



# Exam Guidance Booklet for Examinations 2023/2024

Centre Name: Selly Park Girls' School

Centre Number: 20247

School Telephone Number: 0121 472 1238

# Introduction

It is the aim of Selly Park Girls' School to make the examination experience as stress free and successful as possible for all candidates.

Please read the following information given through this booklet and ensure that you understand it. To ensure that your parent(s)/carer(s) understand and are aware of all the examination procedures and rules to follow in the event of any problems that may occur.

The examination boards set down strict criteria which must be followed for the conduct of examinations and Selly Park Girls' School is required to follow them precisely. Mock examinations will let you experience exam conditions so you know what is expected of you ready for Summer 2024.

If you have any further questions that have not been answered or would like to receive some clarification on something that is mentioned in this booklet do not hesitate to ask.

Please contact:

The Examinations Officer: Mrs L Kennedy

School Telephone Number: 0121 472 1238

Remember...

We are here to help!

**GOOD LUCK 😊**

# **Before the examination**

## **Examination Boards**

Selly Park Girls' School uses the following Examination Boards:

- AQA
- Pearson/Edexcel
- OCR
- Eduqas

## **Centre Number**

On every examination paper there will be a space to write the schools centre number which is: 20247

This will be displayed at the front of the examination room along with all information regarding the examination being taken.

## **Candidate Name**

All candidates are entered under the name format First Name, Middle Name/Initial and Legal Surname. E.g. Joe M. Blogs.

When entering personal details on each examination paper, please ensure that your name is written in full (Legal Forename and Legal Surname). DO NOT use abbreviations or nicknames.

## **Candidate Number**

Each candidate will have their own candidate number (exam number) which contains 4 digits. This is the number that you will put onto all examination papers. It will appear on your seating card along with your name. Please memorise your candidate number as this will also appear on the seating plans.

## **Where will you be taking your examinations**

Unless you are told otherwise you will be taking your examinations in the main hall.

## **Where will you be sitting**

For each examination there will be a seating plan that has been created by the Examinations Officer. All pupils taking the examination will be sat in candidate number order.

The examination desks in the main hall will be set out in rows A-K. A being on the left-hand side as you walk in and K being on the right-hand side. The desks will be numbered with the letter of the row in front of the number.

For each examination your seat/row number will probably be different for each of your examinations that you will be taking. A seating plan will be displayed for each examination on the windows to the doors of the back playground if you forget where your seat is. Your seat/row numbers for each examination will also be on your individual GCSE summer examination timetables.

By knowing where you are going to sit for each of your examinations helps you and your peers to be led into the examination hall, sat down and ready to start efficiently.

### **Individual Examination Timetable**

All candidates will receive an individual examination timetable.

This will indicate every subject that each individual candidate has been entered for and where applicable the level of entry will be stated.

When candidates receive their individual examination timetable they must check them very carefully.

### **What to check:**

- Personal details (date of birth, spelling of names). These details will appear on certificates, once certificates have been awarded it may be difficult to change
- That you have been entered for the correct examinations
- That you have been entered for the correct tier of entry

If you think that anything is incorrect or just would like to clarify anything please see Mrs Kennedy or Mr Arif.

### **What equipment you need to bring to your examinations**

All pupils must ensure that they have all the correct equipment for each of their examinations.

**The following equipment is essential:**

- Black pen – you are only allowed to write in black pen throughout your examination papers. You should also have a few spares just in case one does not work or runs out
- Pencil (with spares)
- Pencil sharpener
- Rubber
- Ruler (30cm)
- Scientific calculator
- Protractor
- Compass

All the above equipment must be in either a transparent pencil case or a clear plastic bag. The school cannot provide pupils with equipment other than in an emergency. If you bring anything other than what is mentioned above into the examination room this will be removed by an invigilator.

**Items not allowed in the examination room:**

- Only the material that is listed on the question paper (e.g. an anthology) is permitted, students who are found to have any material with them that is not allowed will be reported to the appropriate examination board.
- No food is allowed in an examination room
- No Tippex or correction pens are allowed in an examination room. You should cross out the wrong answer neatly and write the correct answer underneath.
- No mobile phones, Watches. Smartwatches, Air Pods/Earbuds or other potential web enabled sources of information.
- Bags and coats and any other items are not permitted under examination conditions and must be stored in lockers or allocated classroom– please give yourself time before the examination to get organised.



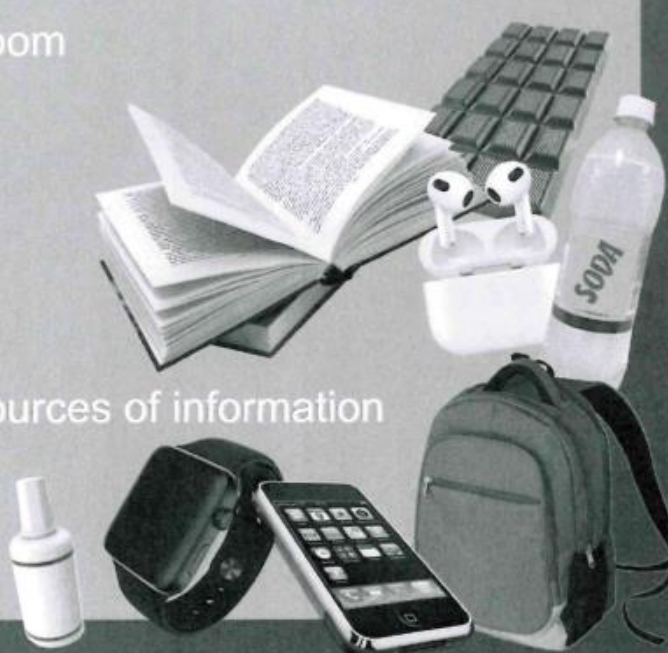
# EXAM EQUIPMENT

## CORRECT



- Two or more Black Pens
- Two or more Pencils
- Eraser
- Coloured Pencils (Not Gel Pens)
- Calculator
- 30cm Ruler
- Compass
- Protractor
- Transparent Pencil Case
- Water bottle without a label

## UNAUTHORISED



- Bags and coats in the exam room
- Unauthorised materials
- Food
- Tippex or Correction Pens
- Personal Valuables
- Technology or web enabled sources of information
- Forms of communication
- Bottles with Labels

## **Examination room regulations**

Before each examination pupils will be given a briefing from the Head of Department, a member of SLT (Senior Leadership Team) will then escort pupils row by row into the main hall. Coats and bags should not be taken into the exam room and you should have the correct equipment in a transparent case ready to start the exam. This should be done in silence.

From the moment that you enter the examination room you are under formal examination regulations until you are given permission to leave by the invigilator. You must find your seat quickly and quietly and sit down. Whilst waiting for all pupils to enter you must remain silent and face the front at all times.

You must listen and follow the instructions given to you from the invigilator at all times in the examination room.

The projector at the front of the hall will display:

- Centre number: 20247
- Exam subject and title
- Paper reference number
- Date of the examination
- Start and Finish time
- A digital clock

Do not touch anything on your desk until instructed by the invigilator. The invigilator will instruct you to write your surname, forename, candidate number and centre in the relevant spaces on the front of your papers. You will have a card on your desk showing your candidate number, centre number and UCI number to help you complete the front of your exam paper. Invigilators will then instruct you to read the instructions on your examination paper carefully.

## **Invigilation during your examinations**

As directed by JCQ awarding bodies invigilators must follow strict rules and regulations when conducting examinations.

All pupils are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.

Pupils who are disruptive or behave in an unacceptable manner will be removed from the examination room by the invigilators, a senior member of staff and the examinations officer. If you have to be removed from the examination room due to any type of disruptive or malpractice behaviour the consequence may jeopardise all your examinations you have either taken or are going to take.

Please note that under no circumstances can an invigilator discuss the examination paper with you or explain the questions.

You should put your hand up if:

- You think you have the incorrect paper
- You do not feel well
- You need more paper

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

Food is not allowed in the examination room. You are allowed one bottle of water in a clear plastic bottle with the label removed.

Drinks bottles that are bought into the examination room must be placed on the examination desk at all times and not on the floor.

You will be escorted from the Yr 11 playground by a member of Senior Leadership before each exam. Please ensure that you are not late so that exams do not overrun. Exam Times

- Morning examinations start at 9.00am – Arrive for 8:45
- Afternoon examinations start at 1.00pm – Arrive for 12:45

## **Do's and Don'ts during examinations**



Examination rules and regulations are set in place by the Joint Council Qualifications (JCQ). You must abide by these, if you break any of these you may be disqualified for not just one examination but all of them.

- Unless you are told otherwise you must wear full school uniform
- Do not attempt to communicate with or distract other candidates in the examination room
- Food, fizzy drink or squash is not allowed in the examination room. You are allowed one clear plastic bottle of water with the label removed. Drinks bottles must be on your examinations desk at all times, not on the floor
- You must write clearly in black ink. Unless the instructions printed on the front of the examination paper state otherwise, you must only use coloured pencils or ink for diagrams, maps or charts
- Ensure that you listen carefully to all instructions and notices given. You may think that it is the same instructions and notices that you have heard before, however, there may be an amendment to the examination paper that you will need to know about
- You must only write your answers in the designated sections of the answer booklet
- Do not draw graffiti or write offensive comments on the examination papers. If you do this in a GCSE exam the examination board may refuse to accept your paper
- Do not write, draw graffiti or write offensive comments on the examination desks. This is vandalism and you will be asked to pay for any damage (*Please be mindful that we have seating plans and can find out if anything has been done to the examination desks*)
- Do not write or have writing on your arms or hands as this may lead to malpractice concerns
- Ensure that you check the examination paper given to you is the correct paper
- Make sure you read all instructions carefully
- Number your answers clearly
- All candidates must stay in the examination room. You will not be allowed to leave early. If you have finished ensure that any time

remaining is used to check over your answers and complete everything correctly

- If you leave the examination room unaccompanied by an invigilator before the examination has finished, you will not be allowed back in.
  
- All work must be handed in at the end of every examination. Remember to cross out any rough work (that you would not like to be marked)
- Before you leave the room, invigilators will collect your examination papers and equipment. You must remain in absolute silence. You are still under examination conditions until you have left the building into the playground
- Question papers, answer booklets and additional paper must not be taken from the examination room please ensure you give all exam related paperwork to the invigilator
- You must remain seated in silence until you are told to leave the examination room. You must leave the room in silence and show consideration for other candidates who may still be working.
- If the fire alarm or evacuation alarm sounds during an examination DO NOT PANIC! The invigilator(s) will instruct you on what to do.

*Any further questions, please speak to Mrs Kennedy or Mr Arif.*

**Good Luck!**