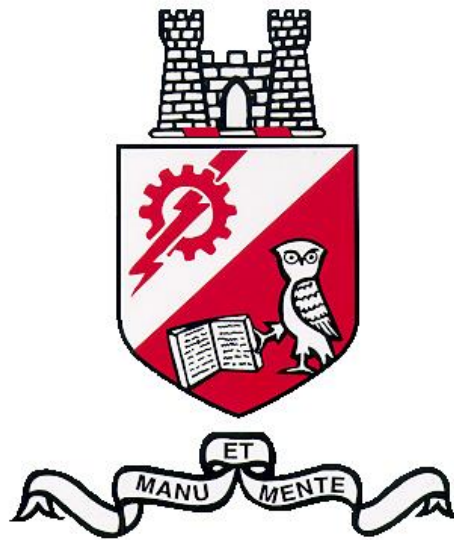


WEST HATCH HIGH SCHOOL



Exams Information 2016

QUICK REFERENCE

Start Times

Morning	9.00am
Afternoon	1.30pm

YOU MUST:

Head up your answer booklet and complete the side box to show the question numbers answered if necessary.

Write in **Black** ink.

Bring writing instruments in a **clear** case or **clear** plastic bag.

Remove labels from water bottles.

YOU MUST NOT:

Bring notes, potential technological/web enabled sources of information such as mobile phones, iPods, iwatches, MP3/4 players or a wrist watch which has a data storage device in to exam room. Being found in possession of a mobile phone or such items will automatically lead to you losing your grade.

Bring calculator cases into the exam room.

Use:

- Correcting pens/fluid
- Reading pens
- Erasable pens
- Highlighter pens in your answers
- Pale coloured gel pens in your answers

Students' Guide

These instructions must be read carefully and retained for reference.

The school is bound by the rules of the examining boards regarding the conduct of the examinations, and all breaches of the regulations must be reported to the boards. This may lead to cancellation of your papers or disqualification from your exam.

Ignorance of the regulations is no excuse; it is your duty to make sure you have read them before the examination. Detailed notices to candidates are issued by the examination boards; copies of which have been provided to you and are displayed on the exams notice board outside the exams office. This guide is a summary of the most relevant regulations.

If a situation arises which is not covered by this guide then you should contact the Exams Officer.

Your Exams Officer is Mrs Masters whose office is situated in the corridor opposite the PE Office.

Arriving for an Exam

Examination Times (unless notified otherwise)

Morning Sessions	9.00am
Afternoon Sessions	1.30pm

- Allow plenty of time to travel to school
- Have a contingency plan where a friend, relation or neighbour can take you to school if necessary.
- Arrive outside the Examination Centre **at least 15 minutes** before the start of the session.

Where will my exam take place?

Venues will be posted on the window in the linkway and the notice board outside the exams office prior to the exam session.

The main venues used are the **Main Hall** and the **Gym**, but other rooms are used for small exam sessions.

On the Day

Make sure you have had a good breakfast or lunch.

A seating plan will be displayed on the window in the linkway and on the notice board outside the exams office. Please identify where you are sitting **before** you enter the exam room.

You are under exam conditions as soon as you enter the exam room therefore you must make your way to your seat **in silence** where you will see a card on the desk displaying your name, candidate number and centre number.

What happens if I am late?

If you are unavoidably late for an examination, please see that the school is notified that you are on your way **(Tel: 020 8504 8216)**

If you are late, you may be admitted and allowed the full time for the examination, but the exam boards reserve the right to refuse your script depending on the reason for your lateness. Details of which will be entered on the Session Record Sheet by the senior invigilator.

What happens if I am ill during the exam?

If you suffer from a long-standing illness, allergy (e.g. hay fever) or disability you should give a doctor's certificate to the Exams Officer describing the nature of the problem **before the start of the Examination Session.**

If you feel ill during the exam then you **must** report that you feel unwell to the invigilator who will make a note on the Session Record Sheet. You must do this even if you have already brought in a medical certificate. Please see the Exams Officer at the earliest opportunity so that an application can be sent to the exam board for special consideration. If you become too ill to continue, then tell an invigilator and the Exams Officer will be called.

What happens if I am too ill to sit the exam?

The school must be notified at once **(Tel: 020 8504 8216)**. A medical certificate should be given to the Exams Officer as soon as possible.

What rules must I remember during the exam?

- **No talking** is allowed in the examination room, nor is any other form of communication between candidates permitted at any time.
- **MOBILE PHONES, TECHNOLOGICAL/WEB ENABLED SOURCES OF INFORMATION MUST NOT BE BROUGHT INTO THE EXAM ROOM. BEING FOUND WITH A MOBILE PHONE OR SUCH ITEMS (SWITCHED ON OR OFF) WILL AUTOMATICALLY LEAD TO YOU LOSING YOUR GRADE. IF YOU DO BRING THEM IN THEN YOU WILL BE GIVEN THE OPPORTUNITY TO HAND THEM IN AS YOU WALK INTO THE EXAM ROOM. HOWEVER, THE SCHOOL ACCEPTS NO RESPONSIBILITY FOR THEM.**

School Telephone Number: 020 8504 8216

- You must bring your own pens, pencils, rubbers, ink, geometrical instruments, etc in a **clear** pencil case or plastic bag. These can be obtained from Resources at a small cost.
- Rough work must be done in the answer book and crossed out. Any rough work completed on additional sheets will be collected in at the end of the exam and sent to the exam board.
- You must not bring paper into the exam room and books may only be brought in where the syllabus regulations permit.
- You must not remove Examination stationery from the exam room.
- Used sheets of paper are not to be crumpled noisily during an exam nor is any other disturbance to be caused to other candidates.
- **FOOD MUST NOT BE BROUGHT INTO THE EXAMINATION.** A small bottle of water may be brought into the exam room but it must be fitted with a non-spill/sports cap. **THE LABEL MUST BE REMOVED.**
- **DO NOT WEAR A WATCH THAT BEEPS, IS WEB ENABLED OR HAS A DATA STORAGE DEVICE.** You must remove your watch and place it in front of you on the desk.
- If you need to attract the attention of an invigilator for more stationery or another purpose then remain in your seat with your hand raised until an invigilator approaches.
- Candidates must wear full school uniform to examinations. The Head reserves the right to refuse you entry to the exam if you do not comply with this rule.
- Care must be taken that chairs and desks do not move from their measured positions.
- The Head is obliged by the Exam Boards to report any misconduct or cheating. All papers of the candidate may be invalidated in this event and a subsequent re-sit may not be permitted.
- Formulae or data books will be supplied at the start of the examination as appropriate.

Using Calculators

For question papers where the use of calculators is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations.

Calculators must be:

- Of a size suitable for use on the desk;
- Either battery or solar powered.

The candidate is responsible for the following:

- The calculator's power supply;
- The calculator's working condition.

Calculators MUST NOT be:

- Be designed or adapted to offer any of these facilities:-
 - Language translators
 - Symbolic algebra manipulation
 - Symbolic differentiation or integration
 - Communication with other machines or the internet
 - Have a permanent memory
- Be borrowed from another candidate during an examination for any reason.
- Have retrievable information stored in them – this includes
 - Databanks
 - Dictionaries
 - Mathematical formulas
 - Text

How do I head up my exam script?

- You will need to put your name and candidate number on answer booklets and sheets exactly as it is shown on the card placed on your desk.
- It is essential that all headings and other details are completed as instructed. e.g sometimes you are asked to list the question numbers you have attempted, or mark an 'X' in the box to indicate the question answered.
- Carefully read and observe the instructions on the question paper. If the paper is in sections to be handed in separately, be sure to keep your answers apart – do not put answers from different sections on the same sheet.

School Telephone Number: 020 8504 8216

- Write on both sides of the paper, unless instructed otherwise. Use black ink except for drawings and rough notes.
- Make sure you complete any supplementary answer sheets carefully and completely.

What if I make a mistake?

- Deletion should be a single line.
- Do not use Tippex or correction fluid.
- In translation, leave a blank to indicate a missing word or sentence.
- The exam boards reserve the right to refuse any script if offensive language is used or if the paper is defaced in an inappropriate way.

Get your timing right?

- There will be a clock in the exam room and the time of starting and finishing will be clearly displayed at the beginning of the examination. A warning will be given 10 minutes prior to the end of the exam.
- Take sufficient time to make the right choice of questions if applicable. Spend time appropriate to the marks available as indicated. Check the number of questions to be answered and observe any special instructions e.g. about the number of questions from any one section.

What should I do when the exam has finished?

- When an invigilator says “stop writing” you must do so **immediately**.
- Check your sheets and booklets to see that you have entered the correct details on all the headings.

School Telephone Number: 020 8504 8216

- All sheets/booklets should be tagged together in question order with tags provided. In some subject details of questions answered must be entered in the space provided.
- After all the scripts have been collected, the invigilators will indicate when you may leave. IT IS MOST IMPORTANT THAT YOU REMAIN SILENT UNTIL YOU ARE **OUTSIDE AND WELL AWAY FROM THE EXAM ROOM**. Often longer papers will still be in progress and candidates **MUST NOT BE DISTURBED**.
- No examination materials or question papers may be removed from the room.

What happens if my exams clash?

- If, as the result of a clash, you are sitting an afternoon paper in the morning session or vice-versa, arrangements will be made to supervise you during the lunch break. Wait in your place until collected by your staff escort. You must not communicate with others during this time. **DO NOT LEAVE THE EXAM ROOM UNACCOMPANIED BY AN INVIGILATOR OR MEMBER OF STAFF.**
- If overnight arrangements have been made you must remain with your staff escort until your parent takes over responsibility and visa-versa.

When do I receive my results?

Results are available for collection on the following days:

AS results Thursday 18 August 2016

A level results Thursday 18 August 2016

GCSE results Thursday 25 August 2016

- Results will be posted if not collected.
- Results **WILL NOT** be communicated by telephone
- Results **WILL NOT** be issued to any person other than the candidate without written permission from the candidate.

POST RESULTS/PROBLEMS - Kinds of services you may need?

GCSE

Relevant forms for queries will be available on the day or from the Exams Office once term has started. A fee is payable for most post result services. Forms and payment should be returned to the Exams Office by the deadline stated on page 13.

Access to Scripts (ATS)

Requesting ORIGINAL scripts - You **must not** request an original script if you are considering asking for a remark. Original scripts will not be issued until the re-mark deadline has past

Enquiries about Results (EAR)

Service 1: Clerical Re-check – A re-check of all clerical procedures with access to scripts. This service does not re-mark a script, but simply checks all aspects of administration relating to the script (adding up of marks etc). Only Service 1 can be requested for Objective tests (multiple choice).

Service 2: Review of marking – Very few appeals result in a change of grade and it is important to note that a lower grade can be awarded if a re-mark reveals that the original grade was over generous. This service is a review of the original marking to ensure that the agreed mark scheme has been applied correctly. It will also include the clerical re-checks detailed in Service 1. You must not request an original script if you are considering asking for a re-mark. However, it is possible to purchase your remarked scripts from the Board. If you would like your scripts to be returned to you then please complete the relevant section on the form.

AS

Relevant forms for queries will be available on the day or from the Exams Office once term has started. A fee is payable for most post result services. Forms and payment should be returned to the Exams Office by the deadline stated on page 13.

You **must not** request an original script if you are considering asking for a remark. If you would like a copy of the remarked script then you must ask for it on the remark form.

Access to Scripts (ATS)

Requesting ORIGINAL scripts - You **must not** request an original script if you are considering asking for a remark. Original scripts will not be issued until the re-mark deadline has past.

School Telephone Number: 020 8504 8216

Requesting PRIORITY photocopy scripts – This service is faster than requesting original scripts but is more expensive. It should only be used when deciding whether or not it is worth applying for a remark.

Enquiries about Results (EAR)

Very few appeals result in a change of grade, since all borderline performances are very carefully checked by the exam board before the results are issued. It is important to note that a lower grade can be awarded if a re-mark reveals that the original grade was over generous.

Service 1: Clerical Re-check – A re-check of all clerical procedures with access to scripts. This service does not re-mark a script, but simply checks all aspects of administration relating to the script (adding up of marks etc). Only Service 1 can be requested for Objective tests (multiple choice)

Service 2: Review of marking – Very few appeals result in a change of grade and it is important to note that a lower grade can be awarded if a re-mark reveals that the original grade was over generous. This service is a review of the original marking to ensure that the agreed mark scheme has been applied correctly. It will also include the clerical re-checks detailed in Service 1. You must not request an original script if you are considering asking for a re-mark.

It is possible to purchase your remarked scripts from the Board. If you would like your scripts to be returned after remarking then please complete the relevant section on the form.

A2

Relevant forms for queries will be available on the day. A fee is payable for most post result services. Forms and payment should be returned to the Exams Office by the deadline stated on page 13.

You **must not** request an original script if you are considering asking for a remark. If you would like a copy of the remarked script then you must ask for it on the remark form.

Access to Scripts (ATS)

Requesting ORIGINAL scripts - You **must not** request an original script if you are considering asking for a remark. Original scripts will not be issued until the re-mark deadline has past.

Requesting PRIORITY photocopy scripts – You **must not** request a priority photocopy script if you are thinking of using EAR Priority Service 2 as there is a limited amount of time available for this service. Priority photocopy service is faster than requesting original scripts but is more expensive. It should only be used when deciding whether or not it is worth applying for a remark.

Enquiries about Results (EAR)

Very few appeals result in a change of grade, since all borderline performances are very carefully checked by the exam board before the results are issued. It is important to note that a lower grade can be awarded if a re-mark reveals that the original grade was over generous.

Service 1: Clerical Re-check – A re-check of all clerical procedures with access to scripts. This service does not re-mark a script, but simply checks all aspects of administration relating to the script (adding up of marks etc). Only Service 1 can be requested for Objective tests (multiple choice)

Service 2: Review of marking – Very few appeals result in a change of grade and it is important to note that a lower grade can be awarded if a re-mark reveals that the original grade was over generous. This service is a review of the original marking to ensure that the agreed mark scheme has been applied correctly. It will also include the clerical re-checks detailed in Service 1. You must not request an original script if you are considering asking for a re-mark.

It is possible to purchase your remarked scripts from the Board. If you would like your scripts to be returned after remarking then please complete the relevant section on the form.

Priority Service 2: Review of marking - This is the same as Service 2, but more expensive and the following criteria must be met:

- Level 3 qualification - GCE
- The candidate's place at higher education is dependent on the outcome.

There is a very tight turnaround for this service. Please see deadlines on page 13.

The Deadlines for the availability of these services are as follows:

GCSE

- Enquiries about Results 26 August 2016
(Clerical re-check & Review of marking)
- Access to Scripts 30 September 2016

Year 12

- Priority Photocopies of Scripts **By 12 noon** on Friday 26 August 2016
- Enquiries about Results 16 September 2016
(Clerical re-check & Review of marking)
- Access to Scripts 30 September 2016

Year 13

- Priority remark **By 12 noon** on Friday 26 August 2016
(only if university place depends on outcome, see note below)
- Priority Photocopies of Scripts **By 12 noon** on Friday 26 August 2016
- Enquiries about Results 16 September 2016
(Clerical re-check & Review of marking)
- Access to Scripts 30 September 2016

Priority Remark

*If your university place depends on the result of a remark then you must apply for a priority remark very quickly. There is **NOT** enough time to obtain a copy of the paper first.*

When am I awarded my certificates?

- GCSE and AS certificates arrive several months after the examinations. A date will be set when Leavers may collect their certificates from the school. Any unclaimed certificates will be destroyed after 12 months. Thereafter application for replacement certificates will have to be made to the relevant Examination Board.
- All certificates collected from school must be signed for.
- Any mistake on the individual timetable will be reproduced on the certificate; alterations are difficult and expensive to arrange. It is essential that your personal details are correct on your entry statements and timetables.