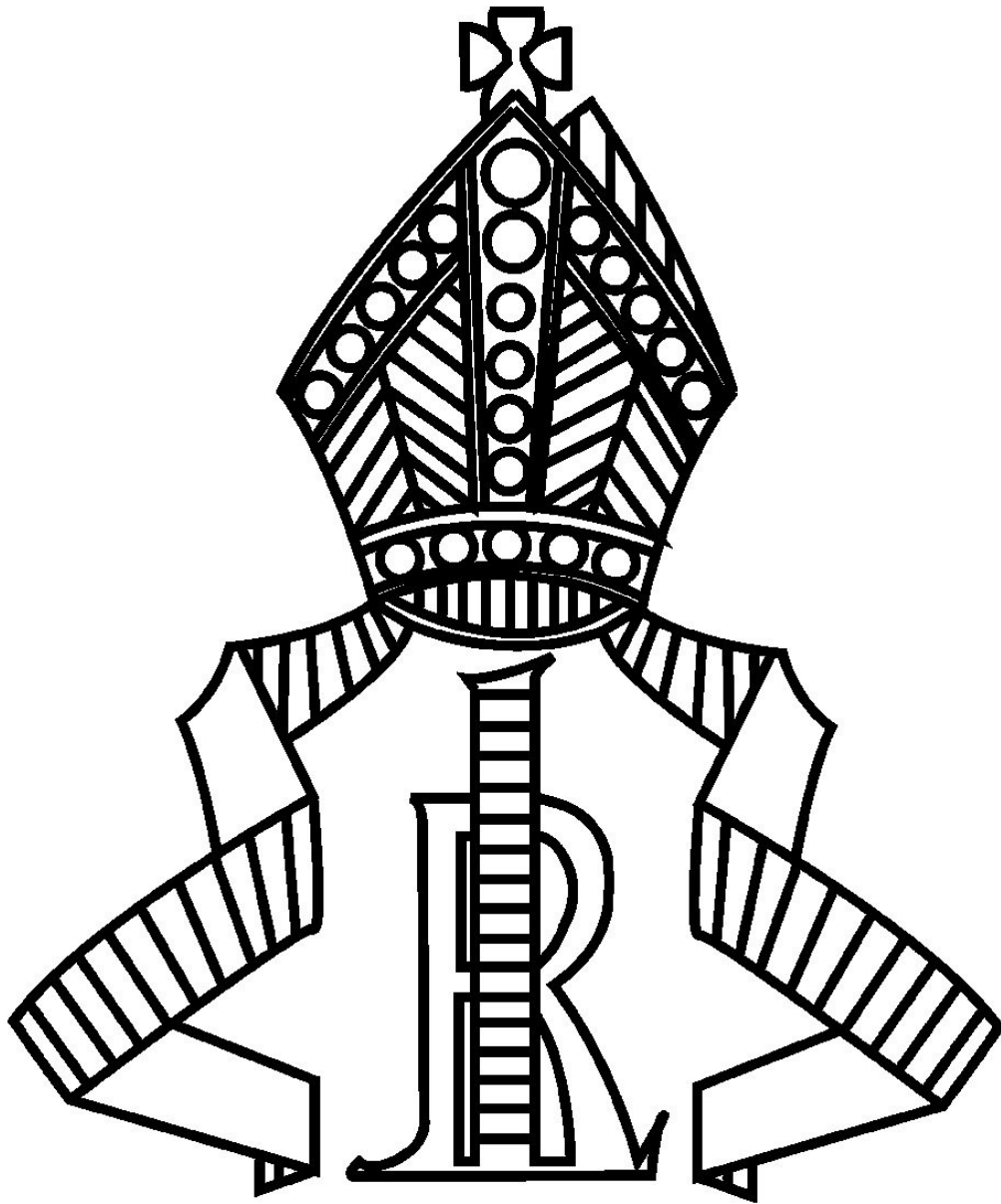


# **Bishop Luffa School**



**Year 11 Exam**

**Information Booklet 2012**

This booklet is designed to help you prepare and take your exams.

Please read the information contained and ask as soon as possible if you have any questions.

Name: \_\_\_\_\_

Tutor Group: \_\_\_\_\_

Candidate Number: \_\_\_\_\_

Centre Number: 65407

## **Exam Timetables**

Please keep your personal timetable safe and bring it to each exam. Duplicates are not easy to obtain. Exams start at the times published on the school timetable. These vary, so make sure you know when they are.

**Assemble at least 20 minutes before the starting time, outside the room you will be taking the exam in.**

Sports Hall: By the steps to the P.E. Office

Bridge Club: By the steps up to the Bridge Club, at the back of Room 38

Gym: By the outside doors leading into the Gym, next to the roundabout

Conference Rm: In silence, outside the Kitchen/ Exams Office.

Mobile 1: In silence, outside the Mobile.

Language Rooms: In the courtyard

**You must enter and leave the exam hall in silence.**

## **Candidate Numbers**

Your candidate number is the four-digit number on your exam timetable. Please memorise it and make sure it is written on all your exam scripts and any spare sheets used.

The candidate numbers are issued in alphabetical order by surname. Please try to line up at the start of each examination in this order. Numbers will be marked out to try and assist you.

## **Candidate Name**

When you are filling in your name, **please use your full legal first name and surname**, no abbreviations, i.e. if you are called Sam, but your name is Samuel, make sure you write Samuel on your exam papers. This helps match up scripts with registers both in school and with the examiners. If you are known by a nickname, please make sure you use your legal first name on your exam scripts.

## **Exam Equipment**

You must write in **BLACK** ink. Your exam scripts will be scanned before being sent to the examiner. If you write in any other colour, your answers may not be easily read and you may lose marks. The only exams to which this does not apply are multiple choice exams which require pencils to be used and Media/Technology exams which may need coloured pencils or pens.

Patterned pencil cases/boxes must not be taken into the exam room. This is an examination board requirement to protect you from accusations of cheating. Please use clear, transparent plastic bags or pencil cases to carry your equipment.

**It is your responsibility to provide all equipment for your exams.** You must bring to every exam the following equipment:

- A number of black writing pens
- A couple of pencils
- An eraser
- A 30cm ruler
- A working calculator
- Geometry equipment
- Spectacles if needed
- Your personal exam timetable
- Your brain!

No mobile phones, ipods, Mp3/Mp4 players, pagers or any other electronic communication devices are permitted in the Examination Hall. Please leave them switched off in your locker.

If you must have them in your bag, they must be switched off. Any equipment that rings or makes a noise during the exam will be confiscated and the owner will be reported to the Examination Board. Last year one person lost a GCSE/GCE grade because their mobile went off.

If you are reported for a breach of this rule, you could lose all your GCSE/GCE grades and be banned from sitting other exams by that Examination Board for a number of years.

All programmable calculators should have their memories cleared. This is your responsibility.

## **Drinks and sweets**

During summer examinations some candidates bring small, clear, transparent water bottles into the examination room. This is perfectly acceptable, but for obvious reasons we do not allow sticky or fizzy drinks – water only please. All water bottles must have their labels removed. If you get to your desk and still have the label attached to your bottle, please remove it and hand the rubbish to an invigilator.

No sweets or chewing gum may be taken into the examination hall.

## **Illness**

If you are unwell on the day of an examination, please bring a doctor's letter confirming your illness to the Exams Office on the day you are next in.

You do not need to contact the Exams Office to say you will not be in. Please leave your message on the school's absence line; it will then be passed to the Exams Office.

If you are coming into school for the examination and are feeling unwell, please make this known to the invigilators when you enter the room. Do not ask to be moved to another room as there is usually no available provision for this.

If you become ill during an examination and are unable to continue, please raise your hand to attract the attention of an invigilator. You may leave the hall, with the invigilator, and be escorted to the nurse. You will not be able to return to the examination room and should get a doctor's letter to explain your illness. This will be sent to the Examination Board to explain why you haven't completed the paper.

Letters must be from your GP or the hospital. The Exam Boards will not accept letters from your parents.

## **Examination Clashes**

If your name appears below, you have an examination clash which means you will have a supervised lunch break on the day concerned. You must bring with you a packed lunch as you will have no access to the canteen or shops.

<b>Name</b>	<b>Date</b>
George Akerman	Friday 25 <sup>th</sup> May
Eliot Barton	Tuesday 29 <sup>th</sup> May
Hannah Gibbs	Friday 25 <sup>th</sup> May
James Loosley	Friday 25 <sup>th</sup> May
Charlotte Mc Carthy	Tuesday 29 <sup>th</sup> May
Oliver Odell	Friday 25 <sup>th</sup> May
James Sutton	Friday 25 <sup>th</sup> May
John Wilkinson	Friday 25 <sup>th</sup> May

## **Results and Certificates**

Results should be received at school on or about the following dates, but there is **NO GUARANTEE** that this will be so.

If you wish, you may come to school, only at the time indicated, to collect your own results.

AS/A2 Level            10:00am – 11:00am            Thursday 16<sup>th</sup> August

GCSE                    10:00am – 11:00am            Thursday 23<sup>rd</sup> August

**No results at any level can be given by telephone.**

If you wish someone else to collect your results for you, please write a letter to Miss Hemsley informing her who you give permission to collect your results. Results will not be given to anyone other than you without your written permission. Emails and telephone calls will not be accepted as evidence of your permission.

## **Results will not be available outside the published times.**

Certificates are very valuable documents – the only ones acceptable as evidence of your results and grades. They are irreplaceable and must be kept safe. They are not received until quite late in the Autumn Term and must therefore be posted to you. Please keep the school informed of any changes of address. You should receive them just before Christmas.

## **Tips from the Exam Boards:**

### **One day before the exam**

Make sure you:

- Get enough rest and sleep
- Active brains need a balanced diet - eat sensibly, don't skip meals or make do with snacks
- Check on the starting time and allow plenty of time to get there
- Check that you have everything you need. Make yourself a checklist.

### **15 minutes before the exam**

Make sure you:

- Turn off your mobile phone
- Follow the invigilator's instructions as to where to put it, and any bags
- Check your pockets to make sure you don't take forbidden items into the exam.

**Remember, you can be disqualified if you are found to have any unauthorised material.**

### **In the exam**

Everyone gets nervous in exams. Take a deep breath before you go in and remember these basic guidelines:

- Even though you may be nervous or worried, listen to what the invigilator in charge tells you to do. If it is a written exam, read the instructions on the question paper carefully before you start writing
- If you think that something is wrong, if you feel unwell, or if something is distracting you, put up your hand until a supervisor arrives
- **Make sure you do not communicate with, or look at the work of, any other candidate. You can be disqualified if you break the exam rules in any way.**

### **Tips - Before you start writing:**

- Read the instructions on the front of the paper carefully
- Make sure you know how many questions you should be answering
- Read the questions slowly, then read them again - it's all too easy to misread when you are nervous
- Answer the questions on the paper rather than the questions you were expecting
- Choose the questions you think you can answer best, where there is a choice
- Compare the marks allocated to each question and use this as a guide to the time you spend on each
- Allow enough time to answer all the questions and to check back over your work
- Try not to panic if you are unable to answer a question. Move on to the next question and come back to the difficult one later
- Take care with your presentation - your answers need to be clear to the examiner

### **During the exam**

When sat in the exam hall, keep calm and focussed on the task at hand. Remember to read all the instructions before putting pen to paper and make sure you allocate your time carefully in order to answer all the required questions.

## **Clearance Procedures**

Please read this paragraph carefully.

Clearance for all Year 11 pupils will take place on **Wednesday 27<sup>th</sup> June** only at the following times:

For those pupils not in German exams	Between 9:30am and 10:30am.
For pupils taking German exams	Between 10:30am and 11:30am.

As you enter the Bartlett Hall, please collect a Clearance Form at the main desk. You should then hand Science books in to the appropriate table, any Library books to Mrs Bone or Mrs Taylor and all other books may be handed in to any of the remaining staff as they become available. **Please ensure that your completed form is signed off and returned to the main desk BEFORE LEAVING THE HALL.**

If you have lost any books or equipment, please ensure you bring sufficient money to cover the cost of the missing books in order that you can clear. If any payment for re-sits is outstanding, this must be paid at Clearance.

Locker keys should also be handed in. If you have lost your key, there will be a fee of £5.00, payable on the day.

Lost property should be collected before the clearing day.

**Clearance will not be given if books, keys or monies are still outstanding. Please do not return any books to members of teaching staff. If you are unable to attend on the Clearing Day, please see Mrs. MacDonald who will give permission for you to hand your books, locker key, etc. in early. The school cannot accept books or monies without the prior agreement of Mrs. MacDonald. The full value will be charged if any books or other items are not returned to the school.**

**Everyone must clear before the Prom on 29<sup>th</sup> June. Prom tickets will be issued on Clearing Day when you hand in your completed clearance form.**

## **Buses and Claims for fares**

### **Contract Buses**

Unless an examination finishes after your contract bus leaves (in which case you may claim direct from the Finance Office for any fares paid), you are expected to travel to and from school by your contract bus on the days you are taking exams – regardless of the start and finish times of the exams.



### **During the exam period**

Your normal timetable continues during the exam period. From Monday 14<sup>th</sup> May you will be either in an exam or in your normal lessons. Your teacher will be going through revision work with you. When you have finished all exams in a subject, you should bring in revision work for other subjects.

You no longer have to attend school after your final exam.

**You must not go anywhere else to revise e.g. playground or field.**

## Year 11 Conduct

You know how to conduct yourselves properly in the examination room. In addition, please remember to follow these points:

1. The traditional signing of shirts can take place only on **11<sup>th</sup> May**. Shirts being worn must not be signed. Instead, pupils should bring to school an additional shirt that they can carry with them during the day for their friends to sign. Any shirt which has obscenities written on it will be confiscated and destroyed. **Blazers must not be signed.**
2. At the end of school on **11<sup>th</sup> May**, pupils must go straight home. Anyone causing problems during or after school will not be allowed to attend the Year 11 Prom and will put their place in the Sixth Form at risk.
3. **Whenever you attend school during the examination period, full school uniform must be worn.** You must be in either the exam room or your normal classroom. You must not be anywhere else, e.g. on the field or playground.

## Admissions to Sixth Form

All Year 11 pupils intending to come to the Sixth Form will need to attend on Results Day. If you are unable to attend on Results Day, please contact Mr. Thomas (Head of Sixth Form) as soon as possible.

You will be asked to confirm your intention of coming to the Sixth Form on that day. Pupils wishing to change their course choices should say so on the day. If you are not able to attend, you should let Mr. Thomas know in writing that you intend to take the conditional place if you meet the conditions of the offer.

We will do everything we can to confirm the conditional offer we made as quickly as possible.

We will contact pupils with unresolved issues and they will come into school on Tuesday 4<sup>th</sup> September at 10:00am.

Finally, may I wish you all good luck in your exams.

C. J. Lankester  
Deputy Head