



Examinations Guide 2019



Information for parents/carers and students

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Year 11 Examinations Guide

Dear student

This is a very important time for you. The results from these examinations will be the results you provide to your next education establishment either for sixth form or college if you progress to take A levels or further education courses and then progress to universities, to future employers, or to take apprenticeships.

The aim of this booklet is to help you to understand what to expect in your exams.

The awarding bodies (examination boards) set down strict criteria and rules which must be followed throughout the examinations, and we at The Roundhill Academy are required to follow them and to report anything which breaks the strict rules.

On 12 September you were emailed a number of documents including the 'Information to Candidates' notices issued by the Joint Council for Qualifications. A copy of the Information to Candidates for Written Examinations is at the back of this booklet as a reminder and should be re-read. Copies of this booklet and the notices issued previously can be found on the school's website under Examinations along with other useful information.

If there is anything you do not understand or if you require further information about your examinations please do not hesitate to contact me. My office is in the back of the Hub.

Please note that the awarding bodies have a contingency date. This is in case any examinations need to be rescheduled for example in the event of national or local disruption to examinations. This year the date is Wednesday 26 June 2019. Candidates should ensure that they are available on this day.

We hope that you are successful in your examinations.

Tania Taylor
Examinations and Data Manager

Before the Examination

TIMETABLES

You will receive **two** timetables. The first one in February is a '**Statement of Entry**'. This details all the exams that you will be entered for and the date of each exam. The purpose of this statement is for you to check that you are entered for the correct exams and to check that your personal details are correct. Any errors should be reported immediately to the Examinations and Data Manager – Mrs Taylor.

In April you will receive an '**Individual Candidate Timetable**' which will include the examination venue and your seat number.

The following information will appear on your timetable:

CANDIDATE NAME

Please check this carefully as this is the name which will appear on your certificates. This must be your **legal** forename and surname. This is the name you will write on all your examination scripts. Please contact Mrs Taylor if your name is spelt incorrectly or is not your legal name. Failure to do so will result in you being charged for your certificates to be reprinted.

CANDIDATE NUMBER

You have been issued with a personal four-digit candidate number. Please remember this number as you will need to use it on every examination paper and controlled assessment you take at The Roundhill Academy.

UNIQUE CANDIDATE IDENTIFIER (UCI)

In addition to a candidate number you must have a Unique Candidate Identifier. This is a set of twelve numbers and one letter and can be found at the top of your timetable. If you move to another centre then you will need to take this number with you.

CENTRE NUMBER

The Roundhill Academy's Centre Number is **25327**. This number will need to be written on all your examination papers and controlled assessments.

UNIQUE LEARNER NUMBER

This is a number that has been assigned to you and any academic/vocational qualifications you take throughout your lifetime can be attached to this.

On the day of the examination

EXAMINATION REGULATIONS

You received copies of the JCQ exam regulations in Year 10 and Year 11 via email. Notices are displayed outside each examination room. It is important that you read and understand the regulations as any breach of these rules could result in you being disqualified from the exam. This includes taking notes or mobile phones into an exam.

As with all other examination centres The Roundhill Academy must report every breach of the regulations to the awarding body involved.

EQUIPMENT

You will be provided with a pencil case containing two black pens, a pencil, eraser, and ruler at the start of each examination. If you wish to bring your own black pen then please do so. Please be respectful of our property and do not break our pens or other equipment. For Geography and Design subjects you should bring your own coloured pencils. For Mathematics exams you will need to bring a calculator for papers 2 and 3.

You must provide your own calculator without a lid. If the lid cannot be removed you must ensure that any formulae are covered with a sticky label. Where restrictions apply, graphic calculators may not be used and only some scientific calculators are allowed. In all cases, calculators are prohibited if they offer any of the following facilities: *language translators; symbolic algebra manipulation; symbolic differentiation or integration; remote communication with other machines or the internet; data banks; dictionaries; mathematical formulae or text*. Remember to bring your calculator to all Science exams and to the Mathematics exams where a calculator is permitted.

ID cards – you must bring your cashless catering card to every exam. If you have misplaced yours you will need to get a replacement before exams begin in May.

BAGS

All bags, mobile phones, smart watches, ipods, mp3 and mp4 players, notes etc must be left in the Seminar Room before going to your examination venue. This will be secure. You will need to allow time drop your bag off as we cannot delay the exam for late arrivals. The bag drop will be open from 8.30 am for morning exams and 1.00 pm for afternoon exams. You will need to form an orderly queue in the corridor outside the Seminar Room. An invigilator will put a tag on your bag and give you a raffle ticket. Please keep this raffle ticket safe as you cannot have your bag returned without it. At the end of your exam take your raffle ticket back to the Seminar Room and your bag will be returned. Please ensure that all belongings are secure in your bag and that you zip it up so that nothing falls out. When you go to your exam you will need to take your exam ID card (lunch card), your equipment and calculator and a bottle of water (if required). See below regarding food and drink in exams.

FOOD AND DRINK

BEFORE THE EXAM

A free breakfast will be provided prior to morning exams for all Year 11 students on production of their exam ID card. This will be available from 8.00 am until 8.30 am. You will need to allow enough time to take your bag to the Seminar Room and get to your exam room by 8.50 am. Remember there will be queues for the bag drop.

On the day of the examination

If you have an afternoon exam Year 11 lunch will be at 12.20 pm after registering for lesson 4. You will need to bring a packed lunch with you on these days as there will be no hot or cold food available. For any Year 11 students in receipt of free school meals sandwiches will be provided.

DURING THE EXAM

Food is not permitted in an examination room unless there is a medical requirement and you have been given special permission by the Examinations Office. Evidence will need to be provided. Eating breakfast or a banana before your examinations will help you to concentrate.

Water is permitted in the examination room and strongly recommended. However, it must be in a clear bottle with a sports cap top and the label removed. No other drinks are permitted.

INVIGILATORS

Invigilators are in the exam room to supervise the conduct of the examination. They will distribute and collect the examination papers, tell you when to start and finish and deal with any problems should they occur. You are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.

ATTENDANCE OF EXAMINATIONS

You are responsible for checking your own timetable and arriving on the correct day and time. You must arrive at your exam room at least 10 minutes before the start of your examination.

You must attend examinations in full school uniform.

START TIME OF THE EXAMINATIONS

- Morning 9.00 am
- Afternoon 13.30 pm

Be careful not to confuse the duration of 1h 30m for a start time of 1.30 pm. Diarise all your exam start times.

FINISH TIME OF EXAMINATIONS

Finish times of the examinations will vary depending upon the length of the specific exam paper. Please note that exams may go past the timings of the school day. You must remain in the examination room until the exam has finished.

You will need to make alternative arrangements to get home if you usually catch the bus.

ABSENCE FROM EXAMINATIONS

- If you cannot attend an examination for any reason please inform the Academy immediately so that we can advise you.
- If you are ill you will need to collect a self-certification form from the Academy and take it to your GP to confirm your illness.
- Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.
- The Roundhill Academy will invoice parents/carers for failure of a student to attend an examination without medical evidence. The fee for this is the standard examination entry fee for that subject – usually around £35 per subject.
- Exams have to be sat at the time and on the day specified on your timetable. If you miss an exam you will not be able to take it on another day. There is only one opportunity to take it.

After the Examinations

RESULTS DAY

Results day is on **Thursday 22 August 2019**

Your results will be available to collect in person from the Academy between 8.30am and 10.30am. If you will be unable to collect your results please provide the Exams Office with a stamped addressed envelope and we will post your results to arrive on or after Friday 24 August. Some teaching staff will be available from 8.30 am – 10.00 am.

CERTIFICATES

Certificates will be available to collect from the Academy in November/December. There will be a collection evening and the date will be published on the school website in advance. Check the website for further details in November. You will need to keep your certificates safe as lost certificates cannot be replaced and a statement of results costs approximately £36.

POST RESULTS SERVICES

CLERICAL RECHECK - Deadline Friday 20 September – cost = £12 approx
Checking that there are no processing errors - your script is not remarked but all the marks on your script will be totalled and checked against the computer record.

REVIEW OF MARKING OF SCRIPT - Deadline Friday 20 September – cost = £50 approx.
Checking for errors in the marking - your script will be reviewed and then grade will either be confirmed, lowered or raised. If your **grade** changes you will receive a refund.

RETURN OF ORIGINAL SCRIPT

Deadline Friday 4 October – cost = £15 approx

This will enable you to look at your script to see where you did well or not so well.

For all options you will need to collect a form from the Academy in order to proceed. Payment to be made using cash or cheque.

Frequently asked questions

1. There is a problem on the day of an examination, who should I call?

If you have any issues on the day of an exam please call the Academy on 0116 269 3896 for advice.

2. What do I do if I think that I have the wrong paper?

The invigilator will ask you to check your paper before the examination starts. You must check that you have the correct tier as well. Put your hand up immediately and advise the invigilator if you think you have the wrong paper.

3. If I am late can I still sit the examination?

Late students are permitted to sit the examination at the discretion of the Academy. If a student is considered very late by the examination board it is possible that they may decide not to accept your work. **This is one hour after the start of the exam.**

Please note that if you arrive for your exam after the published finish time you will not be allowed to sit your exam under any circumstances.

4. If I miss the examination can I take it on another day?

No. Timetables are set by the awarding bodies and not the Academy. The examination will be taken nationally at the same time. The next opportunity will be in a year's time and you will need to take all the papers for that subject again. Once you leave The Roundhill Academy you will not be able to return to retake examinations.

5. What happens if I take a mobile phone or storage device into the examination room?

No mobile phones/ipods/smart watches or other data storage devices are allowed in to an examination room. Even if they are switched off and have the sim card or battery removed. You must leave all such devices in your bag in the cloakroom. If you are found to have such a device in your possession the Academy has no choice but to report the incident to the awarding body.

Without exception a student is then disqualified by the awarding body from that examination paper and subject.

6. What do I do if the fire alarm sounds?

Stay calm and remain seated. Invigilators will tell you what to do. When evacuated you must leave everything in the room and leave in silence. You must not communicate with any other student during the evacuation. A full report will be submitted to the awarding body.

7. Can I go to the toilet during the examination?

Toilet breaks are disruptive to other candidates and so are discouraged. Try to go before queuing for the examination. However, if you suffer from a medical condition requiring frequent visits to the toilet please contact Mrs Taylor in the Examinations Office in confidence as soon as possible.

Information for candidates

For written examinations – effective from 1 September 2018

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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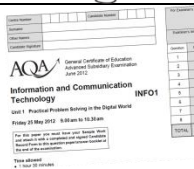
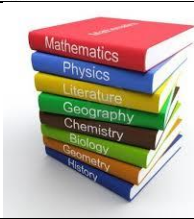



This document has been written to help you. Read it carefully and follow the instructions. If there is anything you do not understand, especially which calculator you may use, ask your teacher.

A Regulations – Make sure you understand the rules	
1	Be on time for all your exams. If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the exam.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4	<p>You must not take into the exam room:</p> <ul style="list-style-type: none"> • notes; • potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player, a smartwatch or a wrist watch which has a data storage device. <p>Any pencil cases taken into the exam room must be see-through. Remember: possession of 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.</p>
5	If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk
6	Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
7	Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
8	You must not write inappropriate, obscene or offensive material.
9	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
10	Do not borrow anything from another candidate during the exam.
B Information – Make sure you attend your exams and bring what you need	
1	Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
2	If you arrive late for an exam, report to the invigilator running the exam.
3	If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
4	Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
5	<p>You must write clearly in black ink.</p> <p>Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.</p>

Information for candidates

C	Calculators, Dictionaries and Computer Spell-checkers
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: <ul style="list-style-type: none"> • make sure it works properly; check that the batteries are working properly; • clear anything stored in it; • remove any parts such as cases, lids or covers which have printed instructions or formulas; • do not bring into the exam room any operating instructions or prepared programs.
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
D	Instructions during the exam
1	Always listen to the invigilator. Follow their instructions at all times.
2	Tell the invigilator at once if: <ul style="list-style-type: none"> • you think you have not been given the right question paper or all of the materials listed on the front of the paper; • the question paper is incomplete or badly printed.
3	Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4	Fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. Make sure you fill these details in on any additional answer sheets that you use.
5	Remember to write your answers within the designated sections of the answer booklet.
6	Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers. Make sure you add your candidate details to any additional answer sheets that you use.
E	Advice and assistance
1	If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator
2	Put up your hand during the exam if: <ul style="list-style-type: none"> • you have a problem and are in doubt about what you should do; • you do not feel well; • you need more paper.
3	You must not ask for, and will not be given, any explanation of the questions.
F	At the end of the exam
1	If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order. Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.
2	Do not leave the exam room until told to do so by the invigilator.
3	Do not take from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.

Top Revision Tips

<p>Eat breakfast</p>	<p>Toast and marmite (marmite helps to boost your brain) Cereal – porridge is a slow release of energy to keep you going Fruit – bananas are a slow release of energy; strawberries (improve memory); blueberries and red grapes (contain antioxidants which improve learning)</p>	
<p>Sleep 8 – 10 hours a night</p>	<p>Learning facts just before you go to sleep helps cement what you have learnt. A good sleep increases your brain performance.</p>	
<p>Have regular bed times</p>	<p>Get into a good routine so that you wake up on time for your exams feeling refreshed</p>	
<p>Get fresh air each day</p>	<p>Stale air is not good for you. Get outside and get some fresh oxygen in to your lungs. It improves circulation and makes you feel better</p>	
<p>Exercise regularly</p>	<p>Jogging and walking improve circulation to the brain.</p>	
<p>Do past papers</p>	<p>Familiarise yourself with the format and questioning. Test what you know and what you need to practise more</p>	
<p>Spread out revision</p>	<p>Allow yourself plenty of time to revise. Cramming does not commit to memory and makes you anxious. Remember to take a break 30 - 40 minutes revision and then 5-10 minute break</p>	
<p>Revise in a quiet environment</p>	<p>When the brain is multi-tasking it loses its overall effectiveness. Focus undisturbed on your revision and improve retention Find a quiet spot – no phone, no computer games, no music, no TV, no siblings</p>	
<p>Drink water regularly</p>	<p>Try to drink about 4 pints of water a day to keep your brain hydrated. Avoid too much caffeine and fizzy drinks</p>	
<p>Be prepared</p>	<p>Get everything out the night before your exam – calculator, bottle of water (with the label removed), black pen, photo ID card. <u>Remember to set your alarm</u></p>	

How to cope with exam stress

Sitting exams is nearly always stressful. You may worry that you are not good enough or that you will let others down or that you have not worked hard enough. You may have other issues outside of school affecting you. If you understand what exam stress is and how to deal with it then you can improve your exam performance.

Recognising stress and anxiety

Typical symptoms include headaches, muscle pain, changes in appetite and sleep patterns and nausea. Some students experience panic attacks before an exam.

In the weeks before the exams

Get organised: The best way to avoid exam stress is to be prepared. You can deal with anxiety if you can go in to the exam confident that you have done all your revision. Set up a realistic revision timetable and stick to it. Catch up on anything you missed. Think about how you will revise – simply reading a text book or notes is not enough.

Eat, sleep and exercise regularly and drink plenty of water.

In the days before the exams

- Work out a strategy for the exam – how much time you will spend on each section.
- Make a list of all the things you need to take – student card, calculator, water etc.
- Plan what time you will get up, what to eat, what time you need to leave
- Be positive – negative thoughts only lead to anxiety.

Day of the exam

- Stick to your plan.
- Expect to feel nervous. Students perform better with some anxiety. It is your body's way of preparing you to do your best and these feelings will sharpen your focus and energy.
- Make sure you eat – this will keep your energy levels up – even if you feel nauseous and would prefer not to
- Arrive early and be positive – stay away from those students who might scaremonger or exacerbate your nerves.

During the exam

- Before opening the exam paper try to relax – take a deep breath and remind yourself that you are ready to give it your best shot.
- Stick to your plan and keep your eye on the clock.
- Deal with panic – remember that **YOU** are in control. Practise deep breathing to bring your anxiety levels down and think positively. All is not lost; once calm you will be better able to answer the questions.

After the exam

- Reflect on how your strategy went and what adjustments you might need to make but avoid comparing answers with your friends.
- Once the exam is over move on and focus on your next exam.
- You can change nothing once your script has been collected and discovering mistakes could knock your confidence. Comparing is not helpful.

Breathing techniques

Stress can make you start breathing with quick, shallow breaths and make your heart beat faster than usual. If this happens, sit down somewhere comfortable, if possible. Place one hand on your stomach and check how quickly you are breathing. If it's one breath every couple of seconds, take a deep breath and start counting steadily. Breathe out slowly and try to get the last of the breath out on about five seconds. Carry on doing this until you are doing it naturally.

Be realistic about what you can achieve. We are all different, achieve at different levels, and have different qualities and skills. Exam success is not a valuation of you as a whole person. Be positive about what makes you the individual you are. If you do end up doing badly, it will not be the end of the world. There will be other options for you.

My personal examination timetable reminder 2019

Written exams start on Monday 13 May.

Date	Start time	Room	Seat no	Subject
Thursday 22 August	8.30 am			Results day
Friday 20 September				Deadline 14.00 pm for applying for a review of marking or clerical check
Friday 4 October				Deadline 14.00 pm for applying for a copy of your original script



Photo ID



Equipment and calculator



Water in a clear bottle – no label



Your exam start times

