



**THE HART  
SCHOOL**  
*Creative  
Education  
Trust*

# My Exams

## Important Information

Use before, during and after your exams

## Introduction

The aim of this guide is to help you get through the examination period by explaining the procedures and by answering some of the questions you may have.

Please read it carefully and if you are not sure about anything ask your Form Tutor or the Examinations Officer.

Public examinations can be a stressful time for you and your family, and it is important that those involved are as well informed as possible. Well informed students will realise the rules and regulations are designed to ensure fairness and minimize disturbance. It is in the best interest of all that the exams run smoothly.

The Hart School will make every effort to ensure that you received the best possible preparation for your examinations, that the administrative arrangements run smoothly, and that the exams are conducted in a way that will cause as little stress as possible and help students achieve their best. Pre Public Examinations are run to the same standards and rules in order that students are familiar with the process beforehand.

This booklet is intended to inform you about the examination procedures, to answer some of the most frequently asked questions, and to help guide and support students and their families through the examination process.

It also contains the formal notices that are required by regulation to be given to each candidate.

## Coursework Deadlines

Some of the subjects you are studying may have an element of coursework or controlled assessment included in them which has to be completed, marked and internally moderated. The marks and work need to be sent to the Awarding Bodies (Examination Boards) well before the formal exam sessions take place. The School set deadlines that allow time for this process and to meet the board deadlines. These cannot be changed. Students who do not submit coursework on time will not be allocated a mark for this portion and their overall grade will be affected. They may also not be eligible for special consideration for the formal exams should they be ill as they will not have completed the minimum requirement of the course.

The Hart School is committed to ensuring that whenever its staff mark students' controlled assessment/coursework this is done fairly, consistently and in accordance with the awarding body's specification and subject specific associated documents.

If you feel that this may not have happened in relation to your work you may use the following procedure to file an appeal.

**N.B: an appeal may only be made against the assessment process and not against the mark submitted to the awarding body.**

1. Appeals should be made as early possible, and no later than two weeks before the last timetabled examination in the series (e.g. the last GCSE written paper in the June GCSE examination series)
2. Appeals **must** be made by using the Internal Appeals Form and completed by your parent/carer on your behalf. This should then be given to the Exams Officer.
3. The Principal will then appoint a senior member of staff, i.e. an Assistant Principal to conduct the investigation. This senior member of staff will not have had any involvement in the internal assessment process for that subject.
4. The purpose of the appeal will be to decide whether the process used for internal assessment conformed to the exam board regulations.
5. You will be informed in writing of the outcome of the appeal, including any relevant correspondence with the exam board, and any changes made to internal assessment procedures.
6. The outcome of the appeal will be made known to the Principal and will be logged as a complaint. A written record will be kept and made available to the exam board upon request. Should the appeal bring any irregularity in procedures to light, the exam board will be informed.

After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation process may lead to mark changes. This process is outside the control of The Hart School and is not covered by this procedure.

## **Before You Sit Your Exam**

Your subject teacher will have informed the Exam Officer which examinations you need to be entered for. Most of this entry data is sent through the Internet using a special electronic delivery system (which complies with Data Protection rules).

Once this information is sent off you will be given a paper copy of your "Statement of Entry" with all your personal details and exams listed.

**YOU MUST CHECK THIS STATEMENT VERY CAREFULLY.**

The details to check are:

- Your personal details – this means the correct spelling of your legal (not your preferred) name and your correct date of birth. These details are how they will appear on your exam certificates which are legal documents and must be correct.
- The examination units you are taking, especially the level of the paper e.g. Foundation or Higher. If you have been entered for the wrong exam, you will be given the wrong paper.

If anything is incorrect, you must let the Exams Officer know immediately.

## Centre and Candidate Numbers

You will be given a four digit unique candidate number. Please learn this number and remember to write it on every exam paper you take. Your candidate number will stay the same throughout your School career.

<b>My Candidate Number is</b>				
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(Please complete and remember)

You will also have to write The Hart School's Centre Number on every exam paper you complete. The exam invigilator will remind you of this on the day:

**The Hart School**

**30385**

# Your Exam Timetable

When you are issued with your examination timetable it will look like the example below. Read it carefully to make sure you know where and when your exams take place. Put it somewhere safe and obvious at home so that you and your family can see it and that you all know when you should be at school taking an exam.

Individual Candidate Timetable											
Season :	Summer 2016						Centre Number :	30385			
Name :							Year :	(11)			
Candidate Number :	1009						Reg Group :	(F-11C-LMC			
UCI :	303850131009E						ULN :	9167197301			
Date	Start Time	Board	Level	Element Code	Element Title	Component Code	Component Title	Duration	Room	Seat	
Tue 03 May	1:00PM	CIE	GCSE/FC	0522BS	First Language English Opt BS	0522/02	Reading Passages (Extended)	2h 00m	Gymnasium	A7	
Tue 17 May	1:00PM	AQA	GCSE/B	SCA1FP	Science A Unit 1 Tier F	SCA1FP	Science A Unit 1 Tier F	1h 30m	Gymnasium	E6	
Mon 23 May	9:00AM	EDEXL/GCSE	GCSE/FC	KET0	English Literature	KET0 01	Drama & Prose	1h 45m	Gymnasium	A8	
Tue 24 May	9:00AM	EDEXL/GCSE	GCSE/B	5LT01	Leisure & Tourism 1	5LT0101	L & T Industry	1h 00m	Gymnasium	A13	
Tue 24 May	1:00PM	AQA	GCSE/B	90301F	Geography A Unit 1 Tier F	90301F	Geography A Unit 1 Tier F	1h 30m	Gymnasium	H10	

## Before The Examination and Last Minute Exam Tips

- Organise and plan your programme of revision.
- Do not rely on learning it the night before.
- Include appropriate leisure activities in your plan (regular, short intervals but not too many!)
- Be organised – know when and where you need to be and get your equipment ready – find out what is involved in each of the examinations that you are going to sit.
- Equipment you need for the exam: **Black** Pen / Pencil / Ruler / Calculator / Sharpener and eraser / Spare pens and pencils. *If you use a pencil case make sure it is see through or it cannot be used in the exam room.*
- Get a good night's sleep (don't forget to set your alarm if you have a morning exam).
- School uniform must be worn for all exams.
- Check you have the correct equipment with you before you leave the house.
- Do take a watch so you can time your answers.
- Leave for the exam in plenty of time – don't forget to have that all important breakfast!
- Know the examination regulations – a copy will have been issued with your exam timetable. Remember that these rules apply from the moment you enter the exam room.
- Arrive at your exam room at least 15 minutes before the exam starts. (Late arrivals require permission to enter, which can be refused on some papers).
- Know your row and seat number – you should be able to go directly to your seat when called in.
- Only bottles of still water will be allowed in the exam room. Ensure all labels are removed from the bottle.

*You may feel stressed – keep thinking “I CAN DO THIS!”*

# Examination Day

Morning exams start at 9:00am

Afternoon exams start at 1:10pm

Candidates should line up in row order at the appropriate place before the examination, ready to be admitted 15 minutes before the exam is due to start. Normally exams are held in the school hall and gymnasium.

If Candidates have Special Arrangements in place for their exam which means that they are in a separate room to the main exam venue then these students will be notified of their allocated exam room on their timetable, and should arrive and wait outside of this room 15 minutes before the exam is due to start.

It is important that you sit at the correct desk in your exam room. To find out where you sit for the exam in that session you need to look at the seating plan (please see example below). These are displayed outside the assembly point to each exam room. Look for your name on the list (which is always in candidate number order) and then you can see where your seat is:

## Seating Plan Report

Hart School Hall |

Date: Monday 24 November 2014

Start Time: 9:00 AM

	A	B	C	D	E	F	G
1	Surname, First Name 8133 1MAOF 10:45am	Surname, First Name 8152 1MAOF 10:45am	Surname, First Name 8153 1MAOF 10:45am				
2	Surname, First Name 8134 1MAOF 10:45am	Surname, First Name 8151 1MAOF 10:45am	Surname, First Name 8154 1MAOF 10:45am				
3	Surname, First Name 8135 1MAOF 10:45am	Surname, First Name 8150 1MAOF 10:45am	Surname, First Name 8155 1MAOF 10:45am				
4	Surname, First Name 8136 1MAOF 10:45am	Surname, First Name 8149 1MAOF 10:45am	Surname, First Name 8156 1MAOF 10:45am				
5	Surname, First Name 8137 1MAOF 10:45am	Surname, First Name 8148 1MAOF 10:45am	Surname, First Name 8157 1MAOF 10:45am				
6	Surname, First Name 8138 1MAOF 10:45am	Surname, First Name 8147 1MAOF 10:45am	Surname, First Name 8158 1MAOF 10:45am				
7	Surname, First Name 8139 1MAOF 10:45am	Surname, First Name 8146 1MAOF 10:45am	Surname, First Name 8159 1MAOF 10:45am				
8	Surname, First Name 8140 1MAOF 10:45am	Surname, First Name 8145 1MAOF 10:45am	Surname, First Name 8160 1MAOF 10:45am				
9	Surname, First Name 8141 1MAOF 10:45am	Surname, First Name 8144 1MAOF 10:45am	Surname, First Name 8161 1MAOF 10:45am				
10	Surname, First Name 8142 1MAOF 10:45am	Surname, First Name 8143 1MAOF 10:45am	Surname, First Name 8162 1MAOF 10:45am				

By following the plans on the wall, you should be able to clearly identify which row and seat number is yours. To further help an exam label with your name and candidate number will be placed on your desk prior to you entering the exam room.



# Mobile Phones, Smart Watches and other forms of communication are strictly prohibited in exams.

- They are not allowed in the exam room either in your pocket or on the floor by your desk even if they are switched off. **We advise you not to bring personal mobile phones, smart watches and electronic devices into school during examination periods but if you do they should be placed in your personal school locker prior to entering the exam room.** In exceptional circumstances where you cannot store your property in your locker then such items are to be handed in for safe keeping to the invigilator at before the exam starts. Please note that your personal items are your responsibility and should you choose to bring these items into school during examination periods and not store them in your own personal locker you do so at your own risk.
- **If you are found to have a phone or smart watch in your possession once seated in the exam room you are at risk of being disqualified from that exam subject and in extreme cases you may be banned from all future examinations of all GCE and GCSE Awarding Bodies.**

**Please do not risk failing an exam by forgetting that you have your mobile phone / electronic device on you at the time of an exam. There are no exceptions!**

- MP3 Players and Ipods are also not allowed in the exam room under the same rules as mobile phones. All such items should be stored in your locker or handed to the invigilators on entering the exam room. All wires and earphones should also be removed and either placed in lockers or handed to the invigilators for safe keeping. At the beginning of the exam the invigilator will ask you to remove your wristwatch and place it on the desk in front of you.
- Read the exam paper instructions carefully, plan your time and make sure you answer the right questions that you have studied towards. Look through the paper carefully and mark difficult questions / initial thoughts.
- Use the marks available to determine how long you should spend on a question. Use the information provided on the paper (the answer's often nearly all there).
- Pace yourself and allow enough time to answer all the required questions.
- Write as neatly as possible and remember to pay attention to your spelling and grammar.
- For longer answers, take a few minutes before you begin to produce a structured plan of what you are going to include in each section.
- Allow yourself time at the end to read your answers and correct any mistakes.
- Remember even scrap paper will be collected and sent off. Show any working you need to do on the answer paper provided. Cross out any section of your work you do not wish to be marked.

'In the event of a fire alarm you will be removed from the exam venue but **MUST** remain under exam conditions. Please note the following:

- Remain calm and silent at all times
- Leave all examination papers and materials on your desk
- Leave your personal belongings in the examination room
- You will be escorted by an invigilator or member of staff to the nearest fire exit and taken to the Exam Supervision Evacuation Point (bottom caged tennis court opposite the rear entrance to the Gym)

**IMPORTANT – remember that you are still under examination board conditions and under NO CIRCUMSTANCES should you talk to one another. UNDER NO CIRCUMSTANCES are you to take your mobile phones, smart watches or any other electronic devices outside with you**

- Remain calm and silent and wait until the Invigilator gives you further instructions once an outcome to the evacuation has been assessed.

**Breaching these regulations could mean disqualification from your examination.**

## And after all that hard work.....Results!

After two years of hard work, getting your results can be both exciting and nerve-racking. The best piece of advice anyone can offer is to stay calm - if you don't get the results you were expecting and your grades are higher or lower than predicted, there are lots of options available – Hart School staff will be on hand on results day to offer advice and support.

**GCE Results (A Level) Day**

**Thursday 16 August 2018**

**GCSE Results Day**

**Thursday 23 August 2018**

**Please note - Results will not be given over the telephone or by email and will only be given to other people by prior arrangement.**

If you are unable to collect your results during this time you can leave a stamped addressed envelope (with the correct postage please) with the Exams Office and we will post them to you. Alternatively, if someone is collecting your results on your behalf they must have a letter signed by yourself giving them permission to collect your results. We are unable to release results to anyone without written permission from you, even if it is a parent.

Once you have received your results but find that you are unhappy with one of the grades you have been awarded by the Exam Boards you can speak to a member of the Hart School staff to see if it is appropriate to submit an Enquiry about Results to the relevant Exam Board regarding your grade. The following procedures will apply to this process:

- 1) All requests for enquiries about results must be received by the Exams Officer in school no later than 21 days after the publication of provisional results to allow time for processing the request.
- 2) No request can be actioned before the Exams Office receives a fully completed JCQ Candidate Consent Form, signed and dated by the candidate. Copies of these blank forms will be distributed to you prior to exam results day.

- 3) The form must be fully completed and signed by the student. The Faculty Director will then complete a 'Request for EaR Form' fully outlining the student's details, all exam units concerned, and which Ear Service is required. This form must be signed and dated by the Faculty Director prior to submission to the Exams Office. **Candidates need to be aware before they sign the form that the final subject grade they are awarded following an enquiry may be higher or lower than the original grade they were given.**
- 4) Where a student wishes to make an enquiry about exam results they should discuss it with the appropriate Faculty Director in the first instance. If they agree to the enquiry then the school will fund the enquiry about results.
- 5) If the Faculty Director disagrees that there is a valid case for an enquiry but agrees that the student can go ahead with the enquiry then the student must pay the appropriate fee for the enquiry. The fee must be paid before the school will action the enquiry.
- 6) Once the fully completed form is received and accepted by the Exams office, two members of the Exams and Data Team will together submit the Enquiries about Results request online with the Exam Boards, ensuring that all information submitted is correct and reflects the students original request detailed on the signed consent form.
- 7) The school will inform the pupil as soon as possible about the outcome of any Enquiry about the outcome of any Enquiry about Results.



**Exam Certificates** – will not be available until November as the exam boards do not issue them to school until then. The statement of results you are issued with on results day will suffice for colleges etc.

***Remember - it's not about success or failure.  
It's all about what you do next that counts!***

## FAQs

### **Can students take holidays during term time and exam seasons?**

Dates for external exams are rigidly fixed by the Awarding Bodies and are subject to change until close to the time that students start examination leave. Parents are reminded that they require the Principal's permission to take students out of school (for exceptional circumstances only) and that they book holidays during term time at their own risk. It is strongly against good practice, careful preparation and School policy to take student holidays in term time. Any holiday leave will be recorded as absence, which will then result in the involvement of the Educational Welfare Officer.

### **How are students supervised?**

Adult external invigilators will supervise students under the guidance of the Exam Officer. Once candidates enter the examination room they must remain supervised and follow the invigilators instructions at all times. The Invigilators are trained and experienced in exam procedures and subject to strict regulation, references and police checks. They usually work in teams and will contact the Exams Officer to resolve any issues. The Invigilators call candidates into the exam room according to the seating plan. Students will find their desk with their candidate exam information on it. In some sessions, exam packs will already be open or exam papers will be on desks, these must not be opened until candidates are advised to do so.

### **How should students dress for their exams?**

All students MUST be in full academy uniform, including black shoes (no trainers). Sixth Form students should continue to adhere to the Sixth Form Student dress code. Rules on jewellery still apply. Failure to comply could prevent students being allowed to sit their examination.

### **What happens if a student cannot find their place in the exam room?**

Occasionally problems arise because a student's name card is not where they think it should be. There are a number of possible reasons for this and the situation has to be investigated. You will be asked to wait at the front for a few moments whilst the Invigilator on duty in that room checks with the Exams Officer. Every effort is made to keep any problems to a minimum and they will not prejudice any student's chance of taking an examination for which they have been entered. Students who have officially been withdrawn from an exam will not be permitted to sit the paper. It is helpful if you have your statement of entry or exam timetable with you.

### **What if I forget to come for an exam?**

You can only take an exam at the set date and time, so if you forget to come in to school then you will have missed the exam. **You will be charged for any exam that you have been entered for but do not attend due to any reason other than severe illness which is verified by a doctor's letter.**

### **What if I am late?**

If you arrive within one hour of the national official start time of the exam, you may still be allowed to take the exam. The Exams Officer will determine if this can be allowed and if the full amount of time can be granted.

### **What if I am ill?**

If you are ill, you should always try and sit the exam no matter how unwell you are feeling. Unless your illness is contagious or you have a severe stomach upset then you should always try your very best to attend. If you turn up for the exam and are unwell then your parents or carer should write a letter to the Exams Officer explaining the circumstances in order for Special Consideration to be applied for (see below).

If you are too ill to sit the exam on the day then your parents or carers must telephone the school before 8.45 am to record your non-attendance. You should then provide a Doctor's Note to cover this absence, and Special Consideration can then be applied for.

### **Special Consideration**

The School can apply to the Awarding Bodies to ask for special consideration in exceptional circumstances for students who attended their exam but were disadvantaged, or were absent from the exam due to illness.

Special Consideration is a post examination adjustment to a candidate's mark or grade to reflect temporary injury, illness or other indisposition at the time of the examination/assessment.

The decision whether special consideration will be applied to you will be made solely by the examination boards and we cannot guarantee that this will always be awarded.

### **What if the fire alarm sounds?**

If the fire alarm does sound during an exam, you will be asked to stop writing, put down your pen, sit in silence and wait for instructions.

If the fire alarm is genuine, you will be asked to leave everything exactly where it is (including your exam papers) and you will be led to the fire evacuation assembly point in an orderly manner. Remember that you will still be under exam conditions and should not communicate in any way with other students. The length of time of the disruption will be noted by the Invigilator and you will be given that time at the end of the exam.

### **What if I need to go to the toilet during an exam?**

If it is really necessary for you to go to the toilet during the exam, raise your hand and wait for an Invigilator to come to you. They will decide if this can be allowed and if so the invigilator will then be required to accompany you to the toilet as per exam board regulations.

**Remember** – going to the toilet not only disturbs other people in the room, it also breaks your concentration. It should not be seen as a chance to have a break.

### **What if I feel unwell during the exam?**

If you feel unwell during an exam, raise your hand and wait for an Invigilator to come to you. You can leave the exam room under supervision, and return to the room when you have recovered. You will be allowed any time you may have missed.

**Remember** – if you have a cold or hay fever, bring plenty of tissues with you and take medication if you have been prescribed it to help ease the symptoms.

### **What if I have two exams scheduled at the same time?**

If you have two exams timetabled at the same time and they total less than three hours in duration, you will sit one exam after the other. Where they are more than three hours you will sit one in the morning and one in the afternoon. You will be supervised all the time between the two exams, including lunchtime and breaks.

## **And Finally**

These exams represent the culmination of several years of your hard work here at The Hart School.

- Do not behave in any way that may jeopardize your chances or those of other people in the exam room. Even eye contact can be taken as communication.
- Exam Board rules are very strict and must be followed to the letter to ensure fairness and minimize disturbance. It is in the best interest of all that the exams run smoothly.
- Any failure to adhere to the exam board rules and regulations must be reported to the Exam Board, who will always deal with the incident very severely.

**Please keep this booklet in a safe place .....and the very best of luck!**

## ***REMEMBER ...***

***“Recipe for success:***

***Study while others are sleeping;***

***Work while others are loafing;***

***Prepare while others are playing;***

***And dream while others are wishing”***

***William A. Ward***