



ST. BEDE'S CATHOLIC COLLEGE

STUDENT EXAMINATION BOOKLET 2015 - 2016

Name:

Tutor Group:

There are a number of rules and regulations for examinations of which you should be aware which are set by the Examination Boards.

If you do not follow these rules then you may be disqualified from all your exams.

Read this booklet carefully and if there is anything you do not understand please speak to Mrs Charters or Mr McDermott

DO NOT LOSE THIS BOOKLET

Timetables

Please check your individual candidate timetables carefully.

If there are **ANY** mistakes (e.g. name, date of birth, exam entry) you **MUST** tell Mrs Charters (Examinations Officer).

Mistakes that are not identified at this stage could mean that you are not entered for the right exam or 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.

Timetable Clashes: If you have a two or more exams at the same time please speak to Mrs Charters (Examinations Officer). Arrangements will be made for you to sit the exams at different times that day with appropriate breaks in-between.

YOU, AND YOU ALONE, ARE RESPONSIBLE FOR CHECKING YOUR EXAM TIMETABLE.

Times

Check your timetable carefully for the start time of your exam, whether it is a morning or afternoon exam, **precise times will be shown on the seating plan on the day of the exam.**

You should ensure that you arrive at the exam room **10 minutes before** the start of the exam. **This applies even when exams are scheduled to start during college lunchtimes.**

Lateness

If for any reason you are going to be late and will miss the start of the exam, you **MUST** telephone the college. You will then be told how long you have left before you will be refused entry.

Please note that if you are late:

The College will decide whether:-

- To allow you to take the exam.
- To allow you to have the full time allocation.

The Examination Board will decide whether:-

- To accept any of the work.
- To accept only the work completed in the "normal" exam time.
- To accept all of the work

Absence from Examinations

You **MUST** attend all exams that are allocated to you on your individual candidate timetable. Mis-reading the timetable will not be accepted as a satisfactory reason for absence.

You will be expected to pay if you fail to attend an exam that you have been entered for by the college unless you provide a medical certificate.

If you miss an exam due to illness:-

1. You must **telephone the college** on 0117 3772228 as soon as possible on the morning of the exam.
2. You must provide a **medical certificate** addressed to the Examinations Officer within three days of the exam you missed.

Conduct in the Exam Room

You must be silent at all times when you are in the exam room. This includes when you enter and when you leave.

If you need assistance, put your hand up clearly and wait for an invigilator to attend to you.

You will not be allowed to leave the exam room for toilet breaks. You will not be allowed to leave the exam room unattended.

If you have finished the exam early, **you will NOT be allowed to leave** as this disturbs other candidates in the room.

Cheating

If you are caught cheating in an exam, you **WILL** be reported to the Exam Board. Cheating means doing anything that is against the rules stated on the *Notice to Candidates*, which is displayed in college, and includes:-

- Being in possession of a mobile phone.
- Using unauthorised aids.
- Communicating with other candidates in any way.
- Copying from other candidates.

Penalties for cheating can include disqualification from taking any exam for up to 5 years.

Equipment

You must provide all your own equipment. Borrowing from other candidates whilst in the exam room is **NOT** allowed under any circumstances.

Ordinary pencil cases or boxes are **NOT** allowed in the exam room. **You should bring your equipment in a clear plastic bag or transparent pencil case.**

The following equipment should be brought to **EVERY** exam:

- | | |
|---|--|
| <input checked="" type="checkbox"/> 2 pens - black only | <input checked="" type="checkbox"/> Pencil sharpener |
| <input checked="" type="checkbox"/> 2 HB pencils | <input checked="" type="checkbox"/> Rubber |
| <input checked="" type="checkbox"/> Ruler (marked with millimetres) | |

For certain exams you may also need the following:

- Compasses
- Protractor
- Calculator
- Set texts

You are **NOT** allowed to use correcting fluids, pens or mice. This is to protect you and your exam; if correction devices were allowed then someone could tamper with your exam paper and it would be undetectable.

Mobile Phones, Electronic Organisers, MP3/4, iPods, Electronic communication or storage devices or with digital facility.

You are **NOT** allowed the above items in the exam. If you bring them into the exam room they **MUST** be handed to an invigilator to be stored at the front of the room. You must ensure that all devices are **switched off**.

MOBILE PHONE MALPRACTICE

Any mobile phone brought into the exam room must be handed in before exam begins. If you are found to have a mobile phone in your possession you can be disqualified from the exam and other exams.

Calculators

Calculators may be used in most exams. Your subject teacher will tell you if they are not allowed for a particular paper.

You are not allowed to use a mobile phone as a calculator.

Calculators must not:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Have alphabetic keys | <input checked="" type="checkbox"/> Use magnetic card input |
| <input checked="" type="checkbox"/> Be programmable | <input checked="" type="checkbox"/> Have a permanent memory |
| <input checked="" type="checkbox"/> Have noisy keys which would disturb others | |

You must not bring calculator cases, lids, covers or instruction leaflets into the exam room.

Drinks

You are allowed to take into the exam room a drink of water in a clear plastic bottle with the label removed. You may not take any food into the exam.

You will **NOT** be allowed to leave the room to refill a bottle of water, and invigilators cannot do this for you, so please make sure you have enough for the whole exam.

You will **NOT** be allowed to leave the room for toilet breaks - so please do not drink excessive amounts of water.

End of the Exam

The invigilators will collect your exam papers before you leave the exam room. **Absolute 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.

You must remain silent until you are outside the building.

Special Consideration

Special consideration can only be applied for if something has seriously affected your performance on the day of an exam. Examples of acceptable reasons for application are bereavements, injury or illness (you will need a doctor's note). If after the exam you think you have a good reason for applying for Special Consideration you need to contact the Examinations Secretary as soon as possible and **within 3 days** of the exam.

Timetable Clashes

If you have any clashes, arrangements will be made for you to take the subjects one after the other, or later in the same day.

If this happens to you, you will be supervised by an invigilator at all times in between your exams.

If you notice a clash on your final timetable which has not been resolved you must tell the Examinations Secretary immediately.

Clash Supervision

You will be informed in advance if you have any clash arrangements over lunchtime.

During clash supervision you will not be allowed to communicate with anyone else and will not be allowed to use your mobile phone or any other communication device.

If you need to be supervised over lunchtime you will need to bring a packed lunch and a drink with you as you will not be allowed to use the catering facilities.

Whilst being supervised you are allowed to revise for your next exam or talk quietly.

Access Arrangements

If you have Access Arrangements for an exam please wait in the college reception area to be taken to your exam room.

Emergency Arrangements

In the event of a fire alarm please remain calm and follow the direct instructions given by the Invigilator.

Examinations Policy

If you have any further questions regarding your exams, please seek advice from your subject teacher or tutor.

A copy of the full examinations policy (including the internal appeals policy) is available on the college website or from Mrs Charters (Examinations Officer).

EXAMINATION NOTICES ISSUED BY:

Joint Council for Qualifications

1. Warning to Candidates
2. Information for Candidates - Controlled Assessments
3. Information for Candidates - Coursework Assessments
4. Information for Candidates - for Written Examinations
5. Information for Candidates - Social Media
6. Information for Candidates - for On-Screen Tests
7. Mobile Phone Notice