



# The Exam System Assembly

**JCQ**  
**[Joint Council of Qualifications)**  
**and exam board rules -**  
**a national requirement**



“All shall be well, and all manner of thing shall be well.”

Julian of Norwich 1373

# The Route

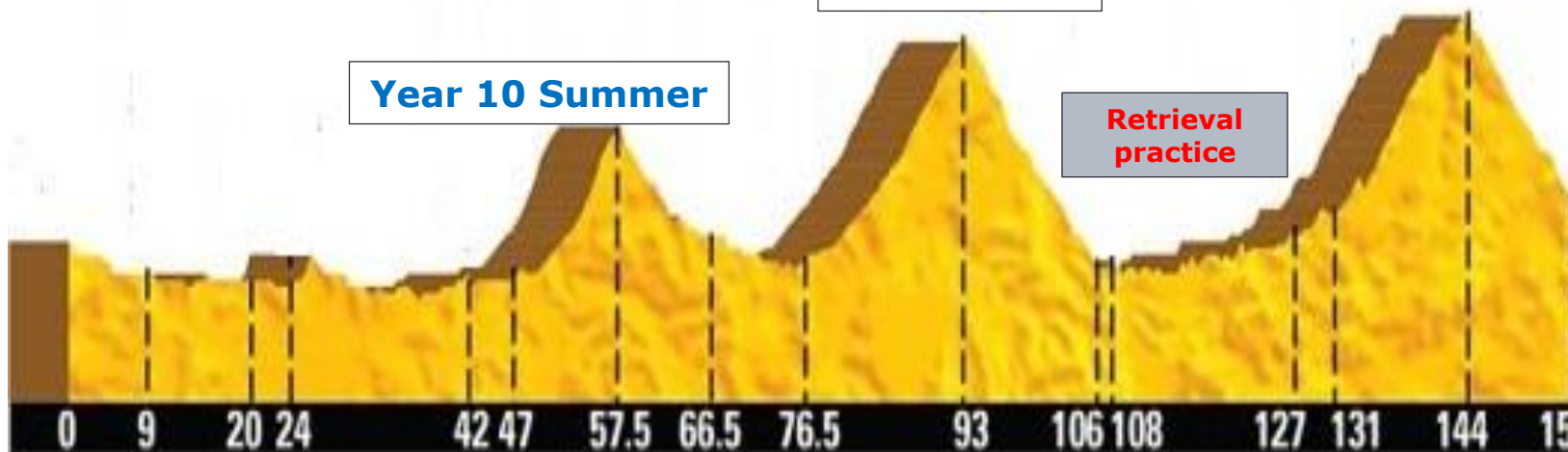


**GCSE Exams**

**Mocks**

**Year 10 Summer**

**Retrieval practice**



# 1. Before the exam

## 1<sup>st</sup> Your Seating Plan

- Seating plans will be on the Exams Noticeboard under the canopy next to the Sports Hall.
- Seating plans will go up about 1 week before the exam.
- Know your seat number.

## 2<sup>nd</sup> Our Line Up

- In the Gym
- AM exam 8.40
- PM exam 12.45  
[If 1.30 then 1.15pm]

### **Please note**

- Please be prompt

## 2. What can you bring into the exam?

### 1<sup>st</sup> Equipment

- Make sure you have all your equipment.
- Have spares.....  
e.g. your favourite black ink biro / pen

### 2<sup>nd</sup> The List

- Pens, pencils, rulers etc. – in a **clear** colourless plastic bag or pencil case only.
- Calculators - if relevant – but **without** lid.
- Write in **Black** ink only. No 'gel' pens.
- Use a highlighter only on the questions and **not** as part of your answer.
- **No Tippex** - cross out instead.
- **NO** writing on hands/arms
- No notes



# 3. Water & Sweets

## Water only

in a clear bottle with no label.

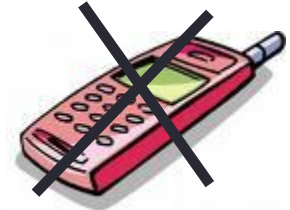
A few sweets – if really necessary, unwrapped, in a **clear** plastic bag or box.

No gum / cans / wrappers.



Labels  
must be  
removed

## 4. No Mobile Phones



In 2018, OFQUAL penalised **1,295** candidates in examined subjects for malpractice relating to mobile phones, i-watches or other electronic equipment. This was up by 26% on 2017

This may be because of candidates using it under the desk, or simply bringing it into the exam room, and not declaring it; phones going off etc.

**The rule:**

**Phones and i-watches switched off, in your bag during line-up, then in S19.**

## 5. From the Gym to the Hall / Venue

- Once you are sent from the Gym, you walk to the exam hall in silence via S19

### S19 The Bag Room

- Leave your bags/phones/i-watches and any other electronic equipment (all switched off) in S19 including calculator lids

### At the door to the hall

- **Uniform checks** – full regalia: blazers; top buttons; sleeves etc.
- **Present** pencil case / stationery / water-bottle as you go into the hall to the duty staff.

### In the hall

- Once in the hall ***you are in exam conditions.***
- Place all watches on your desk.
- Wait in silence – ***no communication / turning around*** - focus on you.
- If you have a query, raise your hand and wait for an invigilator to check with you.
- The exam prayer will be read; then the Senior Invigilator will go read through the exam rules. Then, our exam will start.
- Should you need a toilet break, you will be asked to leave your blazer on your exam chair.

## 6. Our Exam Invigilators...

- They apply the JCQ Exam Board rules in each exam.
- They are to be treated with respect – they want you to do the best you can.
- If you have any queries put up your hand.
- An Invigilator will assist you.
- There will NOT be a 5 minute warning at the end of the exam so know your timings.





## 7. Final Information

- Ensure that you put your **full legal name** on your **paper / additional sheets**
- Plan ahead for transport if needed
- If you have any worries please see Mrs Thompson, Exams Office (J24)
- If you are ill or delayed **inform the EXAMS OFFICE on 01603-753756**. Leave a message if there is no answer.
- Key in this number into your phone / note in your planner.

## 8. Results Day and Post Results Services

- Results day is **Thursday 22<sup>nd</sup> August in the Dining Hall**
  - full details will be on the website nearer the time
- If you are unable to collect your results please collect a form from the Exams Office before the end of term to make alternative arrangements.
  - results cannot be 'delivered' by phone or email
- If after receiving your results you are concerned about a mark/grade there are services available to you.
  - details and costs will be in your results envelope and on the website
- Senior Managers/Subject and Exams Office staff will be available on the day to offer information, advice and guidance

# Our Exam Prayer

Lord God

We pray to You at this time,  
as we *prepare* to take our summer exams.

We ask You for Your gifts of  
**peace**, and **calm**, during this time,  
so that we can each do our best.

Help us  
to do what we can,  
to enjoy our achievements,  
and to know how to best use our talents,  
now,  
and in the future,  
in Your service.

We ask this through Christ our Lord.

Amen



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