

# STUDLEY HIGH SCHOOL

## 1. BEFORE THE EXAMINATIONS

### STATEMENTS OF ENTRY:

All candidates receive a statement of entry from the school indicating the subjects they are being entered for and the levels of entry where applicable. All students need to check that these are correct.

### EXAMINATION BOARDS:

The school uses the following Examination boards: AQA, OCR, Edexcel and WJEC.

### CANDIDATE NAME:

Candidates are entered for their exams under the name format of legal first name and legal surname eg. Bethany Smith.

### CANDIDATE NUMBER:

Each candidate has a four digit number which will also be used on every exam paper. It will appear on seating plans, examination registers, statement of entries and timetables. PLEASE REMEMBER IT.

### TIMETABLES:

Each student will receive their own individual timetable showing dates, times and the duration of the exam. This needs to be checked thoroughly.

A few candidates may have a clash where two exams are timetabled for the same time. The school will make special timetable arrangements for these students only.

If you think there is a clash on your timetable that has not been resolved please see Mr Greda immediately.

### CONTACT NUMBERS:

Please make sure that the school has a contact number for you and a parent.

## 2. DURING THE EXAMINATIONS

### EXAMINATION REGULATIONS

See the section “Warning to Candidates” on this webpage. This must be read by all candidates and if any rules or regulations are broken this may lead to disqualification from all subjects. The school must report any breach to the Awarding Body.

### ATTENDANCE AT EXAMINATIONS

- Candidates are responsible for checking their own timetable and arriving on time.
- All candidates must wear full school uniform during the exam period.
- Candidates must arrive 30 minutes early prior to their exam in order to receive “Top Tips” from their subject teacher.
- All bags, books and coats must be left in lockers.
- Candidates must not attempt to communicate with each other in the exam hall.
- Mobile phones and other devices must be switched off on entering the exam hall.
- Bottled water is allowed in a clear bottle and the label removed.
- Please do not write on the examination desks. This is regarded as vandalism and you will be asked to pay for any damage.
- Do not write offensive comments or graffiti on the exam papers. If you do the exam board may refuse to accept your paper.
- Listen carefully to instructions and notices read out by the invigilators.
- Check you have the correct question paper including the correct tier.
- Read all instructions carefully and answer your questions clearly.
- Candidates must stay in the examination room for at least one hour after the published start time of the exam (or for the duration of the exam if it is less than one hour). You will not be allowed to leave an examination room early.
- At the end of the exam you must hand in all your work and question papers. These must not be removed from the exam room. The invigilators will collect in all paperwork before you leave the room. **Remember you are still under exam conditions and absolute silence must be maintained until you leave the room.**
- If the fire alarm sounds during an examination the invigilators will tell you what to do. You will be asked to leave the room in silence and to stay in the order you are sat in. Leave everything on your desk. **You must not communicate with anyone else during the evacuation.** When returning to the room the invigilator will let you know when to start writing again and you will still receive the full amount of time allocated to you. A report will be sent to the awarding body detailing the incident.

## INVIGILATORS

- The school employs external invigilators to conduct the examinations. Students are expected to be respectful and to follow all instructions given at all times.
- Mr Greda (Exams officer) and Miss Lakin (Assistant Exams officer) will also be present at the start and finish of every examination.
- Please note that the invigilators are there to supervise not to give candidates any help with the questions.
- Pupils who are disruptive or behave in an unacceptable manner will be removed by the invigilators or the Senior Management team. A report will be sent to the relevant exam board and you may be disqualified from that subject and possibly all exams taken during that season.

### 3. ABSENCE FROM EXAMINATIONS

- If you experience an illness, injury or a personal problem during the exam period please inform school at the earliest possible moment so we can help or advise you.
- Only in 'exceptional circumstances' are candidates allowed special consideration for absence from any part of an examination. It is essential that medical or other appropriate evidence is obtained on the day by the candidate/parent and given to the Examination Officer without delay.
- Parents and candidates are reminded that the school will require payment of entry fees should a candidate fail to attend an examination without good reason and without informing the school. Failure to pay may result in your examination results being withheld.
- Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

## 4. AFTER THE EXAMINATIONS

### NOTIFICATION OF RESULTS

GCSE results will be available – Thursday, 23<sup>rd</sup> August 2018

- If you wish any other person apart from yourself to collect your results on your behalf then you must give written permission to the school before results day.
- Candidates who do not collect their results on the day may collect them from the school when the school re-opens in September.

### AWARDS EVENING

Candidates will be invited into school to receive their certificates in November.  
Invitations will be sent out to students and parents.

ALL THE STAFF AT STUDLEY HIGH SCHOOL  
WOULD LIKE TO WISH YOU ALL GOOD LUCK  
DURING YOUR EXAMS AND HOPE YOU ALL  
SUCCEED IN EVERYTHING YOU DO.