



# **SURVIVING EXAMS**

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## Exam Information

The following pages are for your information, you must make sure that you have read them and understand them before you take your exams.

There are also a number of documents issued by the Joint Council for Qualifications that you must read through thoroughly before you sit exams, these can be found on the JCQ website - <https://www.jcq.org.uk/exams-office/information-for-candidates-documents/> and are also available on the school website.

They are as follows:

- **Information for Candidates Written Exams**
- **Information for Candidates Onscreen Tests**
- **Information for Candidates Non-Examinations Assessments**
- **Information for Candidates Social Media**
- **Information for Candidates Privacy Notice**
- **Warning to Candidates Notice**
- **Unauthorised Items Notice**

If there is anything you do not understand or you need any more information, please contact Mrs Banner, Examinations Officer.

## Introduction

This booklet has been designed to help you as much as possible during the GCSE examinations and internal mock examinations. If you know what you are doing and are fully prepared, you will feel much better about the exams. If you need any more information, please contact Mrs Banner (Exams Officer).

Before the Summer exams you will receive an exam 'statement of entry' sheet. **This will include every exam and module that you are being entered for, in exam board order.** You need to check that you are entered for all the exams that you are expecting to sit and that your personal details are correct i.e. name, date of birth, etc. If any amendments need to be made, please contact Mrs Banner immediately. Your exam timetable, in date order, will then follow in due course which will include further information. You will also receive an individual timetable for internal exams.

Unless alternative arrangements have been made, all exams will start at the following times:

- Morning examinations start at 9:00am
- Afternoon examinations start at 1:00pm

Internal test and mocks will run during lesson times and individual timetables will be issued.

All your exams will take place in the Sportshall unless you are informed otherwise. You will need to go to your timetabled lesson each day and you will be directed to your exam from there. If you are late, please report to Mrs Banner or an Invigilator as soon as you arrive.

When you don't have an exam, you will follow your normal lesson timetable.

The examination boards set strict rules and regulations which schools and candidates must follow. Any poor or unacceptable behaviour, talking or copying is not allowed and may result in your examination papers being cancelled. Schools must report any such behaviour to the exam board.

When you enter the Sportshall you should walk to the back of the row you are sitting on and leave any bags and coats at the back of your row, then take your seat. If you are in any doubt of where you should go you must speak to Mrs Banner or an Invigilator. Please make sure you sit in the correct seat, as you may be given the wrong examination paper if you do not do so.

Remember from the moment you enter the exam room you must not talk, turn around or disturb another student. If you have a problem please put your hand up and an Invigilator will help you.

In all examinations you will be asked for your name, candidate number and centre number. Your candidate number is on your "individual candidate timetable" and it will also be with your name on the seating plan displayed on the notice board on the Main Street. An ID card will also be on your desk at the beginning of each exam.

Centre name is: The Lowry Academy

Centre number is: 33372

The centre name and number will also be displayed at the front of the exam room, along with the start and end times of the exam.

Listen very carefully to the instructions and notices that are read out - there may be changes to the exam paper which you need to know about.

## Exam Checklist



For morning examinations you will go to Form for registration as usual, then you will be sent to the exam, please ensure you are not late. For afternoon exams you will notified of the arrangements on the day.

Make sure you have checked your seat number on your individual timetable. Seating plans will be displayed in the Main Street. When you enter the Sports Hall you should walk to the back of the row you are sitting on and leave any bags and coats at the back, then take your seat. Please check that you are given the correct question paper at the right tier i.e. Foundation/Higher.



Mobile phones are strictly forbidden in the exam room. If you have one in your possession you **MUST** make sure it is turned off and placed in your bag before the examination. This also applies to iPods, MP3/4 players, all wrist watches are now forbidden and must be placed in your bag. **REMEMBER SOME MOBILE PHONE ALARMS STILL GO OFF WHEN THE PHONE IS SWITCHED OFF.** Possession of any of the above items may result in disqualification from the current examination and the overall qualification. You should not bring any books or notes into the exam room, they **MUST** be placed in your bag before you enter.



You should bring a **BLACK PEN**, pencil, ruler, rubber and any other equipment needed. Only clear pencil cases are allowed on your desk, any others should be left in your bag. You are not allowed to use highlighters, gel pens, correcting pens, fluid or tape or erasable pens in your answer books. If you make a mistake in your answer book please draw a neat line through it. Any diagrams or pictures should be drawn in pencil. Please draw a neat line through any rough notes that you do not wish to be marked. A calculator may be provided for you to use in any exam where you are allowed to use one, however you may bring your own scientific calculator in if you wish to so, any lids must be removed and left in your bag.



There is absolutely no talking or communication between students once you have entered the exam room. If you have a question, please raise your hand once seated and an Invigilator will help you.



No food or drinks are allowed in the exam room, but you may bring in a bottle of still water with all labelling removed.



You must come to all exams in full school uniform.

## Fire Alarm Procedure



If the fire alarm sounds during an examination the Invigilators will tell you what to do. **DO NOT PANIC!!!**

If you have to leave the exam room you **MUST NOT** communicate with anyone.

You will be taken to the designated meeting point.

Please leave **EVERYTHING** on your desk.

When you return **DO NOT** start writing until you are instructed to do so.

You will still get the full working time for the examination and a report will be sent to the exam board informing them of the interruption.

## Absence from Exams



If you are ill and cannot take the exam, you must telephone school immediately and leave a message with the Attendance Office, 0161 529 5200 option 1.

You may need to provide a medical note from your doctor.



**Good luck in your exams!!!**

## **Results and Certificates**



GCSE results will be available to candidates on Thursday 24th August 2023, further information will follow nearer the time. If you cannot come to collect them, please send a note into school saying that we can post them to you - please provide a stamped addressed envelope. If you want another member of your family to collect them for you please give that person a note giving your permission.