

# Instructions and Information for Students and Parents/Carers Summer 2024 Examinations



It is the aim of George Stephenson High School to make the examination experience as stress-free and successful as possible for all candidates.

This document has been written to help you. Read it carefully and follow the instructions.

If you have any other questions please feel free to contact the school on 0191 2161115 or email [jprice@gshs.org.uk](mailto:jprice@gshs.org.uk)

Thank you and best of luck to all our students

Mrs Price  
Examinations Manager

## Preparation for your Exams

You should ensure that you have slept as well as possible before an exam day, and that you have eaten well.

Make sure you have all the correct equipment. For most exams you should bring at least 2 pens (**black ink only**). For some exams you will need a calculator, a ruler, pencil, eraser, compasses, and protractor. Basic spare equipment will be provided for you however, it is good practice to come prepared. You must not attempt to borrow equipment from another candidate during the examination. If you have forgotten any equipment please ask an exam invigilator who will be happy to help.

Please make sure you allow enough time to get to school so that if you are delayed for any reason e.g. traffic, you will still arrive in good time. It is important to arrive at your exam room at least 15 minutes prior to the exam commencing.

Please try to ensure that you have made a recent toilet visit so as to avoid as far as possible a need to go to the toilet during the exam, this is lost time and cannot be added onto the end of your exam.

### Candidate Name and Number

You have been allocated a 4 digit candidate number which is unique to you. This number allows the exam boards to identify you. You must write this number as well as your full legal name correctly on each exam paper that you sit to ensure your exams papers are marked correctly for you. Candidates are entered for exams using their **legal name**. Students who are known by a different surname/firstname **must** remember to write their legal name on their exam papers. Failure to do so may result in a paper not being marked or the results not being awarded correctly.

### Timetables

Individual Student exam timetables detailing dates, exams, rooming and seat numbers will be issued prior to the Easter holidays. **Please check this timetable very carefully** and ensure that you have an exam entry for every subject that you study, if you are taking a re-sit examination please check that this is also on the timetable. If you think something is wrong, please notify a staff member immediately.

## During your Exams

### Who is responsible for the examinations?

There is a team of adult exam invigilators who will be present during the exams. The invigilators are trained in exams procedures and subject to strict regulations, references and police checks. They usually work in teams and can contact the Examinations Manager by radio to resolve any issues. Please note that invigilators cannot discuss the examination paper with you or explain the questions.

Always listen to the invigilator and follow their instructions.

**Do not** start writing anything until the invigilator tells you to fill in all the details required on the front of the questions paper before you start the exam.

**Do not** open the questions paper until you are instructed that the exam has begun.

**Do not** become involved in any unfair or dishonest practice during the exam. If you try to cheat, or break the rules in any way, you could be disqualified for all your subjects.

### Examination Regulations

The Exam Boards set down strict rules and regulations, which must be followed for all exams, and every School is required to follow them precisely. Make sure you understand the rules, a copy of the "Information for Candidates", which is included in this booklet, must be read carefully by all candidates.

## Attendance at Examinations

Candidates are responsible for checking their own timetable and arriving at school on the correct day and time, properly dressed in full school uniform with the correct equipment needed. Please ensure you are aware of what room your exam will take place in and which seat you have been allocated before entering the exam room.

## Arriving Late

It is essential to arrive on time. If you arrive late for an exam, report to the invigilator immediately. If you arrive more than one hour late you may not be allowed to take the exam.

## What you **should** bring into the Exam Room

Candidates should bring writing equipment (black ink only), coloured pencils, erasers etc. in a transparent plastic bag or pencil case. Mathematical equipment will be required for maths and possibly science exams.

You may use a calculator unless you are told otherwise.

If you use a calculator:

- a) Make sure it works properly.
- b) Clear anything stored in the memory
- c) Remove any parts such as case, lids, cover and any operating instructions

Do not use gel or erasable pens, exam board often scan the exam papers and this type of ink will disappear when scanned. Highlighters can be used for you to highlight questions but **MUST NOT** be used within the answer's sections.

Always write within any margin lines on the exam paper. When papers are scanned by the exam boards, any work written outside of the margins may not be picked up.

Do not doodle, colour in or draw on your exam paper, unless it forms part of your answer. Exam boards reserve the right not to mark papers that have been defaced or contain any offensive language.

Do not use a dictionary or computer spell checker unless you are told otherwise.

Water is allowed into the exam room as long as it is in a clear plastic bottle, with the **label removed**.

## What you should **not** bring into the Exam Room

Some items are strictly banned from exams and must be left in your bag at the side of the room. Any Candidates found with these items will be reported to the exam board and could face disqualification, even if not intending to use them.

- Any technology enabled device
- Mobile phones
- Watches
- Tippex or correction pens. Candidates should cross through work they do not wish to be marked
- Notes, papers and text books etc are only allowed in certain exams and candidates will be informed by the subject teachers in advance
- Bags and coats must be left in the designated area. Do not bring any valuables into school when you attend for an exam.

## Wrist Watches

All watches and fitness trackers must be in your bag and not in your pocket.

## Mobile Telephones

If a mobile phone is found in your possession during an exam (even if it is turned off) it will be taken from you and this will be reported. **No exceptions can be made.** Mobile Phones should be switched off and left in your bag or handed to an exam invigilator **as you enter the exam room** and collected at the end. Students are reminded about this at least 3 times prior to every exam, so there is no excuses.

A separate plan can be put in place for students with diabetes who may need access to their phone during the exam, please speak to Mrs Price regarding this.

Mobile phones remain the top most common malpractice occurrence in exam rooms. Last years in the UK alone, 2180 students had their exam papers disqualified because they were caught either using a mobile phone or having one on them during an exam.

## Student Conduct and Behaviour

During your recent Mock Exams the behaviour was at an exceptional level, with students listening and following instructions correctly, hopefully this will continue throughout your mock and GCSE exams

Exam board rules and regulations must be followed at all times. Any behaviour that may disturb or upset other candidates will not be tolerated. The Exam Manager and Exam Invigilators have the authority to remove any disruptive candidates from the exam.

Do not attempt to communicate with or distract other candidates. If you have a question please put your hand up and an exam invigilator will assist you.

If the **fire alarm** sounds during an exam, the exam invigilators will tell you what to do. Do not panic. If you have to evacuate the room you will be asked to leave **in silence** and in the order in which you are seated. 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. When you return to the exam room you will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident.

## End of the Exam

You must stay seated and silent until the exam invigilators have collected all the exam papers. You will be dismissed from your desks one row at a time and any items handed in will be returned to you.

**You MUST remain silent until you have left the room.** Please remember that other exams may still be in progress either in that room or other rooms in the building. Please do not congregate outside exam rooms to talk to your friends.

## What to do if you are ill on the day of an exam

If you are ill and are unable to attend an exam it is vital you phone the school first thing in the morning (0191 2161115) to inform us. You must also obtain a note from your doctor detailing the reason for non-attendance. There is the possibility of submitting this note to the Exam Board to ask for special consideration.

If you are feeling unwell, but still able to travel, please come to the exam and we can assess the situation then. **In most cases it is better to take the exam if you can.**

## **NOTIFICATION OF EXAM RESULTS**

**Results will be available for collection on:**

**Thursday 22 August 2024**

If you wish any other person to collect your results on your behalf, you must give them written authorisation, there is a form enclosed with this booklet for you to use. Alternatively you can leave a stamped self-addressed envelope with the Exams Manager for your results to be posted

Results will **not** be given out over the telephone or via personal email.

### **FREQUENTLY ASKED QUESTIONS**

**Q. What do I do if I think I have the wrong exam 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. It is essential that you point out such an error straight away – even if you are not sure.

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

Inform the school at the earliest possible point so we can help or advise you. In the case of an accident which 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 advance 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.

**Q. What is an Appeal for Special Consideration?**

Candidates eligible for Special Consideration may have their marks adjusted. The allowance for Special Consideration is up to 5%. Parents should be aware that any adjustment is likely to be small and no feedback is ever 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 is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness, accident or injury, bereavement, domestic crisis.

**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 exam boards and you must attend on the given date and time.

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

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

**Q. Can I leave the exam early?**

It is not George Stephenson High School policy to allow candidates to leave the exam room early, as this is disruptive to other candidates. If you have finished the paper use any time remaining to check over your answers and ensure you have completed your details correctly. A candidate may not leave the examination room without the permission of the invigilators.

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

Only if it is necessary. You will be escorted by an invigilator and will not be allowed any extra time.

## Examination Results Letter of Authorisation

**Name** \_\_\_\_\_

**Date of Birth** \_\_\_\_\_

I am unable to collect my examination results from George Stephenson High School and would like to following person to collect them on my behalf:

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Relationship** \_\_\_\_\_

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_

**Please note that anyone collecting exam results on your behalf must bring photographic identification**