



# Stretford High School

Learning Today, Leading Tomorrow

**Centre Number 33651**

## **GCSE EXAMINATIONS 2016/17**

### **INSTRUCTIONS TO CANDIDATES**

**You are required to read this document carefully and retain it for future reference.**

# GCSE EXAMINATIONS 2016/17

## Before the exam

### CHECK YOUR EXAMINATION TIMETABLE.

There are NO alternative sessions. Misreading your examination timetable is NOT an acceptable excuse for being late or missing an exam.

Make sure you know your candidate number; you will need to put this on your script.

You must arrive promptly for both morning and afternoon sessions.  
Examinations will always begin at 9.00am and 1.30pm unless you are notified otherwise.

Your examinations will usually take place in the sports hall. However, other rooms may also be used in the exam season. Ask staff for help if you are unsure of arrangements.

In the examination room silence must be maintained and the regulations of the examination boards must be observed.

### **MOBILE PHONES AND OTHER UNAUTHORISED ITEMS**

We cannot stress enough how important it is **NOT TO BRING IN MOBILE PHONES.** Anyone caught with a mobile phone, whether it is turned off or not, will be disqualified from the examination and possibly the overall qualification. Other electronic devices, such as MP3/4 players, iPods, smart watches, pagers or any other products with text/digital facilities are also not allowed in the examination room. Possession and use of these items may result in you being disqualified from that exam and also any other exams. Candidates will be asked to place their watch and mobile phone into an envelope bearing their name before the examination starts. These envelopes will be kept in a secure room for the duration of the examination and returned to the candidate at the end of the examination.

1. You must not take any unauthorised material into the examination room, e.g. calculator cases/leaflets, bags, mobile phones, smart watches, mp3 players, written materials- including writing on your hand. If you are found with any of this, whether you intended to use it or not, **YOU WILL BE DISQUALIFIED.**

2. Only the essential equipment for your particular exam paper must be brought to the exam in a clear plastic bag or clear pencil case. You must bring your own calculator. The memory of programmable calculators must be cleared. All written work must be done in black ink. If you wish to cancel an answer, cross it out with one line. You are NOT allowed to use Tippex.
3. Do not do anything that may be seen as cheating or communicating with another candidate. For this reason mobile phones and other electronic equipment are not permitted in the examination room. If you bring any unauthorised equipment into the examination room you will have all your examinations cancelled.
4. All instructions of supervising staff must be obeyed. They are responsible to the examination boards for conducting the examinations properly.

### At the start of the exam

Space is very limited so you must not bring bags as they are not allowed into the examination room. Only bring those items necessary for the exam. You are responsible for any valuables in your possession.

If you would like to bring a drink into the examination, this must be in a plain bottle with no label or writing/pictures on it.

Make sure you have NO unauthorised material/equipment with you - if you have, hand it over to an invigilator immediately - it is too late once the exam has started!

Listen carefully to instructions and notices read out by the invigilators- there may be amendments to the exam paper that you need to know about.

Check you have the correct exam paper and correct equipment.

Read all instructions carefully and number your answers clearly.

Make sure you have put your name, candidate number and centre number (33651) on all the necessary papers.

### During the Exam

Candidates must stay in the examination room for at least one hour after the published start time of the exam (or for the duration of the exam if it is less than one hour). You will not be allowed to leave an examination room early. If you have finished the paper use any time remaining to check over your answers and that you have completed your details correctly.

Do not draw graffiti or write inappropriate, obscene or offensive comments on examination papers. If you do this will be considered as malpractice and the examination board may refuse to accept your paper.

Students who are disruptive or behave in an unacceptable manner will be removed from the examination by invigilators and members of the Senior Leadership Team.

If you experience difficulty and require assistance- raise your hand and an invigilator will come to you. Please note that invigilators cannot discuss the examination paper with you or explain the questions.

If you become ill during the examination you must draw this to the attention of the staff. No retrospective claims of illness will be considered. Action in such circumstances is your responsibility, not the schools.

You will be reminded of the time 5 minutes before the end of the exam.

### At the End of the Exam

You will be reminded to ensure that you have put your name, candidate number and centre number (33651) on your exam papers.

All work must be handed in - remember to cross out any rough work. If you have used more than one answer book or loose sheets of paper ask for a tag to fasten them together in the correct order.

Invigilators will collect your exam papers before you leave the room. Absolute silence must be maintained during this time. Remember you are still under examination conditions until you have left the room.

Remain seated in silence until told to leave the examination room. Please leave the room in silence and show consideration for other candidates who may still be working.

If the **fire alarm** sounds during an examination the examination invigilators will tell you what to do. Don't panic. If you have to evacuate the room you will be asked to leave **in silence** and in the order in which you are sitting. You will be escorted to a designated assembly point. Leave everything on your desk. You must not attempt to communicate with anyone else during the evacuation. When you return to the exam room do not start writing until the invigilator tells you to. You will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident.

### Late Arrivals

If you are late you may be allowed into the exam room.

You should be aware that your late arrival will be reported to the examination board and that they reserve the right not to accept your script.

Late arrivals may only be allowed the full time for the exam if there is adequate supervision available.

### Illness

If you are ill during the examinations and cannot come into school, you **must** telephone (0161 876 1850) to inform us.

### Missing your Exam

We accept no responsibility for students who miss their examinations because they misread their statement of entry or who are late through their own fault.

### Notification of Results

Results will be available for collection on:

**Thursday 24th August 2017  
from 10.00am to 12.00 noon.**

If you wish any other person (including family members) to collect your results on your behalf, you must give your written authorisation to school before results day.

Candidates who do not collect their results on 24th August will receive notification through the normal post.

No results will be given out by telephone under any circumstances.

Pass grades at GCSE are from A\* - G or 9 to 1 for new specifications.

### Post Results Services

Following the publication of results, the examination boards offer a number of services in case you have any queries. **These services should only be requested following consultation with your subject teacher and your parents.**

If you and your subject teacher have decided that you need to access the post results services, then you will need to come to the Data Office to collect an application form.

When you have completed the form, please return it, with the correct fee (cheques payable to Stretford High School) to the Data Office, no later than the specified deadline. These dates are set by the Examination Boards, not the school.

**Please be aware that when requesting a re-mark of an exam paper your mark could go down as well as up or even stay the same.**

If you request an Original Script you can **NOT** then request a re-mark

These services are NOT free of charge and involve a considerable amount of work. Consider carefully before requesting any of the following services:

Service	Application Deadline	Cost by Board Per candidate per paper/unit	Reason
Original Script	28th September 2017	AQA - £10.30 Edexcel- £7.75 OCR- £10.80 WJEC - £12.00	This is usually requested by teaching staff so they can look at the best (and worst) scripts for reference. Be aware requesting your original script back can take some time.
Review of marking	15 <sup>th</sup> September 2017	AQA- £34.20 Edexcel- £23.20 OCR- £44.90 WJEC £ 35.00	Where you and your subject teacher think something has gone wrong with your exam and you wish to query the result. <b>You must be aware that your mark can go down as well as up! You are required to sign a disclaimer if you request a remark.</b>
Clerical check	15 <sup>th</sup> September 2017	AQA- £7.55 Edexcel- £10.30 OCR- £16.10 WJEC- £10.00	Where you and your subject teacher think something is wrong with your awarded mark you can ask the exam board to check the correct mark was entered into the system.

\*\*These fees are subject to change - the revised price list has not yet been published.

### Certificates

Certificates will be issued at Presentation Evening in November 2017. If you cannot attend Presentation Evening, certificates may be collected from school within 12 months.

**Good Luck!**