

EXAMINATIONS SUMMER 2018

Guidance for Students and Parents



Candidate Name:

Candidate Number:

INTRODUCTION

As you approach the challenge of public examinations at The Maynard School we aim to make the experience as stress-free and successful as possible. Hopefully, this booklet will provide information that is helpful for you and your parents. Please read it carefully and show it to your parents so that they are also aware of the examination regulations and the procedures to follow in the event of any problems occurring. The Awarding Bodies (Examination Boards) set down strict criteria which must be followed for the conduct of examinations and The Maynard School is required to follow them precisely. The non-examination assessment policy is also included (this is linked to internally marked coursework, practicals, orals).

If you or your parents have any queries or need help or advice at any time before, during or after the examinations please contact:

Examinations Officer - Mrs Donna Lewis

The school telephone number is 01392 273417
(Exams Office - ext. 136)

Email: donnalewis@maynard.co.uk

KEY DATES:

A level exams begin: 14 May 2018

A level exams end: 25 June 2018

GCSE exams begin: 14 May 2018

GCSE exams end: 21 June 2018

A Level results: Thursday August 16 2018

GCSE results: Thursday August 23 2018

THE MAYNARD SCHOOL

Reviews of marking - centre assessed marks (GCE and GCSE non-examination assessments)

The following policy is linked to non-examination assessments (NEA), which you will have taken throughout your GCSE courses. If you are unhappy about the way your NEA has been marked you have the right to make an appeal. The policy below outlines this process:

1. The Maynard School is committed to ensuring that whenever staff mark non-examination assessment that it is done fairly, consistently and in accordance with the awarding body's specification and subject-specific documents.
2. Your work should be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity.
3. The Maynard School is committed to ensuring that they authenticate the work you have produced, in line with the requirements of the awarding body.
4. Where a number of subject teachers are involved in marking your work, internal moderation and standardisation will ensure consistency of marking.
5. The Maynard School will ensure that you are informed of your centre assessed mark at least two weeks before the mark submission date to the awarding body, so that you have time to review the marking process, should you wish to do so. Your teacher will give you the mark, not a grade, as grade boundaries change from year to year. They should explain the criteria they have used to allocate the mark.
6. You may request copies of materials to assist you in the decision to request a review of the centre's marking of the assessment. We will make sure that they are available promptly.
7. If you decide to request a review of marking, because you feel that the process of marking was inconsistent with the awarding body's specifications, it must be made in writing and given to the Headmistress, Miss Dunn.
8. The Maynard School will allow sufficient time to make any necessary changes to marks and to inform you of the outcome, before the awarding body's deadline.
9. The Maynard School will ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of your work and has no personal interest in the review.
10. The Maynard School will instruct the reviewer to ensure that your mark is consistent with the standard set by the centre.
11. You will be informed in writing of the outcome of the review of the centre's marking.
12. The outcome of the review of the centre's marking will be made known to Miss Dunn and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the review of the centre's marking bring any irregularity in procedures to light, the awarding body will be informed immediately.
13. After your work has been internally assessed by staff, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation may lead to mark changes. This process is outside the control of The Maynard School.

*Please speak to Mrs Lewis if you are unsure about any part of this policy.

BEFORE THE EXAMINATION

- The timetable that you have received is always subject to change up until the end of the exam season. Only the initial timetable is sent home, any amendments will be issued to the individual students affected. The Exam Boards in the case of a national emergency can reschedule examinations for the end of the examination period.
- Examinations will normally be held in the Gym, with specialised exams, for example Music, or access arrangement students being elsewhere.
- Students should leave all belongings, except equipment required for exams, outside of the Gym.
- All candidates will have received an individual exam timetable indicating subjects and level of entry where applicable. **Please keep it safe** but if you should require a further copy, ask Mrs Lewis.
- A generalised centre timetable will be uploaded to the school website, when it has been finalised.
- Candidates are entered under their legal name, held on the school system. You should write this name on your exam scripts.
- A few candidates may have clashes where two subjects are timetabled at the same time. Special arrangements will be made for this, including supervision by an invigilator from the exam hall at the end of the first exam, during lunch and until the start of the afternoon exam. Mrs Lewis will issue specific instructions on an individual basis.
- Please ensure that the school has the most up-to-date contact number for you.
- Make sure you arrive with all the correct equipment before your examinations. This will consist of two BLACK pens, pencil, pencil sharpener, rubber, ruler, maths equipment such as a protractor and pair of compasses, drawing equipment and calculator (no lids or instructions).

The following items are NOT allowed to be taken into the exam room:

- Correction fluid
- Electronic devices (mobiles, iPods, earphones, smart watches etc.)
- Calculator lids or instruction leaflets
- Pencil cases that are not transparent
- Glasses cases
- Bottles (unless they are clear with the label removed, and must only contain still water)
- Food of any kind
- Any item that is not listed on the exam paper – as it may be classed as unauthorised and may need to be reported to the Exam Board, who may take disciplinary action
- Any writing/marks/symbols must be removed from skin before entering the exam room.

THE DAY OF THE EXAMINATION

- Arrive promptly for registration before each session in your form room.
- You must wear school uniform. No bags, coats or jackets are allowed into the exam hall.
- You must provide your own equipment for examinations, do not rely on the school to provide them. It is your responsibility to find out what you need for each exam and to bring it with you.
- MOBILE PHONES/ELECTRONIC DEVICES ARE NOT ALLOWED IN THE EXAMINATION ROOM. CANDIDATES IN POSSESSION OF A MOBILE PHONE/ELECTRONIC DEVICE ARE AT RISK OF DISQUALIFICATION FROM THE SUBJECT.
- If you are running a little late on the day of the exam, phone into school as soon as you can to give us an expected time of arrival. Do not panic, you can begin your exam and have the full amount of time, if you can get to the exam hall **within 1 hour** of the official starting time (9am & 1.30pm)
- If you think you will be **later than 1 hour**, still attempt to come in and take the exam **but** the Exam Boards can refuse to mark the exam script, as they will deem that the security of the exam has been breached. If you can prove that you haven't had access to a phone, computer etc. they may consider your case more favourably. Hand your phone to a parent. Ask them to escort you to the Reception and vouch for your non- contact with any means of gaining exam linked information. A written explanation for arriving late has to be made to the Board and trivial reasons such as oversleeping, missing the bus or misreading the exam timetable are not deemed as acceptable. An in-depth explanation is required to prove the security of the exam paper has not been compromised. **Do NOT** use your mobile phone after 9.00am or 1.00pm, ensure it is then switched off, the Exam Boards may ask to see your phone log to see if you have spoken to anyone after these times.
- Any appointments, whether it is medical or not, should be re-arranged. The school is not allowed to change the start times of the exams whatsoever, except when there is a clash.
- End of the Exam. The invigilators will collect your exam papers before you leave the exam room. Absolute silence must be maintained during this time. Question papers, answer booklets and additional paper must NOT be taken from the exam room. You will be dismissed from the exam row by row. You must remain silent until you are outside the building.
- INVIGILATORS The school employs external invigilators to conduct the examinations. Candidates are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times, as they would with other members of school staff. They are unable to help with any part of the exam, read any words or provide any explanation other than the instructions on the front of the exam paper. If candidates fail to follow invigilator instructions, this would be classed as malpractice and must be reported to the Exam Board which may result in sanctions and penalties being issued.

SPECIAL CONSIDERATION



1. If you are ill **prior** to the exam please ask a parent or guardian to contact your Head of Year or Mrs Lewis explaining your circumstances. We may be able make your exam experience a little easier by sitting you at the back of the hall with easy access to the toilet, allowing a rest break, offering a scribe for a broken wrist etc. We may be able to apply for special consideration if the illness is still affecting you on day of the exam (i.e. lack of sleep the night before, on-going symptoms). We may request medical evidence if required.
2. If you are ill **during the exam** (migraine, feeling sick etc.) alert the invigilator, they will offer any required assistance and make a record of your illness. We may be able to apply for special consideration to take into account your illness. You must also speak with Mrs Lewis immediately after the exam.
3. If you have a **serious** illness or 'exceptional circumstance' it may be better not to take the exam, please contact the Exams Officer or Head of Year for guidance. It is essential that medical or other appropriate evidence is obtained on the day by the candidate/carer and given to the Exams Officer without delay. In all cases where an application can be made for special consideration, it must be submitted within 5 days following the exam.
4. If there have been any **challenging difficulties** prior to the exam, for example, bereavement of a close family member or friend, or a crisis at home we may also be able to apply for special consideration. Please contact your Head of Year, the Exams Officer (or the Headmistress, if the problem is sensitive in nature) to explain the circumstances.
5. Where an application for special consideration is submitted to the Exam Board, it is for them to consider - it is not the decision of the school.

AFTER THE EXAMINATIONS

- Provisional results are available in school on:

A Level **Thursday 16** August 2018 from 9.00am until Noon

GCSE **Thursday 23** August 2018 from 9.30am until Noon

- These provisional Statement of Results are NOT certificates and will not be sufficient for proof of qualifications.
- Results can NOT be given over the telephone to anyone under any circumstances.
- Students should collect their own results in person ideally.
- If the student is unable to collect their own results in person a written request is required, signed by the student, with full details of the nominated person authorised to collect the results. A proforma can be found on the school website. The results belong to the pupil and to protect pupil confidentiality, we will be unable to release results without such consent and evidence.
- If you are on holiday or cannot come into school for your results we will post them to your home address.
- Alternatively the results can be emailed directly to the student. The student must complete a form, found on the school website, requesting that this happen and handed to Mrs Lewis **before** the end of the summer term. The request should include the email address to be used.
- The official Certificates arrive in school at the end of October/November. They are given out at Prize Giving in December, but can be collected earlier, if necessary from the School Office.
- Once issued, certificates cannot be replaced by the school if lost or damaged and duplicates are rarely issued by exam boards, without a fee. It is very expensive and time consuming to obtain a 'certifying statement of results' and you must obtain them by contacting the exam boards directly.
- **IT IS VITAL THAT YOU COLLECT YOUR CERTIFICATES.** The school is obliged to hold certificates for a maximum of 12 months. It is your responsibility to ensure these are collected and kept safe. You will need to provide certificates to colleges, training providers and employers as proof of your qualifications.

THE USE OF CALCULATORS IN EXAMS 2017-18

JCQ GUIDELINES

Candidates may use a calculator in an examination unless prohibited by the awarding body's specification. Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations. The instructions set out in this section apply to all examinations unless stated otherwise in an awarding body's specification.

Candidates must be told these regulations beforehand.

Calculators must be:

- of a size suitable for use on the desk;
- either battery or solar powered;
- Free of lids, cases and covers which have printed instructions or formulas.

Calculators must not:

- be designed or adapted to offer any of these facilities:
 - language translators; o symbolic algebra manipulation; o symbolic differentiation or integration;
 - communication with other machines or the internet;
 - be borrowed from another candidate during an examination for any reason;*
 - have retrievable information stored in them - this includes: databanks; dictionaries; mathematical formulas; text.
- The candidate is responsible for the following:
 - the calculator's power supply;
 - the calculator's working condition.
 - Clearing anything stored in the calculator.

Advice:* An invigilator may give a candidate a replacement calculator.

Where access is permitted to a calculator for part of an examination, it is acceptable for candidates to place their calculators on the floor under their desks in sight of the invigilator(s) for the non-calculator portion of the exam.

WHAT'S THE BEST WAY TO REVISE?

1. Revision Timetable

- Different students use different approaches, but in every case your best bet is to set out a revision plan
- It's never too early to sort out how much work you have to cover. Establish how much time you have available between now and the exams, and then draw up a realistic timetable
- In working out how much time you should devote to each subject, try to concentrate on your weaknesses without losing sight of your strong points

So I've set a revision plan, what next?

- Stick to it! That way you can keep track of how much work you've done and what you have left to cover
- Choose a place in the house to revise where you won't be distracted
- Make your family aware of the fact that you need some peace and quiet during this time, so they know not to disturb you
- Switch revision between subjects to avoid becoming bored of a single topic
- Look for fresh sources of information, the internet, for example, offers some interesting learning resources
- Set yourself up with a 'reward' after every revision session. Nothing extravagant, just a small treat to help you get back to your books
- The most effective way to approach a revision session is to focus on understanding rather than memorising

2. Mind Mapping Benefits for Exams

Mind Maps are particularly helpful to study for exams as they give you a broad, visual overview of each subject you are studying. They can help you to:

- Make connections between different topics or subject
- Create a broad overview of an area
- Plan your projects or exam revision
- Delve in-depth into an area

Mind Maps are widely recognised as an effective method to improve memory and understanding through the visual representation of information.

3. Benefits of Using Online Quizzes & Apps to Study

The power of using Online Quizzes to study and prepare for exams is often underestimated. Don't miss out on the benefits of using Online Quizzes & Apps for your revision tests.

Online activities Can Help Students:

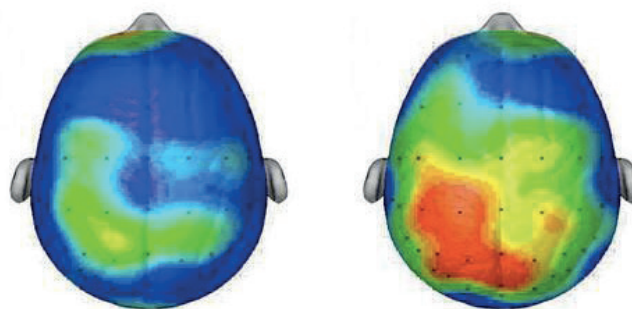
- Quickly test your understanding of a topic
- Be more confident that your revision tests are working
- Practice different exam questions, types and styles
- Challenge your friends knowledge by sharing your Quizzes

4. Take Regular Study Breaks

Do you feel **stressed, tired and that no new information is entering your head**? There is no point forcing yourself to study for hours upon hours as this will not result in a positive outcome. Taking regular study breaks and exercising is proven to engaging your brain in studying and improve your exam performance in the long-run.

See the proof below:

Composite of 20 student brains taking the same test



After sitting quietly

After 20 minute walk

Research/Scan compliments of Dr. Chuck Hillman University of Illinois

5. Understand Your Learning Style

Everyone thinks that there is a **best way to study** but the reality is that each person is different. Once you understand whether you are a visual, auditory, reading/writing or kinaesthetic learner then remembering and recalling new information will become much easier. Practice will also tell you if you work better studying during the evening or in the morning/daytime.

6. Practice, Practice, Practice

One of the biggest recommendations that past students recommend is to **do as many past papers as you can**. Practising past papers will help you get familiar with the exam format, question style, time pressure and overall improve your ability to retrieve information quicker.

7. Collaborate with Classmates

If you find your class notes to be too much, why not **divide the course study notes between trustworthy classmates** and share your notes with each other. This will reduce the amount of workload you need to do to prepare for your plus you will gain an insight into how other students learn.

8. Variety is the Spice of Life!

Mix up your study habits and methods by listening to podcasts, **watching videos or documentaries, moving to new study area or even something as simple as using different colours for your study notes.**

9. Adapt for Different GCSE Subjects

It may seem obvious but many students try to study for different subjects using the same study methods. **Your revision should take account of the difference between your subjects** and the challenges they represent.

For example, Flashcards are an ideal study aid to help you prepare for a Spanish, French, German and exams such as Science where you need to remember key definitions. An Online Quiz is a great way to test your Maths skills.

AVOIDING STRESS

Stress is a perfectly normal reaction to have when things like exams are worrying you: but it's important to learn to deal with this...

- Talk to your friends about what's worrying you; you'll find you're not alone.
- Get enough sleep, you'll be emotionally exhausted.
- Even if you aren't hungry, eat small regular meals with plenty of water.
- Have a plan. Fail to plan – PLAN to FAIL... it means you're in control & don't let it pile up – you'll panic even more.
- Make sure you take time out of studying to do something relaxing. You should spend at least 10 minutes of every hour to switch off.
- Physical exercise such as sport or yoga is very good for stress because it will take your mind off what's worrying you.
- Take a deep breath. If you take a few slow deep breaths to calm your normal breathing it will help you feel more in control.
- Treat yourself - make sure you create 'you' time where you go and do something that cheers you up.
- Find a space to work and revise that helps you...
- Turn your phone off – This reduces stress and increases focus.
- Go for a walk – Take a break and get out in the open for a bit!
- Don't cram – good preparation prevents poor performance!
- Positive thinking – Go into an exam thinking that you know it all and that you are going to do really well!
- Play Music – Put some calm and relaxing on to listen to on the way to the exam.

