

WALTON HIGH SCHOOL

**A2, BTEC & LEVEL 3 EXAMS**

**SUMMER TIMETABLE AND INSTRUCTIONS**

## TIMETABLE

Accompanying this booklet is a copy of your personal timetable listing all the written exams that you will be taking at Walton. Any Exam Clashes and how they will be resolved have been indicated on your personal timetable. If you have any queries, please come to the Exams Office as soon as possible.

**Check your examination timetable carefully and make sure you know the dates, times and venues for your own exams and arrive 15 minutes prior to start time..**

**ROOM ALLOCATION**

Examination rooms are clearly indicated on your personal timetable. If you are unsure of any venue, please clarify this with the Exams Office prior to the examination.

**Students are seated in candidate number order** within the room (not alphabetically) so make sure you know your own number to ensure a smooth start to exams.

**Students with Access Arrangements involving a separate venue** will receive information about their exam rooms individually. Details of their venues will be detailed on their personalised timetables and also available in Student Support.

**ADVICE AND INFORMATION**

**The Information for Candidates you have just read is issued by the Exam Boards. Follow their instructions exactly.**

**What should be taken into the exam room**

* All equipment needed for the exam – **black** pens, pencils, rubber, ruler, Calculator, mathematical/ drawing instruments. They should be brought in a **clear plastic bag or pencil case**. **YOU WILL NOT BE ABLE TO BORROW - COME PREPARED.**
* Only **WATER** is permitted. You are not allowed to bring cans, cartons etc. All containers must be see-through with no labelling.

**What may not be taken into the exam room**

**Anything not listed above, e.g. bags, coats, mobile phones, watches,** pencil cases, calculator cases or instructions, notes, sheets of paper, bottles of ink, sweets, mascots etc. You are not allowed to use gel pens, liquid paper, correcting fluid or correcting pens.

**MOBILE PHONES**

Mobile phones should not be brought into school. **If you do bring a phone you must leave it outside the exam room.** **This will be entirely at your own risk** and the school will not take responsibility for any loss or damage which may occur. **Reception staff will no longer accept phones or other valuable items for safe keeping during exams.**

**The Exam Boards are particularly strict about mobile phones and watches NOT being in an exam room**. Even if a phone is switched off or ‘locked’ it still constitutes a breach of exam regulations. If your phone rings in an exam a report will be sent to the exam board and you are very likely to lose all marks for that component and may lose the right to sit future examinations.

No item should be brought into the exam room which emits a sound or could disturb other people.

#### Dress

External examinations are a formal occasion and you will be expected to come dressed in smart clothing as you would for normal school attendance. You will be refused entry to an exam if you wear shorts, crop tops or low cut tops. Watches and Hoodies are **NOT** permitted in an examination room.

**BEFORE THE EXAM**

**You should report to your exam venue at least 15 minutes before the scheduled start** **of your exam.** You should report to:

Gym Back of Gym by tennis courts

Church/Church Hall Car Park

Room 37 Alcove in Foyer

Other venues Outside the room

**You must leave all bags, coats etc in the designated areas:**

Gym Storage container outside Gym

Church/Church Hall Corridor outside Sanctuary

Room 37 Alcove in Foyer

Other venues Outside the room

**Please note that these areas are unsupervised** **during exams and anything left is at your own risk.**

**When the exam room is ready, you will be asked to enter the room and find your seat -** **do this in SILENCE**. Your desk will be marked by a place card with your name, candidate number and centre number on. **Please do not write anything on your candidate place card or remove it from the exam room.**

Remember **you should not talk to, communicate with or disturb other candidates** while in the exam room.

**You should follow the invigilators’ instructions at all times.** Invigilators will be able to give information on the running of the exam but cannot give advice on the content of the question papers.

**You should ensure that you fill in all the details** **required on the front of your answer book** - **including name, candidate number and exam details when instructed to do so**. You should also make sure that you name any extra paper used and secure it to your answer book with a tag.

Once the examination has begun **candidates may not leave the examination room until the** **end of the examination** when all scripts have been collected and you have been dismissed by the invigilators.

**WHAT DO IF YOU FEEL UNWELL**

**If you feel unwell during an exam**, tell one of the invigilators who will arrange for someone to look after and supervise you while out of the room. If you are able to return to the exam you will be allowed the time missed at the end of the examination. A report may be sent to the Examination Board so that they know the circumstances under which you did the exam. You may be advised to visit your doctor and get a medical note to send with the report.

**In the case of absence because of illness, please contact the Exam Office as soon as possible and visit your doctor.** If part of the examination has already been completed, it may be possible to make application to the Examination Board for special consideration for the award of a grade. In most situations we would need a medical certificate before making an application for Special Consideration.

**EMERGENCY PROCEDURES**

If the Fire Alarm sounds or there is any other emergency you should keep calm and follow the invigilators’ instructions. If it is necessary to evacuate the exam room you should do this in silence and leave all your belongings on your desk. You will be escorted to the sports field where you should stand quietly – you are still under exam conditions and must not contact other candidates until the exam is completed.

## RESULTS

A2, BTEC & Level 3 Results will be available in school on:

**Date: To be confirmed on Website.**

**From 9.00am – 10.00 am ONLY in the Sixth Form Centre**

Any GCSE re-sit results will be available from the Sixth Form Centre.

If you would like your exam results posted home, please provide an A4 with 2 stamps addressed envelope before this date.

We would strongly advise you to collect your own results but if you wish someone else, a friend or relation, to collect your results on your behalf you must provide them with written permission.

**Results are not issued by phone, fax or e-mail.**

**Results enquiries services are available**. Details of the services available will be found in results envelopes.

**EXAM OFFICE CONTACT DETAILS**

If you need to contact the Exam Office during the exam season, then please email exams@walton.staffs.sch.uk or telephone 01785 334917 Extension 618 or 619 term time only. Please note that during peak exam times we will endeavour to answer your call, however, there is an answerphone and we will get back to you at the earliest opportunity.