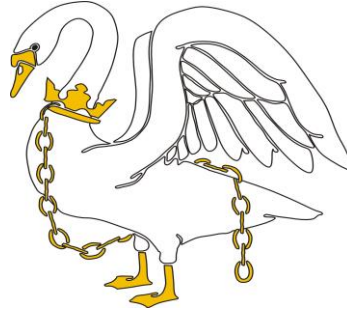


THE BUCKINGHAM SCHOOL
A SPECIALIST SPORTS COLLEGE



EXAMS INFORMATION
FOR
STUDENTS & PARENTS
2018

It is the aim of The Buckingham School to make the exams process as stress free and therefore as successful as possible, for all our students.

The purpose of this booklet is to provide information for you and your parents/carers. Please read it carefully.

If there are ANY questions you have that are not answered here, please ask. We are here to help

CONTENTS

	Page no
Rules & Regulations	2
TBS Expectations	2
Before the exams:	2
• Timetables	2
• Exam clashes	2
• Seating Lists	2
• Pre exam revision (booster) sessions	2
• Equipment	2
• Unauthorised Items	3
During the Exams:	3
• Invigilators	3
• Attendance & behaviour	3
• Emergency evacuation	3
• Absence from exams	4
Results:	5
• Notification or Results	5
• Certificates	5
• Contact information	5
FAQs	6
Appendices:	
1. JCQ Information for candidates – for written examinations	7
2. JCQ Warning to Candidates notice	8
3. JCQ mobile phones poster	9
4. JCQ Information for candidates – for on-screen tests	10

RULES & REGULATIONS

The JCQ (Joint Council for Qualifications) sets down the strict criteria for the conduct of exams which ALL schools MUST adhere to. The information they issue is on behalf of all Exam Boards, and some of this is shown at the back of this booklet and on the school website. The posters are also displayed inside & outside exam rooms.

All students should read the information carefully and be aware that to break any of the Rules or Regulations could lead to disqualification from all subjects. The school MUST AND WILL report any breach to the appropriate Exam Board.

Copies of school policies relating to exams are available on the school website.

TBS EXPECTATIONS

We expect all students to:

- Be on time for all exams
- follow the rules
- come prepared for the exam & have the correct equipment with them
- respect the rights of other students to work in silence without any disruption
- wear full school uniform

BEFORE THE EXAMS

Timetables - You will receive a personalised timetable, showing the exams for which you have been entered. It details the time, date, duration and tier of entry of your specific exams. It will also show personal details (Name, Date of Birth, etc).

You must check that everything on your timetable is accurate. Check your date of birth and that your name is spelt correctly because this information will appear on your exam certificates. (Please be aware that all students are entered for exams with the Exam Boards using legal forenames & surnames NOT preferred names – the name you are known in school by). If there are any errors, please let Mrs Wattam know as soon as possible. Any queries regarding tier of entry should be first directed to your subject teacher.

A full timetable of all examinations will be on the reverse of your personalised timetable, displayed in tutor rooms, on noticeboards around the school and on the website.

Exam Clashes – This is when you have 2 (or more) exams timetabled at the same time. These will be sorted on an individual basis with the student(s) concerned. It may mean you have to do the exams 'back-to-back'.

Seating lists – these are displayed at least 3 days prior to the exam on the wall outside the Jubilee Building. You are responsible for checking your room and seat number. It is vitally important that you sit in the seat that is allocated to you.

Pre exam revision (booster) sessions- These are held by subject teachers prior to the exam taking place. Separate information about these will be available from subject teachers nearer the time of the actual exam.

Equipment - It is your responsibility to ensure you have the correct equipment with you for your exams. We would strongly recommend that you put everything together in a see-through pencil case or plastic bag and bring this with you to ALL of your exams. This should include:

- PENS – BLACK INK ONLY - bring spares. No gel pens. Highlighters cannot be used in answers.
- Pencils, rubbers, rulers, compasses, protractors
- Calculator - without lid/case (you will be told at the start of the exam whether you may use it or not)

You are also allowed to bring a drink of water or squash in a clear plastic bottle or container, with any labels removed. You may also have sweets with any wrappers removed. No food or other drink is permitted. **NO CHEWING GUM.**

Unauthorised Items - The following items **MUST NOT** be brought into the exam room:

- Notes - unless specified by the Exam Board
- Dictionaries – unless told otherwise
- Bags, coats, scarves etc
- Reading pens
- Mobile telephones, ipods, MP3/4 players or earphones & any associated wires
- A smartwatch or any watch with a storage device or any other device with text/digital facilities

Please note you are given plenty of opportunities to surrender any such items before the exam starts. **ALL wristwatches must be removed and placed on the desk in front of you.** If you are found to have any unauthorised items on you, whether you intend to use them or not, this could be deemed to be malpractice and as such will be reported and the usual penalties applied.

Also, you should be aware that if at any time during the course of an exam an invigilator suspects you may have an unauthorised item on you, unintentionally or otherwise, they will ask you to surrender it. You will be required to give a statement and the Exam Board will be notified.

DURING THE EXAMS

Invigilators - External invigilators are employed by the school to oversee and conduct the exams. Students must behave in a respectful manner towards all invigilators and follow their instructions at all times. The role of the invigilator is:

- To give instructions to candidates
- Oversee the conduct of the exam
- Distribute & collect the exam papers
- Deal with problems that arise during an exam, eg if a candidate feels unwell
- Remove any students who are disruptive or who are behaving in an unacceptable manner

Invigilators cannot discuss the exam paper with you or explain meanings of words or questions

Your attendance & behaviour - You are responsible for checking your own timetable - arriving at school on the correct day, at the correct time. If you have any queries or problems, you must contact the school. You should be in full school uniform with the correct equipment. Check the seating lists, which are displayed on the notice board. You should line up 15 minutes prior to the start time of the exam. Please be aware that you will remain in the exam room for the full duration of the exam, whether you have finished or not. During this time, you are expected to remain in silence without causing any distraction to others.

- If you are late for an exam you may still be admitted, under the supervision of the exams officer.
- If you are more than 30 minutes late for an exam, the school must notify the exam board and it is possible that the board may not accept your work.
- You must not attempt to communicate with or distract any other students. This means you sit facing the front, in silence. No looking around.
- Listen carefully to the instructions you are given.
- ALWAYS ensure you have handed in any unauthorised items
- ALWAYS check you have the correct exam paper – check both the subject and tier if appropriate
- IF YOU HAVE ANY QUESTIONS PRIOR TO THE EXAM STARTING - ASK

Emergency Evacuation - If the alarm goes off during an exam, DON'T PANIC! The invigilators will tell you what to do so listen to the instructions you are given.

- You must remain in silence, even if the exam room has to be evacuated.
- Leave everything on your desk.
- You must not try to communicate with any other students at any time otherwise you may be disqualified.
- When you return to the exam room, do not start writing until you are told to do so.
- You will be allowed the full working time for the exam. A report detailing the incident will be sent to the exam board

Absence from Exams

- If you experience any difficulties during the exam period eg illness, injury or personal problems, please inform the school as soon as possible so we can help you.
- Exams cannot be rescheduled. So if you miss an exam in the morning for example, you will not be able to do it in the afternoon.
- If you are unwell and miss an exam, please get medical evidence to the exams officer within one day of the exam
- The school will endeavour to contact you or your parents/carers if you are not present at the start of an exam for which you have been entered.
- If you are running late for an exam because of unforeseen circumstances, please telephone the school (student office).
- Should a student miss any exams without good reason, parents/carers will be asked to pay the entry fee(s). Misreading your timetable is not deemed to be a good reason for missing an exam.

RESULTS

Notification of Results

Results will be available for collection from the school, from 9.30am on the following dates:

GCE AS/A2 Thursday 16 August 2018

GCSE Thursday 23 August 2018

Results should be collected in person. Should you wish someone to collect your results on your behalf, whether a family member or otherwise, he/she must have written authorisation from you allowing them to do so. The named person should have some ID with them.

If you want your results to be posted to you, you must provide a Stamped Addressed Envelope by 18 July 2018. This should be taken to the Exams Office.

No results will be given out by telephone.

COLLECTION OF CERTIFICATES

Notification of availability of certificates will be posted on the school website. It is the responsibility of the student to collect their exam certificates. These are available from November following the summer exams. No certificates will be posted. As with results, certificates should be collected in person but a named person can collect them provided they have signed, written authorisation from the student to do so. All certificates must be checked and signed for.

CONTACT INFORMATION

Students can come and see me at any time if they have any queries or concerns regarding their exams. My office is situated on the first floor in the Jubilee Building, next to the Conference Room.

Clare Wattam, Exams Officer

Email: cwattam@buckinghamschool.org

Direct line: 01280 818682

FREQUENTLY ASKED QUESTIONS (FAQs)

Q. What do I do if I have an accident or am ill before an exam?

A. Contact the school as soon as possible for advice. If your injury is such that you cannot write, the school may be able to organise an emergency scribe. If you are feeling unwell, we may be able to arrange for you to do the exam in a different room with an invigilator. If you are unable to attend an exam, we may ask for a doctor's note. **Please note:** *Exams cannot be rescheduled. You will be charged for any exam(s) you miss without a medical note!*

Q. What happens if I am late for an exam?

A. Contact the school and let us know you are running late. You should then get to school, as quickly and safely as possible. Sign in at student office. You may be allowed to take the exam. You will be escorted to the exam room by a member of staff. You must not enter the room without permission. In some cases, it may not be possible to allow you the full time for the exam, but the school will try and overcome this. If you arrive after 10.00am for a morning exam or 2.00pm for an afternoon exam, you are advised that the Exam Board may not accept your work.

Q. If I miss an exam can I take it on another day?

A. No. You must attend on the given date and time. Exams cannot be rescheduled. You will be charged for any exam you miss without good reason.

Q. What do I do if I think I have been given the wrong paper?

A. You will be asked to check before the exam starts. If you have any doubts put your hand up and wait for an invigilator.

Q. What happens if I forget to hand in my phone, iPod or iWatch at the start of my exam?

A. Don't! You are given plenty of reminders about handing in unauthorised items. If an invigilator suspects you have forgotten to hand over any such items, they will ask you. Any incidents involving any unauthorised items will be reported to the Exam Board and you risk disqualification from not only that paper but any others you may sit.

Q. What do I do if I feel unwell during an exam?

A. Put your hand up and wait for an invigilator. If you cannot wait, leave the room without disturbing other candidates and an invigilator will follow. If you feel unwell before the exam starts, please notify an invigilator and they will then keep an eye on you or perhaps even move you to the back of the room.

Q. Can I go to the toilet during an exam?

A. Yes, if absolutely necessary - up to the last 15 minutes of the exam. You will be escorted by an invigilator. You are not allowed any extra time.

Q. Can I leave the exam early?

A. No. You remain for the duration of the exam even if you have finished your work. You must remain seated in silence and do nothing to disturb or distract any other students. You must not try and communicate with anyone else.

Q. What do I do if there is a 'clash' on my timetable?

A. This is when you have 2 or more exams scheduled at the same time. See Mrs Wattam in the exams office. The exams will be rescheduled so you do one after the other with a supervised break in between. During the break you are not allowed access to the internet, your mobile phone or a computer or to communicate with any other students. All clashes are dealt with individually.

Q. My mum needs to be able to get hold of me. Can I have my mobile phone with me?

A. No. If your parent/carer needs to contact you at any time during the school day, they should call the student office team who will then get a message to you.

Q. Do I have to wear my school uniform?

A. Yes. Full uniform must be worn for all exams. Failure to turn up with incorrect uniform will delay you from starting the exam.



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
-----	---------------	------	-----	---------	------

Information for candidates
For written examinations – effective from 1 September 2017

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: <ul style="list-style-type: none"> • notes; • potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player, a smartwatch or a wrist watch which has a data storage device. <p>Any pencil cases taken into the exam room must be see-through.</p> <p>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.</p>
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.
	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: <ul style="list-style-type: none"> • make sure it works properly; check that the batteries are working properly; • clear anything stored in it; • remove any parts such as cases, lids or covers which have printed instructions or formulas; • 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: <ul style="list-style-type: none"> • you think you have not been given the right question paper or all of the materials listed on the front of the paper; • 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: <ul style="list-style-type: none"> • you have a problem and are in doubt about what you should do; • you do not feel well; • 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.



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
-----	---------------	------	-----	---------	------

Warning to Candidates

1. You **must** be on time for all your examinations.
2. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
3. You **must not**:
 - sit an examination in the name of another candidate;
 - have in your possession any unauthorised material or equipment which might give you an unfair advantage.
4. **Possession of a mobile phone** or other 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. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
6. You **must** follow the instructions of the invigilator.
7. If you are in any doubt speak to the invigilator.

The Warning to Candidates must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.

Effective from 1 September 2014



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
-----	---------------	------	-----	---------	------



**NO IPODS, MOBILE PHONES
MP3/4 PLAYERS
SMARTWATCHES**

**NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION**

**Possession of unauthorised items, such as a mobile
phone, is a serious offence and could result in**

DISQUALIFICATION
**from your examination and your overall
qualification.**

This poster must be displayed in a prominent place outside each examination room.



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
-----	---------------	------	-----	---------	------

Information for candidates
For on-screen tests – effective from 1 September 2017

This document has been written to help you. Read it carefully and follow the instructions.
If there is anything you do not understand, ask your teacher.

A	Regulations – Make sure you understand the rules
1	Be on time for your on-screen test(s). If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the on-screen test.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4	Only take into the exam room the materials and equipment which are allowed.
5	You must not take into the exam room: <ul style="list-style-type: none"> • notes; • potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player, a smartwatch or a wrist watch which has a data storage device. <p>Unless you are told otherwise, you must not have access to:</p> <ul style="list-style-type: none"> • the Internet, e-mail, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks; • pre-prepared templates. <p>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.</p>
6	If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
7	Do not talk to or try to communicate with or disturb other candidates once the on-screen test has started.
8	If you leave the exam room unaccompanied by an invigilator before the on-screen test has finished, you will not be allowed to return.
9	Do not borrow anything from another candidate during the on-screen test.
B	Information – Make sure you attend your on-screen test and bring what you need
1	Know the date and time of your on-screen test(s). Arrive at least ten minutes before the start of your on-screen test.
2	If you arrive late for an on-screen test, report to the invigilator running the test.
3	If you arrive more than one hour after the published starting time for the on-screen test, you may not be allowed to take it.
4	Your centre will inform you of any equipment which you may need for the on-screen test.
C	Calculators, Dictionaries and Computer Spell-checkers
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: <ul style="list-style-type: none"> • make sure it works properly; check that the batteries are working properly; • clear anything stored in it; • remove any parts such as cases, lids or covers which have printed instructions or formulas; • do not bring into the examination 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 on-screen test
1	Always listen to the invigilator. Follow their instructions at all times.
2	Tell the invigilator at once if: <ul style="list-style-type: none"> • you have been entered for the wrong on-screen test; • the on-screen test is in another candidate's name; • you experience system delays or any other IT irregularities.
3	You may be given a question paper or the instructions may be on-screen. In either case, read carefully and follow the instructions.
E	Advice and assistance
1	If on the day of the on-screen test 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 on-screen test if: <ul style="list-style-type: none"> • you have a problem with your computer and are in doubt about what you should do; • you do not feel well.
3	You must not ask for, and will not be given, any explanation of the questions.
F	At the end of the on-screen test
1	Ensure that the software closes at the end of the on-screen test.
2	If you are required to print off work outside the time allowed for the on-screen test, ensure that you collect your own work. You must not share your work with other candidates. Make sure that another candidate does not collect your printout(s).
3	Do not leave the exam room until told to do so by the invigilator.
4	Do not take from the exam room any stationery. This includes rough work, printouts or any other materials provided for the on-screen test.