reported to the Exam Board. "Cheating" means doing anything that is against the rules stated on the *Information for Candidates* and *Warning to Candidates* sheets.

The invigilators have to adhere to the rules and they will have to report to the Exams Office anything that they feel could be suspicious.

In Case of Emergency

Should the fire alarm go off, firstly, do not panic. Please follow instructions from the invigilator. You will be asked to leave the room in silence. Leave all equipment and paperwork in the exam room. You will still be under exam conditions during this time and you **MUST NOT** communicate with other students. Once the invigilator is given permission to return to the exam room you will be given instructions. You must not start writing until the invigilator tells you to do so.

End of the Exam

The invigilators will collect your exam papers before you leave the exam room. **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. There may be other exams continuing so please leave in silence as other students will still be working.

Special Consideration

Special Consideration can only be applied for if something has seriously affected your performance on the day of the exam. Examples of acceptable reasons for this are bereavement (close to the exam date), injury or illness (you will need medical evidence from a doctor to support this). If after an exam you think you have a good reason for applying for Special Consideration, you need to see either Mrs Seymour or Mrs Kasteridou in the Exams Office as soon as possible, within 3 days of the exam. No late applications will be accepted.

Results

Results day for the summer exams is Thursday 25th August 2016. More information regarding results will be issued closer to the date.