

EXTERNAL EXAMINATIONS Year 12 and 13
Instructions to Candidates and Information for Parents

Please read this carefully and keep it safely for reference.

- 1 **REGULATIONS FOR THE CONDUCT OF THE EXAMINATIONS ARE LAID DOWN BY THE EXAMINATION BOARDS. IT IS THE RESPONSIBILITY OF CANDIDATES TO FAMILIARIZE THEMSELVES WITH THEM. ANY BREACH BY A CANDIDATE COULD RESULT IN THE CANCELLATION OF ONE OR ALL OF HIS / HER PAPERS.**

COPIES WILL BE DISPLAYED ON THE EXAMINATION BOARD NEAR THE EXAMINATION ROOMS & ON THE WEBSITE

2 **TIMETABLE AND SEATING**

You have been issued with a personal timetable with seat numbers and a full Exam timetable is available on the Exams page of Tring School website and displayed on the Exam noticeboard. It is your responsibility to turn up at the correct time for each examination, knowing your seat number.

Morning examinations are scheduled to start at 9.00am. Afternoon examinations are scheduled to start at 1.30pm – please check examination timetable. Some examinations have different timings: read the timetable very carefully. You should aim to arrive in school *at least twenty minutes* before the scheduled start of the examination.

PLEASE CHECK TIMES VERY CAREFULLY.

MOST EXAMINATIONS WILL TAKE PLACE IN THE DESBOROUGH HALL WITH SOME IN THE GYM OR D1-3. Each day check the noticeboard outside the Desborough Hall to see that there are no changes to your room or seating plan. Students with Access Arrangements are to refer to the LRC exams notice board daily which will detail the venue. Access Arrangement students will also receive an individual timetable for their rooming too.

3 **CLASHES**

WHERE TWO OR MORE AS or A2 EXAMINATIONS IN THE SAME SUBJECT ARE TIMETABLED IN THE SAME MORNING OR AFTERNOON SESSION IT IS TECHNICALLY A CLASH. CANDIDATES WILL TAKE THE EXAMINATIONS CONSECUTIVELY [AS SHOWN ON THE TIMETABLE]. A supervised break will be arranged between exam sessions where there are 2 modules longer than one hour.

If you have a clash of different subjects in the same session (SEE FULL TIMETABLE), your seating timetable will show you the order in which the papers are to be done and this may well mean you will remain supervised throughout the morning and afternoon. You **MUST** remain supervised between these exams, so if it involves a lunchtime make sure you bring refreshments with you. **YOU WILL NOT BE ALLOWED TO GO TO THE CANTEEN OR COMMON ROOM.**

- 4 **BE SURE YOU ARE PROPERLY EQUIPPED FOR EVERY EXAMINATION** eg black pens, calculator where allowed, pencil rubber, pencil sharpener, ruler, writing and drawing equipment, and where necessary geometrical instruments. You may bring a drink of STILL water in a clear, unlabelled bottle.

Pencil and calculator cases must not be brought into the examination room. Equipment may be carried in a clear polythene bag.

CALCULATORS AND WATCHES WHICH CAN PLAY TUNES OR ALARMS MUST BE ADJUSTED TO REMAIN SILENT THROUGHOUT THE EXAMINATION. WATCHES WHICH INCORPORATE CALCULATORS OR HAVE ACCESS TO THE INTERNET MUST NOT BE BROUGHT INTO THE EXAM ROOM.

**MOBILE PHONES ARE STRICTLY FORBIDDEN IN THE EXAMINATION ROOM, EVEN SWITCHED OFF.
BRING A SPARE BLACK PEN TO EVERY EXAMINATION.**

You are required to write your answers in **BLACK INK ONLY**. No other colours may be used; nor must you write in pencil. You may use highlighter pens to help with interpreting questions, but not as part of an answer.

You are not permitted to use correcting pens, Tippex or any other correcting fluid. If you make a mistake you should cross it out neatly. Examiners take no notice of work which has been crossed out.

- 5 **IF SICKNESS, ACCIDENT OR ANY OTHER REASON PREVENTS YOU ATTENDING ANY EXAMINATION [ON THE DAY OF THE EXAM],** please ring to let the school know by either calling the attendance line (01442 821052), sending an email to attendance@tringschool.org or by texting 07860 027724. *When contacting please ensure you leave: child's name, year, form, reason for absence, what subject the exam is and whether it is an AM or PM exam.* If applicable, any Doctor's certificate must reach the Exams Office as soon as possible following the paper you missed, though this does not imply that its receipt by the Board will influence results. Full details of procedures are attached in a separate document.

6 PROCEDURE IN AND NEAR THE EXAMINATION ROOMS

- a) You must not enter the examination room until invited to do so. You will be deemed late if you arrive after the times stated in 2. Examinations will start as soon as invigilators are ready after 9.00am and 1.30pm. No candidate will be allowed in more than one hour late. No candidate will be allowed to leave the examination room until the end of the allotted time: if you finish early, you must sit *quietly* and not distract other candidates **IN ANY WAY**.

FROM THE TIME OF ENTERING THE EXAMINATION ROOM UNTIL AFTER LEAVING IT, YOU MUST NOT TALK TO ANYONE EXCEPT THE INVIGILATOR. ANY ATTEMPT AT COMMUNICATION WITH ANOTHER CANDIDATE, WHETHER PHYSICAL, VERBAL OR VISUAL, WILL RESULT IN THE CANCELLATION OF THE PAPER, A REPORT TO THE HEADTEACHER AND EXAMINATION BOARD AND MAY AFFECT OTHER EXAMINATIONS.

- b) Leave any bags outside the examination room, and sit in your allotted place according to your seating plan.
- c) If you need to ask the Invigilator anything (eg for more paper) put up your hand and wait for the Invigilator to come to you.
- d) Avoid disturbance to other candidates. Please do not tap on desks, shuffle chairs and feet, screw up paper, chew, etc.
- e) You must use your correct candidate's number and centre number on each piece of paper or answer book. **YOU MUST KNOW YOUR CANDIDATE NUMBER. Centre Number is 17147.**
- f) At the end of the examination:
- Make sure your pages are correctly named, numbered, tied together in the right sequence and left neatly on your desk.
 - Leave your question paper and any other data sheets on your desk for collection.
 - All rough work and anything you write in the exam room must be handed in with your answers, including any doodles!
 - When dismissed leave the examination room in silence. As you leave school remember to show consideration for those still in examinations and normal lessons.

If the fire alarm bell rings, stop working and await instructions from the invigilators. If evacuation is necessary, it must be done in **silence: assembly will be in exam seating rows, apart from the rest of the School on the opposite side of the field.**

7 EXAMINATION RESULTS

- a) Examination results are issued in the summer holidays; AS and A2 on Thursday 18th August and GCSE on THURSDAY 25th August.
- b) Results are **NOT** available over the telephone, by fax or by e-mail.
- c) They will be available for collection at the following times:
- | | | | |
|-----------------------|---------------------------|-------------------------|------------------------|
| A2, A and AS : | Thursday | 17 th August | A2 & A 8.30 till 10.30 |
| | | | AS 9.30 till 10.30 |
| GCSE: | Thursday 24 th | August | 8.30 till 11.00 |
- d) You may arrange for a relative or friend to collect your results: in this case you should write a note for that person to bring with them **on the day** authorizing them to collect your results.
- e) **RESULTS NOT COLLECTED ON THE DAY** - results will be held over until the start of term.

CERTIFICATES

These important documents showing your official examination results are distributed at a presentation evening in November. If you cannot make the presentation evening you should collect your certificates as soon as possible afterwards from Reception. These documents may be needed well into the future when you are seeking further education or employment, **SO THEY SHOULD BE KEPT IN A SAFE PLACE.**

Examination Boards will only replace them in extreme circumstances, not through careless misplacement.

SEATING PLAN OF DESBOROUGH HALL**BALCONY END**

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Rows 1 and 2 are not normally in use.

SEATING PLAN OF GYM**Beloe Block End**

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DESKS ARE ONLY PUT OUT FOR SEATS THAT ARE ALLOCATED.