

St Brigid's School

**To Inspire and be Inspired
Through: Respect, Love, Faith,
Truth and Excellence**



EXAMINATIONS PREPARATION GUIDE 2019

NAME.....

The following guide has been prepared specifically for you to help you through the next few months and aims to answer any questions you may have regarding examinations. If once you have read through this guide you still have unanswered questions. **Please ask them.**

Useful people to talk to:

Form Tutor / Mentor
Subject Teacher
Senior Leadership Team

If none of the above can answer your question, then see the school Exams Officer Mrs Bollard.

Because these exams will affect decisions you make about the rest of your life, they need to be treated very seriously and therefore it is important that you give yourself sufficient time to prepare for them.

So:

- Know when your NEA (non-exam assessment) is due for completion.
- Know when **your** particular examinations are taking place.
- Know what you need to cover for each paper.
- Know the format of each of your examination papers – including how long you should spend on each question.

<p>Remember there are never any surprises. Those who achieve their potential do so because they have put in the time and effort.</p>

Your teachers will give you as much help as they can, **but you must do your share of the work if you are to be successful.**

You have now been given a personal timetable of your summer exams. It is your responsibility to make sure you know when each exam is. Changes from the exam board can occur from time to time. If this does happen you will be notified by the school.

Some candidates will have clashes on certain days, these will all be rectified, but this could mean you could sit three exams in one day. Please be aware of this and prepare in plenty of time.

**Please keep this guide safe as it may help you when
or if a problem arises**

Mrs Bollard
Examinations Officer

The full examination timetable will be published on the examination notice board with the length of each exam, and the start and finish times.

Instructions will vary according to the particular exam and so will the running time. You will need to know the procedures for your subjects. Check with your teachers if you are unsure.

Do not Rely on Hearsay for Information

Please check the Examination Board each time you are in school as this is where you will find any notices.

Rules in the Examination Hall

- Before going into the exam room you must check the seating plan which is published on a board outside each exam room. It will tell you the location of your seat for that particular exam. (NOTE: You will be sat in different seats for each exam).
- Once you walk into the exam room, examination conditions apply. **You must enter in complete silence leaving bags and coats outside.** It is vital that you have clear knowledge of the particular subjects and specific tiers for which you have been entered – prior to walking into the exam hall.
- If your exam finishes **after 3.30 p.m.**, it is up to **you** to make arrangements to get home safely. Every effort is made to time exams to finish for the school buses.
- **Full school uniform must be worn.** You are a pupil of the school until the end of the examination period and as such all School Rules still apply.

Your School Centre Number is **68115** and your Candidate Number (which will be written under your name on the exam desk) must be written on the front cover of each of your examination papers.

<p style="text-align: center;">DO NOT CHANGE PLACES FOR ANY REASON WITHOUT THE INVIGILATOR'S PERMISSION</p>
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- **Mobile phones, i watches or any other electronic device must not be brought into the exam room.** They should be switched off and in your bag or handed in to the office and **not on your person.** No other electronic equipment is allowed in the exam hall. If you are found with any of these your name will be forwarded on to the exam board and you could have all your exams cancelled.
- Any inquiry you have, once inside the exam hall must be made through an invigilator, whose attention should be drawn by raising your hand.
- Do not, under any circumstances attempt to communicate with anyone else in the examination hall. It will result in your name being forwarded to the exam board and could result in **all** your exams being cancelled.
- Make sure you have all the correct writing with you, including black pen, pencil, **calculator,** anthologies for English, etc. **Pencil cases must be transparent or a clear plastic bag will suffice.** Only the materials you need for that exam should be on your desk.
- From time to time clashes can occur on your examination timetable. If this happens to you, it is very important to inform Mrs. Bollard at once so that she can contact the examination board and make alternative arrangements for you.
- Drinks of water will be allowed in clear water bottles. These must be taken away at the end of each exam along with any other litter.

Time and Place

The examinations will start at the following times:

Morning – 9.15am

Afternoon – 1.00pm (**unless otherwise stated – check the examination notice board daily**)

The main examination venue will be the Hall. Some examinations will be held in other rooms when there are too many candidates or when there is a listening exam. Be sure to know exactly where your exam is by checking the board.

All candidates must be outside the exam room at least 10 minutes before the start of each examination.

Special Arrangements

Those pupils who require special arrangements will be issued with a coloured card, which will be placed on their desk at the start of each exam.

Circumstances affecting Performance in Examinations

- If you fail to turn up for an exam, school will phone home. Exam boards will allow only **one hour** after the start time for you to arrive, even then a report is sent to the board and they may not allow the paper to be marked. If you fail to turn up for an exam, school will expect to be reimbursed for the cost of the exam entry.
- If there are any circumstances which may impair your performance on the day e.g. illness, bereavement or accident, please inform Mrs. Bollard immediately. In cases of illness it is imperative to have a letter or certificate from the doctor describing the problem. We can then present a case to the examination board to give you special consideration enabling the exam board to forecast a mark if sufficient work has been completed on that course.

Minimum Requirements for enhanced grading in cases of acceptable absence

GCE 50% of the total assessment must be completed.

GCSE 50% of the total assessment must be completed.

For this reason, do not throw away any past mock or papers sat under exam conditions.

Examination Results

A Level Thursday 15th August

GCSE Thursday 22nd August.

The front Admin Office will be open to students from **9am – 12pm**.

Any pupil not able to collect his or her exam results may either have them emailed, picked up by an authorised person or sent directly to their home address. **A stamped addressed envelope must be handed to Mrs Bollard, before their last exam.**

N.B. School will only be open on Results Days
Enquiries about Results

GCE ONLY

Priority Photocopies

Candidates are entitled access to their marked scripts following the examination results.

If you wish to see a script to decide whether to have its marking reviewed, then you may ask for a **priority photocopy** of the script.

Requests must be submitted by **August 22nd** at the latest – please ask Mrs Bollard for a request form.

Access to Scripts

GCE & GCSE

Request for photocopies of scripts – cost approx. **£14**

N.B. School will only be open on Results Days.

The photocopies will be sent to the centre no later than **September 10th** so that you can decide whether to lodge an enquiry or not.

The latest date to lodge an enquiry is **September 20th**.

Original Scripts

Candidates are entitled access to their marked scripts following the examination results.

This is available for **GCSE** and **GCE**

Requests for original scripts – cost approx. **£12**

Requests must be submitted by **October 4th** – please see Mrs Bollard for request forms.

Scripts should arrive in school between **September 21st and November 22nd**. These scripts will **not** be eligible for enquiries about results but are for general interest or to inform future learning.

**All payments should be made on line via Parent Pay www.parentpay.com
or at a Pay Point retailer**

Certificates

Certificates arrive in school in the autumn term and can be collected from Mrs Bollard. For those students who have already left school, please phone and arrange a time to pick up and sign for your certificate.

These are the only real evidence of an examination result and once received should be kept safely.

Good Luck to You All

Make the most of your opportunities this year. Always aim for the highest possible standard in everything you do. However, remember that failing an exam is not the end of the world. Don't work yourself into a state. If you find that things are getting too much try not to panic or get upset. We are here to help and all want you to achieve your potential



