



# Exam Information for Students & Parents

## Introduction

It is the aim of Maplewell Hall School to make the examination experience as stress-free and successful as possible for all students.

Hopefully, the booklet will prove informative and helpful for you and your child. Please read it carefully and discuss it with your child so that they are aware of the examination regulations and procedures to follow in the event of any problems occurring.

The awarding bodies (or examination boards) set down strict criteria which must be followed for the conduct of examinations and Maplewell Hall School is required to follow them precisely. You should therefore pay particular attention to the Notice to Candidates and Mobile Phone warning posters that are printed within this booklet.

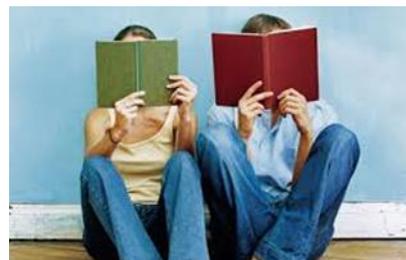
The next few months are crucial for your child as they prepare to sit their GCSE exams. These are important exams for your child, as the grades achieved will determine what opportunities they will have in life. You will want your child to achieve the best grades that they can, and this can be made possible when there is a partnership between the student, the school and the parents.



## Preparation

### Improve your reading skills

- Improving your reading skills is the single most important thing you can do to prepare for your exams. Read every day; read to yourself; read to an adult; read fiction and non-fiction.



### Make a revision timetable

- Make a revision timetable and stick to it. Doing a little revision every day will help you to feel calm, cool and collected. Revising little and often will give you a much better chance of success.

### Know what exams you are sitting

You will need to know the following information:

- The subjects you are entered for;
- The date of your exam;
- The time of your exam (please note that this is the actual start time, so you need to ensure you are at the exam room 15 minutes before the start time);
- Your candidate number – you will need this number to use for all of your exams.

### Check your timetable

When you receive your timetable, check it carefully to make sure:

- All the subjects that you are meant to be taking appear on the list;
- That you are entered for the correct tier;
- That your personal details are correct. This is what will appear on your certificates. Please note that ONLY legal names will be printed on your certificate.

If you have changes or are unsure about anything on your exam timetable, please speak to your subject teacher or tutor.

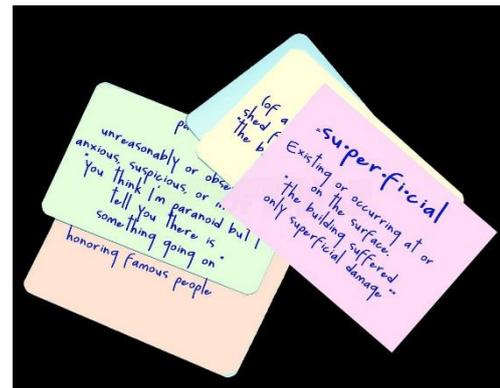
### Access Arrangements

- All students that require access arrangements during their exams have already been identified. Evidence has been collated and applications have been made to the Awarding Body where appropriate. If you are entitled to any access arrangements for a particular subject, you will already have been informed by your class teachers. If you have any queries in regards to these access arrangements, please speak to your teachers.

## Flashcards

Research has shown that making your own flashcards, and using them regularly, is the most effective exam revision technique.

You can make flashcards out of card. Write a subject keyword or question on one side of the card, and definition or answer on the other side. You can then use the cards to test yourself, or get someone to use the cards to test you.

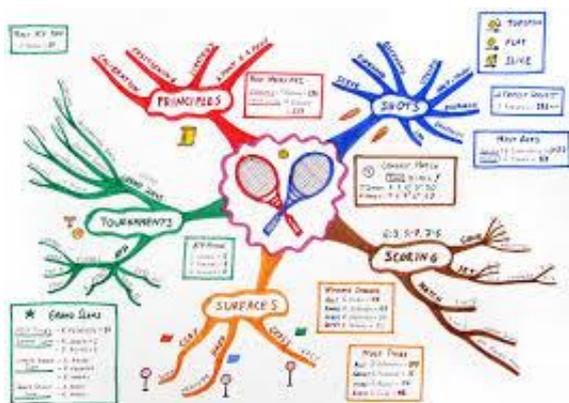


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*Make sure the information on your flashcards is accurate. Ask your subject teacher to check them. There is no point learning facts that are wrong!*

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## Mind maps, spider diagrams



Mind maps, also known as concept maps or spider diagrams, help you to get ideas down on paper when you can't think of where to start. They help you see connections and provide an overview of key points.

You should try to visualise the mind maps in your exams to help them recall the information.

Make them clear, colourful, add images, work on A3 paper and display them in your house to aid revision.

## Choose and use your exam tools



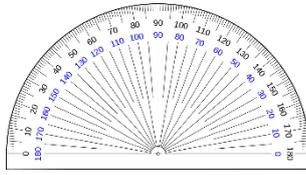
You are going to have to write with a black pen in the exam, practice using a black pen as often as possible. Try many different makes and styles of black pens. Once you have found a comfortable one, buy lots of them and stick to them. There is nothing worse than writing in an exam with a pen that does not suit you.

Do the same with any other exam equipment such as calculators; use your revision time to work out how they work so that you can concentrate on the exam questions rather than how to switch the calculator on.

If you are unable to obtain your own equipment, a set of stationary will be provided for you on your exam desk.

Equipment you are allowed:

- Black pen
- Pencil
- Eraser
- Ruler
- Compass
- Protractor
- Calculator (if permitted)



Equipment you are NOT allowed:



You are **NOT** allowed to take into the exam room, any paper/notes, ipods, MP3 players, mobiles phones, smart watches, any other electronic devices, outside coats, hats, gloves etc. This must all be left outside of the exam room.

If you have mobile phones or any other electronic devices on you, these must be handed in at reception and not be brought into the exam room.

You are also **NOT** allowed to use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.

Preparation and revision is a choice – make the right one!

If you choose not to revise and prepare, you are choosing to stress. This choice will lead to:

- Anxiety
- Anger
- Illness
- Tiredness
- Difficulty Concentrating
- Poor Performance

If you choose to revise and prepare, you are choosing confidence. This choice will lead to:

- Calm
- Focused
- Happy
- Bes Performance

## Growth mindset



If you have a positive attitude towards your exams, you increase your chances of performing well.

## Strategies to get positive about your exams

1. Positive thinking - change the message inside your head from, 'I can't pass exams' to 'I can pass exams' and 'I am going to pass this exam'. Repeat this message to yourself regularly while you are studying, on the day of your exam and while you are taking your exam.
2. Visualisation - repeating a positive visualisation will improve your attitude towards taking your exams. Visualising successful performance has been found to increase confidence.
3. Remember your previous best - thinking about previous positive experiences will help improve confidence.
4. Your preparation – how well you have prepared for a task is an important source of confidence.
5. Focus on yourself and don't compare to others - when you compare yourself to others, your confidence is dependent on those around you, and is not within your control. This is stressful and increases fear of failure.
6. See the exam as a challenge, not a threat - if something is perceived as a threat, it is more likely to cause stress. Recognise the positive aspects of taking exams. Take time to list things that can make exam taking a positive experience.
7. Revision - if you have studied and learnt a lot about the subject, you can approach it positively, knowing you're going to do well.
8. **Exam day nerves.** Repeating steps 1 and 2 can help you with nerves on exam day. It is also a good technique to take 3 or 4 long, slow, deep breaths to slow down your heart rate.

## Before the Examinations

### Candidate Details:

- Candidate details can be found on your exam timetable. Please check that all personal details, particularly the date of birth and spelling of names are correct, as these will appear on exam certificates and it can take time to get things altered.

### Candidate Name:

- **Legal names must be used on all exam papers**, even if you are known by another name. Students are entered under the name format of First Name + One middle initial + (Legal) Surname, e.g. James T. Smith.

### Candidate Number:

- Each student has a four-digit candidate number. This is the number you will enter on examination papers. It will appear next to your name on seating plans and examination registers and also the identity card on your desk.

### Timetables:

- Please check your exam timetable carefully. If you think something is wrong with your timetable, please speak to the Exams Officer immediately. Some students may have a clash where two subjects are timetabled at the same time. The school will make special timetable arrangements for these students. Please check the subjects you have been entered for and the levels of entry, where applicable.
- The school website will be updated with the exam dates, but please do check your own personal timetable in the first instance.
- We recommend taking a photo on your mobile phone of your timetable in case you lose it, but should you need another copy, please let a member of staff know.

### Equipment:

- The school will provide all students with a pencil case for their examinations. If you would prefer to use your own equipment, please make sure you have **all** the correct equipment before your examinations. Check the regulations in the Notice to Candidates and the information on the following pages.

## Exam Day

### Start time

All external exams start at the following times. Make sure you know when your exams are and arrive at the exam room 15 minutes before the start time.

Morning exams - 9:15am

Afternoon exams - 1.00pm



If you are late for an exam, you will need to see a member of the Senior Leadership Team (SLT). SLT and the Exams Officer will decide on what action needs to be taken. A student will be considered very late, if they arrive an hour after the official start time of the exam, i.e. 10:00am for morning exams and 2:30pm for afternoon exams. Where a student is very late, the Awarding Body will be notified. Please note it is at the discretion of the Awarding Body whether they choose to accept the work or not.

### Emergency evacuation

If the fire alarm sounds, please listen carefully to the invigilator and do not panic. Please make sure that you follow these steps:

- Maintain complete SILENCE at all times, you will still be under exam conditions so you must not communicate with any other students in any way;
- Do not take anything out of the exam room. All papers, pens etc. must be left on your desk;
- Line up in the designated area remaining silent;
- When you return to the exam room, please await further instructions from the invigilator.



## During the Examinations



### Attendance at Examinations

- Students are responsible for checking their own timetable and arriving at school on the correct day and time, properly dressed and equipped.
- Please check the exam seating plan as to where you should sit. You must sit in the seat as designated by the plan. There will be a copy on the wall at the entrance of the exam room.
- Students who arrive late for an examination may still be admitted but will not receive any additional time.
- Pens should be black ballpoint. No correction pens are allowed.
- Do not attempt to communicate with or distract other students.
- Mobile phones, iPods, Smartwatches/wrist watches, MP3/4 Players, No Potential Technological/WEB Enabled Sources of information or any other type of electronic device **must not** be brought into the examination room. Please hand these in for safe keeping.
- No food is allowed in the examination rooms. You may bring a drink, but it must be a clear bottle and any labels must be removed.
- Any pencil cases taken into the exam room must be see-through.
- If you wear a wrist watch, the invigilator will ask you to remove it and place it on your desk.
- 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.
- Read all instructions carefully and number your answers clearly.
- You are not allowed to fill in your name and candidate details until told to do so by the invigilator.
- You must not write any notes or reminders on the front of the paper until after you have started the examination.
- At the end of the examination, all work must be handed in – remember to cross out any rough work.
- Please leave the room in silence.

## Invigilators

- The school currently use our own staff as invigilators to conduct the examinations, however the need may arise where the school employs external invigilators. Either way, 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 students 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 student is feeling ill.
- Please note that invigilators cannot discuss the examination paper with you or explain the questions.
- Students who are disruptive or behave in an unacceptable manner will be removed from the examination room by invigilators and members of the Senior Management Team.

## Absence from Examinations

- If you experience difficulties during the examination period (e.g. illness, injury, or personal problems) please inform school at the earliest possible point so we can help or advise you.
- Only in 'exceptional circumstances' are students allowed special consideration for absence from any part of an examination. It is essential that medical or other appropriate evidence is obtained prior by the student/parent and given to the Examination Officer without delay in all cases where an application is to be made for special consideration.
- For the award of a grade by special consideration, where a student misses part of an examination through illness or personal misfortune, a minimum of 35% of the examination (including coursework) must be completed.
- Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

## After the Examinations

### Notification of Results

- The school will email your results to all student's Maplewell Hall School email accounts. We will also post a copy of the results, but we can only post these on results day. Students will receive an individual results slip containing their grades.
- If you are missing a result, don't understand your results or have concerns, please call the school to speak to a teacher or the Examinations Officer, Kelly Taylor on 01509 890 237.
- If you wish any other person (including family members) to receive your results on your behalf, you **must** give your written authorisation to school **before** results day.
- No results will be given out by telephone under any circumstances.

### Post Results

If you have any concerns, please contact the school. Do not contact the Awarding Body directly.

#### 1. Enquiries about results (EAR)

If you have any concerns about your results after they have been published, then speak to your subject teacher, Head of Department or the Exams Officer. They will be able to explain to you what (if anything) can be done regarding your query. All queries should be raised immediately as there are tight deadlines to be met if any action needs to be taken. The final decision on whether to process an EAR lies with the Senior Leadership Team.

#### 2. Access to scripts (ATS)

In some cases, teachers would like to use your script to help with teaching and learning. In all cases, your name and candidate number will be removed from the script before it is used. We require your permission in order to do this and if you would rather we didn't, then please do not sign the form.

### Examination Certificates

- GCSE certificates are usually available in school by the end of November. You will receive a letter when they are ready for collection. If you are unable to collect them in person and would like someone else to collect them for you, written permission will be required. If you would like your certificates posting home to you, please ensure we have your correct address. The certificates will be sent by signed for mail, which will require a signature on delivery. The school will take no responsibility for certificates that are lost or undelivered, if this method is chosen.
- Maplewell Hall School is only obliged to keep certificates for a period of one year after issue. Any certificates that are not collected within this time may be destroyed. Examination Boards will only provide a replacement for lost or uncollected certificates, at an additional fee.
- **Please collect your certificate(s) as soon as they are available and please keep them in a safe place!**



## Malpractice

Any students that do not adhere to the rules and regulations set by the Awarding Bodies, the JCQ and Maplewell Hall School will be dealt with accordingly. This includes all exams, controlled assessments and non-exam assessments. A full investigation will take place and the Awarding Body will be notified. Penalties can range from a warning, to loss of marks for a unit, disqualification from qualification and in an extreme case, the student can be barred from taking any exams.

## Frequently asked Questions

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

Invigilators will ask you to check you have the correct paper before the exam starts. If you think something is wrong, put your hand up and tell the invigilator immediately.

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

Candidate Numbers are printed on your exam timetable, however an identification card with your details, including your candidate number will be set out on your exam desk.

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

The Centre Number is **25141**. It will be clearly displayed in the examination rooms. If in doubt, check with the invigilator.

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

Inform school at the earliest opportunity so we can help or advise you. In the case of an accident that means you are unable to write i.e. a broken arm, 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 the school to make an appeal for Special Consideration on your behalf (see below).

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

Special Consideration is an adjustment to the marks or grades of a student who is eligible for consideration. The allowance for Special Consideration is from 0% (consideration given but addition of marks deemed inappropriate) to 5% (reserved for exceptional cases). Parents should be aware that any adjustment is likely to be small and no feedback is ever provided. Candidate will only be eligible for Special Consideration if they have been fully prepared and covered the whole course, but performance in the examination or in the production of coursework is affected by adverse circumstance beyond their control. Examples of such circumstances may be illness, accident or injury, paperwork can be completed (with 7 days of the last exam session for each subject) and the student will be required to provide evidence to support such an application.

### **Q. If I miss the examination, can I take it on another day?**

No. Timetables are regulated by the examination boards and you must attend on the given date and time.

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

Yes. Normal school regulations apply to uniform, hair, jewellery, make-up, etc.

### **Q. What items are not allowed in the examination room?**

Only material that is listed on the question papers 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 examinations board. In such circumstances, a student would normally be disqualified from the paper or the subject concerned.

Bags and coats must not be in the exam room. Do not bring valuables into school with you when you attend an examination.

**Q. Why can't I bring my mobile phone into the examination room?**

Being in possession of a mobile phone (or any other electronic communication device, e.g. Smart Watches etc.) is regarded as cheating and may result in disqualification from the exam.

If there is an emergency that requires you to bring a mobile phone to school, you must switch it off and hand it in as detailed above **before** entering the examination room. You are responsible for collecting your valuables at the end of the examination.

**Q. Can I leave the exam early?**

It is a requirement of the examination boards that you must stay in the examination room for at least one hour after the published start time of the examination (or for the duration of the exam if it is less than one hour). It is not the school's policy to allow students to leave the exam room early, as this is disruptive to other students. A student may not leave the examination room without the permission of the invigilators.

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

It is advisable that you go to the toilet before the examination starts. If it is absolutely necessary then you will be escorted by a member of staff and will not be allowed any extra time.

**Q. Why do I need to check my personal details of the examination timetable?**

The details on your examination timetable are the same details that 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 problems if you are asked to show your certificates to a potential employer or college/university at some time in the future.

**Q. I am entitled to extra time – how will this affect the way I take my exams?**

There are some students that are entitled to extra time, reader or other Access Arrangements. These students will have been notified prior to any exams. Students who are entitled to extra time receive an allowance of 25% extra time. These students will be seated together or in a separate room. (You will be informed prior to the exam which room you will be in). The invigilators will include the additional time when they display the finishing time of your exam on the board.

# NO MOBILE PHONES WATCHES MP3/4 PLAYERS

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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## Warning to Candidates

1. You **must** be on time for all your examinations.
2. **Possession of a mobile phone** or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.
3. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
4. You **must** follow the instructions of the invigilator.
5. You **must not** sit an examination in the name of another candidate.
6. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
7. If you are confused about anything, only speak to an invigilator.

The Warning to Candidates must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.