

EXAMINATION REGULATIONS.

A copy of the "Notice to Candidates", which is issued jointly by all the Examining Boards, is printed on the reverse of student examination timetables and also can be found on the Examinations Information and Key Dates page on the school website. All students must read this carefully and note that to break any of the examination rules or regulations could lead to disqualification from all subjects. The school will report any breach of regulations to the Awarding Body.

Examination regulations are very strict regarding items that may be taken into the examination room. If these rules are broken, students can be disqualified from the examination. At no time should a student attempt to communicate with or distract other students.

All items of equipment: pens, pencils, mathematical instruments, etc. should be visible to the invigilators at all times. No food or drink is allowed in the examination rooms except a 500ml water bottle with the label removed.

Mobile telephones MUST BE PLACED IN THE MOBILE PHONE STORAGE TRAY WHICH IS SUPERVISED BY AN INVIGILATOR OR NOT BROUGHT INTO THE EXAMINATION ROOM.

If a mobile phone (or any other type of electronic communication or storage device) is found in a student's possession during an examination (even if it is turned off) it will be taken away and a report made to the appropriate exam board. No exceptions can be made.

Students must at all times listen carefully to instructions and notices read out by the invigilators – there may be amendments to the exam paper.

Students must stay in the examination room until the end of their examination and will not be allowed to leave an examination room early.

At the end of the examination all work must be handed in. Invigilators will collect all examination papers before students are allowed to leave. **Absolute** silence must be maintained during this time. Students continue to be under examination conditions until they have left the room. Question papers, answer booklets and additional paper must NOT be taken from the exam room.

It is essential that all students remain seated in silence until told to leave the examination room and leave the room in silence as other students may still be working.

NOTIFICATION OF RESULTS

Examination results are communicated to students by the issuing of an individual statement of results. These are issued to students in August. (Please see the school website for this year's Results Day date).

Year 10 students who are unable to collect their results in August will be issued with their results on their first day back in September.

Year 11 students who are unable to collect their results in August should leave a stamped addressed envelope with the Examinations Manager for results to be posted out; or if so wished, may nominate another person (family member) to collect results; this person must have written authorisation from the student to do so and they must have ID with them.

POST- RESULTS

House Leaders and subject teaching staff can give post-results advice and details of services available.

RE-SITS

For students continuing their education in our Sixth Form a re-sit of GCSE English or Maths is available. Students should discuss their requirement to re-sit with their subject teacher or relevant Head of Faculty.

PRESENTATION OF CERTIFICATES - YEAR 11 STUDENTS

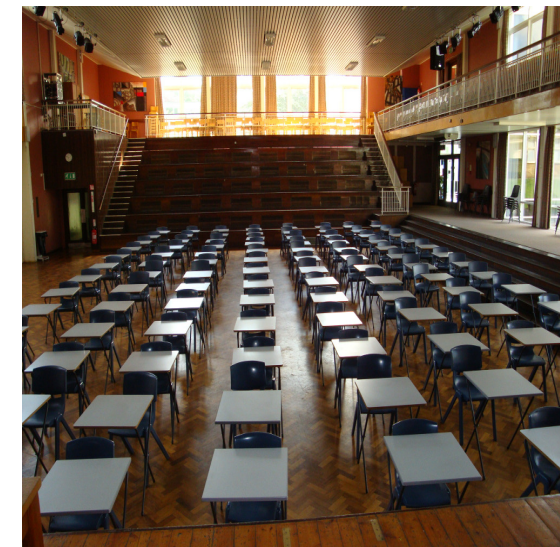
A Presentation Evening will take place, when it is hoped the majority of students will be able to attend to receive their certificates. Invitations to students and their parents will be sent out with full details nearer the time.

Students who are unable to attend the Presentation Evening will be able to collect their certificates from the School Office after the Presentation Evening. Certificates will not be given to anyone other than the candidate, without the candidate's written authorisation.

Tadcaster Grammar School is only obliged to keep certificates for a period of 12 months after issue. If students do not collect their certificates within this time (or if they lose their certificates) they can only be replaced by direct application to the appropriate examination boards. This will require proof of identity (such as a birth certificate) and a substantial fee per examination board. You are therefore urged to collect your certificates at the Presentation Evening, or as soon as possible thereafter, and to keep them in a safe place.



TADCASTER GRAMMAR SCHOOL



EXAMINATION INFORMATION FOR KEY STAGE 4 STUDENTS AND PARENTS



As examinations can be a stressful time for both students and parents, it is important that all those involved are as well informed as possible. The rules and regulations for external examinations are designed to ensure fairness and minimise disturbance. It is in the interest of all that examinations run smoothly.

The purpose of this booklet is to provide information and guidance for students and parents. The examination boards set down strict criteria for the conduct of examinations; these must be followed precisely by the school. The school will make every effort to ensure that students 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. Internal examinations are run to the same standards and rules as external examinations, in order that students are familiar with the process beforehand.

The school policy is to enter every student for an examination in the subject that they are studying. It is the subject teacher's role to select students for the most suitable level of entry, based on attainment and projected grade. Controlled assessment and practical examinations will take place throughout the academic year and subject teachers will advise students of these dates. Written examinations will take place at the end of Year 11 .

Throughout the school year students will be issued with various communications informing them about examinations. Internal examination information is communicated by letters home. External examination information is communicated by the issuing of statement of entry and/or examination timetable by the Examinations Office.

Further updates of examinations information can be found on the school website and on the Examinations Noticeboards throughout school. Details of the examination series dates are listed on the school information pages on the school website.

TIMETABLES

Individual examination timetables are issued to all students, prior to each examination series, detailing date, time, duration of exam, venue and seat number for written examinations taking place within an examination room. Two copies of the timetable are issued; one to be retained by the student and the other copy to be signed by a parent/guardian and returned to school. This must be checked carefully and any queries raised with the Examinations Manager **immediately**.

It is not possible to issue individual summer examination timetables in advance of the end of April; however a statement of entry will be issued by February half term, which will detail examination dates. Details of all the examination series dates are listed on the school information pages on the school website.

STATEMENT OF ENTRY

All students will receive a statement of entry in addition to an individual timetable for the summer series only. This will indicate all subject entries for the summer series, along with the date of the examination if applicable. Two copies of candidate's statement of entry are issued; one to be retained by the student and the other one to be signed by a parent/guardian and returned to school. These must be checked and any queries must be brought to the attention of the Examinations Manager **immediately**.

EQUIPMENT

For all examinations held in school, students must ensure they have the correct equipment. School will not issue equipment and borrowing from other students in the examination room is **NOT** allowed under any circumstances. Ordinary pencil cases or boxes are not allowed in the exam room; students should bring their equipment in a clear plastic bag or transparent pencil case. **ALL WRITING MUST BE IN BLACK INK/BIRO.**

The following equipment should be brought to EVERY exam:

- Pens – black ink only
- HB pencils
- Ruler (marked with millimetres)
- Pencil sharpener (preferably one which catches the shavings!)
- Rubber
- Calculator

For certain exams you will also need the following:

- Compasses
- Protractor
- Coloured pencil crayons

Highlighter pens must not be used in answer booklets, but are allowed to highlight parts of the printed questions. **CORRECTING FLUID, PENS OR 'MICE' ARE NOT ALLOWED.** For *Mathematics and Science exams* students should make sure their calculators conform to the examination regulations. Calculators with any of the following facilities are prohibited: Data banks, Dictionaries, Language translators, Retrieval of text or formulae, QWERTY keyboards, Built-in symbolic algebra manipulations, Symbolic differentiation or integration, capability of remote communication with other machines.

ATTENDANCE AT EXAMINATIONS

Students are responsible for checking their own timetable. Students must arrive no later than 10 minutes prior to the start time of their examination and wait quietly outside the examination room until invited in. Students who arrive late for an examination may still be admitted but may not receive any additional time. Students will not be permitted to sit an examination if more than 30 minutes late. Entry into the examination room will not be allowed to students **not** wearing school uniform. For examinations that finish after 3.15pm, students will need to arrange alternative transport home if they normally travel home on school transport.

ABSENCE FROM EXAMINATIONS

Students who experience difficulties during the examination period (e.g. illness, injury, personal problems) should inform school at the earliest possible point so we can help and advise. It is essential that medical or other appropriate evidence is obtained on the day by the student/parent and given to the Examinations Manager without delay. Parents and students are reminded that the school will require payment of entry fees should a candidate fail to attend an examination without good reason and without informing the school. Failure to pay may result in your examination results being withheld. Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

STUDENT CONDUCT

The school employs external invigilators to conduct the examinations in school. Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times. Invigilators are in the examination rooms to supervise the conduct of the examination. Students who are disruptive or behave in an unacceptable manner will be removed from the examination room by invigilators and members of the Senior Leadership Team. Students must at all times remain silent when in the examination room. This includes when **entering** and **leaving**. Any student found to be writing on examination desks will be asked to pay for any damage, as this is regarded as vandalism. Students should not draw graffiti or write offensive comments on examination papers as examination boards may refuse to accept and mark the examination paper.

FIRE ALARM

If the **fire alarm** sounds during an examination, the invigilators will inform students what to do. If students have to be evacuated from their examination room, they will continue to be under examination board regulations and **must not attempt to communicate with any other students during the evacuation**. When students return to the examination room, they will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident.