



Year 11 Parent's Information Evening February 2019

Examination Information 2018



Make sure the students understand the rules and regulations

We have been running internal mock exams, following the JCQ rules and regulations.

We will conduct a formal assembly prior to the start of the summer exam season to refresh students with expectations.

In essence students are not to become involved in any unfair or dishonest practice during the exam.

Two useful documents to collect tonight: Information for candidates and information regarding social media

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Information for candidates For written examinations – effective from 1 September 2017

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: <ul style="list-style-type: none">• notes;• potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player, a smartwatch or a wrist watch which has a data storage device. <p>Any pencil cases taken into the exam room must be see-through.</p> <p>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.</p>
5	If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
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.



Information for candidates Using social media and examinations/assessments



This document has been written to help you stay within examination regulations. Please read it carefully.

We all like to share our experiences when taking examinations. However, it is important to consider what you say and to think about what information is being shared.

Sharing ideas with others online could be helpful when you're studying or revising. However, there are limits to the amount of information you can share and you need to be careful not to break the rules. We'd like to ask you to act responsibly when discussing online. If you're in doubt about what you can and can't discuss online regarding your exams, it's always best to check with your teacher.

If you receive what is or what looks to be assessment related information through social media, or any other means, you must tell your teacher or another member of staff. You must show them what you have received. They will then report the matter to the awarding body and it will be investigated.

Where candidates breach the rules for examinations, controlled assessments, coursework or non-examination assessments, awarding bodies have an obligation to investigate and may apply penalties.



You should be aware that the following might constitute malpractice:

- copying or allowing work to be copied – i.e. posting written work on social networking sites prior to an examination/assessment;
- collusion: working collaboratively with other candidates beyond what is permitted;
- allowing others to help produce your work or helping others with theirs;
- being in possession of confidential assessment related information in advance of the examination;
- exchanging, obtaining, receiving or passing on assessment related information by any means of communication (even if just attempting to);
- failing to report to your centre assessment related information being shared online; or
- passing on rumours of exam content.

Penalties that awarding bodies apply include:

- a written warning;
- the loss of marks for a section, component or unit;
- disqualification from a unit, all units or qualifications; or
- a ban from taking assessments or exams for a set period of time.

Please take the time to familiarise yourself with the JCQ rules:
<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

JCQ 2017 – Effective from 1 September 2017

Basics

- Arrive on time for the examinations, 15 mins early if possible. We will speak to our transport providers about getting to the exams on time.
- Exams run twice a day, an AM session and a PM session (Some students could have three exams on a day if two exams clash at the same time).
- We can accommodate lateness in special circumstances but only within a given time frame.
- Students **must** follow the instructions given by the invigilator, as soon as they enter the room they are subject to examination conditions, which in effect is silence unless the student puts up their hand and the invigilator will come to them and discuss any issues without disturbing other candidates.
- Students cannot leave the examination room until they are dismissed, they must sit in silence and not create any form of disturbance for any other student.

Equipment

- It is the students responsibility to have the required equipment necessary for the exam they are sitting

A basic equipment list is:

- Black biro pens
- Pencils
- Colour pencils
- Rule
- Protractor
- Pair of compasses
- Rubber
- Pencil sharpener
- Calculator

All equipment must stored in a clear pencil case if used.

What can and can't be taken into the exam room

You must not take into the exam room:

- Notes.
- potential technological/web enabled sources of information such as a phone, ipod etc...
- Any pencil case must be see through.
- All water bottles must have no labels on the outside of the bottle.

Some do's and don'ts

- Do not use correcting pens, tippex etc.. use only a black biro.
- Do not talk or try to communicate with any other candidates once the exam has started.
- You must not write inappropriate, obscene or offensive material.
- if you leave the exam room unaccompanied you will not be allowed to return to the exam room.
- Do not borrow anything from any other candidates during the exam.

Examination Timetable

- Students will be provided with a detailed examination timetable, early next term.
- They will need to sign this to confirm its accuracy.
- In the main we only use two rooms for examination (Lecture Theatre and F15 old conference room).

Revision Timetable

As we are a small school we can re-write the timetable during the examination period, we will do this to provide the students with revision slots with specialist teachers prior to the examination they are going to sit.

For example:

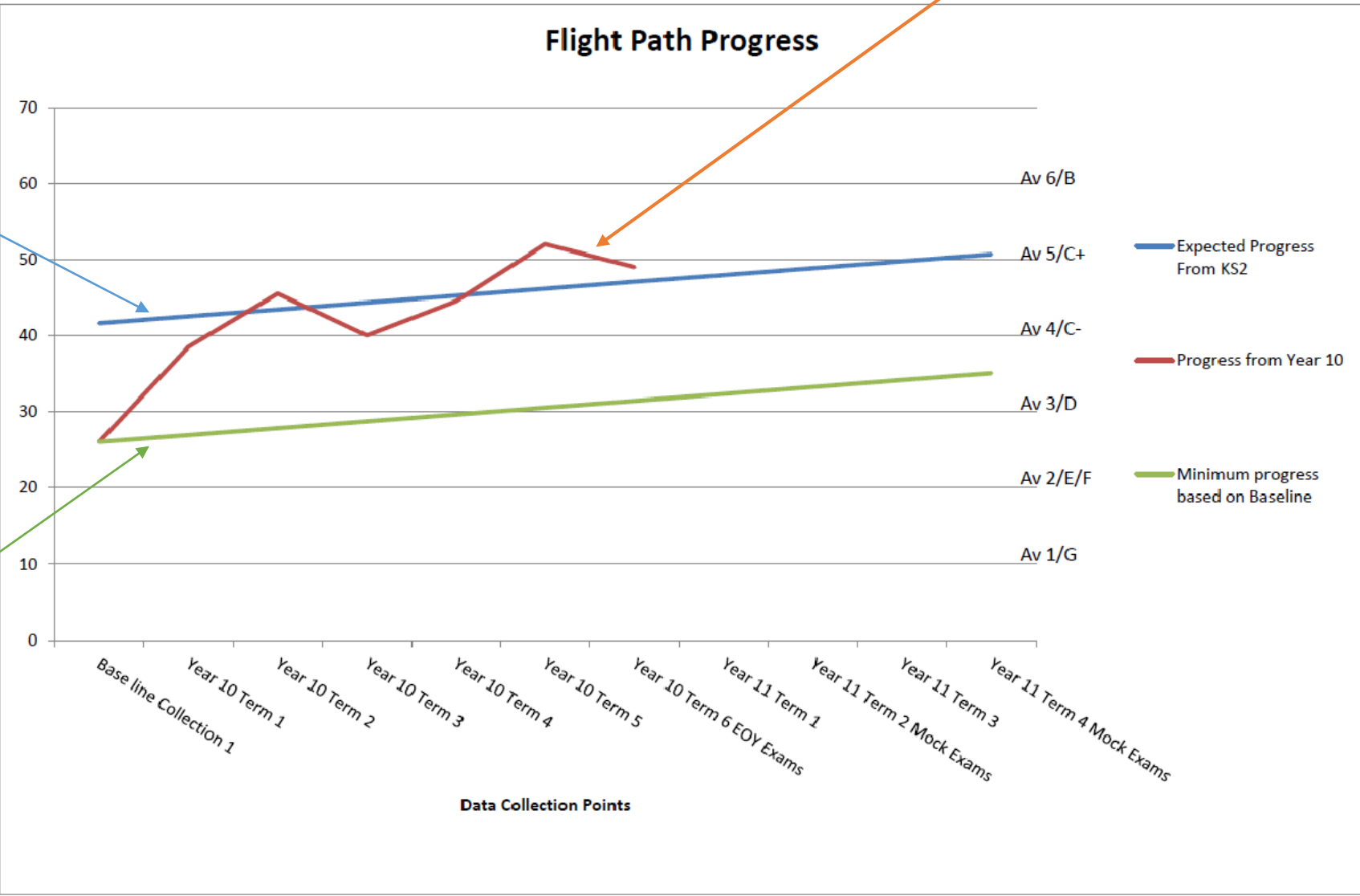
A physics exam on a Tuesday AM - A revision slot will be arranged for the PM Session before (or if clashing with the exam the earliest point possible)

A maths exam on a Wednesday PM - A revision slot will be arranged for the AM session of that day.

Study Leave

- Contrary to what students think, it is a legal responsibility for students to remain in school upto 31st June 2019.
- Schools can adopt study leave if they wish, but is not advised by the DfE, from the period of when the summer examinations start.
- IKB has set the date for study leave as the 14th June 2019
- During the exam periods we will expect all students to attend school as revision sessions will be planned and are compulsory for student to attend.
- After the 14th June there is only one examination in further maths left, students will be expected to attended the planned revision session and the examination.
- All examinations must be sat in school uniform.

Student's actual progress based on current grades



Progress line –
Yr 7 – Yr 11

Progress line from
Baseline -
Yr 10-Yr 11

IKB aim – to get students from the green line to the blue line