



St. Thomas More Catholic School & Sixth Form College

EXAMINATIONS GUIDANCE FOR STUDENTS & PARENTS/CARERS

Centre Number: 31205

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INTRODUCTION

It is the aim of St Thomas More Catholic School & Sixth Form College to make the examination experience as stress-free and successful as possible for all students.

Hopefully, this booklet will prove informative and helpful for you and your parents. Please read it carefully and show it to your parents so that they are also aware of the examination regulations and the procedures to follow in the event of any problems occurring.

The awarding bodies (or examination boards) set down strict criteria which must be followed for the conduct of examinations and we are required to follow them precisely. Some of the questions you may have are answered at the back of this booklet. **If there is anything you do not understand or any question that has not been addressed, PLEASE ASK.**

If you or your parents have any queries or need help or advice at any time before, during or after the examinations please contact:

The Examinations Officer – **Miss Sara Ward**

The exams can be contacted on: **02476 642400** or via email exams@st-thomas-more.net

Remember – we are here to help.

GOOD LUCK!

BEFORE THE EXAMINATIONS

STATEMENTS OF ENTRY:

- All Candidates receive a statement of entry from school in February indicating the subjects they are being entered for and the levels of entry, where applicable. Please check that these are correct. Some subjects only have one tier of entry, some have Foundation or Higher tiers.
- You must check everything on your statements of entry very carefully. Particularly check that all personal details (date of birth, spelling of names) are accurate as these will appear on certificates and it may be difficult to change them once certificates are awarded.

EXAMINATION BOARDS

- The School uses the following Examination Boards: AQA, Edexcel, OCR and WJEC.

CANDIDATE NAME:

- Candidates are entered under the name format of (Legal) First Name + middle + (Legal) Surname, e.g. Adam Joseph Smith.

CANDIDATE NUMBER:

- Each candidate has a four-digit candidate number. This is the number you will enter on examination papers. It will appear next to your name on seating plans and examination registers. This will be printed on your name cards that will be placed on your exam desk.

UCI:

- In addition to a candidate number, each candidate must have a Unique Candidate Identifier (12 numbers and 1 letter) which is shown on the top of statements of entry. This number will usually begin with the Centre Number (31205) unless you have transferred from another school that had already issued your UCI. Your UCI is used for administration purposes and it is not necessary for you to remember it.

TIMETABLES

- You will receive an individual timetable showing your own specific examinations with details of date, time, and duration of exam. Check it carefully. If you think something is wrong please come to the exams office immediately.
- If you have a clash where two subjects are timetabled at the same time the exams office will make special timetable arrangements for you. You must check your individual timetable and see the exams office if you are unsure what to do. If you think there is a clash on your timetable that has not been resolved, please come to the exams office immediately.
- There will be copies of the timetable placed on the exam board in 6th form for all A levels and outside the Prefects Lounge and the Exams Office in main school

CONTACT NUMBERS

- Please check that school has at least one up-to-date contact number for you.

EQUIPMENT

- Make sure you have all the correct equipment before your examinations. Check the regulations in the Notice to Candidates and the information on the following pages.

DURING THE EXAMINATIONS

EXAMINATION REGULATIONS

- A copy of the “Notice to Candidates”, which is issued jointly by all the Examining Boards, is enclosed with this booklet. All candidates 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 must report any breach of regulations to the Awarding Body. Other Information for Candidates can be found on the school website <http://www.st-thomas-more.net/pupils/exam-information/examination-advice/>.

ATTENDANCE AT EXAMINATIONS

- Candidates are responsible for checking their own timetable and arriving at school on the correct day and time, properly dressed and equipped. Please wait quietly outside your exam room until you are invited to enter by the examination invigilators.
Candidates must arrive a minimum of 15 minutes prior to the start time of their examination.
- Your names will be called out in row order. Please listen carefully to the row that you have been allocated. If you are unsure, please ask one of the invigilators who will have copies of the seating plans.
- Full School Uniform must be worn by all Year 11 students attending school for examinations.
- All items of equipment, pens, pencils, mathematical instruments, etc. should be visible to the invigilators at all times. You must either use a transparent pencil case or clear plastic bag.
- Pens should be black ink or ballpoint. No erasers or correction pens are allowed.
- For Mathematics and Science exams, students should make sure their calculators conform to the examination regulations. If in doubt, check with your teacher. Remove any covers or instructions and make sure batteries are new and that the memory has been cleared.
Note: We are unable to loan calculators unless yours becomes faulty during the examination.
- Do not attempt to communicate with or distract other candidates.
- Examination regulations are very strict regarding items that may be taken into the examination room (see FAQs at the end of this booklet). If you break these rules you may be disqualified from the examination.
- **Mobile telephones MUST BE SWITCHED OFF LEFT IN YOUR BAG IN THE SECURE STORAGE AREA USED FOR EXAMINATIONS.** If a mobile phone (or any other type of electronic communication or storage device) is found in your possession during an examination (even if it is turned off) it will be taken from you and a report made to the appropriate exam board. **No exceptions can be made.**
Please note: If your mobile phone has an alarm set, this may activate even if the phone is switched off.
- No food is allowed in the examination rooms (with the exception of throat lozenges which must be approved by the exams officer) and only water in a clear plastic bottle may be brought in.
- Please do not write on examination desks. This is regarded as vandalism.
- Do not draw graffiti or write offensive comments on examination papers – if you do the examination board will refuse to accept your paper and you will not receive a mark.

- Listen carefully to instructions and notices read out by the invigilators – there may be amendments to the exam paper that you need to know about
- Check you have the correct question paper – check the subject, paper and tier of entry.
- Read all instructions carefully and number your answers clearly.
- You will not be allowed to leave an examination room early. If you have finished the paper use any time remaining to check over your answers and that you have completed your details correctly.
- At the end of the examination all work must be handed in – remember to cross out any rough work. If you have used more than one answer book or loose sheets of paper ask for a tag to fasten them together in the correct order.
- Invigilators will collect your exam papers before you leave the room. Absolute silence must be maintained during this time. Remember you are still under examination conditions until you have left the room.
- Question papers, answer booklets and additional paper must NOT be taken from the exam room.
- Remain seated in silence until told to leave the examination room. Please leave the room in silence and show consideration for other candidates who may still be working.
- 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.

INVIGILATORS

- The school employs external invigilators to conduct the examinations. 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. They will collect the examination papers, tell candidates when to start and finish the examination, hand out extra writing paper if required and deal with any problems that occur during the examination, for example if a candidate is feeling ill.
- Please note that invigilators cannot discuss the examination paper with you or explain the questions.

ABSENCE FROM EXAMINATIONS

- If you experience difficulties during the examination period (e.g. illness, injury, or personal problems) please inform school at the earliest possible point so we can help or advise you.
- Only in 'exceptional circumstances' are candidates allowed special consideration for absence from any part of an examination. It is essential that medical or other appropriate evidence is obtained on the day by the candidate/parent and given to the Examinations Officer without delay in all cases where an application is to be made for special consideration. **Please note: misreading the timetable will not be accepted as a satisfactory explanation of absence.**

AFTER THE EXAMINATIONS

NOTIFICATION OF RESULTS

- Results will be available for collection on results day in August for the main summer exams. The exact date will be published in the summer term.
- If you wish any other person (including family members) to collect your results on your behalf, you must give your written authorisation to school before results day. This can be emailed to exams@st-thomas-more.net
- Candidates who wish to have their results posted home must provide the school with a SAE in advance.

Please Note: No results will be given out by telephone under any circumstances.

POST RESULTS

- If you need post-results advice, teaching staff will be available on Results Day. A list of post-results services will be included with your results along with a consent form for you to complete.
Please note: No requests will be processed without a completed consent form and full payment. All cheques should be made payable to the school and sent, along with the completed form to the exams office. All outcomes will be relayed to you once received from the examination boards.

The post-results procedure can be viewed on the school website under the 'Pupils' tab – exam information.

COLLECTION OF CERTIFICATES

- For Year 11 Students: They will be able to collect their certificates at the Prize giving evening, the date of which will be confirmed. If students cannot attend the prize giving, then all certificates can be collected from Reception the Monday after prize giving. After 2nd January, they can then be collected from the exams office.
For 6th Form students: They will be able to collect their certificates at the Prize giving evening, the date of which will be confirmed. If students cannot attend the prize giving, then all certificates can be collected from 6th Form Reception after prize giving.
Please Note: Certificates will not be given to anyone other than the candidate without the candidate's written authorisation and they will not be posted to any candidates other than in extreme circumstances and where previously agreed with the Examinations Officer.
- If candidates 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 as soon as possible and to keep them safely.

FREQUENTLY ASKED QUESTIONS

Q. What do I do if there's a clash on my timetable?

- The school will re-schedule papers internally (on the same day) where there is a clash of subjects. Candidates will normally sit one paper then have a break during which they will be supervised and must not have any communication with other candidates. They will then sit the second subject paper. Official start times will be on your individual candidate timetable and a clash list will be posted to inform you of timings for that day. It may be necessary for you to bring a packed lunch if you have exams in the morning and afternoon as you will have to remain in isolation until both examinations are completed. If in doubt consult the Examinations Officer.

Q. What do I do if I think I have the wrong paper?

- Invigilators will ask you to check before the exam starts. If you think something is wrong put your hand up and inform the invigilator immediately.

Q. What do I do if I forget the school Centre Number?

- The Centre Number is **31205**. It will be clearly displayed in the examination rooms.

Q. What do I do if I have an accident or am ill before the exam?

- Inform school at the earliest possible point so we can help or advise you. In the case of an accident that means you are unable to write it may be possible to provide you with a scribe to write your answers but we will need as much prior notice as possible. You may need to obtain medical evidence (from your GP or hospital) if you wish the school to make an appeal for Special Consideration on your behalf (see below).

Q. What is an Appeal for Special Consideration?

- Special Consideration is an adjustment to the marks or grades of a candidate who is eligible for consideration. The allowance for Special Consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for exceptional cases). Parents should be aware that any adjustment is likely to be small and no feedback is ever provided. Candidates will only be eligible for Special Consideration if they have been fully prepared and covered the whole course but performance in the examination or in the production of coursework is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness, accident or injury, bereavement, domestic crisis etc. The Examination Officer must be informed immediately, so that the necessary paperwork can be completed (within 7 days of the last exam session for each subject) and the candidate will be required to provide evidence to support such an application.

Q. What do I do if I feel ill during the exam?

- Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before or during an exam and you feel this may have affected your performance.

Q. If I'm late can I still sit the examination?

- Provided you are no later than 10am for a morning exam, and 2.30pm for an afternoon exam, it may still be possible for you to sit the examination. You should get to school as quickly as possible and report to Reception. A member of staff will escort you to the exam room. You must not enter an examination room without permission after an examination has begun.

Q. If I miss the examination can I take it on another day?

- No. Timetables are regulated by the exam boards and you must attend on the given date and time.

Q. Do I have to wear school uniform?

- Yes for Year 11 students normal school regulations apply to uniform, hair, jewellery, make-up, etc.

Q. What equipment should I bring for my exams?

- For most exams you should bring at least 2 pens (black ink only).
- For Science and Maths where you need to draw diagrams or graphs you need 2 pencils.
- For some exams you will need a calculator (e.g. Maths/Science), a 30cm ruler (marked with cm and mm), pencil sharpener and eraser, compasses, protractor, coloured pencils (not gel pens), set texts.
- You are responsible for providing your own equipment for examinations. You must not attempt to borrow equipment from another candidate during the examination.

Q. What items are not allowed into the examination room?

- Only materials that are listed on question papers are permitted in the examination room and students who are found to have any material with them that is not allowed will be reported to the appropriate examinations board. In such circumstances, a student would normally be disqualified from the paper or the subject concerned.
- Bags and coats and any other items not permitted under examination regulations must be left in the secure storage area. Do not bring any valuables into school with you when you attend for an examination.
- No food is allowed in the exam room.

Q. Why can't I bring my watch into the exam room?

- JCQ regulations state that you must not take any smartwatch or wristwatch that has a data storage device into the exam room. To this end, the school has taken the stance of not allowing any wristwatches into the examination rooms as due to the advances in technology, it can be difficult to spot the difference between a standard watch and a smartwatch. All exam rooms are fully equipped with clocks.

Q. Why can't I bring my mobile telephone into the exam room?

- Being in possession of a mobile phone (or any other electronic communication device, e.g. Smartwatch, iPod, headphones) is regarded as malpractice and is subject to severe penalty from the awarding bodies:

The possible penalties are as follows:

Device found on you and turned **ON** - **disqualification for the all papers for the subject (including any already taken).**

Device found on you and turned **OFF** – **disqualification from the specific paper** you are sitting at the time.

Phone rings during the exam **wherever it is in the room** the exam board must be informed and you may be **disqualified from all papers for the subject (including any already taken).**

Q. How do I know how long the exam is?

- The length of the examination is shown in minutes on your individual timetable under the heading 'duration'. Invigilators will tell you when to start and finish the exam. They will write the finish time of the exam on a board at the front of the exam room. There will be a clock in all examination rooms.

Q. Can I leave the exam early?

- No, it is not the school's policy to allow candidates to leave the exam room early, as this is disruptive to other candidates. A candidate may not leave the examination room without the permission of the invigilators.

Q. What do I do if the fire alarm goes?

- The examination invigilators will tell you what to do. If you have to evacuate the room leave everything on your desk and leave the room in silence. You must not attempt to communicate with any other candidates during the evacuation.

Q. Can I go to the toilet during the exam?

- If it is absolutely necessary. You will be escorted by an invigilator and will not be allowed any extra time.

Q. If I have more than one exam on a day can I get lunch at school?

- Students who have examinations in both morning and afternoon sessions may obtain lunch for the dining hall in the usual way or bring a packed lunch.

Q. Why do I need to check the details on the Statement of Entry?

- The details on your Statement of Entry will be used when certificates are printed. It is important that you check your name and date of birth for any errors. You should also check that the subjects and tiers of entry you are entered for are correct and that no subjects are missing.

Q. What do I do if I have two exams timetabled at the same time?

- The exams office will resolve any clash of exams by giving you special timetable arrangements. It may mean moving one of your exams to the morning or afternoon of that day. If this is the case you will be kept under supervision between your morning and afternoon exams and will need to bring in a packed lunch. You will not be able to use mobile phones or the internet during this time.



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Warning to Candidates

1. You **must** be on time for all your examinations.
2. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
3. You **must not**:
 - sit an examination in the name of another candidate;
 - have in your possession any unauthorised material or equipment which might give you an unfair advantage.
4. **Possession of a mobile phone** or other unauthorised material **is breaking the rules**, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
5. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
6. You **must** follow the instructions of the invigilator.
7. If you are in any doubt speak to the invigilator.

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Information for candidates

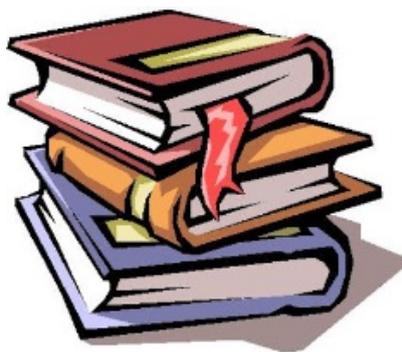
For written examinations - effective from 1 September 2017

This document has been written to help you. Read it carefully and follow the instructions.

If there is anything you do not understand, especially which calculator you may use, ask your teacher. A Regulations – Make sure you understand the rules	
1	Be on time for all your exams. If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the exam.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4	You must not take into the exam room: <ul style="list-style-type: none"> • notes; • potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player, a smartwatch or a wrist watch which has a data storage device. <p>Any pencil cases taken into the exam room must be see-through. Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.</p>
5	If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
6	Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
7	Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
8	You must not write inappropriate, obscene or offensive material.
9	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
10	Do not borrow anything from another candidate during the exam.
B Information – Make sure you attend your exams and bring what you need	
1	Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
2	If you arrive late for an exam, report to the invigilator running the exam.
3	If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
4	Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
5	You must write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.
C Calculators, Dictionaries and Computer Spell-checkers	
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: <ul style="list-style-type: none"> • make sure it works properly; check that the batteries are working properly; • clear anything stored in it; • remove any parts such as cases, lids or covers which have printed instructions or formulas; • do not bring into the exam room any operating instructions or prepared programs.
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
D Instructions during the exam	
1	Always listen to the invigilator. Follow their instructions at all times.
2	Tell the invigilator at once if: <ul style="list-style-type: none"> • you think you have not been given the right question paper or all of the

	materials listed on the front of the paper; • the question paper is incomplete or badly printed.
3	Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4	Fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. Make sure you fill these details in on any additional answer sheets that you use.
5	Remember to write your answers within the designated sections of the answer booklet.
6	Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers. Make sure you add your candidate details to any additional answer sheets that you use.
E Advice and assistance	
1	If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	Put up your hand during the exam if: • you have a problem and are in doubt about what you should do; • you do not feel well; • you need more paper.
3	You must not ask for, and will not be given, any explanation of the questions.
F At the end of the exam	
1	If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order. Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.
2	Do not leave the exam room until told to do so by the invigilator.
3	Do not take from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.
This information must be made available to all candidates in advance of their examination(s) for each	

Tips for dealing with exam stress



Be prepared

Make sure you know what you are supposed to have learned and that you have all your notes, books and essays to hand. Do you know what format the exam takes and how the marks are allocated? If not, ask your teacher and/or study the marking scheme, which is often on the exam board's website. This can be particularly important with A-level stress and GCSE stress, when there are so many exams, all structured in different ways.



Make a plan

Working out how much time you have to revise and planning how you can use it best by making a timetable is a key factor in how to deal with exam stress. Another technique recommended by all time management experts is taking what feels like an overwhelming task and breaking it down into manageable chunks. Perhaps you need to spend more time on some subjects than others? Vary the timetable so you don't get bored. You can always update the plan, if necessary, as you go along.



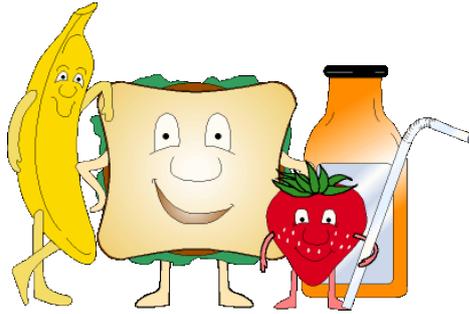
Know when and where you work best

Work when you are most alert. We all have slightly different body clocks – are you a night owl or a dawn lark? Everyone has different revision styles – maybe you like to sit at a tidy library desk or under the duvet with your laptop. Wherever you feel calm and in control is the best place for dealing with exam stress.



Take a break

Psychologists suggest that we can only concentrate properly for about 45 minutes at one stretch, while neuroscientists tell us that the longer we try and focus on one thing, the less our brains are able to deal with it effectively. Take breaks to stay refreshed. Instead of cramming in more revision or, indeed, stressing over how to deal with exam stress, the best thing might simply be to do something completely different.



Eat well

Keeping your blood sugar levels steady so that you don't have energy dips during the day and can sleep well at night is a vital way of dealing with exam stress. Avoid lots of processed, sugary foods like cereal, biscuits, sweets and chocolate. Lean protein like chicken, salmon or egg, plenty of veg and carbs that release their energy slowly like wholegrain bread, rice and pasta will keep energy levels steady. Pulses like chickpeas and lentils are great for vegetarians (and others), since they contain both protein and slow-release carbs.

If you are so nervous before an exam that you can't eat, then don't worry, your body will catch up later – but do make sure that you drink lots.



Drink well

Staying hydrated with lots of water, low-cal sodas or herbal teas is key to feeling alert. Juices or sugary drinks can make you feel jittery and mess up your energy levels. Caffeinated tea and coffee perk you up, but stick to about five cups a day, and if you feel jittery or have problems sleeping, drink your last one in the late afternoon. Bear in mind that colas, energy and sports drinks may all contain a lot of sugar and caffeine.



Get exercise

This is probably one of the best ways of dealing with exam stress. Anything from walking the dog to going for a swim, run or bike ride helps reduce physical tension that can lead to aches and pains, and releases natural feel-good brain chemicals. If you can't get motivated, rope in friends – it's much harder to make excuses.



Sleep well

Tossing and turning the night before an exam is understandable, and our bodies are able to cope with lack of sleep for a day or so. Worrying about not being able to nod off only makes matters worse but there are many things you can do to help.

A hot bath and having somewhere dedicated just to sleeping (and not to watching TV or going on a computer, phone or tablet) will help you switch off. If you really can't get to sleep, do something repetitive like a jigsaw

If you really, really can't sleep, don't panic. Sheer adrenaline will help you get through most exams the next day better than you might expect.



Relaxation

If you are really anxious, find a calm, quiet space and try breathing deeply in and out for a few minutes, focusing your mind on something pleasant, like a beautiful place with happy memories – anything that helps you wind down.



Talk about it with someone

Almost everyone finds exams stressful – so you are not alone. Expressing your worries to a good friend, family member, your school tutor or a student counsellor will help get them out of your system.



Reward yourself

Build in treats to your timetable – anything you can look forward to as a reward for sticking to it. Plan something exciting to celebrate the end of the exams.



Keep it in perspective

If you feel you have really messed up an exam, there's nothing you can do until you get the results. Worrying about it won't help – and may reduce your chances of doing well in other exams you are taking. Think about what you could do about a disappointing result – that will help you feel in control.