



400 YEARS OF EXCELLENCE

**Richard Hale School**

**Year 11 GCSE Exams  
Information Booklet  
2021 – 2022**

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## INTRODUCTION

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This information has been provided to help you through your examinations. It is your responsibility to read them carefully to ensure you understand what is expected of you. A copy can be found on the school website along with various JCQ notices, Instructions for Candidates...

If you cannot find the information you need or need further guidance, please ask the Exams Officer, your teacher, form tutor or year leader.

**If you experience any difficulties during the examination period such as illness, injury, personal problems or a bereavement you MUST inform a member of school staff so we can help, support and advise you.**

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## BEFORE THE EXAM

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### YOUR TIMETABLE

Before any exam you will receive a personalised timetable. The information on this timetable is important, it will tell you when and where your exams will take place, and where you will be seating. It will also show the name which will appear on your certificate.

You may have an examination clash and may have to sit your exams at a different time to the rest of your year group. If this happens you will be contacted before the written start with details of what you need to do on the day.

It is important that you keep your timetable and bring it with you to all your exams; you may be refused entry if you do not have it.

## **EXAM LOCATION**

Your exams will mainly take place in either the Main Hall, the Conference Room or Room K. Sometimes other different rooms maybe used, these arrangements and locations will be notified on your timetable.

## **ARRIVAL TIME**

GCSE Exams – You must make sure you arrive outside the exam room no later than 08:45am for morning sessions and 13:15 for afternoon sessions. All exams must start within the JCQ published times. Any student that is late must be reported to the awarding body and there is a possibility that your paper will not be accepted.

If you know you are going to be late please notify the school office as soon as possible.

## **SEATING PLAN**

A seating plan will be provided outside the exam hall. Please check so that you know where you will be sitting.

## **LINING UP**

There will be **NO** belongings including coats, hats, scarves allowed in the examination room, and **NO** mobile phones, smart watches, watches, Fitbit or any other electronic device allowed with you in the exam hall. All these items must be placed in the plastic wallet provided and handed to the invigilator before the exam starts. Failure to do so may considered to be malpractice.

Please line up in examination number order per examination subject and you will be called into the exam hall when the invigilators are ready to receive you.

## IF YOU ARE ABSENT FROM THE EXAM

You must attend your exams at the stated time on your timetable. GCSE dates are set nationally by the awarding bodies.

If you miss your exam you cannot sit it on another day.

If you miss your exam through illness you must give us evidence from your doctor. If you miss your exam by no fault of your own you must give us a written explanation by your Parent/Carer. We will apply for special consideration to the awarding body who will then decide if they will give you an estimated grade.

## PROHIBITED ITEMS

Please remember the awarding body will be notified if anyone is found with any prohibited items on them, whether they were intended to be used or not. The awarding body may decide to disqualify you not only from that paper but the whole subject qualification and even possibly from all your GCSE subjects.

You are not allowed any watch in the examination room.



## EQUIPMENT

You must provide your own equipment for examinations. Please make sure you bring the following to every exam:

Black pen (at least 2)

HB Pencil (at least 2)

Ruler (graduated in both cm and mm)

Eraser and pencil sharpener

You will also need a scientific calculator for Science subjects and for Maths exams you will need a protractor, a pair of compasses and for some exams a scientific calculator. You may also need a calculator for other exams.

**Remember equipment must be in a clear pencil case and your calculator memory must be cleared and its lid removed.**

Only material listed on the question [paper is allowed on your desk. You must not have on or near you any other material.

If you wear a wrist watch you must remove it and hand to an invigilator.

You may take water into the exam hall but it **MUST** be in a clear bottle with the label removed. No other food or drink will be allowed unless specific permission has been granted (e.g. for medical reasons).

## **TOILET / ILLNESS Please make sure you go to the toilet before every exam**

You will not be allowed out of the exam hall within the first hour of the exam. You will only be allowed to the toilet if it is absolutely necessary, please raise your hand and an invigilator will escort you to the toilet. Extra time for toilet breaks will be at the discretion of the examinations officer in liaison with the SENDCo. Anyone with a medical condition should report this in advance so arrangements can be made.

If you are unwell on the day of the exam and are unable to attend your exam, please let the school office know as soon as possible.

If you are feeling unwell during your exam please raise your hand, if you need to leave the exam hall you must be escorted by an invigilator.

If you leave the exam hall un-escorted, you will not be allowed to return.

## **REMEMBER**



Figure 1 - Scientific calculator with no lid



Figure 2 - Clear Plastic Pencil Case with Essential Equipment



Figure 3 - Clear water bottle with no label

## DURING THE EXAM

### CONDUCT

You must enter the exam hall in silence and remain silent until you have finished your exam and have left the exam hall.

You must not speak to or communicate in any way with other students, this includes laughing at or turning around to attract another student's attention, tapping your desk, moving excessively on your seat; this list is not exhaustive. All of these count as potential cheating and will be reported to the examination board(s).

**Full school uniform** must be worn to every exam.

Do not write or deface any seating plans, notices or name cards.

If you finish your exam early you will **not** be allowed to go. Make sure you have checked through your paper carefully then sit quietly as other students will still be working.

### EXAMINATION PAPERS

Examination papers will already be on your desk when you arrive. Please do not touch the paper until you are told to do so.

The invigilator will read out or play the instructions and notices. Please listen to these very carefully as there may be an amendment to your exam.

There will also be instructions and advice written on the front page of your exam papers. Make sure you read them as these will give you further instructions specific to this exam paper.

You will be asked to complete your own details on the front of your answer booklets. Make sure you write your name, candidate number and centre number clearly in the correct boxes provided. You may also be required to sign the front page of the paper.

You will find your candidate number on your desk card and your centre number will be clearly displayed in the exam room.

You must write your answers in the designated areas of the answer booklets. Any rough work or workings out must also be done in the answer booklet; any work you do not want the examiner to mark must be neatly crossed through. We are not allowed to give you any separate sheets for rough work.

If the paper is a multiple choice paper rough work may be done on the question paper.

**Do not** write comments, draw graffiti, doodle or deface your exam papers in any way, the awarding body may reject your paper.

If you think there may be an error on the exam paper or you have any concerns about the paper you must raise your hand and inform the invigilator. Continue on to the next question while the invigilator investigates by contacting the Exams Officer.

Invigilators are not allowed to explain a question or the meaning of words to you.

### **FIRE/INTRUDER ALARM**

If an alarm sounds, please stop working, remain seated, silent and wait for instructions from the invigilator.



## **AT THE END OF THE EXAM**

The invigilator will tell you when you have five minutes left of your exam.

When your time is up the invigilator will tell you to stop writing. At this point you must put down your pen or pencil and remain silent. You will still be under examination conditions. Any disruption will be reported to the exam boards.

Make sure your details are clearly written on your answer booklets and any other booklets you may have used.

The invigilator will collect your paper and tell you when you may leave the exam room. Please remain silent until you are away from the exam room as some students may still be working.

## AFTER THE EXAMS

Once all your exams are finished you must still be available until Wednesday 29<sup>th</sup> June 2022. This is the day all the awarding bodies have put aside as a contingency day in case an exam cannot be sat or is severely disrupted because of a major emergency, for example a fire at school. After this date you are free to enjoy your summer.

### **RESULTS DAY    GCSE Thursday 25<sup>th</sup> August 2022**

Your results will be available from 09:00am in the Main Hall.

Results cannot be given over the phone.

Results can be posted to you if you leave a stamped address envelope with the exams office. Results can be picked up by a third party but we **must** have your written permission, and the third party must bring along ID with them.

### **ENQUIRIES ABOUT RESULTS**

You will be given information with your results on how to make an enquiry about your result. School staff will also be on hand to give you advice on how to make an enquiry should you wish to do so.

The school may decide to make an enquiry on your behalf.

In all cases you must sign a consent form and the application must be made before the awarding body deadline.

### **CERTIFICATES**

We aim to invite you to collect your certificates at a Celebration of Achievement evening to be held in December 2022.

Should you not be able to attend the evening your certificate will be available for collection from the exams office. Your certificates can be collected by a third party but we **MUST** have your written permission and the third party must bring **ID** with them.

## OTHER USEFUL INFORMATION

### AWARDING BODY WEBSITES

	<a href="https://www.aqa.org.uk/student-and-parent-support">https://www.aqa.org.uk/student-and-parent-support</a>
	<a href="https://qualifications.pearson.com/en/support/support-for-you/students.html">https://qualifications.pearson.com/en/support/support-for-you/students.html</a>
	<a href="https://www.ocr.org.uk/students/">https://www.ocr.org.uk/students/</a>
	<a href="https://www.wjec.co.uk/students/">https://www.wjec.co.uk/students/</a>

### SCHOOL CONTACTS

Main Reception

01992 583441

[admin@richardhale.co.uk](mailto:admin@richardhale.co.uk)

Examinations Officer

Mrs E Bradbury

01992 583441 Ext 271

[ebr@richardhale.co.uk](mailto:ebr@richardhale.co.uk)

**FINALLY**

**PLEASE REMEMBER EVERY STUDENT HAS THE RIGHT TO HAVE AN  
EQUAL OPPORTUNITY TO DEMONSTRATE THEIR ABILITIES**

