

# **THE BURTON BOROUGH SCHOOL**

A Specialist Arts College



2009-2010

## **REGULATIONS AND GUIDANCE FOR EXAMINATIONS INSTRUCTIONS FOR CANDIDATES**

<p>CENTRE NO: 29145</p> <p>CANDIDATE NUMBER:.....</p> <p>NAME:.....</p>
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## Why have I been given this guide?

This guide is to help answer any questions that you may have about sitting formal examinations. It will let you know what to expect and what is expected from you.

### BEFORE THE EXAMS

#### Make sure you

- Know the dates and times of your exams.
- Arrive at least ten minutes before the start of the exam.
- Wear full school uniform
- Switch off your mobile phone - before handing in to invigilator.
- Bring your own writing equipment. Write only in **black** ink. Put what you require into a clear plastic bag. Coloured pencils or inks may be used only for diagrams, maps and charts.
- Remove any labels from clear, plastic drinking bottles.

#### Once you are in the Examination room

- **Do not talk to or disrupt in any way any other candidates**
- Listen to the invigilators instructions
- Hand in to the invigilator any unauthorised possessions
- Tell the invigilator if you feel your work may be affected by ill health or any other reason
- Tell the invigilator at once if you think you might not have been given the right question paper or all the materials listed on the front of the paper or if the question paper is incomplete or badly printed
- Read carefully the instructions printed on the question paper. Do what they ask you to do.
- Fill in the details required on the front of the question paper and /or the answer booklet before the start of the exam.

## Advice

- Read carefully any instructions on the front page of the question paper about the number of questions that need to be answered. Do not answer more than is required as they will not be marked.

## During the Examination

- Do your rough work only on the proper exam stationary. Cross it through and hand it in with your answers.
- Put up your hand if
  - you have a problem and are in doubt about what you should do
  - you feel ill
  - you need more paper
- You must not ask for, and will not be given, any explanation of the questions.

## The end of the Examination

- If you have used more than one answer booklet and/or any loose sheets of paper you must place them in the correct order.
- Fasten them together with the string or tags provided before you leave.
- You must not leave the exam room until the invigilator tells you to do so.
- You must not take from the exam room any exam stationery, used or unused.

## Frequently asked questions:

### Can I use a calculator?

You may use a calculator, unless you are told you must not.

If you use a calculator:

- make sure it works properly, and that any batteries it requires are working
- clear anything stored in it
- remove any parts such as cases, lids or covers which have printed instructions or formulae
- do not bring into the exam room any operating instructions or prepared programmes

### What do I do if I am going to arrive late?

As soon as it becomes clear that you are going to be late you must phone the school and tell them the situation. You must then make every effort to get to school as quickly as possible. Once you arrive report to reception where you will be taken to the examination room. Your work **may** not be accepted.

### How do I know where to go?

An examinations timetable will be given to you.

**Check** your name, gender and date of birth are correct

**Check** that you have been entered for all the exams you are expecting to be entered for.

**Check** the tier - F, Fnd or Found for Foundation  
H, High or Higher for Higher

### What happens if I miss an exam?

If you miss an examination for any other reason than illness you forfeit the examination and your parents will be asked to **repay the cost of the entry** to the school.

## What do I do if I am ill?

If you feel unwell during the exam, tell one of the invigilators who will arrange for you to be supervised whilst out of the room. You will be allowed the time missed at the end of the examination. You may be advised to visit a doctor and get a medical note so that this can accompany the report which will be sent to the examining body. It is essential that the school receives the medical certificate **within one week**

If you are going to be absent through illness, then contact the school as soon as possible and visit your doctor to obtain a medical certificate. If an appeal for special consideration has to be made to the board, then the medical certificate will be required. This appeal must be done within the week.

## What can I take into the exam?

You must bring your own writing equipment and mathematical instruments, e.g. pen, pencils, rubber, ruler, compasses, protractor, calculator. **YOU ARE NOT ALLOWED TO BORROW FROM OTHER CANDIDATES DURING EXAMINATIONS.** This equipment needs to be carried in a transparent case/bag. You may take in a clear, plastic water bottle. Any labels must be removed.

## What cannot I take into the exam?

Any unauthorised materials e.g. books, bags, coats, pencil cases, calculator cases or instructions.

Liquid paper or similar

Glass bottles/cans

**Mobile phones, pagers, ipods, MP3s etc are NOT allowed in the exam room and must be handed in to the invigilator before the start of the exam.**

## What do I do if I have two examinations scheduled for the same time?

Tell your examinations officer immediately

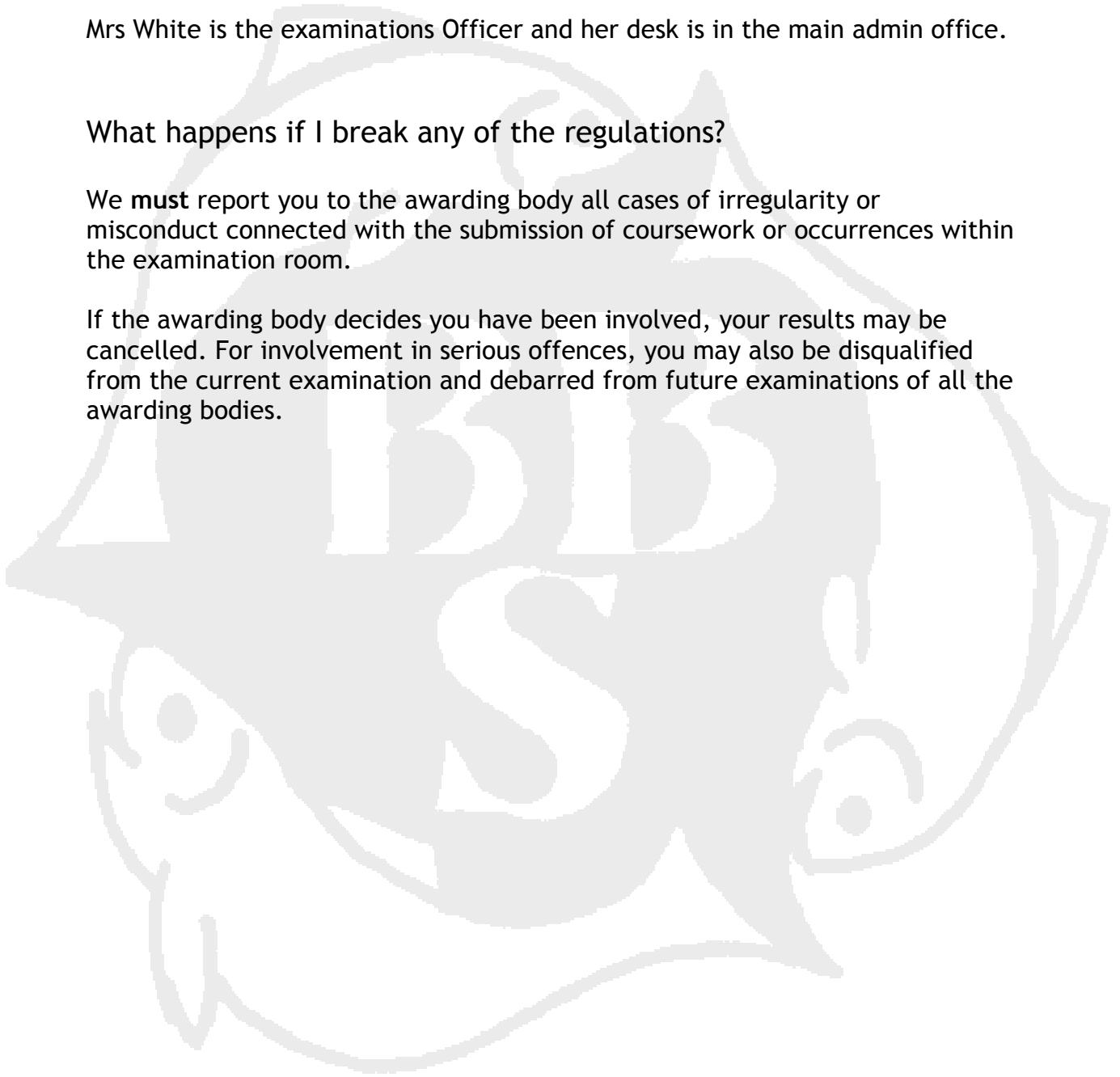
Who is the Examinations Officer at Burton Borough and where do I find her?

Mrs White is the examinations Officer and her desk is in the main admin office.

What happens if I break any of the regulations?

We **must** report you to the awarding body all cases of irregularity or misconduct connected with the submission of coursework or occurrences within the examination room.

If the awarding body decides you have been involved, your results may be cancelled. For involvement in serious offences, you may also be disqualified from the current examination and debarred from future examinations of all the awarding bodies.



## Science at Burton Borough

In November, March and June you may be taking module tests in Science. These will be at different times for different science groups, so you will need to write down in the spaces below where you will need to be. Your science teacher will help you with this near to the time of the exams.

The name of my science group is: \_\_\_\_\_

### November Science Modules

Place	Date	Time	Module Number(s)

### March Science Modules

Place	Date	Time	Module Number(s)

### June Science Modules

Place	Date	Time	Module Number(s)

**DON'T FORGET YOUR CALCULATOR!!!!**