



Year 10 Assessment Booklet

INTRODUCTION

Public examinations can be a stressful time for students, parents and carers and it is important that all those involved are as well informed as possible. Well informed students will realise that exam rules and regulations are designed to ensure fairness and minimise disturbance and it is in the interest of all that the examinations run smoothly.

Horsforth School will make every effort to ensure that candidates receive the best possible preparation for their examinations, that the administrative arrangements run smoothly and that the examinations are conducted in a way that will cause as little stress as possible and help students to achieve their best.

This booklet is intended to tell you about examination procedures, to answer some of the most frequently asked questions, to help guide and support students and parents/carers through the examination process.

On examination days if you have any questions it is best to leave a message with the Student Reception staff, stating the nature of your query, since the main priority will be the starting of the examination sessions. Reception staff will process your call as soon as possible.

FREQUENTLY ASKED QUESTIONS

What equipment should students bring to the examinations?

- Candidates are responsible for ensuring that they bring everything they need to the examination.
- **Candidates should bring pencils, black pens, an eraser, a ruler, a pencil sharpener, a set of compasses and a protractor in a transparent pencil case or plastic bag.** A complete exam pack may be purchased from our Resources Department for £1.75
- Calculators are also needed for some Science and Maths examinations. Suitable calculators can also be purchased from Resources for £9.99
- Unless told otherwise by the invigilators, candidates should complete exam papers in black ink.
- Coloured pencils or inks may only be used for diagrams maps and charts.
- Candidates may not borrow anything from another candidate during the examination.
- Some subject papers require the use of dictionaries or set texts, and candidates will be advised by their subject teachers what they will need for each exam.
- Candidates should not use highlighters or gel pens on their answer sheets. This is because many exams are now digitally scanned and marked online and these kind of pens are not always visible after scanning.
- The use of tippex or correction pens is not permitted. Candidates should cross through work they do not wish to be marked.

What shouldn't candidates bring with them?

- Some items are strictly banned from examination rooms and should not be brought into the examination room under any circumstances. The Examination Boards treat mere possession of these items as an infringement.
- Mobile phones, watches of any kind, iPods, MP3/ MP4 players and other electronic gadgets. It is better to leave these items at home on examination days. If this is not possible, they must be handed to an invigilator before the start of the examination. Students will be asked to check the device is switched off and then put it in an envelope. Should a phone ring during an examination, the candidate will be disqualified.
- Notes, papers and text books etc. are only allowed in certain examinations. Candidates will be informed by the subject teachers in advance should these be required.
- Candidates should not bring lucky mascots etc. into the examination room.
- Candidates should not have anything written on their hands, e.g. a telephone number, as this may be construed as cheating.
- No food items or chewing gum are allowed.

What are the rules about the use of calculators?

Some Maths exams specifically prohibit the use of calculators.

Some kinds of calculator are forbidden. If in doubt, ask a member of the Maths department or the invigilation staff before taking it into the examination. All programmable calculators must be cleared of programmes.

May students bring a drink in to the exam room?

Students may bring a small clear bottle of water into the examination room. Any labels must be removed from the bottle. No fizzy drinks, cans or pouches will be allowed due to a risk of disturbing other candidates. Drinking too much may not be advisable as candidates may not be allowed to use toilet facilities during short examinations due to issues of supervision.

When do examinations take place?

	Monday 24 th June	Tuesday 25 th June	Wednesday 26 th June	Thursday 27 th June
am	English Lang (1 hour 45)	Maths (1 hr 30)	MFL Writing (1 hr 30)	English Lit (1 hour)
pm	Geography or History (1 hour)	Biology (1 hr 15 trilogy 1 hr 45 triple)	Chemistry (1 hr 15 trilogy 1 hr 45 triple)	Physics (1 hr 15 trilogy 1 hr 45 triple)

Please ensure your son/daughter checks their daily examination commitments the previous evening and knows whether their exam is in the morning or the afternoon.

Where will the examinations be held?

The main exam location in the summer is the Sports Hall. Different rooms may be used in other examination seasons depending on the number of candidates and which rooms are available. **There will be a noticeboard in the main reception area directing students to the appropriate room for that day.**

At what time do the examination sessions begin?

Most examinations start at 9.00 am and 13.00 pm, but some individual exams may start at different times. Please check the individual student timetable carefully. Students must be on time for their examinations. Students will need to arrive at least 10 minutes beforehand to allow them time to find their seats, etc.

For exams in the Sports Hall candidates are asked to wait quietly outside the rear of the PE area until invited to enter (waiting inside if the weather is poor).

Students must be silent once they have entered the examination room, must not talk or communicate with other candidates and must not leave the examination room for any reason without supervision by the Examinations Officer or an invigilator.

What happens at the beginning of an exam?

Once all candidates are present and seated, the invigilator will remind candidates that they are subject to the regulations of the Examining Bodies and any special instructions will be read out. Candidates will then be asked to complete their details on the answer papers and given permission to open their booklets and start working.

In some sessions, exam papers will be on the desks as students come into the room. These papers must not be opened until an invigilator announces the exam has started.

What happens if a student cannot find his/her place in the examination room?

There are a number of possible reasons for this and the situation has to be investigated. Students will be asked to wait at the back for a few moments while the invigilator checks the entry and sorts out the problem with the Examinations Officer. Every effort is made to keep these problems to a minimum and they will not prejudice any student's chance of taking an examination for which he/she has been entered. Students who have been officially withdrawn from an examination will not be permitted to sit the papers.

When do examinations end?

The length of examination papers varies and occasionally exams will not end until after school has finished. Students and parents should make appropriate arrangements for getting home. Candidates will not be allowed out of the examination early.

Some students may also receive an allowance of extra time for the examinations and so their finishing times will be even later.

Access Arrangements

Some candidates are eligible for extra time or special examination arrangements. These are normally identified by the school well in advance of the examinations and appropriate applications are made, supported by an Educational Psychologist's report or other medical evidence. The kind of arrangements permissible include extra time, the provision of a scribe or a reader and use of a dictionary.

Uniform Expectations

Examinations are a school activity and students in Years 7 to 11 inclusive must wear normal uniform. We ask for cooperation from parents and carers in ensuring candidates are correctly dressed as we wish to avoid causing stress to candidates in the examination room by pointing out when they are not in uniform. All students know the uniform rules and it is their responsibility to ensure they observe them. Students not dressed properly may not be permitted to sit examinations.

How can parents/carers best help their son/daughter during the examination period?

Examinations are inevitably a stressful time for candidates and support from both school and parents can be helpful. Students will have learnt how to make a revision plan, as well as a range of useful revision techniques during their normal lessons, and if this is followed it should not be necessary for any student to work abnormally long hours during the revision period. It is probably helpful to discuss with your son/daughter how he/she intends to organise revision and to talk through any anxieties about particular techniques or subject matter. Testing knowledge of factual material can benefit the student if such help is requested, but often all that is needed is a quiet place to work and lots of encouragement. Students should get plenty of sleep and some opportunities for relaxation.