

PROSPECT SCHOOL EXAMINATIONS GUIDE SUMMER 2018



IMPORTANT INFORMATION FOR STUDENTS AND PARENTS

Students – Please read this booklet and keep it where you can refer to it when required.

Parents/carers – We hope this provides all the information you may require on the public examination process here at Prospect School.

Mr D Skellern

Examinations Manager

Prospect School

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UNIFORM

Normal school uniform rules apply to all students sitting examinations.

HOLIDAYS

We ask all parents not to take or book holidays in term time. This is especially important as students may have public exams in November, January, March, May and June in years 10 to 13. Furthermore, non-examination assessments, which contribute to final award grades, are held throughout the year.

TIMETABLES

Exam timetables have been handed out via tutors and sent to your parent or carer via email (where we have an email address). Check each exam date carefully and check to see if the exam is in the morning or the afternoon. If there is an exam missing from the list or one listed that you were not expecting to take (e.g. if you know you have already been withdrawn from a subject or have changed tier) please inform your subject teacher straightaway.

If you appear to be sitting two exams at the same time, it is important that you tell Mr Skellern. If you are timetabled to take an exam at a time other than its scheduled time, e.g. morning rather than afternoon or vice versa, you will be supervised between exams and will not have access to your mobile phone or the internet during this period.

MOBILE PHONES AND OTHER ELECTRONIC DEVICES

You must not have in your possession potential technological / web-enabled sources of information (such as an iPod, smartwatch, mobile phone, or MP3/MP4 player), which has a data storage device.

We cannot stress enough how important it is not to bring mobile phones and any other electronic devices into the exam room, except turned off and in your bag.

If a mobile phone or other electronic device is found on your person during an exam, even if it switched off, the device will be taken from you and you may face disqualification from all your exams.

The poster on Page 8 is displayed outside every exam room and reminds you of these rules.

If you wear a wristwatch of any kind, you will be required to remove it and place it on your desk for the duration of the exam.

TRAVEL, TIMINGS AND SICKNESS

Please ensure you allow enough time to get to school so that, if you are delayed for any reason, such as traffic, you still arrive in good time.

All our public exams start at:

9.00am – morning exams

1.30pm – afternoon exams

unless specifically rescheduled to avoid a clash.

You will not be entitled to any extra time if you arrive late for any of your exams. If you arrive very late, the exam board will have to be notified and your work may not be accepted.

If you are ill and cannot take the exam, you must telephone the school immediately and leave a message with reception or the exams office.

Special consideration can only be applied for if something has seriously affected your performance or prevented your attendance on the day of an exam. Examples of acceptable reasons are: bereavement (if a close relative or friend has passed away close to an exam), injury or illness (you would need to provide a doctor's note). If after an exam you think you have a good reason for applying for special consideration, you need to contact Mr Skellern as soon as possible within four days of the exam.

You will not be allowed to leave the exam room until the published end time for the exam, so, if necessary, you must make alternative travel plans or, if relevant, arrange for someone else to pick up a sibling from another school.

FOOD AND DRINK

Inside the exam room we supply free bottles of water on request.

You are not allowed to bring into the exam room any food or drink, including water, chewing gum and sweets.

WHAT YOU NEED TO BRING TO EACH EXAM

The following equipment must be brought to every exam in a clear pencil case or clear plastic bag:

2 black pens

2 HB pencils, a ruler, eraser and pencil sharpener

For maths and some other exams you must also bring a calculator, compasses, protractor and coloured pencils.

We expect you to bring all necessary equipment to all exams.

Please note – you can buy an Exams Equipment Pack containing the key items above from the school's Resources Department for £1.50.

Please familiarise yourself with the regulations for calculators on Page 8.

IN THE EXAM

When entering the exam room you must be silent until after you have left the room at the end of the exam. If there is any communication between students, it will be assumed you are cheating and the matter will be treated as malpractice, as will any form of disruptive behaviour.

Any occurrence of malpractice will be reported to the relevant authority and may result in a warning, loss of marks or disqualification from the exam(s). A candidate may be debarred from entering exams for a specific period. Read carefully the notices at the end of this leaflet.

The poster on Page 6 is displayed outside every exam room and reminds you of these rules.

INSTRUCTIONS FOR A FIRE ALARM DURING PUBLIC EXAMS

We hope the fire alarm does not go off during the exam period, but if it does, these instructions must be followed in complete silence:

Do not panic and do not attempt to finish the sentence you are writing. Listen to instructions.

If evacuation is necessary, you will be instructed to leave the room in silence, in single file and in row order. Bags, coats and exam papers must be left in the exam room.

When you leave the room you must be at least one metre away from the students in front of and behind you.

If you are in the Lower School Hall or A2, you will walk to the Honey End Lane car park.

If you are anywhere else in the school, you will walk to the playing field behind the sports hall.

You will be told where to stand and must maintain complete silence and not speak to any other student.

A register will be taken to ensure all students are accounted for.

When it is time to return to the exam room, listen carefully to the instructions given.

INTERNAL APPEALS PROCEDURE

All schools are required to have an internal appeals policy to enable students to appeal against internally awarded marks before they are submitted to the exam board. This applies to coursework and non-examined assessments that contribute to the overall exam grade. You can find this policy on the Exams section of the website.

RESULTS DAYS

You will be able to collect your statement of provisional results from the school as follows:

Years 12 and 13 – Thursday 16th August 2018

8am – 10am Year 13 results

9am – 10am Year 12 results

In the Sixth Form Common Room

Results will be available for GCE and other Level 3 courses

Years 10 – 13 – Thursday 23rd August 2018

10:00 – 12:00

In the Sixth Form Common Room

Results will be available for GCSE and other Level 1/2 courses

If you are unable to collect your exam results in person, they will be posted to you later the same day. Alternatively, you may nominate someone to collect them for you. Please ensure the person collecting them brings a signed statement from you and proof of their identity, e.g. passport or driving licence. You may use the format below. Exam results will not be issued without this written proof of authorisation or a similar email to Mr Skellern.

Example letter

<Home Address>

<Date>

Dear Mr Skellern

I give my consent for to collect my exam results on my behalf.

Yours sincerely

<Your signature>

<Your full name>

CERTIFICATES

Certificates for all examinations will be available for collection by Year 11 and Sixth Form students in December 2018 or January 2019. A letter to confirm the arrangements will be sent to your last known home address in November 2018 and details will be displayed on the school website.

RULES

These three pages show the most important exam rules as published by the Joint Council for Qualifications. Make sure you read them carefully.



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|-----|---------------|------|-----|---------|------|
| AQA | City & Guilds | CCEA | OCR | Pearson | WJEC |
|-----|---------------|------|-----|---------|------|

Warning to Candidates

1. You **must** be on time for all your examinations.
2. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
3. You **must not**:
 - sit an examination in the name of another candidate;
 - have in your possession any unauthorised material or equipment which might give you an unfair advantage.
4. **Possession of a mobile phone** or other unauthorised material **is breaking the rules**, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
5. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
6. You **must** follow the instructions of the invigilator.
7. If you are in any doubt speak to the 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.

Effective from 1 September 2014



**NO IPODS, MOBILE PHONES
MP3/4 PLAYERS
SMARTWATCHES**

**NO POTENTIAL
TECHNOLOGICAL/WEB ENABLED
SOURCES OF INFORMATION**

**Possession of unauthorised items, such as a mobile
phone, 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.

Using calculators

Candidates may use a calculator in an examination unless prohibited by the awarding body's specification. Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations.

The instructions set out in this section apply to all examinations unless stated otherwise in an awarding body's specification.

Candidates must be told these regulations beforehand and be familiar with the *Information for candidates* documents.

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| Calculators must be: <ul style="list-style-type: none">○ of a size suitable for use on the desk;○ either battery or solar powered;○ free of lids, cases and covers which have printed instructions or formulas. | Calculators must not: <ul style="list-style-type: none">• be designed or adapted to offer any of these facilities: -<ul style="list-style-type: none">○ language translators;○ symbolic algebra manipulation;○ symbolic differentiation or integration;○ communication with other machines or the internet;• be borrowed from another candidate during an examination for any reason;*• have retrievable information stored in them - this includes:<ul style="list-style-type: none">○ databanks;○ dictionaries;○ mathematical formulas;○ text. |
| The candidate is responsible for the following: <ul style="list-style-type: none">○ the calculator's power supply;○ the calculator's working condition;○ clearing anything stored in the calculator. | |

EXAMS CONTACT

If you or your parents/carers require any further information regarding any aspect of the exams process, please contact:

Mr D Skellern, Exams Manager, Prospect School

Telephone: 01189 590466 x321

Email: dskellern@prospect.reading.sch.uk

More exams-related information can be found on our website