



**Avonbourne Boys' & Girls' Academies**

The best in everyone™

Part of United Learning

**EXAMINATION GUIDANCE  
FOR STUDENTS AND PARENTS  
Key Stage 4**

## **Introduction**

It is the aim of Avonbourne Academy to make the examination experience as stress free and successful as possible for all candidates.

This booklet aims to provide information that is helpful and informative. Please read it carefully and show it to your parents/carers so that everyone is aware of the examination regulations and procedures that will be applied to mock examinations as well as GCSE and other external examinations.

The Examination Boards set down strict criteria for the conduct of examinations; you must read and fully understand the important **JCQ Information for Candidates section** in this booklet, which includes information on written examinations, practical examinations and discussing exams on the internet.

If there are any questions, or you need clarification on any information please email [exams@avonbourneacademy.org.uk](mailto:exams@avonbourneacademy.org.uk)

## **Before the Examinations**

The school uses the following Examination Boards:

AQA – [www.aqa.org.uk](http://www.aqa.org.uk)

OCR – [www.ocr.org.uk](http://www.ocr.org.uk)

Pearson Edexcel – <https://qualifications.pearson.com>

WJEC – [www.wjec.co.uk](http://www.wjec.co.uk)

These websites are a useful source of information, you can access past exam papers and mark schemes and find useful exam tips and advice.

### **Centre Number:**

Each school has a unique number which must be entered on your exam papers. Ours are:

**Girls** – 55103

**Boys** - 55139

### **Candidate Number:**

Each student has a four digit candidate number. You must enter this on all GCSE/external exam papers taken at this school

### **UCI Number:**

This has 12 numbers and 1 letter and is your Unique Candidate Identifier. This will be on your timetables, results and certificates. You will always be identified with this UCI number even if you change schools.

### **Statements of Entry**

Statements of Entry will be issued in February of Year 11. This will show every unit for which you are entered. You and your parents/carers must check the following:

That the list of subjects is correct and complete, and the tier of entry (Higher or Foundation) is correct. If not please speak to your subject teacher or the Exams Officer immediately.

That your name and date of birth are correct. What you see on the timetable is what will appear on your certificates, and the surname shown should be your legal surname. If there are amendments required please see the Exams Officer immediately.

### **Examination Timetable**

A copy of the GCSE Timetable and your individual GCSE timetables will be issued at the end of March. Please keep this safe.

### **Examination Regulations**

It is very important that you read and understand the JCQ Regulations at the back of this booklet. These apply to all aspects of your GCSE/External examinations, including written examinations, coursework, controlled assessments and social media.

Anyone caught breaking any of the examination rules relating to what you can/cannot bring into an exam, and how to behave before, during and after the exam itself could lead to disqualification from all subjects. All regulations are available to be viewed on the school website.

### **Seating Plans**

Most examinations will take place in the Avonbourne Sports Hall and the rooms will be set out in rows. Each row will be labelled with a letter of the alphabet.

**It is VITAL that you know your ROW and SEAT NUMBER before entering the exam room.** This will be different for each exam that you take so you will need to look carefully for this information on your EXAM TIMETABLE for each exam.

If you lose this important document you will not know where to sit. This will simply add to your stress levels before you sit your exam, so keep yours in a safe place, or take a photo of it and keep this on your phone. When you enter the exam room, find your row letter and walk back to the appropriate seat number. When you arrive at your seat you will find your candidate card with your photograph on it. Please do not tamper with these, and leave them on the desk at the end of the exam

If your exam is in classroom, please arrive promptly at the correct room and the invigilator will show you to your seat.

### **Equipment**

It is your responsibility to ensure that you have all the correct equipment before your examinations.

All examinations require a BLACK biro to be used – no blue pens or gel pens. This is because exam scripts are scanned into a computer and only black biros are guaranteed to scan clearly.

The following is a list of essential equipment that you must have during your GCSE examinations which must be in a transparent plastic pencil case or a transparent plastic bag:

- Black Biros
- Pencils
- Rubber
- Ruler
- Pencil Sharpener
- Pair of Compasses
- Protractor
- Scientific Calculator
- Coloured Pencils for DT

**YOU MUST NOT HAVE ANY OTHER ITEMS IN YOUR PENCIL CASE**

**Calculator –**

<p><b>Calculators must be:</b></p> <ul style="list-style-type: none"> <li>○ of a size suitable for use on the desk;</li> <li>○ either battery or solar powered;</li> <li>○ free of lids, cases and covers which have printed instructions or formulas.</li> </ul>	<p><b>Calculators must not:</b></p> <ul style="list-style-type: none"> <li>● be designed or adapted to offer any of these facilities: - <ul style="list-style-type: none"> <li>○ language translators;</li> <li>○ symbolic algebra manipulation;</li> <li>○ symbolic differentiation or integration;</li> <li>○ communication with other machines or the internet;</li> </ul> </li> <li>● be borrowed from another candidate during an examination for any reason;</li> <li>● have retrievable information stored in them - this includes: <ul style="list-style-type: none"> <li>○ databanks;</li> <li>○ dictionaries;</li> <li>○ mathematical formulas;</li> <li>○ text.</li> </ul> </li> </ul>
<p><b>The candidate is responsible for the following:</b></p> <ul style="list-style-type: none"> <li>○ the calculator's power supply;</li> <li>○ the calculator's working condition;</li> <li>○ clearing anything stored in the calculator.</li> </ul>	

## **During the Examinations**

### **Attendance**

You are responsible for checking your own timetable and lining up in plenty of time in full school uniform, with your hair tied back and with the necessary equipment. You must be lining up for your exams 10 minutes before the exam is due to start, having left your bag, phone and coat in your locker or the designated room for bags.

### **Personal Belongings**

You must not bring into the exam room bags, coats, phones, ipods, smart watches, tablets or any other electronic device, bits of paper in your blazer pockets etc. You must not bring any food into the exam room even chewing gum.

### **Drinks**

Small clear bottles of water only (no squash) with labels removed are allowed.

### **Mobile Phones**

It is against the regulations to have a mobile phone with you in an exam room, **even if it is switched off**, and if discovered will lead to you being disqualified from that exam. **PLEASE DO NOT RISK THIS HAPPENING TO YOU!**

### **Exam Conditions**

As soon as you enter the exam room you must not speak, distract or communicate with any other candidates in any way. You must always face the front of the room and if you require assistance from the invigilators please raise your hand, but remember that they cannot help you with your answers.

### **Toilets**

If you have a known medical issue you will be able to use a Toilet Pass.

### **Late Arrivals**

If you arrive late the exam board may not accept your paper for marking, and you will not be allowed to sit the paper if you arrive after it has finished. If you know you may be late because of unforeseen circumstances please phone the Academy as soon as possible and let them know your expected time of arrival.

### **Illness or absence**

External exams can only be taken on the day and time that they are timetabled by the exam boards, and there is no opportunity to re-sit any units that are missed. Therefore, it is vital that you make every effort to attend all exams, even if you are unwell. Minor ailments are not accepted as a reason for not sitting an exam, but we can amend seating arrangements if necessary.

If you have an ongoing health issue that may affect you during the exam period, please make the school aware, via your House Head, so that appropriate arrangements can be made.

If you really are too ill on an exam day to sit the exam you will need to get a medical certificate from your doctor confirming this. Please let the school know

as soon as possible by telephoning 01202 398451 before 8.30 am, and pass the certificate to the Exams Officer as soon as possible

**In the exam room**

You must enter the exam room in complete silence and sit down at your desk facing forward. Do not communicate with any other candidate. If you are suspected of cheating the exam board will be informed. This may result in you being disqualified from that paper, or possibly the subject.

Listen carefully to the instructions and notices read out by the invigilators – this is important information that you need to be aware of.

If you have any problems or concerns during the exam let the invigilators know so that the issue can be resolved while your exam is in progress.

You must stay in the exam room for the duration of the exam, and if you finish the paper early use any time remaining to check over your answers.

You must sit in silence and do not communicate with other candidates, or do anything that may disturb those still working.

**Remember that some exams may finish after the end of the school day so you will need to make alternative arrangements to get home.**

Papers will be collected before you leave the room and you should remain seated and in silence until you are told to leave. Remember there may be other students still working in nearby rooms when you are dismissed, so please be quiet.

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## **GCSE EXAM CHECKLIST**

- Are you in correct school uniform – including footwear?
- Bags and coats must be put into your locker or designated room they are not allowed in exam rooms
- Mobile phones, MP3 players, iPods and Smartwatches must be left in your locker and not carried into the exam room upon your person. If you are found in possession of one of these items, even if it is turned off, you could be disqualified from the exam.
- Wristwatches must be removed and placed on your exam desk where they are visible.
- Is your hair tied back, and loose hair clipped back so that your ears are visible?
- Have you checked your exam seating list? Make sure you know where you are sitting before entering the exam room.
- If you have a bottle of water make sure it is in a clear bottle and that **all labels have been removed.**
- Have you been to the toilet?
- Check that only the required exam equipment is in your pencil case and that all other items such as First Impressions Cards/ Lip Balm/ Correcting Fluid etc have been removed

**REMEMBER TO ENTER THE EXAM ROOM IN SILENCE AND ONCE SEATED FACE THE FRONT AT ALL TIMES.**

**DO NOT BE TEMPTED TO COMMUNICATE WITH YOUR FRIENDS AT ANY TIME AS THIS WILL HAVE TO BE REPORTED TO THE EXAM BOARD AND MAY RESULT IN YOU BEING DISQUALIFIED FROM THE PAPER YOU ARE SITTING, OR FROM THE SUBJECT YOU ARE TAKING.**

**The school is not responsible for providing pupils with equipment for exams and you are not allowed to borrow any equipment from another pupil once the exam has started.**

### **Hints for success**

- Check your timetable daily.
- Be sure to get sufficient sleep the night before the exam.
- Make time to have a proper breakfast in the morning.
- Stay calm and focus on doing your best.