Candidate guidance for external examinations 2018

Sitting exams can be a difficult time. The aim of the guide is to inform you of current rules and to help you approach your external examinations with confidence.

The Joint Council for Qualifications (JCQ) helps the awarding bodies to create common standards, regulations and guidance for the conduct of examinations. These regulations are to ensure everyone taking an exam does so under the same conditions and as a school we must adhere to them.

By now you should have received and checked your exam statement of entry. This lists all of the examinations and where appropriate tiers of entry. If you think there is anything wrong or missing you should see our examinations officer Mrs Gallop urgently, if you have not already done so. Also make sure your name and date of birth are correct on your exam statement of entry. This is your official name which is the same one that is on your birth certificate or any other legal documentation. This will be the name shown on any exam certificates you will receive, so again you need to report any mistakes or omissions.

You should also have a personalised timetable before your exams start. If you have not received this one week before your first external exam please speak to your form tutor, who will inform Mrs Gallop. Please keep your timetable in a safe place, for example on your fridge. A good tip is to take a picture of it too so you have it on your mobile device for reference. This will detail date, time, venue and your allocated desk for each exam.

The day before each exam you need to check which room you are going to. Do not assume you will be in the same venue for all of your exams, you need to check for each one. Make sure that you check whether the exam is scheduled for the morning or afternoon session and that you arrive in good time. You will also need to know your seat and row number and you must sit in the correct seat. If you have forgotten this, you need to check the seating plan on display outside the venue. Your exam desk will have a card showing your candidate details which need to be written on the front cover of your exam paper.

You should be at your exam venues by

- 8.35am for morning examinations
- 12.35pm for afternoon exams

You will need to line up in silence outside the exam venue. If this is a large venue such as the sports hall, you will be asked to line up in row order. Once you enter your exam venue strict exam conditions apply. This means that you must not talk to other candidates under any circumstances. A poster outlining the exam conditions will be displayed clearly in each venue. If you have a question from this point onwards you need to raise your hand to alert an invigilator. If you think you may have an incorrect paper, or the wrong tier you should let the invigilator know immediately.

Equipment you are allowed during the exam

- You should use BLACK ink for all exams;
- You are also allowed a pencil for diagrams and graphs;
- Other equipment such as compasses, rulers, protractors and calculators may also be allowed for certain exams;
- Any calculators must have the memory cleared and cannot be programmed;
- If you have a pencil case it must be clear or you cannot bring it into the exam hall;
- You are allowed a clear water bottle with the label removed;
- No tippex, correction fluid or tape is allowed in the exam room;
- You are not allowed a mobile phone, MP3 player, Smart watch or any device that can access the internet in the exam hall- all such devices must we switched off and placed in bags in the designated area; and
- If you have an analogue or simple (not smart) digital watch this must be removed from your wrist and placed on your exam desk (new regulation).

Remember that you have a responsibility as a candidate to come correctly equipped for each exam. If you are in any doubt as to what equipment is required or have a problem regarding equipment you should speak to your subject teacher the day before your exam so this can be addressed in advance. Whilst invigilators will do what they can to supply equipment if you have forgotten something, we do not have unlimited supplies of equipment, particularly items such as scientific calculators.
Frequently Asked Questions

What if I’m ill on the day and do not come in for an exam?

- Let the school know by telephoning 029 2056 2485 immediately;
- Get a medical certificate from your doctor or you will be charged for the exam;
- Bring in your medical certificate as soon as you are well enough;
- You need to be aware that any absence may disadvantage your final grade;
- Any grade awarded is at the discretion of the awarding body; and
- In some cases absence may mean that a final grade is not awarded.

What if I’m running late on the day of an exam?

- Do not panic, telephone the school (029 2056 2485) and leave a contact number;
- Get into school as soon as you can and report to main reception for guidance;
- If you begin your exam more than an hour late the exam board must be notified and the board will then decide whether your script can be submitted for marking.

What if I forget my row and seat number?

- Check your personalised exam timetable;
- Check the seating plan located outside the exam venue; and
- If you cannot find your seat on the plan ask an invigilator for help.

What if I have forgotten the centre number or my candidate number?

- A card will be placed on your exam desk with the school centre number;
- The card will also have your legal name and candidate number; and
- It will also detail the exam you are sitting.

What if I do not have the equipment I need?

- Put your hand up and get the invigilator’s attention;
- The invigilator will make every effort to supply the equipment you need;
- If this is not possible you will need to complete the exam without it; and
- Note that it is your responsibility to bring the correct working equipment

What if I do not understand the question?

- Move on to another question and come back to it later; and
- Remember that no one is allowed to help you in this situation.

What if I believe that there is an error on the paper?

- Bring it to the attention of an invigilator;
- The invigilator will ensure that the examination board is alerted; and
- You may not get a response during the exam itself so complete everything else.

What if I think I have the wrong paper?

- Bring it to the attention of an invigilator as soon as you notice this; and
- The invigilator will check first before changing your paper.

What if the invigilator says I have to hand in my pencil case?

- This will happen if your pencil case is not transparent and you must comply; and
To avoid this buy a transparent pencil case.

What if the invigilator says I have to hand in my watch?
- This will happen if the invigilator thinks you have a smart watch and you must comply; and
- If your watch is a simple timepiece then you MUST take it off your wrist and place on the desk. This is a new rule for 2018.

What if I finish the exam early?
- You have to remain in the exam room until the official finishing time for the exam;
- Look over your answers and see if you can add more information to improve; and
- Do not under any circumstances try to communicate with another candidate.

What if I become unwell during the exam?
- Raise your hand to alert an invigilator;
- If you leave the exam venue you must be accompanied by an invigilator;
- If you leave the exam venue unaccompanied you cannot return;
- If you do not return then a report is always made to the awarding body; and
- The exam board can take this into consideration when awarding a grade.

What if I have a clash or more than one paper in a session?
- If the papers are less than 3 hours in total duration you will be allowed a supervised rest break of 20 minutes in the exam venue. We cannot move an exam to another session, this is a JCQ rule;
- For papers which total more than 3 hours one paper can be moved to the other session that day; and
- If you are unfortunate enough to have three subjects in one day the above still applies. The only exception is when the total duration of your papers exceeds 5 hours 30 minutes. In such cases you will be told well in advance of the necessary arrangements.

What happens if my exam finishes after 3pm?
- In a very small number of cases, afternoon exams may exceed 2 hours (this may be the case for a shorter exam if you are entitled to extra time). In these cases the exam would finish after the normal end of the school day; and
- If your exam finishes after 3pm you are expected to stay to complete it and make suitable arrangements to get home from school.

RESULTS

Results can only be collected
- In person yourself;
- By providing written permission in advance for another person to collect them on your behalf;
- Preparing a stamped, self-addressed A5 envelope in advance and handing it into main reception.

No results will be given out over the telephone

Information regarding post results services provided by the Exam Boards, eg. Re-mark enquiries or return of scripts, will be distributed with your results where possible. Any queries relating to these should be directed to the Examinations Officer.

GCE Results Day (Years 12 and 13) 16th August 2018 10.00am – noon
GCSE Results Day (Years 10 and 11) 23rd August 2018 10.00am – noon

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