



# CHARLTON SCHOOL

*Taking PRIDE in progress and partnership,  
with learning at the heart of all we do.*

Principal: Mr A McNaughton



## **GCSE EXAMINATIONS 2019 GUIDANCE FOR STUDENTS & PARENTS**

### **CENTRE NUMBER: 29335**

**Examinations Manager – Mrs J Taylor**  
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## **INTRODUCTION**

As you approach this last, and very sizable, “hurdle” and challenge at Charlton School we aim to make the examination experience as stress-free and successful as possible for all candidates. Bringing all the detailed information regarding timings, equipment and required procedures etc., into one place is a small, but vital part of this.

Hopefully, this booklet will prove to be informative and helpful with advice for you and your parents. Please read it carefully and show it to your parents so that they are also aware of the examination regulations and the procedures to follow in the event of any problems should they occur.

The Awarding Bodies (Examination Boards) set down strict criteria which must be followed for the conduct of examinations and Charlton School is required to follow them precisely

If you or your parents have any queries, or need help or advice at any time before, during or after the examinations please contact your subject teacher, form tutor or Exam Manager. All staff contact emails are shown on the school website.

### **Examinations Manager – Mrs Taylor**

**The school telephone number is 01952 386800  
(Exams Office – 01952 386830 / Attendance 01952 386801)**

You will shortly be made aware of the ongoing revision/preparation support available to you before, and during, this period. Please make full use of it as appropriate.

Finally, as ever, in addition to all the above, please remember – we are here to help!



**GOOD LUCK**

## **BEFORE THE EXAMINATION**

The timetable that you have received is always subject to change up until the end of the exam season. Only the initial timetable is sent home. Any amendments will be shown on subsequent timetables printed and given to the student within school, usually via their form tutor. Any discrepancies or queries on your exam timetable should be reported to the exams office immediately.

Examinations will normally be held in the Sports Hall, with specialised ones, e.g. Listening being held elsewhere (rooms to be confirmed). For exams in the Sports Hall, students will enter through the rear door and leave all belongings, except equipment required for exams, at the back of the Sports Hall. Students are expected to act sensibly and move through the Sports Hall as quickly as possible in silence.

Make sure you know where to go and that you have checked the seating plan before entering the exam venue. This will help towards an efficient start to the exam.

All candidates will have received an individual exam timetable indicating subjects and level of entry where applicable. If you require a further copy, you should visit the exams office. A centre timetable is uploaded on the school website.

Candidates are entered under their legal name that is held on the school system. This should be checked with school immediately if there are any discrepancies. Full legal names must be entered on the exam papers (no nicknames, shortened names or 'known as' names can be shown).

Each candidate has a four-digit candidate number. This is the number you will enter on examination papers. It will appear next to your name on seating plans and examination registers.

You must not remove or deface the candidate label which must remain visible on your desk at all times during the exam. This is a JCQ requirement for identification purposes.

A few candidates may have clashes where two subjects are timetabled at the same time. Special arrangements will be made for these candidates. If you identify a clash on your timetable and you have not received any further guidance by the end of April, you must see the Exams Officer as soon as possible. If you have a clash, you **MUST** adhere to all regulations otherwise you are at risk of jeopardising your results and possibly those of others.

- Please ensure that the school has at least one up-to-date contact number for you.
- **Make sure you arrive with all the correct equipment before your examinations. This will consist of two BLACK pens, pencil, pencil sharpener, rubber, ruler, maths equipment such as a protractor and pair of compasses, drawing equipment, coloured pencils when required, and a calculator (where allowed - with covers removed).**

## **DURING THE EXAMINATION**

- Ensure you arrive by 8.40am for morning exams and 1.20pm for afternoon exams.
- **DO NOT DISPOSE OF YOUR SCHOOL UNIFORM UNTIL AFTER YOUR FINAL EXAMINATION. YOU NEED TO WEAR YOUR UNIFORM FOR THE ENTIRE EXAMINATION PERIOD.** *If you do not attend in full school uniform, you may be refused entry to the exam room to sit the exam. This includes school blazers (note: do not wear school shirts with writing on of any description).*

- You must provide your own equipment for examinations such as **BLACK** pens, pencils and rulers. Some examinations require drawing equipment and/or mathematical equipment. **DO NOT RELY ON THE SCHOOL TO PROVIDE THEM.**
- **IT IS YOUR RESPONSIBILITY TO FIND OUT WHAT YOU NEED FOR EACH EXAM AND TO BRING IT WITH YOU.**
- **The following items are NOT allowed to be taken into the exam room:**
  - Correction fluid
  - Highlighter pens (may be used in texts but not in answers)
  - Gel pens
  - Dictionaries (unless specified) – these will be provided by school if required
  - Electronic devices (mobiles, iPods, earphones, smart watches etc)
  - Calculator covers or instruction leaflets
  - Pencil cases that are not transparent
  - Bottles (unless they are clear with the label removed, and must only contain still water)
  - Food of any kind (unless for medical purposes –any packaging must be checked by an invigilator)
  - Any item that is not listed on the exam paper – as it may be classed as unauthorised and may need to be reported to the Exam Board, who may take disciplinary action.
  - Any writing/marks/symbols must be removed from your skin before entering the exam room.

## The Use of Calculators in Exams

Charlton advises that students bring and use their own scientific calculators for exams. They should ensure that they are familiar with the use of the calculator which will save time during the exam. There are very few calculators available to borrow in the exam room and students may be disadvantaged if they fail to bring their own equipment.



### JCQ - Important information about the use of calculators in exams

For question papers where the use of calculators is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations.

The instructions set out in this section apply to all examinations unless stated otherwise in the appropriate awarding body's subject-specific instructions.

<p><b>Calculators must be:</b></p> <ul style="list-style-type: none"> <li>• of a size suitable for use on the desk;</li> <li>• either battery or solar powered</li> <li>• free of lids, cases and covers which have printed instructions or formulas</li> </ul>	<p><b>Calculators must not:</b></p> <ol style="list-style-type: none"> <li>1. be designed or adapted to offer any of these facilities: <ul style="list-style-type: none"> <li>• language translators;</li> <li>• symbolic algebra manipulation;</li> <li>• symbolic differentiation or integration;</li> <li>• communication with other machines or the internet.</li> </ul> </li> </ol>
<p><b>The candidate is responsible for the following:</b></p> <ul style="list-style-type: none"> <li>• the calculator's power supply;</li> <li>• the calculator's working condition.</li> </ul>	<ol style="list-style-type: none"> <li>2. be borrowed from another candidate during an examination for any reason; *</li> <li>3. have retrievable information stored in them - this includes: <ul style="list-style-type: none"> <li>• databanks;</li> <li>• dictionaries;</li> <li>• mathematical formulas;</li> <li>• text.</li> </ul> </li> </ol>

**Advice:\*** An invigilator may give a candidate a replacement calculator, if available.

- Calculator covers and instruction leaflets are not allowed in the exam room; all students must leave them in their bags or hand them in to an invigilator before entering the exam room
- Pencil cases and spectacle cases that are not transparent must NOT be taken into the exam room and must certainly not be on the candidate's desk.
- If you carry a toilet/medical pass as normal practice within school, please make it visible on your desk, as it is not normal practice to allow students to go to the toilet once the exam has started.
- Remember that once in the examination room, rules of conduct are very strict and must be obeyed totally. Infringement of examination rules could lead to you being disqualified from **ALL** examinations of that Board.

- **MOBILE PHONES / iWATCHES / ELECTRONIC DEVICES ETC. SHOULD BE SWITCHED OFF (NOT ON SILENT) AND LEFT IN YOUR BAG, OR PREFERABLY LEFT AT HOME.**
- **CANDIDATES FOUND IN POSSESSION OF A MOBILE PHONE/ELECTRONIC DEVICE (*even if it is switched off*) ARE AT RISK OF DISQUALIFICATION FROM THE SUBJECT & IN SOME INSTANCES, DISQUALIFICATION FROM ALL EXAMS WITH THAT EXAM BOARD MAY FOLLOW.**
- **Smart watches / iwatches etc must be removed and handed in at the beginning of the exam. All other watches must be removed and placed face up on the exam desk.**

**THESE ARE REQUIREMENTS OF THE EXAM BOARDS,  
AND MUST BE  
ADHERED TO AT ALL TIMES**

- If you are likely to be late, please contact school as early as possible informing them that you have an exam and ensure a message is transferred through to the exams office. Do NOT use your mobile phone after 9.00am or 1.30pm; ensure it is then switched off. This may sound strange, but the Exam Boards will need to ensure that the security of the exam paper is not compromised and if you have spoken to anyone after these times, it is likely that your paper will not be marked and your phone log MAY be checked.
- *You will be expected to arrange alternative transport home where exams are scheduled to finish beyond 3.15pm, as the school buses cannot be held. Some afternoon exams may be longer than 1hr 45mins.*
- Any appointments, whether it is medical or not, should be re-arranged. The school is not allowed to change the start times of the exams whatsoever, except when it is a clash situation (see paragraph on clashes).



## INVIGILATORS

- The school employs external invigilators to conduct the examinations. Candidates are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times, as they would with other members of school staff.
- Invigilators are in the examination room to supervise the conduct of the room and to ensure everyone is given a fair chance in the exam. They will distribute and collect the examination papers, and deal with any issues that occur during the examination. They are trained with regard to the rules and regulations in the conduct of public examinations and perform a highly responsible role.
- They are unable to help with any part of the exam, read any words or provide any explanation other than the instructions on the front of the exam paper. If candidates fail to follow invigilator instructions, this would be classed as malpractice and must be reported to the Exam Board which may result in sanctions and penalties being issued.
- Candidates who are disruptive, or behave in an unacceptable manner, may be removed from the examination room and escorted to a member of the senior management team. These candidates face disqualification from the exam, and may well be asked to reimburse the school for the entry fee.

## **ABSENCE FROM EXAMINATIONS**

- If you experience difficulties during the examination period (e.g. illness, injury, or personal problems) please inform school at the earliest possible time so we can help and advise you. A parent/carer must contact the Attendance Officer at school by telephone on 01952 386801 and specifically ask that the message is also given to Mrs Sammons, Exams Manager. We must receive a call for EVERY exam missed.
- Not attending the exam, even due to illness, has to be the very last resort. All possible attempts must be made to sit the exam even if disadvantaged in some way. However, please make the Exams Office aware of any such disadvantage before the exam.
- Only in 'very exceptional circumstances' are candidates granted special consideration for absence from any part of an examination. It is essential that medical or other appropriate evidence is obtained on the day by the candidate/carer and given to the Exams Office without delay. In all cases where an application can be made for special consideration, it must be submitted within 5 days following the exam. It may be that if you do not sit a particular unit – you may not obtain an overall result for that subject. Where an application for special consideration is submitted to the Exam Board, it is for them to consider - it is not the decision of the school.
- Parents and candidates are reminded that the school will require payment for entry fees (approximately £40.00 per subject, depending on the subject and the Exam Board) should a candidate fail to attend an examination without good reason. Medical evidence is usually required. Please check with the Exams Office.
- Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.



**NO IPODS, iWATCHES,  
MOBILE PHONES, MP3/4  
PLAYERS etc**

**NO POTENTIAL  
TECHNOLOGICAL/WEB ENABLED SOURCES OF  
INFORMATION**

**Possession of unauthorised items, such as a  
mobile phone (even if it is switched off) , is a  
serious offence and could result in**

**DISQUALIFICATION**

**from your examination and your overall  
qualifications.**

**This poster must be displayed in a prominent place outside each examination room.**



### **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 it is switched off and you do not intend to use it, 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.

## Quick tips for revising

- Make yourself start however much you don't want to – the hardest bit is over with then! **Build in short breaks.**
- Do frequent short exercises – stretches, neck and shoulder rolls, walking around etc.
- Drink water and get fresh air. Keep the temperature cool.
- Eat 'brain food' – avoid sugar and have lots of healthy snacks around to eat little and often.
- Take a day off and do something completely different.
- Don't leave the difficult bits to the end.
- Do something relaxing between revising and bedtime.
- STOP and take a breath if you start to feel frustrated, angry or overwhelmed. Make a note of the problem to take to your next lesson, and move on to something else.
- Focus on what you have done, not all the things that you haven't – every little helps.
- Promise yourself little rewards after each session – a favourite TV programme, reading a novel or going out with friends.
- At the end of each session, file away your notes and clutter so that your work-area is clear for the next session.

## Tips for parents

### Supporting your child in setting themselves up for revision

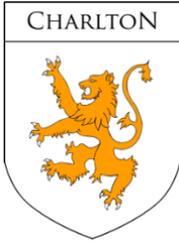
- Talk to your child about how you can support them and what they would find helpful.
- The simplest things often get in the way of starting revision – weeks can be lost while pupils are ‘going to start my revision soon...’ Get around these by providing the files, dividers, wall charts etc. your child might need for the revision period.
- Encourage your child to empty their bag and file hand-outs and information from lessons at the end of each day. This won’t seem important until they need them at which point they are likely to be lost under a mountain of random papers...
- Support your child in choosing one good revision guide for each subject – it’s the best investment you will make. There are lots around so check with the teacher yourself if you are not sure which is best.
- Help your child to plan their revision timetable. Children vary in the amount of support they need at each stage of the process.
- Support your child in sticking to their revision plan and keeping to the start and finishing times they have agreed. Praise them when they do it, and if necessary agree a reward structure.
- Provide favourite snacks and water for revision periods.
- Be sensitive to the pressure your child is feeling – let them know if they are really not up to it on odd days, it isn’t the end of the world – let it go when it really matters to them, and remind them of all the good work they have done. It’s the big picture that will count in the end.
- Keep up with regular check-ins but don’t nag in between times. Show an interest in how the revision is going, talk through any difficulties and be prepared to help them reschedule their planning as necessary.
- Keep things in perspective – your child may not be doing the things the way you would do them, or as often as you would like, but they are doing the best they can in the way that works for them at the stage they are at.

## AFTER THE EXAMINATIONS

### Results will be released on Thursday 22nd August (GCSE)

The Exam Boards no longer provide Provisional Statements of Results. Provisional Results Slips will be printed in school for collection on the above date.

- Provisional results are available in school on Thursday 22<sup>nd</sup> August from 10.00am-11.30am.
- A printout of results will be provided.
- Please be aware that you will require evidence of ALL of your results obtained at Charlton to enable you to enrol onto your courses at your desired Post-16 centre/college.
- These provisional Statement of Results are NOT certificates and will not be sufficient for proof of qualifications for potential employers.
- Students should collect their own results in person.
- If the student is unable to collect their own results in person, the following is required:
  - A written request, signed by the student, with full details of the nominated person authorised to collect the results. A pro forma to use has been included within this booklet  
*and*
  - Photographic proof of identity of the nominated person (not the student), in the form of a driver's licence or passport.
- The results belong to the pupil and to protect pupil confidentiality, we will be unable to release results without such consent and evidence.
- If you are on holiday or cannot come into school for your results you can leave an A5 stamped addressed envelope (with sufficient postage) with the Exams Office. **This will be posted to you on the Results Day.** This can be done at any time during the remainder of the summer term.
- Certificates arrive in school in November and you and your parents will be invited to our certificate collection evening. In addition some students will be invited to a presentation evening where subject awards are made along with awards for overall achievement and progress. Invites will be sent out in the autumn term (please advise if address contact details change after you have left the school).



# RESULTS THIRD PARTY COLLECTION

August 2019

## PERMISSION TO COLLECT A CANDIDATE'S RESULTS

To Student: Please print and complete this form

\_\_\_\_\_ (Name)

\_\_\_\_\_ (Address 1)

\_\_\_\_\_ (Address 2)

\_\_\_\_\_ (Address 3)

\_\_\_\_\_ (Address 4)

\_\_\_\_\_ (Date)

### To: Examinations Office

I will not be able to collect my results on results day and, therefore, give permission for \_\_\_\_\_ (Name) to collect them on my behalf.

**He/she will bring proof of identity and this notification to enable you to release my results.**

Yours faithfully

\_\_\_\_\_ Tutor Group \_\_\_\_\_  
(Signature)

\_\_\_\_\_ (Student: Print Name)

\_\_\_\_\_ (Exam/Candidate Number)

**This form must be handed in on Results Day by the nominated person named above for the collection of student results.**

*Office Use Only: I.D checked – please initial*