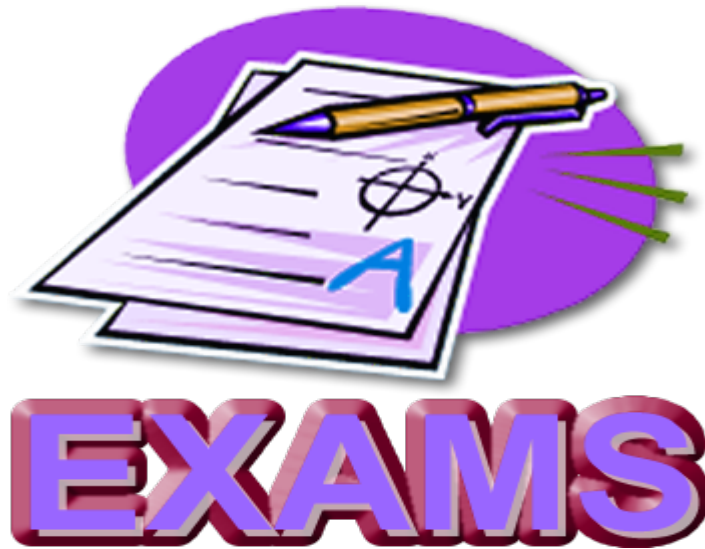


Exams Procedures at Haybridge



Years 10 & 11

This booklet has information and advice for you before and during your exams. Please take time to read it.

Exams can be a stressful time and this information will help you understand the procedures and some of the regulations we all must follow, in and outside the exam room.

Any queries, please come and see the Exams Team, we are here to support you.

Exam Procedures Guide

All students are issued with JCQ 'Notice to Candidates' documents outlining guidance for coursework and exam board regulations, the documents are also available on FROG and the school website.

Students need to familiarise themselves with the JCQ documents for each exam series:

**Warning To Candidates
On Screen Exams Guidance
Written Exams Guidance
Social Media Guidance**

Students are strongly advised to read through these documents and understand the implications of malpractice.

Statement of Entry

All students entered for an exam will be given a Statement of Entry, showing the exams they are due to take, with dates and times. It is the students' responsibility to ensure they are entered for the correct exam.

The student is given two copies of this – one to keep and one to sign and return to the Exams Office/Form Tutor.

Exam Timetables

Students will be issued their individual timetable approximately one month before the exams start. This will show the exam venue, start time of exam and also their seat number. The student's candidate number is on the top of the timetable and this needs to be memorised as it must be written on each exam paper that is completed. A generic timetable will be available on FROG and the school website.

Absence

If students are unable to attend their exam they must call Reception (01562 886213) before the start time of the exam. If absence is through illness then the students must supply medical evidence. Failure to do so will result in the student having to pay the exam fee, and exam dispensation will not be considered by the exam board.

Exam Start Times

Haybridge exams start at 9:00am and 1:15pm.

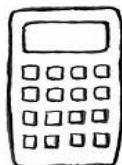
Students are responsible for checking the start times of the exam which is on their timetable. Students are requested to be outside the exam room at least 10 minutes prior to the start of their exam.

Lateness

If students are late they must report directly to Main Reception where they will be collected and escorted to their exam room. This is to maintain security of the exam under exam board regulations.

Severe Weather

Information regarding any school closures will be on the school website.
www.haybridge.worcs.sch.uk.



Equipment

Students must bring pens, pencils and erasers and any other equipment needed for their exams. Only clear pencil cases are allowed on the desks. Do not use gel pens.

All exam boards now insist on **BLACK** ink only. Do not bring calculator lids into the exam room.

Electronic Devices & Mobile Phones

Electronic devices and wristwatches are not allowed in the exam room.

Mobile phones: Students will be required to hand in their mobiles (which **MUST** be turned off) at the start of an exam. These mobiles will be stored at the front of the exam room and left at the students' own risk.

Students will be asked to hand in any web enabled devices

We strongly advise students NOT to bring mobile phones or watches in with them.



Coats, Hats, Scarves, Gloves and Bags

Cloakroom facilities are not available in the exam rooms. All coats, hats, scarves, gloves and bags need to be kept in students' lockers.

Dress Code

Students must wear smart school uniform at all times.

Food and Drinks

Students may bring water to drink. The bottle needs to be clear plastic, without a label and with a sports cap to avoid spillage. Food is not allowed in the exam rooms.



Seating

Students must ensure that they are in the correct seat for their exams. Seating plans are available on a daily basis outside the main exam rooms (E1/Hall) and also on a weekly basis in the main hall foyer. The students seat number is also shown clearly on the students' exam timetable.

Emergency Procedures

In the event of a fire alarm students need to remain calm and silent. They must follow instructions from staff and the invigilators.

Exam Room

Enter the room silently and follow the instructions from the invigilators, they are there to guide and support you. Put your hand up if you need assistance.

Leave the exam room quietly, think of others who are still working in other exam rooms nearby.

RESULTS

Results will be released to students on Thursday 25th August at times advised by letter to parent/carers and on parent /carer dashboard on FROG.

Results are the personal property of individual students,

Results will not be given out over the phone.

Once results have been issued, staff will be available to deal with any queries. Enquiry about Results form, with details of fees and exam board deadlines will be available on the school website.

This enables a student to have a paper re-viewed or returned.

CERTIFICATES

You will be able to collect your certificates from main school reception from early December. If you are unable to do this in person, someone may collect them on your behalf with written permission and ID.

All certificates must be signed for on collection,
no certificates are posted out.

Please note, replacement certificate is costly, so keep them safe!

The Exams team wish you luck in your forthcoming exams and wish you success in the future.