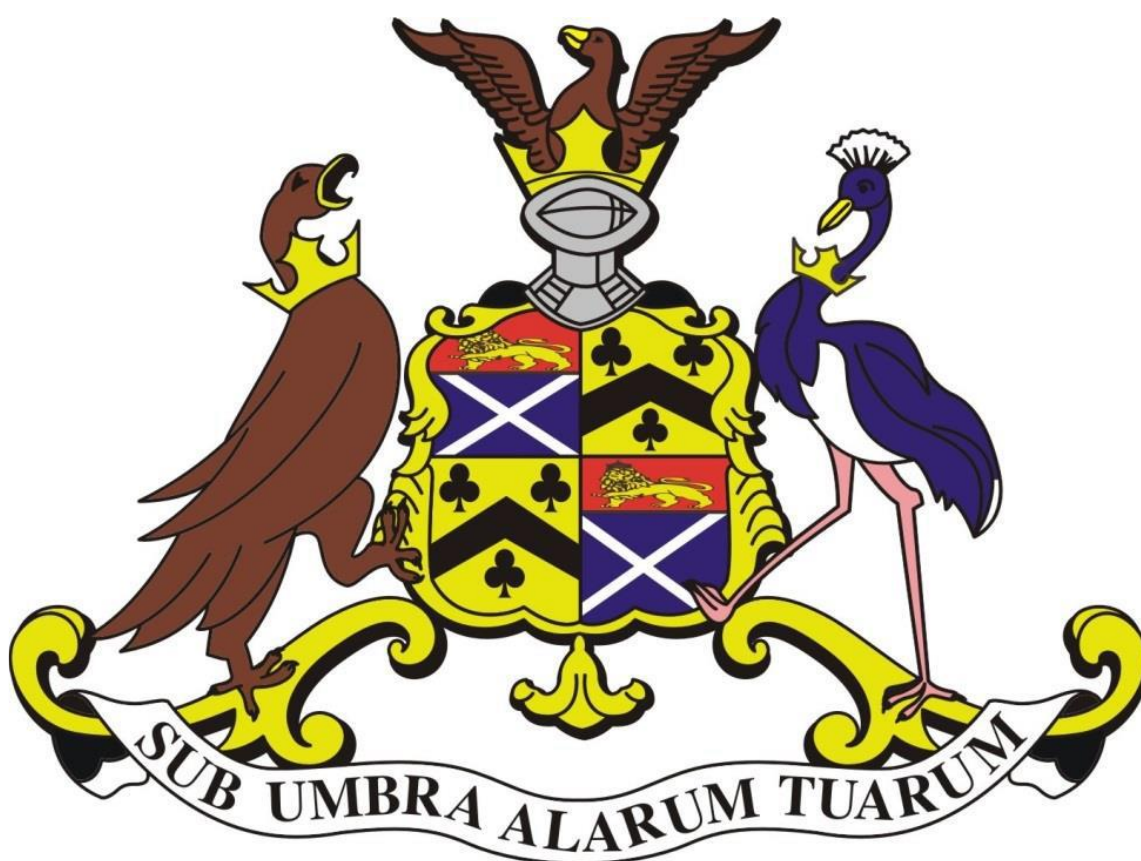


# STUDENT HANDBOOK

## EXAMINATIONS

### SUMMER 2024



SIR JOSEPH WILLIAMSON'S MATHEMATICAL SCHOOL

# INTRODUCTION

It is our aim to make the examination experience as stress-free and successful as possible for all candidates.

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

The Joint Council for Qualifications sets down strict criteria for the conduct of examinations which must be followed precisely. You should therefore pay particular attention to the Notice to Candidates at the back of this hand book.

If there is anything you do not understand or if you have any queries – PLEASE ASK.

If you do need help or advice at any time before, during or after the examinations please contact:

The Examinations Administrator – Miss N Parham

Telephone – 01634 844008 extension 222

E-Mail – [nicola.parham@sjwms.org.uk](mailto:nicola.parham@sjwms.org.uk)

Remember – I am here to help.

**GOOD LUCK!**

# EXAMINATION INSTRUCTIONS FOR CANDIDATES

- Please ensure you allow plenty of time to get to school just in case you are delayed en route for any reason. You must be in school at least 20 minutes before the start of your exam and outside the exam room 10 minutes before.
- If you miss an exam you will not be able to take it at a later time/date in the same exam season. If you cannot take an exam due to illness you must telephone the school immediately and leave a message for the Examinations Administrator. You must provide a medical certificate from your doctor.
- Generally, all exams are taking place in the **Sports Hall**, please check your timetable for the exact location and remember your seat number for each exam.
- Make sure you know exactly when and where your exams are – especially whether they are in the morning or afternoon. All exam dates and times can be found on your final timetable.
- To avoid confusion and congestion when you enter the exam room it is imperative you know exactly where you are sitting. Seating plans will be posted outside of the exam room. It is essential that you sit in the correct seat to ensure you receive the correct exam paper.
- Bags and other personal belongings (including phones & watches) are not allowed into the exam room so do not bring them with you.
- You must wait quietly outside your exam room. Once inside the room, exam conditions apply – you must be silent and no communication is allowed between students. Anyone communicating with another student could be thought to be cheating and could be reported for malpractice. This could result in disqualification. You must remain silent until you have left the exam room. If you need to talk to an invigilator you must raise your hand and they will attend to you.
- You are allowed to bring a CLEAR plastic bottle of WATER (with the label removed) into the exam room. No other food or drink is allowed unless previously agreed by the Examinations Administrator on medical grounds.

- Pens must be **BLACK** ink or ballpoint – no other colour is allowed.
- For Mathematics and Science exams students must make sure their calculators conform to examination regulations. If in doubt check with your teacher. Make sure the batteries are new and memories are cleared. Calculator covers must not be taken into the exam room.
- Listen carefully to instructions and notices read out by the invigilator – 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.
- Candidates must stay in the exam room for the duration of the exam – you will not be allowed to leave early. If you have finished the paper use any time remaining to check over your answers and that you have completed your details correctly.
- Toilet breaks are not permitted for any exams 60 minutes or less; please ensure you use the facilities before entering the exam room.  
Exams lasting over 60 minutes will not permit breaks in the first 60 minutes or the last 10 minutes.  
You will not be required to wear your blazer if leaving the exam room.
- At the end of the exam all work must be handed in – remember to cross through any rough work that you do not want to be marked. If you have used extra answer sheets, ensure they are numbered in the correct order and has your name on every page.
- Invigilators will collect the exam papers before you leave the room. Absolute silence must be maintained during this time.
- Question papers or any exam stationery must NOT be taken from the exam room.
- You must remain seated, in silence, facing the front until told to leave the room. Please leave in silence and show consideration for other candidates who may still be working.

- You may be required at the end of an exam to help put away desks and chairs. Please be efficient and helpful in doing this.
- If you have any queries regarding your examinations you should contact the Examinations Administrator.

# ELECTRONIC EQUIPMENT

- I. Mobile phones are brought into school at a student's own risk. The school accepts no responsibility for loss or damage to phones handed in before an exam.
- II. Mobile phones, i-pods, MP3 players, Smart or Apple watches or any other electrical equipment is not allowed in the exam room. **Anyone found to have one of these items on their person whether it is turned off or not runs the risk of being disqualified from that exam and possibly all future exams.**
- III. If you must bring a phone to school, it can be put in an envelope and dropped off at reception before the exam.
- IV. Watches are also NOT permitted in the exam room.



# INVIGILATORS

- The school employs invigilators to conduct all 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 distribute and collect examination papers, tell you when to start and finish the examination, hand out extra writing paper if required and deal with any problems that may occur during the examination.
- Please note that invigilators cannot discuss the examination paper with you or explain the questions.
- Pupils who are disruptive or behave in an unacceptable manner may be removed from the examination room by the Examinations Administrator and members of SLT and face disqualification.

# INSTRUCTIONS FOR EMERGENCY EVACUATION

If the fire alarm goes off during an exam these instructions **must** be followed in **complete silence**:

1. Should the alarm sound, firstly do not panic. Do not attempt to finish the sentence you are writing. Close your question paper.
2. You will be asked to leave the room in silence and in the order that you are sitting. Leave all equipment in the exam room.
3. When you leave the room you must stay at least one metre away from the student in front and behind you.
4. Exam students need to be kept separate from the rest of the school – please listen to the instructions that will be given to you by invigilators.
5. When you return to the exam room do not start writing again until the invigilator tells you to.

**LISTEN CAREFULLY TO INSTRUCTIONS AND DO NOT PANIC**



# EQUIPMENT

Please make sure you bring the correct equipment with you for each exam.

Items you may need:

1. **A CLEAR PENCIL CASE OR PLASTIC BAG**
2. **Black** pens
3. Pencils / Eraser / Pencil sharpener
4. Calculator – without the lid
5. Ruler
6. Compass
7. Protractor

Make a list of the equipment you will need for each exam in advance. The examinations office carries only a few spare items which are only to be used as a replacement for faulty equipment.

*NB: No electronic equipment is permitted in the exam room.*

All items need to be visible to the invigilators at all times. You **MUST** use a transparent pencil case or plastic bag.



## 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.