

# Pupil Exam Guide



THE ISLAND FREE SCHOOL

# 2022 – 2023

## **Introduction**

It is important that you read all of the information in this document, it will apply to all GCSE exams.

Please read all of the JCQ documents that can be found on the school website in the Exams section. JCQ (Joint Council for Qualifications) set national regulations relating to exams and they will inspect schools when exams are being conducted.

## **Preparation**

The school GCSE exam timetable can be found on the school website in the Exams section. You will be issued with a personal timetable in the Summer term. You will also be issued with your candidate number and the school centre number; you will need to record these on every exam paper that you complete.

GCSE exam sessions are scheduled into AM and PM sittings. The start time of these sittings are 9am and 1.30pm.

If you have more than one exam scheduled for the same date and time, these will be re-arranged so that you can take one after the other. In this case, you will be supervised in the exam room by an invigilator for a maximum break of 20 minutes. During this time you will remain under exam conditions and will not be permitted to revise.

## **Before your exam**

During the GCSE exam period you are expected to arrive at school as normal, by 8.30am, in school uniform.

You should make every effort to arrive on time and be present for all of your exams. If you are running late it is vital that you contact the school as soon as possible and inform reception. Depending on how late you arrive for an exam, this may be reported to the awarding body and your exam script may not be accepted.

Should you be absent for an exam due to illness or other unforeseen circumstances, this will be reviewed by the school and an application for special consideration may be made to the awarding body. Supporting evidence such as a doctors note may be required. Special consideration is not

guaranteed and the decision of whether it will be applied is made by the awarding body.

Before the start of each exam session you will meet in the dining hall where you will be briefed by a member of staff. Please leave all personal items (bags, mobile phones etc.) in your locker.

## Items allowed in the exam room

- ✓ A clear water bottle – these must not have any writing on whatsoever including measurements. All labels must be removed.
- ✓ A **black** ballpoint pen – all questions must be answered in **black ink** only, other coloured pens are not permitted as they can impact on the marking process.
- ✓ Ruler
- ✓ Protractor and pair of compasses
- ✓ HB pencil
- ✓ Eraser
- ✓ Highlighter pens – these can only be used for highlighting questions, words or phrases. All answers must be in **black ink**.

Stationery can only be stored in a clear pencil case. If you are sitting an exam that requires you to use a calculator, one will be provided for you. You are not permitted to use your own calculator.

Any items that are not listed above (food, medication, lip balm, glasses cases, notes etc.) must be left in your locker or handed to an invigilator when you enter the exam room. You are not allowed to have any other items on your person.

## Items not allowed in the exam room

- ✗ Food – this includes sweets and chewing gum
- ✗ Electronic devices (mobile phones, smart watches, mp3 players, tablets)
- ✗ Watches
- ✗ Correcting fluid
- ✗ Calculator
- ✗ Any other coloured writing pens

If you are found to be in possession of any items that are not permitted during an exam (whether you intend to use it or not) the invigilator will record this and the awarding body will be informed. This could lead to disqualification from your exam or your overall qualification.

## **At the start of your exam**

As soon as you enter the exam room, you will be under formal exam conditions. You must not communicate with any other pupil. You will be assigned a seat in candidate number order, an invigilator will direct you to your seat.

It is important that you check that you have the correct exam paper, including whether it is a higher or foundation tier. If you think that you may have the wrong paper, inform an invigilator immediately by raising your hand.

Listen to the instructions given by invigilators, there may be updated information that you need to hear before the start of the exam.

Read the instructions on the front of the exam paper carefully, do not open the paper until instructed to do so by an invigilator.

When asked to do so by the invigilator record your name, make sure that you use your full legal name rather than your preferred name. Do this in block capitals. You will also need to record your candidate number and the school centre number.

## **During the exam**

If you need any assistance during the exam, raise your hand and an invigilator will come to you. Invigilators cannot read questions, give advice on the exam paper or tell you how long you have left.

Start times and finish times will be displayed clearly at the front of the room and a clock will be visible. An invigilator will tell you when you have five minutes remaining.

Once you have entered the exam room you will need to be supervised at all times, this includes if you need to use the toilet. Toilet breaks are not allowed for the first 20 minutes and the last 20 minutes of your exam. Should you need to use the toilet, an invigilator will escort you and will need to check the cubicle before you enter. Time lost through toilet breaks will not be added on to your exam duration.

If you feel unwell during an exam, inform an invigilator.

You must not communicate or disrupt any other pupils whilst in the exam room. If you do so, an invigilator will warn you that you may be removed from

the exam if this continues. The invigilator will record what has happened and this will be reported to the awarding body. This could lead to disqualification from your exam or your overall qualification.

## **Emergency Evacuation**

Should an emergency evacuation take place during an exam, you will be instructed to close your exam papers and leave them on your desk, then exit the room in silence. It is extremely important that you do not communicate with any other pupil during this time, this would be classed as malpractice and would have to be reported to the exam board.

**It is essential that you follow the instructions given in this guide and that you fully understand the rules set by JCQ. Failure to follow these rules could result in disqualification from your exam, potentially compromising your whole qualification.**

Should you have any questions regarding exams please contact the school Examinations Officer:

Miss L. Antwiss

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