



**FEARNHILL  
SCHOOL**

Headteacher – Ms E Ellis BA, MA

# **External Examinations 2016-2017**

## **INFORMATION FOR EXTERNAL CANDIDATES**

Icknield Way, Letchworth Garden City, Hertfordshire SG6 4BA

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**GROWING EXCELLENCE EVERY DAY**



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## Introduction

This booklet provides important information about your examinations. Please read it carefully. If there are issues that aren't covered, or you have any queries regarding your exams please don't hesitate to contact the exams office.

### What is involved?

The exam process can be divided into the following stages:

- Making the entries
- Sitting the written examinations
- Results and post results queries
- Issue of certificates

### Making the entries

An application for entry needs to be completed and returned to the examinations officer with the appropriate fee by the specified deadline.

After entries are processed, you will be sent a **Statement of Entry** that shows each subject and tier of entry (if applicable) that you have been entered for.

You should check this document very carefully including the spelling of your name and your date of birth.

You will also be issued with an **Individual Candidate Timetable** which lists each unit you will be taking in date order, it tells you the start time of each of your exams and how long they last. Keep your individual timetable safe for future reference and try to bring it along to each exam as it shows your candidate number and will help to confirm your identity. You will need your candidate number and the centre number (17417) for every exam.

If you decide not to take the exams after the entry has been made and paid for, you may not be entitled to a refund, depending on when you advise us and whether the awarding body deadline has been passed.

### Sitting the written examinations

#### Where should I go?

Please go to the school reception where you will be asked to sign in as a visitor. You will be collected from here and taken to your allocated exam room either by the exams officer or by one of the invigilators.

#### What time should I arrive?

Make sure that you arrive at school **at least 15 minutes** before the exam is due to start.



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School rules state that you will not be allowed to enter the exam room later than 30 minutes after the start of any paper and that if you are late you may not be allowed extra time after the rest of the candidates have finished. The Exam

Boards will have to be notified and may refuse to mark your paper.

## **What should I bring?**

**You will need to bring identification to prove that you are the same person who has been entered for the exam.** Photo ID is preferred eg passport or photographic driving licence, but if you do not have one of these then two others forms of alternative ID will be required eg birth certificate and bank card or club membership card.

You must make certain that you are well equipped with the stationery that you need.

Exam boards will only accept work written in black ink. Correcting fluid, gel and highlighter pens are not allowed. Calculators are allowed in some exams, please check if you are unsure.

## **Can I borrow equipment if I forget something?**

Invigilators will have a limited supply of equipment, however if they do not have what you need, you may have to manage without and consequently be at a disadvantage.

## **Remember:**

- ✓ You can only take a clear pencil case into the exam room;
- ✓ You must remove any labels from your drinks bottle;
- ✓ Mobile phones, MP3 players or i-pods must **not** be brought into the exam room;
- ✓ Watches of any kind are not permitted in the exam room.



## **Conduct in the exam room**

You must be silent in the exam room, including the times when you come in and out. Should you require assistance raise your hand clearly and wait for an invigilator to come to you.

## **Cheating**

Anyone caught cheating in examinations, including being in possession of a mobile telephone, using unauthorised aids, copying from and communicating with other candidates, will be reported to the awarding bodies. This may result in the disqualification from the associated exam and from all other examinations.

Other unacceptable behaviour includes: anything that causes disruption to others; the defacing of an exam script or the use of inappropriate language. This behaviour will not be tolerated and will result in you being removed from the exam room and reported to the awarding body for malpractice. This may adversely affect your grade for that qualification.



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## **Fire Drill**

We hope that no fire alarms go off during the exam period. However, if one does go off you will need to follow the instructions given by the invigilator. You will be asked to leave the exam room in silence and leave all equipment in the room, do not talk to other candidates about the exam as this constitutes malpractice. The invigilator will direct you to a suitable place and advise when it is safe to return to the exam room.

## **Absence**

If you are ill on the morning of your exam or just before, you must arrange for a telephone call to be made to the school before 8.50am (01462) 621200. If you miss your examination, you will not be entitled to a refund.

## **The end of the examination**

You may not take any examination materials such as question papers from any exam room. Silence must be maintained as you leave, please be quiet whilst collecting your bags and move away from the exam room quickly – remember there may still be people working or other exams going on nearby.

Please read the copy of the JCQ Information for Candidates which is included with this document clearly listing all exam rules and regulations.

## **Results and post results queries**

GCSE/GCE results are published as follows:

Summer Exams      GCE 17 August 2017/GCSE 24 August 2017

Your results will be e-mailed to you.

## **Post results queries**

If you have any queries regarding your results or are not happy with your final grades please contact the exams office. We can make applications for reviews on your behalf. You can also request a copy of your exam script. (fees apply)

## **Issue of Certificates**

Certificates are sent to school from the Examining Boards. You will be notified when your certificates have arrived and invited to collect them from school.

Certificates need to be kept safely: exam boards will not provide replacements, unless they have been lost through fire, flood or theft, in which case supporting evidence must be provided by the police or insurance companies. Boards may issue a letter detailing exam results if certificates have been lost, but they charge per subject, and this can prove very expensive.



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## Finally.....

We take great care to ensure that the whole process runs smoothly, however you must carefully check and make a note of the information given to you.

If you are ever in doubt about any matter, please contact the Data and Exams office – Tel: 01462 707215 or e-mail: [mandy.cordingley@10@fearnhill.herts.sch.uk](mailto:mandy.cordingley@10@fearnhill.herts.sch.uk).

Lastly, we would like to wish you every success with your exams.

Good luck!