



Leventhorpe

a business and enterprise academy

Examinations Handbook 2019

School Examination Centre number - 17251

Information and instructions

Examinations' Officer
Mrs J Creagh

Tel: 01279 603119

Purpose of this booklet

This booklet is your helpful guide to get you through your examinations. It has all the information that you will need.

Please read through the booklet carefully and if you are unsure about anything speak to the Examinations Officer (Mrs Creagh), your Form Tutor or Head of Year.

Examination times

Morning session
8.50am

Afternoon session
1.30pm



Please make sure you are outside the sports hall at least **15 minutes before** the start of your exam.

Clashes

Please check your exam days and sessions. If you find you have a timetable clash you should have been seen by Mrs Creagh, but if not, please see let Mrs Creagh as a matter of urgency.

Mobile phone/MP3 players/iPods/ and any watches

Mobile phones / MP3 players / IPODS/ and Digital Watches are NOT ALLOWED in your possession in the exam hall/room, they MUST be handed in to the invigilators.

Please make sure all devices have been SWITCHED OFF COMPLETELY before putting in the wallet, which will be placed on your exam desk. Do not leave in silent mode.

The numbered wallets will be collected by an invigilator at the start of the exam and returned to you at the end. Ensure you keep the numbered card (found inside the wallet) when it is collected, and return this to the wallet once your phone has been returned.

It is recommended that you **DO NOT** bring mobile phones, MP3 players, iPods or digital watches on your exam days.



Illness/Emergency

If you are ill or there is a serious emergency on the day of an examination you, or your parent/carer, must telephone the main school reception and speak to a receptionist who will relay a message to Mrs Creagh. Please ensure you speak to someone and **DO NOT** leave an answer phone message.

01279 836633 or email jxc@leventhorpe.net or nc@leventhorpe.net

If you are ill and miss an exam, we recommend you see a doctor and get a medical note/certificate. We can then apply for 'Special Consideration' on your behalf, however, there are no guarantees the exam board will take this into consideration.

This note MUST be given to Mrs Creagh as a matter of urgency; it must be within 2 days of the exam.

Your exam timetable

You will have already checked and signed your 'statement of entry', this is a very important document and you should have checked this carefully as this is the personal information that will appear on your certificates. **You now need to check your exam timetable. It shows all the examinations you are entered for and the dates, times and seat numbers. This is a very important document – make a copy or keep it safe.**

- Check your entries very carefully. Make sure **every** subject you are taking is listed. **If there is a subject not listed that means that you have not been entered and therefore you will not get a result!**
- **Please Note** If you have an exam clash, you will be seen by Mrs Creagh to discuss arrangements to be made for you to sit both papers. You will spend the time you are not in an exam supervised and may need to bring with you a packed lunch. You will have **NO CONTACT** with any other candidate until the end of your sessions.
- Make sure that your entry is at the **correct level** if the subject has a tiered entry.
- Look at the **dates** of your examinations and check whether they are in the morning or the afternoon. Where it states "Not Defined" or "As Advised" this is a part of the exam for which your teacher tells you the date i.e. coursework or practical/oral exams.

You can double check the time and place of your examination on the Examination Board (outside the LRC) and outside on the Sports Hall windows. Lists of rooms and seat numbers will be available for the next day at the end of each exam day.

Make sure you know the rules

- You **must** be on time for all examinations. If you are late, your work may not be accepted.
- You **must** come to school in correct school uniform. In extreme cases, you may be sent home to change or may not be allowed to sit the exam.
- You **must not** become involved in any unfair or dishonest practice in any part of the examination.
- You may take into the examination room **only** the materials and equipment which are allowed.
- You **must not** take into the examination room any unauthorised materials or equipment (for example: calculator cases/instruction leaflets, bags, non-transparent pencil cases. As already stated electronic devices will be collected in.
- Analogue watches **only** can be used and **must** be placed on your desk.
- You **must not** talk to, otherwise communicate with, or disturb other candidates once you enter the exam hall.
- If you break the rules in any way, you may be disqualified from all exams relevant to that exam board.

Make sure you attend

- Know the **dates and times** of your examinations and arrive at least fifteen minutes before the start of each examination.
- If you arrive late for an examination, report to Mrs Creagh immediately. You can still sit the examination but the exam board may decide not to accept your work.
- If you arrive after an examination has ended, you will not normally be permitted to take it.

Be prepared and have what you need

- Leave outside the examination room, or with the invigilator(s), anything that you do not need or which is not allowed. Make sure your pockets are empty.
- Take into the examination room the pens, pencils, rubbers, rulers and any instruments that you will need for the examination.
- Only see through pencil cases are allowed. You must write in **black ink**.
- Coloured pencils or inks may be used only for diagrams, maps, charts, etc.
- You may not borrow anything from another candidate during the examination.
- You must not use correction fluid or correction pens.
- Highlighters may be used to highlight details on the question paper, but **MUST NOT be used in your answers**.
- You must strike through any amendments with your pen.

Calculators, dictionaries and electronic devices

- You may use a calculator **only** when specifically allowed in the exam and you need to ensure:
 - ✓ It works properly.
 - ✓ The battery is working properly.
 - ✓ You clear anything stored in the memory.
 - ✓ You do not bring into the examination room any operating instructions.
 - ✓ The calculator cover is removed and placed in the plastic wallet.
- You must not use a dictionary or computer spell-checker.

Food and Drink

- No food is allowed in examinations. **Water only** is permitted and you must make sure that all labels are removed and the bottle put under your desk.

Before entering the examination hall/room

- Check the seating plan to know where you are sitting.
- Ensure you have emptied your pockets, turned off your devices and have all the equipment you need for the exam including your student I.D.
- Line up in your seating row outside the sports hall.
- Leave all bags and coats in the sports hall foyer.

In the examination hall/room

- Enter the hall in silence, sit down and place **your student I.D card on your desk** (this card is extremely important as examination staff need to see it to identify you).
- Listen carefully to the Invigilator(s) and follow their instructions. Raise your hand if you have any questions or problems.
- Put your hand up and tell the Invigilator **immediately** if you think you have been given the wrong exam question paper, are missing necessary equipment/resources, or if your question paper is incomplete or badly printed.
- Carefully read the instructions printed on the question paper and/or answer booklet.
- Fill in the details on the front of the question/answer paper **only** when you are told to do so. **Write your full legal name, do not use an abbreviation.** Write the school examination centre number **17251.**
- Do any rough work on your answer booklet. Cross it through and hand it in with your answers. No rough paper is allowed.

UNDER NO CIRCUMSTANCES MUST YOU DEFACE YOUR EXAM SCRIPT OR CANDIDATE LABEL.

This includes graffiti, doodling or writing notes/appeals to the examiner – your work may not be marked if you do this.

A BLANK PAGE MUST REMAIN BLANK.

- If you have a problem put your hand up for assistance **but** you must not ask for, and will not be given, any explanation of the questions.
- Toilet breaks are very disruptive to others and will only be given in cases of extreme need and no extra time is given.
- **There will be no 5 minute warnings at the end of the exam.**

The end of the examination

- You will not be allowed to leave the exam room, even if you have finished, until the published finishing time of the exam.
- You **must** stop writing immediately when told to do so.
- If you have used more than one answer booklet or any loose sheets, you must place them in the correct order and place them in your answer booklet. Ensure all sheets have your name, candidate number, centre number and question number.
- The invigilators will collect your exam papers before you leave the room and **you must remain silent**. You are under exam conditions until you leave the **building** and the invigilators will tell you when you may go. Other exams may still be continuing in other rooms in the Sports Centre.
- **You must not take from the exam room** any examination stationery, used, unused, rough work, or any other materials provided for the examination.

JCQ Exam Regulations

It is **your responsibility** to read the exam boards' '*NO Mobile Phone*' poster and A '*Warning to Candidate*' poster. These regulations will be displayed inside and outside every exam room.

Reviews of Marking

Once you have received your results you will be given information about how to request a review of marking if needed.

Dates

June Series 2019 Examinations

Start -

Monday 13th May 2019

End -

Wednesday 26th June 2019 –Exam contingency day (ALL students should be available)

Results

GCE/A Level

Thursday 15th August 2019 Year 13 9.00am
All other years 10.15am

GCSE

Thursday 22nd August 2019 Year 11 9.00am
All other years 10.15am

Enquiries about results (clerical check and review of marks)

Priority Reviews (dates to be confirmed):

GCE

Thursday 22nd August 2019

(To meet exam board deadline date for priority enquiries about results where a university place is dependent on the grade)

GCSE

Thursday 29th August 2019

Certificates issued December 2019

More information will be provided in the results envelope

Information for candidates

For written examinations – effective from 1 September 2018

This document has been written to help you. Read it carefully and follow the instructions.

If there is anything you do not understand, especially which calculator you may use, ask your teacher.

A Regulations – Make sure you understand the rules	
1	Be on time for all your exams. If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the exam.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4	You must not take into the exam room: a) notes; b) potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device. Any pencil cases taken into the exam room must be see-through. Remember: possession of 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	If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
6	Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
7	Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
8	You must not write inappropriate, obscene or offensive material.
9	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
10	Do not borrow anything from another candidate during the exam.
B Information – Make sure you attend your exams and bring what you need	
1	Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
2	If you arrive late for an exam, report to the invigilator running the exam.
3	If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
4	Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
5	You must write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.
C Calculators, Dictionaries and Computer Spell-checkers	
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: a) make sure it works properly; check that the batteries are working properly; b) clear anything stored in it; c) remove any parts such as cases, lids or covers which have printed instructions or formulas; d) do not bring into the exam room any operating instructions or prepared programs.
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
D Instructions during the exam	
1	Always listen to the invigilator. Follow their instructions at all times.
2	Tell the invigilator at once if: a) you think you have not been given the right question paper or all of the materials listed on the front of the paper; b) the question paper is incomplete or badly printed.
3	Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4	Fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. Make sure you fill these details in on any additional answer sheets that you use.
5	Remember to write your answers within the designated sections of the answer booklet.
6	Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers. Make sure you add your candidate details to any additional answer sheets that you use.
E Advice and assistance	
1	If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	Put up your hand during the exam if: a) you have a problem and are in doubt about what you should do; b) you do not feel well; c) you need more paper.
3	You must not ask for, and will not be given, any explanation of the questions.
F At the end of the exam	
1	If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order. Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.
2	Do not leave the exam room until told to do so by the invigilator.
3	Do not take from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.