
South Shields SCHOOL

A decorative flourish consisting of two curved lines that sweep upwards from the bottom, meeting at a central point where a small, teardrop-shaped element is attached.

Information for Students and Parents

Mrs L Heddon
EXAMINATIONS MANAGER

Summer 2018

Students in Year 11 take internal and external examinations during the academic year.



The examination dates this year are:

Summer 2018 | Monday 14th May - Friday 22nd June 2018

Results Day | Thursday 23rd August 2018 | 10-12am

If results are not collected on the day they will be sent out by First class post.



Introduction

Examinations instructions for candidates

Times

Unless otherwise stated the start times of examinations are;

All morning examinations – **9:00am**

All afternoon examinations – **1.00pm**

Candidates should report to the Dining Hall and be ready to enter the examination room **at least 15 minutes** before the start of the examination.

Timetables

You will receive your timetable for your examinations well before the first examination. Dates and times of the examinations are given on the timetable issued.

Check carefully to see if the examination is in the **morning or the afternoon**, you may want to highlight each in different colours as extra time will not be permitted for candidates who misread their timetable. Take special note of any re-arrangements due to a timetable clash.

You alone are responsible for checking your examination timetable.

Personal Details

Please check the personal details on your timetable carefully. If there are any errors (e.g. name, date of birth, gender, examination entry), the Examinations Officer should be notified immediately. If errors are not amended before the receipt of results there may be a charge to amend them after this.

Lateness

If you know you are going to be late, phone the school as soon as possible after 8:00am.

If you arrive **before** 10:00am for morning examinations or 2:30pm for afternoon examinations you will be allowed to take the examination.

If you arrive **after** 10:00am for a morning examination or 2:30pm for an afternoon examination you **may** be allowed to sit the examination, however the examination board will be notified and may decide not to accept your script.

For examinations lasting 1 hour or less if you arrive after the examination has finished you will **NOT** be allowed to take the examination under any circumstance.



Absence from Examinations

You must attend all examinations to which you are allocated on your personal timetable. If you miss an examination you will NOT be able to do it again. Misreading your timetable will not be accepted as a satisfactory explanation of absence.

What to do if you are ill on the day of an examination

If you are ill and are unable to attend an examination it is vital you phone the school first thing in the morning (**0191 456 8929**) to inform us. You should contact your GP's surgery to obtain advice from them as they may need to complete a form to certify you were unwell to enable us to apply for Special Consideration.

If you are feeling unwell, but still able to travel, I suggest you come to the examination and we can assess the situation then. In most cases it is better to take the examination if you can. If in doubt – **phone the school**.

If you do not attend an examination without a valid reason, it is possible that you/your parents will be charged for that examination.

Clashes

If you have more than one examination, involving different subject, at the same time you will be contacted to discuss which exam you will take first.

Special Consideration

The awarding bodies' will not apply special consideration for anything other than serious reasons. Special consideration can only be applied for if an event has affected the candidate's performance on the day of the examination or for absence due to illness. Special consideration will only be applied if at least 50% of the total examinations (written examination and coursework/internal assessment) has been completed.

Warnings

All the awarding bodies' make it clear that:

- Their official examination sessions must be run under strictly fair conditions, with no form of deception – this rule severely excluded any form of communication between students during an examination, as well as any other practice that could conceivably be seen as an attempt to deceive.
- Anyone attempting unfair practices can expect cancellation of examination entries and possible exclusion from GC(S)E/AS and A2 level examinations for a period of up to five year.



Conduct in the examinations room

Candidates must be quiet at all times while in the examination room and when entering or leaving. You must sit at the desk with your name and candidate number on it. Should you require any assistance, raise your hand clearly and wait for an invigilator to attend to you. Once a candidate has entered an examination room, they are not allowed to leave unescorted until the conclusion of the examination. During the examination you must not turn around or try to communicate with another student in any way. If a student's behaviour during the examination is deemed unsuitable they will be removed from the examination room, the incident will be reported to the examination board and their paper could be cancelled. You are not allowed to leave the room until the end of the examination, even if you have finished your examination, **so please do not ask.**

At the end of the examination you must remain silent until the examination papers have been collected. Question papers, answer booklets and additional papers must not be taken from the examination room. You must not write inappropriate, obscene or offensive material in your answer booklets or you could be subject to penalties.

You are advised to make sure you go to the toilet before every examination.

Cheating

Candidates caught cheating in examinations, including being in possession of a mobile telephone, using unauthorised aids, copying from and communicating with other candidates, will be reported to the awarding bodies'. Penalties include exclusion from examinations for up to five years.

Prohibited Materials

The following items **must not** be brought into any examination room but left in a designated place:

- Mobile telephones, pagers, or electronic communication devices – see 'Mobile Phones in Examinations'
- Pencil cases – use a transparent plastic bag or clear plastic pencil case
- Calculator cases and instruction books
- Books (unless set texts for specific examinations), notes, letters, diaries or other printed materials
- Bag, briefcases etc.

Watches

Watches should be placed on desks before the start of any exam.

Mobile phones, iPods, MP3 Players and the penalties awarded by examination boards

We cannot stress enough how important it is not to **bring mobile phones and any other electronic means of communication** into the examination room. The school and awarding bodies' regulations forbid you to bring any of these devices into any examination room or any room being used for quarantine, either before or after an examination. You are strongly advised not to bring such devices with you to school on the day of the examination. The examination boards have issued very clear guidance about mobile phones, iPods and MP3 Players.

Candidates who carry any of the above with them into an examination room **must** place it out of reach of the area of the examination desks before the examination begins.

- All phones **must** be switched off.
- If a phone is not switched off and it rings during an examination – even if it is out of reach – the candidate who brought it will have a **zero mark for that examination**.
- Candidates who have not put their phone out of reach, **even if it is switched off**, will have **zero marks for every examination paper** in the subject being sat (if there is more than one paper).
- Candidates who actually use a mobile phone, iPod or MP3 player during an examination – i.e. who either place or answer a call or take or send a text message – **will be disqualified from all examinations during that series** (e.g. all of the summers GCSE's) and possibly disqualified from taking any examinations for up to 3 years.
- The examination boards will apply the penalties shown above whether or not the candidates had any intention of using the phone, and even if they forgot that they had it.

Remember that it is a school rule that students should not bring mobile phones into school at any time. The school cannot be held responsible if students ignore this rule and their phone is lost, stolen or damaged. This applies during examinations also. A phone brought into an examination room and placed out of reach of the examination desk can be left only on clear understanding that it is entirely at the risk of the student. **The easiest, safest and best course of action is not to bring mobiles to school.**

Equipment

Black ink or ballpoint pen must be used in all papers. Candidates may also need further equipment such as a pencil, coloured pencils, a calculator, a novel and an anthology depending on which examination you are sitting. **Highlighter pens and correcting fluids may not be used in any examination.** All rough work must be done in the answer booklet provided and should be crossed out.

Dictionaries may not be used unless they are specifically permitted by the subject specification or unless special arrangements have been approved by the awarding bodies'.



You are allowed to bring a clear bottle of water, with the label removed, into the examination room. However you are **not** allowed to bring the following items:

- Cans or cartons of drinks
- Chewing gum
- Any other food or sweets

If you need to take food into the examination room for medical reasons see Mrs Heddon before the start of the examination.

Bags and Coats

For examinations bags and coats must be left at a designated place. **Candidates must wear school uniform when taking examinations in school.** The school accepts no liability for items of value (e.g. money, mobile telephones) which are left in bags. Please do not bring valuables with you when you have examinations. If you do so it is at your own risk. There is limited space to store bags and if at all possible you should avoid bringing one with you on the day of your examination.

Results

Summer results – students may collect their results from school on the designated results day from 10:00am until 12:00noon. Students should collect their results themselves. If the student is unable to collect them they may be collected by a third party who must have a letter signed by the student giving them permission to do so.

Enquiries about Results

Senior members of staff will be available in School on Results Day to discuss your results and the options available to you if you have any concerns about them.

Should you decide to proceed with an enquiry you will be asked to provide written consent confirming you understand that the grade could go up or down.

Examination Appeals

If you would like a copy of South Shields School's Examinations Appeals procedures please contact Mrs Heddon, Examination Manager. It is also available on the school website.

Certificates

Certificates are issued if you achieve A* to G at GCSE and will be available to collect. Certificates can also be collected by a third party but they must have a letter signed by the student giving them permission to do so. Most awarding bodies will not issue replacement certificates, and those who will charge a minimum of £40 for their service. **Keep your certificates in a safe place.**



Coursework

The awarding bodies will return most coursework during October. Students wishing to reclaim their coursework should apply to their teaches by 1st May of the year they are in Year 11 as it will not be kept by the school indefinitely.

*If you have any questions about any of this please speak to Mrs Heddon, the Examinations Manger, **before** the day of your examination.*