



**SIR WILLIAM BORLASE'S
GRAMMAR SCHOOL**

YEAR 13

**FORMAL PRACTICE EXAMS
REGULATIONS &
TIMETABLE**

JANUARY 2024

**Examinations Officer:
Examinations Assistant:**

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Thursday 4 January – Wednesday 17 January 2024

This handbook contains key points of information for your January assessments beginning Thursday 4 January 2024. They are held under formal exam conditions and so these instructions need to be read carefully and followed by everybody. There is a lot of information, but exams run much more smoothly if you take note of these requirements.

The FPE timetable and this booklet will also be found on the school website under Parents & Carers – Exams.

If you have any questions, please email Mrs Haldane/Mrs Paton on exams@swbgs.com before the Christmas holidays.

Please check your timetable carefully so you know when your exams are. It is very important that you are here on the right dates at the right times.

A very small number of students have an exam “clash” - ie two assessments scheduled at the same time, not just two exams on one day. Mrs Haldane/Mrs Paton will let those students know which exam is being rescheduled and when. If you think you have an exam clash and you do not hear from Mrs Haldane/Mrs Paton, please email them on exams@swbgs.com.

Study Leave

You will be on study leave during this period: ie you don't need to be on site if you do not have an exam. For safeguarding and fire procedures, we need to know who is on site and who is not. This is what you must do:

I have a morning exam	Be at the venue by 8.25am - do not go to tutor time
I have a morning exam and want to go home after it	Complete your morning exam and then leave site. For large exams, the archway will be open, otherwise you can leave by Reception. Please bear in mind when leaving by Reception, that the Wethered Room will be in use for exams, so you must leave quietly or you will disturb other people who are still working.
I have a morning exam and want to study on site after it	Complete your morning exam. Sign in at the Sixth Form area at 1.30pm if you plan to be on site after that time
I have an afternoon exam	The archway will be open between 12pm and 12.20pm for you to enter and be at the venue by 12.25pm
I have an afternoon exam and want to study in school in the morning before it	Do not go to tutor time. Sign in at the Sixth Form area by 8.40am
I don't have an exam at all but want to study in school	Do not go to tutor time. Sign in at the Sixth Form area by 8.40am. If you are staying all day, sign in again at the Sixth Form area at 1.30pm

You may study silently in M10U or the Canteen / the new Sixth Form Centre (if completed) will be open for quiet, collaborative study.

All assessments will take place in the **Sports Hall** except for Art. The Sports Hall is heated but for your comfort, please wear layers that you can adjust. These must be uniform layers – ie plain v-necked jumpers in the permitted colours. Not Dance or Hockey hoodies for example, as you will be asked to remove non-uniform items and then you could be cold. You shouldn't need a coat in addition to your jackets, but please ensure that if you bring it in, that you have checked your pockets for items that you are not allowed to have. It is easy to forget you have something in an item of clothing you don't normally wear inside.

Please be outside the relevant venue **by 8.25am (morning exams) or 12.25pm (afternoon exams)**. Please be quiet as you are called into the exam as this speeds up the process of getting you seated. Please don't be late as this delays the start of the assessment and that has a knock-on effect on the rest of the day. With Cookham Bridge closed until March 2024 traffic may be significantly impacted in the Marlow area - please plan your journey into school so that you arrive in plenty of time and don't arrive late.

Please line up outside the Sports Hall block. If the weather is really poor (rain or snow), line up quietly in the Sports Hall foyer, being aware that lessons may be happening.

Registrations will be completed at the start of the exam so if you have an assessment in the morning session, you are **not** expected to go to tutor time first. You will be called in by **your full legal name** as these formal practice exams are run as if they were your summer public exams so you will need to listen carefully for your name if you usually prefer another name.

If you are ill during the assessment period please have your parent/carer (if you are unable yourself) contact Reception on 01628 816500 and leave a message for Mrs Haldane/Mrs Paton. Please do not email in as the message might not be received in time. Your absence should also be notified to school and your SSO (Sixth form support officer) in the normal way.

WHAT CAN I TAKE INTO THE EXAM ROOM?

Please ensure you write in Black, non-erasable ink. All pens, pencils, rubbers etc should be brought into the exam room in a **transparent** pencil case – a plastic bag is an acceptable option. Please do not share your equipment with any other student.

Please make sure you have the correct equipment required for each exam as specified by your subject teachers. If you are unsure of what is needed, please speak to your teacher for clarification before the Christmas holidays. The English exams will not require you to bring in any copies of texts – these will be supplied. A Level Music and MFL students will need wired earphones for their listening papers. These can be in-the-ear or over-the-ear type as you prefer but must have a wire and a jack. Bluetooth ones are not permitted even if not connected to anything.

Unless a calculator is not permitted in an assessment – Computer Science for instance – you may use a calculator in any exam, but you need to supply it. You must know how to clear its memory and there are instructions further on in this handbook. Please practice and you can ask the Maths department for help if you need to.

If your calculator takes batteries, for instance the more advanced graphical calculators, please ensure that you have recently changed them - we cannot supply these should your calculator stop working part way through an exam. Neither can we answer questions about how to use your calculator or ask for a member of Maths staff to help you.

Water bottles are allowed but must be made of clear plastic and all labels must be removed.

NOT ALLOWED IN THE ASSESSMENT ROOM

Food (unless for medical reasons notified to Mrs Haldane/Mrs Paton in advance)

Mobile Phones

A watch of ANY kind

Ipods

MP3/4 players

Fitbits

Airpods or similar devices

We will have a system if you wish to hand your valuables in rather than leaving them in your bags as your bags should be left on the bag racks. When handing in airpods or similar devices, please ensure they are labelled with your name so that they can be easily returned at the end of the exam.

Once inside the exam room

Follow all instructions from the invigilators. If you need to ask a question, raise your hand, as exam conditions start when you are lined up and from then on you are required to be silent.

Fill in the front of the exam paper **only when you are told to do so by the lead invigilator** when everyone is seated. For these exams this will usually be your name and the name of your class teacher. There may be other boxes on the front of the paper if your subject has chosen to use a past paper and you would fill these in in the Summer. All your written work must be handed in at the end of the exam. Working out or incorrect attempts at a question should be handed in, but clearly crossed through if you do not wish it to be marked. Similarly question plans must be handed in. NO materials should be taken out of the examination room.

The instructions that will be read out outside each exam are at the end of this handbook.

MALPRACTICE

The consequences of malpractice in public exams are severe, ranging from the loss of marks for one paper to being banned from taking exams for a period of years. We are duty-bound to investigate and report malpractice or we would lose our exams license. We will therefore be treating any instances of malpractice during these exams very seriously.

Malpractice includes, but is not limited to:

- Copying from other candidates
- Communicating with other candidates in any way, including non-verbally
- Cheating
- Use of internet-connected devices

- Bringing unauthorized devices into the exam room – this includes anything written anywhere on your body. In reporting this malpractice I have to supply photographs of the part of your body that has been written/drawn on
- Disruptive behaviour
- Not obeying any invigilator instruction

If you take a toilet break during an examination you will be asked to turn out your pockets before you go into the toilet.

HOW TO CLEAR YOUR CALCULATOR MEMORY

Please practice clearing the memory and, as shown below for the graphic calculators, altering back the other settings that default in the clearing process. You will be required to demonstrate that you have done this.

For the standard scientific GCSE calculators - eg small CASIOs and ClassWiz:

- SHIFT
- 9 (CLR or Reset)
- 3 (Memory or Main Memory)
- = (Yes)

For graphic calculators:

- MENU
- E (System)
- F5 (Reset)
- F2 (Memory)
- F1 (Yes)

This also resets:

- 1 - degrees to radians (Menu > 1 > Sift setup > scroll and change)
- 2 - "variable" to "list" in Binomial CD and PD
- 3 - Frequency to 1 in Stats i.e. it doesn't calculate frequency tables correctly

INSTRUCTIONS TO BE READ TO CANDIDATES BEFORE THEY ARE CALLED INTO AN EXAM

- You should not have any bags with you, only your clear, see-through pencil case and your clear see-through water bottle. If either of those things is not clear and see-through, you cannot take them into the exam
- Have any valuables that you want to hand in ready to handover. Ensure that your phone is switched off. ALL watches must be handed in. DO NOT take any internet-enabled devices into the room as to do so is malpractice and must be reported
- Please check your hands, wrists, forearms that you don't have anything written on them
- You need to be in silence from the time the first name is called. If you need help once inside the room, put up your hand and a member of the invigilation team will come to you
- Please stop writing immediately when you are told to stop writing. It is frustrating not to be able to finish your word or sentence but this is a JCQ rule and to not stop immediately is malpractice
- Similarly, you may not start writing until you are told to. This includes when to write your name. You may only write anything else when the invigilator tells you that the examination has started
- Please get rid of any gum you might be chewing



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Warning to Candidates

1. You **must** be on time for all your examinations.
2. **Possession of a mobile phone** or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.
3. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
4. You **must** follow the instructions of the invigilator.
5. You **must not** sit an examination in the name of another candidate.
6. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
7. If you are confused about anything, only speak to an invigilator.

The *Warning to Candidates* must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.

On your exam day

This checklist will help you to be as prepared as possible for your exams, so that on the day itself you can focus on doing your best.

Before sitting your exams, ensure you know:

- ☐ the date, time and location of your exams – you might find it helpful to write this information in a calendar or planner
- ☐ who to contact at school or college in case there's an emergency that makes you late or unable to sit your exam

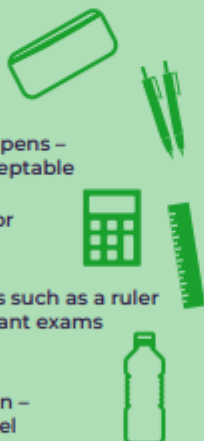
What you cannot take into exams:

- ☐ any type of phone
- ☐ revision notes
- ☐ any type of watch (this includes analogue, digital and smart watches)



What you will need:

- ☐ a clear pencil case
- ☐ at least two black ink pens – blue pens are not acceptable
- ☐ an approved calculator for relevant exams
- ☐ appropriate apparatus such as a ruler or protractor for relevant exams
- ☐ a clear water bottle if you wish to take one in – it must not have a label



Other important information:

- ☐ Listen carefully to the invigilator's instructions which will be specific to your exam. If you are unsure of anything, please raise your hand and wait for the invigilator.
- ☐ Fill in your details on the front of your answer booklet.
- ☐ If you need additional answer sheets, raise your hand and wait for an invigilator who will provide you with one. Remember to add your details to this booklet too.
- ☐ If you need to use the toilet or feel unwell, raise your hand and wait for an invigilator who will escort you from the exam room.
- ☐ Make sure you stay silent – talking to a fellow candidate could result in disqualification from all your exams.

If you have any questions about the format on the day, please ask your teacher or exams officer.



You can also find useful information about preparing for exams at www.jcq.org.uk/exams-office/information-for-candidates-documents

EFFECTIVE FROM 1 SEPTEMBER 2022

Information for candidates Using social media and examinations/assessments



This document has been written to help you stay within exam regulations. Please read it carefully.

We all like to share our experiences when taking exams and sharing ideas with others online can be helpful when you're studying or revising.

However, it is important to consider what you say and to think about what information is being shared as there are limits to what you can share and you need to be careful not to break the rules. The rules are in place to ensure that exams are fair to everyone, students don't become worried about false rumours and any real issues can be sorted out quickly by the right people.

We'd like to ask you to act responsibly when discussing online. If you're in doubt about what you can and can't discuss online regarding your exams, it's always best to check with your teacher.

If you receive what is or what looks to be assessment related information through social media, or any other means, you must tell your teacher or another member of staff. You must show them what you have received (if available). They will then report the matter to the awarding body and it will be investigated.

Where candidates breach the rules for examinations, controlled assessments, coursework or non-examination assessments, awarding bodies have an obligation to investigate and may apply penalties.



You need to know that the following would be malpractice:

- copying or allowing work to be copied – e.g. posting written work on social networking sites prior to an examination/assessment;
- collusion: allowing others to help produce your work or helping others with theirs;
- asking others about what questions your exam will include (even if no one tells you);
- having or sharing details about exam questions before the exam - whether you think these are real or fake; or
- not telling exam boards or your school/college about exam information being shared.

Penalties that awarding bodies apply include:

- a written warning;
- the loss of marks for a section, component or unit;
- disqualification from a unit, all units or qualifications; or
- a ban from taking assessments or exams for a set period of time.

Please take the time to familiarise yourself with the JCQ rules:

<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>



Year 13 Formal Practice Exams: Thursday 4th January to Wednesday 17th January 2024

All Assessments will be in the Sports Hall except for Art which will be in G6
 Students with special arrangements that affect them will be contacted by email
 Students should line up no later than 8.25am and 12.25pm OUTSIDE the Sports Hall (in the corridor ONLY if it is raining)

Week A	Assessment Session 1 line up no later than 8.25am	Break	Assessment Session 2 line up no later than 12.25pm
Thursday 4 January	History 1 - 2h 30 PE 1 - 2h		Geology 1 - 2h 15 Maths 1 - 2h
Friday 5 January	Biology 1 - 2h 15 Politics 1 - 1h 30		English 1 - 2h 15

Week B	Assessment Session 1 line up no later than 8.25am	Break	Assessment Session 2 line up no later than 12.25pm
Monday 8 January	ART		ART
	Music - 2h 30 Geography 1 - 2hr 15		German 1 - 2h 30 Spanish 1 - 2h 30 Further Maths 1 - 1h 30
Tuesday 9 January	Chemistry - 2h 30 Business Studies 1 - 2h		Economics 1 - 2h
	ART		ART
Wednesday 10 January	French 1 - 2h 30 Physics 1 - 2h 15		Computing 1 - 2h Psychology 1 - 2h
Thursday 11 January	History 2 - 2h 30 PE 2 - 2h		Dance - 1h 30 Politics 2 - 1h 15
Friday 12 January	German 2 - 2h English 2 - 1h 15		Geography 2 - 1h 50 Further Maths 2 - 1hr 30

Week A	Assessment Session 1 line up no later than 8.25am	Break	Assessment Session 2 line up no later than 12.25pm
Monday 15 January	Drama - 2h 30 Biology 2 - 1h 30		Economics 2 - 2h
Tuesday 16 January	Business 2 - 2h Spanish 2 - 2h		Geology 2 - 2h 15 Maths 2 - 2h
Wednesday 17 January	Physics 2 - 2h 15m French 2 - 2h		Computing 2 - 2h Psychology 2 - 2h