



EXAMINATIONS' INFORMATION BOOKLET

NAME:

Centre No: 54253

School Telephone No: 01392 276171
Out of school hours the school mobile number is:
07572657083

Examinations Officer: Mr Bovington

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"All talk and no action doesn't get you any where."

Aesop's Fable

INTRODUCTION

This booklet contains information to help you before, during and after your examinations.

The examination boards set out strict rules for the conduct of all examinations and St Wilfrid's School must follow them exactly. Every year we, like all exam centres, are subject to visits by examinations' inspectors, who have the power to remove our examination centre status if we do not follow the rules. Please read the Warning to Candidates and Information for Candidates on the following pages, so that you know what is expected of you.

At the back of the booklet are answers to some of the most frequently asked questions. We are here to help you, so if there is anything you or your parents do not understand **please ask**.

The School has one centre number for all exams:

54253

You must use this number for all your examinations.

The Exams Officer is:

Mr Bovingdon

The school telephone number is:

01392 276171

Out of school hours the school mobile number is: 07572657083

Good luck in all your exams.

"I am a great believer in luck, and I find the harder I work the more I have of it."

Stephen Leacock



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Warning to Candidates

1. You **must** be on time for all your examinations.
2. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
3. You **must not**:
 - sit an examination in the name of another candidate;
 - have in your possession any unauthorised material or equipment which might give you an unfair advantage.
4. **Possession of a mobile phone** or other unauthorised material **is breaking the rules**, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
5. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
6. You **must** follow the instructions of the invigilator.
7. If you are in any doubt speak to the invigilator.

The *Warning to Candidates* must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.

Effective from 1 September 2014



**NO IPODS, MOBILE PHONES
MP3/4 PLAYERS
SMARTWATCHES**

**NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION**

**Possession of unauthorised items, such as a mobile
phone, is a serious offence and could result in**

DISQUALIFICATION
**from your examination and your overall
qualification.**

This poster must be displayed in a prominent place outside each examination room.

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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**Information for candidates
For written examinations – effective from 1 September 2018**

This document has been written to help you. Read it carefully and follow the instructions.
If there is anything you do not understand, especially which calculator you may use, ask your teacher.

A	Regulations – Make sure you understand the rules
1	Be on time for all your exams. If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the exam.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4	You must not take into the exam room: a) notes; b) potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device. Any pencil cases taken into the exam room must be see-through. Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
5	If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
6	Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
7	Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
8	You must not write inappropriate, obscene or offensive material.
9	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
10	Do not borrow anything from another candidate during the exam.
B	Information – Make sure you attend your exams and bring what you need
1	Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
2	If you arrive late for an exam, report to the invigilator running the exam.
3	If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
4	Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
5	You must write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.
C	Calculators, Dictionaries and Computer Spell-checkers
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: a) make sure it works properly; check that the batteries are working properly; b) clear anything stored in it; c) remove any parts such as cases, lids or covers which have printed instructions or formulas; d) do not bring into the exam room any operating instructions or prepared programs.
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
D	Instructions during the exam
1	Always listen to the invigilator. Follow their instructions at all times.
2	Tell the invigilator at once if: a) you think you have not been given the right question paper or all of the materials listed on the front of the paper; b) the question paper is incomplete or badly printed.
3	Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4	Fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. Make sure you fill these details in on any additional answer sheets that you use.
5	Remember to write your answers within the designated sections of the answer booklet.
6	Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers. Make sure you add your candidate details to any additional answer sheets that you use.
E	Advice and assistance
1	If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	Put up your hand during the exam if: a) you have a problem and are in doubt about what you should do; b) you do not feel well; c) you need more paper.
3	You must not ask for, and will not be given, any explanation of the questions.
F	At the end of the exam
1	If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order. Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.
2	Do not leave the exam room until told to do so by the invigilator.
3	Do not take from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.

Information for candidates Using social media and examinations/assessments



Image by Patrice Jones

This document has been written to help you stay within examination regulations.

Please read it carefully.

We all like to share our experiences when taking examinations. However, it is important to consider what you say and to think about what information is being shared.

Sharing ideas with others online could be helpful when you're studying or revising.

However, there are limits to the amount of information you can share and you need to be careful not to break the rules. We'd like to ask you to act responsibly when discussing online. If you're in doubt about what you can and can't discuss online regarding your exams, it's always best to check with your teacher.

If you receive what is or what looks to be assessment related information through social media, or any other means, you must tell your teacher or another member of staff. You must show them what you have received (if available). They will then report the matter to the awarding body and it will be investigated.

Where candidates breach the rules for examinations, controlled assessments, coursework or non-examination assessments, awarding bodies have an obligation to investigate and may apply penalties.



Image by Ben Wight

You should be aware that the following constitute malpractice:

- copying or allowing work to be copied – i.e. posting written work on social networking sites prior to an examination/assessment;
- collusion: working collaboratively with other candidates beyond what is permitted;
- allowing others to help produce your work or helping others with theirs;
- being in possession of confidential assessment related information in advance of the examination;
- exchanging, obtaining, receiving (even if not requested) or passing on assessment related information by any means of communication (even if just attempting to);
- failing to report to your centre assessment related information being shared online; or
- passing on rumours of exam content.

Penalties that awarding bodies apply include:

- a written warning;
- the loss of marks for a section, component or unit;
- disqualification from a unit, all units or qualifications; or
- a ban from taking assessments or exams for a set period of time.

Please take the time to familiarise yourself with the JCQ rules:

<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>



BEFORE THE EXAMINATIONS

STATEMENTS OF ENTRY

You have been given Statements of Entry from each exam board. It is vital that you check these carefully. The statements show your name, date of birth, exam number and details of the exams and Non-Examination Assessments for which you have been entered. Please see Mr Bovingdon if there are any mistakes or queries.

CANDIDATE NAME

This should be your legal name, i.e. the same as on your birth certificate unless you have legally changed your name.

CANDIDATE NUMBER

Each candidate has a four-figure exam number. This is the number you enter on all your exam papers. **Please learn it.**

TIMETABLES

Enclosed with this booklet is a list of all examinations and revision classes. Use this to make your own timetable containing only those subjects which you are sitting.

CLASHES

Sometimes there are **exam clashes**, where a candidate is timetabled for two exams at the same time. If this happens to you, you will receive separate details regarding the arrangements for these. It is very important that you follow these carefully – see Mr England if you are uncertain as to what is expected of you.

It is <u>your responsibility</u> to attend the correct examinations at the correct times on the correct days .
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UNIFORM

You must wear school uniform to all examinations.

CONTACT NUMBERS

Please check that the school has at least one up-to-date contact number for you and your home.

EQUIPMENT

Make sure that you have all the correct equipment before your examinations. Check the information on the following pages.

All answers in all examinations must be made using a BLACK ink pen or biro. Do not use any other coloured ink or gel pens.

EXAM PREPARATION TIME

There is a letter with this booklet regarding Study Leave during times when you do not have an examination and no longer have lessons. This must be signed by your parents and returned to school. If you are allowed Study Leave then use it wisely. The exams will be over very quickly and it's then no good wishing you had worked harder!

STUDY FACILITIES

If you do not have an exam or revision lesson, but need to remain in school, use a free room to study quietly.



REVISION SKILLS AND HOW TO DO YOUR BEST IN EXAMINATIONS

All your teachers will be giving you the best ways in which to tackle their subjects' examinations. There are also many websites etc available online which deal with study skills and subject specific exam revision.

IF YOU HAVE CONCERNS ABOUT ANYTHING TO DO WITH EXAMINATIONS.....

Talk with your subject teacher or Mr Bovingdon in the first instance. We are a small school and endeavour to sort out problems, concerns and worries as they occur. There are procedures in place to formally carry out an investigation, should this be necessary. Further details are in our Complaints and Appeals Procedure (P47) and our Non-Examination Assessments and Internal Appeals Policies (P47 and P21 respectively), which can be obtained from the school office.

NON-EXAMINATION ASSESSMENTS

These have replaced coursework and controlled assessments in a limited number of the new 9-1 GCSE examinations, notably, English Language (speaking), Art and P.E. All other subjects are examined only by end-of-course written examinations.

You will be told your non-examination assessment marks by your subject teachers before they are sent to the exam boards and you can appeal against these if you have reason to believe they were not assessed correctly or were not carried out in-line with the exam boards' regulations, but this must be done at the time, not when you receive your results in August. Just believing you deserve a higher mark is not a reason to appeal! In the first instance you should discuss your concerns with your subject teacher or Mr Bovingdon.

*"As turning the logs will make a dull fire burn, so changes of studies a dull brain."
Longfellow*

DURING THE EXAMINATIONS

EXAMINATION REGULATIONS

The Examining Boards issue Warning to Candidates and Information to Candidates sheets which are printed at the front of this booklet. Please read them carefully and note that the breaking of any of the regulations could lead to disqualification from **all** subjects. The school **MUST** report any breach of regulations to the Examining Board.

ATTENDANCE AT EXAMINATIONS

It is the candidate's responsibility to arrive **TWENTY MINUTES** before the start of the exam in full school uniform and with the proper equipment. Arriving early allows you to have a calm start to the exam and gives you time to check you have everything you need.

WHAT TO BRING TO EXAMINATIONS

All students are required to bring the following equipment to each examination in a colourless see-through pencil case or plastic bag. **No other pencil cases etc are allowed.**

- **Two BLACK ink pens or Birs.** (Not gel pens or erasable pens.)
- **Two HB pencils** (e.g, for graphs, but make sure the lines are dark enough to be picked up by a scanner).
- **Ruler.**
- **Rubber.**
- **Appropriate instruments e.g. protractors, compasses, crayons etc when necessary.**
- **Calculator** (see below).
- **Highlighters may be used to pick out important bits of text etc on the question paper, but should not be used in your answers.**

You may bring **water** in a **clear plastic bottle**. **Bottles must have labels removed.**

Unauthorised Material. You may **not** bring unauthorised materials into the examination room. Bags, coats, calculator cases/instruction leaflets and non-see-through pencil cases must be left in your locker. You may hand valuables to the invigilator for safekeeping until the end of the examination.

Calculators. You may use one unless you are told that you must not do so. If you do use a calculator it must be silent, cordless and non-programmable. You may not share a calculator with anyone else. You are not allowed to take instruction booklets for your calculator into the exam room. No allowance can be made by the examiners for the breakdown of calculators and you are advised to bring spare batteries or a spare calculator with you. In calculations you are advised to show all steps in your working, giving your answer at each stage – marks are often given for working out and, even if you get the final answer wrong, you may still receive some marks if part of what you have done is correct.

Spell Checkers. You must **not** use a dictionary or computer spell checker unless you are told you may do so by the invigilator of that examination.

Watches. Watches etc are NOT allowed in the exam room. If brought to school, they must be left in the 'phone box.

EXAMINATION DESKS

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

PROCEDURES FOR ALL EXAMINATIONS

Make sure you have an accurate timetable showing the exams you will be taking.

You must not talk or make any contact with another candidate whilst in the examination room - if you do, your paper will be cancelled. Any attempt to cheat will be reported to the Examination Board.

If you drop anything on the floor, do not attempt to pick it up. Raise your hand and ask an invigilator to retrieve it for you.

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

Read all instructions carefully.

You will not be allowed to leave the examination room early. If you have finished the paper use any remaining time to check your answers and make sure you have completed your details correctly.

You must hand in all work at the end of the exam. Put a neat line through any rough work you do not want marked.

All exam papers will be collected before you leave the room. No exam materials must be taken from the room. Remember you are still under exam conditions until you have left the room. Once your exam is over and everything has been collected in you will be dismissed from the room. Please leave in silence in an orderly fashion so as not to disturb any extra time 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 attempt to communicate 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

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 in the examination papers, tell candidates when to start and finish the examination, hand out extra writing 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, read/explain the questions, or tell you in which order to answer the questions.

Pupils who are disruptive or behave in an unacceptable manner will be removed from the examination room and dealt with appropriately.

LATENESS

If you arrive after the examination has started **see Mr Bovingdon**. Exam boards do not usually accept work done by candidates who arrive more than an hour late; less for shorter exams.

Make plans to get to school early and take into account problems which may occur with transport etc. A calm start will help you tackle the examinations without undue stress.

NON-ATTENDANCE

If you are ill one of your parents should contact the school. Mr Bovingdon will need to know details of the problem, so that he can appeal to the Examination Board on your behalf. He will also need any doctors' notes etc that you may be given. You may **not** sit the examinations at any times other than those shown on the timetable. If you miss more than 25% of the whole qualification you will not receive an overall grade, even if you are ill.

If you are unable to attend school through illness on a day when you have an examination it is essential that an adult from home contacts school before 8.30a.m. to explain the reason for your absence.

It is your responsibility to be on time, on the right day and properly prepared for your examinations.



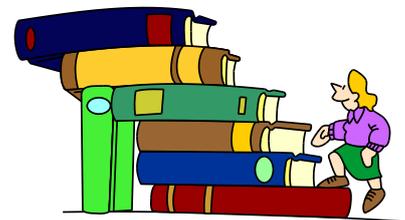
AFTER THE EXAMINATIONS

SPECIAL CONSIDERATION

There are many things which can affect your performance during examinations such as recent illness, bereavement, family trauma, and some accidents. If you are badly affected by any of these the school can apply for special consideration from the examination boards. However, you must be able to support your appeal by a letter from someone in authority. It is worth noting that the **maximum** extra marks an exam board will give is 5% of the total and it is **very** unusual to be given this amount. Speak to Mr Bovingdon for advice as soon after the examination as possible. The examination boards expect requests for special consideration to arrive promptly following the examination.

IMPORTANT! CLEARING DAY INFORMATION

Clearing Day is after break on Tuesday 18th June, after the final Statistics exam.



On this day bring in any books outstanding or monies owing.

Subject Text Books – you will receive a list of all the Text Books given to you by teaching staff that need to be returned to school on Clearing Day. Lost books, books which are in a poor state etc must be paid for so that we can replace them for future students to use.

Locker Key – please return your key (or £5 if lost) to the office.

RETURN OF NON-EXAMINATION ASSESSMENTS

It **may** be possible for you to have your non-examination assessments back from some subjects after the results are published (e.g. for art). Please speak to your individual subject teachers for further details.

RESULTS

The school will be open as follows for the collection of exam results:

THURSDAY 22nd AUGUST 2019 from 10a.m. to 12 noon.

On this day most of your subject teachers will be present, in addition to senior teachers who can help you to understand the results' printouts and advise you on what to do if your grades are not as we expected (either better or worse!).

If you need advice after Results' Day senior staff are often in school, but if you need to speak with Mr Bovingdon before term starts please call the school mobile number (07572657083) to make an appointment.

APPEALS

If when you receive your results you find some of your grades are unexpectedly poor (two or more grades below your expected grade) or very close to a grade boundary (two marks at the most) it is possible to have the marking checked by the examination board. This costs money (approx. £40 per paper) but may be worth doing, although remember that marks can go down as well as up! Also, when papers are re-marked, the examiners are checking to see that the papers have been marked accurately according to the mark scheme. They are **not** looking for extra marks so that you get a higher grader!

If you wish to make an appeal you must come to school to get advice from your subject teacher and then see Mr Bovingdon. Further details, including deadlines, will be issued on Results Day.

CERTIFICATES

These will be issued at the Prize Giving Evening, the **provisional date** for which is Monday 2nd December 2019 at St David's Church. Make sure that you store the certificates safely as prospective employers will need to see them; we do not have copies and examination boards charge to replace them.

FREQUENTLY ASKED QUESTIONS

Q. What do I do if there's a clash on my timetable?

- The school will re-schedule papers internally (on the same day) where there is a clash of subjects. Candidates will normally sit one paper then have a break during which they will be supervised and must not have any communication with other candidates. They will then sit the second subject paper. It may be necessary for you to bring a packed lunch if you have exams in the morning and afternoon as you will have to remain in security until both examinations are completed. If in doubt ask Mr Bovingdon.

Q. What do I do if I think I have the wrong paper?

- Invigilators will ask you to check before the exam starts. If you think something is wrong put your hand up and tell the invigilator.

Q. What do I do if I forget my Candidate Number?

- Ask the invigilator.

Q. What do I do if I forget the school Centre Number?

- The Centre Number is **54253**. It will be clearly displayed in the examination room.

Q. What do I do if I have an accident or I am ill before the exam?

- Inform the school as soon as you can so that we can help and advise you. In the case of an accident that means you are unable to write it may be possible to provide you with a scribe to write your answers, but we will need as much prior notice as possible.

You may need to obtain medical evidence (from your GP or hospital) if you wish the school to make an appeal for Special Consideration on your behalf (see below).

Q. What is an Appeal for Special Consideration?

- Special Consideration is an adjustment to the marks of a candidate. The allowance for Special Consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for exceptional cases). You should be aware that any adjustment is likely to be small and no feedback is ever provided. Candidates will only be eligible for Special Consideration if they have been fully prepared and covered the whole course but performance in the examination is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness, accident or injury, bereavement and domestic crisis. The Examination Officer must be informed immediately, so that the necessary paperwork can be completed (within 7 days of the last exam session for each subject) and the candidate will be required to provide evidence to support such an application.

Q. What do I do if I feel ill during the exam?

- Put your hand up and an invigilator will assist you. You should also inform an invigilator if you feel ill before or during an exam and you feel that this may have affected your performance.

Q. If I'm late can I still sit the examination?

- Provided you are not more than 1 hour late (unless the paper is less than one hour long!), it may still be possible for you to sit the examination. You should get to school as quickly as possible and report to Mr Bovington, who will escort you to the exam room. It may not be possible to allow you the full time if you start the examination late.

The exam board makes the decision as to whether or not to accept late scripts and it is possible that the board may decide not to accept your work.

Please ensure that you allow enough time to get to school so that if you are delayed (e.g. through transport problems) you will still arrive on time.

Q. If I miss the examination can I take it on another day?

- No. Timetables are regulated by the exam boards and you must attend at the given date and time.

Q. Do I have to wear school uniform?

- Yes.

Q. How do I know how long the exam is?

- The length of the examination is shown on your Statement of Entry and on the front of the exam paper. The invigilators will tell you when to start and finish the exam. They will write the finish time of the exam on a flip chart or board at the front of the exam room. There will be a clock in the exam room.

Q. Which equipment should I bring for my exams?

- For most exams you should bring at least 2 pens (black ink only).
- For some exams you will need a calculator (e.g. Maths/Science), a 30cm ruler (marked with cm and mm), pencil sharpener and rubber, compasses, protractor, coloured pencil crayons (not gel pens).
- You may use highlighter pens to help you annotate the questions on the exam paper to help you to formulate your answers. You must NOT use them in your answers.
- You are responsible for providing your own equipment for examinations. You must not attempt to borrow equipment from another candidate during the examination.

Q. Which items are not allowed into the examination room?

- Only material that is listed on question papers is permitted in the examination room and students who are found to have any material with them that is not allowed will be reported to the examination board. In such circumstances, a student would normally be disqualified from the paper or the subject concerned.
- Bags and coats and any other items not permitted under examination regulations must be left in your locker. Do not bring any valuables into school with you when you attend for an examination.
- Only water in a see-through plastic bottle is allowed in the exam room. Any labels **must** have been removed.
- Mobile telephones must **not** be brought into the exam room **even if they are turned off**. Leave them in the 'phone box.
- Watches are **not** allowed. Leave them in the 'phone box.

Q. Why can't I bring my mobile telephone into the exam room?

- Being in possession of a mobile 'phone or any other electronic communication device (e.g. i-pods, headphones) is regarded as cheating and is subject to severe penalties from the awarding bodies:

The minimum penalties are as follows:

Device found on you and turned **ON** - **disqualification for the entire subject award.**

Device found on you and turned **OFF** – **disqualification from the specific paper** you are sitting at the time.

Phone rings during the exam **wherever it is in the room** - you will be **disqualified from all subjects with that exam board.**

Q. Can I leave the exam early?

- No.
- If you have extra time you are expected to use it! If you finish before the end of the extra time period, you may leave, but remember that you cannot come back to add more to your answers once you have left.

Q. What do I do if the fire alarm goes off?

- The examination invigilators will tell you what to do. If you have to evacuate the room leave everything on your desk and leave the room in silence. You must not attempt to communicate with any other candidates during the evacuation.

Q. Can I go to the toilet during the exam?

- If it is absolutely necessary. You will be escorted by an invigilator.

Q. Why do I need to check the details on the Statement of Entry?

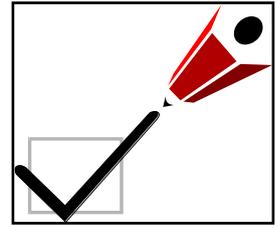
- The details on your Statement of Entry will be used when certificates are printed. If the name or date of birth on your certificates does not match your birth certificate it could cause you problems when you are asked to show your certificates to a potential employer or college/university at some time in the future. You should also check that the subjects and tiers of entry you are entered for are correct and that no subjects are missing.

"The price of wisdom is above rubies."

The Bible; Job: 28, 18

CHECK LIST

1. Read this booklet carefully.
2. Discuss this booklet with your parents/guardians.
3. Check your Statements of Entry for errors.
4. Complete your own individual timetable showing exams and revision lessons.
5. Sort out your calculator, batteries, pens etc.
6. Make sure that Jan has your correct home address and telephone number on file.
7. Turn up on time, in the correct school uniform and be well prepared for your exams.
8. Tell Mr Bovingdon if you have a problem. Ask if you have a question.



Give all your examinations 100% effort and good luck!

Mr Bovingdon
Examinations Officer

