



BROADWAY SCHOOL

www.broadway.bham.sch.uk

KEY STAGE 4

EXAMINATIONS

BEFORE THE EXAMINATIONS

REVISION

- ♦ To be successful in an examination you will need to develop good revision skills. We can all improve our chances of success by carefully planning revision well in advance of the actual exams.
- ♦ Start your revision in good time and plan a revision timetable.
- ♦ Plan for 45 minute slots with a 15 minute break in between subjects.
- ♦ In the evenings after school plan one or two subjects only.
- ♦ It is a good idea to revise your least favourite / most difficult subjects first.
- ♦ Plan a balanced life — as well as school work you need time to relax, exercise and enjoy yourself.
- ♦ For more guidance on revision please see the Revision guide on Exams page of the school website at www.broadway-academy.co.uk

CANDIDATE NAME

- ♦ The name printed on the top of your Examination Timetable will be used when certificates are printed. If it does not match your birth certificate it could cause you problems if you are asked to show your certificates to a potential employer for college/university at some time in the future.

TIMETABLES

- ♦ You will receive an individual timetable showing your own specific examinations with details of date, time, and duration of exam. Check it carefully. If you think something is wrong see Mr Masterson in the Exams office immediately.
- ♦ Copies of the exam timetable also appear on the school website on the Exams pages.
- ♦ A few candidates have a clash where two subjects are timetabled at the same time. If you think there is a clash on your timetable that has not been resolved, please see Mr Masterson immediately.

CONTACT NUMBERS

- ♦ Please check that school has at least one up-to-date contact number for you.

EQUIPMENT

- ♦ Make sure you have all the correct equipment before your examinations. As a minimum, two black pens are required for every exam.

DURING THE EXAMINATIONS

EXAMINATION REGULATIONS

- ♦ The Joint Council for Qualifications (JCQ) set down strict criteria which must be followed for the conduct of examinations and is required to follow them precisely. A copy of the JCQ regulations can be found on the school website.

ATTENDANCE AT EXAMINATIONS

- ♦ Candidates are responsible for checking their own timetable and arriving at school on the correct day and time, properly dressed and equipped. Candidates must arrive 10 minutes prior to the start time of their examination. Please wait quietly outside your exam room until you are invited to enter by the examination invigilators.
- ♦ Candidates who arrive late for an examination may still be admitted but will not receive any additional time. If special consideration applies then you must speak to the Examination Officer (see ABSENCE FROM EXAMINATIONS).

DURING THE EXAM

- ♦ All items of equipment, pens, pencils, mathematical instruments, etc. should be visible to the invigilators at all times. You must use a transparent pencil case.
- ♦ Pens should be black ink or ballpoint. No correction pens or fluid are allowed.

- ◆ You must not attempt to communicate with or distract other candidates.



◆ **Mobile telephones MUST NOT BE BROUGHT INTO THE EXAMINATIONS ROOM.** If a mobile phone (or any other type of electronic communication or storage device) is found in your possession during an examination (even if it is turned off) it will be taken from you and a report made to the appropriate exam board. No exceptions can be made.

- ◆ Drinks may be allowed in the examination room providing all labels are removed from the drink container.
- ◆ Please do not write on examination desks. This is regarded as vandalism and you will be asked to pay for any damage.
- ◆ Do not graffiti or write offensive comments on examination papers—if you do the examination board may refuse to accept your paper.
- ◆ Listen carefully to instructions and notices read out by the invigilators—there may be amendments to the exam paper that you need to know about.
- ◆ Check you have the correct question paper—check the subject, paper and tier of entry.
- ◆ Read all instructions carefully and number your answers clearly.
- ◆ You will not be allowed to leave an examination room early. If you have finished the paper use any time remaining to check over your answers and that you have completed your details correctly.
- ◆ Invigilators will collect your exam papers before you leave the room. Absolute silence must be maintained during this time. Remember you are still under examination conditions until you have left the room.
- ◆ Question papers, answer booklets and additional paper must **NOT** be taken from the exam room.
- ◆ Remain seated in silence until told to leave the examination room. Please leave the room in silence and show consideration for other candidates who may still be working.
- ◆ If the **fire alarm** sounds during an examination the examination invigilators will tell what to do.

INVIGILATORS

- ◆ Pupils are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.
- ◆ Invigilators are in the examination rooms to supervise the conduct of the examination. They will distribute and collect the examination papers, tell candidates when to start and finish the examination, hand out extra writing paper if required and deal with any problems that occur during the examination, for example if a candidate is feeling ill.
- ◆ Please note that invigilators cannot discuss the examination paper or explain the questions.
- ◆ Pupils who are disruptive or behave in an unacceptable manner will be removed from the examination room by invigilators and members of the Senior Leadership Team.

ABSENCE FROM EXAMINATIONS

- ◆ If you experience difficulties during the examination period (e.g. illness, injury, personal problems) please inform school as early as possible so we can help or advise you.
- ◆ Parents and candidates are reminded that the school will require payment of entry fees (approximately £30.00 per subject) should a candidate fail to attend an examination without good reason and without informing the school. Failure to pay may result in your examination results being withheld.



AFTER THE EXAMINATIONS

NOTIFICATION OF RESULTS

- ◆ Results will be available for collection on:
- ◆ No results will be given out by telephone under any circumstances.

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It is the aim of Broadway School to make the examination experience as stress-free and successful as possible for all candidates.

Hopefully, this booklet will prove informative and help for you and your son/daughter. Please read it carefully and show it your son/daughter so that they are also aware of the examination regulations and the procedures to follow in the event of any problems occurring.

The awarding bodies (or examination boards) set down strict criteria which must be followed for the conduct of examinations and Broadway School is required to follow them precisely.

Further advice, guidance and FAQ's are available on the school website on the Exam pages at www.broadway.bham.sch.uk

If you have any questions that have not been covered in this booklet or there is anything you do not understand PLEASE ASK.

If you have any queries or need help or advice at any time before, during or after the examinations please contact:

By email: d.masterson@broadway.bham.sch.uk

By telephone: 0121 566 4332

By letter: marked for the attention of the Exams Office

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