

EXAM BRIEFING - Year 13 Formal Exams - January 2020

These exams will be run as closely as possible to the external GCE exams next summer.

You will be seated in the Gym for all exams in candidate order.

Those with special arrangements will be based in R1 in Rotherfield. If you are timetabled for R1 then please meet in the dining area in Rotherfield, where you will be collected by an invigilator.

You must check carefully on your personal timetable for your seat number. These can sometimes change, so please look at your personal timetable on the day of your exam. If you have any queries about your timetable, please don't hesitate to email or visit the Exams Office as we can help you sort it out.

In the Gym there will be two invigilators who are not teachers, they will stay throughout the exam. Teachers who are invigilating will change at lesson changeovers.

The morning exams will start at 9:00am, you **MUST** be at the venues 15 minutes before the start of the exam. Registration will take place in the venue.

A seating plan will be displayed outside each venue and you need to line up outside according to that seating order. If the weather is bad we will try to get you into the exam rooms as soon as possible or you will be sent to wait inside. You will be under exam conditions as soon as you enter the room. That means there is to be no communication, verbal or non-verbal.

Always wait to be told to enter the exam room; an invigilator will check you are in the correct seat from the seating plan. Please tell the invigilator both your names as your first name is not given on the seating plan, only your initial.

Afternoon exams will start at 1pm, you **MUST** be at the venues by 12.45pm.

Bags, coats and valuables **MUST** be left in lockers and not in the changing rooms or random places around school.

The RLS dress code is to be observed for all exams. It is a good idea to wear a jumper as it can be cold first thing in the morning.

Read the JCQ information sheet prior to your first exam, this will be on the pupil portal together with a copy of these briefing notes.

Don't be tempted to cheat, don't believe your friends won't tell on you - they will. Also the invigilators and teachers will be watching you closely. It is our job to make sure that everything is fair for all candidates. Mobiles, iPods and Smart Watches are banned - store them securely in your locker before an exam. If you do inadvertently bring them to an exam, they must be switched off, you will be given a label on which to write your name, and then stick this label to your phone etc.

The phones will be taken to the Key Stage Office where you can reclaim them at the end of the exam.

All wristwatches must be removed and placed on your desk. There will be two (analogue) clocks in the Gym so it may be safer not to bring your watch, especially if it is valuable. It could easily be knocked off your desk - you have been warned ! We will also give you a five minute warning before the end of each exam.

Have no written notes in or on your clothing or on your body. **Do not doodle/write on your hands at any time. Being in possession of unauthorised material is against JCQ exam regulations and you risk disqualification from your exam.**

Check you have all necessary equipment whilst waiting; go and borrow it if necessary. Equipment is your responsibility - it will not be loaned. No bags or coats to be brought into the exam room.

Ensure calculators are in good working order and consider bringing a spare. **Please do not bring calculator lids.** Pencil cases should be clear, or consider using a plastic bag for pens etc.

A pencil case, suitable for all exam use, is available via ParentPay for £1.50 from Maths. All you need to add is a black pen (and a spare) and your calculator, unless it is a non-calculator exam.

Calculators are also available from the Maths Dept . Casio 85GTX (GCSE) for £12 or Casio 991EX (GCSE and A level) for £23. Again payable via Parentpay.

Water must be in a clear bottle **with the label removed** and placed **under** your desk. No chewing gum/sweets/food is allowed.

Do bring Epipens and Inhalers or other prescribed medication with you - diabetic candidates may bring glucose tablets (in clear packaging) or a sugary drink in a clear bottle. Place all bottles and medication under your desks.

Let the Key Stage Office or Exams Office know if you are feeling unwell before the start of an exam, and let an invigilator know if you feel unwell during an exam.

Do not complete the details on your exam paper until told to do so by the invigilator - it is against JCQ exam regulations.

Once instructed to complete your details, you must write clearly.

Nothing else must be written until the exam is formally started by the invigilator - this includes any notes/key words/formulae etc - it is against JCQ exam regulations.

Offenders risk disqualification for breaking these, or any other, JCQ regulations.

Write the name of your teacher or teachers on the top right hand corner of your answer sheets if there isn't a space provided.

Never doodle on your exam paper.

If you finish early check everything, especially that you have looked at every page.

Remain silent until you have been dismissed.

Good Luck with your exams.

Additional Notes

You will be expected to line up outside the venues, in order, according to the seating plan.

There will be posts labelled with alternate letters to make lining up easier for the Gym. Be aware that on some occasions there may be vehicles parked outside the kitchen, in which case line up safely, where you can.

You won't be seated in your teaching groups but the teachers would like the papers collected in those groups so at the end of the exam we will read out a teacher's name. If that teacher teaches more than one group we will either give the names of a couple of students in that group

You will then stand up and bring your paper to an invigilator or teacher standing at the door. Row A will come first and then B, C, D etc.. will follow on.

This is not what happens in the formal exams, the invigilators come around and collect all the papers, both answer and question papers, before you can leave.

Please note that you are under exam conditions until you leave the room - that means no talking or any non-verbal communication whilst you hand in your exam papers.

You should by now have accessed The Pupil Portal where you will find your full personal timetable and details of where you are for each exam. This includes your seat number and your candidate number. On some exam papers there will be a space for your *candidate number and your centre number*, please get used to filling these in clearly. It is very important that you get these details correct as, for external exams, the exam boards cannot award you marks if they don't know who you are.