

St Richard's Catholic College

EXAMINATIONS GUIDANCE FOR PUPILS, CARERS AND PARENTS



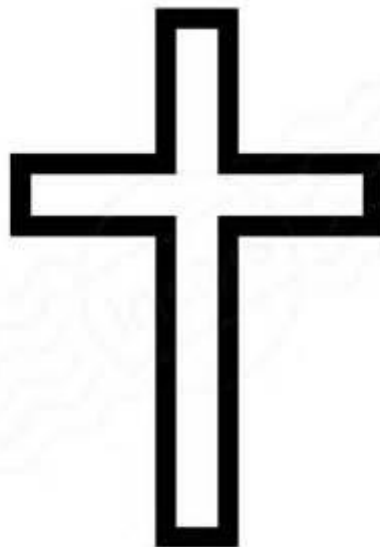
PRAYER FOR YOUR EXAMS

**Dear Lord, as I take this exam, I thank you that
my value is not based on my performance,
but on your great love for me.**

**Come into my heart so that we can walk through
this time together. Help me, not only with this
exam, but the many tests of life that
are sure to come my way.**

**As I take this exam, bring back to my mind
everything I studied and be gracious with what
I have overlooked. Help me to remain focused
and calm, confident in the facts and in my ability, and
firm in the knowledge that no matter what happens
today you are there with me.**

Amen



The following information has been provided to give pupils useful information on what they should and should not do when taking examinations. St Richard's Catholic College appreciates that the examination season can be an anxious time for both pupils and parents. It is very important that the examinations run as smoothly as possible and it is hoped that by working together, adhering to the examinations rules and regulations, that the experience will be as positive and stress free as possible.

Please remember that the college is bound by the regulations set out by **The Joint Council for Qualifications**. Please take your time to read the various instructions and warnings.

Any concerns or queries relating to the running of the examinations should be directed to Mrs Fletcher, Exams Officer.

GOOD LUCK TO YOU ALL IN YOUR EXAMINATIONS

TIMETABLES AND EXAM ROOMS

An up to date exam timetable can be found on the college website and outside the examinations office.

Individual timetables will be issued after the Easter break. Please also note the seat numbers for each examination which accompany these.

All exams will take place in the Gym or Dance Studio, unless advised otherwise.

Seating plans will be posted on the gym corridor notice board.

Morning exams start at 8.45am, afternoon exams 1.15pm. Report to the gym corridor at least five minutes before this. It is imperative that examinations commence on time.

School uniform must be worn.

It is unlikely that timetable changes will occur, however, affected candidates will be notified accordingly.

Candidates with a clash will receive written confirmation of arrangements.

EXAM ROOM CONDUCT

Pupils are reminded that they are under strict examination conditions from the moment they enter the examination room. Pupils must not speak or turn around. Talking is not permitted until the examination room has been vacated. Communication between candidates will be taken as misconduct and dealt with accordingly.

Wrist watches, mobile phones, electronic communication or storage devices such as iPods, MP3/4 players, smart watches, reading pens and any other products with text or digital facilities are not allowed in the examination room.

Pupils should:

- Check that they have sat in the correct seat.
- Ensure they have the correct examination paper, subject and tier of entry.
- Ensure the centre number (**56665**), candidate number and legal name (as per exams card), have been written clearly on the answer booklet and any additional pages.

Do not start the examination until instructed by the Exams Officer or Invigilator.

If extra paper is required, pupils should raise their hand and wait for an Invigilator. Additional answer sheets must be placed securely with answer booklets, tags will be supplied.

Do not draw, graffiti or write offensive comments on examination papers, as the examination board may refuse to mark your paper.

The use of tippex and correcting pens are strictly forbidden. Highlighters or gel pens must not be used in answers.

Pupils are not permitted to leave an examination early.

ILLNESS AND LATENESS

In the event of a pupil missing an exam due to illness, the school should be notified as soon as possible. It is advisable to obtain a doctor's certificate as evidence and to aid in any special consideration applications.

In the event of a pupil being delayed, the school must be notified immediately. It may still then be possible for the examination to be sat. Pupils should report to the Attendance Officer and make their way to the exam room. The exam room must not be entered without permission after the exam has begun. Pupils should wait outside to be escorted in by the Exams Officer or an Invigilator. It may not be possible to allow the full time for the examination.

Pupils arriving very late to an examination will be subject to an investigation. Awarding Bodies may then refuse to accept the examination.

EMERGENCY EVACUATION PROCEDURE

If the fire alarm sounds during the examination pupils should remain seated and await instructions from the invigilators. The Emergency Evacuation procedure will be actioned. All exam papers should be left on desks. Pupils must remain silent and under exam conditions.

MALPRACTICE

Cheating of any description will be taken very seriously. Please refer to the JCQ Warning to Candidates, Information for Candidates and Notices to Candidates. These are included in this guide and will be displayed outside the examination rooms.

THE **MINIMUM** PENALTIES IMPOSED BY THE EXAMINATION BOARDS ARE AS FOLLOWS:-

Electronic device:

- Device found on you and turned **ON**: Disqualification from the entire subject award.
- Device found on you and turned **OFF**: Disqualification from the paper being sat.

Cheating of any kind:

- Loss of marks for a section, component or unit
- Disqualification from a unit, all units or whole qualifications.
- A ban from sitting exams for a set period of time.

EQUIPMENT AND RESOURCES

Pupils are responsible for bringing with them equipment and resources needed for the examination.

If a pupil has any unauthorised equipment or resource in the exam room (whether or not they intend to use it), this may be considered as malpractice.

All Exams

- Exam card
- Clear pencil case
- A black pen (plus a spare if possible), ruler, rubber, pencil
- A clear plastic bottle of water, no labels. Must be stored under your desk

Subject Specific Exams (in addition to the above)

- Maths – Calculator, protractor, compass
- English – Highlighter pen
- Science - Calculator
- D & T Product Design – Colouring pencils, set square, compass
- Geography – Calculator
- Media Studies – Colouring pencils, fine-liner
- Business Studies – Calculator
- Astronomy – Calculator

EXAMINATIONS RESULTS DAY

AS Level
Thursday, 17th August
9.30am - 11.am

GCSE
Thursday, 24th August
9.00am – 11.am

(Please notify Mrs Fletcher, Exams Officer if you are unable to attend. Results can be posted, but postal costs are to be met by the candidate)

Post Results Service

Mrs Fletcher, Exams Officer, will be available for any enquiries about results at the following times:

Friday 25th August 9am -11am
Tuesday 29th August 9am -11am

Alternatively she can be contacted by email: mrsfletcherd@strichardscc.com

Provisional Date for Certificate and Prize Evening 2017

Wednesday, 8th November 2017

GCSE Certificates will be presented during the ceremony. Invitations will be sent to you in term one. If you are unable to attend, certificates will be returned to school and must be collected in person.