



ORMISTON ILKESTON
ENTERPRISE ACADEMY

GCSE Examinations: Student Guide



COURAGE



AMBITION



RESPECT



EXCELLENCE

Introduction

This booklet is a reminder of the rules and regulations for students in external (GCSE) examinations. All previous internal exams (mocks) have been conducted in the same way as the GCSEs to allow students to become familiar with the exam regulations.

- Exam regulations are set by JCQ (Joint Council for Qualifications) and all schools nationally must abide by a specific set of regulations for running exams.
- These JCQ regulations apply to all public, external exams and not following them can have serious consequences for students and for school, including disqualification from a specific paper, subject or all GCSE examinations.

Help and Support – who is there to help and what do we do?

Before the exam, timetables will be distributed which will include room and seat numbers. Check these so you know which room and seat you are in (this makes getting started quicker for everyone). Full plans will also be displayed in the line-up area prior to each exam.

People in the room during an exam are called “invigilators” and are there for a number of reasons:

- To guide students through the exam and ensure everyone knows and follows the rules (this makes it fair for everyone)
- To provide everything you need for your exam – exam paper, inserts, extra paper, pen, pencil, sharpener, eraser, ruler and all mathematical instruments are provided (all you need to do is bring your knowledge and best efforts)
- To support and respond if you are unsure of anything, feel unwell or have any questions. Raise your hand and someone will come to you. They can't help with which questions to answer or explain anything from the exam paper but ALWAYS ask if you are unsure. Staff will help within the rules and it's better to deal with it during the exam than worry afterwards.
- To tell you exactly what to do and when to do it – including completing the front of the exam paper, when to start, how long you have and when to finish. There are digital clocks in the room and timings are also written on a board at the front of the room.
- To manage the environment and make sure it is suitable for everyone to do their best. They will make sure it is warm/cool enough, quiet etc. This also includes dealing with any disruption within the exam room. Disruptive behaviour will be dealt with swiftly so that it does not disturb other students. This may mean removal from the exam room where appropriate. In GCSE and other formal examinations, all disruption must be reported to the examining body.

Not following invigilator instructions during the exam is classed as malpractice. Students must only act as instructed by the invigilator.

Exam Conditions – what you must and must not do during an exam.

Breaking these exam conditions during GCSEs and formal examinations can lead to disqualification from the exam, subject or all qualifications. Malpractice is taken very seriously.

**SWITCH OFF
YOUR MOBILE
PHONE AND
PUT IT IN
YOUR BAG**

All electronic devices, watches and earbuds must be **off** and placed in your bag

Water in clear bottles with no writing on can be brought into the exam. No other food or drink is permitted.

Empty blazer pockets of all notes/paper

ENTER THE EXAM ROOM IN **SILENCE**. EXAM CONDITIONS START AS SOON AS YOU GET INTO THE EXAM ROOM.

Sit quietly and don't disrupt the exam or disturb other students in any way.

Don't attempt to **COMMUNICATE** with another student in **ANY** way **during** the exam or until you are **out** of the exam room

Only begin writing when instructed to do so by the invigilator.

Follow **all instructions** given in the exam room. Not following invigilator instructions is something which must be reported to exam boards during GCSEs and formal exams.

Stop writing **immediately** when asked to do so at the end of the exam

Leave the room when the invigilator dismisses your row. **Remember:** you are still under exam conditions until you are **outside** the exam room.

Exam Conditions – further information

- No food, chewing gum or sweets in the exam room
- Place all bags and coats at the back or side of the room
- Take your seat quickly and only speak to a member of staff if you need help finding your seat. They will know the seating plan and be able to help
- Raise your hand if you have a question and someone will come to you

You **must not** have in your possession any electronic or internet enabled devices, earbuds, earphones or watches (of any kind) during an exam. They must all be **switched off** (not on silent/vibrate) and placed in your bag. If you don't have a bag, give your items to a member of staff. Having any item of this kind on your person (in your pocket) during a real exam **could lead to disqualification**. The same would apply to a phone left switched on in a bag if it rang or made any notification sound. This is disruptive for everyone in the room and could have potentially serious consequences for the individual concerned. Malpractice of this nature will **always** be reported to the examining body.

Take everything out of your pockets. Everything you need for the exam will be provided.

“Exam conditions” start **as soon as you enter** the exam room and last **until you leave** the room. Staying silent as you enter the room means students can hear all seating instructions, helping to get organised and get started on time. Staying silent whilst leaving the room means any students who are still working (e.g. students with extra time, late students or anyone sitting a longer exam in the same room) are not disturbed.

Speaking or communicating with another student at any time is against the exam rules. This includes turning around, gesturing and of course, talking or whispering. It is distracting for students who want to concentrate and could be mistaken for cheating. This is malpractice and must be reported to the exam board.

Only begin writing your **candidate details** etc on the front of the paper **when you are told to do so**. You will be given clear instructions when to do this and plenty of time before the actual exam time starts. Listening carefully here is very important.

Candidate Details:

Candidate Number: This is important to identify you with the examination board. A card with your candidate number on will be on your desk and can also be found on your individual timetable.

Centre Number: Our school centre number is 23222 for every exam.

Surname, forename and signature: Use your legal first name, legal surname (the names that appear on your birth certificate) and sign the paper to verify that it is your work inside.

On the Day Emergencies

Illness

If you are taken ill during an exam, please inform the invigilator at once. The invigilators will do everything possible to make you comfortable and enable you to continue with the exam.

If you feel ill before an exam, still try to get in to school. It is **always** better to try sit the exam if possible. External exams can only take place on the published date.

If you are ill on the day of an exam, call school straight away. The school telephone number is 01159 303724.

Late Arrivals

Please aim to arrive on time for your exams. It is essential that you are here at the start of the exam so that you hear all the instructions for that exam from the invigilator. If you know you're going to be late, call school to notify us and come into school as quickly as you can.

Fire Alarms / Other Emergencies

1. You must listen carefully to any instructions given to you by the invigilators and carry them out.
2. You **must not** take anything with you out of the exam room (including your mobile phone or personal belongings). Close your papers and leave them on the desk.
3. You are under exam conditions at all times and must observe **TOTAL SILENCE** throughout the emergency.
4. In the event of a fire, proceed to the designated assembly point areas as indicated by the invigilators.
5. In most cases (e.g., after a false alarm) you will be able to go back to the room very quickly. The time missed due to the interruption will be added to the end time of the exam.

And finally.....some top tips

- Prepare well by regular attendance in lessons, the completion of classroom activities and homework.
- Have good routines – a regular sleep pattern, having breakfast and staying hydrated all help with coping with a busy exam time.
- Remember there is always someone to help, and it is always better to solve any issues at the time of the exam rather than afterwards.

Please remember - knowing and following the exam rules will ensure everyone's exams run smoothly.