



GRAVENEY SCHOOL

Guide for Public Examinations Summer 2017

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INTRODUCTION

It is the aim of Graveney School to make the examination experience as stress-free and successful as possible for all students. Hopefully this booklet will prove helpful and informative for students and their parents or guardians.

The Awarding Bodies (or examination boards) have strict criteria for the conduct of examinations which all schools and colleges are required to follow precisely. It is therefore important that you read the booklet carefully so that you are aware of the regulations and the procedures to follow in the event of any problems occurring.

If you have any questions that this booklet doesn't answer please contact or see Mrs Perry in the Examinations Office (top floor of College House), your tutor or Head of Year.

The telephone number to call is: 0208 682 7000 and ask for Exams Office.

The email address to use to contact Mrs Perry is:
examinationsdept@graveney.wandsworth.sch.uk

NATIONAL EXAM REGULATIONS

Included with this pack of information is an A4 sized copy of the national exam regulations that all students and schools must adhere to. We are required to provide them to you and you are required to read them.

They are there to explain what can and cannot be done in exams. If a student breaks any of these regulations, no matter how innocently, sanctions will be imposed by the Awarding Bodies which can vary from loss of marks for a unit or disqualification from one or more subjects.

Please read the information carefully – they are not just page fillers!

TIMETABLE AND EXAM START TIMES

1. Keep your personal timetable somewhere safe – if you do lose it you can print off another copy from the Exams Room on Fronter.
2. It is very important that you know your candidate number, the venue (room) for each exam and your seat number. All of these are shown on your timetable.
3. It is your responsibility to check your own timetable, to make sure your name and date of birth is correct and that all your exams are listed. If you see any errors or omissions you **MUST** notify Mrs Perry **IMMEDIATELY**.
4. Dates and times for oral and practical examinations are notified separately.
5. Public examinations have start times of:
 - **Morning examinations at 8.45 am**
 - **Afternoon examinations at 1.15 pm**

Make sure you know if your exams are in the morning or afternoon and plan to arrive **at least** 15 minutes before the start times.

Graveney Summer Time

During the period of the summer public examinations the school moves on to Graveney Summer Time, with lunch being 1 hour earlier than the rest of the year. The timings of the school day as shown below:

| Period of Summer Time Monday 15 May to Thursday 22 June inc. | Monday | Tuesday Wednesday, Thursday | Friday |
|---|---------------|--|---------------|
| Registration / Form Time | 08:30 – 08:35 | 08:30 – 08:55 | 08:30 – 08:35 |
| Period 1 | 08:40 – 09:40 | 09:00 – 10:00 | 08:40 – 09:40 |
| Period 2 | 09:40 – 10:40 | 10:00 – 11:00 | 09:40 – 10:40 |
| Break | 10:40 – 10:55 | 11:00 – 11:15 | 10:40 – 10:55 |
| Period 3 | 11:00 – 12:00 | 11:20 – 12:20 | 11:00 – 12:00 |
| Lunch | 12:00 – 12:50 | 12:20 – 13:05 | 12:00 – 12:50 |
| Registration | 12:50 – 12:55 | 13:10 – 13:15 | 12:50 – 12:55 |
| Period 4 | 13:00 – 14:00 | 13:20 – 14:20 | 13:00 – 14:00 |
| Period 5 | 14:00 – 15:00 | 14:20 – 15:20 | 14:00 – 15:00 |
| Period 6 | 15:00 – 16:00 | | |

EXAMINATION MATERIALS

Students are responsible for providing all the equipment that they need for each exam. **Note that only BLACK ink is allowed to be used** and a black biro is preferable to a fountain pen. Gel pens or felt-tip pens are not allowed and the work may not be marked. Diagrams and drawings can still be done in pencil.

All equipment brought into an exam room must be in a clear, transparent bag or container. Transparent pencil cases can usually be bought cheaply in supermarkets but you can use a sandwich bag if you prefer! Any other container will be removed and we cannot guarantee its safe-keeping.

Use of Calculators

The information below is taken from the Joint Council for Qualifications (JCQ) "Instructions for the Conduct of Examinations" booklet.

For question papers where the use of calculators is allowed, students are responsible for making sure that their calculators meet the awarding bodies' regulations.

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

* NOTE that this means any calculator with a USB port cannot be used in an exam room and will be removed.

** An invigilator may give a candidate a replacement calculator if we have any spare, but the school cannot be held responsible if it malfunctions.

Watches

Students are advised not to wear a digital watch in examinations; an alarm sounding on a watch is deemed to be malpractice, whether intentional or not, as it is likely to distract other candidates.

Please also do not wear watches that can function as calculators or watches that have the capability to access the internet, **both are strictly forbidden**. Wearing such a watch in an exam (even if unused) will be viewed as malpractice and you are likely to be disqualified from your exams.

We have several large clocks in each exam venue so you will be able to see the time without difficulty.

Jewellery

Students are politely asked not to wear long chains, necklaces or bracelets in exams as the sound of them hitting the desk as you write could disturb other students sitting nearby. Although unintentional on your part, it could result in you being disqualified for disturbing the exam.

Mobile phones, other electronic items and valuables

Mobile phones and electronic items are not allowed in exam rooms, even if switched off. We have a system at Graveney where we give each student a plastic case as they enter an exam room. You switch off your phone/gadgets and place them inside the case, removing the numbered slip as you do so.

The invigilators will then collect the cases for safe-keeping and you keep the numbered slip on your desk - that acts as your receipt. At the end of the exam you hand the numbered slip to the invigilator who returns the case to you so that you can remove your valuables.

This system works well and is the best way of keeping your phones and valuables safe during the exam whilst also protecting you from any possible malpractice. Please, please, please hand in phones, iPods etc and don't take the risk that your phone won't sound while it's in your pocket. Every year students are surprised when their phone beeps either as a signal changes, or as an alarm sounds even if they've been switched off. And it's surprising how many parents phone to see how the day's exams have gone; only they phone a bit too early!

Don't take the risk – our system for protecting your items works well and could save your qualification!

SCHOOL INFORMATION - IMPORTANT POINTS TO NOTE - MAKE SURE THAT:

1. **You have read the notice, INFORMATION FOR CANDIDATES, issued by the Examination Boards;** a copy of which will be displayed outside each exam room and is also on page 3 of this booklet.
2. **You know the start time of your exam – mornings at 8.45 am and 1.15 pm in the afternoon.** Don't confuse the length of the exam as shown on your timetable with the start time! Please make sure you arrive at least 15 minutes before those times as we start to call students into the rooms in order to start promptly.
3. **If you are unavoidably late, say, held up in traffic, telephone school on 0208 682 7000,** tell the receptionist that you have an exam and what the problem is. You may be able to still sit the exam, depending on your time of arrival, but there are very strict rules for this and if you are too late it may not be possible.
4. **You know where your exam will be held – the room will be shown on your personal timetable.**
5. Sixth Form students must **bring their Graveney photo ID to each exam** and display it, face-up, on your desk.
6. **You know what you are allowed to bring into the exam room: a black biro is essential, NOT gel pens** and no other colour. All Examination Boards ask students to use black biro nowadays since more and more exam scripts are being scanned and this is the best option.
7. **You bring all other equipment too, notably a calculator and maths equipment.** Pens and other equipment must be in a transparent pencil case or just a plastic bag – anything else will be removed. You are responsible for providing all the equipment that you might need as we do not have sufficient spare equipment to lend to students.
8. You will be provided with a new, small bottle of water for each exam – it will be on your desk when you enter the room. No other drink is allowed and will be removed.
9. **No food is allowed** in exam rooms and will be removed.
10. **You know what items are NOT allowed in exam rooms: phones, iPods and any other electronic equipment must be switched off, and put into the plastic cases which invigilators will give you as you enter the room.** This is then collected by the invigilators for safe-keeping; it is labelled to match your exam desk so that it can be quickly and easily returned to you at the end of the exam.
11. You don't **bring in any correcting fluid / ink eraser** as this is prohibited by the Boards and will be removed.
12. You **don't have any pieces of paper or notes in a pocket;** if seen either before, during or after the exam you will have broken the national exam regulations and can be disqualified. Empty your pockets before you go into the exam room!
13. You are **not allowed to wear coats, hats or scarves during exams** and you will be instructed to remove them if you forget, so remember to dress warmly since the halls can be chilly even in summer time.
14. **Remember that as soon as you walk into the exam room you are considered to be "under exam conditions" which means that you must be in silence.** When seated you must face the front at all times and not turn or twist round in your seat; it may be completely innocent but it might look as if you're trying to gain advantage by looking at someone else's work.
15. **Don't write anything onto the exam paper in front of you until told to do so by the invigilators.**

Other important information to note and remember:

1. You will be shown where to leave coats, bags, scarves and hats – remember to collect a plastic case as you enter the room so that you can put your phone or iPod in it and give to the invigilators for safe keeping.
2. Please don't bring any mascots or lucky objects etc. – they will be removed and there is no guarantee of their safe return to you unless they will fit into the plastic case with your phone.
3. You must sit at the desk allocated to you as shown on your personal timetable.
4. When seated at your exam desk and waiting for the start, read the front of the question paper through so that you know what you actually do need to do. Check that it is the right question paper – is it the right subject or level or option? It should be, but you need to be sure you're doing the right paper, so if you are in any doubt ask an invigilator.
5. When told to do so, write your name, using capital letters, onto the answer booklet.
6. Listen very carefully to the instructions and announcements given by the Invigilators – there might be an amendment to the question paper that you need to know about!
7. You cannot have rough paper to do essay plans or any rough work – all work has to be done in your exam answer booklet. When you are sure that it is rough work put one neat line through it.
8. Extra sheets of paper can be requested if you fill your answer book - put your hand up and an invigilator will bring paper to you. However, remember that most exams now have combined question and answer booklets and you are required to write your answers into the spaces provided. That makes it very difficult to add extra sheets of paper so plan your work carefully.
9. You cannot take any question papers or exam stationery out of the exam room – everything has to be collected by the invigilators. Used and unused question papers and exam stationery remain the property of the school.
10. We don't allow any students to leave exams early – if you finish early use the time to check your work and ensure that you have answered all the questions that you are required to, and that you've not missed something on the question paper.
11. When dismissed from the exam room, please leave the room without talking and do not start talking until you are well away from the exam room. Show consideration for others.
12. Please note that students who miss an exam without proper and genuine reason will be charged the entry fee(s).
13. **Make sure you've had something to eat and drink before each exam; you will perform better if you do!**

PROBLEMS

- **Genuine lateness or delay in getting to school:**

If you are delayed by an emergency or transport problems telephone the school immediately. The school phone number is **020 8682 7000**; **ask for a message to be sent to the Examinations Manager.**

We always try to **contact students who are absent from the start of an exam** so it is important that we have up-to-date contact telephone numbers for both you and your parents. If you're in doubt please write them down and give to your form tutor to be handed in to Student Services.

- **Too ill to attend an exam:**

If you are too ill to attend an examination you must telephone the school to let us know as soon as possible. Ask for a message to be left for Mrs Perry to explain the situation. If you feel unwell but still able to travel to school, it is better if you come to school and we will assess the situation then. It is almost always better to take the exam if you possibly can.

If you are genuinely ill and unable to leave home, you will need to supply a medical certificate from the doctor (send to Mrs Perry) within 5 days of the date of the exam. The medical certificate is then sent to the Exam Board and, on some occasions, the Boards are able to award some marks based on work that you have completed either in other papers of the same subject or in your mock exams. It should be stressed that this is only in genuine and exceptional circumstances.

- **In school but taken ill during an exam:**

If you come to school but are ill just before, or during, an exam tell an invigilator **AT THE TIME** and make sure the Examinations Manager knows so that special considerations can be applied for if appropriate.

- **Upsetting or traumatic events**

If you or someone in your close family is affected by an upsetting or traumatic event, ask your parent or guardian to let Mrs Perry know within 5 days of the exam date. In some cases we can apply for special consideration for your work if the Board feels that you have had to take your examinations under difficult and upsetting circumstances. Bear in mind that you may be asked to produce evidence in order to ensure that only genuine requests are made and that any adjustment in marks is very small, if anything, and feedback from the Boards is never given.

SCHOOL / FIRE EMERGENCY

If there is an emergency during an exam, such as a fire alarm sounding:-

- Stay calm, stay seated and await instructions from the invigilators.
- Close your exam paper but leave everything on your desk.
- If the decision is made to evacuate the room, you will be escorted to an assembly point by the invigilators. This will not be your usual point of assembly so listen to the instructions being given.
- Remember exam conditions still apply, so no talking or communicating with other candidates or you may be disqualified.
- When back in the exam room, do not start writing again until the invigilator tells you to.
- You will be allowed the full working time for the exam, so if you are evacuated for 20 minutes, you will be allowed an additional 20 minutes to complete the paper.

RESULTS

AS and A2 results will be released on **Thursday 16th August 2017**
GCSE results will be released on **Thursday 23rd August 2017**

Students can collect their results from the school between 9.00 am and 11 am on those dates

Any results not collected at that time will be put in the post and sent to the address that we have on the school database. If you move house in the summer, make sure you let school have your new address.

If you cannot come into school to collect your results and want someone else to pick them up for you, **you MUST give that person a letter, signed by you, authorising the person (you must name them in your letter) to collect your results on your behalf; and the named person must produce photographic ID for themselves.** We cannot allow a friend or parent to collect results without a letter of authorisation – emails aren't acceptable and nor is a message over the phone, it has to be a formal, written letter signed by you. These are national exam regulations, which Graveney School must adhere to.

**IF YOU HAVE ANY CONCERNS OR QUERIES
ABOUT YOUR RESULTS, PLEASE CONTACT
MRS PERRY, THE EXAMINATIONS MANAGER,
AS SOON AS POSSIBLE.**

Enquires directed to any other person may result in matters not being dealt with by the appropriate deadlines which are set by the Examination Boards and are not flexible!

Entry to Year 12 in 2017/18

Students who stated their intention to remain at Graveney for their post-16 studies will receive induction information by post.

Progression from Year 12 to Year 13 in 2017/18

Advice and guidance will be available to students on the day results are released and further information will be put into the envelope containing your results.

University Advice

The Sixth Form Team will be in school on results day and for several days afterwards to offer advice and guidance to university candidates. Further information will be found in your results envelope.

YOU ARE STRONGLY ADVISED NOT TO BE ON HOLIDAY AT THIS CRUCIAL TIME!

POST RESULTS SERVICES

All boards offer the post-results services, from review of marking to the return of candidates' exam scripts. We are expecting major changes in these services in 2017, so have not provided information here.

Details of confirmed services, fees and the closing dates for applications will be included with your results envelope. The deadline for these services are very tight and cannot be changed; if you miss the deadline you miss the opportunity to apply – the Boards are very strict about these deadlines and do not accept any late requests.

Forms will be available from the Examinations Office. Students (not parents) have to sign these forms to give permission for a re-mark or for a script to be requested.

It is usual that parents / students will pay the post-results fees themselves and applications will only be processed by the exams office once full payment has been received.

AGAIN, YOU ARE STRONGLY ADVISED NOT TO BE ON HOLIDAY AT THIS CRUCIAL TIME!

EXAMINATION BOARDS

In 2017, Graveney uses the following Examination Boards:

| Exam Board | Level | Subjects |
|-------------------|--------------|---|
| AQA | GCSE | Child Development, Economics, English Language, English Literature, Media Studies, PE, Sociology and all Design & Technology subjects |
| Edexcel (Pearson) | GCSE | Art, Drama, French, German, History, ICT, Maths, Music, RS, Spanish and all BTEC subjects |
| OCR | GCSE | Computing and all Sciences |
| WJEC | GCSE | Geography |

| Exam Board | Level | Subjects |
|-------------------|--------------|---|
| AQA | AS / A2 | Computing, Economics, Philosophy, Physics, Politics, Psychology, Sociology and Textiles |
| Edexcel (Pearson) | AS / A2 | Art, Drama, French (AS only), Geography, German, History, Music, Photography, Product Design, RS, Spanish and all BTEC subjects |
| OCR | AS / A2 | Biology, Chemistry, English Literature, French (A2 only), ICT, Maths and Media Studies |
| WJEC | AS / A2 | Film Studies |

