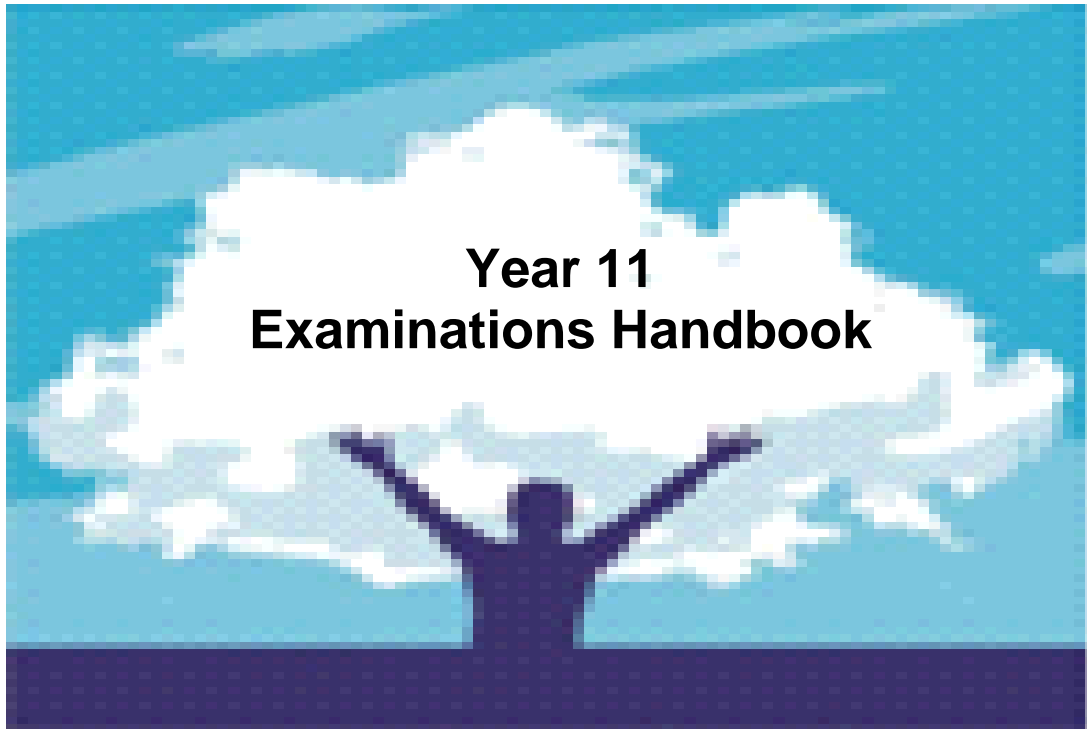


Sheffield Springs Academy



Year 11 Examinations Handbook

The best in everyone

Name:

Reg Group:

Exam Number:

*Mrs. Slater-Heap: 0114 2392631 ext. 1018
Mr. Barnsley: 0114 2392631 ext. 1018
Email: exams@sheffield-academy.org*

April 2009

Dear Parents/Carers

Public examinations can be a stressful time for students and parents and it is important that all those involved are as well informed as possible. Well-informed students will realise that the rules and regulations are designed to ensure fairness and minimise disturbance and it is in the interest of all that the exams run smoothly.

The centre will make every effort to ensure that candidates receive the best possible preparation for their examinations, that the administrative arrangements run smoothly, and that the examinations are conducted in a way that will cause as little stress as possible and help students to achieve their best. Mock exams are run to the same standards and rules in order that students are familiar with the process beforehand.

Examinations: It is the responsibility of each student to be in the correct place at the correct time. Full details of examinations and rooms will be on display in the dining hall entrance prior to every exam. Students must arrive at the dining hall by 8:35am for a morning exam and by 1:35pm for an afternoon exam. Students will then be escorted to the exam room. Strict silence must be observed as soon as the candidates enter the exam room.

Students must attend all examinations for which they have been entered. At the end of the GCSE examination period the school is required to recover the appropriate examination fees from the parents of students who fail to attend any examination for which they have been entered. (Except where illness prevents a pupil from attending – in which case the school must be notified as soon as possible and obtain a medical certificate or where other exceptional circumstances prevent attendance). GCSE fees range from £26 - £48 per subject entry.

Bags, coats etc must be left at the front/back of the exam room as directed by the invigilator as the candidate arrives. No mobile phones, iPods or MP3 players may be taken into the examination, under any circumstances, this may result in disqualification.

Exam stationery will be provided for each candidate where the examination permits. This will include writing, drawing, maths equipment etc. Any candidate who requires taking in their own pencil case will be permitted to do so as long as it is clear and see through. All exam papers require the candidate to write in black ink (biro) NO gel pens are permitted. Liquid correction fluid/pens are not permitted in the exam room.

No-one may leave the room until the end of an examination, except in an emergency, when they must be accompanied by a member of staff. This is a school policy to help minimise the disruption to other candidates. Any misconduct in an examination will be reported to the examination boards and may disqualify that candidate from all examinations.

Examinations may only be taken on the date and time appointed by the examination boards and no amendments can be made to accompany students' or families' individual arrangements (including holidays).

Results: Results will be available in the Academy on Tuesday 24th August 2010 between 10:00am and 1:00pm.

If a student is unable to collect their results on this day they must make arrangements with the exams office for them to be collected at a suitable time.

Results will not be given to anyone other than the named student on the envelope unless prior written consent has been submitted to the exams office and the collector shows proof of ID on the day.

Certificates: Certificates will arrive during October/November where students will be invited to collect them from the Academy on specified days. Again, students who are unable to collect may ask a representative to collect for them if prior written consent has been given to the exams office and the collector is able to show proof of ID.

We would like to wish all our students the very best of luck during their examination in 2010.

Yours sincerely

Mrs HL Slater-Heap
Lead Examinations Officer

EXAMINATION DATES AND ATTENDANCE

Most examinations will start at:

Morning – 9:00am

Afternoon - 1:00pm

You must bring your ID card to every exam and place it on the top of your exam desk.

GCSE Examinations

The normal timetable for examinations will be displayed in the Cyber Café. The timetable will run from 5th May 2009 to 30th June 2010. Students should check their personal timetable to see when their own examinations are taking place. If any student has a query or is unsure please check with the examinations office or consult a member of staff.

BEFORE THE EXAMINATIONS

1. Read the instructions on the notice to candidates sheet at the back of this book. These instructions must be followed. They are for your protection and will be strictly enforced. **Any misconduct in the examination will be reported to the examinations boards and may result in disqualification.**
2. From the timetable work out exactly when your examinations are taking place and list them at the back of this book which you should store in your bag/locker.
3. Details of examination halls/rooms will be displayed on the individual seating plans which will be displayed prior to each examination in the dining hall.
4. Some examinations are scheduled to run past the end of the school day, please make sure alternative arrangements are made for transport home.
It is up to you to be:
In the right place
At the right time
On the right day
5. If you are too ill to attend an examination the Academy must be informed as soon as possible and a valid medical certificate must be obtained and submitted to the Examination Office. In case of illness please call 0114 2392631 and leave a message with a member of staff to be sent to the exams office.
6. If you are ill it may be possible to appeal to the examination board for special consideration. You must provide medical evidence immediately to ensure this is possible. The exam board will then decide whether to grant a grade based on your previous coursework, estimated grades and exams.
7. Inform Miss Slater or Mr Barnsley well in advance of any timetable difficulties. Any exams scheduled at the same time can be moved so that you are able to complete both.

MATERIALS TO BRING TO EACH EXAMINATION

1. Your ID card
2. A calm and positive mind
3. Other materials will be provided for you

MATERIALS TO LEAVE IN YOUR LOCKER OR AT HOME

1. Mobile phone
2. iPod
3. MP3 player
4. Headphones
5. Bags
6. Books
7. Revision guidance

ON THE DAY OF THE EXAMINATION

1. You should arrive at the dining hall 10 minutes before the start of your examination.
2. You should clearly check the seating plan to learn your seat number which will be shown as a letter and a number e.g. A1.
3. You will then be escorted to the exam room/hall.
4. You will be met where details of rules and regulations and checks will be made before you enter the room.
5. Once you have entered the room you must not communicate in any way with anyone.
6. You must leave any belongings at the back/front of the room and go straight to your seat.
7. Mobile phones, iPods and MP3 players must not be taken into the exam room. If a candidate is found to have any of these items in their possession they may result in disqualification.
8. No food should be taken into the exam room. Water is allowed but labels must be removed before you go in.
9. The examination rule about silence applies in the examination rule, before, during and after the examination.
10. As soon as you are seated start to read the front of the examination paper and fill in your details but **DO NOT OPEN IT**
11. Do not try to borrow anything from another candidate. If you need anything, raise your hand and a member of staff will come over to you straight away.
12. If you feel unwell or need to visit the toilet at any time please raise your hand and a member of staff will come straight over to you.
13. Tippex must not be used.
14. Do not leave your seat during the examination.
15. In order to minimise disruption you will not be allowed to leave the examination room until the end of the examination, except in an emergency. In which case you will be accompanied by a member of staff.
16. The school centre number for every examination is 36512, this is shown on your ID card and you will need to write it on every examination paper that you sit.

EXAMINATION INSTRUCTIONS

1. Listen to the Exam Officer/Invigilator and do what you are asked to do.
2. Tell the invigilator at once:
 - a. If you think you have not been given the correct examination paper;
 - b. You do not have the materials listed on the front of the examination paper;
 - c. The question paper is incomplete or badly printed.
3. Read the instructions on the paper carefully, do what they ask you to do.
4. Take notice of the marks available for the paper, this will help you to know how much information to give.
5. Fill in your details on the front of the exam paper before the examination starts.
6. If you make a mistake cross it through and write the correct answer nearby. If you are any doubt please raise your hand and ask.
7. You may not ask for, and will not be given any explanation of questions.
8. If, during the examination you have a problem, you feel ill, you need more stationery – **RAISE YOUR HAND**
9. If, during the examination the continuous alarm is sounded the exam invigilators and members of staff will assist you in evacuating the building to a designated safe point. Leave everything on your desk and do not return to collect any belongings. You will be allowed full working time for the examination when it is safe to return and the awarding body will be notified of the incident.

AT THE END OF THE EXAMINATION

1. Check, check and check again that if you finish early you have answered every question as fully as you can. Remember, if you do not answer a question you cannot get any marks for it. If you have a go at an answer you could gain additional marks. **NEVER LEAVE A QUESTION BLANK, AT LEAST HAVE A GO.**
2. Make sure you have completed your details on the front of the paper and attached any loose sheets to it.
3. The exam invigilators will collect your papers in order.
4. You must remain seated until you are advised that you can leave.
5. You will be dismissed a row at a time where you must collect your belongings and go to where you have been advised to go.

SPORTS HALL EXAMINATIONS

- Large exams will be held in the Sports Hall. There will be rows of desks which will be clearly labelled so that you can find your seat as soon as you arrive.
- You must not enter the Sports Hall until you are asked to do so.
- There must be no talking once you go through the Sports Hall doors.
- You will be advised where to leave your bags, coats etc once you enter the Sports Hall.
- When all candidates are seated, clear details will be given as to which exam(s) are to be running and the exam will be started by the Exam Officer/Senior Invigilator.
- The start and finish time will be displayed at various point at the front of the Sports Hall along with large clocks so that you can time your work.
- A reminder will be given 5 minutes before the end of each exam so that you can finish what you are doing.
- At the end of the examination you will be asked to:
 - Stop writing.
 - Fasten any additional sheets to your exam paper.
 - Separate the question paper from the answer booklet (if applicable).
 - Exam invigilators will start to collect your papers.
 - Once the papers have been collected you will be dismissed row by row in silence.

How can parents best help their son/daughter during the examination period?

Examinations are inevitably a stressful time for some candidates and support from both centre and parents can be helpful. The centre will provide advice about revision programmes and examination techniques, and if this is followed it should not be necessary for any student to work abnormally long hours during the revision period. It is probably helpful to discuss with your son/daughter how he/she intends to organise revision and to talk through any anxieties about particular techniques or subject matter. Testing knowledge of factual material can benefit the student if such help is requested, but often all that is needed is a quiet place to work and lots of encouragement. Students should get plenty of sleep and some opportunities for relaxation.

RESULTS

Results are expected to arrive at the **Academy on Tuesday 24th August 2010.**

Results may be collected by students **from the Academy between 10:00am and 1:00pm.**

UNDER NO CIRCUMSTANCES CAN RESULTS BE GIVEN TO ANYONE OTHER THAN THE CANDIDATE UNLESS PRIOR WRITTEN CONSENT HAS BEEN GIVEN. IF THIS IS THE CASE THE COLLECTOR MUST ALSO SHOW PROOF OF ID UPON COLLECTION. EVERYONE COLLECTING RESULTS, STUDENTS OR REPRESENTATIVES WILL BE ASKED TO SIGN FOR THEM.

FINALLY:

If you have any worries about your GCSE examinations please talk to Mrs. Slater-Heap (Exams Office), Mr. Barnsley (Exams Office) or to a member of staff.

Tel: 0114 2392631 ext 1018 (Exams Office)

Email: shefieldexams@sheffield-academy.org

GOOD LUCK!

MARCH SEASON 2010 EXAMINATIONS

<u>DATE</u>	<u>AM</u>	<u>PM</u>
2ND MARCH 2010	MATHEMATICS 5381	MATHEMATICS 5382/5383

SUMMMER SEASON 2010 EXAMINATIONS

<u>DATE</u>	<u>AM</u>	<u>PM</u>
TO BE ADVISED	TO BE ADVISED	TO BE ADVISED

EXAMS – WHY CAN'T WE?

- **BRING MOBILE PHONES AND MUSIC DEVICES INTO THE EXAM ROOM?** *This is a Joint Council Qualification rule and should be adhered to strictly, if a phone is found this may result in disqualification from the exam, it is for your own good.*
- **HAVE JUICE OR COKE?** *If a bottle of water is overturned we have some chance of saving the exam paper – but if it is covered in sticky cola etc – you have probably lost it.*
- **HAVE A PENCIL CASE?** *The Exam Boards' rules are that students must not bring material into the exam room that could be of use to help them in an exam. A clear plastic pencil case is therefore requested.*
- **HAVE LESS NOISE FROM THE SCHOOL?** *We are very limited in the amount of space which we have available for the exams in the Academy and do work hard to ensure that all other students not sitting the exam are kept away from the exam rooms.*
- **STOP THE SCHOOL BELLS?** *We appreciate that when you are doing an exam, particularly a listening one, the sound of the school bells can be distracting, but the remainder of the school has to function.*
- **HAVE A BREAK BETWEEN EXAMS?** *With clashes, we will always try and give students a supervised break but we are limited by the length of the day. We are looking into clashes currently and will let each student their personal arrangements prior to their exams taking place.*
- **HAVE JUST ONE EXAM PER DAY?** *We sympathise greatly with those who are affected by this, the dates and timings are set by the exam boards and take place at the same time across England. We unfortunately have no option other than to follow their rules.*

Students are welcome to come to the exams office at any time with questions, suggestions, problems or anything about the exam system and we will do our best to answer them.

Thank you. Mrs. Slater-Heap and Mr. Barnsley. Exam Office Staff 2010.

SHEFFIELD SPRINGS ACADEMY
POLICIES AND PROCEDURES

SCHOOL POLICIES AND PROCEDURES

- Full school uniform must be worn for all examinations.
- Students will not be allowed to leave an examination early, unless in an emergency.
- Students may not bring any mobile phone or audio device into the examination room. Anyone caught with any of these items will be reported and will risk their paper(s).
- Students must not communicate in any way with any other candidate.
- Water will be allowed in the examination room as long as the label is removed before entry.
- Students must attend every examination which they have been entered for.
- Students are not allowed to sit their exam during any other day or time other than what is advertised by the awarding body.
- If students require assistance during an examination they must raise their hand and an invigilator/member of staff will attend.
- All students must remain silent before, during and after each examination once in the examination room.
- Should an emergency occur during an examination and the alarm sound continuously, exam invigilators and members of staff will make announcements and escort all students to the designated area of safety. Students must leave all belongings and equipment where it is.

AQA City & Guilds CCEA Edexcel OCR WJEC

Notice to Candidates

For written examinations held in the period 1 September 2009 to 31 August 2010

This notice 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 examinations. If you are late, your work might not be accepted.
- 2 Do not become involved in any unfair or dishonest practice during the examination.
- 3 If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
- 4 Only take into the examination room the materials and equipment which are allowed.
- 5 Do not take into the examination room any unauthorised materials or equipment which might give you an unfair advantage. This includes notes, calculator cases/instruction leaflets, bags, personal TVs/stereos, digital equipment, reading pens, electronic or radio communication devices, **including mobile telephones**, iPods, MP3 players and pagers. Any pencil cases taken into the examination 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.
- 6 Do not use correcting pens, fluid or tape, highlighters or pale coloured gel pens in your answers.
- 7 Do not talk to or try to communicate with, or disturb other candidates once the examination has started.
- 8 If you leave the examination room unaccompanied by an invigilator before the examination has finished, you will not be allowed to return.
- 9 Do not borrow anything from another candidate during the examination.

B Information – Make sure you attend and bring what you need

- 1 Know the dates and times of all your examinations.
- 2 Arrive at least ten minutes before the start of each examination.
- 3 If you arrive late for an examination, report to the invigilator running the examination.
- 4 If you arrive more than one hour after the published starting time for the examination, you will not normally be allowed to take it.
- 5 Only take into the examination room the pens, pencils, erasers and any other equipment which you need for the examination.
- 6 You must write in black ink. Coloured pencils or inks may be used only 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
 - make sure it works properly; check that the batteries are working properly;
 - clear anything stored in it;
 - remove any parts such as cases, lids or covers which have printed instructions or formulas;
 - do not bring into the examination room any operating instructions or prepared programs.
- 3 Do not use a dictionary or computer spell checker unless you are told otherwise.

D Examination Instructions

- 1 Listen to the invigilator and follow their instructions at all times.
- 2 Tell the invigilator at once:
 - if you think you have not been given the right question paper or all of the materials listed on the front of the paper;
 - if the question paper is incomplete or badly printed.
- 3 Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
- 4 Fill in all the details required on the front of the question paper and/or the answer booklet before you start the examination.
- 5 Remember to write your answers within the designated sections of the answer booklet.
- 6 Do your rough work on the proper examination stationery. Cross it through and hand it in with your answers.

E Advice and Assistance

- 1 If on the day of the examination 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 examination if:
 - you have a problem and are in doubt about what you should do;
 - you do not feel well;
 - you need more paper.
- 3 You must not ask for, and will not be given, any explanation of the questions.

F The end of the Examination

- 1 If you have used more than one answer booklet and/or any loose sheets of paper, place them in the correct order. Remember to fasten them together with a treasury tag before you leave.
- 2 Do not leave the examination room until told to do so by the invigilator.
- 3 Do not take from the examination room any examination stationery, used or unused, rough work or any other materials provided for the examination.

You must stay in the examination room until at least one hour (or a period equal to the duration of the examination if this is less than one hour) after the **published** starting time for each examination.

This poster must be displayed in a prominent place outside each examination room.

AQA City & Guilds CCEA Edexcel OCR WJEC
Warning to Candidates

For written examinations held in the period 1 September 2009 to 31 August 2010

1. You **must** be on time for all your examinations. You **must** remain under supervision until at least one

hour (or a period equal to the duration of the examination if this is less than one hour) after the published starting time for each examination.

2. Remember: you **must not** become involved in any unfair or dishonest practice in any part of the examination.

- Sitting an examination in the name of another candidate or allowing another person to sit an examination in your name, is gross misconduct and may amount to a criminal offence.

- You **must not** have in your possession any unauthorised material or equipment which might give you an unfair advantage such as notes, calculator cases/instruction leaflets, bags, personal TVs/stereos, reading pens and electronic or radio communication devices, including mobile telephones, iPods, MP3 players and pagers. You **must not** have in your possession any instrument which can capture a digital image. Any pencil cases taken into the examination room **must** be see-through.

- If you have any unauthorised items that need to be stored during the examination, so that they are not in your possession, you **must** follow the instructions issued by your centre. If you are in any doubt, you **must** ask an invigilator before the examination starts.

- 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.

- You **must not** talk to, attempt to communicate with or disturb other candidates once the examination has started.

3. The head of your centre **must** report to the awarding body all cases of irregularity or misconduct connected with the submission of coursework or with occurrences in the examination room.

4. If the awarding body is satisfied that you are involved in any irregularity, misconduct or dishonesty, your results may be cancelled. For involvement in serious offences, you may also be disqualified from the current examination and debarred from future examinations of all the awarding bodies.

Copies of this poster must be displayed in a prominent place both inside and outside each examination room.

AQA City & Guilds CCEA Edexcel OCR WJEC



**NO MOBILE PHONES,
IPODs, MP3 PLAYERS,
PAGERS OR ANY OTHER
PRODUCTS WITH TEXT
/DIGITAL FACILITIES**

Possession of unauthorised items is an infringement of the regulations and could result in

DISQUALIFICATION

from the current examination and the overall qualification.

Candidates are advised that mobile phones in particular

must

not be in their possession whether or not switched on.

**This poster must be displayed in a prominent place
both inside and outside each examination room**

***Sheffield Springs Academy
Hurlfield Road
Sheffield
S12 2SF***

Tel: 0114 2392631

***Deputy Head teachers:
Mrs. E Cropper & Mrs. J Miles***