

# **THE URSULINE ACADEMY ILFORD**



## **Student Exam Guide** **(Rules and Regulations / Support and Advice)**

Exam Centre Name

**The Ursuline  
Academy Ilford**

Exam Centre Number

**13339**

Candidate Details

Each candidate has a UCI number and a candidate number.

The candidate number has four digits and should be written on all exam papers.

You must use your legal names on exam papers (as they appear on your passport or birth certificate.)

Statement of Entry / Exam Timetable

You will be asked to check your entries and later your exam timetable. Please make sure that you are entered for the correct exams at the correct level of entry.

You should also check that your legal names and date of birth are correct.

Exam clashes – if you have an exam clash, this will be resolved by the exams officer and you will be informed by letter. (This may involve lunch supervision.)

Exam Start Times

Morning: 9.00am

Afternoon: 1.30pm

You should line up outside the exam room 10 minutes before the start time.

You need to stay in the room for the whole exam time.

If you have extra time this will be added on and you will be informed.

## The Exam Room

You are under exam conditions from the moment you enter the exam room to the moment that you leave. This means that:

- You must not speak to any other candidates
- You will find a card on your desk with your name and exam number on it
- You must listen to instructions carefully
- You should write as neatly and clearly as possible on the exam paper with a black pen

The white board at the front of the room will have the following information:

- The centre number – 13339
- The date
- The name and code of the exam
- The start and finish times for the exam

There will also be clocks in the room for you to see the correct time.

## Exam Invigilation

The exams officer and a team of invigilators will supervise the exams. They are following JCQ guidelines.

## End of Exam

- If you finish early, check your answers carefully
- You must remain seated and silent until all papers are collected in (You must not remove any paper from the exam room)
- You will be told when to leave and must leave in silence

## Equipment

Your pencil case must be see-through / transparent, with no writing on it.

It is your responsibility to bring the correct equipment to each exam. Equipment that you might need:

- Black pens
- HB pencil
- Calculator (no lids)
- Ruler
- Protractor
- Compass

You cannot use any of the following:

- Correcting pens or fluid
- Gel pens
- Highlighter pens on your answers
- The following items are not allowed in the exam room:
- Bags, coats and scarves
- Watches
- Mobile phones, earphones
- Revision notes
- USB drives
- Lip balms / creams

### Food and Drink

You are only allowed water in the exam room. This must be in a clear plastic bottle which has no writing or label on it.

### Medication

If you need medication with you, you must inform the exams officer.

### Uniform

You are expected to follow the normal rules regarding school uniform in the exam room.

### Illness on the day of the exam

- The date and time of the exam cannot be changed so you must arrive for your exam according to the timetable.
- Inform the school as soon as possible if you are unwell that day and the invigilation team will do all they can to support you during the exam
- If you are too ill to come in to school you need to obtain a letter from your doctor and hand it in to the exams officer. (It may be possible to apply for special consideration)

### Arriving late for an exam

- Make sure you know the date and time of your exam and leave home extra early to ensure you arrive on time
- If you are running late, make sure you phone the school and let us know
- When you arrive report to reception and you will be taken to the exam room
- If you arrive within an hour of the start time you will be allowed to sit the exam
- If you arrive more than an hour after the start time then you can take the exam but the exam board may refuse to accept your paper

### Emergency in the exam room

In the event of an emergency you will be told to:

- Stop writing
- Leave everything on your desk
- You will be led by the invigilators to the playground. You do not line up in form groups but stay together as exam candidates by the drama studio
- Registers will be taken
- When we have the all clear we will return to the exam room
- The exam will be restarted with the time added on that has been missed
- Everything must take place under exam conditions – complete silence

### Results Days

- Results days are in August and you will be informed of the date, time and place to collect your results
- If you are unable to collect your results in person you can give permission for someone else to collect them – hand a letter in to the exams officer with the details before the end of term
- Any results which have not been collected will be sent in the post

### Post Results Services

You can request the following at a fee:

- A copy of your script
- A re-mark of your paper

The exams officer will publish fees and deadline dates each season.

### Certificates

- Certificates will arrive in school a few weeks after results
- You will be informed how to collect them
- Exam certificates are legal documents which are expensive to replace (You have to contact the exam board yourself if you need a new copy)