

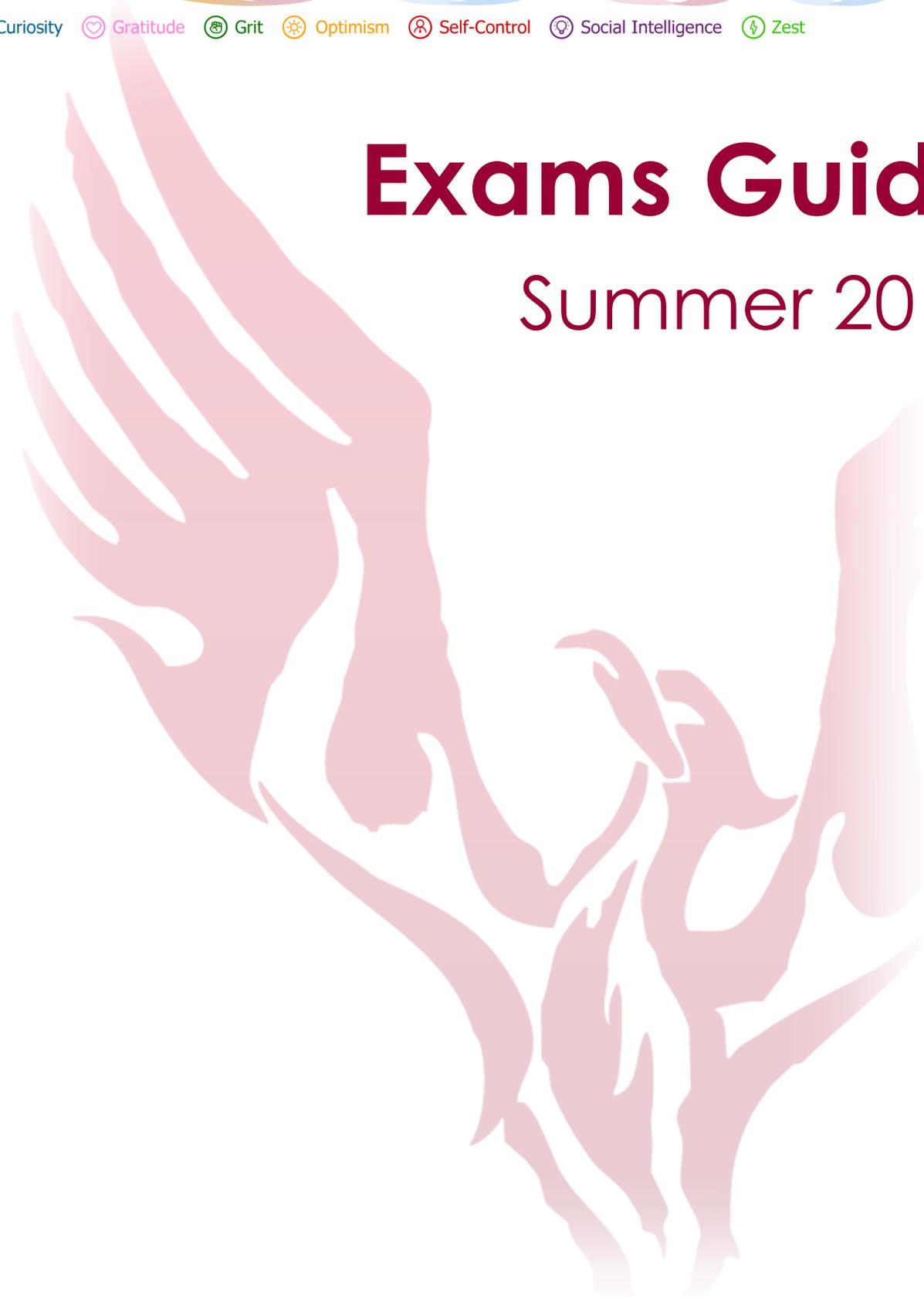


**Graham School**  
*Building Character*

Curiosity Gratitude Grit Optimism Self-Control Social Intelligence Zest

# Exams Guide

## Summer 2018



Dear Student,

This booklet is to help you understand the rules for taking exams at Graham School.

If you are unsure about something, or need some help, please see Mrs Maughan in the Exams & Data Office.

Good Luck!

**JCQ**



**Joint Council for  
Qualifications**

JCQ is the regulator that oversees exams in all schools and colleges. They set the rules for taking exams, which all candidates taking examinations must follow.

The posters show these rules:

- Warning to Candidates
- No Mobile Phones

These posters will be in every exam room, and are at the back of this booklet for you to read through.

# Before your Exams Start

## **Name & Candidate Number**

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The **candidate number** given to you is for use with all exam boards. It is important that you use the correct number on all your exam papers, including controlled assessments or coursework, as it is used to identify who you are.

You must write your name on any exam materials as it appears on your timetable/statement of entry.

This is your **full legal name**, as it appears on your birth certificate, so the awarding bodies can identify you.

## **Exam Dates & Times**

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Please ensure that you know exactly when and where your exams take place – check your Exam Timetable each day to see which exams you have.

If you fail to attend any part of an exam for which you have been entered, you will be asked to pay for that exam, unless medical evidence in the form of a valid Doctor's Certificate or self certification form is returned within 3 days.

For all your written exams please check your individual timetable very carefully. A general timetable is also posted on the Examination Notice Board located near the Attendance Office.

Please check when your exams are taking place and ensure that you are in the **correct place at the correct time**. If there is a genuine reason why you are going to be late for an exam (e.g. your bus or taxi is late) please inform school immediately by phone (01723 366451), as you may still be allowed into the exam room.

**It is not possible for an exam to be taken after the published time and date.**

## **Room & Seat Number**

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Your exam room and seat number will be posted on the Examination Notice Board – opposite the attendance office on the main corridor.

The seating list will be put up on the **day before** each exam.

## **Clashes**

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If two or more exams are scheduled at the same time this is called a **clash**.

You will sit the first exam as normal. There will then be a very brief break to allow the papers to be collected, other candidates to leave the room, and then the second paper handed out.

If you have more than two exams, or the total time is over 4 hours, the Exams Office will give you a separate instruction sheet before the exam telling you what you need to do.

# Exam Days

Generally, **morning exams start at 9.10** and **afternoon exams start at 13.10**

Please check your timetable carefully as there may be some exceptions (e.g. if the exam is long and needs to start early).

**On days when you have afternoon exams you will go to lunch at 12.30.**

**You need to be outside the exam room at least 10 minutes before the start time.**

## Equipment

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You need the following equipment with you for **every** exam, inside a **clear pencil case**;

- Black Pens (Blue/Red/Green pens are not allowed)
- Pencils
- Ruler
- Rubber
- Calculator (You **CANNOT** use your phone, or watch)
- You may use a **highlighter** but only on the question **NOT your answer**

Please don't enter the exam room until told to do so.

## If You're ill on an Exam Day

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If you are ill on the day of an exam please ensure a parent or carer informs school office **before the start of the exam (Telephone 01723 366451).**

If you miss any exam (or part of an exam) through illness, you **must** contact your Doctor and get a medical certificate stating the nature of the problem. The medical certificate must be sent to the school within 3 days of the exam date. With this evidence, and provided other parts of the exam in the same subject have been completed, the Awarding Body may still be able to award a grade. **It is your responsibility to ensure that the correct information is supplied to the school for this to happen.**

## During the Exam

Listen very carefully to any instructions given at the start of the exam – there might be something specific you need to do before you start the paper.

DO	DO NOT
Use <b>black</b> ink or <b>black</b> ball-point pen and make sure you have a spare pen with you.	Talk in the exam room, or try to communicate with any other student in any way.
Highlight relevant parts of the <b>question</b> only – you can't use a highlighter in your answer.	<b>Use correction fluids or correction pens.</b>
Use only silent calculators, when allowed, and make sure any batteries are fully charged.	Wear a smartwatch, or a watch with a calculator or spell checker.
If you wear a watch <b>switch off the alarm and hour chime</b>	Remove any paper from the exam room.
Take off any wristwatches and put it on the exam desk.	Write on or damage the exam desk or place where you are sitting.
Make sure you are sitting in the right seat failure to do so may mean you are given the wrong paper.	<b>BRING AN IPOD, MOBILE PHONE or SMARTWATCH INTO THE EXAM as this will result in disqualification.</b>

## When you've finished

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You **will not** be allowed out of the exam room if you finish early.

**CHECK your answers** carefully – read **each question** again and make sure you have answered it fully.

If you used any loose sheets, make sure your name and candidate number is written at the top, then put them inside the front cover of your exam paper. Cross-through any draft work you do not want marked.

You must leave behind and unused question papers, answer booklets, and any equipment loaned to you during the exam.

## Results

Provisional results will be available on **Thursday 23rd August** from 10am.