

# Trinity School

## Candidate Exam Handbook

GCSE Examinations Summer 2019



The aim of this handbook is to ensure that candidates are fully briefed on the exam process at Trinity School, and to ensure you are made aware of the JCQ awarding body instructions and information for candidates.

## **Candidate Details**

### Candidate Name

Candidates are registered using legal names, not preferred names and should be the same as birth certificates and passports. If your candidate legal name is not printed correctly on your timetable please inform the Exams Office at [Exams@trinitysevenoaks.com](mailto:Exams@trinitysevenoaks.com) as soon as possible.

### Candidate Number

Each candidate has a four-digit number. This is the number you will enter on your examination papers.

## **Exam Timetable**

You will have received a printed copy of your individual timetable. Please check that all levels of entry and exam information is correct. Please check all your personal details and spelling of names are accurate as these will appear on certificates and it may be difficult to change them once certificates are awarded.

Note the date and time of your exams. If you turn up in the afternoon for an exam scheduled in the morning, unfortunately there is nothing the centre can do. Also note the location of your exam and make sure you know where to go.

Please contact the Exams Office at [Exams@trinitysevenoaks.com](mailto:Exams@trinitysevenoaks.com) immediately if any of the information or entries is incorrect.

## **Exam dates and Contingency Day**

Public GCSE exams will run from 13<sup>th</sup> May to 18<sup>th</sup> June. Awarding bodies have designated Wednesday 26<sup>th</sup> June 2019 as a contingency day for examinations, in the event of a local or national disruption to examinations. Candidates are reminded that they must remain available until 26<sup>th</sup> June should an awarding body need to reschedule an exam as per its contingency.

## **Exam timetable Clashes**

An exam clash is when two exams a student has been entered for, are scheduled at the same time. If you have a timetable clash the Exams Office will have a meeting with you to discuss how the clash has been resolved.

If you have queries regarding clash instructions please speak to the Exams Office.

## **Exam Venues**

Exams will be held in the Sports Hall and other classrooms. Exam room information will be printed on your updated timetable once seating has been finalised. Students will gather in the house area on the lower ground floor before each morning exam.

## **Exam Invigilation**

Exams will be supervised by a team of invigilators who must follow the strict guidelines set by JCQ. Exam invigilators cannot answer questions relating to the content of the exam paper.

## **Mobile Phones, smart watches and other electronic devices**

Mobile phones and electronic devices **are not allowed** in the exam room. If you are found to have a phone or electronic device in your person during an exam, even if it is switched off, we will need to report it to the exam board, and you may face disqualification from your exams. Leave such items in a locker, yours or a friend's. The school will not take responsibility for the loss of personal items. It is advised that you label your phones and electronic devices with your names.

## **Exam Start Time**

The start times for exams are:

- 9:00 am for morning exams
- 1.30 pm for afternoon exams

You are advised to arrive at school at least 30 minutes before the start of your exam. You should check the seating plans and registration lists, displayed outside the exam room prior to the start of your exam. You should read the warning notices placed outside each exam room and the Information for Candidates notice (Appendix A).

If you have an exam scheduled to finish after school hours you may need to arrange alternative transport home.

### **Exam conditions**

Candidates must not enter the exam room until instructed to do so by the Deputy Head, Lead Invigilator or Exams Officer. Candidates will be identified by the Deputy Head at the start of an examination. Candidates will also be identified by their photo cards displayed on their exam desks. Candidates are not allowed to remove the photo cards from the exam room.

- You are under exam conditions and should be silent from the moment you enter the exam room until you are instructed to leave by the invigilator
- You must listen to, and follow instructions of the invigilator at all times
- You must not communicate in any way with other candidates. If there is any communication between students you will be dealt with accordingly. Remain forward facing at all times.
- You should write clearly and in black ink
- The Centre Name is **Trinity School Sevenoaks** and the Centre Number is **61922**. This will be displayed in the exam room, as well as on your photo card.

### **Seating Plan**

The exam seating plan will be displayed in the canteen outside the Sports Hall, and outside each exam room. The seating plan changes for each exam session and you will not be seated at the same desk for all your exams. Once you enter the exam room please find your desk quickly and quietly. If you require assistance an invigilator will attend to you.

### **End of exam**

The invigilator will make an announcement instructing candidates to stop writing. This will be the end of your exam.

- You are not allowed to leave the room until the end of the published finishing time.
- Candidates must remain seated in silence until all papers have been collected and the Lead Invigilator instructs you to leave.
- You must walk out in complete silence and should not talk until you are well away from the exam room.

## Equipment

Only authorised material can be brought into the exam room, you must bring all your equipment to every exam. You will not be allowed to bring your mobile phone in the exam room. You must not bring a calculator in exams where no calculators are allowed. The school may not have spare equipment to provide you for your exams.

The following equipment should be brought to every exam in a clear pencil case or clear plastic bag:

2 pens (ballpoint) black ink only, HB pencil, ruler, pencil eraser, pencil sharpener

You may also need:

A calculator (without a lid), compass, protractor

NB: Maths geometry sets should not be in their tin

- Remember that you need to write in black ink (Please bring spare pens)
- Do not use any of the following in your answers: Correcting pens, fluid or tape, Erasable pens, Highlighters, Gel Pens
- Your pencil case must be see through / clear
- Your water bottle must be clear see through and have no label or writing on it

## Using calculators

You must bring your own calculator to the exam room, and ensure you follow the below instructions:

Calculators must be:

- of a size suitable for use on the desk;
- either battery or solar powered;
- free of lids, cases and covers which have printed instructions or formulas.

Calculators must not:

- be designed or adapted to offer any of these facilities: language translators, symbolic algebra manipulation, symbolic differentiation or integration;
- communication with other machines or the internet;
- be borrowed from another candidate during an examination for any reason
- have retrievable information stored in them - this includes: databanks, dictionaries, mathematical formulas, text;

The candidate is responsible for the following:

- the calculator's power supply;

- the calculator's working condition;
- clearing anything stored in the calculator.

The following is Trinity School's recommended calculator: Casio FX-85GTX and FX-83GTX Scientific Calculator

### **Food and drink in the exam room**

Clear plastic bottles containing water are allowed in the exam room, all labels must be removed before entering the room. No other drinks or food will be allowed in the exam room unless you have a medical need that has been discussed with the Exams Office.

### **School Uniform**

It is a requirement that students wear school uniform for all exams.

### **Late arrivals**

Please ensure you know which dates and times your exams are taking place. If you are running late for your exam, you or your parents must call the attendance officer on 01732469444 or email the school at [attendance@trinitysevenoaks.com](mailto:attendance@trinitysevenoaks.com) . When you arrive in school you should report to Reception and a member of exams staff will escort you to the exam room.

If you are 'VERY LATE' for an exam, i.e. more than one hour after the published start time, you must let the school know as soon as possible. Even though we will allow you to sit your exam and give you full time, you should be aware that the exam board may not accept your paper. You must prove that you have not had access to the internet, and your parent/carer will be asked to make a written statement.

### **If you feel unwell during an exam**

Let the invigilator know as soon as possible that you are unwell so that they can take any measures possible to assist you.

### **In the event of an emergency**

- You will be instructed by the invigilator to stop writing, close your answer booklet and put your pen down.

- The invigilator will await instructions from SLT and will evacuate the room if there is clear danger. If there is no danger to candidates they will have to remain seated until instructed to do so by the invigilator.
- If an evacuation is necessary, the invigilator will ask students to line up in complete silence and leave the exam room. During the whole evacuation time you must not speak to any other candidate. Once you have returned to the exam room your new finish time will be calculated and the exam re-started.

## **Results and post result services**

GCSE results will be available for collection between 10am and 12pm on Thursday 22<sup>nd</sup> August 2019. Results will only be handed to candidates. If you are unable to attend results day, you are required to complete a [Candidate Permission Form](#) which can be downloaded from the school website, and specify the method by which you would like your results communicated.

If your results are not as you expected there are various options available. The options are to have the scripts reviewed, or for you to receive a copy of your work. It is important that you discuss any review of marking options with your subject teacher before applying – as marks can go up or down and there is no option to revert to a previous, higher mark. Please note that these services only apply to exams taken in the 2019 Summer Season. The deadlines for applications are final and it should be noted that scripts are destroyed after a certain time so these services must be applied for immediately after receiving your results. There will be a fee for all Post Results Services as outlined by the Exam Boards. Applications will not be submitted to the Board without payment having been received. Further Details will be sent to you nearer the time showing you the options and fees.

## **Questions**

Should you or your parents have any questions, please contact the Exams Office.

Exam Manager: Mrs P Bishop

Exam Officer: Mrs E Ypma Walter

Telephone: 01732469111

Email: [exams@trinitysevenoaks.com](mailto:exams@trinitysevenoaks.com)



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 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: a) <b>notes;</b> b) <b>potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, 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 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 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 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 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 <b>must not</b> ask for, and will not be given, any explanation of the questions.
<b>F 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.