EXAM ARRANGEMENTS 2018/2019 TIMELINE

November 2018

- **6th – 20th November -** Mock Exams for Y11 – conducted under exam conditions to prepare students for final exams 2019.

January 2019

- Final entries for GCSE exams submitted to the exam boards. Pupils check entries/detail and confirm.
- 10th/11th January – OCR Nationals – Examinations in Child Development and Creative imedia

February 2019

- Provisional exam timetables for summer issued to students. Corrections to entries and *Personal Details* on timetables must be finalised.

GCSE Examinations 2019

- **13th May to 20th June (half term 27th – 31st May)**

June 2019

- **26th June – GCSE Contingency Day**
  All pupils must be available on this day.

August 2019

- **22nd August 2019 – GCSE Results Day**
  Pupils can collect their results at school between 9.00 and 10.00am

REGULATIONS

External examinations are conducted under the regulations set out by the **Joint Council for Qualifications (JCQ)**

Mock exams in Y10 & 11 are conducted under the same regulations to prepare students for their final **GCSE** Exams.

Why are these regulations set?

Uphold the integrity of the exam:

- JCQ Regulations apply to **all** exam centres;
- Covers controlled assessments, online tests and written exams;
- Regulation are agreed and up held by all exam centres and awarding bodies;
- Discipline maintained, all centres adhere to regulations

Fairness for all Students !

TO ENSURE FAIRNESS FOR ALL

Behaviour

- Students are under exam conditions from the moment they enter the exam room.
- Communication of any kind (verbal, non-verbal or written) with other students is strictly forbidden.
- Candidates must follow the instructions of the invigilator.
- Disruptive behaviour of any kind, will not be tolerated.
- Students who contravene these regulations are **warned twice**, **should there be a third incident of inappropriate behaviour the Exams Officer is informed and the student will be removed from the examination room.**
- In external examinations it will be necessary to contact the exam board to inform them of the incident.
- Sanctions may include:
  - Loss of marks due to the paper being disqualified
  - Loss of qualification for that subject
  - Candidate being disallowed from sitting other examinations.

ITEMS NOT ALLOWED IN THE EXAM ROOM

- **Mobile ‘phones**
- **iPODS/MP3 or 4players/iWATCHES**
- **Any other electronic or WEB enabled device**
- Correction fluid
- Written notes
- Food or drinks, except for water in a clear plastic bottle – no label

Students who are found in possession of ‘phone/electronic device will have the device removed until the end of the exam and the Exam Board will be contacted.

Experience shows that marks will be lost for that particular exam paper and, in serious cases, for the whole qualification.

It is extremely important that all students understand the gravity of mobile phones and other forbidden items being found in their possession within the exam room. Please support your child and encourage them to leave their phone, watches and other devices at home.

HOW CAN PARENTS HELP ?

ACTION PLAN

- **Getting into a good habit for the Mock GCSE Exams will help prepare everyone for the GCSEs next year.**
- Help pupils to arrive at school in good time - making transport arrangements well in advance helps to avoid panic on the day.
- Help pupils to ensure they have the right attitude to the exam having prepared and revised.
- Encourage pupils to have a good night's sleep, food and drink before the exam.
- Check they have the right equipment with them for the exam that day.
  - Calculators must be of the permitted type – no memory – check with subject teacher if in doubt.
  - Pens **must** be black – **blue** ink is **not** permitted, they may not use gel pens or fibre tip pens - A pack of basic equipment is available from school for £2.00
  - Food is not permitted in the exam hall but water is permitted if it is in a clear plastic bottle with no labels.
- Pupils will remain in the exam hall until the end of the allotted time of the exam.
- Help with pupil organisation by keeping a copy of the timetable in a place where you and your child can constantly refer to it.

Weobley
High School

WHAT IF THINGS DO GO WRONG?

- Illness / injury
- Domestic / personal crisis
- Lateness

Please call Me!

Phone the school to speak to **Mrs Lambert** (01544 318159)

*Awarding bodies are sympathetic to **genuine cases** and can help by awarding a Special Consideration. However, there are **conditions and criteria** attached to these requests and all claims are assessed and treated individually. Medical evidence is necessary.*

DO YOU HAVE ANY QUESTIONS ?

weobleyhigh.co.uk