

ALCESTER GRAMMAR SCHOOL



PUBLIC EXAMINATIONS

THE ROUTE TO SUCCESS 2018/19

Name:

Candidate number:

Centre number: 31005

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Introduction

The aim of this document is to:

- explain the rules and regulations you are required to follow
- help ensure you are well prepared for your exams
- explain what you should do if any problems occur

I hope you find it helpful and informative.

Remember, if you are unsure about anything or have any concerns at all, then please do come and have a chat or drop me an email.

Your chances of fulfilling your potential will be improved if you work hard and prepare well.

Wishing you the very best of luck ~



Mrs R Dancy
Examinations Officer

Contact details:

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Website: www.alcestergs.co.uk

First things first - know your timetable

You will find this on your 'MyAGS' portal which can be accessed via...

...the home page of the school website:



...or the intranet:



Use your AGS login and go to: Assessments, Examination timetable.

This will tell you the date, time, room and seat number for each of your exams.

It's a good idea to make a copy, but please do check your portal regularly for any last minute updates.

Your 'candidate number' can be found in the Personal Details section of your portal, under 'General', and will also be on your ID Card which will be issued during form time closer to your exams – you will need to take this with you to all exams and place it face up on your desk.

Be punctual

In summer, morning examinations start at 9:15am, and afternoon sessions at 1:30pm. Most will take place in the Theatre or Newport Study.

Mock exams will have different start times, so please make sure you know where you need to be and at what time.

Please be 'exam ready' at the venue at least 15 minutes before the start time shown on your timetable. It's a good idea to get to school at least 20 minutes beforehand so you can get yourself organised.

Be prepared

Make sure you bring everything you need with you for each exam, either loose or in a clear bag/case, as you may NOT borrow anything from another candidate once you are in the exam room.

If you're unsure, check with your subject tutors about the equipment required for each of your exams, and check with your Maths teacher (well in advance) that you have a calculator permitted within the rules of the exam – please leave the lid at home!

Black ink only must be used for your written papers; pencils/crayons can be used for illustrations, maps etc. You may use a highlighter on the questions but not your answers, and no correction fluids are allowed. Most scripts are scanned and marked online so the consequence of writing unclearly or in the wrong colour could be that the examiner cannot read your work.

You may bring water into the examination room. It must be in a clear (not coloured) bottle with any labels removed. You should place it on the floor, under your desk or chair, so there is no danger of it being knocked over. No other drinks or food items are allowed in the exam rooms.

Prohibited items

Once in the examination room you are not allowed to be in possession of...

- a mobile phone
- a watch
- any electronic storage device (e.g. ipods/MP3/4 players or anything with a text/internet facility)
- any material which might be deemed to be of help to you, i.e. notes
- bags/coats - leave them in a locker or on a designated bag rack
- correction fluid, ink eraser pens, gel-pens
- calculator lids
- glasses cases

Make sure you check your pockets BEFORE the start of your exam!

Conduct

You are expected to be dressed in full school uniform for GCSE and business wear for AS/A Level examinations.

Be polite to, and co-operate with, the invigilators. They are there to help you and ensure the smooth running of your exams.

Please wait quietly outside the exam room, lined up in row order as per your timetable. There may be other exams / lessons going on in the rooms around you.

Once you are called through into the examination room...

- you must not communicate with another candidate in any way
- find your seat, get yourself organised and await further instructions
- you must not talk until you have left the exam room. Again, please be mindful of other classes/exams taking place at this time.
- if you have any questions during any of your papers just raise your hand and an invigilator will come to you.

You must not bring any unauthorised materials into the exam room or become involved in any unfair practice. Contravention of the rules may lead to disqualification.

Identity Check

Centres are required to check the identity of all candidates sitting public exams. You will be issued with a photo ID card which you must bring to all of your exams and place face up on your desk.

If you forget your ID, please obtain a temporary card from Reception or the Hub - you should not enter an exam venue without one.

If you lose your ID, you must notify Reception and request a replacement – there may be a charge for this.

During your exams

- read the instructions carefully and complete everything that is asked of you
- think before you start writing and work out how best to use your time
- if you are unsure about anything or need additional materials, raise your hand and an invigilator will come over to you - don't wait until the very last moment to request extra paper!
- all rough work must be in your answer booklet and crossed through. Any additional pages used must be handed in at the end of the exam
- keep an eye on the clock; the length of your paper and the finish time will be displayed at the front of the room

Please note you will not be allowed to leave the examination room before the scheduled finish time, other than in exceptional circumstances.

At the end of the examination

- stop writing when you are told to do so
- listen carefully to the instructions you are given
- ensure your name and other details are completed on the front of your answer booklet/s
- put your papers in the correct order; and tuck any additional sheets inside your answer booklet
- ensure everything is handed in – even rough work

You will usually be dismissed one row at a time. As you leave the examination room, please...

- leave your chair tidily under the desk
- leave the room in silence as others may still be working
- once outside, please move well away from the exam room to avoid remember others may still be in exams/lessons, so please leave quietly and move well away from the exam room

General

It is the responsibility of the Examinations Officer to ensure the integrity of the exams... i.e. they are conducted in accordance with the rules and regulations, they run smoothly and, above all, they are fair to all involved.

Please make sure you have read and understood the following documents which are available on the school website:

Information/Examinations/Regulations and Advice

- Coursework
- Non-Exam Assessments
- Privacy Notice
- Social Media
- Written Examinations
- No Mobile Poster
- Warning to Candidates

PLEASE BE WARNED

ANY MAJOR BREACH OF THE RULES COULD RESULT IN
DISQUALIFICATION; NOT ONLY FROM THE EXAMINATION
CONCERNED, BUT FROM THE
WHOLE SERIES

Non Exam Assessments

Non-Exam Assessments are an important element of most public examinations. The assessments take place at various stages throughout the year and the rules must be adhered to. You must carefully follow the instructions given to you by your subject teacher.

We wish to bring to your attention concern expressed by the Examination Boards regarding the authenticity of work submitted by students at all levels of the system.

In an effort to combat this, the Boards require all candidates to sign a declaration confirming the authenticity of each separate piece of work submitted. This means, not only is the work that of the individual alone, but all sources (books, films, journals AND internet sites) have been acknowledged and referenced.

In the interest of fairness to all candidates, we ask parents to do their best to ensure your son/daughter is clear about this, and that they are aware of the possible implications of any attempt to submit work which is not their own, either wholly or in part.

Neither copying the work of another student nor allowing your work to be copied is acceptable. Both practices constitute infringement of the rules which can be sanctioned by disqualification.

The Exam Boards are likely to disqualify anyone caught cheating, certainly from the examination concerned and, possibly, from the whole series (i.e. all examinations taken).

We too, as guardians of the integrity of the examination process at Alcester Grammar School, are likely to take a very dim view of anyone found guilty of deception.

GCSE students have received from the Head of Year at the beginning of Year 10 an information sheet explaining the nature of non-exam assessments in each subject, and when they are scheduled.

Questions - what if...?

You are unwell on the day of an exam and unable to attend...

Phone the school as soon as you can to let us know.

You are unavoidably delayed...

Phone in to let us know and get to school as soon as you can. If someone brings you they should 'hand you over' directly to a member of staff in Reception - this ensures continuity of supervision. In most cases you can still sit the exam but you must be aware we cannot guarantee the Examination Board will accept your paper.

You have a clash (more than one examination at the same time) ...

If the total time does not exceed 3 hours you will take all papers during the same session as scheduled, just one after the other with a short break in-between.

If the time allocated exceeds 3 hours, one of your exams will be moved to either the morning or afternoon on that day and you will be supervised during your lunch break. In this instance, you should bring some food, a drink and your revision notes for your next exam. You will not be allowed access to your mobile phone or any other electronic device during this time.

Very occasionally students have to be supervised overnight. If this applies to you, you will be contacted well in advance and the rules will be explained to you.

All clash resolutions will be detailed in your portal, and you will be emailed if any of your exams need to be moved to a different session.

You feel unwell during an examination...

Let an invigilator know and you will be escorted out. You may be able to return later if you feel better, and it may be possible to give you (supervised) rest breaks in order to help you through the exam.

You may be entitled to special consideration, although you should be aware that the Board will never award more than 5% of the marks scored in the paper concerned and any adjustments are never made public.

Your performance in the examination has been adversely affected by illness or other difficult circumstances...

You may be entitled to special consideration (see above). You should obtain written evidence describing your circumstances and hand this in to the Examinations Officer, who will contact the Board on your behalf.

You misread your timetable and/or fail to turn up for an examination...

You will not be given another opportunity to sit the examination. You will also be charged for examinations you miss without good cause.

You need to go to the toilet during an exam...

Raise your hand and inform an invigilator. They will arrange for you to be escorted to the nearest lavatory.

The fire alarm sounds during an examination...

Await instructions from the lead invigilator or Examinations Officer. If it is necessary to evacuate the examination room, you should leave everything, including your examination paper, on the desk and leave the room one row at a time, as instructed.

You should make your way in single file and **in silence** to the fire assembly point, away from other members of the school. You must not talk or try to communicate with any other candidate.

Provided you are able to return to the room later, you will be given the full time allocation, and the Board will be informed of the disruption.

Results days

Results will be available on your MyAlcestergs.com portal from 6:00am on the morning of results days.

GCE (AS and A2) results will be issued on Thursday 15th August 2019.

GCSE results will be issued on Thursday 22nd August 2019. It is recommended that you come into school on the day to register for Sixth Form.

Post-results services

The following services are available and should be ordered via ParentPay:

- Clerical re-check
- Review of results
- Priority review of results
- Access to scripts
- Priority access to scripts

The deadline for priority requests is:

Midday on Tuesday 20th August 2019

Please be aware, if you request a clerical re-check or a review of results your grade could potentially go down.

Full details of the services available, fees and deadlines can be found on the school website under, 'Post results services'.

Appeals

Appeals procedures are in place if you have concerns about any part of the system. The appeal, however, can be lodged only against the procedures of the Boards or the school, not against the marks awarded. Please consult the Examinations Officer if you feel you have grounds for an appeal.

Retakes

Any re-taking of examinations will be at the expense of the individual candidate, not the school. Please contact the Examinations Officer in the first instance.

Certificates

Year 11: if GCSE certificates are received in time, they are distributed at Awards Evening; otherwise they are passed to form tutors to hand out

Year 12: AS certificates are given to Form Tutors

Year 13: An email will be sent to let you know when your certificates are ready for collection from Reception

Please remember that certificates are valuable documents, often needed when applying for courses and jobs. They cannot be replaced, other than in exceptional circumstances, and it is expensive to do so.

Please also note that we only hold on to certificates for 1 year following our email to you to arrange collection; after which they are confidentially destroyed.

AGS Website

There is a wealth of information available to you on the school website:

www.alcestergs.co.uk

If you have any exam related questions please refer to the 'Examinations' section in the first instance:



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Exam Dates 2018-19

GCE & GCSE Exam Boards & Codes

Regulations & Advice

How to access your results

Exam Retakes

Mock Exams 2018-19

Post Results Services - Summer 2018

Examinations

Home - Information - Examinations

Welcome to the 'Examinations' section of our website. Please have a look through the tabs on the left, and if there's anything you cannot find or would like to discuss further please do let us know - exams@alcestergs.com

If you cannot find the answer to your question here please do let us know.