



STOVER  
SCHOOL

**EXAM  
INFORMATION**

2018-2019

# Examinations – General Information

The following procedures apply to all pupils taking examinations at Stover School:

## Candidate Information

Each candidate will be given a statement of entry which will show their four digit Candidate Number. You should memorise this number- as you will need it for all forthcoming exam papers. When filling out the front of your exam paper you should write your name exactly as it appears on your statement of entry. You will also need to know the School's Centre Number which is: 54331

## Examination Regulations

Included in this booklet are the JCQ (Joint Council Qualification) notices. You should read the documents carefully and take note that breaking any of the examination rules or regulations could lead to being 'disqualified from all subjects'. It is your responsibility to know the regulations regarding written, oral, computer and practical examinations, coursework and controlled assessments.

Examination regulations are extremely strict regarding equipment that may be taken into the examination room. You should not bring any unauthorised items/material into the exam room. These include: Mobile Phones, MP3 players, Ipad, Smartwatches, revision notes or any internet enabled device. It is fine to bring your normal (analogue) watch into the exam room, however you will be asked to remove it and place it on the desk where it can be seen.

Candidates are responsible for providing the equipment/materials that are needed for the examinations. In exams where the use of calculators is allowed, you should make sure your calculator conforms to the exam regulations shown below. If in doubt, you should see your subject teacher for advice. Some calculators are issued with slip-covers. These must be removed before the exam, and placed face-down on the floor underneath the exam desk.

<p><b>Calculators must be:</b></p> <ul style="list-style-type: none"><li>- of a size suitable for use on the desk;</li><li>- either battery or solar powered;</li><li>- free of lids, cases and covers which have printed instructions or formulas</li></ul>	<p><b>Calculators must not:</b></p> <ul style="list-style-type: none"><li>• Be designed or adapted to offer any of these facilities:<ul style="list-style-type: none"><li>- Language translators;</li><li>- Symbolic algebra manipulation;</li><li>- Symbolic differentiation or integration;</li><li>- Communication with other machines or the internet;</li></ul></li><li>• be borrowed from another candidate during an examination for any reason;</li><li>• have retrievable information stored in them – this includes;<ul style="list-style-type: none"><li>- Databanks;</li><li>- Dictionaries;</li><li>- Mathematical formulas;</li><li>- Text.</li></ul></li></ul>
<p><b>The candidate is responsible for the following:</b></p> <ul style="list-style-type: none"><li>- The calculator's power supply;</li><li>- The calculator's working condition;</li><li>- Clearing anything stored in the calculator.</li></ul>	

You should either use clear pencil cases, or place your equipment directly on the examination desk so that all items are visible to the invigilators at all times.

You should only write in **black** ink unless the instructions on the front of the paper say otherwise. You should never use pencil, coloured pens or highlighters in your answer booklets unless it is specifically stated on the front of the question paper. Also, no tippex or correction pens are allowed.

You should not bring bags or text books into the examination room; clean copies of the required texts e.g. English Anthology etc. will be provided by the school for the exam.

Exam regulations permit the use of a translation dictionary for candidates whose first language is not English. You are only allowed to take one dictionary into an exam room. The approved dictionary must be provided by the candidate and must not contain any hand-written notes, pictures or additional pieces of paper. All approved dictionaries must be kept secure by the Exams Officer during the exam period and will be given to pupils before the start of their examination. Electronic dictionaries are not permitted.

Strict regulations are in force regarding mobile phones. Candidates MUST NOT bring mobile phones into the exam room. If your mobile phone does 'go off' in an exam it will almost certainly result in disqualification from the examination and possibly from all other examinations this year. If you inadvertently forget to leave it at home, the phone must be switched off and handed in to an invigilator, before the exam starts.

Candidates are not allowed to bring any food or drink into an examination except for a clear bottle of water with the label removed. Candidates are NOT allowed to communicate with any other candidates once in the exam room.

## Arrival

Morning exams start at 9:00am and afternoon exams start at 1:45pm; candidates must arrive at least 15 minutes prior to the start of the examination in full school uniform. Exam room information will be posted on the examination noticeboard in the Round Passage and on your individual exam timetables.

When entering the exam room, you should ensure that you are sitting at your allocated place – your name and candidate number will be on a card on the desk. You should check that you have the correct paper. If there is any doubt, you should alert the invigilator by raising your hand.

If you find that you are running late, you shouldn't panic but you should report to Reception and contact the Exams Officer immediately. If you do arrive late you will be allowed to take the exam, however, you must see the Exams Officer before entering the exam room. If you are more than 1 hour late the exam board will be notified and may, under extreme circumstances, decide not to accept the script.

If you have an exam clash, you will be given a personalised timetable detailing how that clash has been resolved. In most cases exams will be taken 'back to back' where you will take one exam straight after the other. If you have a 'real clash' you will need to take one exam in the morning and the other in the afternoon. During this time you will be kept under supervision in between your two exams. You will be able to revise, however, you cannot have any internet access.

## Illness and Emergency

If you are unwell on the day of the exam, you or your parent/guardian should contact the Exam Officer, via the main school switchboard, for advice. We will do what we can to help you, similarly, if you feel unwell during an exam alert the invigilator so that they can take any measures possible to assist you.

In the event of the fire alarm sounding, the invigilator will ask you to stop writing, close your answer booklet and put your pen down. The invigilator will evacuate the room if there is a clear danger. If there is no clear danger to candidates the invigilator will await instructions from a member of SLT or the Exams Officer. The exam will then be restarted and any lost time will be added on to the exam time. If evacuation is necessary, the invigilator will ask you to line up in silence and leave the exam venue. During the evacuation time you cannot speak to any other pupil as this will compromise exam security.

## At the end of the exam

When the exam has finished you must remain seated until all papers have been collected and you must wait quietly until you are dismissed by the invigilator. Once dismissed you must stay silent until you have left the examination room. If you complete the exam early, you cannot leave the examination room early. All exam regulations apply until the scheduled finish time for the examination, regardless of whether some or all candidates have finished writing. If you are entitled to extra time you will be allowed to leave the room at the end of the normal time if you wish to.