

## **PUBLIC EXAMINATIONS 2018**

### **INSTRUCTIONS AND INFORMATION FOR STUDENTS AND PARENTS/CARERS**

#### **DATES OF EXAMS:**

- Students will be given an **Individual Seating Plan** before the start of the exam season.
- Students should note the **DATES** of their exams carefully and check whether they take place in the morning or in the afternoon – this is clearly stated on the seating plan under the heading **START TIME**.
- If a student makes a mistake and misses an exam, there is nothing the College can do about it – the student will not receive a grade.

#### **EXAM ROOMS:**

- The exact location of each exam is on the Individual Seating Plan under the heading **ROOM**.
- Students must make a note of their **SEAT NUMBER** before entering the exam room.
- Students must sit at the correct desk for each exam, otherwise they may be marked as absent for the exam.
- Seating plans will be displayed on the outside door of each exam room shortly before the start of each exam.

#### **TIMES:**

- Rooks Heath College morning public exams start at 9.00am and afternoon public exams start at 1.30pm.
- Students should arrive outside the door of the correct exam room at least **15 minutes before the START TIME** – this means **8.45am** for a 9.00am start and **1.15pm** for a 1.30pm start.
- Students must enter the exam room promptly and **in silence** when instructed to do so.
- Students who arrive late risk not being allowed into the exam room.
- The length of papers varies and sometimes afternoon exams may not finish until after the end of the school day. Students must be aware of this and make suitable arrangements for getting home – they will **not** be allowed out of exams early for any reason.
- If a student has a clash, i.e. two or more exams timetabled at the same time, they should see Mrs. Das, Exams Manager, to discuss what arrangements have been put in place. They will receive detailed written confirmation of these arrangements.

#### **SIXTH FORM EXAMS AT OTHER CENTRES:**

- Sixth form students must ensure they have their exam timetable from the other Centre and are sure about their start times.
- Exam start times can sometimes be different from those at Rooks Heath.
- Students should make sure they know the location of the Exam Rooms at other Centres so as not to waste time on the day of an exam.

#### **ATTENDANCE:**

- Students who are ill and cannot attend an exam should phone College as soon as possible. A medical certificate should be given to Mrs. Das in the Exams Office AG9. Even with a certificate there is no guarantee that the board will award a grade for the exam in question.
- Students who are delayed on their journey to College **must phone College as soon as possible** to warn the Exams Manager. They will be advised how best to proceed.
- Students who fail to turn up for an exam will be charged for it; most exams cost between £30 and £50.
- Students who have been withdrawn from an exam by their teacher **should not attend**.

#### **DRESS:**

- Students must wear **correct full uniform**, including blazers - **trainers are not allowed**.
- Students will be sent home to change if unsuitably dressed.
- Blazers must be either worn or left with the school bag. They **must not** be placed on the back of chairs.

- Sixth form students must follow normal dress code and will be sent home to change if unsuitably dressed.
- Any student sent home unsuitably dressed risks not being allowed back into the exam room.

**MOBILE PHONES and other electronic equipment:**

- **Mobile phones, iPods or MP3 players are NOT allowed in the exams. No other product with an electronic communication or storage device or digital facility is allowed. This can include wristwatches with internet and/or calculator facilities.**
- **Students will be reported to the relevant exam board and their paper will be cancelled if any of the above equipment is found on their person or if it goes off in their bag.**

**EQUIPMENT:**

- **All equipment must be carried in a TRANSPARENT pencil case or CLEAR plastic bag.**
- Students should also have **BLACK** pens and, where necessary: an HB pencil, rubber, ruler, plus colour pencils and mathematical instruments.
- Where required a **CALCULATOR** with spare batteries -the lid must be **REMOVED** and stowed away.
- Water must be in a clear plastic bottle with the label removed. **NO OTHER DRINK OR FOOD IS ALLOWED.**

**CONDUCT DURING THE EXAMINATIONS:**

- The exam board regulations about examinations are very strict and Rooks Heath College follows them exactly.
- Students must read very carefully the JCQ document **Information to Candidates** they have been given. This information is also available to view in the Examinations area of the College Website.
- There are Warnings displayed on the outer door of each exam room – students should read them!
- If students do not behave according to the exam rules, **they will be reported to the relevant Exam Board**, who may cancel their paper and may disqualify them from any other examinations.
- If a student needs to speak to an Invigilator they should put their hand up **in silence** and wait for an Invigilator to come to them.
- **Students must obey instructions given to them by the Invigilators at all times and in silence.**

**POST RESULTS SERVICES:**

- All students will have access to the full range of Post Results Services including, where available, photocopies of scripts, original scripts, clerical rechecks and requests for re-marks of papers (both priority and standard). Details of these services will be included in the envelopes containing students' statements of results in August.
- These services are payable by the student unless permission has been sought from the student for the College to order them on behalf of the student.
- All requests for Post Results Services should be made using the form supplied in on Results Day in August and handed in to the Exams Office for processing.

**IN CASE OF ANY QUERIES:**

All queries regarding the examination process at Rooks Heath College should be addressed to Mrs. Das, Exams Manager, via Canvas email, or by phoning the direct line 020 8872 8917.

**GOOD LUCK TO ALL STUDENTS SITTING PUBLIC EXAMINATIONS AT ROOKS HEATH COLLEGE!**