



A Guide to Examinations

2010

Guide to Examinations

Introduction

If you are sitting external examinations this year, we hope that this booklet will explain some of the exam terminology that may be used. We hope it also helps you to prepare yourself for your exams and for Results Days in August 2010. The information included about the Results Days is very important and will tell you what to do if your results are not quite what you expected.

Your best sources of advice are your teachers; they are the experts, not just in terms of subjects but also because they have taken a lot of exams themselves. **This booklet is not meant to replace their advice** but to advise you on all aspects of the task that is ahead of you.

So what now?

Think positively, read this booklet with your parents, and most importantly: get planning.

Good luck and don't forget we are never too busy to help - just ask.



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Examination Jargon and what it all means

- Duffryn High School is known by the examinations boards as a 'Centre' and is identified by a Centre Number. The number is **68358** and you will need to write it on all your exam papers.
- You are identified by a candidate number. This is a four digit number, exclusive to you, which you must write on all exam papers and coursework. Make sure you learn this number.
- The Statement of Entry tells you what exams you have been entered for. The decision about which exams you will be sitting for the first time will have already been made by your teacher.
- You will have responsibility for checking your Statements of Entry so here are some guidelines:
 1. The School uses several different examination boards, so make sure you have been entered correctly by asking your teacher the name of the board they use for each subject
 2. Is your name correctly spelt? This is important because how it is spelt on your Statement of Entry is how it will appear on your certificate.
 3. Is your date of birth correct? This can be wrong if it was entered incorrectly on a database. Dates of birth may be used to differentiate between several candidates with the same name.
 4. Are all subjects you are doing listed? Each component for each subject is listed individually. There is also a date alongside some of the components which will be the date you are doing that particular exam on. There may be some without a date, which will be either coursework modules or components which are not sat on a specific date but will depend on the arrangements made by the school e.g. practicals or orals. Please ask your teacher for dates or deadlines for coursework, practicals and orals.
 5. When the statements have been checked, the School will notify the exam boards of any changes. These are called amendments. Making amendments can be awkward if not done at this stage, so this checking is a very important procedure.

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Attendance in Examinations

It sounds an obvious statement to make, but crucial to doing well in an exam is being there. This means knowing your exam timetable and remembering the following:

- The dates of the exams are mainly set by the exam boards and you will find them on your statement of entry.
- You may not be admitted after the start time, unless your circumstances are exceptional. Your Statement of Entry will say whether the exam is AM or PM.
- If you are in the position of having two exams scheduled for the same time and they are not the same subject you must see the Exams Officer. Do not panic. Normally in this situation, you will sit one exam at the scheduled time and then the other at a different time. In the period between the two exams you will be kept in isolation. There are usually a few candidates in this position so you will probably not be on your own. If your exams are back-to-back, you will sit one exam and then the other without a break. If you are held over lunch, please bring food and drink with you, as well as your notes to revise for your next exam
- If you are unavoidably prevented from attending any exam or from arriving on time, you **MUST** telephone the school immediately (01633 654100.)
- If you do not attend an exam for which you are entered, you will be required to pay the entry fee, unless a medical certificate is produced within 24 hours of the exam
- You should arrive no later than fifteen minutes before the exam is due to begin
- Please remember to make arrangements for transport home if your exam finishes later than the normal end of the school day.



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The final Countdown

One month before the exam

Make sure you know:

- When the exams are.
- How many questions must be answered in each exam.
- How many topics you need to revise for each exam.
- The range of questions that can come up for each topic.

On the day of the exam

Before the exam:

- Arrive in plenty of time.
- Eat well so you have plenty of energy.

At the start of the exam:

- Read instructions slowly, at least twice.
- Fill out your personal details carefully on the front sheet of your script.
- Read the whole paper and **always check both sides**.
- Divide your time equally between questions that carry equal marks.
- Note the time that you should begin each question.

Create the right impression with the examiner:

- Fill out the front page of the booklet correctly. Remember to put down the numbers of the questions you have answered on the front page of the script.
- Please do not draw on your paper or your script unless it is necessary to answer the question. Please do not use any language that may be considered to be offensive. Candidates who do so will immediately be disqualified from the exam and risk losing their marks on all their papers. Disciplinary action may be taken by the school.

Using time at the end of the exam:

- Allow yourself five minutes at the end of the paper to check over your paper. A little change could make a big difference to an answer.

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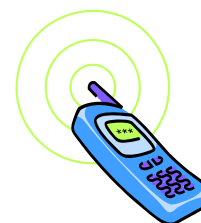
Conduct in Examinations:

All examination groups have a standard of code of conduct for all examinations. Please ensure you follow these instructions:

1. Equipment:

It is your responsibility to bring all equipment you will need for each exam. Any pencil cases taken into the examination room must be see-through. When calculators are permitted, please check which type are allowed in your particular exam. For instance, in some maths exams a calculator is not allowed to be used, but an electronic calculator is allowed in other maths exams. Candidates must not take into the exam room any articles such as books, notes or other written materials unless expressly told that you may do so by your teacher.

Mobile phones, IPOD's MP3 players, pagers or any other products with text/digital facilities must not be taken into the exam room, nor remain on your person. They must be left in the student's bag and must be switched off. Failure to do this will result in the relevant examination board being informed, and the owner of the product could be disqualified from the examination. Students are also reminded to turn off watch alarms.



2. Answer in black ink:

You must write in black ink and your answers must be clear. Examiners can refuse to mark answers that are difficult to read

3. On arrival:

You must arrive for all your exams fifteen minutes before they are due to start. Do not enter the room until you are told to do so. Candidates who cause a disturbance in or near an exam room could be excluded from the exam by the invigilator.

4. Seating:

This will be in alphabetical order by surname. Please confirm your seat number on the seating plan, displayed in Building 3 corridor, and also in each exam room.

5. Silence:

You must remain silent at all times in the exam room once the invigilator has told you to be quiet. You will be asked to leave the exam room in silence at the end of your exam, as there may be other candidates still sitting exams in the same room.

6. If you want something during the exam:

Put your hand up and wait for the invigilator to arrive.

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7. Leaving the exam room:

You are not allowed to leave the room before the end of the examination. When you are dismissed, please collect your belongings quietly and leave as quickly as possible. Any items left in the room will be given to reception where you can collect them later.

8. Extra sheets:

Please clearly write your name and candidate number on all extra sheets, and hand in with your exam paper.

Cheating will not be tolerated during an examination. This includes:

- Communicating or trying to communicate in any way with another candidate.
- Using written information to help answer a question
- Helping others to do any of the above
- Any other form of dishonest practice

Food and Drink:

A bottle of water is allowed in the exam room..

Drinks bottles must have their labels removed.

Food is not permitted unless you have special arrangements.

Illness:

No-one can avoid being ill, but this can be a complication during the examination period. If at all possible sit the exam. We can apply for special consideration if we feel your performance has been significantly affected but experience has shown that minor incapacities do not seriously affect final grades.

What if it is impossible for you to sit an exam, due to illness or accident?

Most exam boards require you to obtain medical evidence to confirm that you are unfit to sit an exam. We then send this to the exam board with a covering form giving details about the circumstances and information about your ability. Special consideration is rarely given for minor ailments, such as coughs or to hay fever sufferers. The Exams Officer can always advise you whether or not you are likely to get special consideration, but the exam board has the final say.

Absence for reasons other than illness

It is possible to get special consideration for circumstances other than illness or injury; a family bereavement for example. The simplest advice here is to say you should tell the Exams Officer of the circumstances as soon as possible, who will then liaise with the exam board. A general rule of thumb is that the circumstances should be unavoidable and not just due to lack of planning and organisation on your part. You would not get any consideration for a missed exam due to a holiday.



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Results

The Results Days this year are:

Thursday 19 August 2010

GCE (AS, A2), BTEC and OCR National Results

Tuesday 24 August 2010

GCSE Results

On Thursday 19 August, results can be collected as follows:

- Year 13 students from 9.30am
- Year 12 students between 11am and 1pm.

Senior staff will be on site to oversee this.

There will be an Advice Clinic, for any students who need advice in light of their results, available until 3pm.

On Tuesday 24 August, GCSE results can be collected as follows:

- Year 11 students from 10am
- Year 10 students from 11am.

Senior staff will be on site to oversee this.

You will be given a results slip from each exam board. If you are unable to collect your results in person, you can provide the Exams Officer before the end of the summer term with a stamped addressed envelope, for your results to be posted to your home address on the day they are released.

Each module you have taken is listed on the slip, together with the overall subject grade that you have been awarded. Explanations of the grade will appear on the results slip. For example, unexplained absence will appear as an **X**.

Enquiries about results

There is a system of appeals that can be implemented if a result is not what you expected and a mistake is suspected. This is rare but not unknown.

If you do feel that there has been an error in the marking of your exam paper, speak to your subject teacher or the Head of Department on the Results Day, as they can offer you the best advice. A remark of an exam paper can be requested. There are different types of remarks available, and the cost varies accordingly. The Exams Officer will obviously be able to explain the difference and advise students about this at the time. If a remark is initiated by the student, the cost will therefore be charged to the student, and payment will be required before the request will be processed.

A photocopy of the examination script or even the original script can also be requested. A photocopy of a script will be sent to the school quite quickly, but an original script can take up to 12 weeks to be sent to the school. Again, if this is initiated by the student, the cost

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will therefore be charged to the student, and payment will be required before the request will be processed.

The fees for these post-results services varies between examining boards. A breakdown of these fees is listed below:

Post-results fees for exams between September 2009 to August 2010:

Exam Board	Service	GCSE Cost per module	AS/A2 Cost per unit
AQA	1 - Clerical check	£6.55	£13.10
	2P - Priority review of marking	N/A	£49.25
	2 - Review of Marking	£32.35	£42.70
	Copy of Script	N/A	£11.50
	Original Script	£9.05	£9.05
Edexcel	1 - Clerical check	£10.30	£10.30
	2P - Priority review of marking	N/A	£41.20
	2 - Review of Marking	£23.20	£36.00
	Copy of Script	N/A	£10.30
	Original Script	£7.75	£7.75
OCR	1 - Clerical check	£12.00	£12.00
	2P - Priority review of marking	N/A	£42.20
	2 - Review of Marking	£34.10	£34.10
	Copy of Script	N/A	£11.40
	Original Script	£8.80	£8.80
WJEC	1 - Clerical check	£15.00	£7.50
	2P - Priority review of marking	N/A	£38.00
	2 - Review of Marking	£43.00	£32.00
	Copy of Script	N/A	£9.50
	Original Script	£6.50	£6.50

Sometimes it is better to ask for a photocopy of your script to be returned to you, before you pay for an expensive remark. To request a script return or to launch an enquiry you will need to see the Exams Officer as quickly as possible, due to certain deadlines set by the examination boards:

The examination boards' deadline for requesting photocopied scripts and for a priority remark service is **27 August 2010**

The standard deadline for requesting original scripts and for all other remark services is **20 September 2010**

Please remember however that these are external deadlines and the Exams Officer will impose internal deadlines in order to be able to process your request on time.

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Certificates

By December 2010, certificates from the summer 2010 examinations will be sent to the school. You must collect all your certificates in person from the Examination Officer, and sign for their collection. These certificates should be looked after carefully, as it is not always possible to obtain replacement certificates from the examination boards if your originals become damaged or lost.

And finally...

We hope that you have found that this booklet has helped you prepare for your exams

All of the staff at Duffryn High School wish you every success, not just in these exams, but also in everything else you choose to do in the future.

