



Adeyfield School

Examination Essentials

- Preparing for your examinations ...
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This leaflet should be read together with the **JCQ Information for candidates** (copy on the Exams notice board) and **JCQ Warning to candidates**

Your individual timetable

Your personal exam timetable shows the date, start time and duration of each exam. If you have two exams scheduled to take place at the same time (a 'clash'), you should see Mrs Wright in the Exams Office. You will have to sit both exams during the timetabled session and will be supervised until both are completed.

Your candidate number & ID cards

You will need to use your candidate number and your legal name for all written exams and controlled /non-exam assessments. You are allocated a unique four digit candidate number which is used for all exams at Adeyfield School.

Small laminated cards with your name, the exam centre number (17109) and your candidate number will be on your exam desk. You will need to write this information on the front of each exam paper. These cards are also used so that the invigilators can identify you, so do not write or draw on them.

Examination start times

Morning exams start at **9am** and afternoon exams at **1.30 pm**. Please make sure that you are outside the exam room by 8:45am (morning exams) or 1:15pm (afternoon exams). Most of your written exams will be in the Hall, so please go to the Canteen to wait. Check the seating plan which will be posted on the Exams noticeboard and go to your assigned seat when you are told to. Enter in silence, leaving any unauthorised materials outside the exam room.

What items can I take into the exam?

Take only what you need into the exam room. If you have a coat or bag, you will have to leave it at the back of the room.

Mobile phones must be handed in to Student Services before each exam and collected again afterwards. They should not be brought into the exam room under any circumstances.

The exam regulations are very clear about this. This also applies to Smart Watches.

What's Allowed

Materials approved
by Exam Boards

Approved calculators
(no lids)

Mathematical
instruments

CLEAR Pencil Cases

Black pens, pencils,
erasers

Water in sports
bottle (label must be
removed)

What's Not Allowed

Revision or course
notes

Books, dictionaries

Media storage, audio
players

Ink erasers

Large water bottles

Any food or drink
(other than water)

**MOBILE PHONES
SMART WATCHES**

What should I do if:

I lose my timetable?

You can get a replacement from Mrs Wright in the Exams Office.

I feel unwell on the day of an exam?

Call school as early as possible and before 8:30am at the latest. We will be able to advise you what to do.

I arrive late for an examination?

Leave enough time so that you are not late. If you are, you will be allowed into the hall to sit the examination but we will need to know the reason for the delay. If you are **more than 30 minutes late**, we have to inform the Exam Board and they may refuse to mark the exam.

Something happens that you think may have affected your exam performance (such as illness)?

Details and evidence of any circumstances that have affected your exam performance must be submitted to Mrs Wright within seven days of the examination as we may need to make an application for special consideration.

If you have any other questions, please see Mrs Wright, the Exams Officer and/or email exams@adeyfield.herts.sch.uk

On the day - Dos & Don'ts

DO sit in your assigned seat .

DO NOT communicate with other candidates.

DO raise your hand if you have a query, feel unwell, need more stationery.

DO NOT take any unauthorised materials into the exam room.

DO leave your candidate card visible throughout the examination.

DO NOT bring mobile phones, smart watches or other electronic equipment into the exam room.

DO check you have the correct paper.

DO read all instructions on the question paper and answer book.

DO fill in the front cover in CAPITAL LETTERS and listen to the Invigilator's announcements.

DO NOT open the question paper until told to do so.

DO use black ink only.

DO write clearly and only in the spaces provided on the exam paper.

DO NOT leave your seat without permission once the examination has started

DO NOT use scrap paper, all rough work must be in the answer book, put a single line through anything you do not want marked.

DO check the clock so that you know how much time you have left.

DO stop writing as soon as time is called, close your answer book and check all your details are correct.

DO indicate the question numbers attempted and the number of answer books used.

DO put any extra sheets inside the answer book.

DO remain silent in your seat until all answer books have been collected.

DO NOT take used or unused answer books, or question papers out of the exam room.

DO leave the hall quickly and quietly when told to do so by the invigilator .

Useful Contacts

School telephone number 01442 406020
Mrs Wright, Exams Officer
exams@adeyfield.herts.sch.uk

When do I get my results?

Results Days

A Level **Thursday 16th August**

GCSE **Thursday 23rd August**

School will be open from **8:30am until 12:00pm** on both days for the collection of results. There will be staff available should you need help or advice. If you are not able to collect your results and would like them posted to you, please provide Mrs Wright with a stamped addressed envelope before the end of the Summer Term.

If someone is collecting results on your behalf they must bring a note, signed by you, giving them permission. **Under no circumstances will results be given out over the phone or by email to candidates, family members or friends.**

Certificates are received in school in early November and are available for collection in person . Certificates cannot be posted to leavers.

This leaflet, the JCQ rules and an outline timetable are available on the school website.