

Chesterton Community College What you need to know about the Summer 2010 exams

The College hopes that you will be successful in your examinations. So that all examinations can run as smoothly as possible, there are a number of rules and regulations that you must be aware of.

Please be aware that normal College rules continue to apply during all exams, in particular the school uniform dress code.

The following information is important. It is essential that you read this notice carefully.

Absence from Examinations:

You must attend all examinations for which you have been entered. The dates and times of your exams are stated on your individual exams TT which you have received.

Exams cannot be taken on any other day than the timetable shows.

Misreading the timetable will not be accepted as a satisfactory explanation for absence. Candidates will be invoiced for failing to attend an examination without a valid reason.

If you are absent from an examination due to **illness**, the College must be notified as soon as possible by telephoning the pupil absence line on tel: 01223 712648 or tel: 0845 0920376 or e-mail attendance@chesterton.cambs.sch.uk .

Bags, Notes:

Bags and notes cannot be taken into the examination room. Before each exam, please take your bag and other personal belongings to the Bags Hut, which will be used during the exam period to store all personal belongings. The room will be staffed from just before the start of the exam and will be securely locked during the exams. The College accepts no liability for items of value (e.g. money, credit cards, mobile telephones, MP3 players) which are left in bags. Please do not bring valuables with you when you are sitting exams.

Behaviour in the Examination Room (please see Notice to Candidates, on the back page, for the official regulations):

You must be silent in the examination room, including the times when you come in and go out. Once you have entered an examination room, you are not allowed to leave unescorted until the end of the examination, and only then when you are given permission to do so. Should you need any assistance, please raise your hand clearly and wait for an invigilator to come to you. Never write on your exam desk: this constitutes vandalism and you will be charged for the removal of any graffiti.

Calculators:

Calculators may be used in most examinations; your subject teacher will tell you if they are prohibited. Where restrictions do apply, graphic calculators may not be used and only some scientific calculators are allowed.

In all cases, calculators are prohibited if they offer any of the following facilities:

- *language translators;*
- *symbolic algebra manipulation;*
- *symbolic differentiation or integration;*
- *remote communication with other machines or the Internet;*
- *data banks;*
- *dictionaries;*
- *mathematical formulae;*
- *text.*

Calculators must not be larger than the usual handheld size, and must be either battery or solar powered. You are responsible for the calculator's power supply and working condition. Calculators must not have noisy keys which would disturb other candidates or use magnetic card input or have a permanent memory.

No printed instructions or cases are permitted; if you cannot remove the case from your calculator you must ensure that all instructions are securely covered. **You must bring your own calculator if you need one: you may not use the calculator functions of mobile telephones, which are prohibited in examination rooms, and you may not borrow a calculator from another candidate.**

Candidate Number:

You have been allocated a Candidate Number, sometimes referred to as Exam Number which is printed on your Statements of Entry. This number is used to arrange the seating during the exams. You will be seated in Exam Number order. To help you remember your number, a personalised label will be placed on each exam table. This label also confirms the tier paper you should be sitting. At the start of each exam you will be asked to check that you have the correct paper in front of you.

Cheating:

Candidates caught cheating in examinations, including being in possession of a mobile telephone, using unauthorised aids, copying from and communicating with other candidates, will be reported to the awarding bodies. This may lead to disqualification from all examinations. Please read the Notice to Candidates, which is posted on the school's website under 'Calendar/Exams' and copied on the back page of this document.

Clashes:

If you have an examination clash involving different subjects, you will have received a clash form advising you of the clash arrangements. If you have a clash and we have not issued you with a clash instruction letter, please come to the Exams Office immediately.

Dictionaries:

You may not use a dictionary unless dictionaries are specifically permitted by the subject specification or special arrangements have been approved by the awarding bodies.

End of the Examination:

You may not take any examination materials (additional paper, answer booklets, question papers, etc.) from any examination room. Absolute silence must be maintained until you are outside the building – remember that other examinations may be continuing as you leave.

Equipment:

You must provide all your own equipment; borrowing from other candidates is **not** allowed. If you use a pencil case, it must be of clear plastic material.

You must write in **black ink or ball point pen for all papers**. Coloured pencils or inks may be used only for diagrams, maps, charts etc. unless the instructions printed on the front of the question paper state otherwise.

All rough work must be done in the answer booklet provided and then crossed out. Remember that highlighter pens, correcting fluids/pens or pale coloured gel pens may not be used in your answers.

Examination Regulations:

It is your responsibility to familiarise yourself with the awarding bodies' Notice to Candidates regulations, a copy of which is posted on the school's website. A copy of these regulations will always be displayed outside examination rooms and is copied on the back of this document.

Examination rooms:

Exams will take place mostly in the school gym, the Farnsworth Hall, the Rex Freeman Hall or the Community Lounge. After leaving your bag in the Bags Hut, line up outside the examination room.

Mobile Telephones, Electronic or Radio Communication Devices:

Mobile telephones, iPods, MP3 players or other electronic or radio communication devices or electronic organisers are not allowed in any examination or quarantine room. The College and awarding bodies' regulations forbid you to bring any of these devices into any examination room or any room being used for quarantine, either before or after an examination, so you are strongly advised not to bring such devices with you on examination days. If you do bring in such

devices, please leave them in your bag in the Bags Hut, though remember that the College is unable to take responsibility for their safekeeping.

If a **mobile telephone or other electronic communication device** is found in your possession in an examination or quarantine room, the device – **even if it is turned off** – will be taken from you and a report made automatically to the appropriate awarding body. The awarding bodies now operate a no-tolerance policy on all candidates discovered to be in infringement of the regulations and have advised the College that students discovered to have a communications device with them during an examination or quarantine face disqualification from the subject concerned. In addition, the College Principal is likely to take action against you under the College's disciplinary procedures.

Please do not risk disqualification: Either leave your mobile telephone at home or place it in your bag and leave in the Bags Hut.



Prohibited Material:

The following items must not be brought into any examination room:

- bags;
- books (unless set texts for specific examinations), notes, letters, diaries or other printed material;
- calculator cases or instruction books;
- mobile telephones, pagers, or other communications devices;
- personal stereos of any description.

Results:

You may collect your results from the College on Tuesday 24 August 2010 between 10am and 12pm. On Thursday 26 August 2010, you may collect your official statements of results from each awarding body, which you will need to present at your further education college.

If you know you will be away then, a trusted friend or relation may collect the results on your behalf, provided they bring a permission letter from you. Otherwise, your results will be mailed home for Year 11 students, or handed out in September to Year 10 students.

Times:

Unless otherwise stated, all examinations at this College commence at **9 a.m.** (morning papers) and **1.30 p.m.** (afternoon papers). You should **be ready to enter the examination room at least 15 minutes before** the start of an examination.

Afternoon exams can go on longer than the usual school finishing time. All students are required to stay for the whole length of the exam. **Please be aware of this when making appointments.**

Warning:

All the awarding bodies make it clear that:

- the official examination sessions must be run under strictly fair conditions, with no form of deception. This rule strictly 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 GCSE, AS- and A2-level examinations for a period of up to five years.

Valuables:

Bringing any money or valuables (including calculators, keys, credit cards, cash or mobile telephones) to school **is done entirely at your own risk.**

Remember to have something to eat and drink before taking an examination; a banana eaten half an hour before the start of a paper can boost your concentration levels. You are allowed to take a drink into the exam room.

Good luck and good revising!