

Woolwich Polytechnic School

GCE EXAMINATIONS 2017

Student Handbook

Candidate Name:

Candidate Number:

Centre Number: 10664

Introduction

Woolwich Polytechnic wants to make the examination experience as stress free and successful as possible for all candidates.

This booklet provides helpful guidance on all aspects of an examination period. It includes the strict rules and regulations set by the examination boards, and how best to deal with any problems that may occur.

Please read it carefully, so that you are aware of the procedures that need to be followed. Please pay particular attention to the 'Notice to Candidates' that states exactly the awarding bodies' requirements throughout exams.

If you have any queries or need help or advice at any time, before, during or after the examinations please contact:

Mrs Woods – Examinations Officer (in the Exams Office)

Head of Year – Year 12 – Ms Principe and Mr Squires

Year 13 – Ms Elliott and Mr D MacSwiney

The School telephone number is: **020 8310 7000**

KEY DATES

Summer Exams begin: **Wednesday 26th April 2017**

Last Exam: **Friday 1st July 2017**

GENERAL INFORMATION – Before the Examination

Examination Boards

- ❖ The school will be using the following examination boards for this year's examinations: **AQA, Edexcel, OCR WJEC, Cambridge International and IFS**

Candidate Number

- ❖ You will be issued with a four digit candidate number. It must be entered, along with your name, and signature (if instructed) on every exam paper you sit. It will appear next to your name on the seating plans and examination registers, also on the seat ticket on your examination desk. You must remember it.

UCI Number

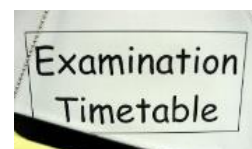
- ❖ In addition to a candidate number you will be issued with a 12 digit Unique Candidate Identifier number (UCI). This usually begins with the centre number (10664) and is for administration purposes only so it is not necessary for you to remember it.

Statement of Entry

- ❖ You will receive a Statement of Entry (Mid-March) from the school listing all the subjects you have been entered for and the levels of entry, where applicable. Please check all the details on your Statement of Entry including your personal details, date of birth and spelling of names. This is the information that will appear on your certificates so it is vital that it is correct.

Timetables

- ❖ You will receive an individual timetable (along with your Statement of Entry) showing your own specific examinations with details of subject, date, time and duration of exam. Please take good care of them and put them in a place where you will be able to look at them easily. Please check the details carefully and if you think there is an error or need further information please contact Mrs Woods in the Exams Office.



- ❖ You may have a timetable **clash**, where more than one examination may be taking place at the same time. If this is the case, you will be made aware of this at the earliest opportunity and the school will reschedule papers internally for the same day. You will normally be supervised in another room, and must not have any communication with any other candidates. Lunch and refreshments will be provided. Please speak to Mrs Woods immediately if you spot a clash on your timetable.

Contact Numbers



- ❖ Please make sure that the school has at least one up to date contact number for you which you can guarantee will be answered in the case of us having to contact you on the day of an examination.

Equipment

- ❖ It is your responsibility to have the correct equipment with you for each exam. You must have:
 - **2 black pens**
 - **2 HB pencils**
 - **A ruler**
 - **Eraser**
 - **Pencil sharpener**
- ❖ You must NOT use highlighter pens, coloured gel pens or any sort of correction fluid. The only pencil cases allowed are transparent ones. It is up to you to ensure that you have other equipment that you need for special subjects including calculators. Unfortunately the school does not have enough spare for you to borrow on exam day. All calculators must conform to exam rules and regulations, if you are unsure either check with your subject teacher or Mrs Woods.
- ❖ Only material that is listed on the question paper is allowed into the examination room, such as anthologies, set texts, etc. **Exam regulations are very strict regarding items that may be taken into the exam room. Any student found to have any material that is not permitted, will be reported to the exam board and risks being disqualified from the exam.**



GENERAL INFORMATION - During the Examination

Examination Regulations

- ❖ A copy of the “Notice to Candidates” and “Warning to Candidates”, which is issued jointly by all the Examining Boards is printed at the back of this booklet. You must read this carefully and note that to break any of the examination rules or regulations could lead to disqualification from **all subjects**. The school must report any breach of regulations to the Awarding Body.

Attendance

- ❖ You are responsible for checking their own timetable and arriving at school on the correct day at the correct time, in uniform and fully equipped.
- ❖ **You must wear full school uniform for every examination.**
- ❖ **Morning exams start at 9am**
- ❖ **Afternoon exams will start at 1.30pm**
- ❖ **These are the times the exams will start therefore you are advised to arrive at school 8.20am for morning exams and 1pm for afternoon exams.**
- ❖ Before most examinations there will be warm up/revision sessions, you must attend these.

Lateness

- ❖ If you arrive late for an examination you may still be permitted to sit the paper. If you arrive **one hour** after the official start time of the examination or before the end of the examination for examinations lasting less than one hour you may still be permitted to sit the paper, but the Awarding Body may decide not to accept the script for marking.
- ❖ Please inform the school at the earliest opportunity if you are going to arrive late for an examination. When you arrive at school go to Reception and a member of staff will escort you into the exam room. You must never enter an exam room without permission.

Absence

- ❖ You must inform the school at the earliest opportunity if you are ill, injured or have personal problems before an examination, so that we can help and advise you. Arrangements can be made to assist candidates who may have special requirements, but we will need as much notice as possible.
- ❖ *Unfortunately timetables cannot be altered and examinations can only be taken on the days and at the times stated on your final timetable.*

Special Consideration

- ❖ Only in exceptional circumstance are candidates allowed 'Special Consideration' for absence from examinations. Special Consideration is an adjustment to the marks or grades of a candidate who is eligible for consideration. Candidates will only be eligible for Special Consideration if they have been fully prepared and covered the whole course of an examination subject, but performance in the examinations or in the productions of coursework is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness, accident, injury and bereavement.
- ❖ The Exams Office must be informed immediately, so that the necessary paperwork can be completed (within 7 days) and the candidate will be required to provide evidence to support such an application (doctor's letter, etc.)
- ❖ Please be advised that the adjustment to marks that may be awarded is only small and no feedback is ever given from the awarding body.
- ❖ If you feel ill during the examination please put up your hand and an invigilator will assist you. You must inform an invigilator if you feel unwell before or during an exam and feel it may have affected your performance.
- ❖ You are reminded that the school will require a payment of entry fees should you fail to attend an examination without good reason and without informing the school. The cost is usually around £30 per subject.

Inside the Examination Room

SHHH!!!!

- ❖ As you enter the examination room you are under exam conditions. **NO TALKING.** We have a strict no talking policy. If you attempt to communicate with any other student during an exam you risk being disqualified from **all exams**. To contact an invigilator raise your hand. Do not leave your seat without permission.
- ❖ Bags and coats must be placed at the back of the exam room or as instructed by the invigilators.

MOBILE TELEPHONES, MP3/4 players, iPod, technological/web enabled sources of information including smart watches.

- ❖ Mobile telephones/electronic equipment **must be switched off** and must not be in your possession. Please leave them in your bags or place them in the polythene bag and then this must be placed under the desk. If your phone rings or vibrates this will be reported to the exam board and can lead to disqualification.



Seating Plans

- ❖ A seating plan will be placed inside and outside the examination room, also in the mall and on the Student Gateway.
- ❖ You will be allocated a seat and this cannot be changed. Your name, candidate number, exam and seat number will be displayed on the desk allocated to the candidate.

Candidate No	Surname	First Name	Form	Exam	Seat
1234	Smith	John	10T2	Biology	SH A9

- ❖ Please note that you may not be sitting in the same seat for every examination, so please check the seating plan **before** entering each exam.

Examination Room

- ❖ There will be a board at the front of every exam room clearly stating the Centre Number, the name of the exam and the start and finish times. There will also be a clock in every examination room.
- ❖ You are not allowed to leave the examination room without the permission of an invigilator. If you require the toilet please raise your hand and you will be escorted by an invigilator. You are required to stay in the exam room for the full length of the paper to ensure they make full use of the time and avoid disruption to other candidates.
- ❖ You may bring in 1 still bottle of water (**with the label removed**) into each examination. Fizzy drinks are not allowed and will be confiscated.



Question Papers

- ❖ Listen carefully to instructions and notices read out by the invigilators – there may be amendments to the exam paper that you need to know about.
- ❖ Each question paper clearly states on the front the SUBJECT NAME, DATE, TIME AND LENGTH OF THE PAPER. It is extremely important that you check the TIER OF THE PAPER that you have been given, BEFORE YOU ENTER YOUR DETAILS. If you feel you have not been given the correct exam paper you must inform an invigilator immediately.
- ❖ Read all instructions on the exam paper carefully.
- ❖ Ensure you write your NAME, CANDIDATE NUMBER, CENTRE NUMBER and add your SIGNATURE (if required) on all questions papers, and any additional writing paper. An invigilator will provide you with a treasury tag to hold all your answers sheets together at the end of the examination.
- ❖ DO NOT draw, graffiti or write on the examination papers in any way – if you do the examination board may refuse to accept your paper.

- ❖ No question papers, answer papers, additional papers or texts may be taken from the exam room.
- ❖ At the end of the examination the invigilators will collect in all exam work. Remember to cross through any rough work that you do not want marked. You are still under exam conditions at this point, the invigilator will collect your examination paper and you must remain in silence. Once all the papers have been collected, you will be dismissed. You can talk only outside the examination room.

Invigilators

- ❖ The school employs external invigilators to assist with conducting the examinations. You are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.
- ❖ Invigilators are in the examination room to assist you and supervise the conduct of the examination. They will distribute and collect examination papers, tell candidates when to start and finish the examination, hand out extra writing paper and deal with any problems that occur during the examination.
- ❖ Listen carefully to all instructions given out by the invigilators as they may have to hand out some important last minute information.
- ❖ Pupils who are disruptive or behave in an unacceptable manner will be removed from the examination room by invigilators and members of the Senior Leadership Team.



Fire Alarms

- ❖ If the fire alarm sounds during an examination the invigilators will ask you to stop writing and close your papers. If you have to evacuate the examination room, you will be asked to leave everything on your desks. The invigilators will escort you to a designated area, and you must stay in order according to the seating plan. **You must not attempt to communicate with another candidate in any way.**
- ❖ When you return to the examination room you must not start writing until instructed to do so by the invigilators.
- ❖ You will be allowed the full working time for the exam and a report will be sent to the Awarding Body.

Access Arrangements

- ❖ You will have been made aware by Mrs Woods or a member of the Learning Support Department whether you are entitled to Access Arrangements. Access Arrangements means organising specific arrangements for those candidates who may require readers, scribes etc.

GENERAL INFORMATION – After the Examination

Results

- ❖ Results will be available for collection on **Thursday 17th August 2017** from 9am.
- ❖ In the interest of security only you can collect your results but if you wish for another person to collect your results on your behalf, you must provide them with a letter signed by yourself allowing them to do so.

Post Results Service

- ❖ If you need post-results service (appeals) you must first contact your teacher or Head of Department.
- ❖ If the teacher agrees there is grounds for using the post results service they will contact Mrs Woods.
- ❖ You will need to sign a declaration that you will accept the appeal result even if it goes down.
- ❖ The deadline date for enquiries about results is **10th September 2017**

Certificates

- ❖ It is advisable that you collect your certificate in person to prevent loss in the post. Certificates will not be available for collection until late November onwards from the Exams Office.



If you have any queries, please do not hesitate to contact Mrs Woods in the Exams Office