

KINGSDALE 11-19 FOUNDATION SCHOOL

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INFORMATION FOR *Headteacher: Mr S. H. Morrison* **CANDIDATES** **AND THEIR PARENTS/GUARDIANS**

~ EXAMS ~ THINGS YOU NEED TO KNOW ~

Exam times are very important times in your life at Kingsdale Foundation School. The exams that you are taking will influence what you do in the future, so it is very important that they run as smoothly as possible. There are a number of rules and regulations for exams that you must be aware of (most of these rules are set by the exam boards, not by school!).

***IF YOU DO NOT STICK TO THESE RULES THEN IT IS POSSIBLE THAT YOU COULD BE DISQUALIFIED FROM YOUR EXAMS,
SO PLEASE MAKE SURE THAT YOU READ THE FOLLOWING INFORMATION CAREFULLY.
IF THERE IS ANYTHING YOU DON'T UNDERSTAND, THEN ASK A TEACHER FOR HELP.
DO NOT LOSE THIS LEAFLET.***

Before the examinations:

You will first receive your individual candidate timetable showing all your entries, and then later your individual timetable showing where you are sitting. Should there be any mistakes on your first timetable, do something about this immediately. Should any of your personal details (Name, Date of Birth) show wrongly, you need to bring an official document showing the correct spelling/ date to attendance office. Should you be entered for the wrong exam, or should there be an exam missing that you believe you should be taking, please make sure that you inform the Exam Office straightaway, who will refer this to the Director of that subject. All communication should be in writing, preferably via email to exams@kingsdale.southwark.sch.uk

Access Arrangements/ Extra time:

Access Arrangements can only be granted if an official file has been compiled, containing various forms, test records, evidence of the usual way of working and assessment forms, and if this has been applied for and granted by the Exam boards well prior to the exams. In the same way, emergency access arrangements (such as following an accident resulting in a broken hand) need to be applied for in advance. There is a final deadline after Christmas.

Please be aware that the access arrangement process needs to be thorough, and takes time, and give us as much notice as possible. All communication should be in writing, preferably via email to exams@kingsdale.southwark.sch.uk

Absence from Examinations and Lateness

You must attend all exams that are allocated to you on your individual candidate timetable on time. Misreading the timetable will not be accepted as a satisfactory explanation for absence or lateness. Exams take place at the same time all over the country, and you need to be aware that you are not allowed to enter an exam if there is a possibility that somebody else in the country could have already finished this exam, as the security of the exam could not be guaranteed anymore (they might have rung you and told you which questions there are in the exam).

You will receive a bill if you fail to attend an exam that has been paid for by the school. If you miss an exam due to illness, you **must** telephone school on 0208 6707575 as soon as possible, preferably before the morning of the exam, **and** a medical certificate/letter **MUST** be given/sent to the Exam Officer within **three days** of the exam you missed.

Again, we would prefer all communication to be in writing, preferably via email to exams@kingsdale.southwark.sch.uk

IF YOU DON'T DO THIS, YOU WILL RECEIVE A BILL FOR THE ENTRY FEE FOR THE MISSED EXAM.

Bags, Books, Notes and Valuables:

You are not allowed to keep any bags, books or notes with you in the exam room and these should be left in your locker, at the front of the room, or preferably at home. Please do not bring valuables with you when you come into school for an exam. Under no circumstances should you leave any money or valuables (including keys) unattended in any bag.

IF YOU DO SO, IT IS AT YOUR OWN RISK. KINGSDALE FOUNDATION SCHOOL WILL ACCEPT NO RESPONSIBILITY FOR VALUABLE ITEMS THAT ARE LEFT IN BAGS.

Mobile Phones, Pagers, Electronic Organisers, Music Players, watches:

Mobile phones, pagers, organisers, music players, headphones and any type of electronic communication or storage device **are not allowed in the exam room**. The exam boards and Kingsdale Foundation School **do not allow** you to bring any these items into any exam room or into any room being used for 'quarantine', either before or after an exam. You are **strongly advised** not to bring any such devices with you to school when you have an exam, as Kingsdale Foundation School cannot take any responsibility if they are lost or damaged. If your parents wish you to have your mobile phone with you, then you should also bring a **paper or plastic bag, clearly labelled with your name**. As you assemble in the pod, and again in the exam venue, you will be asked to ensure that you have not got any prohibited items on you. Should you have not managed to get this organised in advance, the prohibited item can get handed in to an invigilator at that point without endangering your exam. Should you wait until after the warning, this will have to be reported to the Examination Boards

IF A MOBILE PHONE, PAGER OR OTHER ELECTRONIC COMMUNICATION DEVICE IS FOUND IN YOUR POSSESSION DURING AN EXAM OR QUARANTINE, EVEN IF IT IS TURNED OFF, THE DEVICE WILL BE TAKEN FROM YOU AND A REPORT MADE TO THE APPROPRIATE EXAM BOARD. NO EXCEPTIONS WILL BE MADE.

MINIMUM PENALTIES IMPOSED BY THE EXAM BOARDS ARE AS FOLLOWS (WITHOUT EXCEPTION):

Device found on you and turned ON: disqualification from entire subject award

Device found on you and turned OFF: disqualification from that component

Cheating:

If you are caught cheating in any way in an exam, you **WILL** be reported to the exam boards. 'Cheating' means doing anything that is against the rules stated on the *Notice to Candidates* (included at the back of this leaflet) and includes:

- Being in possession of a mobile phone
- Using unauthorised aids
- Communicating with other candidates (by talking or otherwise, nonverbal communication, passing equipment,...)
- Copying from other candidates

PENALTIES FOR CHEATING CAN INCLUDE DISQUALIFICATION FROM TAKING ANY EXAM FOR UP TO FIVE YEARS.

Equipment:

You must provide all your own equipment. Borrowing from other candidates is NOT allowed under any circumstances; please do not ask invigilators if you may borrow items. Ordinary pencil cases or boxes are not allowed in the exam room. You should bring your equipment in a clear plastic bag or transparent pencil case.

The following equipment should be brought to EVERY exam:

- 2 pens –black only
- 2 HB pencils
- Ruler (marked with millimetres)
- Pencil sharpener (preferably one which catches the shavings!)
- Rubber

For certain exams you will also need the following:

- Compasses
- Protractor
- Calculator
- Coloured pencil crayons

You must do any rough work in the answer booklet provided. Cross out anything that you do not wish to be marked. Highlighter pens must not be used in answer booklets, but you are allowed to highlight parts of the printed questions if you wish to. **YOU ARE NOT ALLOWED TO USE CORRECTING FLUID, PENS OR 'MICE' IN ANY ANSWER BOOKLETS.** This is to protect you and your exam; if correction devices were allowed then someone could tamper with your exam paper and it would be undetectable.

Calculators:

Calculators may be used in most exams: your subject teachers will tell you if they are not allowed for a particular paper. **YOU MUST BRING YOUR OWN CALCULATOR IF YOU NEED ONE. YOU ARE NOT ALLOWED TO USE A MOBILE PHONE AS A CALCULATOR.** Your calculator should be no larger than the regular handheld size and no printed instructions or cases are allowed. The exam boards do not make any allowances for calculator failure or operational mistakes – YOU are responsible for making sure your calculator works properly. If you are going to buy a new calculator please check with your Maths teacher to see what they recommend.

Calculators must not:

- Be dependent on mains supply (i.e. use a plug!)
- Have alphabetic keys
- Be programmable
- Have noisy keys which would disturb others
- Use magnetic card input
- Have a permanent memory

Conduct in the Exam Room:

You must be silent at all times when you are in the exam room. This includes when you **enter** and **leave**. If you need assistance, put your hand up clearly and wait for an invigilator to attend to you. Once you have entered the exam room, **you have to be escorted at all times if you need to leave** (e.g. if you need to go to the toilet). Please do not write on exam desks. It is regarded as cheating, as you could have put that information there in advance!. **You will not be allowed to leave an exam early if you have finished your work** as this disturbs other candidates in the room.

Dictionaries:

Dictionaries may not be used in exams unless they are specifically permitted by the subject specification (your teacher will tell you if they are allowed). **ELECTRONIC TRANSLATORS ARE NEVER ALLOWED.** If English is not your first language, then you may be allowed to use a bilingual translation dictionary in certain exams. However this **MUST** be arranged before the exams begin. All communication regarding this should be in writing, preferably via email to exams@kingsdale.southwark.sch.uk

Candidate Number:

You will be given a 4-figure reference number that refers only to you. **You need to remember this number**, as you will write it on all your exam papers. In most exams you will be seated in numerical order within your subject. If you wish, you may write your candidate number in permanent pen onto the outside of your transparent pencil case. You are not allowed to write it on your hand, or have it written on a piece of paper on your desk.

Timetables:

Please check your individual candidate timetable carefully. If there are **ANY** mistakes (e.g. name, date of birth, exam entry etc.) you **MUST** tell the Exam Officer immediately. Mistakes that are not spotted at this stage could mean that your certificate is incorrectly printed later. Check each exam date carefully, and check to see if the exam is in the morning or the afternoon. If there is an exam on the list that you were not expecting to take (e.g. if you know you have already dropped or been withdrawn from a subject) you **MUST** tell the Exam Officer immediately. Make sure you know which **room** and **seat** you need to go to for each exam (your room and seat number will be on the final version of your timetable issued in May, e.g. Gym, seat A3). Extra time will not be permitted if you have simply misread your timetable. Take special note of any re-arrangements due to a timetable clash.

YOU, ALONE, ARE RESPONSIBLE FOR CHECKING YOUR EXAM TIMETABLE.

IF YOU LOSE YOUR TIMETABLE, ASK THE EXAM OFFICE FOR A NEW ONE.

Exam lists will be on display (on departmental display boards, and on the pod on the day of the exams). If you do not know all your details for the exam that you are about to sit, **LOOK THEM UP ON THE LISTS**. The invigilators do not have time at the start of the exam to look them up for you.

Clashes:

If you notice a clash of exams, arrangements will be made for you to take these subjects one after the other, as long as the total published exam time is not more than three hours. If the total time is more than three hours, the exams will be split between the morning and afternoon sessions. If this happens, an invigilator will supervise you over lunchtime (in 'quarantine'), so you will need to bring a packed lunch and a drink with you. Any clashes **SHOULD** have been picked up and resolved before you are given your individual timetable. Please note that the final timetable showing seating arrangements will normally **NOT** show clashing components, as you will often stay in the same seat. You will be informed in advance if you have any quarantine time. You will not be allowed to communicate with anyone else and will not be allowed to use your mobile phone (or any other electronic communication device) during quarantine time. You will be informed of any special arrangements involving clashes before your exams.

IF YOU NOTICE A CLASH ON YOUR INDIVIDUAL TIMETABLE WHICH HAS NOT BEEN RESOLVED, YOU MUST TELL THE EXAM OFFICE IMMEDIATELY.

Drinks and Sweets:

You are allowed to take into the exam room a **drink of water in a clear plastic bottle with the label removed**. You may also have **plain boiled sweets without wrappers**. Chewing gum and any other food or drink is not allowed. You will not be able to leave the exam room to refill a bottle of water, and invigilators cannot leave to do this for you, so please make sure you have enough for the whole exam time. Please also note that tissues, tins of vaseline, etc may have writing on them

End of the Exam:

The invigilators will collect your exam papers before you leave the exam room. **Absolute silence MUST be maintained during this time**. Question papers, answer booklets and additional paper must NOT be taken from the exam room. You will be dismissed from the exam row by row, and may be told which door to use. **You must remain silent until you are right outside the building**.

Certificates:

Certificates are issued if you achieve grade A to G at GCSE, or A to E at AS/A2 level. These arrive in school about three months after you have received your results. Information about the despatch of certificates will be given to you on results day.

YOU MUST KEEP YOUR EXAM CERTIFICATES IN A SAFE PLACE, AS IN MOST CIRCUMSTANCES THEY CAN'T BE REPLACED.

Controlled Assessments:

The exam boards return controlled assessments after the results, however it has to remain locked up in school until all enquiries about results have been completed. You will be able to reclaim your work approximately three months after you receive your results.

Exam Regulations:

It is **YOUR RESPONSIBILITY** to read and understand the exam boards' *Notice to Candidates*, which is at the back of this leaflet. A larger copy of this notice will be displayed outside every exam room, along with the *Warning to Candidates* poster.

IF THERE IS ANYTHING YOU DON'T UNDERSTAND, ASK THE EXAM OFFICER, OR ONE OF YOUR TEACHERS, FOR HELP.

Location of Exams:

Most GCSE exams will take place in the Gym or in the Sports Hall. Your individual timetable will state where your exams will take place. Please arrive at school **AT LEAST 15 minutes before the start time shown on your timetable** so that you are not in a rush before your exam. You will be told when you are allowed to enter the exam room and you **MUST** sit at the desk that has been allocated to you and indicated on your timetable, unless the invigilator instructs otherwise. **IF YOU DO NOT SIT IN THE CORRECT SEAT THE INVIGILATORS COULD MARK YOU AS ABSENT**. You are NOT allowed to enter the exam room before the exam time.

Prohibited Material:

The following items must not be brought into any exam room:

- Mobile phones, pagers, organisers, any type of electronic communication or storage device
- Non-transparent pencil cases/boxes
- Calculator cases and instruction books
- Headphones, personal stereos, MP3 players, iPods, or any other kind of music storage/playing device
- Books (except for authorised texts), notes, letters, diaries or other printed material
- Bags, rucksacks, PE kits, etc.

If you need tissues in the exam room, you must remove them from packets and place them on the desk at the start of the exam. There will usually be a supply of tissues in the exam room, however do not rely on this. If you know you will need them, bring your own.

Quarantine:

If you are required to go into quarantine over the lunch break, you must bring a packed lunch and a drink with you, as you will not be allowed to use the canteen. **Mobile phones, pagers or other electronic communication devices are not allowed into any quarantine room**. You will be notified in advance of any quarantine arrangements. If you are in quarantine before an exam, you **MUST** be in the allocated room by the time given. **If you are late you may not be allowed to sit the exam**. While in the quarantine room you are allowed to revise for your next exam or talk quietly. Please be respectful to your supervisor and be sure to leave the room clean and tidy.

Results:

Results day is during the summer holidays, towards the end of August. You will be notified of the exact date. Results can be collected from school on the day, or Kingsdale Foundation School will post them to you. Teachers will be in school on results day to help you with any queries that may arise.

Special Consideration:

Special consideration can only be applied for if something has seriously affected your performance on the day of an exam. Examples of acceptable reasons for application are bereavement (if a close relative or friend has passed away close to the exam), injury or illness (you would usually need a doctor's note). If after an exam you think you have a good reason for applying for Special Consideration you need to see or telephone the Exam Office as soon as possible **within four days** of the exam.

NO LATE APPLICATIONS WILL BE ACCEPTED.

Times:

Unless otherwise stated on your timetable, all exams at Kingsdale Foundation School start at **9:00am** for morning papers and **1:00pm** for afternoon papers. You should aim to be at school **no later than 15 minutes** before the start of an exam. If for any reason you are going to be late and will miss the start of the exam, you **MUST** telephone school..

WARNING

All the exam boards have very 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. STICK TO ALL THE RULES. DON'T RISK YOUR FUTURE.

Attach: Information to candidates; controlled assessment
Information to candidates: written examinations

For staff, both of these can be found on [o:/exams/jcq regulations/information to candidates](#)