



EXAMINATION INSTRUCTIONS

CANDIDATE BOOKLET

2018-2019

These instructions apply to all examinations, controlled assessments and coursework taken in the period September 2018 to August 2019.

Please read these instructions thoroughly before each examination session, controlled assessment & on-screen test.

OUTWOOD ACADEMY RIPON

Examinations – Instructions to Candidates EXAMINATIONS SERIES 2018 - 2019

This booklet of instructions applies to all final examinations, controlled assessments, coursework and on-screen tests taking place from September 2018 to August 2019.

REMINDERS

- When you have been issued with a final Examination Timetable you must check that all the examinations you are entered for appear on your timetable.
- **Morning examinations begin at 9.00am; afternoon examinations begin at 1.00pm (You must check the seating plans for final rooms and times)**
- Seating plans will be displayed on the day of the examinations.
- Check the seating plans for your examination room and seat no.
- All students entitled to extra time only will sit their examinations in the main examination halls unless otherwise advised.

YEARS 10 & 11

Seating plans will be displayed in the corridor adjacent to the main hall

Students must be in the Academy by 8.00am for morning sessions and 12.25pm for afternoon sessions for the attendance register and revision session. Candidates with Access Arrangements should report as normal for their attendance marks before going to their respective rooms.

You will be escorted to your examination room or the hall directly from your revision session.

YEAR 13

Seating Plans will be displayed in the Post 16 Room

Candidates must be in Post 16 Room by 8.25am for morning sessions and 12.25pm for afternoon sessions for the attendance register. Candidates with Access Arrangements should report to the Post 16 Room for their attendance mark before going to their examination venue.

You will be escorted to your examination hall directly from the Post 16 Room.

ALL STUDENTS TAKING AN AFTERNOON EXAMINATION MUST HAVE HAD LUNCH BY 12:50PM.

Remember it is your responsibility to make sure that you arrive at the correct place at the correct time on the correct day.

1 SEATING ARRANGEMENTS FOR EXAMINATIONS

- The examination room will be set out in rows and lines.
- Each row is given a letter e.g. A, B, C etc and each line is given a number 1, 2, 3 etc. Each student will therefore have a 'Battleship' number for each examination. This number will usually be different for each examination.
- On the day of the examination the seating arrangements for the day's examinations will be posted up in your designated areas.
- Each student needs to find out his/her Battleship number each morning prior to the examinations.
- It is essential that all students find out their individual Battleship numbers prior to the examination starting if the examination is to begin on time.

2 EQUIPMENT

- You will be provided with pen(s), pencil(s), rubber, protractor and compass if needed. It is advisable to bring a spare pen and pencil with you. **You must** provide your own calculator free of lids, cases and covers which have printed instructions or formulas.
- **ALL EXAMINATIONS MUST BE WRITTEN IN BLACK INK.**
- Any equipment taken to your examination desk must be contained in a clear transparent bag/pencil case (not coloured plastic). No spectacle cases will be allowed on your examination desk.

3 EXAMINATION ROOMS

- No books, coats, sweets, bags or other materials may be taken to your examination desk. Bags and coats must be left in the designated area adjacent to the main hall or at a place specified by the invigilator.
- Eating is forbidden during examinations unless there are good medical reasons for doing so and you have a note from home and is known to your Learning Manager or senior member of staff with pastoral responsibilities.
- A small bottle of water, no larger than 500ml, may be taken into the examination room. It must be a clear (non-coloured), see through bottle with a non-spill sports cap and must have all labels removed. You must not bring fruit juices or fizzy pop to an examination. **ALL BOTTLES NOT FITTING THIS DESCRIPTION WILL BE CONFISCATED.**
- Coats, hats and scarves may not be worn in the examination rooms.
- Instructions for the use of calculators or formulas, reference materials and paper must not be brought into the examination room. Pre-programmed calculators are not allowed unless the memory has been cleared.
- The use of erasing fluid, e.g. Tippex, is not allowed by examination boards.

- All students found with forbidden items in their possession must be reported to the examination boards (as per examination board regulations), whether they intended to use them or not. In most instances examination boards will disqualify you from your examination. Please consider how this will jeopardise your future.
- Graffiti – the writing, drawing or the marking of desks is forbidden.
- **MOBILE PHONES, PAGERS, TABLETS, I-PODS, I-WATCHES, MP3/4 PLAYERS OR ANY TECHNOLOGICAL/WEB ENABLED DEVICES ARE STRICTLY FORBIDDEN IN AN EXAMINATION ROOM. DO NOT BRING ANY OF THE ABOVE TO AN EXAMINATION.**

4 EXAMINATION BOARD REGULATIONS

- Examination regulations apply as soon as you enter the examination room. Any talking or communication of any kind between candidates during this time or while the examination is in progress will result in the candidates being reported to the examination board (as per examination board regulations) and may lead to disqualification from this and any other examination for the board concerned.
- Students must not enter the examination rooms with writing on their arms, legs and hands.
- If you have any doubt about anything on the examination paper, then raise your hand and ask an invigilator when he/she arrives at your desk. The invigilator will decide if any help can be given.
- If you need to leave the examination room for whatever reason, raise your hand to attract the attention of an invigilator. You will not be allowed to leave the examination room and return unless accompanied by a member of staff.

REMEMBER! ONLY IN AN EXTREME EMERGENCY WILL THIS BE ALLOWED.

- No student will be allowed to leave before the full duration of the examination.

5 LATE CANDIDATES

If you are late for an examination the invigilator will inform you as to whether you are still eligible to sit the examination or not, according to examination board rules. The examination boards must be informed of any student arriving late to an examination.

Please Note: The examination board may only mark your paper up to the normal finishing time.

6 ILLNESS

- If you are unable to attend an examination due to illness the Academy must be advised before **8.15am**.
- If you fail to take a final examination because you are ill you will not be able to sit the examination at a later time during the same examination series.

- If you fail to turn up for an examination because you are ill it is sometimes possible to be awarded a grade based upon an estimate of what you might have achieved.
- In order to qualify for this the Academy must have a medical certificate from your Doctor for the appropriate day of the examination(s) involved. It must be stated however that a grade is not awarded in all cases.

7 AFTER YOUR EXAMINATION HAS FINISHED

- You will either return to normal lessons or leave the Academy premises depending on the finish time of your examination.
- Remember to make alternative arrangements for getting home if your examination finishes after the school buses have left.

ACADEMY UNIFORM MUST BE WORN FOR ALL EXAMINATIONS

‘Good Luck with your Examinations’



Joint Council for
Qualifications

Candidate Information 2018-2019

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each examination session**

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