

GCSE Exams at Langtree School

Every Day

- ✓ Check your timetable
- ✓ Ensure you have the correct equipment
- ✓ Ensure you know:
 - The paper you are sitting
 - The requirements of that paper
 - The structure of the paper
 - The time and location of the exam

am exams

- Registered in exam
- Come straight to the main hall
- Pre-exam chat with SLT or subject lead **8:40 am**
- Exams start **9:00 am**

Make sure you are on time for your exams (especially after lunch)

pm exams

- Check what time you are going for lunch
- Pre-exam chat with SLT or subject lead **12:45pm**
- Exams start at **1pm**



When you come into the main hall before your exam you need to:

- Check you have the correct equipment
- Check you have removed watches and put with your electronics in your locker
- Line up in your row

You will then be spoken to by a Member of the subject you are about to sit or a member of SLT.

Required Equipment

- **Two BLACK** pens (not erasable) – all answers in BLACK not blue or pencil (*only diagrams can be done in pencil*)
- Ruler
- Rubber
- Pencil sharpener
- Protractor
- Compass
- Coloured pencils (Design & Tech)
- Scientific Calculator (no lids) – for all exams
- Clear water bottle- **no labels**



It is **YOUR** responsibility to bring your own equipment!

Banned Items

- Gel pens
- Highlighter pens cannot be used in answers
- Notes/books/papers/calculator instructions
- Calculator lids
- Non-transparent pencil cases/glasses cases
- Tippex/Correction Fluid
- Mobile phones, iPods, MP3s, ALL WATCHES etc
- Earphones/plugs
- Food of any kind (unless holds a diabetic pass) – with prior permission
- Bottles containing liquids other than water
- Labels on water bottles
- Writing/symbols on hands/skin/equipment



General Advice

- Be prepared!!! Mentally and physically! Do your best!
- Follow ALL instructions and abide by the rules!
- Use the toilet before the exam – cannot go during exam
- Cannot leave the room before the end of the exam
- Fire Evacuation Procedure – DON'T COMMUNICATE! On Main Field – not usual assembly point
- Use time wisely during the exam
- Check which questions to answer
- Check work if finish early – do not disturb others
- Other exams may still be in progress when dismissed – be **SILENT!**



Behaviour in Exams

Unacceptable behaviour will result in a report being made to the appropriate exam board for GCSE's. In mocks a sanction will be decided based on repeat offences and situation. A phone call home will also be made.

This includes

- Lateness
- Attempting to use unauthorised materials
- Drawing on hands/arms etc.
- Speaking to another student whilst in the exam hall- even after the exam has finished
- Turning around/making eye contact with others and other generalised non verbal communication

A few examples of Malpractice....

- Failure to follow instructions given by invigilator
- Attempting to cheat by any method
- Turning around – non verbal communication
- In possession of any unauthorised items, even if you are not attempting to use them
- Attempting to use unauthorised items
- Passing items to other candidates
- Electronic device sounding even if not in your possession
- Writing on front of paper before being asked to.



All of these are reportable during GCSE's to the exam board's, who make the outcome decisions.

Malpractice Outcomes

The malpractice outcome is dependent on the severity of the issue. The Exam Boards decide the outcome, not the school.

In the event of malpractice, Langtree will gather statements from those involved, along with any evidence to submit to the exam board. We do contact home to let them know what has happened.

Talking and making non verbal communication means that we have to report all of those involved.

Low level disruption can be a warning or loss of marks for the paper sat at the time of the incident.

Mobile phone on person can range from loss of marks to loss of certification opportunity.

If multiple offences are committed the Exam Board can take away whole certificates (imagine losing a whole GCSE) and can ban you from taking exams with them, which can continue for a number of years so can affect A Levels and even further on.

This is why we work with you through Mocks to make sure that everyone understands the rules, and to avoid a mistake being made.



Just remember....

19.1 Candidates are under formal examination conditions from the moment they enter the room in which they will be taking their examination(s) until the point at which they are permitted to leave. Candidates must not talk to, attempt to communicate with or disturb other candidates once they have entered the examination room.

This means that once you are in the exam room (either sports hall or a smaller room) you must not talk to other candidates.

GCSE- If you are a laptop user please remember we have to print your papers at the end of the exam with you present as you must sign a declaration that the work is your own. You will be collected and escorted for printing. There are 40 laptop users so this will take time.

Please ensure you are saving your work as you go, following the guidelines on the guide sheet available on your desk.

If you are an extra time user please ensure you have transport home at the end of the day if your exam finishes after the end of the school day.

We are not able to hold buses.

In GCSE's at the end of an exam we have to collect all papers before students may leave the hall.

It is helpful to place the paper where the invigilator can easily reach it, and to have followed instructions for where inserts need to go.

If you use extra paper please make sure you write the your details in the boxes provided.

Do not deface the exam cards on your desk- these are a JCQ requirement.

Do not draw on the table.

Do not rock on your chair. Its disruptive and could cause injury.

And finally...

A little stress is good...

- It motivates you
- It helps you take it seriously



A lot of stress is bad.

- It can affect you physically and mentally

Exercise

Sleep

**Talk to people that
support you**

Sleep and exercise improve results more than revision does.

I hope your results reflect your efforts and
hard work!

Thank you for your time

Any queries – contact Mrs Smith
nsmith@langtreeschool.com

