

# Montsaye ACADEMY

## STUDENT EXAMINATION HANDBOOK



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## CODE OF CONDUCT



### A. TIMES

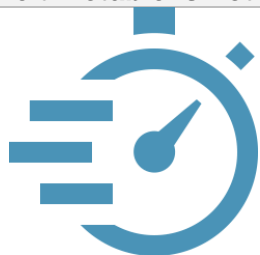
Morning exams start at 9.00am Afternoon exams usually start at 1.00pm but may vary depending on the duration of the exam or if there is an exam 'clash'.

We advise that pupils should arrive outside the exam room 15 minutes before the start times indicated on their personalised timetable.

Finish times will depend on the length of each exam and pupils should check their own timetables. Pupils should be aware that some examinations may finish after the end of the school day, and consequently alternative arrangements for transport home may be necessary. Candidates are responsible for checking their own timetable and arriving at school on the correct day and time.

### B. ILLNESS/ABSENCE

It is compulsory for pupils to attend all their examinations in order to achieve a mark and consequent grade for each subject. The school will contact the parents/guardians of all pupils who are absent, unless notification has been received by the school, and Exam entry fees will be invoiced if there is no valid reason for the absence. If pupils are going to be absent due to illness please contact the school at the earliest opportunity. The exams officer will determine the best course of action. If pupils are unwell during an exam they must let the invigilator know. The invigilator will inform the exams officer, who can then determine the best course of action. If there is an acceptable reason, and supporting evidence, for an absence, illness, bereavement or other significant disadvantage then the school, at its own discretion, may decide to apply to the Awarding Body for special consideration. Please note: Misreading the timetable is not a valid reason for being late or missing an exam.



### C. LATENESS

If pupils are likely to be late for an exam please contact the school office for advice, at the earliest opportunity. If pupils arrive late they must go straight to reception and they will be escorted to the exam room - in silence. Please note that Awarding Bodies may not accept very late sittings without valid reason or evidence, and pupils may not be entitled to the full amount of time for the exam.

### E. EQUIPMENT

Pupils are responsible for bringing their own stationery and equipment to exams which should be kept in a clear pencil case and placed on the desk visible to invigilators at all times. Borrowing from other candidates is NOT allowed BLACK biro or ballpoint pens only. Do NOT use correction pens, fluid or tape - Incorrect work should be neatly crossed through with a single line.



**Do NOT use gel pens (most exam papers are scanned and the heat of the machines can erase work written in gel pen) Highlighters may only be used on question papers, NOT on answer booklets.**

**Pupils will need to bring:**

**Black biro or ballpoint pens  
Pencil  
Ruler  
Protractor  
Pair of compasses  
Eraser  
Scientific Calculator  
Pencil Sharpener**

**Using Calculators**

**Pupils may use a calculator in an examination unless prohibited by the Awarding Body's specification. Pupils must bring their own calculator and are responsible for making sure it meets with the Awarding Body regulations.**

**Pupils are NOT allowed to use a mobile phone as a calculator.**

**Calculators must be:**

**Of a size suitable for use on the desk  
Either battery or solar powered  
Calculator lids, cases, covers and instructions must be left in your bag**

**Pupils are responsible for the following:**

**The calculator's power supply  
The calculator's working condition  
Clearing anything stored in the calculator**

**Calculators must not be designed or adapted to offer any of these facilities:**

**Language translators  
Symbolic algebra manipulation  
Symbolic differentiation or integration  
Communication with other machines or the internet  
Be borrowed from another candidate during an examination for any reason**

**Have retrievable information stored in them – this includes:**

**Databanks  
Dictionaries  
Mathematical formulas  
Text**

## G. PHONES, IPODS, WATCHES, HEADPHONES, UNAUTHORISED MATERIAL

Exam regulations state that these items are not allowed in the examination room. Posters displaying details of unauthorised materials will be visible outside all exam rooms. Possession of these items is a serious offence, we are required to report this to the exam board and they may disqualify you from the exam. The exam invigilators will give a final warning about possessing these items prior to the start of the exam. If at this point you realise you have forgotten to hand something in please raise your hand and hand the items to the invigilator.



## H. BAGS

Years 10 and 11 need to take their bags to the old gym.  
Years 12 and 13 need to leave their bags in the sixth form centre.

## I. FOOD/DRINK

Only water bottles are allowed in the exam room. These **MUST** be clear bottles with any labels removed. Food is not permitted in the exam room without medical grounds. If it is required for medical purposes all labels must be removed and it must be in a clear plastic container.

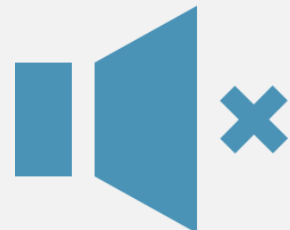


## K. DURING THE EXAM

You must not communicate with any other candidate. If you require assistance, please put your hand up and an invigilator will attend to you. You will not be allowed to leave an examination room early even if you have finished. If you finish earlier than everyone else, sit silently, re-read your answers. Do not attempt to communicate with anyone or doodle on your question or answer booklet.

## L. END OF THE EXAM

You must leave the room in silence until you are outside of the room/venue and away from any students who may still be working. Please be aware that there may be other examinations in the room that are continuing.



Students should return to their normal timetable.



## **M. FIRE ALARM/EMERGENCY EVACUATION**

In the event of a fire alarm, you should remain seated and wait for further instructions from the invigilator. If you are asked to leave the building, you must leave everything on your desk and leave in silence, remember you are still under exam conditions.

## **N. MALPRACTICE**

Any breach of examination regulations such as cheating in examinations, using unauthorised aids, copying from and communicating with other pupils, will be reported to the relevant awarding body. This may result in disqualification from that examination, and possibly from other examinations you may take.



## **O. REGULATIONS**

JCQ Information for Candidates is regularly emailed to parents and students and is available on the school website.

## **P. RESULTS, POST RESULTS, CERTIFICATES**

Results can be collected from school in person on the day of publication:

A level results: Thursday 14th August

GCSE results: Thursday 21st August

Teachers and support staff will be available to provide support, advice and guidance about your next steps.

If you want any other person (including family) to collect results on your behalf, you must give written authorisation to the person collecting on your behalf.

The person collecting your results must provide proof of their identity.

No results will be given out by telephone under any circumstances

### **Post Results Services**

These are services provided by all examination boards for candidates who wish to query their results, or think there is a problem.

Services available include requesting copies of exam papers, reviews of marking and clerical checks.

All requests need to be made to the examinations officer before the deadlines, accompanied by a signed consent form and full payment for the service.

Certificates will be available for collection from mid-November.



**You MUST keep your exam certificates in a safe place; they are important documents and will be requested by employers and colleges. Replacements may be requested from awarding bodies but there will be a charge around £45 per certificate**



### 1. DRAW UP A REVISION TIMETABLE

Research shows that shorter 20-30 minute spells work best, because your concentration is much higher



### 2. EXERCISE

Physical activity is very important, in particular during intense study time.



### 3. FIND A QUIET SPACE

This is a pretty straightforward one: you desperately need a place where you can be uninterrupted for a few hours.



### 4. GET DOWN TO IT IN THE MORNING

You have to make a start at some point and doing it sooner rather than later is a very good idea.



### 5. SPICE UP YOUR REVISION

Use a bit of colour! Drawing colourful learning maps will help you to memorise facts.



### 6. DO PLENTY OF PAST PAPERS

Ask your teacher for some past papers or google them yourself.



### 7. MAKE SUMMARY NOTES

Making notes is by far the best way to memorise lots of information.



### 8. REWARD YOURSELF

It is not all about the work; you need good breaks too. People who manage to find the right balance between study and leisure are the ones who get the top marks



### 9. USE YOUR FAMILY AND FRIENDS

Ask people around you to test you and give you feedback.





## Information for candidates Using social media and examinations/assessments

**While we like to share our experiences online, when it comes to exams, we have to be careful.**

- Sharing ideas online can be helpful when you're studying or revising
- However, sharing certain information (see information on the right) can break the rules and could affect your results
- If you're not sure what you can and can't discuss online, check with your teacher
- If you receive exam content on social media, you must tell your teacher
- Don't be caught out by scammers selling fake exam papers



**JCQ Things to do on social media:**

- Have fun
- Be responsible
- Report any exam content you see to your teacher

**JCQ Things not to do on social media:**

- Buy/ask for/share exam content
- Pass on rumours of what's in exams
- Share your work
- Work with others so that your coursework is not your own independent work

**JCQ If you do any of the above activities, you may:**

- ! Receive a written warning
- ! Lose marks
- ! Be disqualified from a part of or all of your qualifications
- ! Be banned from taking assessments for a number of years

Please take the time to familiarise yourself with the JCQ rules:  
[jcq.org.uk/exams-office/information-for-candidates-documents](http://jcq.org.uk/exams-office/information-for-candidates-documents)



# Examination Booklet