



Exam Information & Guidelines

For Students and Parents

Please read these instructions carefully and then keep them safely for reference.

BEFORE THE EXAM PERIOD

A provisional timetable will be issued listing all your entries with dates and times, it is your responsibility to check it carefully, particularly check all personal details for example: date of birth, spelling of names and that all entries are as expected, tiers etc. See the exams office with any queries straight away; any amendments after the entry deadline could incur a fee. Full individual timetables will be issued, with rooms and seat numbers, nearer to the start of the exams. These timetables are printed on green paper as this is the only paper allowed into the exam room.

ARRIVAL FOR EXAMINATIONS

- For a morning exam you should arrive by 9am and for an afternoon exam by 1:30pm.
- You should wait quietly outside the exam room at 09:05am for a morning exam and 13:35pm for an afternoon exam. Candidates will not be allowed into the room unless there is a supervisor present.
- If you are ill or unavoidably late, please inform the school office by telephone as soon as you can on 0161 624 4497 **DO NOT LEAVE A VOICEMAIL.** Please remember that only lateness caused by a genuine emergency will be given special consideration.

DURING THE EXAM PERIOD

- Check your exam timetable – it is your responsibility to be at school at the correct times.
- Check the exam notice board as you arrive in school for the location and timings of the exams for that day. Please note your desk on the seating plan and check that you know your candidate number.
- You will not be allowed to visit the toilet during the first hour and the last 15 minutes of your exam, unless it is an emergency or a pre-arranged access arrangement.
- Invigilators will be randomly checking students with a scanner to ensure no unauthorised equipment has been brought into the exam room.

EMERGENCIES

If you feel unwell whilst the exam is in session, please raise your hand and let the invigilator know at once.

ON THE DAY—DO'S & DO NOT'S

DO ensure you have enough equipment needed for your exam: Black pen, pencil, and if allowed maths instruments and calculator. You are responsible for making sure your calculator works properly and that the memory has been cleared.

DO check the seating list and sit in your assigned seat.

DO raise your hand if you have a query, feel unwell, need more stationery.

DO check you have the correct paper.

DO read all instructions on the question paper and answer book.

DO fill in the front cover with your **official legal name** in CAPITAL LETTERS and listen to the Invigilators announcement.

DO use black ink only.

DO stop writing as soon as time is called. Close your answer book, check all details are correct.

DO indicate the question numbers attempted and the number the answer books used.

DO put extra sheets inside your answer book.

DO remain silent in your seat until all answer books have been collected.

DO leave the room quickly and quietly when told to do so by the invigilator.

DO NOT bring any unauthorised materials into the exam room, including any electronic equipment or pieces of paper other than your timetable. If any items are found on your person you will be deemed to have used them and will be reported to the awarding body, this may result in zero marks for one or more of your exams.

DO NOT bring bags into the exam room, leave them in your locker or common room.

DO NOT bring food or drink into the exam room, the only exception is water in a sports cap/non spill bottle without a label.

DO NOT communicate with other candidates in any way..

DO NOT open the exam paper until you are told to do so.

DO NOT leave your seat without permission once the exam has started. If you need to use the toilet raise your hand and you will be escorted there by an invigilator. You will only be allowed extra time to finish your exam paper if you have a known medical reason. A log will be made by the invigilator.

DO NOT leave the exam room if you have more than one examination in a session. You must remain in silence under examination conditions.

DO NOT use scrap paper and all rough work must be in the answer book. Put a single line through anything you do not want marked.

DO NOT take any unused answer books or question papers out of the exam room.

SPECIAL CONSIDERATION

Let us know if you have felt under any genuine handicap because of your health during any of your examinations. You will require a note from your Doctor confirming any ailments; this must include the date of the exam in question. The amount of consideration given by the examination boards will depend on the nature of the problem.

FIRE ALARM EVACUATION

We hope that no fire alarms will go off during the exam period, however if this does occur please follow these instructions:

- **Stop writing and close your paper.**
- **Remain absolutely silent.**
- **You will be asked to evacuate the room. You must:**
 - * **Leave all your work on the table.**
 - * **Leave all your belongings.**
 - * **Remain absolutely silent during the evacuation and once we are at the assembly point.**
- **You will leave the room row by row.**

On returning to the exam room after the evacuation, a calculation will be done on how much time was lost and your finish time will be adjusted accordingly.

In the event of widespread, sustained national or local disruption candidates must be available up to and including Wednesday 24th June 2020 should an awarding body need to invoke its contingency plan.

INTERNAL APPEALS AND POST RESULT SERVICES

(Fees and dates available on request)

Service 1 - Clerical Check

The script will be checked to ensure that all parts of the script have been marked, totalled and recorded correctly.

Service 2 – Review of Marking

- **Mark Review**—this will be a review of the original marking to ensure that the agreed mark scheme has been applied correctly.
- **Priority Mark Review** – as above, this service is only available for A-level where a student has a university place pending and at GCSE with EDEXCEL.

NB: Candidate/parental consent are required for the above services as a review of marking could result in the grade being lowered.

ATS - Access to Scripts

For A level and from certain GCSE awarding bodies you may request a copy of your script to decide if a review of marking is required. This must be before the ATS deadline date.

Appeals Against Internal Assessment Decisions

For full information see the Internal Appeals Policy on the school website.

Please be aware that all these services have strict deadline dates.

RESULTS DAY

GCE Thursday 13th August 2020

GCSE Thursday 20th August 2020

If you are unable to come into school on this day you can send an email to exams@ohgs.co.uk requesting notification of results, this must be from your own personal email and not from school or parents account. If you wish any other person (including family members) to collect results on your behalf, you must send a signed letter of authorisation with the collector. **No results will be given out by telephone under any circumstances.**

Certificates are not issued until later in the year. They will be presented at Speech night for year 11 students, and at the Leavers evening for year 13. Any certificates that remain uncollected on that evening will be available from reception. Requests for posting will incur a fee.

The information contained in these guidelines should be read in conjunction with the;

[JCQ Information for Candidates](#)

[JCQ Warning to Candidates](#).

For further help and advice please visit the exam websites.

[AQA Student-Support](#)

[EDEXCEL Support for Students](#)

[OCR for Learners and Parents](#)

[WJEC for Students](#)

Useful contacts

Mrs Whitworth

Examinations Manager

Email: exams@ohgs.co.uk

Mr Williams

Head of Learning Support

Email: r.williams@ohgs.co.uk