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Brumby Engineering College

~ EXAMS ~ THINGS YOU NEED TO KNOW ~

Exam times are very important times in your life at

Brumby Engineering College.

The exams that you will be taking this year will influence what you do in the future, so it is very important that they run as smoothly as possible. There are a number of rules and regulations for exams that you must be aware of (most of these rules are set by the **EXAM BOARDS, (NOT THE SCHOOL!!)**).

IF YOU DO NOT STICK TO THESE RULES THEN IT IS POSSIBLE THAT YOU COULD BE DISQUALIFIED FROM YOUR EXAMS.

SO PLEASE MAKE SURE THAT YOU READ THE FOLLOWING INFORMATION CAREFULLY.

IF THERE IS ANYTHING YOU DON'T UNDERSTAND, THEN ASK A TEACHER FOR HELP.



*Exam Officer
Mrs. L Slack
Assistant Exams Officer
Mrs. V Spencer
2011/2012*

What to do if you are ill on the day of an Exam

You must attend all exams that are allocated to you on your individual candidate timetable. Misreading the timetable will not be accepted as a satisfactory explanation for absence.

If you are ill and are unable to attend an exam it is vital you phone the school first thing in the morning (**01724 860237**) to inform us.

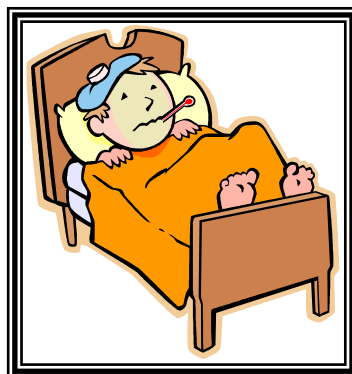
You must also obtain a note from your doctor detailing the reason for non-attendance. There is the possibility of submitting this note to the Examinations Board to ask for special consideration. The Board looks at this in conjunction with other exam marks from the student in that particular subject, coursework marks and mock exam marks. This will then sometimes enable them to adjust the mark and grade accordingly.

A medical certificate **MUST** be given/sent to the **Exams Officer** within **THREE DAYS** of the exam you missed.

If you are feeling unwell, but still able to travel, I suggest you come to the exam and we can assess the situation then. In most cases it is better to take the exam if you can.

If in doubt - PHONE THE SCHOOL

If you do not attend an exam without a valid reason, it is probable that you will be charged for that exam.



Food:



No food allowed in the exam hall (if you have a special requirement - please see the **Exams Officer** before the exams)

Water:



Water bottles are allowed in the exam hall if necessary. These should be clear bottles with a spill-proof cap. There should be no label on the bottle.

Tissues:



If you need tissues in the exam room, you must remove them from packets and place them on the desk at the start of the exam. There will usually be a supply of tissues in the exam room, however do not rely on this. If you know you will need them, bring your own.

Dress Sense:



Full School Uniform is to be worn by all Students attending school for their exams.

Please dress sensibly for the exam. The temperature in the exam room can fluctuate enormously during the Exam periods, don't forget you could be taking exams in Nov/Jan/Mar/May and June.

Wear something comfortable with a jumper that can be taken on or off. Please do not wear any tops with pockets as you will be asked to take it off.



Valuables:

You are not allowed to keep any bags books or notes with you they must be put at the side of the exam room. Please do not bring valuables with you when you come into school for an exam.

**IF YOU DO SO, IT IS AT YOUR OWN RISK.
BRUMBY ENGINEERING COLLEGE
WILL ACCEPT NO RESPONSIBILITY FOR
VALUABLE ITEMS THAT ARE LEFT IN BAGS.**

Medicines:

Any queries regarding medicines etc. Please let the **Exams Officer** know as soon as possible.



Alcohol/Drugs:

Any student who is suspected of being under the influence of ALCOHOL or DRUGS may be refused admittance to the examination.

The Examination Board will be informed of all such incidents.



Equipment to bring to the Exam Room

The following equipment should be brought to **EVERY** exam:

- 2 pens - **BLACK ONLY**
- 2 HB pencils
- Ruler (marked with millimetres)
- Pencil sharpener (preferably one which catches the shavings!)
- Rubber
- Please put your equipment in a clear pencil case.



For certain exams you will also need the following:

- Compasses
- Protractor
- Calculator
- Coloured pencil crayons
- Set texts

Calculators must not:

- Be dependent on mains supply (i.e. use a plug!)
- Have alphabetic keys
- Be programmable
- Have noisy keys which would disturb others
- Use magnetic card input
- Have a permanent memory
- Be borrowed from another candidate during an examination for any reason.



If yours fail during the exam ask one of the invigilators, they will provide you with another one.

You must do any rough work in the answer booklet provided. Cross out anything that you do not wish to be marked. Highlighter pens must not be used in answer booklets, but you are allowed to highlight parts of the printed questions if you wish to. **YOU ARE NOT ALLOWED TO USE CORRECTING FLUID, PENS OR 'MICE' IN ANY ANSWER BOOKLETS.** This is to protect you and your exam; if correction devices were allowed then someone could tamper with your exam paper and it would be undetectable.



Equipment to bring to the Exam Room continued

Dictionaries:

Dictionaries may not be used in exams unless they are specifically permitted by the subject specification (your teacher will tell you if they are allowed). **ELECTRONIC TRANSLATORS ARE NEVER ALLOWED.** If English is not your first language, then you may be allowed to use a bilingual translation dictionary in certain exams. However this **MUST** be arranged before the exams begin.



**IF YOU THINK YOU WILL BE ELIGIBLE TO USE A BILINGUAL
DICTIONARY,
SEE THE EXAMS OFFICER AS SOON AS POSSIBLE.**



Timetables:

Please check your individual candidate timetable carefully. If there are **ANY** mistakes (e.g. name, date of birth, exam entry etc.) you **MUST** tell the **Exams Officer** immediately. Mistakes that are not spotted at this stage could mean that your certificate is incorrectly printed later. Check each exam date carefully, and check to see if the exam is in the morning or the afternoon. If there is an exam on the list that you were not expecting to take (e.g. if you know you have already dropped or been withdrawn from a subject) you **MUST** tell your teacher or the **Exams Officer** immediately. Make sure you know which **room** you need to go to for each exam. Extra time will not be permitted if you have simply misread your timetable. Take special note of any re-arrangements due to a timetable clash.

**YOU ALONE, ARE RESPONSIBLE FOR CHECKING YOUR
EXAM TIMETABLE.
IF YOU LOSE YOUR TIMETABLE ASK THE
EXAMS OFFICER FOR A NEW ONE**

Clashes:

If you notice a clash of exams, arrangements will be made for you to take these subjects one after the other, as long as the total published exam time is not more than three hours. If the total time is more than three hours, the exams will be split between the morning and afternoon sessions. If this happens you will be supervised over lunchtime (in 'isolation'), You will not be allowed to use your mobile phone (or any other electronic communication device) during isolation time. While in the isolation room you are allowed to revise for your next exam or talk quietly. You will be informed of any special arrangements involving clashes before your exams.

Please be respectful to your supervisor and be sure to leave the room clean and tidy.

**IF YOU NOTICE A CLASH ON YOUR INDIVIDUAL TIMETABLE
WHICH HAS NOT BEEN RESOLVED YOU MUST TELL
THE EXAMS OFFICER IMMEDIATELY**



Cheating:

If you are caught cheating in any way in an exam, you **WILL** be reported to the **EXAM BOARDS**. 'Cheating' means doing anything that is against the rules stated on the *Notice to Candidates* (included at the back of this booklet) and includes:

- Being in possession of a mobile phone
- Using unauthorised aids
- Communicating with other candidates (by talking or otherwise)
- Copying from other candidates.

MINIMUM PENALTIES IMPOSED BY THE EXAM BOARDS ARE AS FOLLOWS **(Without exception)**

Device found on you and turned ON
disqualification from entire subject awards for that examination series.

Device found on you and turned OFF
disqualification from that component.

Mobile Phones, Pagers, Electronic Organisers, Music Players

Mobile phones, pagers, organisers, music players, headphones and any type of electronic communication or storage device **are not allowed in the exam room**. The **EXAM BOARDS** and **Brumby Engineering College** do not allow you to bring any of these items into any exam room. You are strongly advised not to bring any such devices with you to school when you have an exam, as

Brumby Engineering College
cannot take any responsibility if they are lost or damaged.

If a Mobile Phone, Pager or other electronic communication device is found in your possession during an exam, **EVEN IF IT IS TURNED OFF**, the device will be taken from you and a report made to the appropriate exam board.



Location of Exams:

Most exams will take place in the Sports Hall. Please arrive at the Sports Hall **AT LEAST 15 minutes before the start time shown on your timetable** so that you are not in a rush before your exam. You will be told when you are allowed to enter the exam room and you **MUST** sit at the desk that has been allocated to you unless the invigilator instructs otherwise.

**IF YOU DO NOT SIT IN THE CORRECT SEAT THE INVIGILATORS
COULD MARK YOU AS ABSENT.**

You are NOT allowed to enter the exam room before the exam time.



Times:

**Unless otherwise stated on your timetable, all exams at
Brumby Engineering College**

start at **8.30** for morning papers and **1:30pm** for afternoon papers. You should aim to be at school **no later than 15 minutes** before the start of an exam. If for any reason you are going to be late and will miss the start of the exam, you **MUST** telephone school (01724 860237). You will then be told how long you have left before you will be refused entry.

**You will not be able to leave the Exam Room before the
end of the Exam Time is up.**



Special Consideration:

Special consideration can only be applied for if something has seriously affected your performance on the day of an exam. Examples of acceptable reasons for application are bereavement (if a close relative or friend has passed away close to the exam), injury or illness (you will need a doctor's note). If after an exam you think you have a good reason for applying for Special Consideration you need to see the Exams Officer as soon as possible within four days of the exam.

NO LATE APPLICATIONS WILL BE ACCEPTED.

End of the Exam:

ABSOLUTE SILENCE MUST BE MAINTAINED
DURING THIS TIME

The invigilators will collect your exam papers before you leave the exam room. Question papers, answer booklets and additional paper must NOT be taken from the exam room. You will be dismissed from the exam row by row, and may be told which door to use.

You must remain silent until you are right outside the building.



Exam Regulations:

It is YOUR RESPONSIBILITY to read and understand the exam boards' ***Notice to Candidates***, which is at the back of this leaflet. A larger copy of this notice will be displayed outside and inside every exam room, along with the ***Warning to Candidates*** poster.

**IF THERE IS ANYTHING YOU DON'T UNDERSTAND,
ASK THE EXAMS OFFICER, OR ONE OF YOUR TEACHERS, FOR HELP.**

WARNING

All the exam boards have very strict rules and regulations.

They make it clear that:

Their official exam sessions must be run under strictly fair conditions, with no form of deception.

This rule severely excludes any form of communication between candidates during an exam, as well as any other practice that could conceivably be seen as an attempt to deceive.

Anyone attempting unfair practices can expect cancellation of exam entries and the charges that this will incur, as well as possible exclusion from GCSE/AS and A2 level exams for a period of up to 5 years.

Your **INVIGILATORS HAVE** to stick to the rules; they **HAVE** to report to the **Exams Officer** ANYTHING that they feel could be suspicious.

**DON'T LET IT HAPPEN TO YOU.
STICK TO ALL THE RULES.
DON'T RISK YOUR FUTURE.**



General Information

All information in this booklet is issued in accordance with the school's Examinations Policy.

Hopefully, this booklet will prove to be informative and helpful to examination candidates, parents, teachers and others. Any queries concerning any aspect of GCSE Examination arrangements should be addressed to the Exams Officer at the school.

FIRE ALARM

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.

Holiday Times:

Now that your son/daughter has started G.C.S.E courses it is important that deadlines are met and tests/exams are sat.

Could I therefore ask you to try **not** to book holidays in this academic year. This is a **crucial time** - your child's education and attendance is extremely important.

Also, if your child is due to sit G.C.S.E. in this academic year, could you please endeavour to avoid taking them out of school between November to June so as not to interfere with exam preparation and revision classes etc.



Notification of Results

The GCSE Results should be available in **August** the date will be confirmed later on in the year.

Candidates may collect their results from the school between
10.30 a.m. and 2.00 p.m. on that day.

Any changes of these dates/times you will be informed in due course.

Candidates, who would prefer their results to be posted, must give a stamped addressed envelope to the **Exams Office** or the School Office.

Results will not be given to any other person without written consent.
Consent form at the back of this booklet.

HANDLE WITH CARE

Did you know that candidates who have lost or damaged their certificates for General Qualifications will no longer be able to get a replacement? Instead, OCR will issue a Certifying Statement of Results which will incur a fee.

Your Certificates
are valuable documents and you should take great care of
them.



Results



GCSE results are received on August.

Students will be able to collect results in person between 10.30 am and 2pm.

If you want results collected by somebody different, or if you want them posted to a different address, please complete the form below and with a stamped addressed envelope return it to Mrs L Slack, Examinations Officer, Brumby Engineering College.

Results will not be given to any other person without this written consent.

Name of Student

Name of person collecting results (if not named student)

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Address to which results should be sent (if not home address)

.....

.....

Signed (student) Date.....

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