

# Examinations Guide – Denbigh High School

## Introduction

The GCSE / GCE examinations you are about to sit can be very stressful. This booklet is designed to answer the most frequently asked questions and hopefully make the whole process easier for you.

Please read this booklet carefully as it contains important guidance.

## Where and when will my exams take place?

All morning exams begin at 9am. All afternoon exams begin at 1.30pm (sometimes 1.00pm – check Exams Information Board).

You must check which room you are in on the main Seating List posted daily outside the library. Seating lists are also displayed in each room. You should be outside the room 10 minutes before the start time for your exam.

## What if I can't get to School for my exam?

If you are unable to attend the examination for any reason you must contact the school immediately (01745 812485). If you are unable to attend through illness please ensure you obtain a medical certificate/doctor's note and send it to school addressed to *Mrs. C. Fielden - Examinations Officer, Denbigh High School, Ruthin Road, Denbigh. LL16 3EX.*

If you are more than ½ hour late please do not enter the examination room. Please report to the office instead and ask for Mrs. Fielden.

Please note that if you are absent from an examination without providing a good reason you will be charged £20 for each examination missed. It is your responsibility to be present for each examination at the correct time and place.

## Examination Rules

- 1) All students must wear **full school uniform.**
- 2) You must sit at the allocated desk number as displayed on the Seating List. If your name is not on the list tell the invigilator.
- 3) Take your seat 10 minutes before the exam start time or as instructed by an invigilator.
- 4) You need to know 2 important numbers:
  - Centre Number : 68116

- Your exam number as shown on your personal timetable and on the seating list – you need to memorise this.
- Don't forget to put your signature in the right place on the exam paper.
- Do all writing in **black** biro.
- Do not use Tippex or any other correction fluid.

5) Make sure you bring all the equipment you need – pencils, pens, rulers, coloured pencils, calculators etc. Please use a transparent pencil case or a clear A4 plastic wallet.

6) The only item you can take into the examination room is the pencil case listed above. Coats and bags should be left outside.

7) Mobile phones are not allowed in the examination room even if they are switched off. If you inadvertently take your phone into the examination room you must hand it to the invigilator immediately. **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.** Phones may be left in the Exams Officer's room during the exam but **no responsibility will be taken by the school for loss or damage to the phone while it is in our possession.**

8) Communication with other candidates is forbidden. This means talking or any other communication.

9) You cannot leave the examination room until dismissed by the invigilator at the end of the exam. Make sure you visit the toilet beforehand – you cannot leave the room once the exam starts.

10) If you need to speak to an invigilator for any reason raise your hand. No other communication is allowed.

**No dishonest or disruptive behaviour will be tolerated. Please read the Notice to Candidates issued with this booklet. Failure to comply with these regulations could cost you all of your examination marks.**

### **Circumstances affecting your performance during the exam**

If any circumstances affect your performance on the day of the exam please see Mrs. Fielden as soon as possible (accident, problems within your family, bereavement are a few examples). It is vital that you see a doctor at the earliest opportunity if you are unwell.

### **Individual Timetables**

Read the enclosed timetable carefully. If there is anything you are not clear about or if there are any omissions/mistakes please see Mrs. Fielden immediately.

## **Return of textbooks**

Text books are an important and expensive resource. Please return all textbooks to your subject teacher and get the form signed confirming return. Pupils will be billed for the cost of textbooks that are not returned.

## **When do I get my results?**

Results can be picked up from school on **Thursday 18<sup>th</sup> August for GCE** and on **Thursday 25<sup>th</sup> August for GCSE** between 9am and 12pm. If you cannot attend leave a stamped and self-addressed envelope at the school office for Mrs. Fielden. We will not be able to answer phone enquiries at this time.

## **After my results**

The 6<sup>th</sup> Form pastoral team will be available on the day of the results to discuss your options with you.

The actual examination certificates are the only real proof of an exam pass. They arrive in school during the Autumn Term when they will be issued to students. If you have left school please call at the school office after December 1<sup>st</sup> to collect your certificates. **If you require your Certificates posting you must complete the relevant form which will be given to you on results day.** If you do not collect your Certificates by December 1<sup>st</sup> the following year they will be destroyed, in accordance with Exam Board regulations.

Keep them safe once you have them – they are expensive to replace! Please note, we cannot post these certificates – they must be collected in person.

If you still have any concerns or questions about your forthcoming examinations please see Mrs. Fielden, Examinations Officer, who will be happy to help.