



THE HEYS

**GUIDE TO EXTERNAL
EXAMINATIONS**

**THIS INFORMATION IS
ESSENTIAL AND RELEVANT TO
ALL EXTERNAL EXAMINATIONS
BETWEEN SEPTEMBER 2022
AND JULY 2023**



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Dear Students and Parents/Carers,

During KS4, you will find that the courses you are studying will require you to sit external examinations, alongside controlled assessments, the results of which will contribute to the overall grade you achieve when you leave school at the end of Year 11.

This document is designed to offer you help, guidance and advice in preparation for these exams. Also enclosed within this booklet are the rules and regulations of the examination boards and JCQ; rules which every students and every school across the country must adhere to.

Please take the time to read through this booklet to ensure that you are familiar with what is expected of you, both as a student of our school, and as a parent supporting your child through each examination session.

May I take this opportunity to wish you the best of luck for all your forthcoming examinations. I know you will do your best!

With Kind Regards,

Mrs Read
Examinations Lead



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GENERAL SCHOOL RULES AND REGULATIONS

DO NOT BE LATE

WEAR YOUR FULL SCHOOL UNIFORM

DON'T BRING YOUR MOBILE PHONE, OR ANY OTHER ELECTRONIC ITEMS INTO THE EXAM ROOM

BRING THE RIGHT EQUIPMENT TO YOUR EXAMS

TAKE BOTTLED WATER ONLY INTO THE EXAM ROOM.

GO TO THE TOILET BEFORE THE EXAM

BE CONSIDERATE

DO NOT BE LATE

If you are already in school on the day of your examinations, make sure you arrive at the exam room promptly following the end of your previous lesson, and where possible for year 11's coming onto the site, please arrive 15 minutes early. As a rule, for those students who are coming into school for an examination, please ensure you also arrive 15 minutes before the official exam start time on your timetable. **DO NOT** take any chances with public transport; your exams are very important. You may not use traffic as an excuse for lateness so please allow yourself plenty of time to get to school. It is vital to arrive in good time in order to be able to listen to essential instructions and information whilst exam papers are distributed.

WEAR YOUR FULL SCHOOL UNIFORM.

This applies even if you are only coming into school to take your examinations. You are expected to wear the full and correct school uniform and shoes for all examinations taken on school site. This also applies when attending revision classes. **JEWELLERY AND ACCESSORIES WHICH DO NOT CONFORM TO THE SCHOOL POLICY WILL BE CONFISCATED.** The school reserves the right to send you home to get changed if you are not in full uniform, even though this may delay the start of the examination for you.

DO NOT BRING YOUR MOBILE PHONE, OR ANY OTHER ELECTRONIC ITEMS INTO THE EXAM ROOM.

This is a Joint Council of Qualifications rule as well as a school rule. Mobile phones, along with all electronic personal items such as ipod, mp3/4 players, smart watches and wrist watches are prohibited from exam rooms. This includes headphones/air pods. Should your mobile phone go off during an examination, you are guilty of causing unnecessary disruption and distraction, and **you will be disqualified.** You may NOT take your mobile with you to your desk. Discovery of a mobile phone on a candidate during an exam (switched on or off) is an instant disqualification. **YOUR MOBILE WILL BE CONFISCATED IF IT GOES OFF —THIS INCLUDES ANY ALARMS WHICH ARE SET—PLEASE TURN ALARMS OFF ALSO.** Our best advice is to leave your phone **at home.** The school cannot be held responsible for mobile phone thefts during an examination.



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BRING THE RIGHT EQUIPMENT TO YOUR EXAMS.

You are responsible for making sure that you have all the basic and necessary equipment with you for every. Remember your calculator, maths equipment and coloured pencils when necessary. **DO NOT** chase staff on arrival and expect them to loan the equipment to you. **You MAY NOT borrow a neighbour's calculator or equipment during the examinations.** YOUR PENCIL CASE MUST BE CLEAR. You will not be allowed to have your pencil case on the desk otherwise. Your writing pen should be **BLACK**. Tippex and other such correction fluid is not allowed.

TAKE BOTTLED WATER ONLY INTO THE EXAM ROOM.

You may take bottles of water in the exam room with you however, a recently introduced rule from the JCQ exam board states that all bottles taken into the exam room **must have their outside labels removed.**

GOING TO THE TOILET DURING EXAMS

Unless you have a medical pass, you are **not allowed** to go to the toilet during the examination. If you are allowed to go to the toilet, you will be asked to leave your blazer on your chair whilst you are out of the room and the details will be logged. Please ensure you plan your time effectively, and arrive early enough to allow yourself to go to the toilet before entering the exam room.

CONDUCT AROUND SCHOOL.

You are reminded that when you are dismissed from your examination, you must not disturb classes taking place about the school. Please either go to your timetabled classroom, in a responsible, quick and quiet way.

EXAM START TIMES

Unless otherwise stated on your individual exams timetable, morning exams begin at **9.00am**, and afternoon exams begin at **1.00pm**. Check start times carefully.

Exam Time Line

Lead up to Exams

In the lead up to the examination series, each candidate will receive an individual examination timetable, which will give full details of each individual examination. Where examination sessions begin after school holidays, our



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aim is to distribute timetables and information before the start of the holidays, in order to help students to carry out structured revision during the holidays. You will also receive a timetable showing all revision classes available when on study leave.

The day before

Make sure you have your examination timetable and are aware of all the dates and times of your exams, get your exam equipment together. Have a good night's sleep the night before your exam, and plan your transport to school for the morning.

On the day

Get up early. Have a proper breakfast and a drink (which will help you to concentrate during the day). Arrive to school / the exams room in good time. Having taken time to prepare yourself in advance puts you in a positive and calm state of mind when you enter the exam room.

Unless otherwise stated on your individual exams timetable, morning exams begin at 9.00am, and afternoon exams begin at 1.00pm. Check start times carefully.

At the beginning of the exam

On entering the exam room, put your bag and coat in the allocated area. Sit down quickly and quietly. Only have what you need out on your desk and have nothing in your pockets. Listen carefully to instructions being given by staff. In order to receive the correct level of paper, put your hand up straight away when your name is called out. When you receive your exam question paper, carefully read the instructions and information on the front cover, but **DO NOT OPEN IT UNTIL YOU ARE PROMPTED TO.**

TELL THE INVIGILATORS AT ONCE IF:

- **YOU THINK YOU HAVE NOT BEEN GIVEN THE CORRECT PAPER**
- **IF ANY OF THE MATERIALS OR INSERTS LISTED ON THE FRONT COVER OF THE PAPER ARE MISSING**
- **IF THE PAPER IS INCOMPLETE OR BADLY PRINTED**
- **IF THE PAGE IS MEANT TO BE BLANK, IT WILL SAY SO.**

During the exam...

- Work steadily and carefully
- Write clearly
- Keep your eye on the time
- Don't rush, pace yourself. For example, if you have two hours to answer four questions, which are the same length and worth the same amount of marks, spend half an hour on each one.
- Show all your working out / rough work. Cross through it when you have finished.
- Leave yourself 5-10 minutes at the end to read through and check **ALL** your answers. As boring as this may seem, it is **VITALLY** important. You can often make mistakes or leave bits out without realising, so give yourself time to amend your work if needed



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Put your hand up if:

- You need more paper
- You feel ill
- You have a particular problem and don't know what to do

At the end of the exam...

- Stop writing when you are told to do so
- Make sure your name and exam number is on the main paper and any additional answer sheets you have used
- If you have used more than one answer booklet or extra answer sheets, collect them all together, in the correct order
- Follow staff instructions carefully when they collect your papers
- Wait to be dismissed (row by row, due to Health & Safety)



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EXAM CANDIDATE DONT'S –

YOU MUST NOT

- Be tempted to turn around during the exam.
- Disturb, talk or try to communicate in any way with other candidates.
- Become involved in any unfair or dishonest practice during the exam
- Take any unauthorised equipment into the exam room, including your mobile phone.
- Have any writing on your hands etc.

The above offences will result in a disqualification, which could be from **ALL** your examinations, not just one of them. **Candidates have been disqualified from their exams in previous years due to their behaviour and mobile phones going off—SO BE WARNED!!!**

- Impersonate another candidate.

This is a criminal offence and is dealt with by the police. You may be prosecuted in a court of law.

- Get up and leave until you are officially dismissed

Exam conditions DO NOT end until you have left the room. Once you have been dismissed, collect your belongings quickly and leave the storage room quietly. **REMEMBER—other exams may still be continuing, and it is not fair to others if you make a noise as you leave.**



“WHAT EQUIPMENT DO I NEED FOR MY EXAMS?”

2 BLACK WRITING PENS
2 PENCILS
AN ERASER
A RULER
A COMPASS AND A PROTRACTOR
A CALCULATOR (only for certain exams) – **no lid**
COLOURED PENCIL CRAYONS (only for certain exams)

**IF YOU ARE STRUGGLING WITH EQUIPMENT, PLEASE SEE MRS READ BEFORE EXAMS START –
NOT ON THE DAY.**

Rules about Equipment

- You are not allowed to have your calculator lid at your desk
- All your equipment must be stored in a clear bag or pencil case
- DO NOT use Tippex or correction fluid is to be used—you must cross out mistakes neatly instead
- Take your coloured pencils out of the box whilst they are on your desk
- You are allowed a bottle of water on your desk **with the label removed**

**THERE SHOULD BE NO OTHER MATERIALS ON YOUR PERSON OR ON YOUR DESK WHILST
YOU ARE IN THE EXAM ROOM**

**DO NOT HAVE ANY NOTES OR MATERIALS IN YOUR POCKETS WHILST SAT AT YOUR EXAM
DESK.**



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IF YOU ARE ILL ON THE DAY OF YOUR EXAM

If you are feeling unwell, but are still able to travel, we advise you to try to come into school, and we can assess the situation at that point.

If you stay in school and sit the exam, tell the invigilators that you are feeling unwell when you arrive, and they will ensure that you sit near the door and are able to go to the toilet or get some fresh air if you need to. If you feel that you have not performed to the best of your ability, and you are able to get a note/evidence of your illness from your doctor within 5 days, the school may be able to request special consideration for you. Make sure someone is there to pick you up straight after your exam finishes.

If you are not able to come into school due to the severity of your illness, a parent or guardian needs to contact the school office, on 0161 773 2052, selecting the absence option, first thing in the morning and explain your absence. You will need to obtain a note from your doctor detailing the reason for non-attendance. Again, there is the possibility of submitting this note to the Examinations Board to ask for special consideration.

What is a request for Special Consideration?

For the appropriate reasons, and with the appropriate evidence, the school may be able to request for special consideration when a candidate is absent from an exam. The Examination Board considers the request in conjunction with other exam marks and academic performance from the student in that particular subject, coursework marks and mock exam marks. This will then sometimes enable them to adjust the mark and grade accordingly.

IF IN DOUBT, PHONE THE SCHOOL.

IF YOU DO NOT ATTEND AN EXAM WITHOUT A VALID REASON, IT IS POSSIBLE THAT YOU WILL BE CHARGED FOR THAT EXAM

IF YOU ARRIVE LATE ON THE DAY OF THE EXAM

There will not be any other chances for you to sit the exam you miss in the same exams session so if you are running late it is vital that you get to school as quickly as possible.

Even if you arrive after the start of the exam, where possible, you will be allowed to sit the exam although it may not be possible to allow you the full time. You will be considered very late if you arrive after 9.30 am for a morning examination or after 1.30pm for an afternoon examination. If you are very late for an exam then the school must inform the exam board and it is possible that they may not accept your work.

When you arrive leave your coat, bag and anything that is not allowed in the exam room in the allocated area outside the exam room and come in quietly. As soon as you enter the exam room you will be under exam conditions so only bring authorised equipment with you or you may be disqualified.



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You will be asked to sit in one of the allocated late desks. When you get your paper check that it is the right paper and level. You will be read any notices about the paper. Read the instructions printed on the front of the paper and then begin. The invigilator will record your details.

At the end of the examination, you will be asked to stay behind to complete a 'Statement of Lateness' and this information may need to be sent off with your exam.

Unless otherwise stated on your individual exams timetable, morning exams begin at 9.00am, and afternoon exams begin at 1.00pm.

FREQUENTLY ASKED QUESTIONS AND ANSWERS

Q. What happens if I come into school and I have forgotten some of my equipment?

There is not enough spare exams stationery to be able to give all students replacement stationery if they forget equipment. Your friends may have a spare set that they can lend you before you go into the exams room. Alternatively, check with Mrs Read, who may be able to provide the equipment you need.

Whatever happens, DO NOT lean over to your neighbour during an exam and ask to borrow anything from them, as this will be classed as malpractice during an exam. Put your hand up and speak to an invigilator instead.

Q. Do I have to sit at the same desk?

In the main exam room, yes. Your name and details will be on a label on a desk for the duration of the exams session. This is an exam board requirement. You sit in candidate number order, and the papers are collected in this order also.

Q. What do I do if there is a clash on my timetable?

If this has already been spotted by the exams officer (Mrs Read), then she will have re-arranged your exams on that day so that you can attend all of them. If the clash has not been noticed, you will need to speak to Mrs Read ASAP so that arrangements can be made.

Q. What should I do if I lose my exams timetable?

If they are external exams, there is a link on the school website which will take you to a list of exam dates and times for each exam session. Mrs Read or the school office will be able to print you a copy of your individual timetable.

Q. If I arrive late can I still sit the exam?

Provided that you are not more than one hour late for an exam that lasts one hour or more, it may be possible for you to still sit the exam. You will need to get to school as quickly as possible. It may not be possible to allow you extra time if you start the exam late. You should also be aware that for exams lasting less than one hour, if you start an exam 30 minutes after the published starting time, the school must inform the exam board and it is possible that they may not accept your work. Your final certificate may display a mark next to your grade to indicate you were late to the exam (which will not look good to prospective employers or colleges).

Q. If I miss the examination can I take it another day?

No. Timetables are regulated by the exam boards and you must attend on the given dates and times. There will not be any other chances for you to sit the exam you miss in the same exams session.



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Q. Can I do my exams at another time if I am going on holiday?

NO! DO NOT BOOK A HOLIDAY DURING ONE OF YOUR EXAMS SESSIONS! Please plan your family holidays well in advance and check dates and exam weeks with Mrs Read. You will be charged for the initial entry should you miss the exam due to pre-booked holiday. Your overall grade will be affected, especially for subjects which are exam only subjects with no coursework.

**FOR FURTHER INFORMATION
AND EXAMINATION TIMETABLES
PLEASE REFER TO OUR WEBSITE**

www.theheys.school

Select Examinations from the tab list



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AQA

City & Guilds

CCEA

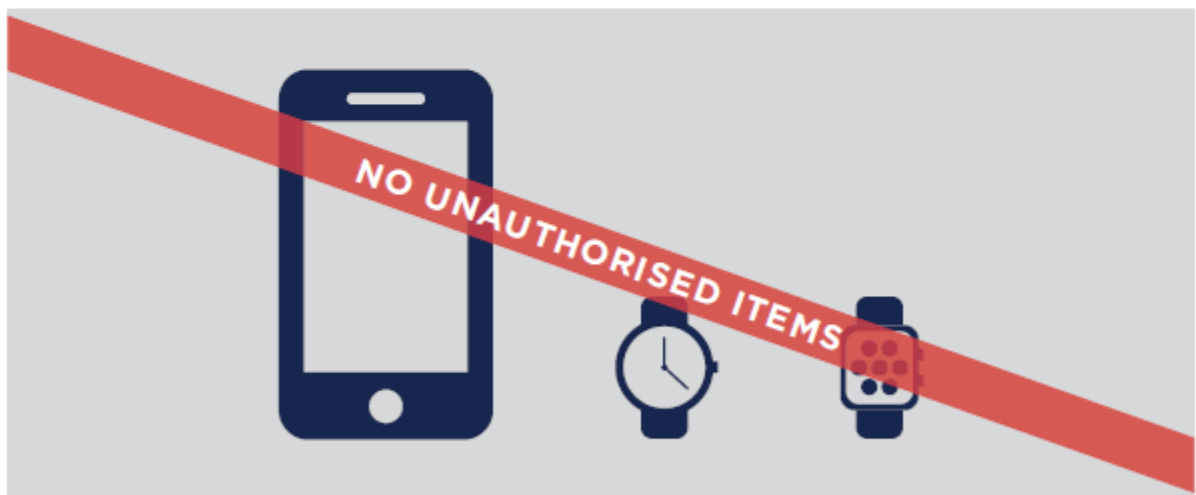
OCR

Pearson

WJEC

NO MOBILE PHONES NO WATCHES

NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION



Possession of unauthorised items, such as a mobile phone
or any watch, is a serious offence and could result in

DISQUALIFICATION

from your examination and your overall qualification.

This poster must be displayed in a prominent place outside each examination room.



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AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Warning to Candidates

1. You **must** be on time for all your examinations.
2. **Possession of a mobile phone** or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.
3. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
4. You **must** follow the instructions of the invigilator.
5. You **must not** sit an examination in the name of another candidate.
6. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
7. If you are confused about anything, only speak to an invigilator.

The *Warning to Candidates* must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.