

Examinations 2018/2019

**Guidance for Students and Guardians**

**Centre Name: The Oswaldtwistle School**

**Centre number: 47206**



**Introduction**

At The Oswaldtwistle School it is our aim to ensure that candidates are as secure and comfortable as possible in the stressful conditions of Examinations.

Preparation is the best way to reduce stress. This booklet should help in the preparation for the Examinations. Please read it carefully and share it with your parents/guardians so that they are also aware of the regulations and procedures which follow in the event of any problems occurring.

The Examinations are National Examinations, overseen by the Joint Qualifications Council. The students and the school must follow the Regulations set down by them. If candidates do not follow the guidelines their examination paper could be cancelled by the Examination Board.

In particular you must read and carefully follow the instructions in the Notice to candidate sheet which is printed at the back of the booklet.

If you or your parent’s need any help or advice please do not hesitate to contact school. If the question is about a particular subject the Head of Department will be able to help. If the query is about the organisation of exams, the timetable or a more general question please contact the

Head of Centre – Ms A. Kyle

or

Examinations Officer – Miss A. Hardie email: exams.admin@oswaldtwistle.org

We will always try to help you.

**Useful terminology for Examinations**

**Statement of entry –** A list of the subjects and levels they have been entered for. (enclosed with this booklet)

**Examination Boards** AQA, Edexcel and OCR are the examination boards that The Oswaldtwistle School generally use. All these Boards have websites which you can access for further information and past papers

**Candidate Names** All candidates are entered with their legal first name and their legal Surname. The name on their entry sheet is as it will appear on certificates. There is a data collection form to be signed by parent/guardian to ensure school have the correct details.

**Candidate Number** This is a four digit number which you will find on your statement of entry. You will have to put it on every exam paper

**UCI** this is also found on the statement of entry – This is a 13 digit national number that is allocated to you in Year 10 that travels with you in your education; this number is for administration purposes. You do not need to remember it.

**ULN** Unique Learner Number – This is a 10 digit number that also travels with you in your education and identifies you when making entries for all your examination results.

**Before the examinations**

Please ensure that the school office has your up to date telephone contact number.

Ensure that you let school know if you cannot attend an examination.

Make sure you have a clear pencil case containing your equipment and a calculator without a lid.

**On the day of the examination**

Students **must be in school by 8.30am** for morning examinationsand **12.30pm** for afternoon examinations. Public examinations have to be started at the times published by Joint Council for Qualifications. Our timings include scheduling of administration and organising in order to start at the J.C.Q. published time which is essential. Exams times and dates cannot be changed.

Students may not leave the exam room until at least one hour after the official examination start time.

**Students must bring their pink timetables to every exam** (these will be issued close to the start of the exams).

**Absence from Exams** A student who absents themselves from any examination without **a Doctor’s note** should be aware that the school will seek to recover the exam fees per G.C.S.E. subject. It is in everyone’s interest to ensure that the centre’s examination budget is not wasted. If a student cannot attend an examination or is unable to write due to an accident please let us know as early as possible

**Invigilators**

These are members of internal staff who conduct the Exams. Students are expected to treat them with respect and follow their instructions.

A student who does not follow instructions and adhere to the exam regulations will be reported to the Exam Board who may cancel the Exam paper and award no Grade in that subject.

The J.C.Q. insists that all Examination Centres follow strict guidelines for the student’s conduct in Examinations. Any students who do not adhere to these regulations will have their papers cancelled. Copies of the regulations are included in this booklet.

**Mobiles must not be brought into the Examination Room.**

The Examination Boards are taking a very strict view on Mobile phones and any other recording devices. **Any candidate found with a mobile or any type of recording device in their pocket, even if switched off can find their paper cancelled.**

**Students must not bring notes into the examination for any reason.**

**Equipment required for the Exams**

Students are responsible for ensuring that they have the **correct equipment** for their exam. This should include:

Two black pens,

Two pencils,

Ruler and eraser for all exams

Coloured pencils and calculator when required.

**These must be in a clear plastic pencil case or clear plastic bag.**

**Exam tips**

* Always check that you have the correct exam paper before you start. This can be done by comparing the pink sheet (see earlier) to the front of the paper.
* Read all the instructions on the front of the paper.
* Hand in all work at the end of the exam. If it is rough work cross it out. If you have used extra sheets ask for a tag to fasten them together.
* Don’t take any materials out of the exam hall.
* Remain in silence until you are outside the Exam hall. You will be told when you can leave. **Remember some candidates may still be working.**

**After the Examinations**

**Results day – Thursday 22nd August. –** You must collect your results in person. If you want us to give your results to a parent, please give them a signed letter giving your permission. They will need some identification.

**Collection of Certificates and Coursework -** Certificates tend to arrive in centre by end of October. You will be notified when they do. Please remember that schools are only obliged to keep your certificates for 1 year after they are issued. If you need them at a later date and have not collected them or have lost them you will have to contact all the Exam Boards and pay for a replacement.

Questions Students and Guardians ask:

**Q – What do I do if a subject is missing or a level is wrong on my Statement of Entry?**

A - See your class teacher as soon as possible

**Q – What do I do if I am timetabled for two exams at the same time?**

A – The Exams Officer will arrange for you to sit one exam, and then have a supervised break before the next exam.

**Q – What do I do if I am running late for an exam?**

A – Telephone school and let the office know your approximate time of arrival. You will be escorted to the exam room and you will sit the paper. If you are very late it is up to the Exam Board whether they allow you to sit this exam and award a grade.

**Q – What do I do if I am ill the morning of an exam?**

A – Telephone school and let the office know. Go to the doctors and get a note from them. Bring this into the Exams Officer as soon as possible.

**Q – What do I do if I have forgotten the Centre number or candidate number?**

A – Look on your pink sheet or on the slip on your desk in the Exam Room.

**Q – What do I do if I have an accident and can’t write?**

A – Telephone the school office and let the Exams Officer know as soon as possible so that special arrangements can be made for a scribe.

**Q - What do I do if I think I have the wrong paper?**

A – Put up your hand for an invigilator.

**Q – What is Special Consideration?**

A – This is an application made by the Exams Officer for a very small adjustment to the final grade of a candidate who has been affected by adverse circumstances beyond their control. (This could be serious illness, accident, bereavement or domestic crisis).

**Q - What do I do if I feel ill during the exam?**

A – Put up your hand and an invigilator will come to you.

**Q - Can I go to the toilet during the exam?**

A - Not unless you are ill.

I hope you find this booklet is useful.

**Please keep it in a safe place so that you can refer to it throughout the examination cycle.**