

## Buile Hill Visual Arts College

# Students Guide to Internal & External Examinations



"I'm supposed to take a geography test and I can't find the right room!"

## Conduct of Examinations

1. Examinations will commence promptly. Morning sessions start no later than 9:30am. Afternoon sessions will normally commence at 1pm. Make sure you check the starting times carefully. If you are late, you may not be accepted.
2. a) You must be available at school at least **30 minutes** before the beginning of each examination to ensure a punctual organised start to each session.  
b) **Examinations in the Sports Hall** – line up in the main hall/canteen.  
c) **Examinations in Specialist Rooms** – wait quietly outside the room until required.
3. You are expected to wear **full** school uniform. This includes:
  - No jewellery – students are not permitted to wear large amounts of jewellery on health and safety grounds. Only one pair of studs no bigger than a 5p piece and a watch is allowed.
  - No make up to be worn in school
  - Hair colour – students have to have only natural hair colour.

Any students not following the above rules will not be permitted to sit their exam in the sports hall and will be isolated until the issue is rectified.

4. You are not allowed to bring into the examination any material or equipment not authorised by the Examination Board. You will be told where you can safely leave your coat/bag.
5. Calculators are permitted for certain examinations. Check with your subject teacher.
6. Mobile phone/MP3/iwatches and smartwatches are not permitted in the Examinations Centre under any circumstances. They must not be carried on your person. Your phone maybe switched off and put in your bag. If you carry a mobile phone you will be reported to the Examinations Board and your paper may be cancelled.
7. a) You will be provided with the following in each examination in a clear pencil case.
  - 2 Black Pens
  - 1 HB pencil
  - 30cm Rulerb) Tippex/Liquid Paper, red or green pens are not allowed. Also, you may not borrow anything from another candidate during the examination.
8. You may bring water into the Examination to drink. The water must be in a clear plastic bottle with no labels and the school cannot take any responsibility for damage to examination papers caused by water spillage.
9. No eating or chewing is allowed.

10. **Total Silence** is required in the Examination Room at **all** times. You must remain silent on entering the room and until you have left the room at the proper completion of the examination.
11. You are **forbidden** to communicate in any way or to seek assistance from other students.
12. If you try to use any unfair practise or break the rules in any way, you could be disqualified from your subject exam and all future exams.
13. **Candidate Number** – Try to learn your candidate number as you will need to write it on every examination paper.

### **Examination Timetable and Seat Numbers**

Check your examination timetable carefully. Check where the examination is taking place. You will be issued with a seat number for each examination. You **must not** sit anywhere other than the allocated seat.

### **Absence from Examinations**

If you are absent from an examination you must produce a medical certificate within three days. Otherwise, you will have to pay for the examination – approximately £35.00 per subject. In certain circumstances, when one part of an examination is missed through illness, the Examining Board may award a grade on the evidence of a medical certificate.

### **Fire Drill**

We hope that no fire alarms go off during the exam period, however if one does go off these instructions must be followed in **COMPLETE SILENCE**.

1. Should the fire alarm go off, firstly do not panic. Do not attempt to finish the sentence you writing.
2. You will be asked to leave the room in silence and in the order that you are sitting. Leave all equipment in the examination room.
3. When you leave the room you **MUST** be at least one metre away from the students in front and behind you.
4. You will be told where to go. This will usually be the sports field. You will have to be kept separate from the rest of the school.
5. When you return to your exam room, do not start writing until the invigilator tells you to do so. You will be allowed the correct time to complete the examination.

**LISTEN CAREFULLY TO INSTUCTIONS AND DO NOT PANIC!**

### **Internal Examinations**

Students caught talking or misbehaving within internal examinations will be given two opportunities to complete the exam in the correct manner. You will be issued with a verbal warning then moved to another seat if you continue to fail to comply with instructions.

Students who do not undertake official examination procedures will be given an after school detention to complete the examination and parents will be informed of the behaviour.

You must take internal examinations seriously as they are preparing you for your future GCSE's in Year 11 and any further education examinations you may take.

### **Guidelines for in the Examination**

1. Listen carefully to everything the invigilator says. He/she has important instructions to give you.
2. If you do not understand the instructions, **ASK**.
3. Write your full name (as on your entry statement) and your examination number on the first page.
4. Do not write in the margins of the examination paper.
5. Do not use graffiti.
6. Read through the whole paper before starting to answer.
7. Make sure you know how many questions you have to answer and whether the paper has sections (these details will be shown on the front sheet of the question paper)
8. Make sure you answer compulsory questions. Make sure you answer the correct number of questions.
9. You can answer the questions in any order you prefer, though compulsory questions are best tackled first.
10. Underline the key words in the question to help keep to the point in your answer.
11. Do not waste time by repeating the question in your answer.
12. If you feel your answer is incomplete, leave sufficient space below, so you can come back to it later and keep it all together.
13. With structured questions, answer all the parts – each carries marks – do not leave any blank spaces.
14. Write down the answers the examiner has asked for, not all the things you can possibly tell the examiner on the subject. For example, if you are asked to list **THREE** items, list **THREE** – you will not get extra marks for listing more.
15. Help your examiner by numbering your answers clearly. Show all your working on your answer book. If you make a mistake, do not rub out – cross through with a single line.
16. Make your sketches and drawings good-sized, label them clearly and include all essential points.
17. If you start to run out of time, write short accurate notes instead of sentences.
18. If you have the time, read through your answers. Don't forget you will lose marks for inaccurate spelling and punctuation. **Check Carefully.**

## **Examination Results**

Examination Results are expected in school on **Thursday 24<sup>th</sup> August 2017**. It is the policy of the school that results can only be obtained either by -

- a) personal application between 10.00-12.00 on **Thursday 24<sup>th</sup> August 2017**, or by
- b) writing a letter of acceptance for a family member to collect the results on your behalf. They must bring this letter and a photographic form of identification e.g. / passport, driving licence.

## **Enquiries about results**

Enquiries about results may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. The candidates consent is required before any EAR is requested.

If a result is queried, the examinations officer, teaching staff and Head of Centre will investigate the feasibility of asking for a re-mark. The Head of Centre will make the decision of persons responsible for paying appropriate fees.

When the centre does not support a candidate's or parent's request for an EAR, a candidate may apply to have an enquiry carried out. If a candidate requires this against the advice of subject staff, they will be charged.

## **V-Cert Results Appeals**

Candidates who wish to appeal about their assessment results or grades or about a decision affecting their learning can do by speaking to the head of department for that subject and going through the school's own appeals process. However if the case is still to be taken further you can appeal to NCFE but you must show you have first appealed through school.

## **Collection of Coursework**

Coursework cannot be kept indefinitely. Please arrange with your subject teacher for collection of your coursework if you would like to keep it. Any coursework not collected by October 2016 will be destroyed.

## **Presentation of Certificates**

Certificates will be presented in December 2017. You will receive an invitation. If you are unable to attend, try to arrange for someone else to collect your certificates. It is important that you receive them and they are kept safe. The Examination Boards charge a fee for replacement certificates.

## Warning

All the examination boards have strict rules and regulations. They make it clear that:

- Their official exam sessions must be run under strictly fair conditions with no form of deception. This rule severely excludes **any** form of communication between candidates during an exam, as well as any other practice that could conceivably be seen as an attempt to deceive.
- Anyone attempting unfair practices can expect cancellation of exam entries and the charges that this will incur, as well as possible exclusion from GCSE/AS and A2 level exams for a period of up to 5 years.
- Your invigilators **HAVE** to stick to the rules; they **HAVE** to report to the Exams Officer **ANYTHING** that they feel could be suspicious.
- **DON'T LET IT HAPPEN TO YOU!**
- **FOLLOW ALL THE RULES!**
- **DON'T RISK YOUR FUTURE!**