



Candidate Exam Handbook

This handbook is reviewed and updated annually

Produced/reviewed by	
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Introduction

Atrium Studio School is committed to ensuring that candidates are fully briefed on the centre's exam and assessment process, and are made aware of the required JCQ awarding body instructions and information for candidates.

Purpose of the Candidate Exam Handbook

- To ensure candidates are provided with all relevant exam information.
- To ensure they are aware of JCQ regulations.
- To complement the school's Exams Assembly.
- To answer any questions candidates may have.

Where you will take your exams

Rooms 11 and 17. Access Arrangement students will use Rooms 15 and 16.

What time your exams will start and finish

Morning exams – 0900 hours.

Afternoon exams 1345 hours.

- Please **arrive and wait quietly outside your exam room before** the scheduled start time.
- Atrium Studio School Policy stipulates that candidates must remain in the exam hall until the scheduled finish time - unless the invigilator advises otherwise.

Supervision during your exams

Exams Officer: Mrs Chesterton. Roving Invigilator/shadowing Exams Officer: Mrs Cude.

Invigilators: Mrs Conners, Miss Chamberlain, Ms Smerdon, Miss Bailey, Mrs Barnes and Mr Carrodus.

- Exams are supervised by a team of invigilators. They are required to follow strict rules and regulations when conducting exams, as directed by JCQ awarding bodies, etc.

Exam conditions

Exam conditions are set by JCQ regulations and include:

- Candidates must wait quietly until invited into their exam rooms.
- Candidates are under exam conditions from the moment they enter the exam room until they leave, and must remain silent throughout.
- Should candidates need to use the toilet during exams, they will be escorted to the Disabled toilet. Candidates cannot talk to anyone en route.
- Candidates must listen to, and follow, the invigilator's instructions at all times.
- Candidates must not communicate in any way with other candidates.

Where you will sit in the exam room

- As per mock exams: candidates are seated alphabetically where practical, in year groups.
- Cards with candidate name and number will be on desks.

What equipment you need to bring to your exams

- Bring your own calculators, which must have the memory cleared and no cover (see note below)
- Bring your own equipment needed for exams: two black pens, highlighters, ruler, pencil, rubber, compass, protractor
- Clear plastic pencil cases are allowed, or keep items loose in front of you on the desk.
- For Maths exams: mathematical instruments including a compass, ruler, protractor and calculator.

Using calculators

You must be aware of JCQ awarding body instructions regarding the use of calculators in your exams. These state: Candidates may use a calculator in an examination unless prohibited by the awarding body's specification. Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations.

Please see the Exams page on our website for further information.

What you should not bring into the exam room

Unauthorised items include: mobile phones, wristwatches/Apple or Fitbit-style watches/mp3/mp4 players with data storage.

- If regulations are breached, the exam board will be informed and further action taken. This may disqualify you from all your exams.

Food and drink in exam rooms

You may only bring water in a clear bottle with label removed.

No food may be taken into the exam room.

What you should wear for your exams

Full school uniform must be worn.

What to do if you arrive late for an exam

Anyone who arrives late, but within the first 30 minutes, may be permitted to sit the exam. However, if you are later than 30 minutes you may not be able to do so. Each instance will be individually assessed. In all cases, the awarding body will be informed - but your paper may not be accepted for marking.

What to do if you are unwell on the day of an exam

If you are absent from school, contact Atrium Reception in the usual way, who will then inform the Exams Officer. The exam cannot be sat at a later date.

- If you are able to sit the exam but are unwell, inform the Exams Officer in plenty of time. She may be able to arrange for you to have supervised rest breaks.
- The Exams Officer may also be able to make an application for 'special consideration'.

What happens in the event of an emergency in the exam room

During an emergency, close your exam paper and evacuate the building SILENTLY via the front and rear exits as instructed. Stay in your seating order and exit the room in single file.

The assembly point is outside the building on the other side of the fence to the main school. This will help to maintain the security of the exam, to ensure you can finish it on your return.

Suspected malpractice

Any malpractice will be reported to the awarding body, which could incur sanctions for the school as well as for the individual. Examples of malpractice include:

- Behaving in a manner which undermines the integrity of the exam.
- Bringing in unauthorised materials/ mobile phones.
- The inclusion of inappropriate or offensive material in exam scripts.
- Plagiarism; copying someone else's scripts or controlled assessments.
- Unauthorised use of a memory stick for those using a word processor etc.

Results

GCE results will be available on Thursday 16th August 2018

GCSE results will be available on Thursday 23rd August 2018

Further information will be available soon.

The Day of the Exam: Tips that could boost your Exam Performance

Exam Tip 1

Try to have an early night beforehand - no playing computer games! Wake up early so that you don't need to rush through breakfast and getting ready.

Exam Tip 2

Check the time of the exam.

Exam Tip 3

Have a balanced breakfast and don't eat anything risky! Bananas are always a good option.

Exam Tip 4

Before leaving home, check that you have everything that you'll need – ID, stationery, etc

Exam Tip 5

Go to the toilet before the exam starts - exams can be quite long.

Exam Tip 6

Remember to write your name on the exam paper. You wouldn't believe how many people forget to do this!

Exam Tip 7

Read all the questions carefully before starting, and quickly plan how much time to allocate to each.

Exam Tip 8

Start by answering the questions about which you feel most confident. There's no need to answer them in order.

Exam Tip 9

If your brain freezes, just begin writing anything – you'll soon start remembering more details.

Exam Tip 10

Don't spend more time than you planned on a particular section/question, or you might run out of time to answer other questions and gain those extra marks! Also, leave to the end any questions about which you're unsure.

Exam Tip 11

Use every minute of the exam. If you have time left at the end, review your answers before handing in your paper.

GOOD LUCK!