



GREAT WYRLEY

PERFORMING ARTS HIGH SCHOOL

Examination Information Pack



Summer 2012



arts colleges

Please note

This booklet contains important information regarding your forthcoming examinations. Please read this carefully.

Introduction

Here at Great Wyrley we want your examination experience to be as stress-free and successful as it can be. This booklet is designed to provide you with information so that you are fully aware of the examination regulations and procedures to follow in the event of any problems occurring.

Examinations are part of the Curriculum Team, based in the Curriculum Office in the Library area. Mrs Lockett is the Examinations Manager.



We have an examinations noticeboard in the foyer area outside the Library by the Science block stairs. Here you can access up to date information, check which exams are running, and see any room changes. Plus there is a reminder of the rules and regulations which apply to your external examinations.

Please ask if you are unsure about anything. We are here to help you!

Information - before your exams

Enclosed with this pack is your individual examination timetable. This is personal to you and will show you exactly where you should be for each exam and at what time. Check this very carefully and make sure all of your subjects are listed. Use this to help you plan your revision sessions.

Learn your candidate number. This is the four-digit number on your timetable. Learning this will mean that each exam will flow more smoothly, and avoid any interruptions before we start.

Information – during your exams



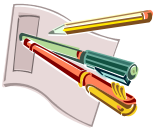
Be on time for all of your exams. Aim to arrive at least 20 minutes before the stated time. There is a lot to do. Make sure that you have a good breakfast.



Bags and coats are not allowed into the examination room and should be left in lockers or other secure place. Please leave any valuables at home.



Mobile phones. **Students must not have a mobile phone or other electronic device in their possession – whether it is turned on or off.** This is very important. You could be disqualified at least from that exam, if not all exams with that exam board. Phones must be handed in or left at home. We are unable to take responsibility for these.



Remember all the equipment that you need. You will need to bring **BLACK** ball point pens (carry a spare also), pencil, eraser, ruler and any other special equipment you need such as calculators and maths equipment, or coloured pencils and highlighters. You will need to have these in a CLEAR pencil case. We will sell spare black pens from the exam office if you forget to bring one.



There should be no talking or communication between students once in the exam room. If you need assistance then raise your hand and an invigilator will come to you.



Full uniform must be worn. Remember it can be warm in a full exam room.



Water is allowed into the exam room if necessary but it must be a clear bottle with a spill-proof top and there must be no label. No food will be permitted.



Listen carefully to the instructions and notices read out by invigilators. Make sure that you have the correct exam paper before you start.



Frequently Asked Questions

Q What is school centre number?

This is 30150 and will be displayed clearly at the front of the exam room.

Q What if I feel unwell before / during an exam?

If you are not well on the day of an exam, contact the exam office as soon as possible so that we can give you the best advice for your situation.

If you feel unwell during an exam, let an invigilator know and they will help you.

Q What if I am late?

You need to try and make sure you are always on time. If you are unavoidably late and it is less than one hour you **may** be able to sit the exam. You should get to school as quickly as possible and go straight to your exam room. Do not enter without a member of staff. You should be aware that if you start an exam more than 30 minutes late, the school must inform the exam board and it is possible that they may not accept your work.

Q Can I take the exam on a different day?

No. The times and dates are regulated by the exam boards and can not be changed.

Q Do I have to wear uniform?

Yes. Normal school regulations apply for uniform, hair, jewellery and make-up etc.

Q When do I get my results?

The results are out on Thursday 23 August. You can collect these in person from 9.00am. Any results not collected will be posted second class.

Good luck in all your exams. We wish you every success!