

# GCSE Examinations

## Things you need to know

### **Absence from Examinations:**

- You must attend all exams that are allocated to you on your individual candidate timetable.
- Misreading the timetable will not be accepted as a satisfactory explanation for your absence.
- If you miss an exam due to illness, you **must** telephone the school.

### **Bags, Books, Notes and Valuables:**

- You are not allowed to keep any bags, books or notes with you in the exam room; please ensure they are placed in your locker.
- Please do not bring valuables with you when you come into school for an exam.

### **Mobile Phones, Pagers, Electronic Organisers, Music Players:**

- Mobile phones, pagers, organisers, music players, headphones and any type of electronic communication or storage devices are not allowed in the exam room.
- You are strongly advised not to bring any such devices with you to school when you have an exam.
- If however, you choose to bring a mobile phone in, as you enter you will be asked to switch off your phone and this will be collected by the invigilators. At the end of the exam session the invigilators will let you collect your phones on your way out.

**IF A MOBILE PHONE, PAGER OR OTHER ELECTRONIC COMMUNICATION DEVICE IS FOUND IN YOUR POSSESSION DURING AN EXAM EVEN IF IT IS TURNED OFF, THE DEVICE WILL BE TAKEN FROM YOU AND A REPORT MADE TO THE APPROPRIATE EXAM BOARD. NO EXCEPTIONS WILL BE MADE.**

### **MINIMUM PENALTIES IMPOSED BY THE EXAM BOARDS ARE AS FOLLOWS (WITHOUT EXCEPTION):**

- **Device found on you and turned ON: disqualification from entire subject award.**
- **Device found on you and turned OFF: disqualification from that component.**

### **Prohibited Material:**

The following items must not be brought into any exam room:

- Mobile phones, pagers, organisers, any type of electronic communication or storage device.
- Non-transparent pencil cases/boxes.
- Calculator cases and instruction books.
- Headphones, personal stereos, MP3 players, iPods, or any other kind of music storage/playing device.
- Books (except for authorised texts), notes, letters, diaries or other printed material.
- Bags, rucksacks, PE kits, etc.

**Cheating:**

If you are caught cheating in any way in an exam, you **WILL** be reported to the exam boards. 'Cheating' means doing anything that is against the rules stated and includes:

- Being in possession of a mobile phone.
- Using unauthorised aids.
- Communicating with other candidates (by talking or otherwise).
- Copying from other candidates.
- Attempting to communicate with other candidates (turning around, looking across at other candidates etc).

**PENALTIES FOR CHEATING CAN INCLUDE DISQUALIFICATION FROM TAKING ANY EXAM FOR UP TO FIVE YEARS.**

**Equipment:**

You must provide all your own equipment. 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:

- 2 pens – black ink only
- 2 HB pencils
- Ruler
- Pencil sharpener
- Rubber

For certain exams you will also need the following:

- Compasses
- Protractor
- Calculator
- Coloured pencils

You must do any rough work in the answer booklet provided. Cross out anything that you do not wish to be marked.

**YOU ARE NOT ALLOWED TO USE CORRECTING FLUID, CORRECTING PENS, HIGHLIGHTER PENS OR GEL PENS IN ANY ANSWER BOOKLETS.**

If you need tissues in the exam room, you must remove them from packets and place them on the desk at the start of the exam. There will usually be a supply of tissues in the exam room.

**Calculators:**

Calculators may be used in most exams unless stated otherwise.

**YOU MUST BRING YOUR OWN CALCULATOR IF YOU NEED ONE. YOU ARE NOT ALLOWED TO USE A MOBILE PHONE AS A CALCULATOR.**

Calculators must not:

- Be dependent on mains supply (i.e. use a plug!)
- Have alphabetic keys
- Be programmable
- Have noisy keys which would disturb others

**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 leave. If you need assistance, put your hand up clearly and wait for an invigilator to attend to you. Once you have entered the exam room, you have to be escorted at all times if you need to leave (e.g. if you need to go to the toilet).

**You will not be allowed to leave an exam early if you have finished your work as this disturbs other candidates in the room.**

**Location of Exams:**

Most GCSE exams will take place in the Sports Hall. Please arrive well before the start time shown on your timetable so that you are not in a rush before your exam. Seating plans for each exam session will be displayed on the exam notice board, level 3, at the start of the music corridor. Please make a note of the row and seat number you will be seated in. You are NOT allowed to enter the exam room before the exam time.

**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 bereavement (if a close relative or friend has passed away close to the exam), injury or illness (you would usually need a doctor's note).

**Drinks and Sweets:**

You are allowed to take into the exam room a drink of plain water in a sealed clear plastic bottle with the label removed.

**NO sweets or other foods of any kind are permitted in an examination.**

**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 hall.

**WARNING**

All the exam boards have very strict rules and regulations. They make it clear that:

- Their official exam sessions must be run under strictly fair conditions. Anyone attempting unfair practices can expect cancellation of exam entries, as well as possible exclusion from any further external exams for a period of up to 5 years.
- All invigilators HAVE to stick to the rules; they HAVE to report to the Exams Officer ANYTHING that they feel could be suspicious.

**DON'T LET IT HAPPEN TO YOU. OBEY ALL THE RULES. DON'T RISK YOUR FUTURE.**