

# THE REGIS SCHOOL

## GUIDANCE FOR STUDENTS & PARENTS/CARERS EXTERNAL EXAMINATIONS

Centre Number: 65403



This information is to help you with valuable advice for examinations held at The Regis School.

**You are required to read this document carefully and retain it for future reference**

If you have **ANY** questions or problems, please contact the Exams Office,  
(01243) 872140 – [exams@theregisschool.co.uk](mailto:exams@theregisschool.co.uk)

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## INTRODUCTION

It is the aim of The Regis School to make the examination experience as stress-free and successful as possible for all candidates.

Hopefully, this booklet will prove informative and helpful for you and your parents/carers in assisting you with planning for the forthcoming exams, practical's and controlled assessments. Please read it carefully and show it to your parents/carers so that they are also aware of the examination regulations and the procedures which must be followed in the event of any problems occurring.

The awarding bodies (examination boards) set down strict criteria which must be followed for the conduct of examinations and The Regis School is required to follow them precisely. You should therefore, pay particular attention to the **JCQ INFORMATION FOR CANDIDATES** that is enclosed in this booklet.

Some of the questions you may have, are answered at the back of this booklet. If there is anything you do not understand or any question that has not been addressed, **PLEASE ASK NOW.**

## CONTACT NUMBERS

- Please check that school has at least one up-to-date contact number for your parents/carer. Please email [exams@theregisschool.co.uk](mailto:exams@theregisschool.co.uk) or send a note to school for our database to be updated. If you or your parents/carers have any queries or need help or advice at any time before, during or after the examinations please contact a member of the exams team:
- The school telephone number is: 01243 872140
- Email: [exams@theregisschool.co.uk](mailto:exams@theregisschool.co.uk)

Remember – we are here to help.

GOOD LUCK!

## BEFORE THE EXAMINATIONS

### Timetables

Make sure you know the dates and times of your examinations. If you miss a Public Examination **you cannot take that paper at another time.**

Unless notified otherwise:

- Morning exams start at **09:00 am** - arrive at venue for **08:45 am**
- Afternoon exams start at **13:00 pm** – arrive at venue for **12:45 pm**

It is your responsibility to turn up on time for the examination. If you are late for an exam you may not get the full time and the Examination Board may not accept the script depending on the circumstances. **If you know that you are going to be late contact the school (01243 872140) so that we know that you will be turning up late.**

Some exams may finish after the start of break time or the end of the school day – you will not be able to leave until the end of the exam.

Your timetable is your proof that you have been entered for a particular exam. If your **timetable contains any errors** you must see Mrs Butcher (Exams Officer). If there is a dispute about whether you have been entered for an exam, you will not be allowed to take the exam unless you have your exam timetable with you as evidence.

### Examination Clashes

A few candidates may have a clash where two subjects are timetabled at the same time. The school will make special timetable arrangements for these candidates only. If you do have an exam clash you will have received a separate letter. Please see Mrs Butcher if you still any queries.

### Special Arrangements

Special arrangements, including extra time, may be approved for candidates with:

- Physical difficulties;
- Language difficulties;
- Specific learning difficulties.

### Special Consideration

If you are fully prepared for an examination, but are ill on or just before the day of an examination, an application may be made for special consideration for the examination affected. Examination Boards decide on the validity of each application. To support the application for Special Consideration, you will be required to provide a doctors certificate within 48 hours of the published exam time.

## Equipment

**MAKE SURE YOU HAVE ALL THE CORRECT EQUIPMENT BEFORE YOUR EXAMINATIONS.** Check the regulations in the JCQ INFORMATION FOR CANDIDATES and the information on the following pages.

Your **ID card** will need to be placed on your desk before the exam starts.

You must provide all your own equipment. Borrowing from other candidates is **NOT** allowed under any circumstances; you may only borrow items of equipment from invigilators if they break or run out during the exam. You should bring your equipment in a clear plastic bag or transparent pencil case.

The following equipment should be brought to EVERY exam:

- 3 pens – black only
- 2 HB pencils
- Ruler (marked with millimetres)
- Pencil sharpener (preferably one which catches the shavings!) ➤ Rubber

For certain exams you will also need the following:

- Compass
- Protractor
- Calculator
- Coloured pencils
- Highlighters for use on question papers but NOT in answers

Correction pens/fluids are NOT allowed

## DURING THE EXAMINATIONS

### Examination Regulations

A copy of the JCQ 'INFORMATION FOR CANDIDATES', which is issued jointly by all the Examining Boards, is attached. All candidates must read this carefully and note that to break any of the examination rules or regulations could lead to disqualification from all subjects. The school must report any breach of regulations to the Awarding Body.

## Attendance at Examinations

Candidates are responsible for checking their own timetable and arriving at school on the correct day and time, properly dressed and equipped. Please wait quietly outside your exam room until you are invited to enter by the examination invigilators.

Candidates who arrive late for an examination may still be allowed to enter the examination room and sit the examination but may not get the full time. This is at the discretion of the centre.

Full School Uniform must be worn by all KS4 attending school for examinations.

Your exam ID cards should be placed on your desk before the exam starts so that invigilators can easily identify you.

For Mathematics and Science exams, you should make sure that your calculator conforms to the examination regulations. If in doubt, check with your teacher well in advance of the examination date. Remove any covers (which must NOT be brought into the examination room). Calculators with a memory function should be cleared before entering the exam room.

Please make sure that any watch alarms are turned off.

Do not attempt to communicate with, or distract other candidates.

Examination regulations are very strict regarding items that may be taken into the examination room. If you break these rules you will be disqualified from the examination. Mobile phones **MUST NOT BE BROUGHT INTO THE EXAMINATION ROOM** even if they are turned off. If you accidentally take one in, you should leave it with an Invigilator.

If you are found with a mobile phone once the exam has started the exam board must be informed and you could be disqualified from this and possible future examinations.

No food is allowed in the examination rooms. However, water bottles are allowed in the exam venue if necessary. These MUST be clear bottles with a spill-proof cap. There MUST be no label on the bottle.

Please do not write on examination desks. This is regarded as vandalism and you may be asked to pay for any damage. REMEMBER WE HAVE A SEATING PLAN, WE KNOW WHERE YOU WERE SITTING.

Do not draw graffiti or write offensive comments on examination papers – if you do the examination board may refuse to accept and/or mark your paper.

Listen carefully to instructions and notices read out by the invigilators – there may be amendments to the exam paper that you need to know about.

Check you have the correct question paper – check the subject, paper and tier of entry – if you think you have the wrong paper, please put your hand up to attract an invigilators attention.

Read all instructions carefully and number your answers clearly.

You will not be allowed to leave an examination room early. If you have finished the paper use any time remaining to check over your answers and that you have completed your details correctly.

At the end of the examination all work must be handed in – remember to cross out any rough work. If you have used more than one answer book or loose sheets of paper ask for a tag to fasten them together in the correct order.

Invigilators will collect your exam papers before you leave the room. **ABSOLUTE SILENCE** must be maintained during this time and until you have left the examination room. Remember you are still under examination conditions until you have left the room.

Question papers, answer booklets and additional paper must NOT be taken from the exam room.

If the FIRE ALARM sounds during an examination the examination invigilators will tell you what to do. If you have to evacuate the room you **MUST** leave in silence and in the order in which you are sitting. You will be escorted to a designated assembly point. Leave everything on your desk. You must not attempt to communicate with anyone else during the evacuation. When you return to the exam room, do not start writing until the invigilator tells you to do so. You will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident.

## INVIGILATORS

The school employs invigilators to conduct the examinations. Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.

Invigilators are in the examination rooms to supervise the conduct of the examination. They will distribute and collect the examination papers, tell candidates when to start and finish the examination, hand out extra writing paper if required and deal with any problems that occur during the examination, for example if a candidate is feeling ill.

**Please note that invigilators cannot discuss the examination paper with you or explain the questions.**

Pupils who are disruptive or behave in an unacceptable manner will be removed from the examination room by members of the Senior Leadership Team or the Exams Officer.

**Invigilators may use mobile phones to communicate with the Exams Officer during exams.**

## ABSENCE FROM EXAMINATIONS

### What to do if you are ill on the day of an exam

If you are ill and are unable to attend an exam it is vital you phone the school first thing in the morning (01243 871010) to inform us.

You must also obtain a note from your doctor detailing the reason for non-attendance. There is the possibility of submitting this note to the Examinations Board to ask for special consideration. The Board looks at this in conjunction with other exam marks from you in that particular subject. This will then sometimes enable them to adjust the mark and grade accordingly.

If you are feeling unwell, but still able to travel, we suggest you come to the exam and we can assess the situation then. In most cases it is better to take the exam if you can.

### If in doubt – TELEPHONE THE SCHOOL

If you do not attend an exam without a valid reason, it is possible that you will be charged for that exam. You may be charged £25 for each exam missed without a valid reason.

Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

Although we encourage all students to arrive in plenty of time for all exams, so that there is not a last minute panic, it is important that we have up-to-date contact telephone numbers for you and your parents/carers, or anybody else who might be able to help in an emergency.

If you are late for an exam, the Exam Board may not accept your paper.

We also suggest that your parents/carers save the school telephone number on their mobile phone so they can call in if you have a serious problem on your journey to school : **01243 871010**.

## EXAM CHECK LIST

- When taking exams, bags and coats should be left in your locker or in the designated area of the exam venue.
- Phones – You must not have mobiles phones in their possession (either on or off). They should be placed in your bag or left at home. The school is not held responsible for the safe keeping of your phone.
- Do not take into the exam any unauthorised electronic devices; stereos, digital equipment, reading pens, electronic communication/storage devices, iPods, iWatches, MP3/4 players or any other products with text/digital facilities. Watches should be placed on your exam desk.



- You should bring a pen, pencil, rubber and any other writing equipment needed to your exams. Only clear pencil cases are allowed on your desk; any others should be left in your bag. Do not use gel pens – this is because many of the exam papers are now scanned and sent electronically for marking – gel pens do not scan well.
- In an exam where you have the use of a calculator, you should not have a calculator cover on your desk.
- **Sshh!** There is absolutely no talking or communicating between students once you enter the exam hall. If you have any questions, you should raise your hand once seated and an invigilator will come to you.
- Normal School Uniform rules apply.
- No food allowed in the exam hall (if you have a special requirement – please see the Exams Officer before the exams)
- Water bottles are allowed in the exam hall if necessary. These should be clear bottles with a spill-proof cap. There should be no label on the bottle.

## FREQUENTLY ASKED QUESTIONS

**Q. Where can I get a copy of my exam timetable?**

**A:** Copies of exam timetables are available from Room 016 or Mr Oakes.

**Q. Why do I need to check the details on my Exam Timetable?**

**A:** The details on your timetable will be used when certificates are printed. If the name or date of birth on your certificates does not match your birth certificate it could cause you problems if you are asked to show your certificates to a potential employer or for college/university in the future. You should also check that the subjects and tiers of entry you are entered for are correct and that no subjects are missing.

**Q. What do I do if there's a clash on my timetable?**

**A:** The Regis School will re-schedule papers internally (on the same day) when there is a clash of subjects. Affected students will have received a separate letter. Candidates will normally sit one subject paper followed by the second paper. If in doubt contact the Exams Officer.

**Q. What do I do if I think I have the wrong paper?**

**A:** Invigilators will ask you to check before the exam starts. If you think something is wrong put your hand up and inform the invigilator immediately.

**Q. What do I do if I forget my Candidate Number?**

**A:** Candidate Numbers are on the identification cards on your desk. Invigilators will also be able to help you find your number.

**Q. What do I do if I forget the school Centre Number?**

**A:** The Centre Number is 65403. It will be clearly displayed in the examination room. It is also on the identification card on your desk

**Q. What do I do if I have an accident or I am ill before the Exam?**

**A:** Inform the school at the earliest possible point so we can help or advise you (School Reception: 01243 871010). In the case of an accident that means you are unable to write it may be possible to provide you with a scribe to write your answers but we will need as much prior notice as possible. You may need to obtain medical evidence (from your GP or hospital) if you wish us to make an appeal for Special Consideration on your behalf.

**Q. What is an Appeal for Special Consideration?**

**A:** Special Consideration is an adjustment to the marks or grades of a candidate who is eligible for consideration. The allowance for Special Consideration is from 0% (consideration given but mark allowance not appropriate) up to a maximum 5% (reserved for exceptional cases). Parents/Carers should be aware that any adjustment is likely to be small and no feedback is ever provided. Candidates will only be eligible for Special Consideration if they have been fully prepared and covered the whole course but performance in the exam or in the production of coursework is affected by adverse circumstances beyond their control. Examples of such

circumstances may be illness, accident or injury, bereavement, domestic crisis. The Exams Officer, must be informed immediately, so that the necessary paperwork can be completed (within 7 days of the last exam session for each subject) and the candidate will be required to provide evidence to support such an application.

**Q. What do I do if I feel ill during the Examination?**

**A:** Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before or during an exam.

**Q. If I'm late can I still sit the Examination?**

**A:** Provided you are not more than one hour late, it may still be possible for you to sit the exam. You should get to school as quickly as possible and report to Reception. A member of Senior Leadership Team of the Exams Officer will escort you to the examination room. You must not enter an examination room, without permission.

You should also be aware that if you start the exam more than 30 minutes after the published starting time, the school is obliged to inform the Exam Board and it is possible that the Board may decide not to accept your work. Please ensure that you allow enough time to get to school so that if you are delayed (e.g. through transport problems) you will still arrive on time.

**Q. If I miss the Examination can I take it on another day?**

**A:** No. Timetables are regulated by the Exam Boards and you must attend on the given date and time.

**Q. Do I have to wear school uniform?**

**A:** Yes – for Year 10 and 11.

**Q. What equipment should I bring for my Examinations?**

**A:** For most exams you should bring at least 3 pens (black ink only).

For Science Modules you need 2 x HB pencils.

For Mathematics pencils must be used for diagrammatic work.

For some exams you will need a calculator (Maths/Science), a 30cm ruler (marked with cm and mm), eraser, compasses, protractor, coloured pencil crayons (not gel pens).

You are responsible for providing your own equipment for exams.

You must NOT attempt to borrow equipment from another candidate during the exam.

**Q. What items are not allowed into the Examination room?**

**A:** Only authorised material is permitted in the examination room and students who are found to have any material with them that is not allowed will be reported to the appropriate Exam Board. In such circumstances, a student would normally be disqualified from the paper or the subject concerned. If in doubt ask!

Bags and coats and any other items not permitted under Examination regulations and must be in the designated area of the examination room, preferably in your locker. Do not bring any valuables into school when you attend for an exam.

No food is allowed in the exam room. However, water bottles are allowed and these should be clear bottles with a spill-proof cap. There should be no label on the bottle.

**Q. What do I do if the fire alarm goes?**

**A:** The examination invigilators will tell you what to do. If you have to evacuate the room leave everything on your desk and leave the room in silence. You must not attempt to communicate with any other candidates during the evacuation.

**Q. Can I go to the toilet during the Exam?**

**A:** If it is absolutely necessary. You will be escorted by an invigilator and will not be allowed any extra time.

**Q. If I have more than one Exam on a day can I get lunch?**

**A:** Students who have exams in both morning and afternoon sessions may buy lunch from the canteen in the usual way or bring a packed lunch.

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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**NO IPODS, MOBILE PHONES  
MP3/4 PLAYERS  
SMARTWATCHES**

**NO POTENTIAL TECHNOLOGICAL/WEB  
ENABLED SOURCES OF INFORMATION**

Possession of unauthorised items, such as a mobile phone, is a serious offence and could result in

**DISQUALIFICATION**  
from your examination and your overall qualification.

This poster must be displayed in a prominent place outside each examination room.



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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**Information for candidates**  
**For written examinations – effective from 1 September 2018**

This document has been written to help you. Read it carefully and follow the instructions.  
 If there is anything you do not understand, especially which calculator you may use, ask your teacher.

<b>A Regulations – Make sure you understand the rules</b>	
1	Be on time for all your exams. If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the exam.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4	You <b>must not</b> take into the exam room: a) notes; b) potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device. Any pencil cases taken into the exam room must be see-through. Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
5	If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
6	Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
7	Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
8	You <b>must not</b> write inappropriate, obscene or offensive material.
9	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
10	Do not borrow anything from another candidate during the exam.
<b>B Information – Make sure you attend your exams and bring what you need</b>	
1	Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
2	If you arrive late for an exam, report to the invigilator running the exam.
3	If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
4	Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
5	You <b>must</b> write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.
<b>C Calculators, Dictionaries and Computer Spell-checkers</b>	
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: a) make sure it works properly; check that the batteries are working properly; b) clear anything stored in it; c) remove any parts such as cases, lids or covers which have printed instructions or formulas; d) do not bring into the exam room any operating instructions or prepared programs.
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
<b>D Instructions during the exam</b>	
1	Always listen to the invigilator. Follow their instructions at all times.
2	Tell the invigilator at once if: a) you think you have not been given the right question paper or all of the materials listed on the front of the paper; b) the question paper is incomplete or badly printed.
3	Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4	Fill in all the details required on the front of the question paper and/or the answer booklet <b>before</b> you start the exam. Make sure you fill these details in on any additional answer sheets that you use.
5	Remember to write your answers within the designated sections of the answer booklet.
6	Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers. Make sure you add your candidate details to any additional answer sheets that you use.
<b>E Advice and assistance</b>	
1	If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	Put up your hand during the exam if: a) you have a problem and are in doubt about what you should do; b) you do not feel well; c) you need more paper.
3	You <b>must not</b> ask for, and will not be given, any explanation of the questions.
<b>F At the end of the exam</b>	
1	If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order. Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.
2	Do not leave the exam room until told to do so by the invigilator.
3	Do not take from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.