



EXAMS – USEFUL INFORMATION

START TIMES/PUNCTUALITY

Examinations at Queen's Park High School are scheduled to start at **9.00 a.m.** or **1.15 p.m.** You must be ready **15 minutes before** the start of the examination. If you are late you may delay and/or disrupt the examinations unnecessarily. If you are very late you may not be able to sit the examination or you may find that the exam board will not accept your paper. It may not always be possible to grant exam candidates who arrive late the full time for the examinations. Therefore we advise students to make every effort possible to be on time.

MISSED EXAMS

Please note you must attend **ALL** exams which you are entered for. If you do not attend an exam you will be expected to pay for the missed exam, unless you have a medical note or have already paid for the exam. Once you have been entered for an examination you will still be liable for any missed exams even if you decide to give up the subject before the exam. If you are ill on the day of the examination you must phone the school and leave a message for the Examinations Officer and you must get a note from your doctor. Please ensure that the Examinations Officer gets this medical note as soon as possible.

HOLIDAYS

Holidays should **not** be taken when you have examinations. The school cannot authorise holidays taken during any examinations. If you miss an examination because of a holiday the school will seek reimbursement for the costs of that examination.

EXAM NUMBER

On your statement of entry from the school and from the examination board you will see a 4 digit exam number. You should memorise this number as you will need to write this number or check this number on every exam you take. If you forget this number, it will be on the seating plan or on the exam card on your desk.

CLASH

A clash is when you have two or more exams (of a different subject) at the same time on the same day. If you find you have a clash on your exam timetable you must see the Exams Officer as soon as possible. You will then be informed what arrangements will take place to resolve this clash.

SPECIAL CONSIDERATION

Only in exceptional circumstances are candidates allowed special consideration for absence from any part of an examination. Regarding special consideration, please note that medical or other appropriate evidence is required in all cases of absence. A medical certificate must be given to the Examinations Officer within three days of the missed exam. If a candidate sits an examination but is disadvantaged in any way please speak to the Examinations Officer within three days of the examination(s) concerned.

EQUIPMENT

Your pens etc will have to be in a **see-through bag**. You should write in black ink and not use Tippex-type correctors or highlighter or gel pens on the answer paper. If you bring any unauthorised materials into the exam room, this will be reported to the examination board concerned.

MOBILE PHONES ETC

Mobile phones, iPods, MP3 players, iatches or any web-enabled devices are not allowed in any Examination room – penalty for possession is **disqualification**. If students insist on bringing such devices to school, then these items must be handed in for safe-keeping to a teacher or invigilator. This is done at the student's own risk and the school will not be liable for any loss or damage. The school is very strict about this exam rule and anyone caught with any of the above items (even if switched off, battery removed etc) will be reported to the exam board.

SEATING PLANS

There will be set seating plans for each examination. A copy of the seating plan is always on the board outside the examination room. Make sure you occupy the correct desk.

UNIFORM

Year 11 students must wear full school uniform in all their examinations. Sixth Form students should wear appropriate clothing e.g. coats, hats, caps etc cannot be worn during the exam. Please make sure you wear layers as the temperature in exam rooms can vary during the exam.

COATS, BAGS

Coats, bags and hats must not be brought into the examination room. Sixth Formers should leave their bags and phones in the Sixth Form kitchen which will be locked. Year 11s should leave their bags and phones with their subject teacher. Students who are entitled to extra time can leave their bags and phones in the TALS office opposite main reception.

FOOD, DRINK

There must be no eating* in the examination room (this includes chewing gum). The only drink allowed is a small plastic bottle of water – bottles must be see-through, with no labels or writing and a small screw cap top to avoid spillages. * *Exceptions are students with known medical conditions.*

DESKS

Please do not write or draw on the desks.

AT THE START OF THE EXAMINATION

Before the examinations start, you must consult the “Notice to Candidates” issued by the examining bodies. Copies are displayed outside each examination room and on the Exams notice board. Before each examination please wait outside the examination room until you are directed to enter by a member of staff. Please enter the examination room quietly – put your coats and bags at the front. Make sure you have handed in your mobile phone etc. Go and sit at your exam desk. Do not enter into any conversations with other students. Listen carefully to the instructions given by invigilators. Read the front of the examination paper when you get it – write your name and exam number on every answer paper. Do not turn over the question paper until instructed to do so.

DURING THE EXAMINATION

You must not talk to or communicate with other students during an examination. You must not disturb other students, especially if you have finished your examination. Anyone who misbehaves in an examination and so prevents other students from concentrating properly could find themselves disqualified from that and other examinations. No unauthorised material must be brought into the room. Cheating is not allowed.

AT THE END OF THE EXAMINATION

You must stay to the end of each examination. You must keep silent whilst the papers are collected and when you leave the room (there may be other students still continuing with their exam). When you leave an examination you must not hang around, make a noise or disturb classes that are working. Leave quickly and quietly. If you handed in your phone don't forget to collect from the TALS office in exchange for the numbered card. No card – no phone. Do not lose the card or give it to anyone else.

RESULTS

Examination results arrive in school in August. Results can be received in one of two ways:

- a. By calling in person at the school on the day (see results poster for times)
- b. By handing in a stamped self-addressed envelope to reception by the end of the summer term.

N.B. - For reasons of confidentiality and accuracy, results cannot be given over the telephone or to a third party unless the exam candidate gives written authorisation to the Examinations Officer for this to happen.

POST RESULTS SERVICES

Remarks and return of scripts – If, after consultation with the relevant member of teaching staff, you would like to request a remark of an examination paper or a return of script, please let the Examinations Officer know in writing. All paperwork and payment for these services for the summer exams must be made by September 15th at the latest. It should be noted that remarks could result in grades going down as well as up, and the vast majority of remarks result in no change to the grade. The cost of remarks varies with the exam board and this information will be available from the Examinations Officer at the beginning of the term in September.

A level students only - If you require a priority remark because your place at university depends on this, then please see the Examinations Officer as a matter of urgency within one week of your results. An alternative service is to request an urgent photocopy of your script which will help you to make a decision on whether to go ahead with a remark. Please note if you choose this service then subsequently you can only request a 'normal' remark service not the priority one. The deadline for requesting these urgent scripts is also within one week of the results.

CERTIFICATES

Certificates for examinations arrive in school in the second half of the Autumn Term. Certificates must be collected in person and not by a third party. Please bring some form of identification.