

# King Charles School

(Centre no: 24205)



## EXAMS STUDENT INFORMATION 2019

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

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

Write your name and candidate number above

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## Introduction

The aim of this guide is to help you get through the examination period by explaining the procedures and by answering some of the questions you may have.

Read it carefully, and if you are still not sure about anything ...

**Please come to the Exams & Data Office and ask!**

The office is located upstairs in Hillgrove House – Exams Officer is:

Jennie Patternoster

You can contact us by:

1. Speaking to us in person at break, lunch or afternoon registration
2. Emailing on [jpatternoster@kingcharles1.worcs.sch.uk](mailto:jpatternoster@kingcharles1.worcs.sch.uk)

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**Please don't forget, we are here to help YOU!**

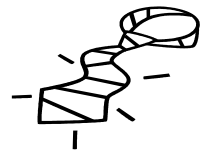
## Uniform

### Year 10/11

School uniform must be worn at ALL times when sitting exams.

### Sixth Form

All Sixth Form should be aware that “appropriate” clothing should be worn as per the Sixth Form standards.



## Returning School Property

Please can we ask you to ensure that all school property, especially text books, is returned before your last examination, and certainly no later than clearance day

Please return library books and settle any outstanding debts.

## Your candidate or exam number

You have been given a unique candidate number (sometimes called Exam Number) – you will find this on the top of your timetable. It would help if you remembered this number as you will need to write it on every exam paper you do – as a reminder it will also be on your desk card that is placed on your desk at the start of every exam.

# Timetables

This document is **IMPORTANT** and should be kept safely for reference purposes, all students **MUST** refer to their individual timetables for information on rooming and timing. Please read your examination



timetable very carefully to make sure you know when and where your exams take place. **Your timetable is unique to YOU**

**Do not ask your friends where the exam is ...**

**They may be somewhere different!!**

Your timetable will tell you the date and the room of your exam. Display this somewhere obvious at home; so that you and your family can see it and you all know when you should be at school taking an exam. If you lose your timetable you can get a replacement from the Exams Office. Check for any clashes or errors and let us know immediately of any problems.



## During the exam period ...

### Start Times

**Morning examinations start at 9.00am**

**Afternoon examinations start at 1.00pm**

It is **YOUR** responsibility to ensure you know your start times, if you are late, you will lose that time from your exam. Not reading your timetable correctly is **NOT** an excuse to turn up late or at the wrong time or even on the wrong day!!

We sometimes have a chance to phone candidates who have not turned up, although on some days we are just too busy. Please ensure all contact numbers are correct. Please inform the main school office if your details have changed.

### Lunch

If you have an exam in the afternoon and you should be in school and attending lessons on this day, **Please make sure you bring a packed lunch to school** – you may find it hard to queue and eat before it starts!

## Rooming

We try to house most large exams in the sports hall, but we also use the Sixth Form building, music and computer rooms and may have rooms in the Old building – your timetable will tell you where you need to go ... please check it carefully!

## Seat numbers, seating plans and registers

Each desk has a 'seat number' ... **You MUST sit at the correct desk!** Check your timetable for your seat number before each exam. You can also check the seating in your year area (sometimes we might need to "jiggle" the room, so it could change!). These registers will have your exam listed at the top and then a list of names in alphabetical order – find your name and then the seat number will be printed next to it (e.g.: A2, F17, G9 etc.).

By following the labels (A-T for the columns and 1-20 for the rows) on the walls in the exam room, you should be able to sit at the correct desk. Each exam will have a different seating plan so **BEWARE!** If you have forgotten your seat number – please speak to an invigilator as soon as you enter the room – they will be able to look up your seat number for you.

## Being silent!

Please wait quietly outside the exam room – you will be called in when the room is ready.

**Once you enter the exam room, YOU MUST REMAIN SILENT until you have left and are right away from the area!**

You must not communicate with any other student either by speaking or mouthing to them. Even eye contact or grinning at another student is counted as communicating! If we were to have an Inspector present they would consider this kind of behaviour as "malpractice" – this is treated very severely – you could be disqualified from all your exams **BEWARE!**

You may not pass anything to another student in an examination. If you need to borrow a pen, pencil or have a question – **PUT YOUR HAND UP TO SPEAK TO AN INVIGILATOR** – they are there to help you.

## At the start of an examination

**CHECK YOU HAVE THE CORRECT EXAM PAPER IN FRONT OF YOU . . .**

You will be told how to complete the front details on the examination paper or on the exam stationery. **LISTEN** carefully to all instructions given at the start of the exam and make sure you know how long you have to complete the paper.

On every paper, you must write your:

1. Name (this is your legal name and not your "known as" name)
2. Candidate (exam) number
3. School Centre Number – 24205

Only write in **BLACK** ink – DO NOT WRITE IN PENCIL – only use pencil for diagrams. DO NOT WRITE IN BLUE, RED OR GREEN INK and DO NOT USE CORRECTION FLUID, CORRECTING PENS or GEL PENS. You are allowed to highlight key points or words in your QUESTION papers, DO NOT use highlighters in your answers.

You cannot ask the invigilators questions relating to the content of the exam, but if you think there is something missing from your paper, then ask for guidance.

When your exam has finished and your papers have been collected in, you will be told you can leave the exam room, a row at a time. PLEASE LEAVE IN SILENCE – other students may still be working in the room or in adjoining rooms. You are not allowed to take anything from the exam room except your own possessions – it is an offence to remove exam material.

Once you have been dismissed from the exam room, you can go home.

**PLEASE DO NOT DISTURB THE REST OF THE SCHOOL!**

## The right equipment

It is your responsibility to ensure that you have the necessary equipment with you for each examination, e.g.: pens, pencils, eraser, ruler, calculator, compass and protractor (if you are unsure, bring it anyway!). There is a limited supply of replacements available should there be problems, BUT do not assume that there will be enough spares for all candidates.

You will need to bring your normal writing materials and calculators to the exam room in a CLEAR PLASTIC BAG or a clear pencil case.



Bring a spare pen and pencil, and don't forget a ruler and an eraser.

## Your bags and valuables

For all exams in the Sports Hall – coats and personal belongings should be left in lockers.

You then make your way PROMPTLY to the Sports Hall where you will be seated.

ALL MOBILE PHONES, MP3 players, iPods, iwatches, fitbits and any other such electronic gadgets should be left in your bags and be turned off! The school cannot be held responsible for personal property brought in to school.

Any watches that you bring into the examination room MUST be placed on the desk.

You must not bring any unauthorised books or rough paper into the exam – this is CHEATING ... However, remember to bring any set books or texts, such as an anthology if this is allowed.

If you do bring drinks in to the exam room – please ensure they are in an unlabelled bottle.

## Travel arrangements

It is your responsibility to ensure you arrive at the examination room at least 15 minutes before the examination is due to start, using the time on your individual timetable. If your exam is due to continue after 2:55pm you must make your own arrangements to get home.

Extra time candidates should beware as many exams can run over the end of school.

## Are you ill or have transport problems?

If you are ill, or going to be late on the day of your exam, you or your parent should notify the school IMMEDIATELY on 01562 512880. If you are unable to attend due to sickness, a medical letter or note from your Doctor MUST be submitted to the Exams Office – it must be specific about dates and exact reasons why you could not sit the paper. A parental note is not sufficient, nor is a letter from the school. Without this, the Exam Boards will not issue final grades for the missed exam. You must be aware that if you are late (and this is not due, for example, to one of the buses arriving late) your exam paper may not be accepted by the examination board and you are unlikely to get the full time allowance for the paper.

## Special consideration

The school can write to the exam board to ask for special consideration in exceptional circumstances ONLY. For medical reasons we will require a doctor's note specifying dates and reasons – otherwise we cannot submit our report to the exam board.

### Remember ...

Special consideration is only applied in exceptional circumstances. Unfortunately stress and anxiety is not a reason for special consideration – most students feel the same!

## Yeah BUT ... !

### What if the fire alarm sounds?

If a fire alarm does sound during an exam, you will be told to put down your pen and to sit in silence while awaiting instructions. If the fire alarm is genuine, you will be led to the assembly point in an orderly manner and you must maintain no communication with the other candidates. If the fire alarm is a drill, you will remain seated in the exam room. In either situation, the length of time of the disruption will be noted and you will be given that time at the end.

### What if I need to go to the toilet during an exam?

Please ensure you have visited a toilet BEFORE the exam. There are plenty of facilities available on site, you do not need to wait until the last minute when you are entering the exam room!!!



We do not allow students to leave the room for toilet breaks during their exam – If you find you are caught short and you are desperate, raise your hand and wait for an invigilator to come to you. He or she will then accompany you to the toilet. **Please Remember** – going to the toilet not only disturbs other people in the room, it also breaks your concentration. You WILL be refused if there are only a few minutes to go until the end.

### What if I feel ill during the exam?

If you feel unwell during an exam, raise your hand and wait for an invigilator to come to you.

### What if I have a clash?

Depending on the total length of the exams, you will take them one after the other in either the morning or afternoon session. These will be shown on your timetable. If the total length of the exams is more than 3 hours, then you will have a supervised break.

### What if I have an appointment the same day as my exam?

You will need to change your appointment! Exams HAVE to happen at the date and time specified by the exam board. Going to a wedding or having your hair done for the ball is not a valid excuse!

## For the scribblers!

Graffiti on exam desks is not good!! All the desks are scribble free and we would like to keep it that way. If you are found scribbling or scratching on your desk you will be fined!

We have detailed seating plans and we will know WHO YOU ARE! When you are caught, you will be charged with the cost of the desk (£20) ... SO BEWARE!

Graffiti is not allowed on examination papers either. The examiners can refuse to mark a paper that has been scribbled on.

## Results days

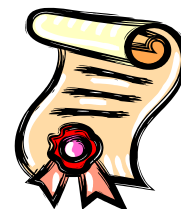
**GCSE results day is on Thursday 22 August 2019**

Year 11 You can collect your results from school from 9.00am.

**GCE results day is on Thursday 15 August 2019**

Year 13 You can collect your results from school from 8.30am.

Year 12 You can collect your results from school from 10.00am.



Results are given out in the Oldfield Hall or available from the main office if you arrive later than the stated times. IF YOU ARE COLLECTING YOUR RESULTS ON THE DAY, an envelope will be waiting for you with your name and candidate number on. All of your results will be in the same envelope.

## But my coursework was an A grade ... ?

Even if your teacher has suggested you submitted an A grade piece of coursework, this is not always the case! Your coursework marks are only valid after they have been moderated by the exam board

– unfortunately sometimes this means they might be changed slightly; in some cases they can go down and this can affect your unit/coursework grade. Please also remember that just because you get an A in your coursework, this does not mean you have an A overall ... you only get your overall grade when the marks for all your units are added together, how you perform in your other units will affect your overall grade even if you got an A in that unit!

## Collecting Results

If you are unable to collect your results from school on this date, you can collect them from the main office, with prior arrangement, at a later date. If you wish to have them posted, you should give a stamped self-addressed A5 envelope to the exams office with your name and year group clearly marked on the front. Your results will be posted on the afternoon of your results day. Sorry, but we are unable to give results out over the phone, by email or fax and we cannot give them to a friend to deliver to you. If you wish someone to collect them for you, you must send a signed note explaining that you give permission for that person to take your results – THERE IS A FORM AT THE BACK OF THIS BOOKLET THAT YOU MIGHT LIKE TO USE.

If you are concerned about any aspect of your results, please speak to your subject teacher **URGENTLY**

– there are strict deadlines provided by the exam board and these are **NOT NEGOTIABLE**

## Certificates

### Years 11-13

AS and GCSE examination certificates will be available for collection from school reception in early December. Further details will be published on the school website.

## Examinations appeals

There is a separate policy for examinations – please see the exams office for a copy.

## Mobile phones, PDAs, MP3 players, iPods, iWatches & any other electrical gadgets ....

You must NOT bring mobile telephones to the exam room during the examination period. Please note that if you are found to have a mobile phone on you during an examination – whether it is turned on or not – you will be disqualified from that examination and may jeopardise all other exams – the board may disqualify a student from taking any examination for up to five years!

The examination boards wish to make it clear to all students that taking mobile phones, pagers, MP3 players, iPods, iWatches, fitbits or any unauthorised electrical device into an examination is STRICTLY FORBIDDEN.

Please be aware that any infringement of this rule WILL be reported to the relevant examination board.

Do not risk failing an exam by forgetting. There are no exceptions! The school cannot be responsible for the safe keeping of personal property during exams.

Please leave mobile phones and other similar devices at home

## Did you know ... ?

The main reason Exams Boards have been given for phones ringing in exams was the parent or carer trying to find out if the student had finished their exam, they certainly had by the time the phone call was over!!! **BEWARE!!**



## Exam help

### The essentials of revision

Revision can be stressful, daunting or just plain boring, but unfortunately we all have to do it at some point in our lives if we want to pass an exam. Successful revision is not just about revision technique but also about getting the right balance and maintaining a healthy lifestyle to reduce stress so that you are working at your best. We share our top revision tips below.

### Revision tips

The next few months are vitally important for you and we are keen to support you as best we can as you prepare for your examinations. You should be following your revision schedules completing around 2-3 hours on a weekday evening and 4-6 hours on the weekend. You should only be using the effective revision techniques listed below.

- ⊙ Quizzing and recall practice
- ⊙ Create and quizzing from Mind Maps
- ⊙ Use revision “flash-cards”. Try organising your flash cards into piles – one pile of the cards containing the facts you are confident with and the other pile with the facts that require more practice.
- ⊙ Use the Cornell note taking system to organise your notes and quiz from them
- ⊙ Revise (by trying to recall from memory) your essay plans/structure.
- ⊙ Frequently answer short answer questions or multiple choice questions.
- ⊙ Provide narratives with your answers
- ⊙ Use web based learning such as Seneca learning, Quizlet and Hegarty maths.
- ⊙ Test yourself regularly on the material you are revising
- ⊙ Ask someone to test you
- ⊙ Use Past Papers and their mark schemes
- ⊙ Do not revise the subjects and topics you are really confident with.
- ⊙ Do not rely on re-reading your notes and highlighting – these are proven to be ineffective ways of revising.

For the most effective revision please also:

- ⊙ Revise in a quiet, distraction free place at home;
- ⊙ Ensure you are getting enough sleep throughout the revision period;
- ⊙ Make sure you are eating a balanced diet and drinking plenty of water;
- ⊙ Take short breaks (after 30-45 minutes of revision).

### Last-minute revision

This is not recommended but most of us have found ourselves in this situation before. ⊙

Do not give up – you can still make a difference.

⊙ Try not to panic – you probably know more than you think you do.

⊙ Try to focus on the areas that you feel you understand and go over these. Do not stay up cramming all night, keeping yourself awake with endless coffee or sugary sweets. However good an idea this seems to you, you will not thank yourself when you wake up on the morning of the exam with a banging headache and bleary eyed from lack of sleep! You need to be fresh, so try to have an early night. **Exam stress**

Most of us get stressed about exams but this stress can affect us in different ways. For some people, the adrenalin and pressure can have a positive effect but others may find themselves filled with anxiety. Learn to relax, talk over any worries you may have with friends and family, eat a balanced healthy

diet, exercise well and get plenty of sleep. And if it all gets too much, just shout 'arrrrgghh!' and release that tension. You'll feel much better.

### On your exam day

- ⊙ Eat breakfast – even if you feel queasy – as food will help you concentrate.
- ⊙ Check you have all the materials you need before you leave the house.
- ⊙ Remember that some exams may allow you to bring a calculator.
- ⊙ Bring a bottle of water with the label removed.
- ⊙ Arrive early at the exam room and try to relax.
- ⊙ Try to avoid talking about the exam with your classmates. This can be difficult, but trying to second guess what topics you will be tested on is liable to stress you out and confuse you.
- ⊙ Listen to the exam rules.
- ⊙ Make sure you have not brought your mobile phone into the exam room (even if it is switched off), you will not need it.
- ⊙ Make sure you fill out all the relevant details on the front of your exam paper in clear capitals before you open the paper.
- ⊙ Read the whole paper from cover to cover, looking carefully at any directions you are given.
- ⊙ Make sure you know how many questions you are required to answer.
- ⊙ Underline key words in the questions (describe, discuss, compare, contrast, evaluate etc).
- ⊙ Essay-based questions: Plan the amount of time you can realistically take for each part of the paper and stick to this.
- ⊙ Plan your answers before you start writing, as this will show the examiner the direction you wanted to take even if you didn't have time to go there.
- ⊙ Leave space at the bottom of your answers so that if you think of any other ideas during the exam you can add them in at the end.
- ⊙ Read through your answers and check spelling, punctuation and grammar.
- ⊙ Revision is hard and definitely easier said than done, but don't give up. Try to keep exams in perspective – nothing is the end of the world – and do your best on the day.

**Good luck!**

## The Official Bit to Read!

Please ensure you have read the candidate warning documents that are on the website.

## And finally ...

These exams represent the culmination of several years of your hard work at King Charles. Do not behave in any way that might jeopardise your chances or those of other people in the exam room.

REMEMBER – even eye contact can be taken as communication.

Examination board rules are strict and must be followed to the letter – the Exams Officer has no choice but to report any breaking of rules (it is their job!). Any misbehaviour MUST be reported to the examination board and will ALWAYS be dealt with very severely.

**KEEP THIS BOOKLET IN A SAFE PLACE, YOU WILL NEED IT!**

Please show this booklet to your parents and ask them to sign the slip to say that they have understood this information, particularly the mobile phone rules and consequences – we must have all slips returned please.

**On behalf of all staff here at King Charles.**

**“GOOD LUCK!”**

**PLEASE ONLY RETURN THIS FORM IF YOU ARE UNABLE TO COLLECT  
YOUR RESULTS IN PERSON**

**KING CHARLES SCHOOL  
EXAMINATION RESULTS 2019**

The results of your examinations are your property. Until you have received them, we are not allowed to release them to anyone else – or even tell someone what the results are ...

Unless you give specific permission for someone else to pick them up on your behalf (even then, they will be in a sealed envelope), without your permission, we will refuse to give them out.

Every year, on results day, parents and friends (even brothers/sisters etc) ask for the results of a student who is away or working or unable to get to school. We cannot give them to anyone without your permission.

To avoid any difficulty, if you wish for someone else to collect your results for you, please fill in the sheet below. You can nominate up to three people – but you don't have to, one will do!

I, \_\_\_\_\_ (your name), Tutor Group \_\_\_\_\_ and Year Group \_\_\_\_\_ give permission for the following person/people to pick up my examination results on my behalf:

Person 1: \_\_\_\_\_ Relationship: \_\_\_\_\_  
(Their Name) (eg Parent, brother/sister, friend, other)

Address: \_\_\_\_\_

Person 2: \_\_\_\_\_ Relationship: \_\_\_\_\_  
(Their Name) (eg Parent, brother/sister, friend, other)

Address: \_\_\_\_\_

Person 3: \_\_\_\_\_ Relationship: \_\_\_\_\_  
(Their Name) (eg Parent, brother/sister, friend, other)

Address: \_\_\_\_\_

Signed: \_\_\_\_\_ on \_\_\_\_\_ (Date)  
(Your Signature)