



AYLSHAM HIGH SCHOOL

EXAMINATION PROCEDURES **SUMMER 2024 EXAM SERIES**

To help you successfully complete your summer exams, there are some important expectations that we need to remind you about. Please read this information carefully, discuss it with your family and keep the document safe for future reference.

Location

The majority of your exams will take place in the hall. Some students may complete exams in other locations. Mrs Gilbert will have communicated this with these students.

Timing

- Morning exams begin at 9.00am. Students are expected to be in the dining room at 8.50am so that we can go through the preparations prior to the start of the exam.
- The majority of afternoon exams will start at 1.20pm. Students will need to be in the dining room at 1.10pm to go through the preparations prior to the start of the exam. Some of the longer exams in the afternoon will start at an early time so that they can be completed in time for students to get their bus at the end of the school. Please check the start times on your timetable.

Personal belongings and electronic devices

Students should leave their bags and personal belongings in their lockers before their exam. They should bring the equipment required to complete their exam with them. This should include clear pencil cases, black pens, pencil, ruler and any specialised equipment e.g. calculators, protractor and compass.

Students must not have any electronic devices on their person during an exam. This includes phones, headphones, watches and smart watches. Students should leave these devices in their lockers. It is considered malpractice for a student to have any device on their person during an exam. This could result in a student being disqualified from the exam.

EXAM PROCEDURE

The Joint Council for Qualifications (JCQ) require schools to apply the following steps and all students must follow them.

- It is essential that you are on time for your exam. Arrive in good time, at least ten minutes before the exam is due to start.
- Exam conditions and expectations will start as you enter the examination room. This means that talking or any form of communication with other students is not allowed. These conditions apply as you leave the exam.
- All candidates must be seated in the main exam room, unless alternative arrangements have been made with Mrs Gilbert.
- If you require anything whilst the exam is in progress, put your hand up clearly and wait until an invigilator comes to your desk. We promise to do our best to do this as quickly as possible.
- To avoid disruption to others in the exam rooms, students will not be permitted to leave the exam in the first and final ten minutes. This will include visits to the toilet.

EQUIPMENT ALLOWED IN THE EXAM

- Mobile phones, watches, smart watches, iPods, headphones or potential technological/web enabled sources of information must be handed in before the start of any exam.
- Written answers must be in **BLACK PEN**. You are not allowed to answer in pencil. Bring a couple of spare black pens with you. You may use other colours or pencils for maps or diagrams.
- You are responsible to bring your own equipment. You can purchase an exam pencil case from the Finance Office or Pencil Case Club.
- Correcting pens, fluid or tape, erasable pens, highlighters or gel pens must **not** be used in answers. You may use an eraser.
- You are only allowed to take into the exam those articles, pieces of equipment or materials which are permitted as part of the exam guidance, in the syllabus or in the instructions for the conduct of the examination.
- Pencil cases must be clear.

- You may take water into the exam but it must be in a clear bottle, with the label removed.
- You must **not** write inappropriate, obscene or offensive material in your work. This will be treated as malpractice and could result in your paper being disqualified from the examination.

USE OF CALCULATORS

- The calculator must be of a size for use on the desk.
- The power supply must be integral.
- Calculator cases and instructions must not be brought into the exam room.
- Calculators **MUST NOT** be borrowed from other candidates in the course of the exam in any circumstance.
- If your calculator is faulty, this is not accepted or justified as the giving of special consideration. The invigilator may provide you with a replacement if yours becomes faulty.
- No prepared programmes may be taken into the exam room. The retrieval of information and/or programmes during the examination is an infringement of the regulations.
- Calculators which have non numerical functions or give non-numerical information are not permitted. This includes data banks, mathematical formulas, dictionaries, language translators, text retrieval and calculators with facilities which are capable of carrying out symbolic algebra, differentiation or integration. Calculators must not be able to communicate with other machines on the Internet.
- You can buy a calculator from maths department or Finance Office.

AT THE END OF THE EXAMINATION

- If you finish the paper before the end of the exam, read through your answers, checking for mistakes, answering questions that you could not originally answer. Remember you don't lose marks for wrong answers.
- Leave the room in silence only when you are dismissed.
- If an examination over-runs at the end of the school day, the school transport will be held up if necessary.
- Remember that you must wear your school uniform at all times that you are in school for exams or revision sessions.

OTHER INFORMATION

- If you are going to be late, telephone the school (01263 733270) to explain.
- Candidates may be admitted to an examination room up to thirty minutes after the start of the examination.
- If you are ill make sure the school is notified of your impending absence by 8.45am on the day of the examination.
- In the case of illness, a MEDICAL CERTIFICATE from your doctor must reach/be with Mrs Gilbert, the schools exams officer, within 24 hours, as the examination board have to be notified.
- **Remember: 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.**

Contact details for Mrs Gilbert:
sgilbert@aylshamhigh.norfolk.sch.uk

*** GOOD LUCK ***