



New Mills School

Exams Handbook for Candidates



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Dear Candidate,

It is the aim of New Mills School to make the examination experience as stress-free and successful as possible for all candidates. This Handbook has been created to guide you through your exam period.

All the information you will need to know when completing your controlled assessments is included along with useful resources for revision, details of results day and when your certificates will be issued. Please read it carefully and show it to your parents/carers so that they are also aware of the examination regulations and the procedures to follow in the event of any problems occurring.

GCSE exams take place in May/June 2027. Your teacher notifies the Exams Officer which exams you are to be entered for and in response you will have already received a statement of entry. You may be issued a new statement if your examination entries change including subjects and tiers. Please note – exam tiers are not final at this stage, if you have any queries about the tier you have been entered for, please speak to your class teacher.

Your name as shown on the statement of entry is the name that will be recorded on your certificates, this should be your legal name, i.e. the name on your passport. Any changes to names following certification will incur a considerable fee from the exam boards (payable by student/parents). If there is anything wrong with your name on your certificate of entry or anything else you are unsure about please speak to the team in the Exams Office as soon as possible.

Please check that school has up-to-date contact numbers for you, in case you or your parent/carer is needed urgently during an examination. We also ask for your mobile number and email address so that you can easily be contacted should the school need to discuss your exam entries, tiers or results.

When the entries are complete you will be issued with an individual candidate timetable with the dates and times of your personal exams. Some candidates will receive two timetables – one shows all the nationally scheduled exams and one shows the exams and assessments New Mills School schedule.

If you are unable to attend an exam due to ill health or a family emergency it is important that you provide the school with as much evidence as possible e.g. a letter from your doctor. Failure to attend without a valid reason will result in your parents being sent a bill for the cost of the exams missed. If you are unavoidably delayed or the bus fails to turn up, let the school know immediately; we will do what we can to get you to your exam.

The designation of a 'contingency day' within the common examination timetable is in the event of national or local disruption to examinations. It is part of the awarding bodies' standard contingency planning for examinations. **The contingency day for 2027 is Wednesday 23rd June (full day).** Candidates must remain available should an awarding body need to invoke its contingency plan.

Finally, we are aware that exam periods can be very stressful. The school is here to help and support you. If you or your parents/carers have any questions please do not hesitate to talk to your Teacher, Form Tutor, Head of Year or the Exams Office Team.

We wish you every success.

The Exam Team - New Mills School

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Email: exams@newmillsschool.co.uk

New Mills School hopes that all Student's will be successful in their exams. We want you to think big and be best prepared for the exams you take and to ensure they run as smoothly as possible – there is some important information you should be aware of including the rules and regulations that you must follow.

BEFORE YOUR EXAMS

Make sure you know:

- the date, start time and location of the exam or assessment – is it in the morning or the afternoon and what time do you need to arrive?
- if you are permitted or required to take any specialist equipment with you and have that ready
- who you need to contact at your school or college in case there's an emergency and you will be late, or can't sit your exam or assessment.

ON THE DAY OF YOUR EXAMS

Arrive on time with the correct equipment and in full school uniform.

What you can take in:

- a clear pencil case
- two or more black pens – blue pens are not acceptable for exams or written assessments
- any specialist equipment you will need or are required to bring in – this may include a ruler, maths set and an approved calculator, if relevant for your exam or assessment (including practical assessments)
- a transparent drink bottle if you wish – this must not have any labels

What you can't take in:

- your mobile phone
- any type of watch – this includes analogue, digital or smartwatches
- iPads, iPods, Fitbits, AirPods, earphones or ear buds, MP3 or MP4 players or similar devices
- revision notes - (although you should check exact requirements with your teachers as prior research might be permitted for certain VTQ assessments)

DURING YOUR EXAM

Read the front of the exam or assessment paper carefully and check that you've got the right paper - ask if you're not sure. If you are taking a tiered subject (such as maths), or a modular or unitised subject, check you've got the paper you expect. Listen carefully to the invigilator or assessor's instructions, which will be specific to your exam or assessment (including practical/spoken tests).

Fill in your details on the front of the answer booklet when you are told to do so.

Do not open the question paper until you are instructed to do so.

Raise your hand and wait for an invigilator or member of staff, if you:

- are unsure about anything
- need additional answer sheets – don't forget to write your details on these answer sheets too
- need the toilet or feel unwell
- Make sure you adhere to formal exam conditions once you enter the exam room - talking to, communicating with or disturbing another candidate could lead to disqualification.

AFTER YOUR EXAM

You must remain under exam conditions until you have left the exam room.

You must not take any exam or assessment materials with you out of the exam room once the exam has finished. This includes question papers, answer booklets (used or unused) or rough work.

You will find further information about the expectations, rules and regulations throughout this handbook.

INSTRUCTIONS TO CANDIDATES

The Joint Council for Qualifications (JCQ) and the Awarding Bodies set down strict rules which must be followed for the conduct of examinations and our school is required to follow them precisely. They provide several documents containing information for candidates, which are included along with this handbook and are also available on the school website. You should read through these to make sure you understand what is expected of you.

CANDIDATE NAME

You are entered for examinations as a 'candidate' under the name format of Legal First Name, Middle Names & Legal Surname. You must use your legal First and Last Names on your Examination Papers.

CANDIDATE NUMBER

Your candidate number is a four-figure number allocated to you by the school. This number will be shown on your statements of entry, personal timetables and results statements. The exam boards identify you by your candidate number as well as your name. This is unique to you at this school and is used as a security precaution to make certain that candidate records do not become confused. Your candidate number will also be printed on an ID card and placed on your examination desk.

CONFIRMATION OF ENTRIES

You will be issued with statements of entry. It is important that the details on these documents are checked carefully (name, date of birth, exam details). Some exams have a tier of entry, higher or foundation, please check you have been entered for the correct tier as instructed by your teacher.

TIMETABLES

When you receive your individual candidate timetable please check it carefully. If there are any errors (e.g. name, date of birth, exam entry) please notify the Exams Office immediately. Dates are given on the timetable(s) issued to you. Check carefully to see if the exam is in the morning or the afternoon – allowances cannot be made for candidates who misread their timetable, or use the general timetables.

Some candidates may have a clash where two or more subjects are timetabled at the same time. The school will make special timetable arrangements for these candidates only – please ensure you make a note of any special arrangements. You alone are responsible for checking your exam timetable. Do not refer to a friend's timetable or revision timetable.

ATTENDANCE AT EXAMS

Candidates are responsible for checking their own timetable and arriving at school on the correct day and at the right time, properly dressed and equipped. You should arrive 10 minutes prior to the start time of each examination. All of the relevant information you will need for your examinations (such as where you will be taking an examination and reminders about your examination numbers) is shown on your timetable.

LOCATION OF EXAMS

Daily Exam Timetables and Seating Plans will be displayed around school. You will be able to locate the room and seat number. Make sure you allow enough time to find the correct room. Some candidates with access arrangements, such as computer readers, scribes and use of laptops will be accommodated in smaller rooms (often computer rooms). This will be clearly shown on your timetable.

EXAM START TIMES

Unless otherwise stated, all exams at this school start at 9.00am for morning papers and 1.15pm for afternoon papers. Candidates should be ready and assembled. Your seat number is on your timetable. When called in you should leave bags and coats outside the exam room and make your way to your seat.

LATE ARRIVAL FOR EXAMS

Candidates who arrive late for an examination may still be admitted. If special consideration applies then you must speak to the Examinations Officer.

ABSENCE FROM EXAMS

You must attend all the exams you have been entered for as shown on your individual candidate timetable. Misreading the timetable will not be accepted as a satisfactory explanation of absence, either by the awarding bodies or by the school.

If you experience difficulties during the examination period (e.g. illness, injury, personal problems), please inform school at the earliest possible point so we can help or advise you.

Only in 'exceptional circumstances' are candidates allowed special consideration for absence from any part of an examination. It is essential that medical or other appropriate evidence is obtained on the day by the candidate/parent and given to the Examination Officer without delay in all cases where an application is to be made for special consideration. For the award of a grade by special consideration, where a student misses part of an examination through illness or personal misfortune, a minimum of 25% of the examination (including non-exam assessment) must be completed.

Parents/Carers and candidates are reminded that the school will require payment of entry fees should a candidate fail to attend an examination without good reason and without informing the school.

SPECIAL CONSIDERATION

The awarding bodies will not apply special consideration for anything other than serious reasons. Special consideration can only be applied for if an event has affected the candidate's performance on the day of the exam. This must be authorised by the Head Teacher

EXAMINATION REGULATIONS

It is the candidates' responsibility to familiarise themselves with information from the awarding bodies' regulations 'Notice to Candidates' (as shown in this booklet). A copy of these notices will be displayed inside and outside the exam hall/rooms. These can also be found on the school website.

DURING YOUR EXAM – CODE OF CONDUCT

Full School Uniform must be worn by all students attending school for examination.

You must sit at the desk that has your Examination ID Number Card on.

Candidates must follow the instructions of the invigilators at all times and must be silent and not try to visually communicate with others when entering and whilst in the exam hall. Should you require any assistance, please raise your hand clearly and wait for an invigilator to attend to you. Once you have entered an exam room, you are not allowed to leave unescorted until the conclusion of the exam.

You must remain in the hall until the time allowed for the exam has ended, even if you finish your paper before the allotted time.

Please do not write on the desks; it is vandalism and candidates will be invoiced for damage caused by graffiti.

Any candidate causing a disturbance within an exam room may be asked to leave the room and any instances of disturbance will be reported to the exam board. E.g. Minor noise (forced coughing, sniffing, tapping, whistling etc.) This could result in malpractice and the disqualification of the candidate from the exam.

All examination staff and invigilators MUST be treated with respect at ALL times and any instructions/direction given by them must be strictly adhered to. Any candidate who is rude, disrespectful and/or disruptive will be reported to the Exams Officer and the appropriate action will be taken.

Fire Alarms/Emergencies During Exams - If the fire alarm sounds during an examination the examination invigilators will tell you what to do. Don't panic. If you have to evacuate the room you will be asked to leave in silence and in the order in which you are sitting. You will be escorted to a designated assembly point. Leave everything on your desk. You must not attempt to communicate with anyone else during the evacuation. Any communication during an evacuation will be treated the same as communication within an exam room. When you return to the exam room do not start writing until the invigilator tells you to. You will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident.

INVIGILATORS

The school employs external invigilators to conduct the examinations. Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times. Invigilators are in the examination rooms to supervise the conduct of the examination. They will distribute and collect the examination papers, tell you when to start and finish the examination, hand out extra answer booklets if required and deal with any problems that occur during the examination, for example if a candidate is feeling ill.

You must 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 however please note that invigilators cannot discuss the examination paper with you or explain the questions.

Students who are disruptive or behave in an unacceptable manner will be removed from the examination room by invigilators, the Examinations Officer, or members of the Senior Leadership Team. They will find themselves in very serious trouble.

MOBILE PHONES, SMART WATCHES/WRIST WATCHES AND ALL ELECTRONIC STORAGE DEVICES

Mobile telephones, watches, ear phones or ear buds and other electronic means of communication or electronic storage devices must be switched off before you enter the exam room and placed in a clear plastic bag with your name on. **They should then handed to the invigilator.** Clear plastic bags and labels are available outside each exam room. Phones/electronic devices may be left, switched off, in your bag outside the exam room - at your own risk.

Be aware that should a mobile telephone or other electronic communication or storage device be found in your possession during an exam EVEN IF IT IS TURNED OFF, the device will be taken from you and a report made to the appropriate awarding body. The awarding bodies have advised the school that candidates discovered to have an electronic device with them during an examination face disqualification from the subject concerned.

OTHER PROHIBITED MATERIAL

- The following items must not be brought into any exam room
- Pencil cases – unless they are transparent, alternatively candidates may use a transparent plastic bag.
- Instruction books, Books (unless set texts for a specific examination), notes, letters, or other printed material
- Food - No food is allowed in an examination room
- Calculator cases

EQUIPMENT

Make sure you have all the correct equipment before your examinations as candidates must provide all their own equipment.

All items of equipment, pens, pencils, mathematical instruments, etc. should be visible to the invigilators at all times. You must either use a transparent pencil case or clear plastic bag. Examination papers must be completed in black ink – only use black ballpoint pens in any answer booklets - no gel pens.

All rough work must be done in the answer booklet provided and should then be neatly crossed out. (It may help your marks)

You may only use pencils in diagrams and not for writing. Should your pen run out during an examination, inform the invigilator by putting up your hand. You will be provided with a pen.

Correction pens and correction fluid such as Tippex are not allowed.

Highlighter pens should **not** be used on your answer paper but can be used **on the question paper only**

Calculators - candidates may use a calculator in an examination unless prohibited by the awarding body's specification. The instructions on the question paper will say whether calculators are allowed or not. If the instructions do not include such a statement, calculators should be treated as standard equipment and may be used by candidates. Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations. You must remove any covers or instructions. Calculators must be:

- of a size suitable for use on the desk;
- either battery or solar powered;
- free of lids, cases and covers which have printed instructions or formulae.

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;
- be borrowed from another candidate during an examination for any reason;
- have retrievable information stored in them. This includes databanks; dictionaries; mathematical formulae; text.

The candidate is responsible for ensuring the calculator's power supply - Prior to the exam we advise you to put new batteries into your calculator. The calculator's working condition. Clearing anything stored in the calculator.

Dictionaries may not be used unless they are specifically permitted by the subject specification or unless special arrangements have been approved by the awarding bodies.

DRINKS

Candidates are allowed water only – this must be in a sports cap/squeezy water bottle no larger than 0.5l with all labels removed.

EXAM PAPERS

Once seated please check you have the correct exam paper, you must check the subject, paper and tier of entry. If you are at all unsure please raise your hand and ask the invigilator.

Do not start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and/ or the answer booklet before you start the exam. When instructed to do so by the Exam Officer, please ensure you write your full name and candidate number on the front of your paper.

Please ensure you write your full name, candidate number and exam paper number on any additional sheets used. You must read all instructions carefully and number your answers clearly

Remember to write your answers within the designated sections of the answer booklet. 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, including those used for rough work.

Do not write in the borders of the exam papers.

Do not draw graffiti or write offensive comments on examination papers – if you do the examination board may refuse to accept your paper. You should be trying to create the best impression

END OF EXAMS

Candidates must stay in the examination room until the published end time of the examination. If you have finished the paper early, use any time remaining to check over your answers and that you have completed the sections of the paper as instructed.

At the end of the examination all work must be handed in. Any rough work needs to be clearly crossed out. If you have used more than one answer book make sure you have filled in your details on each and hand them in together in the correct order. Invigilators will collect your exam papers before you leave the room.

Absolute silence must be maintained during this time. Remember you are still under examination conditions until you have left the room.

- Question papers, answer booklets and additional paper must **NOT** be taken from the exam room.
- Remain seated in silence until told to leave the examination room.
- Please leave the room in silence and show consideration for other candidates who may still be working.

EXAM CONTINGENCY DAYS

Every year the awarding bodies set a contingency day, in case of disruption to any exams during the summer series. This year is one day; **Wednesday 23rd June – full day.**

If you are in Y11 you should make sure you are available for exams on this date.

NON EXAM ASSESSMENTS

Non-exam assessments are carried out in accordance with the Code of Practice for the conduct of external qualifications. It is important that you read the information notice JCQ Information for candidates – non examination assessment The school has an internal assessment policy and internal appeals policy, both available on the website. If you feel you need to appeal against any decision regarding your controlled assessment/non-exam assessment please contact the Examinations Officer.

All the awarding bodies make it clear that the official examination 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 examination, as well as any other practice that could conceivably be seen as an attempt to deceive. Anyone attempting unfair practices can expect cancellation of examination entries and possible exclusion from GCSE/AS and A level examinations for a period of up to five years.

EQUIPMENT

It is important that you bring the correct equipment with you for your exam as school may be unable to provide these items to you.

Ensure that you have an adequate supply of these items, in a clear plastic bag or clear pencil case:

- Black pens
- Pencils
- Colouring pencils
- A clear 30cm ruler
- Erasers
- Protractor
- Compass
- A pencil sharpener

Calculator – Calculators should be brought to exams. Instructions on the individual question paper will say whether they are allowed or not. See the Instructions to Candidates for more information about calculators.
Highlighter pens – can only be used on question papers, do not use highlighters on answer booklets/additional sheets.

Note: You can only write in black ink or ballpoint pen. Make sure you have plenty of spare black pens, pencils, etc.

Do not bring: Tippex/correcting fluids, blue ink/pens, erasable pens or pencil cases that are not transparent into the exam room.

Stay Hydrated - you may also have a clear plastic 500ml bottle of water - there should be no writing or labels on the bottle.



UNAUTHORISED ITEMS

Remember – do not bring these items into the exam room

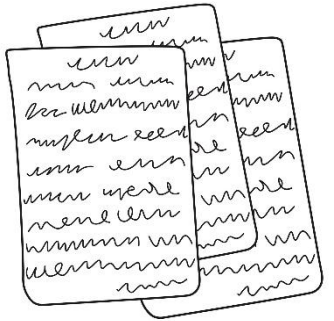


MOBILE PHONES, WATCHES, POTENTIAL TECHNOLOGICAL/WEB ENABLED SOURCES OF INFORMATION

Possession of unauthorised items, such as a mobile phone or any watch, is a serious offence and could result in disqualification from your examination and your overall qualification

TEXT BOOKS, REVISION NOTES, UNAUTHORISED MATERIALS

Check before the exam if you are allowed to use set texts or course notes within the exam.



CORRECTION FLUID/TIPPEX

If you make a mistake, cross it out clearly with black ball point pen

FOOD/DRINKS

No snacks or food items can be brought into the exam room. Only water in a clear plastic bottle no larger than 500ml is permitted – no other drinks will be allowed.



BAGS/COATS/VALUABLES

Do not bring valuables into school – you are not permitted to take bags or coats into the exam room so any valuables would be left at your own risk.

RESULTS

The date that Year 11 Student's may collect their results statements from the school is:

Thursday 19th August 2027.

You will be advised of the details for results collection nearer the time. If you would like someone else to collect your results for you, it will be required for you to provide the examinations officer with written authorisation prior to results day. The person collecting the results on your behalf must bring a form of photo identification with them.

Please ensure that the school have your mobile number and email address for you to be easily contacted to discuss any post results services you may require.

NO RESULTS WILL BE GIVEN OUT BY TELEPHONE UNDER ANY CIRCUMSTANCES

Pass Grades at GCSE are from 9 – 1. A strong pass is 5 and above.

Pass Grades at BTEC and WJEC Certificates are Level 2 Pass, Merit, Distinction.

AFTER RESULTS/POST RESULTS

If you need post-results advice, teaching staff will be available on Results Day. Post Result information including details on how to request remarks and access to scripts will be made available prior to results day. All requests for these services must be made through the school.

Enquiries About Results (EAR)/Review of Marking may be requested by Centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. The school must have Candidates written consent for a remark application to be processed. All enquiries about results must be referred to the Exam Officer via email exams@newmillsschool.co.uk. The Exam Officer will then forward the request to the subject teacher/department in the first instance so that they can decide if there is a strong case for a remark.

An enquiry about results cannot be submitted on the basis that a candidate did not achieve their predicted grade. The candidate's written authority is required for all reviews or script viewing. If a result is queried, the Exams Officer, teaching staff and Head of Centre will investigate the feasibility of asking for a review at the Centre's expense. In cases of enquiries about results, where the school does not uphold a request for such an enquiry, the student will normally be asked to pay to have an enquiry carried out. It must be remembered that the outcome of a review may mean results can go down, stay the same or go up.

The internal deadline for candidates to request a review is **24^h September 2027.** The exam board deadline for enquiries about results is to be confirmed.

All queries must be sent to exams@newmillsschool.co.uk before the internal deadline date.

CERTIFICATES

Certificates are issued by the exam board if you achieve grade A* to G or 9-1 at GCSE, or a pass or higher in level 2 qualifications.

Certificates are printed by the exam board in October and will be distributed to candidates at the Presentation Evening in November/December. Invitations for Presentation Evening will be sent to students and their parents/carers with full details of the Presentation Evening Event nearer the time.

Students who are unable to attend Presentation Evening will be able to collect their certificates from the school office or request for them to be posted by secure means after Presentation Evening has taken place.

Certificates will not be given to anyone other than the candidate without the candidate's written authorisation.

It is important that you look after your certificates and keep them in a safe place as future colleges and employers will need to see them.

New Mills School is only obliged to keep certificates for a period of one year after issue. If candidates do not collect their certificates within this time (or if they lose their certificates) they can only be replaced by direct application to the appropriate examination boards. This will require proof of identity (such as a birth certificate) and payment of a fee per examination board. You are therefore urged to collect your certificates on Presentation Evening or as soon as possible thereafter and to keep them safe.



INTERNAL ASSESSMENT POLICY FOR EXTERNAL QUALIFICATIONS

New Mills School is committed to ensuring that whenever its staff assess the work of candidates for external qualifications, this is done fairly, consistently and in accordance with the Code of Practice for the conduct of external qualifications produced by QCA, ensuring that:

- internal assessments are conducted by staff who have the appropriate knowledge, understanding and skills;
- assessment evidence provided by candidates has been produced and authenticated according to the requirements of the specification;
- the consistency of the internal assessment is secured through internal standardisation as necessary;
- Staff responsible for internal standardisation and moderation have appropriate knowledge, understanding and skills, and have been trained in this activity.

Centre decisions relating to access arrangements and special consideration

Each awarding body publishes its arrangements for appeals against its decisions. In addition, an appeal can be made to the School concerning internal assessment · the appeal applies only to the procedures used in arriving at internal assessment decisions and does not apply to the judgment themselves; you cannot appeal against the mark or grade only the procedures used

The parent or guardian must make the appeal in writing to the School's Examinations Officer: appeals should normally be made by 30th April, and always before the date of the first written paper of the examinations in the summer series. This deadline may be extended in exceptional circumstances in situations where the coursework marking and moderation schedule extends beyond this time; · the enquiry into the internal process will normally be led by the Examinations Officer and the Head of Centre, provided that neither has played any part in the original internal assessment process;

The teacher making the assessment will be able to respond to the appeal in writing, and a copy will be sent to the appellant;

The enquiry will consider whether the procedures used for the internal assessment conformed to the published requirements of the Awarding Body and the 'Code of Practice'.

The outcome of the appeal will be reported in writing to the appellant. Any changes made to the assessment of work, any changes made to improve the school's application of procedures, and any correspondence with the awarding body will also be reported.

A written record of the appeal will be kept by the School, who will notify the awarding body of any outcome of the appeal which has implications for the conduct of the examination or the issue of results.

Note: Each awarding body specifies detailed criteria for the internal assessment of work. In addition, the awarding body must moderate the assessment and the final judgment on marks awarded is that of the awarding body. Appeals against matters outside the School's control will not be considered in the School's appeals procedure.

FREQUENTLY ASKED QUESTIONS

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

The school will re-schedule papers internally (on the same day) where there is a clash of subjects. Candidates will normally sit one paper then have a break during which they will be supervised and must not have any communication with other candidates. They will then sit the second subject paper. It may be necessary for you to bring a packed lunch if you have exams in the morning and afternoon as you will have to remain in isolation until both examinations are completed. If in doubt, consult the Examinations Officer.

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

Invigilators will ask you to check before the exam starts. If you think something is wrong put your hand up and tell the invigilator immediately.

Q. What do I do if I forget my Candidate Number?

Candidate Numbers are printed on your timetables. You will have a card on your exam desk showing your number.

Q. What do I do if I forget the school Centre Number?

The Centre Number is **23414**. It will be clearly displayed in the examination rooms.

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

Inform school at the earliest possible point so we can help or advise you. In the case of an accident that means you are unable to write it may be possible to provide you with a scribe to write your answers but we will need as much prior notice as possible. You will need to obtain medical evidence (from your GP or hospital) if you wish the school to make an appeal for Special Consideration on your behalf (see below).

Q. What is an Appeal for Special Consideration?

Special Consideration can result in an adjustment to the marks or grades of an eligible candidate. The allowance for Special Consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for exceptional cases). Parents/Carers should be aware that any adjustment is likely to be small and no feedback is provided. Candidates will only be eligible for Special Consideration if they have been fully prepared and covered the whole course but performance in the examination or non-exam assessment is affected by adverse circumstances beyond their control. The Examination Officer must be informed immediately and the candidate will be required to provide evidence to support such an application.

Q. What do I do if I feel ill during the exam?

Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before or during an exam and you feel this may have affected your performance.

Q. If I miss the examination can I take it on another day?

No. Timetables are regulated by the awarding bodies and you must attend on the given date and time.

Q. If I'm late can I still sit the examination?

If you are late, it may still be possible for you to sit the examination. If you start the exam more than 1hr after the published start time (or 30mins late for exams under 1hr), the school must inform the exam board and it is unlikely that your work will be accepted.

Q. Do I have to wear school uniform?

Yes. Normal school uniform rules apply.

Q. What equipment should I bring for my exams?

For most exams you should bring at least 2 pens (black ink only). For Science / Maths you may need pencils for drawing diagrams. For some exams you will need a calculator (Maths/Science), a ruler (marked with cm and mm), pencil sharpener and eraser, compasses, protractor, coloured pencil crayons (not gel pens), set texts (e.g. for English Literature). You are responsible for providing your own equipment for examinations.

Q. What items are not allowed into the examination room?

Only material that is listed on question papers (e.g. an anthology) is permitted in the examination room and students who are found to have any material with them that is not allowed will be reported to the appropriate awarding body. In such circumstances, a student would normally be disqualified from the paper or the subject concerned. Do not bring any valuables into school with you when you attend for an examination. No food is allowed in the exam room. Bottled water can be brought in. Mobile phones should really not be brought into the exam room even if they are turned off, but we do understand that these are expensive and the safest place to leave them is at home or handed to the invigilator as you enter the examination room. Alternatively they can be left, switched off, in your bag at your own risk.

Q. Why can't I bring my mobile telephone into the exam room?

Being in possession of a mobile phone (or any other electronic device, e.g. ipod, headphones) is regarded as cheating and is subject to severe penalty from the awarding bodies. The minimum penalties are decided by the exam board but to give you an idea, the minimum penalties may be as follows: Device found on you and turned ON - disqualification for the entire subject award. Device found on you and turned OFF – disqualification from the specific paper you are sitting at the time. Phone rings during the exam wherever it is in the room the exam board must be informed and you will be disqualified from all papers for the subject (including any already taken).

Q. How do I know how long the exam is?

The length of the examination is shown on your individual timetable under the heading 'duration'. Invigilators will tell you when to start and finish the exam. They will write the finish time of the exam on a board at the front of the exam room. There will be a clock in examination rooms.

Q. Can I leave the exam early?

It is a requirement of the awarding bodies that you stay in the examination room for at least one hour after the published start time of the exam (or for the duration of the exam if it is less than one hour). It is not the school's policy to allow candidates to leave the exam room early, as this is disruptive to other candidates. A candidate may not leave the examination room without the permission of the invigilators, and only for an emergency.

Q. What do I do if the fire alarm goes?

The examination invigilators will tell you what to do. If you have to evacuate the room leave everything on your desk and leave the room in silence. You must not attempt to communicate with any other candidates during the evacuation. Q. Can I go to the toilet during the exam? Yes, if it is absolutely necessary. You will be escorted by an invigilator and will not be allowed any extra time

Q. Why do I need to check the details on the Statement of Entry?

The details on your Statement of Entry will be used when certificates are printed. If the name or date of birth on your certificates does not match your birth certificate it could cause you problems if you are asked to show your certificates to a potential employer for college/university at some time in the future.

Q. I am entitled to extra time – how will this affect the way I take my exams?

Some students receive an allowance of 25% extra time. The invigilators will include the additional time when they display the finishing time of your exam on the board. Those students will have an orange card on their desks to inform them that they are entitled to the extra time

IMPORTANT CONTACTS

Exams Officer: Mrs R Hopkins

Email: exams@newmillsschool.co.uk

Telephone Number: 01663 743 284 ext 201 or ext 202

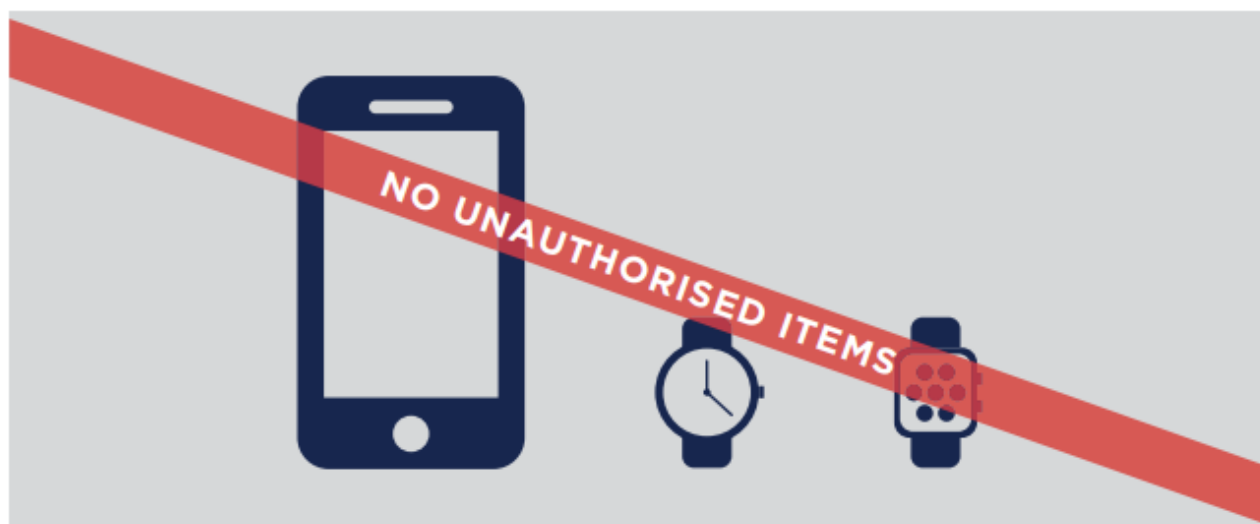
Exams Team Email: exams@newmillsschool.co.uk

School Telephone Number: 01663 743284

Head Teacher: Mrs Heather Watts

NO MOBILE PHONES NO WATCHES

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



**Possession of unauthorised items, such as a mobile phone
or any watch, 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.

Warning to candidates



 AQA	 City & Guilds	 CCEA	 OCR	 Pearson	 WJEC
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1

You **must** be on time for all your examinations.

2

Possession of a mobile phone or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.

3

You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.

4

You **must** follow the instructions of the invigilator.

5

You **must not** sit an examination in the name of another candidate.

6

You **must not** become involved in any unfair or dishonest practice in any part of the examination.

7

If you are confused about anything, only speak to an 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.

#thinkbig
#dotherightthing
#teamspirit