



RAINE'S FOUNDATION SCHOOL

A Voluntary Aided Church of England School
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Dear Parent/Carer

MAY/JUNE 2016 EXAMINATIONS

I am writing to inform you of all the upcoming procedures and dates ahead of your son's/daughter's examinations in May/June 2016. This letter contains all the required information and attachments to help you support your son/daughter in the lead up to their examinations. Please take the time to discuss all the areas concerned with your son/daughter.

Regulations

The exam boards as well as the school have strict guidelines and codes of conduct for the exam period. Any student who does not adhere to these rules and regulations may be disqualified from that particular exam; and in extreme circumstances, all exams. It is imperative that all students familiarise themselves with the conduct for examinations.

Please read the attached documentation carefully.

Mobile Phones

JCQ Regulations state that **mobile phones must not be taken into the exam room**, to ensure security of phones we will provide an envelope for each student to put their phone in, these will be collected by invigilators and placed in a box, phones will be handed back at the end of the exam. **Students must not leave phones in their pockets even if they are switched off.**

Watches

Watches are permitted in the exam but must be **removed and placed on the desk in full view of the invigilators.**

Equipment

Please ensure that your child arrives properly equipped for each exam with at *least* two **black pens**, a pencil, ruler, eraser and Scientific calculator (where permitted e.g. Maths calculator exams). General stationery will be available to purchase from the Exams Office. The school does not routinely provide exam equipment and if we are required to do so, we will be writing to you to inform you of this.

Timetables

Attached is your son's/daughter's personalised timetable. Please familiarise yourself with this. A whole school exam timetable will be available to view on the school website. **TBA** signifies that the exam will be arranged by the Head of Department; please speak to the subject teacher for clarification. **Rooms and seat numbers are subject to change so your child MUST check the noticeboards upon arrival for their exam.**

CLASHES!

A clash is when you have more than one exam on the same date at the same time. If you have clashes that are up to 3 hours long in total, you will take the exams one after the other (in line with JCQ regulations). If your clash total is *more than 3 hours* you will be sent a separate letter with clash arrangements.

Separate invigilation and rest breaks (JCQ REGULATIONS)

These are for candidates with a **known impairment which has a substantial and long term adverse effect**. The candidates will have a known, long standing, medical or psychological condition, or behavioural difficulties.

Separate invigilation (room changes) and/or supervised rest breaks cannot be awarded because a candidate simply becomes stressed or anxious at the mere thought of sitting examinations.

Names on certificates

Please check your exam timetable for the correct spelling of the name that will be recorded on your exam certificates. Please inform me immediately if this information is incorrect. If you fail to inform me prior to the end of exams you will incur a charge to correct your certificates if they are wrong. Your child must write their **legal name** on the front of their exam paper.

If you have any queries, please do not hesitate to contact me. Thank you for your support.

Yours Sincerely

J Bradbury

Examinations Officer - j.bradbury@rainesfoundation.org.uk

AM exams start at 9am

PM exams start at 13:45pm

A	REGULATIONS – Make sure you understand the rules. If you break the rules in any way, this will be considered as malpractice and you could be disqualified from ALL of your subjects.
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- 1 Examinations will start promptly at 9:00 (morning) and 13:45 (afternoon). If you are delayed RING THE SCHOOL IMMEDIATELY (020 8981 1231). It is at the school's discretion whether to allow you to sit your exam if you are late. If you are more than an hour late you may not be allowed to take your exam and your work may not be accepted by the exam board.
- 2 Do not become involved in any unfair or dishonest practice during the exam.
- 3 There is absolutely no talking or communication allowed between students once you ENTER the exam hall. If you have any questions, you should raise your hand once seated and an invigilator will come to you.
- 4 You **MUST NOT** take any of the following into the exam room:
 - **A mobile phone (either on or off), iPod, MP3/4 player, a wrist watch which has a data storage device or any other product with text/digital facilities.**
 - **A calculator cover/instructions leaflet**
 - **A reading pen**
 - **Headphones**

REMEMBER: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be charged with malpractice which may lead to disqualification.
- 5 Any pencil cases taken into the exam room **MUST** be see-through.
- 6 If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will NOT be allowed to return.
- 7 Do not borrow anything from another candidate during the exam.
- 8 Calculators are allowed in examinations unless otherwise stated at the beginning of the exam. If you use a calculator you must clear anything stored in it; remove any parts such as cases, lids or covers which have printed instructions or formulas.
- 9 You will not be permitted to use a dictionary unless you are told otherwise.
- 10 Watches must be removed and placed on the desk in clear view.

B	INFORMATION – Make sure you attend your exams and bring what you need.
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- 1 Familiarise yourself with your exam timetable, make sure you attend on the right day and session!
- 2 Arrive at least 15 minutes before the start of each exam.
- 3 If you arrive late for an exam report to the invigilator running the exam.
- 4 If you are absent for an exam without an acceptable reason, you will be charged to sit the exam at a later date.
- 5 **BLACK INK – students must only work in black ink (unless the papers asks for the use of pencil or otherwise instructed on the front of the question paper).** No corrector pens, fluid or tape to be used on any exam paper. If you make a mistake simply cross through the wrong answer and write it again. **DO NOT USE GEL PENS.**
- 6 Highlighter pens can only be used on question papers; **DO NOT USE ON SCRIPT PAPERS.**
- 7 **No food** will be allowed in the exam hall (if you have a special requirement – please see **Mrs Jacci Bradbury**, the Exams Officers before the exams).
- 8 Water bottles are allowed in the exam hall if necessary. These should be **clear bottles with a spill proof cap. There should be no label on the bottle;** any bottle with a label on will be removed from the room.

- 9 When taking exams, bags and coats should be left outside the exam room or at the back of the room, space permitting. Do not bring valuables with you as the bags will not be supervised.

C INSTRUCTIONS – During the exam/advice and assistance.

- 1 Listen to the invigilator and follow their instructions at all times
- 2 Tell the invigilator at once:
- If you think you have not been given the right question paper or all of the materials listed on the front of the paper;
 - If 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; **papers without your name on will not be sent to the exam board for marking.**
- 5 Remember to write your answers within the designated sections of the answer booklet.
- 6 Do your rough work on the proper exam stationary. 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.
- 7 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.
- 8 Put up your hand in an exam if:
- You have a problem and are in doubt about what you should do;
 - You do not feel well;
 - You need more paper.
- 9 You must not ask for, and will not be given, any explanation of the questions.

D At the end of the exam.

- 1 If you have more than one answer booklet and/or any loose sheets of paper, place them in the correct order. Remember to fasten them together with a treasury tag before you leave. Make sure you add your candidate details to any additional answer sheets that you use.
- 2 Remain silent until all of the exam papers have been collected.
- 3 Do not leave the exam room until told to do so by the invigilator.
- 4 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.

If you have any queries **Mrs Jacci Bradbury**; the Exams Officer will be able to assist you.

EXAMINATIONS EMERGENCY EVACUATION PROCEDURES

In the event of a fire alarm, the following procedures apply:

- Remain **SILENT**.
- Stop writing; put down your pens and pay close attention to the invigilators who will give you instructions on what to do next.
- Remain calm, leave your belongings and papers on your desk and leave by the nearest fire exit **when instructed to do so**. Remain **SILENT**.
- **UNDER NO CIRCUMSTANCES** talk to another student. It is a breach of regulations and could mean disqualification from your examination.
- **UNDER NO CIRCUMSTANCES** take your mobile phone or other electronic device with you. This will be a breach of examination board regulations and you will risk being disqualified from the examination.
- An invigilator will lead you to the assembly point where a register will be taken.
- You will be kept separate from all other students and will not be permitted to go and join your form groups.
- Once it is clear to re-enter the exam room you will be given back any time you have missed to complete your exam.
- **Any student that does not remain SILENT during this process will be reported to the exam board and will be at risk of being disqualified from the examination.**