



STUDENT'S EXAMINATION INFORMATION BOOKLET 2009-2010

**Can we please draw your attention to the section at the back
which needs to be signed and returned. Thank you.**

INTRODUCTION

The aim of this guide is to help you get through the examination period by explaining the procedures and by answering some of the questions you may have.

Read it carefully, and if you are still not sure about anything, **ASK YOUR FORM TUTOR OR THE EXAMINATIONS OFFICER**

CONDUCT

At Cromwell we expect the highest standards of behaviour during all examinations from every student. Any misconduct will be reported to the Examination Boards and will be dealt with severely. It may even result in you being disqualified from all further GCSE and 6th Form examinations.

BEFORE YOU SIT YOUR EXAM

- Your teachers inform the Examinations Officer which examination/s you need to be entered for. Most of the entry data is sent through the Internet using a special computer program (which complies with Data Protection rules)

Once sent off you will, in due course, receive a Statement of Entry from the Examination Boards. You will need to check that all the details are correct on this.

YOU MUST CHECK IT VERY CAREFULLY

Any mistakes which are not picked up at this stage will be either very expensive to correct or at worst, may result in you getting no result for your exam.

- **Things to check:**
 - 1). Personal details – this means the correct spelling of your name, and your correct date of birth. These are how they will appear on your certificates.
 - 2). The examination units you are taking, especially the level of the paper. e.g. Foundation, Higher.
- If **anything** is incorrect, you must write the correct spelling or exam on the sheet and tell the Examinations Officer **IMMEDIATELY**.
- Check your exam entry with your teacher if you are unsure, because if you are entered for the wrong exam, you will sit the wrong paper.
- **REMEMBER** – the Examinations Officer relies on you and your teachers requesting the correct exams.

CANDIDATE NUMBER

- You will each be given a unique candidate number. You **MUST** learn this number and remember to write it on every exam paper you take. Your candidate number will stay the same throughout your school career.
- You also have to write the School Centre Number on every exam paper.

This is the number - **22303**

- Your Candidate Number is
(Copy here from front cover sticker and remember it.)
- When you are issued with your examination timetable, read it carefully to make sure you know when and where your exams take place. Put it somewhere safe and obvious at home so that you and your family can see it and that you all know when you should be at school taking an exam.
- All timetables are put on the college website.

DURING THE EXAMINATION PERIOD

WHEN

- Morning examinations:
Be at the exam venue for 8.45am at the very latest. If your school bus is running late please ring school.
- Afternoon examinations start at various times and can be as early as 12.30. Be at the exam venue 15 minutes before the start time on the **schools** timetable. For large exams (English, Maths etc) allow 20 minutes.

WHERE

- Large exams will be in the Sports Hall: for other exam venues check the school published timetable.
- Wait outside, quietly, to be called in.
- You must sit at the correct desk. To find out where you sit for the exam in that session, you need to look at the seating plan. There will be a copy outside the venue the exam is being sat in. Look for your name in the list, which is in alphabetical order in tiers. (e.g. A2, F17, G9.)

Each exam will have a different seating plan.

- When you enter the exam room, **you must be silent**. Sit facing forward and feet under the desk. You must not communicate with any other student either by speaking or mouthing to them. **Even eye contact and grinning at another student is counted as communicating!**

You may not pass anything to another student in an examination.

EXAM RULES AND TIMETABLE WILL BE ON THE CROMWELL WEBSITE

AT THE START OF ANY EXAMINATION

- You will be told how to complete the front details on the examination paper. On every paper, you must write your
 - name
 - candidate number
 - the School Centre Number: 22303
- Only write in black ink – use only a HB pencil for diagrams.
DO NOT WRITE IN RED OR GREEN INK OR USE CORRECTION FLUID.
- You will need to bring your normal writing materials and calculators to the exam room in a **CLEAR PLASTIC BAG**. Bring a spare pen and pencil, and don't forget a ruler and a rubber. **We have a limited number of calculators**, so if you forget yours, you may have to do without.
- Coats and bags should not be brought into the exam room. **DO NOT BRING IN ANY ELECTRONIC DEVICES ie mobile phones, MP3 players, iPods etc.** If they are they will be collected in and removed from the exam room.
- You must not bring any unauthorised books or rough paper into the exam. However, remember to bring any set books, such as an anthology if this is allowed and not being provided by school.
- You can bring a bottle of water into the exam room. This should be left on the floor near you desk. Please remove labels.
- You cannot ask the invigilators questions relating to the content of the exam, but if you think there is something missing from your paper, then ask for guidance.
- If you finish the exam early do not doodle on your exam paper. You could be disqualified.
- Make sure the numbers of the questions you have answered are completed on the front of your paper/answer booklet.
- When your exam has finished and your paper has been collected in, you will be told when you can leave the exam room. You must leave in silence – other students may still be working in the room.
- Once you have left the exam room, you can go home. If you have another exam that day, go to the library or revision room and do some work.

DO NOT DISTURB THE REST OF THE SCHOOL.

WHAT IF . . .

What if I forget to come for an exam?

- You can only take an exam at the set time, so if you forget to come, you have missed the exam.
- You may be charged for any exam you miss.

What if I am late?

- If you arrive within 30 minutes of the official start time of the exam (9.00am for morning exams and 1.30pm for afternoon exams), you can still take the exam. Remember the school start times are sometimes different to these. You are entitled to have the full time allowed. Report to the exam venue and find the Examinations Officer.

What if I am ill?

- If you are ill, you must try to sit the exam, no matter how unwell you are.
- If you are unwell during the exam, you may leave the exam room and then return as long as you have been accompanied by an invigilator. You will be allowed your full time allowance.

**** SPECIAL CONSIDERATION****

The school can write to the Exam Board to ask for special consideration in **exceptional circumstances**, as long as you produce a letter from your doctor. However, this will have very little effect on your final grade, as the **MAXIMUM** amount of consideration given is only **5%**.

REMEMBER –

SPECIAL CONSIDERATION IS ONLY APPLIED FOR IN EXCEPTIONAL CIRCUMSTANCES.

What if I am too ill to sit the Exam?

- If you are not going to attend you need to ring school by 8.30am.
- If you are so ill that you cannot sit the exam at all, a letter from your doctor is required. However, the Exam Board may award a grade based on

coursework or any exams actually taken in the subject, but only if 35% of the overall award has been completed.

- In special circumstances, if you cannot get to school because of your illness but are able to sit the exam, the school may be able to send a member of staff to your home (or hospital) on the day, so that you can complete the paper. However, you must contact the Exams Officer well in advance.

What if the fire alarm sounds?

- If the fire alarm sounds during an exam, you will be told to stop, close your paper and put down your pen. You must sit in silence and await instructions.

If the fire alarm is genuine, you will be led onto the field in an orderly manner. Your exam paper will be left in the exam room. You will stay in your exam group and NOT line up in Form Groups. You must not communicate with anyone during this time.

If the fire alarm is false, you will remain seated in the exam room.

In either situation, the length of time of the disruption will be noted and you will be given that time at the end.

What if I take my mobile phone, iPod etc. into the exam.

- When asked if you have any electronic devices put your hand up. You will be given a plastic bag with 2 tickets in. Place your item in the bag and remove one ticket. You will need this ticket to reclaim your item. Because of exam board rules these will be removed from the exam room and returned at the end of the exam. The school cannot be responsible for the safe keeping of phones during exams.

What if I need to go to the toilet during an exam?

- If you are desperate to go to the toilet during the exam, raise your hand and wait for an invigilator to come to you. He or she will then accompany you.

Remember – going to the toilet not only disturbs other people in the room, it also breaks your concentration.

What if I feel ill during the exam?

- If you feel unwell during an exam, raise your hand and wait for an invigilator to come to you. You can leave the exam room under supervision, and return to the room when you have recovered. You will be allowed any time you have missed.
Remember – if you have a cold or suffer from hay fever, bring plenty of tissues with you.

What if I have 2 exams scheduled at the same time?

- If you have 2 exams timetabled at the same time check that the Exams Officers is aware. You will take one exam in the morning and the other later that day. You will be supervised all the time between the two exams.

HOW DO I GET MY RESULTS?

- GCSE results day is Tuesday 24 August. You can collect your results from the South Hall between 9.30am and 10.30am and after that from the office up to 11.30am. **If you are unable to attend** and would like your slip sent to a different address to your home address, please provide a stamped addressed envelope in advance.
- If you are collecting your results on the day, an envelope will be waiting for you with your name on. The slip inside will be produced from our own Exams programme. Please check carefully no results are missing. If there are, let Mrs D'Urso or a member of staff know. The exam board's results slips will be sent with your Presentation Evening invite.
- We do not give results out over the phone, or give them to a friend to deliver to you unless you send a note explaining that you give permission for that person to take your results.
- If you are concerned about any aspect of your results you must see a member of staff.
- Your examination certificates will be available at Presentation Evening in the Autumn term and after that from the school office. They are kept here for **1 year only** and then posted to the address we have on record or destroyed. You will be asked for proof of results at job/university/college interviews for many years to come so it is vitally important you have them.
- Keep your certificates in a safe place. If you loose them you will need to contact the examination boards for replacements which cost approximately £35 for each certificate; you could have 3 or more different certificates!

MOBILE PHONES, IPODS, MP3 PLAYERS, PAGERS, OR ANY OTHER PRODUCTS WITH TEXT/DIGITAL FACILITIES

The Examination Boards wish to make it clear to all students that taking ANY OF THE ABOVE MENTIONED ITEMS into an examination is **STRICTLY FORBIDDEN**.

In particular, they stress that taking a mobile phone into any examination room will result in the following action: -

- 1). If a student is found to have mobile phone on his or her person and it is **switched off**, that candidate may receive **zero marks** for that examination paper.
- 2). If a student has a mobile phone on his or her person and it rings during the examination, that candidate will be **disqualified from that examination subject**.

It is also at the school's discretion to ban you from all future examinations of all the GCE and GCSE Examination Boards.

Please be aware that any infringement of this rule will be reported to the relevant Examination Board.

Do not risk failing an exam by forgetting. There are no exceptions!

LEAVE MOBILE PHONES AT HOME

DO NOT TAKE PHONES INTO THE EXAM HALL

The school cannot be responsible for the safe keeping of phones during exams.

And Finally, , ,

- These exams represent the culmination of several years' hard work at Cromwell Community College.
- Do not behave in any way that might jeopardize your chances or those of other people in the exam room. Even eye contact can be taken as communication.
- Examination Board rules are strict and must be followed to the letter.
- Any misbehaviour **MUST** be reported to the Board and will **ALWAYS** be dealt with very severely.
- Keep this booklet in a safe place.
- Please show this booklet to your parents and ask them to sign below and return the slip to the main office as soon as possible.

GOOD LUCK!



EXAMINATION ENTRY 2010

Candidate's name Form

I understand the mobile phone regulations, and confirm that I am aware of the consequences.

I have studied the subject entry form and regulations and accept responsibility for 's attendance at the forthcoming examinations and understand that failure to do so may result in being required to reimburse the college for the entry fees.

I confirm that the **candidates name is spelt correctly** and that **their date of birth is correct.**

I accept the recommended subjects/tiers of entry.

Signature of candidate _____

Signature of Parent/guardian _____

Date _____