



# CARTERTON COMMUNITY COLLEGE EXAMINATION HANDBOOK





**W**elcome to the new Exams Booklet for the academic year 2016 2017

It is the aim of Carterton Community College to make the examination experience as stress-free and successful as possible for all candidates.

Hopefully, this booklet will prove informative and 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 (or examination boards) set down strict criteria which must be followed for the conduct of examinations and Carterton Community College is required to follow them precisely. You should therefore, pay particular attention to the Notice to Candidates that is inserted in this booklet

Some of the questions you may have are answered at the back of this booklet. **If there is anything you do not understand or any question that has not been addressed, PLEASE ASK.**

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

The Examinations Officer – **Mrs Jackie Mustoe**

Direct Line: 01993 867255  
jmus2446@cartertoncc.oxon.sch.uk

The school telephone number is: **01993 841611**

Remember – we are here to help.

**GOOD LUCK!**



## **BEFORE THE EXAMINATIONS**

### **INDIVIDUAL CANDIDATE TIMETABLE**

All Candidates receive an individual candidate timetable/candidate statement from school indicating the subjects they are being entered for in February. This is for the time and dates of the exams only, tiers at this stage for some subjects have yet to be defined. Another timetable will then be given to you at the end of March with the tiers confirmed. Another timetable will then be given to you during April beginning of May with your venue and seat number indicated.

The complete timetable that will be given to you in April will also have your legal name appearing and date of birth. Please check that all personal details are accurate as these will appear on certificates and it may be difficult to change them once certificates are awarded. Please note that your LEGAL surname should be on your certificates for the future, for example, applying for jobs. If the incorrect name is on your timetable please notify the Exams Officer.

### **EXAMINATION BOARDS**

The School uses the following Examination Boards: AQA, OCR , WJEC and Pearson (formerly known as Edexcel).

#### **CANDIDATE NAME:**

Candidates are entered under the name format of First Name, middle name and (Legal) Surname, e.g. Adam Mark Smith.

#### **CANDIDATE NUMBER:**

Each candidate has a four-digit candidate number. This is the number you will enter on examination papers. You will also need it for Controlled Assessment and when making enquiries regarding your exams. Your Candidate Number will remain the same while you are a student here at Carterton Community College. It will appear next to your name on seating plans and examination registers.

#### **UCI:**

In addition to a candidate number, each candidate must have a Unique Candidate Identifier (12 numbers and 1 letter) which is shown on the top of your timetable. This number will usually begin with the Centre Number (62227) unless you have transferred from another school that had already issued your UCI. Your UCI is used for administration purposes and it is not necessary for you to remember it.

### **CONTACT NUMBERS and ADDRESSES**

Please check that school has up-to-date contact numbers for you and your correct home address.

## **SUMMER EXAM SERIES**

This runs from Monday 15<sup>th</sup> May through to Thursday 29<sup>th</sup> June. **DO NOT BOOK HOLIDAYS BETWEEN THESE DATES.**

## **AUGUST**

Exam results arrive Thursday 17<sup>th</sup> August for GCE (A levels and AS levels) and Thursday 24<sup>th</sup> August for GCSE.

The school will be open for students to collect their results between 10am and 1pm from the Drama Studio. If you are unable to collect them and would like them posting to you, please leave a SAE in the Exams Office.

## **PROCEDURE AND BEHAVIOUR**

Candidates are responsible for checking their own timetable and arriving at school on the correct day and time, properly dressed in school uniform with all their equipment. Candidates must arrive at least 10 minutes prior to the start time of their examination. Please wait quietly outside your exam room until you are invited to enter by the examination invigilators.

Candidates who arrive late for an examination may still be admitted and will only receive any additional time at the discretion of the Exams Officer. If special consideration applies then you must speak to the Examinations Officer (see ABSENCE FROM EXAMINATIONS).

## **EXAM VENUES**

The main venue for examinations is **THE SPORTS HALL**. For students who have extra time, scribes, readers etc. will be sat separately from the main block of students. The venue will be indicated on your timetable.

Full School Uniform must be worn by all students attending school for examinations.

All items of equipment, pens, pencils, mathematical instruments, etc. should be visible to the invigilators at all times. You must either use a transparent pencil case or clear plastic bag.

Pens should be **black ink** or **black** ballpoint ONLY. You must **NOT** use, correcting pens, fluid or tape, reading pens, blotting paper, highlighter pens or pale coloured gel pens in your answers.

For Mathematics and Science exams, students should only have normal or scientific calculators. If in doubt, check with your teacher. Remove any covers or instructions and make sure batteries are new. You **MUST** bring in all your own equipment. If in doubt as to what you need, please ask your subject teacher. The advice is to have an Exams pencil case with all of your equipment in at all times.

Do not attempt to communicate with or distract other candidates.

Only items required for the examination may be taken into the Exam. If you break these rules, you will be disqualified from the examination.

**MOBILE PHONES ARE NOT ALLOWED.** Turn it off and leave it in your bag or hand it in to the Invigilator. You could be deemed AS CHEATING if your mobile phone is found on your person. Alarms on your phones need to be turned off also as they can activate and turn your phone back on. If it rings or bleeps during the exam either in your bag or handed into the invigilator a report will be sent up to the exam board. **TURN THEM OFF!!**

**SMART WATCHES ARE NOT ALLOWED.** Due to smart watches looking like normal watches I am asking all students to take off their watches and either leave in their bags or to have them on their desks to allow them to see the time. The watches must **NOT** be touched. However, there are exam clocks in the exam room.

No food (unless it is a medical condition, if so, please see Mrs. Mustoe) is allowed in the examination rooms however, a bottle of water **only** is allowed as long as all the labels have been removed. (There will be water available in the Exam room).

Please do not write on examination desks. This is regarded as vandalism and you will be asked to pay for any damage.

Do not draw graffiti or write offensive comments on examination papers – if you do the examination board may refuse to accept your paper.

Listen carefully to instructions and notices read out by the invigilators – there may be amendments to the exam paper that you need to know about.

Check you have the correct question paper – check the subject, paper and tier of entry.

Read all instructions carefully and number your answers clearly.

Candidates must stay in the examination room for at least one hour after the published start time of the exam. You will not be allowed to leave an examination room early. If you have finished the paper use any time remaining to check over your answers and you have completed your details correctly.

At the end of the examination all work must be handed in. Any work you do not want the examiner to mark cross it out with one neat single line. If you have used more than one answer book please ask for a tag to fasten them together in the correct order.

Invigilators will collect your exam papers before you leave the room. Absolute silence must be maintained during this time. Remember you are still under examination conditions until you have left the room.

Question papers, answer booklets and additional paper must **NOT** be taken from the exam room.

Remain seated in silence until you are told to leave the examination room. Please leave the room in silence and show consideration for other candidates who may still be working.

If the **fire alarm** sounds during an examination the invigilators will tell you what to do. Don't panic. If you have to evacuate the room you will be asked to leave **in silence** and in the order in which you are sitting. You will be escorted to a designated assembly point. Leave everything on your desk. You must not discuss the exam with anyone else during the evacuation. When you return to the exam room do not start writing until the invigilator tells you to. You will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident.

## **INVIGILATORS**

The school employs external invigilators to conduct the examinations. Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.

Invigilators are in the examination rooms to supervise the conduct of the examination. They will distribute and collect the examination papers, tell candidates when to start and finish the examination, hand out additional paper if required and deal with any problems that occur during the examination, for example if a candidate is feeling ill.

Please note that invigilators cannot discuss the examination paper with you or explain the questions.

Pupils who are disruptive or behave in an unacceptable manner will be removed from the examination room by members of the Senior Management Team.

## **ABSENCE FROM EXAMINATIONS**

If you experience difficulties during the examination period (e.g. illness, injury or personal problems) please inform school at the earliest possible point so we can help and advise you.

Only in 'exceptional circumstances' are candidates allowed special consideration for absence from any part of an examination. It is essential that medical or other appropriate evidence is obtained on the day by the candidate/parent and given to the Examination Officer without delay in all cases where an application is to be made for special consideration.

Parents and candidates are reminded that the school will require payment of entry fees (usually £23.00 per subject) should a candidate fail to attend an examination without good reason and without informing the school. Failure to pay may result in your examination results being withheld.

Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

# SOME USEFUL WEBSITES FOR REVISION

LANGUAGES ON LINE  
[www.languagesonline.org.uk](http://www.languagesonline.org.uk)  
[www.linguascope.co.uk](http://www.linguascope.co.uk)  
[www.bbc.co.uk/bitesize](http://www.bbc.co.uk/bitesize)

RE  
[rsrevision.com](http://rsrevision.com)

MATHS PUZZLES  
[www.cut-the-knot.com](http://www.cut-the-knot.com)



username: carterton  
Password: triangle

MUSIC  
[www.musicatschool.co.uk](http://www.musicatschool.co.uk)  
[www.soundjunction.org.uk](http://www.soundjunction.org.uk)



[www.dsokids.com](http://www.dsokids.com)  
<http://www.bbc.co.uk/schools/gcsebitesize/music/>

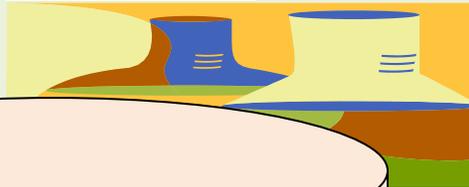
[www.bbc.co.uk/bitesize/gcse/english/](http://www.bbc.co.uk/bitesize/gcse/english/)



Oxford English Dictionary: [www.oed.com](http://www.oed.com)  
Online grammar: [www.webnz.com](http://www.webnz.com)  
Common errors in English: [www.wsu.edu](http://www.wsu.edu)  
General site: [www.usingenglish.com](http://www.usingenglish.com)  
[www.sparknotes.com](http://www.sparknotes.com)  
[www.novelguide.com](http://www.novelguide.com)  
[www.contemporarywriters.com/authors](http://www.contemporarywriters.com/authors)  
Twitter Page Revision@engccc  
Revision materials are under English Parents Evening on website

DOC BROWNS CHEMISTRY

[www.bbc.co.uk/bitesize](http://www.bbc.co.uk/bitesize)  
[www.kerboodle.com](http://www.kerboodle.com)



[www.teachpe.com/gcse](http://www.teachpe.com/gcse)

[www.revisionworld.co.uk](http://www.revisionworld.co.uk)  
[www.s-cool.co.uk/gcse/pe](http://www.s-cool.co.uk/gcse/pe)  
[www.bbc.co.uk/bitesize](http://www.bbc.co.uk/bitesize)

## HISTORY



<http://www.bbc.co.uk/schools/gcsebitesize/history/>  
<http://www.comptonhistory.com/gcse/medrevision.htm>  
<http://www.revisegcsehistory.co.uk/>  
<http://www.schoolhistory.co.uk/gcselinks/>

## GEOGRAPHY

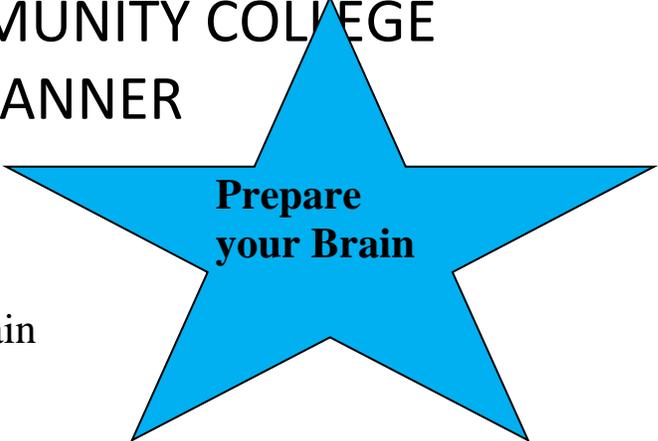
<http://revisionworld.com/gcse-revision/geography>  
<http://www.s-cool.co.uk/gcse/geography>  
<http://www.ocr.org.uk/qualifications/gcse-geography-b-j385-from-2012/>





# CARTERTON COMMUNITY COLLEGE EXAM PLANNER

- get a good night's rest
- drink plenty of water
- eat healthily
- do brain gym for both sides of the brain
- have breakfast on exam days



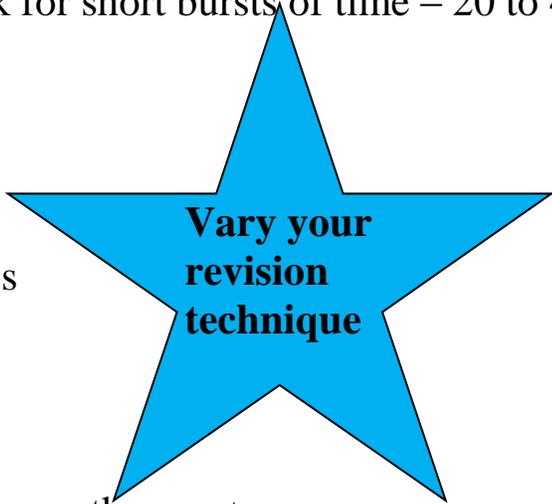
## Prepare your Brain



## Manage your time

- write down when your exams are
- draw up a revision timetable for home
- work where you can concentrate
- build in relaxation breaks
- work for short bursts of time – 20 to 40 minutes

- find one that suits your style(s)
- make revision cards
- listen to podcasts/tapes/recordings
- go to extra revision classes
- practice past exam papers
- revise ALL subjects
- condense your notes – don't just copy them out
- do an A map on A3 paper

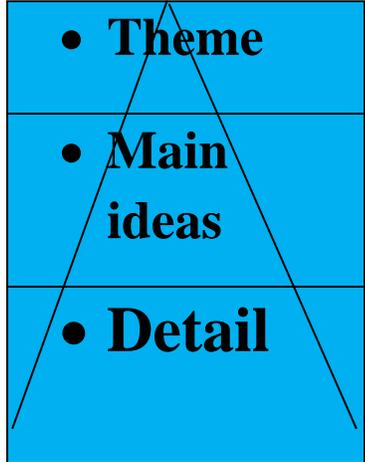


## Vary your revision technique

## Keep Calm and stay chilled

**Study while others are sleeping: work while others are loafing: prepare while others are playing: and dream while others are wishing.**

**William Arthur Ward**



- **Theme**

- **Main ideas**

- **Detail**



## What to do if you are ill on the day of an exam

- If you are ill and are unable to attend an exam it is vital you phone the school first thing in the morning (**01993 841611**) to inform us for morning exams and lunchtime for afternoon exams.
- You must also obtain a note from your doctor detailing the reason for non-attendance. There is the possibility of submitting this note to the Examination Board to ask for special consideration. The Board looks at this in conjunction with other exam marks from the student in that particular subject, controlled assessment marks and mock exam marks. This will then sometimes enable them to adjust the mark and grade accordingly.
- If you are feeling unwell, but still able to travel, please come to school and we will accommodate you so you are able to take your exam in confidence. In most cases it is better to take the exam if you can.
- If in doubt - **PHONE THE SCHOOL**

If you do not attend an exam without a valid reason, it is possible that you will be charged for that exam.

**Student Name:** \_\_\_\_\_ **Contact Details**



Sometimes in the past students have had problems getting to an exam on can be as a result of car breakdown, traffic jams, busses not turning up etc. Although we encourage all students to arrive in plenty of time for all exams there isn't a last minute panic, it is important that we have up-to-date contact telephone numbers for both you and your parents, or anybody else who might be able to help in an emergency.

time. This etc. so that

If you are late for an exam, we may not be able to get the exam paper accepted by the Exam Board. Therefore we need to move fast if there is a genuine problem.

I also suggest that you save the School telephone number on your mobile phone (if you will be carrying one) so you can call in if you have a serious problem on your journey to school. (01993 841611).

Please can you complete the relevant information in the table below. This will be kept confidentially within the school for the duration of the exams.

Home phone number	
Student's mobile number	
Mother's work number	
Mother's mobile number	
Father's work number	
Father's mobile number	
Other contact	

**IMPORTANT:** Please check that your home phone accepts calls from undisclosed callers.

Please return this form to the Exam Office.



**GOOD LUCK**

