



St Mary Redcliffe  
and Temple School

## Exam Booklet for Students

Name:

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Tutor Group:

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Exams are very important times in your life at St Mary Redcliffe & Temple School.

The exams that you will be taking in Years 10, 11 & the Sixth Form will influence what you do in the future, so it is very important that they run as smoothly as possible.

There are a number of rules and regulations for exams that you must be aware of.  
These are set by the Awarding Bodies.

**If you do not follow to these rules, you may be disqualified from your exams.**

Read this booklet carefully and if there is anything you don't understand ask a teacher for help.

**DO NOT LOSE THIS BOOKLET**

## Timetables

Please check your individual candidate timetables carefully and read the JCQ Information for Candidates on the back of it. (This is also available on the exams page of the school website.)

You must also read the other JCQ notices in the back of this booklet.

If there are **ANY** mistakes (e.g. name, date of birth, exam entry) you **MUST** tell your tutor immediately. Mistakes that are not identified at this stage could mean that your certificate is incorrectly printed later.

Check each exam date carefully and check to see if the exam is in the morning or the afternoon.

Take special note of any re-arrangements due to a timetable clash.

**YOU AND YOU ALONE ARE RESPONSIBLE FOR CHECKING YOUR EXAM TIMETABLE.**

If you lose your timetable, Student Reception can supply you a copy for a small fee.

## Times

Unless otherwise stated on your timetable, all exams start at 9.00am for morning papers and 1.20pm for afternoon papers. **Check your timetable carefully.**

For morning exams you should register with your tutor as normal, but when you have an afternoon exam you should go directly to the exam venue.

If at main school you should report to the Sports Hall by 8:40am for a morning exam or 1:00pm for an afternoon exam.

If at 6<sup>th</sup> Form you should report to room G18 at these times.

## Lateness

If for any reason you are going to be late and will miss the start of the exam, you **MUST** telephone the school.

If you arrive late, please report to the Reception in the location of your exam (Main School or Sixth Form Centre). **DO NOT GO DIRECTLY TO THE EXAM ROOM.**

Please note that if you are late ...

The School will decide whether:

- To allow you to have the full time allocation. This decision will be based on whether operationally it is possible to do so.

The Awarding Body will decide whether:

- To accept none of the work.
- To accept only the work completed in the "normal" exam time.
- To accept all of the work.

## Absence from Examinations

You **MUST** attend all exams that are allocated to you on your individual candidate timetable. Misreading the timetable will not be accepted as a satisfactory reason for absence.

You will be expected to pay if you fail to attend an exam that you have been entered for by the school unless you provide the documentation below within 2 days of the exam date.

If you are unable to attend an exam due to illness:

1. You must **telephone the school** on 0117 3772100 (Years 10 & 11) as soon as possible on the morning of the exam.
2. We will advise whether we will require a doctors note or self-certification form to be completed to provide evidence of your illness.

3. If you test positive for Covid or are coughing/sneezing infectiously and Covid cannot be eliminated, you should contact us for advice.
4. Depending on circumstances we *may* be able to apply for Special Consideration for the exam affected as long as you follow the procedure above. You can be awarded a grade as long as you sit at least one paper.

### Conduct in the Exam Room

You must be **silent at all times** when you are in the exam room. This includes when you **enter** and **leave**.

If you need assistance, put your hand up clearly and wait for an invigilator to come to you.

**You will not be allowed to leave the exam room for toilet breaks.** You will not be allowed to leave the exam room unattended.

If you have finished the exam early, **you will NOT be allowed to leave** as this disturbs other candidates in the room.

Any damage/vandalism to school property will be invoiced to parents.

- DO ensure you use your FULL LEGAL NAME on your exam answer paper and any spare sheets you use – Exams Office staff are not allowed to correct your details after the exam.
- DO NOT doodle on your exam papers – examiners can refuse to mark papers if they deem them to be defaced in any way.

### Cheating

If you are caught cheating in an exam, you WILL be reported to the Exam Board. Cheating means doing anything that is against the rules stated on the *Information for Candidates*, which is on the back of your timetable, and on the school website, and includes:

- Being in possession of a mobile phone, a smart watch, or other devices with electronic/digital communication or storage **whether or not you use it**.
- Possessing unauthorised aids, including having writing on your hand/rubber etc.
- Communicating with other candidates in any way.
- Copying from other candidates.

Penalties for cheating can include disqualification from taking any exam for up to 5 years.

### Equipment

You must provide **all you own equipment**. Borrowing from other candidates is NOT allowed under any circumstances.

Ordinary pencil cases or boxes are NOT allowed in the exam room. **You should bring your equipment in a clear plastic bag or transparent pencil case.**

The following equipment should be brought to EVERY exam:

- 2 pens – black ink only
- 2 HB pencils
- Ruler (marked with millimetres)
- Pencil sharpener
- Rubber

For certain exams you may also need the following:

- Compasses
- Protractor
- Calculator (and spare batteries if applicable)
- Set texts (e.g. in English Literature)

You are **NOT** allowed to use correcting fluid or tape. This is to protect you and your exam; if correction devices were allowed then someone could tamper with your exam paper and it would be undetectable. Highlighter pens may be used on QUESTION papers only; they may **NOT** be used in your answers.

### Watches

The rules have changed, and you are no longer allowed watches, of any kind, in an exam room. These **MUST** be left in your bag and in your locker.

The school has invested in new digital clocks for the main exam rooms which are very visible and easy to read.

### Mobile Phones, iPods, MP3/MP4 Players or any other technological or web-enabled devices

You are **NOT** allowed the above items in the exam. These **MUST** be left in your bag and in your locker. You must ensure that all devices are **switched off**, and cannot switch themselves on again, for instance with an alarm.

#### MOBILE PHONE MALPRACTICE WILL ALWAYS BE REPORTED TO THE EXAM BOARD

- If your mobile phone is not in your possession still makes a noise in the exam room, e.g. receives a notification whilst on the invigilator's table, you are likely to receive a **WARNING LETTER** from the Awarding Body.
- If your mobile phone is in your possession even though it is switched off, you are very likely to **receive ZERO marks** for the paper.
- If you use your mobile phone, you are likely to be **DISQUALIFIED** from this and possibly other exams by the exam board.

### Calculators

Calculators may be used in most exams. Your subject teacher will tell you if they are not allowed for a particular paper.

**You must bring your own calculator.** There will be no spare calculators and you will not be able to buy one. **You are NOT allowed to use a mobile phone as a calculator.**

The exam boards do not make any allowances for calculator failure or operational mistakes – **YOU are responsible for making sure your calculator works properly, and for ensuring you have cleared anything stored in your calculator.**

Your calculator must be of a size suitable for use on a desk and be battery or solar powered.

Calculators **must not**:

- Be designed or adapted to offer any of these facilities: language translators; symbolic algebra manipulation; symbolic differentiation or integration, communication with other machines or the internet
- Have noisy keys which would disturb others
- Have retrievable information stored in them

**Calculator cases, lids and covers with instructions on are not allowed in the exam room – leave your lids in your bag/locker.**

### Sweets & Drinks

You are allowed to take into the exam room a drink of **water** in a **clear** plastic bottle with the **label removed**. You are **NOT ALLOWED** any sweets or food.

You will **NOT be allowed to leave the room** to refill a bottle of water, and invigilators cannot do this for you, so please make sure you have enough for the whole exam, but remember you will

**NOT be allowed to leave the room** for toilet breaks, so please do not drink excessive amounts of water.

### End of the Exam

The invigilators will collect your exam papers before you leave the exam room: you may not take any exam papers or exam stationery with you. Absolute silence **MUST** be maintained during this time as you are still subject to exam conditions.

### End of the Exam (continued)

You will be dismissed from the exam row by row. **You must remain silent until you are outside the building. Remember there may well be other students still taking their exams.**

### Special Consideration

Special consideration can only be applied for if something has seriously affected your performance on the day of an exam. Examples of acceptable reasons for application are bereavements, injury or illness. If after the exam you think you have a good reason for applying for Special Consideration you need to contact the Exams Officer as soon as possible, and **within 2 days** of the exam.

### Timetable Clashes

If you have any clashes, arrangements will be made for you to take the subjects one after the other, or if the total time is longer than 3 hours, in the other exam session that day. In the rare situation of you being timetabled to have more than 5½ hours of exams in one day (GCSE exams), one exam may be moved to the following morning with overnight supervision arrangements. In this case the Exams Officer will write to your parent/carer.

In either case, if this happens to you, you will need to be supervised at all times when you are not in an exam.

**If you notice a clash on your timetable which has not been resolved you must tell the Exams Officer immediately.**

### Clash Supervision

You will be informed in advance if you have any clashing exams that cannot be taken one after the other in the same session.

During clash supervision you will not be allowed to communicate with anyone else who is not also being supervised and will not be allowed to use your mobile phone or any other communication device.

If you need to be supervised over lunch time you will need to bring a packed lunch and a drink with you as you will **not be allowed** to use the catering facilities, or go to the shops.

Whilst being supervised you are allowed to revise for your next exam or talk quietly.

### Results and Certificates

You will be advised when you can collect your final results and certificates in the leavers' information you receive at the end of Year 11, and in your results envelope. This information will also be available on the Exams page of the school website. Please note that we do **NOT** normally post out either results or certificates.

**You MUST read the information from the Exam Boards on the following pages, not following the rules laid out in them could put your exam results at risk.**

**This information, and this booklet, are also available on the Exams page of the school website.**

[JCQ Information for candidates - Written Examinations](#)

[JCQ Information for candidates - Coursework Assessments](#)

[JCQ Information for candidates - Non-Examination Assessments](#)

[JCQ Information for candidates - Social Media](#)

[JCQ Information for candidates - Privacy Notice](#)

**These documents are held on the Exams Information page of the school website:**

<https://www.smrt.bristol.sch.uk/index.php/learning/exams>