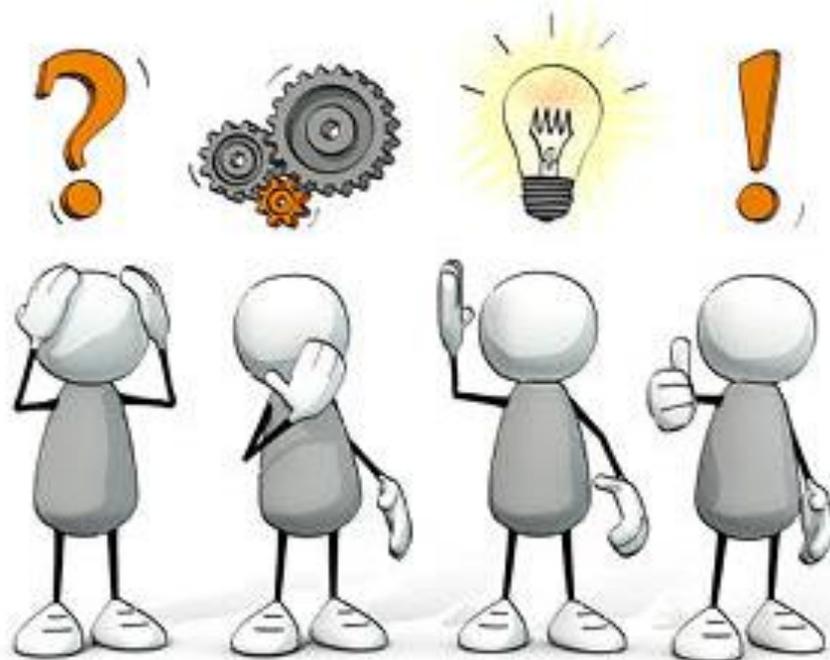




# MOULTON SCHOOL AND SCIENCE COLLEGE

## Information for Sixth Form Examination Candidates Summer 2019

Contingency date 26<sup>th</sup> June



Achievement through learning

Service to the community

Pride and determination

Individual Responsibility

Respect, courtesy and consideration

Excellence and high expectations

## **Registration during study leave Years 13**

If you are in for an exam either in the morning or in the afternoon, please register at your exam room.  
Afternoon Exams start at 1-30

Contingency date 26<sup>th</sup> June

# INFORMATION FOR EXAMINATION CANDIDATES

This information is in four sections:

- Section 1 - Your examination timetable and seat numbers
- Section 2 - Before the examinations
- Section 3 - During the examinations
- Section 4 - After the examinations

## Section 1

### YOUR EXAMINATION TIMETABLE AND SEAT NUMBERS

Your examination timetable contains the following information:

- **Date** and **time** of each examination you are sitting.
- Your **seat number** and **room** for each examination.
- Your **examination number**.

Check the dates and times against the Statements of Entry you received from the Exams Office. If you are puzzled in any way, see **Mrs Coulson**, Exams Officer, or **Mr Tudor** as soon as possible.

The timetable and the statements of entry provided you have not written on them, are the only pieces of paper you are allowed to take into any exam room.

You will be given **two** copies of your examination timetable. Pin one up at home and keep one copy on you and bring it to every exam.

## Changes to the usual school day timings 2019

On the dates below an early break will be taken between p3 and 4.

Additionally, PSHE will **not** take place on Tuesday 14<sup>th</sup> May and Tuesday 4<sup>th</sup> June.

The timings on these dates will be as below:

Tuesday 14 <sup>th</sup> May Wednesday 15 <sup>th</sup> May Wednesday 22 <sup>nd</sup> May Tuesday 4 <sup>th</sup> June Friday 7 <sup>th</sup> June		
Period 1	-	8:50
Period 2	-	9.50
PSHE	-	10.50
1 <sup>st</sup> Break	-	11.10
Period 3	-	11.50
2 <sup>nd</sup> Break	-	12.50
Period 4	-	1.10
Period 5	-	2.10
End	-	3.10

PSHE will instead take place on Thursday 23<sup>rd</sup> May and Thursday 6<sup>th</sup> June.

The timings for these days will be as below:

Thursday 23 <sup>rd</sup> May Thursday 6 <sup>th</sup> June		
Period 1	-	8:50
Period 2	-	9.45
PSHE	-	10.40
1 <sup>st</sup> Break	-	11.25
Period 3	-	12.05
Period 4	-	1.00
Break	-	1.55
Period 5	-	2.15
End	-	3.10

Exams will take place in the Lecture Hall over 2<sup>nd</sup> break on 21<sup>st</sup> May and 5<sup>th</sup> June and so students must ensure that they enter and exit the hall through the outside doors. Your help on ensuring a quiet atmosphere in the Hall is welcomed.

## Section 2

# BEFORE THE EXAMINATIONS

### Study Leave

Year 13

**Friday 17<sup>th</sup> May last day before study leave starts**

By negotiation with their groups, and taking into account the A2 exam timetable, staff may hold classes in their subjects, during the period of study leave, for Years 13.

If you are revising at school during your study leave, please sign in at the Sixth Form library.

### Interviews

Be sure not to arrange to go for interviews (for work, college etc.) at times that clash with your exams.

### Contingency Date

If any exams are cancelled then the contingency date of **26<sup>th</sup> June** will be used, **do not plan any holidays that clash with this date.**

## Section 3

# DURING THE EXAMINATIONS

### Exam Regulations

The Awarding Bodies issue detailed regulations about the conduct of the exams. You will find a copy of the “Notice to Candidates” at the back of this booklet. This Notice will also be displayed in large format outside each exam room. It is a summary of all their regulations. You are expected to have read it!

Essentially, the Awarding Bodies’ rules guard against **unfair practices** (copying, bringing in notes) and the **disturbance of other candidates** (talking, unnecessary movement).

In order to hold exams at Moulton, the Head teacher has to agree with the Awarding Bodies to act as their agent. It follows that he and his staff (the Exams Officer, teachers and invigilators) are under a duty to follow the Awarding Bodies’ regulations. We cannot alter them or set them aside. **We must report you to the Board if it is alleged that you are doing anything that seems unfair or seems to disturb anyone else.** The Awarding Bodies will decide whether you broke the regulations. They may decide to disqualify you from the exam or from all your exams!

The Awarding Bodies are concerned that the use of **mobile phones and smart watches** could be an unfair practice and these items **will have to be handed in before the exam starts** (Please see the JCQ information sheet at the back of this booklet regarding mobile phones and electronic equipment). Therefore, please be aware that school suggests leaving expensive items at home. They should not be left unattended in bags.

If you do elect to bring the items into school the following process will be applied before you are allowed to sit the exam: Mobile phones, smartwatches (switched off) and other valuables must be placed in the plastic wallets on the desk by the students themselves before the exam starts. They will be collected and returned in the wallet at the end. **Items will not be checked prior to collection** and the school will not be held

responsible for any damage reported when items are handed back. You bring items in at your own risk.



Watches cannot be worn but can be placed on the desk.



Eating in an exam room disturbs other candidates. **Water in bottles with sports caps and with the label removed** is allowed. **Do not bring food, other drinks or sweets into an exam room.** If you need to do so because of a medical condition, please see **Mrs Coulson** or **Mr Tudor** before the exams begin to obtain permission.

It is also unacceptable to take into the exam any lucky charms, soft toys, notebooks or paper (check pockets!) unless specified on the exam paper. For more information see the exam board guidance in the appendix to this booklet.

## Getting to school

If you have a transport problem or an emergency at home before an exam, telephone the school and let **Mrs Coulson** or **Mr Tudor** know. You must make every effort to get to your exams. Telephone **01604 641600** – put the number in your mobile phone. Exams CANNOT be re-arranged. Occasionally, buses fail to turn up, we suggest you have a back-up plan.

**\*Afternoon Exams start at 1-30\***

## Getting ready for the exam

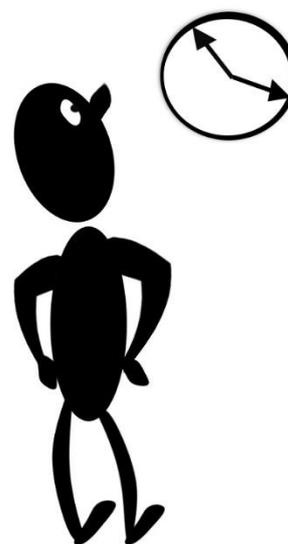
Arrive on the right day, at the right time and in the right place! Visit the toilet on the way!

Bring your timetable with you so you will have a note of your seat number and your candidate number.

You have to leave outdoor coats and bags (with your books and notes) outside an exam room.

**Do not leave any valuables unattended.**

Bring all the stationery that you need. You are responsible for bringing your own equipment.



- ✓ Take more than one pen into the exam room – always bring a spare! Use **BLACK** ink – the Awarding Bodies forbid the use of other colours.
- ✓ If you want to take a case for your pens and pencils into an exam room, it must be transparent (for example, a clear plastic bag).
- ✗ Do not bring correcting fluids (for example, **Tippex** or **Liquid Paper**). The Awarding Bodies forbid these. **Highlighter** pens may be used on the question paper, but not on the answer paper.
- ✓ Your subject teacher will have told you if you need an HB pencil for a multiple-choice exam. Bring two pencils and a sharpener!
- ✓ Your subject teacher will also have told you if you are allowed a **dictionary** or a **set text** in an exam. You are responsible for bringing this material!

- ✓ When you are permitted an **electronic calculator** in an exam, make sure you have a fresh battery!
  - ✗ You will not be allowed to bring an instruction leaflet for your calculator – nor are you allowed a calculator with formulae printed on the lid or cover, nor one with information programmed into it.
  - ✗ Calculators with advanced facilities are also prohibited.
  - ✗ You are not allowed to borrow a calculator from another candidate during an exam.
  - ✗ Unless the exam paper expressly allows you to use a calculator or i watch, you must not take one into an exam room. This extends to items such as rulers and wristwatches with calculator capability.
  - ✗ All watches must be taken off and placed on the desk

**Enter the room in silence**, find your seat and wait quietly for the exam to start.



## In the exam room

**You must be silent throughout the exam.** You must not make any attempt to communicate to any other candidate in any way.

Do not open or turn over the question paper until told to do so by the invigilator. If you need more writing paper during the exam, raise your hand to attract an invigilator's attention.

**You must not leave your desk during the exam.** If you feel ill, raise your hand and an invigilator will accompany you outside. It is extremely unusual, however, for any candidate to leave the exam room once an exam has started.



**In the event of a fire alarm** you must await instructions from the invigilators. If the room has to be evacuated you will be escorted to the grids where you must remain in silence, until it is safe to re-enter the building and re-start the exam.

## At the end of the exam

**Stay in your seat** – the examination lasts until the invigilator dismisses you. **Hand your script personally to the invigilator.** Do not leave it on the desk.

**Leave the exam room without talking.** Then leave the area quickly and quietly. It is particularly important that you do not make any noise outside the venue. Other students may be answering longer papers and you must not disturb them. **Do not switch phones or smartwatches on until you leave the venue.**

## Examinations which finish earlier than the school day

If an exam finishes before 3.10 p.m. you may undertake private study in school or you may go straight home.

- If you are in school you are expected to sign in/out and remain in the Bessie Horne Library.
- If you go straight home, make sure that your travel arrangements are safe. You are strongly advised not to walk home along country roads without a footpath.

## Examinations which finish later than the school day

An afternoon exam which is longer than 90 minutes will finish after 3.10 p.m. Where this happens, **it is your responsibility to make your own arrangements for transport home.**

## If you are absent from an exam

If you think you are going to miss an exam through illness, it is very important to phone school and get a message to **Mrs Coulson** or **Mr Tudor** thirty minutes before the exam starts – telephone **01604 641600**. Then you must obtain a medical certificate (or a letter) from your family doctor and send it to **Mrs Coulson** or **Mr Tudor** as soon as possible. The exam boards may not accept your medical certificate as a valid reason for not sitting an exam and absence will jeopardise your final exam grade in the subject missed.



## Section 4

# AFTER THE EXAMINATIONS

### Year 13 results

If you want to collect your results, please come to the **Lecture Hall** between **9 a.m. and noon on Thursday 15<sup>th</sup> August**. You will be given the results in an envelope by a member of the support staff.

Your tutor will have already prepared you for the “clearing” procedure in your Year 13 PSE sessions before starting exam leave. If you need advice on your results, staff will be available in school at the same time.

### Results by post

If you want to have your results posted to you, please hand in a stamped addressed envelope (with your exam number in the top left corner) to the Sixth Form Office before the end of term. We will post it on results day. If you use a large first class stamp on an A4 envelope, you should receive it the following day. To maintain confidentiality, we will not give out your results over the telephone, unless you have agreed this with **Mrs Coulson** and **Mr Tudor**.

### Your examination certificates (Year 13)

As you will remember from your Y11 GCSEs, the only piece of paper you will receive from the Awarding Bodies in August is a small results slip. The Bodies print the actual GCE certificates in the autumn.

- Your certificates will be available, for **collection only**, during January 2020 and you will need to sign for them.

All the staff at Moulton School look forward to celebrating your success.

# EXAM IN-HOUSE RULES



No mobile phones  
Or smartwatches

Only water allowed  
No labels  
Bottles with sports caps



Clear pencil cases  
No fluffy pens or pencils  
Black pens  
Calculator cases removed



No lucky mascots or  
cuddly toys



No outdoor wear (i.e.  
scarves, gloves, coats)  
and no bags



Toilet breaks are the  
exception **NOT** the rule

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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**NO IPODS, MOBILE PHONES  
MP3/4 PLAYERS  
SMARTWATCHES**

**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.**

©2017 – Effective from 1 September 2017



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. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
3. You **must not**:
  - sit an examination in the name of another candidate;
  - have in your possession any unauthorised material or equipment which might give you an unfair advantage.
4. **Possession of a mobile phone** or other unauthorised material **is breaking the rules**, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
5. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
6. You **must** follow the instructions of the invigilator.
7. If you are in any doubt speak to the 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.**

Effective from 1 September 2014

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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**Information for candidates**

**For written examinations – effective from 1 September 2018**

**This document has been written to help you. Read it carefully and follow the instructions.**

**If there is anything you do not understand, especially which calculator you may use, ask your teacher.**

<b>A</b>	<b>Regulations – Make sure you understand the rules</b>
1	Be on time for all your exams. If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the exam.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4	You <b>must not</b> take into the exam room: <b>notes;</b> <b>potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player, a smartwatch or a wrist watch which has a data storage device.</b> <b>Any pencil cases taken into the exam room must be see-through.</b> <b>Remember:</b> possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
5	If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
6	Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
7	Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
8	You <b>must not</b> write inappropriate, obscene or offensive material.
9	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
10	Do not borrow anything from another candidate during the exam.
<b>B</b>	<b>Information – Make sure you attend your exams and bring what you need</b>
1	Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
2	If you arrive late for an exam, report to the invigilator running the exam.
3	If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
4	Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
5	You <b>must</b> write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.
<b>C</b>	<b>Calculators, Dictionaries and Computer Spell-checkers</b>
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: a) make sure it works properly; check that the batteries are working properly; b) clear anything stored in it; c) remove any parts such as cases, lids or covers which have printed instructions or formulas; d) do not bring into the exam room any operating instructions or prepared programs.
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
<b>D</b>	<b>Instructions during the exam</b>
1	Always listen to the invigilator. Follow their instructions at all times.
2	Tell the invigilator at once if: a) you think you have not been given the right question paper or all of the materials listed on the front of the paper; b) the question paper is incomplete or badly printed.
3	Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4	Fill in all the details required on the front of the question paper and/or the answer booklet <b>before</b> you start the exam. Make sure you fill these details in on any additional answer sheets that you use.
5	Remember to write your answers within the designated sections of the answer booklet.
6	Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers. Make sure you add your candidate details to any additional answer sheets that you use.
<b>E</b>	<b>Advice and assistance</b>
1	If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	Put up your hand during the exam if: a) you have a problem and are in doubt about what you should do; b) you do not feel well; c) you need more paper.
3	You must not ask for, and will not be given, any explanation of the questions.
<b>F</b>	<b>At the end of the exam</b>
1	If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order. Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.
2	Do not leave the exam room until told to do so by the invigilator.
3	Do not take from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.

