



**Rednock School**  
Quality, Partnership, Success

# SUMMER EXAM INFORMATION - 2024



## To All Examination Candidates

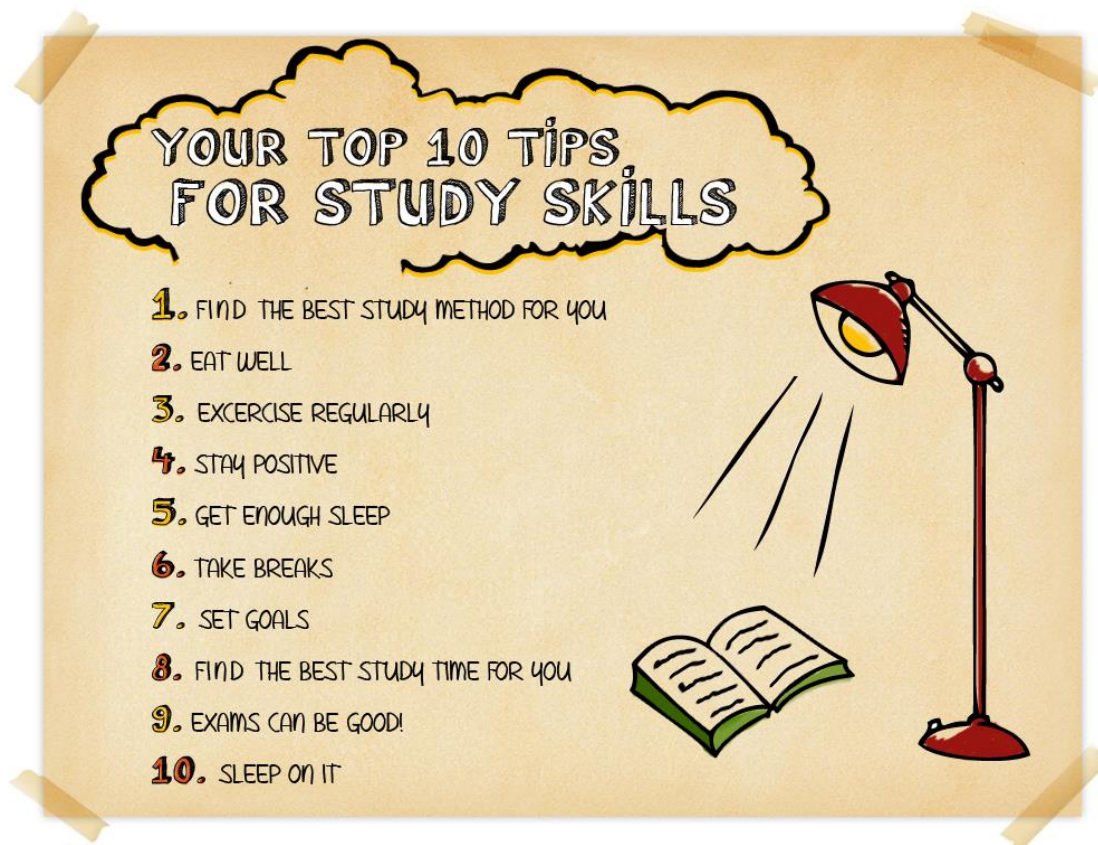
The aim of this booklet is to help and guide you through the forthcoming examination period. It contains important items of information that need to be read carefully.

If you have any questions, please do not hesitate to see me in the Exams Office (Room 152), your tutor, community leader, or if the query is about a specific subject, your subject teacher.

We all want you to do well and wish you well during the coming weeks.

Good luck!

Mrs S. Sellar  
Examinations Officer



## Examination Timetables

- Keep your exam timetable in a safe place.
- Make sure that **you know the dates and times** of your exams.
- Your final exam timetable gives the date, time and venue of each exam you are sitting.
- Please check carefully that you have been entered for all the written exams that you should be taking.
- Some subjects have 'tiers' or levels e.g. foundation and higher. Please check you have been entered for the correct tier. Tier changes are only made with the authorisation of your subject teacher.

## Examination Times

Unless otherwise stated:

- **Morning exams will begin at 9:00am**
- **Afternoon exams will begin at 1:15pm.** (Lunch will be taken during Lesson 4 from 12:20pm)

You must arrive for the pre-exam briefing 20 minutes prior to the start of the exam in the:

- Dining Hall for Year 10 and 11 students,
- Sixth Form Block for Year 12 and 13 students.

You must be outside the examination room at least 5 minutes prior to the start time of the exam.

**If you miss an exam through misreading your timetable, there is absolutely nothing that the school can do for you, as dates and times of examinations are set by the Exam Boards.**

## Examination Finishing Time and Transport Home

Some exams will finish after 3:00 pm.

- Check your timetable.
- School buses will leave at the normal time so **you will be required to make your own travel arrangements** if you normally travel on a school bus.

## Examination Clashes

- It is a fairly common occurrence that students may have two or more exams scheduled for the same period of time i.e. a 'clash'.
- Clashes will have been resolved by the time you receive your individual timetable.
- You will also receive a letter explaining which exams are affected.

**What will happen on the day of the Examination Clash?**

- You will be supervised at all times and over lunchtime.
- If one of your exams moves from morning to afternoon or vice versa you will need to bring a packed lunch into school.
- You will **NOT** be allowed free access around the school or the use of the internet or a mobile phone, however, you may revise for your exams.

## Attendance at Examinations

All students are reminded that:

1. The responsibility for getting to and from your exams at the correct times on the correct day is **ENTIRELY YOURS.**
2. If you are **unavoidably prevented from attending any exam or arriving on time**, you **MUST TELEPHONE** the school immediately. Absence Line telephone number is 01453 540755 or Text: 07908 661525, or via the Edulink One App.
3. If you are late, it is possible that you will still be able to sit the exam, please inform Mrs Sellar, Exams Officer (Exam Mobile: 07817 878471) without delay.
4. If the School contacts you, your parent/carer as a result of absence for the start of an exam, **your parent/carer will be advised to keep you under supervision at all times until you reach the School's Main Reception. Your parent/carer will be asked to sign a declaration on arrival at the school to confirm whether you have used any electronic device, including a phone, to gain access to social media or the internet. If you travel in unaccompanied, you too will be required to sign the declaration form on arrival.**  
The exam board will be informed of the late start and the signed declaration statement. The exam board will then consider each case individually regarding the marking of that exam paper.
5. If you do not attend an exam for which you are entered, then **YOU WILL BE CHARGED** for that exam entry fee, unless a medical certificate is produced within 24 hours of the exam.
6. You **MUST** obey the rules of conduct for the exam, copies of which are printed in the back of this booklet.
7. You must **attend all examinations in normal school uniform.**

## Medical Emergencies & 'Special Considerations' Application

8. Please make every effort to attend your exams. If you are unable to come in to school due to illness, please ensure your parent/carer lets the school know as early as possible. The Absence Line telephone number is 01453 540755 or Text: 07908 661525, or via the Edulink One App.

If you miss an exam through illness then a medical certificate signed by your doctor or written evidence is supplied to the school **without delay and within five days of sitting the exam.**

If you sit an exam, but your performance is affected by an existing medical condition, then it is vital you speak to Mrs Sellar (Exams Officer) or your Invigilator at the end of the exam to make them aware. The incident will be documented and may qualify for a 'Special Considerations' application.

Where you have taken the exam, it is particularly helpful if the medical documentation or email information can give details of the likely effect on performance e.g., unable to write for lengthy periods, unable to concentrate....

The rules concerning 'Special Consideration' and medical absence are quite stringent and the school can only make an application to the Exam Boards with the relevant documentation.

## Equipment for Your Examinations

You will need to bring in the following equipment in a CLEAR PENCIL CASE or plastic bag:

- 2 x **black** ball pens (not rollerballs, gel pens, blue pens or erasable pens)
- 2 x HB pencils
- 1 x eraser
- 1 x ruler – clear plastic
- 1 x calculator, NO LIDS in the exam room.  
(Permitted for ALL Exams except Maths Non-Calc, Computer Science)
- 1 x protractor – clear plastic
- 1 x pair of compasses
- Coloured pencils, where needed (D&T papers in particular)
- 3 x different coloured Highlighter Pens  
(can only be used on Question Papers NOT in your answers)

**N.B TIPPEX/CORRECTING FLUID, TAPE or PENS - NOT ALLOWED**

- Sharpen pencils – Pencil sharpeners can only be used prior to entering the exam room.
- You may bring in a drink of water in a small, clear plastic bottle. Any labels must be removed.
- You may bring in sweets – unwrapped, not crunchy, in a clear plastic bag.

### Special requirements and equipment –

- Some exams require you to bring pre-released materials or specialist equipment e.g. mathematical instruments, calculator etc.
- Ensure that you have all of the correct and necessary equipment - make sure you check with your subject teacher if you are unsure what you need to bring.

## Calculators

- **REMOVE ALL CALCULATOR LIDS** before arriving at the exam room
- Calculators can be used in all exams - **except for G.C.S.E. Non-Calculator Maths Papers or G.C.S.E. Computer Science.**
- **G.C.E. Maths papers or other Science papers will state exceptions on the front of each exam paper.**
- A basic scientific calculator is considered sufficient for the demands of the G.C.S.E., AS and A-level papers.
- Where the use of calculators is allowed in examinations, calculators used must not be able to manipulate algebra; they must be purely numerical integration/differentiation. Calculators with any of the following facilities are prohibited, unless specifically stated otherwise in the syllabus:
  - graphic display
  - data banks
  - dictionaries or language translators
  - retrieval or manipulation of text or formulae
  - QWERTY keyboards
  - built-in symbolic algebraic manipulations
  - symbolic differentiation or integration
  - capability of remote communication with other machines.

## The Day of the Examination - CHECK LIST

1. Ensure that you have the correct equipment and arrive **20** minutes before the start of the examination for the pre-exam briefing in the dining hall.
2. Bags, mobile phones, watches, wrist bands or other personal property must be stored in your locker (or other location). They **MUST NOT** be brought to the Dining Hall or left at Student Reception. A tray will be provided in the Dining Hall, for your **LOCKER KEYS ONLY**.
3. Wait outside the exam room until the invigilator invites you in. If you are sitting your exams in the Main Hall the following applies: morning and afternoon exams – you should sit in the dining hall in alphabetical order. When you are called to go into the room, sit at the seat with your ID desk card. You will be **seated in CANDIDATE number order** and must **remain silent from the moment you enter the exam room**.
4. **BAGS** should not be taken into the exam room under any circumstances.
5. **Mobile phones, MP3/4 players, watches, iPods and other electronic devices (including “Fit Bits” or ‘Airpods’/ Headphone equivalent) are not allowed in the exam room.** If you are found to be in possession of one of these during an exam you may be disqualified from **ALL** exams.
6. No item should be worn on the wrist or fingers. So, **rings, watches, hair bands, bracelets must be removed** before entering the exam room.
7. Ensure that you have no writing on your hands, wrists or arms. They must be clear of any marks that could be seen as cheating.
8. You must not distract, annoy or attempt to communicate in any way with any other candidates in the room.
9. You **must not deface exam papers or ID Cards in any way** e.g. drawing graffiti type pictures, comments... this may result in the exam board refusing to mark your work.
10. If you feel unwell during an exam tell the invigilator immediately. Do not call out – a hand in the air will be noticed. You may not leave the exam room unsupervised.
11. Should you have any queries before or during the exam raise your hand and an invigilator will respond. Do not call out or attempt to communicate with any other candidates.
12. When you are given the exam paper, check that it is the **correct one**. (There may be two or more exams taking place in the same room.) When filling out the front of your answer paper you must copy the details written on the I.D. card on your desk (this uses the Legal Surname, Middle Name Initials and Legal Forename).
13. Listen to the instructions very carefully; do not start until you have been told to do so. Read the exam paper right through very carefully to get the ‘feel’ of the paper before you begin any writing.
14. You must not use Tippex or any other correcting fluid, tape or pens, in cases of a mistake simply **cross through the error with a single line**.

15. When you have finished writing **CHECK THROUGH YOUR WORK** to find any mistakes. Vital marks can often be picked up in this way during the last few minutes of the exam.
16. At the end of the exam check that your name, candidate number and centre number are on each piece of answer paper used. Check that all questions are numbered correctly.

## Examination Results

### G.C.S.E. RESULTS

**Thursday 22<sup>nd</sup> August 2024.**

Generally, the timings will be:

- Year 11: 8.30am – 2:00pm;
- Year 10: 10:00am – 2:00pm

Details will also be on the school website and students will be informed prior to study leave.

### G.C.E. RESULTS (A-Level & AS-Level)

**Thursday 15<sup>th</sup> August 2024.**

Generally, the timings will be:

- Year 13: 8:00am – 2:00pm;
- Year 12: 10:00am – 2:00 pm

Details will also be published on the school website and to students prior to study leave.

**N.B. Candidates with outstanding exam fees will NOT be issued with results until payment is received.**

## If you are unable to collect your results from the school:

You can receive your examination results in one of the following ways:

- By email
- By asking a 'Representative' to come and collect them on your behalf e.g. parent, relative, close friend.
- By post (Royal Mail First Class)

To receive your results in one of the ways described above then you will need to complete the '**Candidate Permission Form**' at the back of this booklet or collect a form from the Exam Office (152) and return it to the Exam Office **before Monday 15<sup>th</sup> July 2024**. This will authorise and give the required information/payment of your chosen method.

## Receiving your Exam Certificates in November 2024

- Your Certificates are important legal documents.
- You may be required to produce your certificates for college/university entry and for future employment;
- If you have to replace lost or unclaimed **certificates they cost approximately £50 each from the Exam Boards.**

**CERTIFICATES WILL ONLY BE HELD IN SCHOOL FOR 12 MONTHS  
– AFTER WHICH TIME THEY MAY BE DESTROYED**

### **Year 11 and Year 12 Students continuing on to the Sixth Form at Rednock:**

- Will receive their certificates via their Tutors in November 2024

### **Year 10 Students will receive their Certificates via their Tutor in November 2024**

### **Year 11, Year 12 and Year 13 Students Leaving Rednock School:**

- All Certificates will be posted out by Royal Mail 'Special Delivery' (requiring a signature on delivery).
- Please notify the school of any change of address - from August 2024 to November 2024.



**CANDIDATE PERMISSION FORM: to receive results by an alternative method**

**This Form must be completed and signed by the student.**

If you are unable to come in on Results Day you can receive your results by 3 different methods:

Please read the following information, tick your preferred method of receiving your results and then complete the information requested for your chosen option.

<b>1. Receiving Results by Email</b>			
<b>Candidate Name</b>		<b>Contact Number:</b>	
<b>Year Group</b>			
<input type="checkbox"/> Results should be sent to my <b>email address</b> .....@.....*			
<p>I give permission for Rednock School to record and use my email address for the purpose of conveying my exam results to me - after which the school will destroy the record and make no further communication via this method.</p> <p>*Any change of <b>email</b> address should be notified to Mrs. Sellar via email: <a href="mailto:sue.sellar@rednockschool.org.uk">sue.sellar@rednockschool.org.uk</a>.</p> <p align="center"><b>Rednock School does not take any responsibility for results information sent out to email addresses where this process has not been followed.</b></p>			
<b>Candidate Signature</b>		<b>Date</b>	

<b>2. Authorising someone to collect your results</b>			
<b>Candidate Name</b>		<b>Contact Number:</b>	
<b>Year Group</b>			
<input type="checkbox"/> I give permission for my representative (insert name) ..... <b>to collect</b> results of my behalf. I confirm that my representative will provide photographic ID on collection			
<b>Candidate signature</b>		<b>Date</b>	

<b>3. Receiving Results through the Post</b>			
<b>Candidate Name</b>		<b>Contact Number:</b>	
<b>Year Group</b>			
<input type="checkbox"/> Results should be sent by <b>First Class Royal Mail</b> to my home address.			
<b>Please provide address to be used*</b> * ..... .....Post Code: .....			
<b>Candidate signature</b>		<b>Date</b>	

Completed forms should be returned to Mrs Sellar (Exams Officer) by Monday 15<sup>th</sup> July 2024  
 Uncollected results will be kept in the Exam Office until September 2024.