

Nailsea School

Exams Information

A Guide for Students & Parents

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Exams – A guide for Students and Parents

This booklet has been produced for you by the Exams Office in order to answer your queries about exams. Please keep this booklet handy and familiarise yourself with its contents.

You may have already taken plenty of exams so you may have a good idea of how external exams are conducted at Nailsea. If any problems arise during the exam session, you should speak to the appropriate person as soon as possible:

Entry queries: Subject Teacher or Subject Head

Exam organisation: Mrs Beattie Exams officer NBeattie@Nailseaschool.com

Remember that, by being entered for your exams, you agree to abide by the regulations of the exam boards. You will receive a candidate timetable; please check this very carefully to ensure that your entries are correct. If you have any queries, please speak to someone as soon as possible. For entry queries, please speak to the subject teacher or subject head. For exam organisation queries, please speak to the exams team.

Please bring your timetable with you to each of your exams as it is your proof that you are entered. Any changes to entries must be made well in advance of the exam date in consultation with your subject teacher in the first instance. Any last minute amendments may be charged to the student.

The following exam boards are used by Nailsea School:

- OCR (Oxford, Cambridge & RSA) www.ocr.org.uk
- AQA (Assessment & Qualifications Alliance) www.aqa.org.uk
- Pearson Edexcel www.edexcel.com

During the Exams

Exam Regulations

Copies of the current regulations are to be found on the school website. You must read these carefully and note that to break any of the examination rules or regulations could lead to disqualification from all subjects. The school must report any breach of regulations to the relevant awarding body.

Attendance at Exams

Be at your exam room at least 15 minutes prior to the start time of the exam

You are responsible for checking your own timetable and arriving at school on the correct day and time, properly dressed and equipped. Please wait quietly outside your exam room until you are invited to enter by the exam staff. If a student arrives more than one hour late for an exam, the board must be notified. In such cases the board reserves the right not to accept the student's paper.

Do not miss any exam without a very good reason such as serious illness or injury. If you are unable to attend an exam, then your parents must immediately telephone the school and get a message to the exams officer to say that you will be unable to attend. Documentary evidence must be provided stating the reason for absence, such as a doctor's note. This must contain information about the date and nature of the illness.

If you miss an exam without good reason, you will be charged the relevant entry fee



Equipment

It is your responsibility to ensure you are fully equipped for all exams you attend. Equipment must be brought in a clear plastic pencil case or bag.

- Black pen plus a spare
- Pencil plus a spare
- Pencil Sharpener
- Ruler
- Rubber
- Calculator

You must write in black ink. Most exam papers are electronically scanned and blue ink may not be picked up. You must not take anything from the exam room except your own possessions – it is an offence to remove exam materials.

Mobile Phones

You must not bring mobile phones or other electronic storage devices into an exam. If a mobile phone or any other type of electronic communication or storage device is found in your possession during an exam, even if it is turned off, it will be taken from you and a report made to the appropriate exam board. No exceptions can be made. We cannot stress enough how important this is – you may be disqualified from that exam and any other exams.

Food and Drink

You are allowed to bring a clear bottle of still water into the exam room. The label must be removed and a sports cap is recommended. You are NOT allowed to bring in any other food or drink. This is because you may spill drink on your exam paper and the noise of eating can be distracting for other students.

Graffiti

Do not write on exam desks! This is regarded as vandalism and you will be asked to pay for any damage and clean the desk. Do not graffiti or write offensive comments on exam papers. If you do, the exam board may refuse to accept your paper.

Communication

You must not communicate in any way with other students in the exam room at any time for any reason. If an invigilator believes you are communicating, this will be reported to the exam board and the board may decide to reduce your marks or ban you from any exams that you are sitting.

If you have a query or problem that is unrelated to the paper content, you should put your hand up and wait for an invigilator to see you. If you require additional paper, put your hand up well in advance of running out of space. If you urgently need to leave the exam room to go to the toilet, you will be escorted by a member of staff. At all other times you must sit quietly and face the front.

Instructions

- Each desk has a seat number. You must sit at the correct desk. Check your timetable for the correct seat number before each exam.
- Listen carefully to the instructions and notices read out by the invigilators; there may be amendments to the exam paper that you need to know about.
- Check you have the correct question paper. Check the subject, paper and tier of entry. Read all instructions carefully and number your answers clearly.
- Make sure you complete your name and other details clearly on the front of each answer book and any additional sheets. Use your legal names so that the exam boards can link you to your exam paper.



- You are not allowed to leave the exam room until the end of the exam, so do not ask! If you are satisfied that you have finished and checked everything, remain seated and facing the front.
- At the end of the exam all work must be handed in. If you have used more than one answer book or additional sheets of paper, ask for a tag to fasten them together in the correct order.
- When your exam has finished and all papers have been collected in, you will be told when you can leave the exam room. You must remain in silence as you leave as you are still under exam conditions.

Dress Code

Students must attend exams in full correct school uniform. The school reserves the right to refuse any student admission to an exam if they are not dressed appropriately.

Post Results Services

There are a number of post results services available, including copies of scripts and review of marking. There are strict deadlines for these services and students or parents will normally be expected to meet the cost of these, unless prior agreement has been obtained from the school. Information about these services is available separately.

FAQs - What if.....

I haven't got an exam timetable but everyone else has?

Check with your subject teachers if you have been entered for any exams. You can collect a copy of your timetable from the Exams Officer. Your timetable is personal to you so do not just turn up to what your friend is doing.

I have an exam clash?

Depending on the total length of the exams arrangements will be made for you to take the exams one after the other, either in the morning or afternoon session. You will be supervised between the exams as you will still be in exam conditions.

I have an appointment on the same day as an exam?

You will need to change the appointment! Exams have to happen on the date and time specified by the exam board.

The fire alarm sounds?

You will be instructed by the invigilator to stop writing, close your exam paper and answer booklet. You will remain seated and in silence. If you are instructed to evacuate the room you must do so in silence and follow the instructions of the invigilator. Once you are re-seated, the exam will restart and you will be given the full working time set for the examination.

I feel ill during an exam?

If you feel unwell during an exam, raise your hand and wait for an invigilator to come to you.

I need special consideration?

The school can request special consideration in exceptional circumstances. Please talk to your teacher, tutor or the Exams Officer for information or advice.