



*Upton Hall School, FCJ*

***YEAR 11***

***EXAMINATION INSTRUCTIONS***

***SUMMER 2017***

***Candidate Name***

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***Candidate Number***

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**Morning Exams – Register in Chapel at 8.35AM**

**Afternoon Exams – Register in Chapel at 1.00PM**

## **EXAMINATION INSTRUCTIONS: YEAR 11**

1. You must be in **school uniform** at all times.
2. You are responsible for knowing your own timetable and for arriving at school in good time. Examinations have to start at a specified time and cannot be delayed or postponed. If you are late, the examination will start without you and you may not be able to make up the time you have missed.
3. All examinations will be held in the Sports Hall unless you are told otherwise.
4. **You should assemble in the Chapel for all examinations.** You should sit in your identified place in Chapel.
5. You should be seated in the Chapel by **8-35am**, for morning examinations, and by **1-00pm** for afternoon exams. You will be sent from the Chapel to the appropriate examination room.
6. You may only take into the examination rooms those things, which you are permitted to use for that exam. **Bags, books, iPods, iWatches, mobile phones, MP3/4 players, pagers, etc must be left in your locker.**
7. You may take water into the examination room but not sweets, food, mascots, etc. Water bottles must be clear plastic with no labels. You are responsible if you spill water on your examination paper.
8. Once you enter the examination room you are under Examination Regulations and you must therefore be silent and not attempt to communicate with the other candidates.

9. You must make sure that you have everything you need for the examination; **black** pens, pencils, eraser, ruler, mathematical instruments and a calculator (essential for Maths and all Science examinations). It would also be wise to bring spares. Please use a **clear plastic case/bag** to carry these things so the invigilators can see what is inside. Do not bring mathematical instruments in tins; they must be in a clear plastic case/bag.
10. Do not use liquid paper. Simply cross out any mistakes neatly and using a pen. Use **black** ink or **black** biro for your examinations. **Do not use a pencil for writing.**
11. You must **not** use:
  - Correcting fluid /liquid paper / Tippex
  - Reading Pens
  - Blotting paper
  - Highlighter pens in your answers (although you may use them to highlight questions)
  - Pale-coloured / gel pens
12. You may **not** leave the examination room until the examination is finished.
13. Should you be ill the evening before or on the day of examinations please get a Medical Certificate from your doctor and give it to the invigilator or Mrs Whitehurst as soon as possible. An application for Special Consideration will be made on your behalf if a medical note is received within 7 days of the examination.
14. **Should you be too ill to come to school on the day of an examination, please telephone school before 8-30am. Ask reception to send a message to the examination room.**

15. After the last written examination in a subject you must return your textbooks.

## **RESULTS DAY**

1. GCSE Results will be sent electronically to centres to arrive on **Thursday 24 August 2017**.
2. The school will be open from **9-00am** onwards, for you to receive your results. You will need to sign for your results. A member of your family may collect and sign for your results if a request is put in writing in advance by June 2017.
3. You will receive a sealed envelope containing your statement of results printed from our management information system. Read this carefully. Check all your results are present. Keep the results slip safe, this is your only evidence, until the certificates arrive in October, that you have passed your examinations.
4. Should there be any problem you must see a senior member of staff immediately.
5. Information about making an 'Enquiry About Results' is available from the folder Faculty Information, Exams on our intranet.

The following services are available:

### **Service 1 (Clerical re-check)**

This is a re-check of all clerical procedures leading to the issue of a result.

### **Service 2 (Post-results review of marking) Re-mark**

This is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly.

***Miss Taylor and other Senior Staff will be available on Results day to advise you of these options.***

6. A copy of our policy about making appeals with regard to results and coursework / controlled assessments is available from the folder Faculty Information, Exams on our intranet.

