



# Millthorpe School

## **Student Examination Handbook**

**Summer 2024**

**9<sup>th</sup> May – 26<sup>th</sup> June  
(Including Contingency Days)**

## CONTENTS:

<b>Page 3:</b>	Introduction <b>Before the exams:</b> Timetable Statement of Entry Location of exams Time of exams
<b>Page 4:</b>	<b>Before the exams:</b> Seating Plans Candidate and Centre Number Regulations Conduct
<b>Page 5:</b>	<b>Before the exams:</b> Equipment <b>During the exams:</b> Regulations Examination Papers
<b>Page 6:</b>	<b>During the exam:</b> Uniform Drink Toilet Illness Fire Alarm
<b>Page 7:</b>	<b>During the exam:</b> Absence from Examinations <b>After the exams:</b> Notification of Results Enquiries about results
<b>Page 8:</b>	<b>After the exams:</b> Certificates Contact
<b>Page 9:</b>	<b>Contingency Days</b>

## **INTRODUCTION**

These instructions are to act as a guide for your exam season. It is your responsibility to read them carefully and to ensure that you understand what is expected of you. Please feel free to ask if there is something you are unsure about. This guide should be shared with your Parents/Carers.

Exams run during the period of 9<sup>th</sup> May – 26<sup>th</sup> June and all students should be available for the entire period, regardless of when their last exam is. Please see the last page for information regarding the Contingency days.

## **BEFORE THE EXAMS**

### **Timetable**

An individual timetable has been issued with this handbook and a general timetable was sent home electronically. If you have any clashes with your exams please see the separate clash letter which explains what will happen on the day.

### **Statement of Entry**

This shows which exams you have been entered for and which tier, (if applicable). Please check this carefully to make sure that all entries are the ones which you were expecting. If you have any queries, please see your teacher as soon as possible.

Please also check that all information included is correct e.g. dates of birth, spelling of names and names to appear on certificates (LEGAL first name and surname). You are expected to discuss this at home, then sign it and return it to school.

### **Location of Exams**

Most exams will take place in either the Main Hall or the Gym. Various classrooms may be used, so please ensure you check seating plans outside the Main Hall.

### **Time of Exams**

Morning exams will start **prompt at 9.00am** and afternoon exams at **1.15pm**. It is expected that all students will arrive at least 15 minutes prior to their exam. Latecomers will be accepted; however, this will be reported to the awarding body and your paper may not be marked.

Bags and coats will be left outside each exam room.

## **Seating Plans**

Please ensure that you know which room you are in and in which seat. Seating plans will be outside each venue for that session and the full day's plans will be in the B4 / B5 corridor.

## **Candidate and Centre Number**

Your candidate number is used for all external exams and will need to be written on the front of your papers. An identification card will be on your desk with this information on it. Please do not deface these cards. Your legal name must be used at all times, as shown on your ID card.

The centre number is **48383**

## **Regulations**

**\*Mobile phones are strictly prohibited inside any examination room.**

If a mobile phone or any other type of electronic communication or storage device is found in your possession (even if it is turned off) it will be confiscated and a report will be made to the awarding body.

**\*Watches are strictly prohibited inside any examination room.**

If these rules are not adhered to then it may lead to disqualification from all examinations. It is strongly advised that all mobile phones and watches are left at home.

## **Conduct**

**You are under exam conditions from the minute you enter the room to the minute you step outside of it.**

Do not speak or communicate in any way with other students. Communicating (which includes turning around) with other students could result in the awarding body returning all your scripts as ungraded. Persistent disruptive behaviour will be construed as malpractice and will be reported to the awarding body.

If you finish an exam early you will not be allowed to leave. Please check and re-check your paper and sit quietly, there will still be others working around you.

## **Equipment**

You are responsible for providing your own equipment for exams.

Please bring with you:

- 2 x **BLACK** pens
- 2 x HB pencils
- An eraser
- Pencil sharpener
- Ruler
- Protractor
- Pair of compasses
- Scientific calculator - lid must be placed under your desk and the memory cleared.

Scientific calculators are the students' responsibility. If a calculator breaks during an exam then a replacement will be lent to the student.

All equipment must be in a transparent pencil case.

All packaging and labels must be removed.

## **DURING THE EXAM**

### **Regulations**

Please read the Notice to Candidates which has been issued with this handbook. These regulations can also be found outside all exam rooms. Failure to comply with these regulations could lead to disqualification. The school has a duty to notify the awarding bodies of any breaches.

### **Examination Papers**

Read all instructions and advice on the front of your exam paper and fill in all required information e.g. legal name, candidate number and centre number. Remember to number all questions clearly and include all relevant information on any extra sheets used.

Listen to the instructions and information given by the invigilators, there could be a change to the exam paper you will need to know about.

Check that you have the correct paper and tier (if relevant). If you are unsure or you think you have the wrong paper, please raise your hand and inform an invigilator. The Exams Officer is in constant contact with invigilators and mistakes are easily rectified at the start of the exam rather than half way through.

If you believe there is an error in the paper, raise your hand and inform an invigilator, move onto the next question while your query is looked into.

## **Uniform**

Full school uniform must be worn at all times. Blazers may be removed in exam rooms.

## **Drinks**

Still water may be brought into the examination room in a clear plastic bottle with all labels removed. A sports cap/lid is advisable in case of spillages and damage to exam papers.

## **Toilet/Illness**

Please go to the toilet before your examination.

If it is absolutely necessary to use the toilet, you will be escorted there by an invigilator. You will only be allowed extra time to finish your exams if you have known medical reasons.

If you feel unwell or need to leave an examination room for any other reason, please raise your hand and inform the invigilator. You will need to be escorted at all times.

## **Fire Alarm**

**There will be no fire drills during the examinations.**

**If the fire alarm does go off these instructions must be followed in complete silence.**

- Do not panic
- Continue to work until told to evacuate the examination room
- You will be asked to leave the room in silence and in the order in which you are sitting
- Leave all equipment in the exam room
- When you exit the room you must keep a reasonable distance from the students in front and behind you
- You will be kept separate from the rest of the school
- Do not go to your usual fire point - exam candidates will be escorted to the field behind the Main Hall.
- Do not speak to anyone else except an invigilator and then only if necessary. The exam will resume when possible
- When you return to the exam room do not start writing until the invigilator tells you to do so.

**Please listen carefully at all times to the invigilator**

## **Absence from examinations**

If you are ill or injured during the examination period please inform the Examinations Officer – Miss Newton - at the earliest possible time. I will be able to help and advise you with your situation.

Unfortunately, it is only in **exceptional circumstances** that candidates are allowed special consideration for absence from any part of an exam.

It is essential that medical or other appropriate evidence is obtained on the day by the candidate or parent and returned to the Examination Officer immediately when absence occurs.

Please note that in all instances it is better to sit the exam even if you are unwell. The awarding bodies have very strict guidelines on awarding grades after an absence.

**Parents/Carers and candidates are reminded that the school will require payment of entry fees should a candidate fail to attend any examination without good reason and without informing the school**

## **AFTER THE EXAMS**

### **Notification of results**

GCSE Results collection will take place on Thursday 22nd August 2024, between 10am and 12 noon.

**Under NO circumstances will results be given out via telephone.**

In exceptional circumstances students may request that their results are emailed to them. This request must be made in writing, accompanied by the email address you wish the results sending to, before 12th July 2024.

Students can only collect their own results.

Exam results can be collected by another person on result's day, as long as they can produce a **handwritten letter of permission signed by the student**. This letter must be brought to school on results day.

Please make school aware of any address changes between now and the end of term. Please also update us should your email or telephone numbers change.

### **Enquiries regarding Results**

When examination marks are issued, school will identify those students whose marks narrowly failed to reach the grade above. If the student wishes to apply for a review of marking and parent/carers consent to the fees payable, this can be applied for on production of a Letter of Consent from the student with a cheque made payable to Millthorpe School. Details of fees will be given at the time.

The deadline for all requests for enquiries about results is 26/09/24.

### **Certificates**

Certificates will arrive in school towards the end of the Autumn term. We will inform you when they arrive so you can come and collect. If you require another person to collect these for you, they will need a signed letter of permission from yourself (the student) and will need to bring photographic identification.

### **Contact**

If you have any questions please email the school office.

### **Exam Contingency Days**



Thursday 6<sup>th</sup> June – PM Session  
Thursday 13<sup>th</sup> June – PM Session  
Wednesday 26<sup>th</sup> June – Both Sessions

Although the summer 2024 exams may still seem a long way off at the moment, we wish to share some important information with you to avoid any possible issues next summer.

During the spring term students will be given their individual exam timetables which will highlight when their final exam is scheduled to take place. The summer written exam period will run from Monday 9<sup>th</sup> May to Wednesday 26<sup>th</sup> June 2024, with speaking exams for foreign languages taking place during the week commencing Monday 15<sup>th</sup> April 2024.

However, for the summer 2024 exam series three “contingency” exam days have been arranged by the examination awarding bodies which all students need to be aware of. The contingency days for GCSE examinations have been put in place “in the event of widespread, sustained national or local disruption to examinations during the June 2024 examination series.”

The decision comes following tragic events in previous years, namely the Manchester attacks and the Grenfell Tower fire. The Joint Council for Qualifications (JCQ) have decided that they need the option to postpone an exam (or exams) in the event of an incident and rearrange them for a later date to allow all students a fair and equal chance.

The dates that have been set aside as the contingency days are listed at the top of this page. This means that all exam candidates must be available to sit exams from the date of their first exam until Wednesday 26<sup>th</sup> June 2024.

This decision is not a school decision and does apply to all candidates in all schools. Please can all students/parents/carers make a note of the contingency exam dates in the event that an awarding body needs to invoke its contingency plan.