

## Exam Expectations Booklet for Students KS4 & 5

Exams are a very important time in your life at the John Cabot Academy (Year 11) and the CLF Post 16 (Years 12 & 13).

The exams that you will be 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. These are set by the Awarding Bodies.

If you do not follow these rules, you may be disqualified from your exams. Please read this booklet carefully and if there is anything you don't understand, ask your Head of Year/Head of College for help.

Stress Management and Wellbeing ... 5 simple tips:

1. When creating a revision timetable ensure you have times for rest and relaxation, include physical activities where possible and not too much screen time/social media.
2. Use visual aids (e.g. post-it notes) and colours for revision to help remember information.
3. Make sure you eat well and try not to drink too much caffeine late at night or be on electronic devices, sleep is essential for mental and physical wellbeing
4. Calming music before bed can help with sleep.
5. Ensure you are organised and know exactly where you need to be and when.

### Academy's Website

Please read "information for Students" on the Exams information page.

### Timetables

Please check your individual candidate timetables carefully. If there are **ANY** mistakes (e.g. name, date of birth, exam entry) you **MUST** tell your Head of Year/Head of College immediately. Mistakes that are not identified 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. Take special note of any re-arrangements due to a timetable clash.

**Please take a photograph of your timetable.** Replacements can be obtained from your Head of Year/Head of college.

**YOU AND YOU ALONE ARE RESPONSIBLE FOR CHECKING YOUR EXAM TIMETABLE.**

## Times

Unless otherwise stated on your timetable, all exams start at **9.00am** for morning papers and **1.00pm** for afternoon papers. For morning exams, you should be ready from 8:45am. For an afternoon exam you should be ready from 12:45.

## **CLF P16 students MUST wear their identification badges to gain access into their exam**

## Lateness

If you arrive late, KS4 students please report immediately to the main reception @ JCA.

Post 16 students should report to The Eye where you will be escorted by a Head of College.

The Exams Officer/ team will be contacted. **DO NOT GO DIRECTLY TO THE EXAM ROOM.** We need to know where you are as soon as possible

Please note that if you are late:

- The school will decide whether to allow you to have the full time allocation. This decision will be based on whether operationally it is possible to do so.
- The Awarding Body will decide whether:

To accept none of the work.

To accept only the work completed in the "normal" exam time.

To accept all of the work.

## Absence from an Examination

You **MUST** attend all exams that are allocated to you on your individual candidate timetable. Misreading the timetable will not be accepted as a satisfactory reason for absence. You will be expected to pay if you fail to attend an exam that you have been entered for unless you provide the documentation below within 2 days of the exam date.

If you miss an exam due to illness:

You **MUST** telephone and follow the normal absence process on the day of the exam.

You will need to provide documentary evidence of your illness. Depending on circumstances we may be able to apply for Special Consideration for the exam affected as long as you follow the procedure above.

## Conduct in the Examination

- 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 come to you. You will not be allowed to leave the exam seat unattended.
- If you have finished the exam early, you will not be allowed to leave early as you must remain seated for the full exam time.
- Any damage/vandalism to school property will be invoiced to parents.
- Do ensure you use your **FULL LEGAL NAME** (the name on your birth certificate) on your exam answer paper and any spare sheets you use - Exams Office staff are not allowed to correct your details after the exam.
- Please do not doodle on your exam papers as examiners can refuse to mark papers if they deem them to be defaced in any way.
- You must not open your exam paper until the examination begins.

## Cheating

If you are caught cheating in an exam, you will be reported to the Exam Board. Cheating means doing anything that is against the rules stated on the Information for Candidates, which is on the school website, and includes:

- Being in possession of a mobile phone, a watch, or other devices with electronic/digital communication or storage whether or not you use it.
- Possessing unauthorised aids, including having writing on your hand/rubber etc.
- Communicating with other candidates in any way.
- Copying from other candidates.

Penalties for cheating can include disqualification from taking any exam for up to 5 years.

## Equipment

You must provide all your own equipment. Borrowing from other candidates is not allowed under any circumstances.

Ordinary pencil cases or boxes are not allowed in the exam room. You should bring your equipment in a clear plastic bag or clear transparent pencil case.

The following equipment should be brought to EVERY exam:

- 2 pens - black ink only
- 2 HB pencils
- Ruler (marked with millimetres)
- Pencil sharpener
- Rubber

For certain exams you may also need the following:

- Compasses
- Protractor
- Calculator

You are not allowed to use correcting fluid or tape. 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. Highlighter pens may be used on question papers only; they may not be used in your answers.

### **Mobile Phones, iPods, MP3/MP4 Players, watches of any kind or any other technological or web-enabled devices**

You are **not** allowed the above items in the exam: this includes watches. You must ensure that all devices are switched off, and cannot switch themselves on again, for instance with an alarm, and left in your bags.

### **\*MOBILE PHONE MALPRACTICE WILL ALWAYS BE REPORTED TO THE EXAM BOARD**

If your mobile phone is not in your possession, and still makes a noise in the exam room, e.g. receives a notification, you are likely to receive a warning letter from the Awarding Body.

If your mobile phone is in your possession even though it is switched off, you are likely to receive ZERO marks for the paper.

If you use your mobile phone, you are likely to be DISQUALIFIED from this and possibly other exams by the exam board.

### **Calculators**

Calculators may be used in most exams. Your subject teacher will tell you if they are not allowed for a particular paper.

- You must bring your own calculator.
- You are not allowed to use a mobile phone as a calculator.
- The exam boards do not make any allowances for calculator failure or operational mistakes - **you** are responsible for making sure your calculator works properly, and for ensuring you have cleared anything stored in your calculator.
- Your calculator must be of a size suitable for use on a desk and be battery or solar powered.

Calculators must not be designed or adapted to offer any of these facilities:

- language translators; symbolic algebra manipulation; symbolic differentiation or integration, communication with other machines or the internet
- Have noisy keys, which would disturb others
- Have retrievable information stored in them
- Calculator cases, lids and covers must be placed on the floor facing down.

## **Sweets & Drinks**

You are allowed to take into the exam room a drink of water in a clear plastic bottle with the label removed. You are not allowed any squash/fizzy drinks, sweets or food.

You will not be allowed to leave the room to refill your water bottle and invigilators cannot do this for you, so please make sure you have enough for the whole exam.

## **End of the Exam**

The invigilators will collect your exam papers before you leave the exam room. Please do not remove any papers or exam stationary from the exam room. You are asked to remain in exam conditions and respect that some students make still be working. All instructions are given from the front of the room. You will be dismissed from the exam row by row.

## **Special Considerations**

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:

- Bereavements
- Injury
- Illness.

If after the exam you think you have a good reason for applying for Special Consideration you need to contact the Exams Officer or your Head of Year/Head of College, as soon as possible, and within 2 days of the exam.

## **Timetable Clashes**

You should have previously been notified if you have any clashes. Arrangements will be made for you to take the subjects one after the other, or if the total time is longer than 3 hours, in the other exam session that day. In the rare situation of you being timetabled to have more than 6 hours of exams in one day, one exam may be moved to the following morning with overnight supervision arrangements. In this case the Exams Officer will write to your parent/carer.

In either case, if this happens to you, you will need to be supervised at all times when you are not in an exam.

If you notice a clash on your timetable which has not been resolved you must tell the Exams Officer Head of Year/Head of College immediately.

You will be informed in advance if you have any clashing exams that cannot be taken one after the other in the same session.

## Clash Supervision

During clash supervision you will not be allowed to communicate with anyone else who is not also being supervised and will not be allowed to use your mobile phone or any other communication device.

If you need to be supervised over lunch time you will need to bring a packed lunch and a drink with you as you will not be allowed to use the catering facilities, or go to the shops. Whilst being supervised you are allowed to revise for your next exam or talk quietly.

## Results day

If you are unable to attend results day and would like someone to collect your results for you, please send an email to your Head of Community or the Exams Officer as soon as possible.

You MUST read all the information provided from the Exam Boards on the posters advertised; not following the rules laid out in them could put your exam results at risk.