

# Maple Medical PRU

## Candidate Exam Handbook

2018/19

## **Introduction**

Maple Medical PRU is committed to ensuring that candidates are fully briefed on the exam and assessment process in place in the centre and are made aware of the required JCQ awarding body and CIE instructions and information for candidates.

Dawn Hollingsworth is the Exams Officer. Lynne Elliott is the deputy Exams Officer.

You can access further information regarding exams on our website @ [www.maplemedical.org.uk](http://www.maplemedical.org.uk)

## **Written Exam Timetable**

- ✚ Candidate timetable – your timetable will be posted to your home address. Please contact Dawn Hollingsworth if you have not received it or have mislaid it.
- ✚ If you feel that any of the information on your timetable is incorrect, please contact Dawn Hollingsworth immediately.

## **Exam Clashes**

If you have an exam clash we will have written to you already to let you know how that clash will be resolved.

Your clash will either be a “Back to Back” clash, where you take one exam straight after the other or a “Proper Clash” where you will take one exam in the morning and one in the afternoon.

If you have a Proper Clash, your letter will have reminded you that:

- ✚ You will be kept under supervision in between your two exams
- ✚ During this time, you can revise, however you cannot have any internet access
- ✚ During this time, you cannot have contact with other pupils, except those pupils who are being supervised in the same room as you
- ✚ You will not be allowed to go into the dining room at lunch-time
- ✚ You will be collected from your morning exam room by a member of staff and returned to your afternoon venue by a member of staff

## **Prior to the exam**

Exam information will be posted on the exam noticeboard.

- ✚ The main room for all exams will be the Hall. If any other rooms are to be used this information will be shown on the noticeboard.
- ✚ The summer timetable for the current and the following week will be displayed. It is really important that you check carefully where and when your exam will be taking place.

## **Exam Invigilation**

- ✚ Exams are supervised by a team of invigilators made up of school support staff, teachers and a small number of experienced external invigilators.

- ✚ Our invigilators must follow strict rules laid down by JCQ and CIE for the conduct of examinations

## Exam Start Times

The start times for exams at Maple are:

- ✚ 9:00 am for morning exams
- ✚ 1:00 pm for afternoon exams
  
- ✚ You should aim to arrive at school at least half an hour before the start of your exam and make your way to your classroom
- ✚ When instructed to do so, you must make your way to the exam room and wait outside the door. Once you enter the exam room, you are under exam conditions.
- ✚ You must remain seated in the room until the end of normal time
- ✚ If you are entitled to extra time, you will be allowed to leave the room at the end of normal time if you wish to do so
- ✚ If you normally travel to school by taxi, the times will be changed on your exam days and you will be notified

## Exam Conditions

An exam briefing for all candidates will be given by a senior member of staff outside the exam venue before the exam begins. **Candidates must not enter the exam room until directed to do so**

Remember:

- ✚ *You are under exam conditions from the moment you enter the exam room until all the scripts are collected and you have left the exam room*
- ✚ *You must listen to and follow the instructions of the invigilators at all times in the exam room*
- ✚ *You must not communicate with other candidates*
- ✚ *You should write clearly and legibly*
- ✚ *The centre name and number (36201) will be displayed on the board at the front of the room*
- ✚ *The exam title and the start and finish times will also be displayed on the board*
- ✚ *It is a requirement that no outdoor coats, hooded garments, hats or gloves may be worn for exams*

## Where you will sit in the exam room

- ✚ A candidate card with your name and candidate number will be on your desk
- ✚ Try to find your desk as quickly and quietly as possible and sit down
- ✚ If you cannot see your card, speak to an invigilator who will help you

## During the examination

- ✚ Always listen to the invigilator and follow their instructions at all times
- ✚ You must tell the invigilator immediately if you think you have not been given the right question paper or if any of the materials listed on the front of the paper are missing
- ✚ You must write clearly and in black ink. You may use pencil for rough notes
- ✚ Ensure you fill in all the details needed on the front of your answer book or paper. Make sure you also fill in these details on any additional answer sheets that you use.
- ✚ If an alarm rings and the invigilator evacuates the exam room, you will be advised to leave everything where it is and evacuate the room safely
- ✚ The invigilator will let you know when you have 5 minutes remaining and when your time is up. You must stop writing when instructed to do so.
- ✚ When you leave the exam room, you should walk out in complete silence so you don't disturb other candidates who may have approved extra time

## Equipment

- ✚ Remember you need to write in **black ink**

Do **not** use any of the following:

- ✚ Correcting pens, fluid or tape
- ✚ Erasable pens
- ✚ Highlighters
- ✚ Gel pens

- ✚ If you have a pencil case it must be see through
- ✚ Your water bottle must be see through and have no label or writing on it
- ✚ No drinks other than water are allowed – unless there is a medical need. If this is the case, please speak to Dawn Hollingsworth as early as possible before the start of the exam season so that we can ensure we have everything in place for you.
- ✚ Food is not allowed in the exam room
- ✚ Exam boards have strict rules on the use of calculators in your exam. You are only permitted to use the ones provided by Maple during your exam

## What you should **not** bring into the exam room

You must not bring any unauthorised items/materials into the exam room. These include:

- ✚ Mobile phones
- ✚ MP3 players
- ✚ iPad
- ✚ Any type of wristwatch
- ✚ Any internet enabled device
- ✚ Revision notes

You will be reminded about this during the exam briefing and the invigilator will carry out spot checks before every exam to check for these items. If you are found to be in possession of any of the above once you have entered the exam room we are obliged to report this to the exam board which may result in your disqualification.

## What to do if you arrive late for an exam

It sounds obvious, but....ensure you know which date your exams are taking place and whether they are morning or afternoon exams.

A register is taken at the start of each exam to check that all candidates are here.

**If you are running late for your exam, you or your parents/carer must call the school on 01302 572796 or 01302 854935 and ask to speak to Dawn Hollingsworth** so we are aware of what's happening.

If you find you are running late – don't panic! When you arrive at school you should report to the reception and a member of staff will escort you to the exam room.

If you arrive for your exam within an hour of the exam board published start times, you will be allowed to take your seat and begin your exam. You will be given the full amount of time for that exam. This means before 10:00am and before 2:30pm.

If you are going to be “very late” for an exam – which is more than an hour after the exam board published start time, you must call us as early as possible. Even though we will allow you to sit the exam and give you the full time for that exam, we have to inform the exam board and they may not accept your paper. You will need to prove that you have not had access to the internet whilst making your way into school. The best way to do this is:

- + Avoid public transport
- + Ask your parent/carer to drive you to school and ensure you give them **all internet enabled devices** you may be carrying such as mobile phone, smartwatch.
- + You and your parent/carer will be asked to make a written statement giving the details of your movements until you arrived for the exam
- + The decision about whether to accept your script is at the discretion of the exam board

### **What to do if you unwell on the day of an exam**

If you feel unwell on the day of your exam:

- + You or your parent/carer should call ahead to the school and let us know so that we can help you the best we can when you arrive
- + Once you are here, speak to your teacher, the invigilator of the exam officer before your exam and update them on how you are feeling
- + We will do what we can to help you – for example seat you close to an exit in case you need to leave the room or place a sick bucket next to your desk

If you feel unwell during an exam:

- + Let the invigilators know as soon as possible (raise your hand to gain their attention) what is wrong so they can take any measures possible to help you.

### **What happens in the event of an emergency in the exam room**

In the event of an emergency, the following will happen:

- + The invigilator will ask you to stop writing, close your answer book and put your pen down

- ✚ The invigilator will evacuate the room if there is a clear danger
- ✚ If there is no clear danger to candidates, the invigilator will await instructions from senior school staff who will be with you very quickly.

In the event of a false alarm:

- ✚ The exam will be re-started once the alarm bell has stopped ringing
- ✚ You will be given a few minutes to compose yourself and get ready to start again
- ✚ The amount of time lost will be added onto your exam time so that you do not lose out. The new finish time will be clearly written on the board at the front of the room.

If an evacuation is necessary:

- ✚ The invigilator will ask you to line up in complete silence and leave the exam room without talking to one another, or to any other pupil you may see during the evacuation
- ✚ You will not be evacuated to the same area as the rest of the school
- ✚ During the whole evacuation time, you cannot speak to any other pupil as this may compromise exam security and will mean that the exam may have to be abandoned
- ✚ Once you have returned to the exam room, your new finish time will be calculated and you will be given time to compose yourself before the exam is re-started.

## Results

Exam results following the summer series will be available on Thursday 22nd August.

Maple will be open for you to collect your results from 9:00 am to 12:00 noon. We are only allowed to give your results to you personally. If you are not available and would like your parent/carers to collect on your behalf, they must provide your written consent which must include the name of the person collecting and they will be asked to provide photographic ID.

There will be senior members of staff and the exams officer available for you to discuss your results if you feel you have not achieved the grades you expected.

The senior staff will be able to advise you on the Post Results Services and explain what the next steps available for you are.

- ✚ The post results services available to you include “Enquiries about Results” – also referred to as EARs or Remarks – and access to scripts. In other words, you may request a copy of your exam script if you wish to.
- ✚ All requests for post-results must be made through School – the exam boards will not deal directly with candidates.
- ✚ EAR request forms will be made available to you when you collect your results and you will be given information about the deadlines, fees and charges for these services.
- ✚ We can only apply for a remark if you give us written permission

## Certificates

- ✚ Exam certificates will arrive in school mid-November. Please collect them in person from the exams officer
- ✚ Certificates need to be signed for on receipt

- ✚ We are not allowed to give your certificates to anyone else without your written permission which must include the name of the person collecting. They will be asked to provide photographic ID.
- ✚ We keep certificates for 12 months. After this period, they are returned to the exam board.