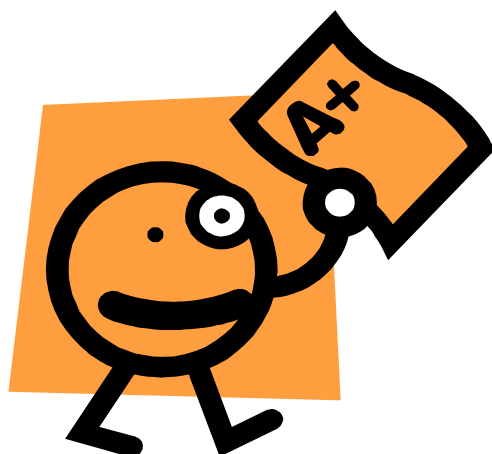


Swaffham
Hammonds High
School



Exam Handbook
2010/11

Dear Candidate

This handbook has been designed to help **you**, please read and keep it. All the information you will need to know about sitting your exams is included

Exams will start in November 2010 there are further exams in January and March 2011 and the main block of exams will start on the 9th May 2011 and will continue until 28th June a copy of the exam timetable is enclosed. Your teachers have notified me of the exams you are to be entered for and in response you will receive a statement of entry from each exam board. **Please check this statement carefully and show it to your parents.** If there is anything you disagree with, please let Mrs Stuart in the Exams Office know as soon as possible.

Accidents do happen and unfortunately they do appear to happen regularly to exam candidates! Therefore please avoid any dangerous activities during exam periods. If you do sustain an injury which is likely to affect your performance in a forth-coming exam, please let the Exams Office know as soon as possible, as special arrangements can be made to help you.

If you are unable to attend an exam due to ill health it is important that you provide the School with a letter from your doctor. Failure to attend without a valid reason will result in your parents being sent an invoice 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 into your exam.

Finally, we are aware that exam periods can be very stressful. The School is here to help and support you. If you have any questions or problems at any time please do not hesitate to talk to Mr Franklin or Mrs Stuart in the Exams Office.

We wish you every success.

INSTRUCTIONS TO CANDIDATES

The School hopes that all students will be successful in their exams. So that the exams you take run as smoothly as possible, there are a number of rules and regulations that you need to understand and follow.

Absence from Exams

You must attend all the exams you have been entered for as shown on your statements of entry. Misreading these will not be accepted as a satisfactory explanation for absence. If a candidate is absent from an exam due to illness, the school must be notified on telephone number 01760 726165 before the exam is due to start and a medical certificate must be produced to the Exams Manager as soon as possible. You **MUST** have a medical certificate for all absences.

Bags, Laptops, Notes

Bags, laptops and notes cannot be taken into the exam room and candidates should leave these outside the room or at home. For exams in the gym, all bags must be left in the changing rooms. The School accepts no liability for items of value (e.g. money or mobile phones) that are left in bags. Please **DO NOT** bring valuables with you when you have exams. There is limited space to store bags and if at all possible you should avoid bringing one with you on the day of your exam, unless you need to bring books in.

Calculators

Calculators may be used in most exams; your subject teacher will tell you if they are prohibited. You **MUST** bring in your own calculator if you need one – you may not use a mobile telephone as a calculator. Calculators must not be dependent upon mains electricity; have alphabetic keys or be programmable; have noisy keys that would disturb other candidates or use magnetic card input or have a permanent memory

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, result slips etc. Each time you sit an exam you will find your name and candidate number displayed on the seating plans in and outside of the exam venue. The exam boards identify you by your candidate number as well as by your name. This is a security precaution to make certain that candidate records do not become confused. Please make sure you put both your name and candidate number and your signature at the top of all

exam answer booklets. Do not use any other number other than the number given to you on your statement of entry.

Certificates

Certificates are issued by the exam board if you achieve A* to G. Your results will arrive at school on results slips which will be available for you to collect on 18th August 2011 for GCE and 25th August 2011 for GCSE. The School then holds a presentation evening in November 2011 for you to come and collect your certificates. If you do not wish to attend the presentation evening you can collect your certificates at any time after that event from the Exams Office. 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. Exam boards will not issue replacement certificates unless they have been lost due to fire, flooding or theft providing the application is supported by documentary evidence. In other cases they may issue statements of results. The charge for these is approximately £35.00, so please do not lose them.

Conduct in the Exam Room

Candidates **must** be silent at all times when entering and whilst in the exam hall. Communication of any kind with another candidate or general misbehaviour could result in disqualification. Should you require assistance, please raise your hand clearly and wait for an invigilator to attend to you. Once candidates have entered an exam room, they are not allowed to leave unescorted until the conclusion of the exam.

Dictionaries

Dictionaries may not be used unless they are specifically permitted by the subject specification or unless otherwise approved by the awarding bodies.

End of the Exam

Absolute silence must be maintained until you are right outside the building. Other exams may be continuing when you leave. Question papers, answer booklets and additional paper must not be taken from the exam room. Please abide by any NO ENTRY signs during the examination period.

Equipment

Candidates will be provided with all equipment to allow them to take their exam this equipment **must** be left in the exam room at the end of the exam... **Black** pen must be used in any answer booklets. All rough work must be done in the answer booklet provided and should then be neatly crossed out. (It may help your marks.)

Examination Regulations

It is the candidates' responsibility for familiarising themselves with the attached copy of the awarding bodies' regulation 'Notice to Candidates'. A copy of this will be displayed inside and outside the exam hall.

Location of Exam

Most exams will take place in the gym, but please check the exam notice board in the main corridor on the ground floor daily for any alternative locations. Make sure you allow enough time to get to the correct room. You must ensure you sit at the desk allocated to you on the seating plan.

Mobile Telephones, Pagers and Electronic Organisers

Mobile telephones, pagers other electronic means of communication or electronic organisers are **not allowed into the exam room or any room being used for exams** either before or after an exam. You are strongly advised not to bring such devices with you to school on the day of an exam, as the school is unable to take responsibility for their safekeeping.

Be aware that should a mobile phone or pager or other 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 students discovered to have a communications device with them during an exam face disqualification from the subject concerned, not just that module/unit.

Prohibited Material

The following items **must not** be brought into any exam room:

- Mobile telephones, pagers or other communication device
- Pencil cases
- Calculator cases and instruction books

- Personal stereos, including iPods/MP3/CD players
- Books (unless set texts for a specific examination), notes, letters, diaries or other printed material
- Bags, briefcases etc

Results

Students may collect their results slips from the school on Thursday 18th August 2011 for GCE and Thursday 25th August 2010 for GCSE, between 9:30 am and 10.30am. Results will not be given to any other person unless they have a letter of permission from you. Results not collected on the day will be posted to your home address.

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.

Times

Unless otherwise stated, all exams at this school start at 9:00am for morning papers and 1:30pm for afternoon papers. **Candidates should be ready to enter the exam room at least 10 minutes before the start of an exam.** Extra time is not permitted for candidates who arrive late for an exam. This means that you **MUST** be at school by 9:00 for morning exams and 1:30 for afternoon exams.

Please check statements of entry and the timetable carefully. If there are any errors (e.g. name, date of birth, gender, exam entry) please notify the Exams Manager 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. Take special note of any re-arrangements due to a timetable clash. **You, alone, are responsible for checking your exam timetable.** Your exams can sometimes be at a different time to other members of your subject group, therefore if you lose your timetable or are unsure of the details of an exam, please check with the Exams Manager. Do not refer to a friend's timetable.

Uniform

All students are expected to wear school uniform during the exam period.

Valuables

The school accepts no responsibility for item of value (e.g. money or mobile phones) that are left in bags. Please do not bring valuables with you when you have exams. There is limited space to store bags and, if at all possible, you should avoid bringing one with you on the day of your exam.

Warning

All the awarding bodies make it clear that:

- Their official examination sessions must be run under strictly fair conditions, with no form of deception – this rule severely excludes any form of communication between students 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 further GCSE/AS and A2 level examinations.

Revision

- You are strongly advised to draw up a clear revision timetable for the whole of the exam period. Various revision sessions have been set up by your teachers to give you the best possible chance at your exams. Please use them and ask for help if you need it. Careful planning, exercise and the right diet will all help you perform at your best. Private study rooms will be available throughout the exam session; details will be displayed on the exam notice board.