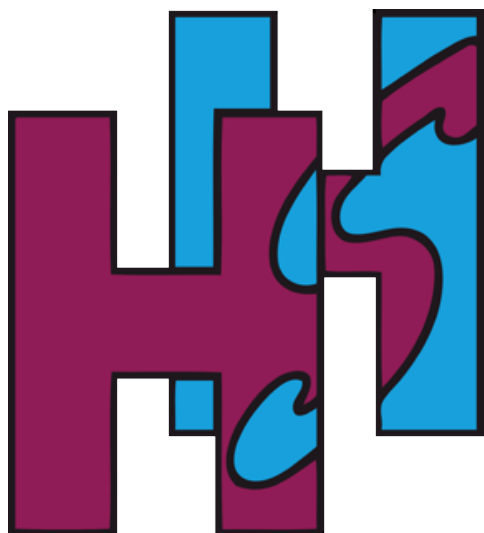
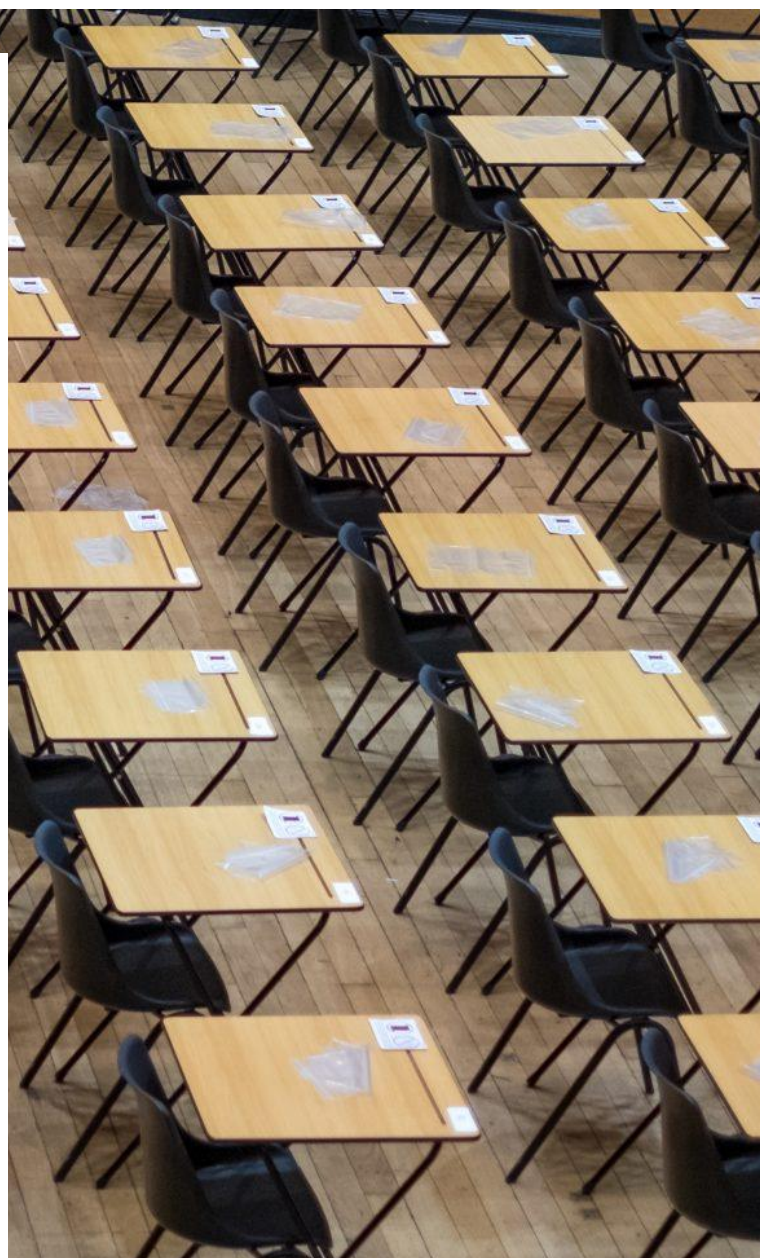


Student Guide to Examinations



2023-24

EXAMINATIONS (SUMMER 2024)



Contents

Changes to the School Day	3
Preparing for Examinations	4
Understanding your Exam Timetable.....	5
Essential Updates	6
JCQ Guidance for Candidates.....	8
A. Regulations – Make sure you understand the rules.....	8
B. Information – Make sure you attend your exams and bring what you need	8
C. Calculators, dictionaries and computer spell-checkers	8
D. Instructions during the exam	9
E. Advice and assistance.....	9
F. At the end of the exam.....	9
Hints and Tips.....	10
Frequently Asked Questions	11
Behavioural Expectations	14
Key Contacts.....	15
Examination Timetable.....	Error! Bookmark not defined.



Changes to the School Day

Session	Time	Activity	Student Guidance
MORNING EXAM ARRANGEMENTS	0800	Arrival and Breakfast	<ul style="list-style-type: none"> Arrive for 8am Register at the registration table inside the entrance to the dining hall Collect breakfast Bring your revision resources and calmly prepare for the morning exam
	0835	Warm-ups	<ul style="list-style-type: none"> Participate in retrieval activities for key knowledge, led by your subject teachers
	0850	Exam Room Opening	<ul style="list-style-type: none"> Listen to your teacher's final messages Depart the warm-up room and make your way calmly to your exam room by the assigned route
	0900	Exam Sitting 1	<ul style="list-style-type: none"> Place your bag at the back of the stage Find your seat Listen to the invigilator's instructions Do your best!
	1030 (approx.)	End of Exam Sitting 1	<ul style="list-style-type: none"> Depart the room in silence Collect your bag Return to your timetabled lessons
	1030	Break	<ul style="list-style-type: none"> Get some fresh air Hydrate
MID-DAY	1050	Lesson	<ul style="list-style-type: none"> Engage in your normal lesson with exemplary effort
	1135	Lesson	<ul style="list-style-type: none"> Engage in your normal lesson with exemplary effort
	1225	Lunch	<ul style="list-style-type: none"> Get some fresh air Eat, hydrate
AFTERNOON EXAM ARRANGEMENTS	1300	Registration	<ul style="list-style-type: none"> Arrive at the dining hall by 1250 Register at the registration table inside the entrance to the dining hall Bring your revision resources and calmly prepare for the afternoon exam
	1310	Warm-ups	<ul style="list-style-type: none"> Participate in retrieval activities for key knowledge, led by your subject teachers
	1325	Exam Room Opening	<ul style="list-style-type: none"> Listen to your teacher's final messages Depart the warm-up room and make your way calmly to your exam room by the assigned route
	1330	Exam Sitting 2	<ul style="list-style-type: none"> Place your bag at the back of the stage Find your seat Listen to the invigilator's instructions Do your best!
	1500 (approx.)	End of Exam Sitting 2	<ul style="list-style-type: none"> Depart the room in silence Collect your bag
POST-EXAM	1505	Booster/Intervention	<ul style="list-style-type: none"> Attend your booster or elective promptly

*Key Note:

- Please be aware that some examinations may run until 1530.
- Students with additional time may be required to stay until 1600.

If you arrive late for an exam, you should **report to the Exams Officer immediately** who will decide whether you will be able to sit the exam. The Exam Board will be notified.

Preparing for Examinations

Prior to the examinations, it is important that you prepare as effectively as possible. This doesn't just mean revising for your exams! Making sure you approach each exam with a positive and ambitious attitude is just as important in giving you the best chance of achieving your potential!

Set your aims high! Find your motivation to achieve and always keep it in mind. Know what success looks like for you and don't let anything get in the way.

Don't allow for distractions to get in the way of success. Prioritise your learning above all things. Give yourself a good environment for focus and revision.

Read around your topics to develop deeper knowledge. Know your course content inside out and if you feel you don't know something... take action!

BE AMBITIOUS

BE ORGANISED

BE FOCUSED

BE PREPARED

BE AN EXPERT

BE PRACTISED

Know what exams you are taking, in what order. Create a revision schedule and stick to it!

Familiarity = Confidence
Know your timetable
Know your exam content
Know your exam layout
Know the command words
Know your strengths
Know your weaknesses

Practise makes Perfect
The exam should be a chance to demonstrate a refined art. Practise planning, writing responses, checking model answers, managing timings, etc.

Hellesdon Habits



ENJOY. ACHIEVE. SUCCEED.

Understanding your Exam Timetable

Familiarity = confidence: When you know what to expect, you feel confident and in control of the situation. Often doubt and fear is driven by being confronted with things we are not expecting. Do everything in your power to remove any surprises that might undermine your confidence.

Individual Candidate Timetable - Default

Season: November 19 exams 2023 Year: 11

Name: [Redacted] Registration Group: [Redacted]

Gender: Male Admission Number: [Redacted]

Date of Birth: [Redacted] UCL: [Redacted]

Candidate Number: [Redacted] UCLN: [Redacted]

Name on Certificates: [Redacted]

Date	Start	Duration	Board	Level	Element	Component
Mon 13/11/2023	08:45	105	DOM	GCSE/FC	EnlanL: English Language	EnLF: English Lang P2
Tue 14/11/2023	08:45	90	DOM	GCSE/FC	MaLF: Maths Paper1	MaLF1: Maths All Bands Paper 1
Wed 15/11/2023	08:45	75	DOM	GCSE/FC	CoB1: Biology Combined	CoB1: Biology Combined
Wed 15/11/2023	13:30	60	DOM	GCSE/FC	Gg2H: Geography	Gg2H: Geography Paper 1
Mon 20/11/2023	08:45	75	DOM	GCSE/FC	Chem: Chemistry PPE 2	Chem: Chemistry
Tue 21/11/2023	08:45	90	DOM	GCSE/FC	MaLF: Maths Paper1	MaLF2: All Level Maths Paper 2
Wed 22/11/2023	08:45	135	DOM	GCSE/FC	EnlanL: English Literature PPE 2023	EnlanL: English Literature 2023
Wed 22/11/2023	13:30	90	DOM	GCSE/FC	PE: Physical Education PPE 2023	PE: Physical Education 2023
Thu 23/11/2023	08:45	105	DOM	GCSE/FC	BusSt: Business Studies PPE 2023	BusSt: Business Studies Paper 1
Fri 24/11/2023	08:45	75	DOM	GCSE/FC	Phys: Physics PPE 2	Phys: Physics

CHECKLIST – Tick these off!

- ☐ Check that your name, candidate number and date of birth on your timetable are correct. If there is anything that is not correct please let us know now so we can have it changed before Certificates are issued.
- ☐ Ensure that you are aware of all the examinations that you are taking and note the date, day and starting time of each one. Replacement timetables are available from the Exams Office. The school exam timetable is also published on the school website.
- ☐ If you have a clash on your timetable (meaning you are timetabled for two exams at the same time), please speak to Mrs Gurney, the Exams Officer as soon as possible.

Please be aware that the last National Contingency Day for exams is 26th June 2024.

This is the day set aside so that if there are any problems nationally that require an exam to be cancelled, they will be changed to this day. If this happens and you do not attend on the contingency day, you will lose all the marks for that exam.

Essential Updates

ABSENCE FROM EXAMS

If you miss an exam, you will **not** be allowed to do it again at a different time!

READ
IT?

If you are unable to sit an exam through illness you should telephone the school **immediately** (01603) 424711. You will also need to contact your doctor to obtain medical evidence for the examination board.

If you do not have a genuine reason for missing an exam, you will be charged for the cost of the exam.

SPECIAL CONSIDERATION

READ
IT?

Candidates who are unwell or are suffering through a current traumatic event, and still sit the exam, may be eligible for special consideration. The awarding bodies will not apply special consideration for anything other than serious reasons.

If you wish to apply for special consideration, then please notify the Exams Officer immediately – this should be just prior to, or on the day of the exam.

DRESS CODE

READ
IT?

Candidates are expected to wear full school uniform, including school footwear. You will **NOT** be permitted to sit the exam if you are not wearing correct school uniform.

EQUIPMENT

READ
IT?

You need to make sure that you bring in all the relevant items for each exam. You will need, **black pen**, pencil, ruler, eraser, and a sharpener in a **see-through** pencil case.

You will also require mathematical instruments such as **scientific calculator** and protractor for certain exams.

You are **not** allowed to use correcting pens or correcting fluid, highlighters or gel pens in your written answers, but they can be used to highlight questions on source material.

You cannot rely on the school to provide you with basic equipment.

MOBILE PHONES AND WATCHES AND EARPODS

READ
IT?

STUDENTS MUST NOT TO BRING MOBILE PHONES OR ANY FORM OF WATCH OR EARPODS INTO YOUR EXAM.

Anyone caught with a mobile phone, watch or earpods, whether turned on or off, will be subject to disqualification from that exam. This also applies to Smart Watches, watches with internet capability or the ability to text, MP3 players and any other form of electronic communication or music device.

READ
IT?

LEAVING AN EXAM EARLY

You will **NOT** be permitted to leave an exam early, even if you have finished your exam. Even if you have a Toilet Card you are not permitted to leave the Exam Room within the first hour or last 15 minutes of the exam.

RESULTS DAY

A-level results day: Thursday 15th August 2024
GCSE results day: Thursday 22nd August 2024

READ
IT?

Results may only be collected by the student themselves, unless specific written permission is given by the student to a parent or other third party to collect. You can complete a 'collection of results' form which can be obtained from Mrs Gurney in the exams office.

CERTIFICATES

READ
IT?

These must be collected from the school reception and we will notify you when they are available. Your certificate is the legal proof of your exam result (not your results slip from August). **Certificates will be available to collect in November 2024.**

JCQ Guidance for Candidates

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.

A. Regulations – Make sure you understand the rules

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 must not take into the exam room:
 - (a) Notes;
 - (b) an iPod, a mobile phone, a MP3/4 player or similar device, or a watch (whether Smart or regular).

Any pencil cases taken into the exam room must be see-through.

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.

5. If you wear a watch the invigilator will ask you to hand it to them.
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 must not 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. Information – Make sure you attend your exams and bring what you need

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 must 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.

C. Calculators, dictionaries and computer spell-checkers

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 formulae;
 - (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.

D. Instructions during the exam

1. Always listen to the invigilator. Always follow their instructions.
2. Write in black ink only in all your examinations.
3. 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.
4. Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
5. Do not start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and/ or the answer booklet before you start the exam.
6. Remember to write your answers within the designated sections of the answer booklet.
7. 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 for rough work.

E. Advice and assistance

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 must not ask for, and will not be given, any explanation of the questions.

F. At the end of the exam

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.

Hints and Tips

- ✓ Try to get a good night's sleep before an examination.
- ✓ Get all things ready the previous evening.
- ✓ Have a good breakfast.
- ✓ Wear suitable clothing- the temperature can change quite a lot in the examination room.
- ✓ Don't try to cram last minute revision-it rarely helps.
- ✓ Try to relax before an exam.
- ✓ Don't be put off by what other candidates say.
- ✓ The exam questions are not trying to catch you out- they are designed to let you show your knowledge and skills.

✓ Think Positive!

IF NOT
now
WHEN?

ENJOY. ACHIEVE. SUCCEED.

Frequently Asked Questions

Q. What do I do if I think I have the wrong paper?

Invigilators will ask you to check your examination paper before the exam starts. If you think you have the wrong paper, put your hand up and tell the invigilator immediately.

Q. What do I do if I forget my candidate number?

Candidate numbers are printed on seating plans which are displayed in/outside of the examination rooms..

Q. What do I do if I forget the centre number?

The centre number is 18107. It will be clearly displayed in each examination room at all times.

Q. What do I do if I have an accident or am ill before the exam?

Inform the School at the earliest possible time so we can decide on the best way of helping you to complete your exam. If you are unable to sit an examination, you will need to obtain a medical report as evidence from your GP or hospital if you wish the School to make an appeal for Special Consideration on your behalf.

Q. What is an Appeal for Special Consideration?

Special Consideration is an adjustment to the marks or grades of a candidate who is eligible for consideration. Examples of such circumstances may be illness, accident or injury, bereavement, domestic crisis. Miss Foster, the Examinations Officer, must be informed immediately, so that the necessary paperwork can be completed and the candidate will be required to provide evidence to support such an application.

Q. What do I do if I feel ill during an exam?

Put your hand up and an invigilator will assist you. You should inform an invigilator or the exams officer if you feel ill before or during an exam and you feel this may have affected your performance.

Q. If I am late, can I still sit the Examination?

It is your responsibility to turn up to your examinations on time. However, provided you are not more than 1 hour late, it may still be possible for you to sit the examination, but you may not be allowed any additional time. You should also be aware that if you start the exam more than 30 minutes after the published starting time, the School must inform the Awarding Body and it is possible that the Board may decide not to accept your work. If you think you may be late to an examination, please inform the School as soon as possible. On arrival, the examination officer will escort you to the examination room. You must not enter an exam room without permission from the examination officer once the examination has begun.

Q. If I miss an examination can I take it on another day?

No. Timetables are regulated by the Exam Boards and you must attend on the given date and time.

Q. Do I have to wear School uniform?

Yes. Normal school regulations apply to uniform, hair, jewellery, make up etc.

Q. What items are not allowed in the examination room?

- Bags, coats and any other items not permitted under examination regulations must not be brought into the examination room. Do not bring any valuables into school when attending an exam.
- No food is allowed in the exam room. (Except reported medical needs). Water, in a clear plastic bottle with label removed is permitted.
- Mobile telephones or any other electrical equipment must not be brought into or anywhere near the examination rooms, even if they are turned off.
- No watches whether smart, digital or analogue are permitted in the examination room.

Q. How do I know how long the exam is?

The length of the examination is shown on your individual timetable under the heading 'length'. Invigilators will tell you when to start and finish the exam. They will also write the start and finish times on a whiteboard at the front of the Examination room. There will also be a clock in all exam rooms.

Q. Can I leave the exam early?

It is the School's policy that all candidates stay in the exam room until everyone has completed the exam and full time has elapsed, as leaving early is disruptive to other candidates. A candidate may not leave the examination room without being escorted by an Invigilator.

Q. What do I do if the fire alarm goes?

The Examination Invigilators will tell you what to do. If you have to evacuate the room leave everything on your desk and leave the room in silence. You must not attempt to communicate with any other candidates at any time during the evacuation. Once it is safe to return to the exam room another register will be taken and you will continue with the exam for the remainder of the time allowed before the alarm had sounded.

Q. Can I go to the toilet during the exam?

You cannot use the toilet within the first hour of any examination. After this, and only if it is absolutely necessary, you will need to put your hand up to get the Invigilator's attention, who will then escort you. You will not be allowed any extra time.

Q. Why do I need to check the details on the Statement of Entry?

The details on your Statement of Entry will be used by the awarding Bodies when certificates are printed. If the name or date of birth on your certificates does not match your birth certificate it could cause you problems if you are asked to show your certificates to a potential employer for college/university in the future. You should also check that the subjects and tiers of entry you are entered for are correct and that no subjects are missing.

Q. What do I do if I don't get the grades I need for college?

Speak to the college that you have applied to as there might be alternative courses you can do. If you feel strongly that it is necessary to make an inquiry about your result you should first consult the Head of Subject to obtain their advice as to requesting a re-mark. You should be aware that your mark could go down as well as up or even stay the same. You will then be noted if there is a change of grade.

Q. What do I do if I have two exams at the same time?

Arrangements will be made for you to be supervised at all times whilst you are on the premises to ensure that no contact is made with other candidates. Once you have finished the first exam you will be able to have a small, supervised rest break then you will be able to commence with the second exam.

Behavioural Expectations

At Hellesdon High School, we have the highest expectations of behaviour in corridors, outdoor spaces, corridors, and the community. In examinations, this is no different, however the consequences of not following these expectations can have a long-lasting impact on your future.

In examinations you must:

- ✓ Arrive punctually
- ✓ Bring all required equipment
- ✓ Positively engage in your warm-up activities
- ✓ Enter the exam room in silence
- ✓ Focus on your own responses and achieving your best
- ✓ Not attempt to communicate
- ✓ Not cause any distraction that might affect other students' ability to achieve

Potential Consequences:

- ⊗ Consequences linked to the school behavioural policy: removal from examinations, inclusion, fixed term exclusion, permanent exclusion.
- ⊗ Consequences linked to Joint Examinations Council: disqualification from examinations.

The school will not allow students to negatively impact on other students' right to sit examinations in appropriate conditions.

IF NOT
now
WHEN?

Key Contacts

Reception

In the event of lateness or absence, remember to call the reception team immediately to report the issue.

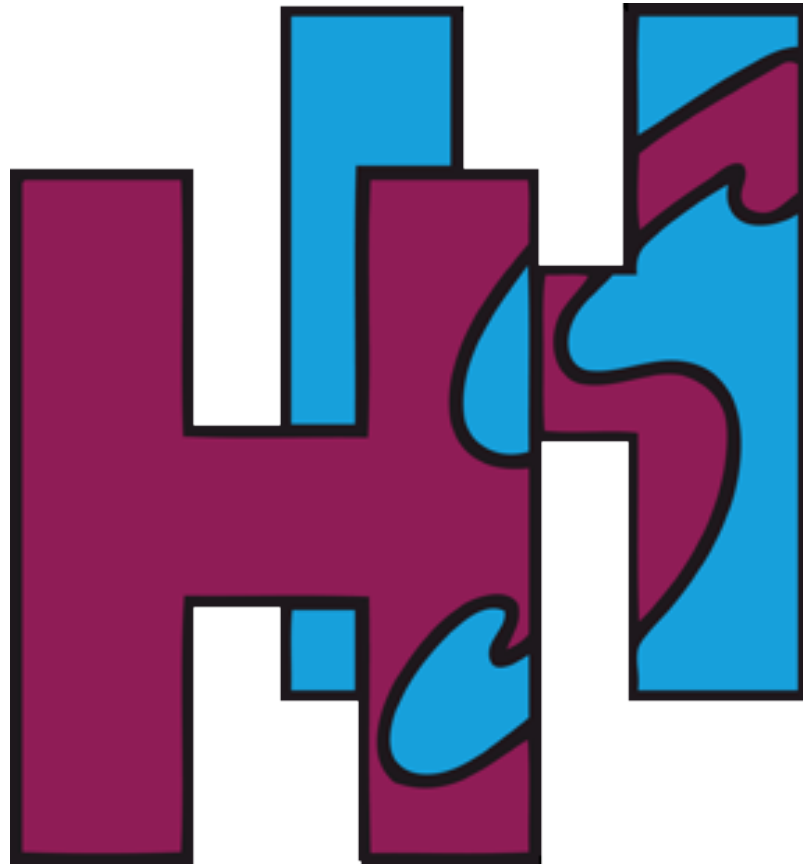
Email: principal@hellesdonhigh.norfolk.sch.uk

Call: 01603 424711

Examination Officer

For further information linked the school's approach to examinations, the award of grades and student examination timetables and expectations, please email Mrs Gurney.

Email: sgurney7grw@nsix.org.uk



JOURNEY TO EXCELLENCE