



**BECKET KEYS**

Church of England School

# **Exam Candidate Information**

**Summer 2023**

This booklet contains important information regarding your exams. You should read this before your exams begin.



**Your Exams Officer is  
Miss Dent**

If you have any questions about the exams process or your exam arrangements, please come to the Exams and Data office, next to C11.

Dear Lord,

I want to do my best to fulfil the potential you have given me.

Help me:

- to stay calm
- to keep things in perspective and be content with the best I can do on the day
- to look out for my friends who need a bit of encouragement, and
- to always remember that the real test is how closely I can follow in your way.

Amen.



# 1. Preparing for your exams



## Exam Timetables

You will be provided with your own timetable and you must check that you have been entered for the correct exams. If you have any exams missing or one that you should not be entered for, please speak to the Exams Officer immediately and this can be reviewed. Alternatively, please email: [exams@becketkeys.org](mailto:exams@becketkeys.org).

Your timetable will be sent to parents on MCAS (My Child at School). You should print two copies of this so you can keep one with you and one at home. You can also print another copy if you lose it.

Your individual timetable will show the time and date of each of your exams, which room you will be taking your exam in and also your seat number.

Seating plans for each exam will also be displayed in Mr Scott-Evans' window prior to the exam, so you can check your seat number.

## Uniform

Full school uniform rules must be adhered to during any exam taken. Details of our uniform policy can be found on our website <https://www.becketkeys.org/uniform.php>

Students can remove their blazer /sweater during exams but must not disturb candidates around them.

## Exam Clashes

(Summer exams only)

If you have two or more exams timetabled at the same time, you will receive a clash resolution form. To meet with external rules and regulations, exams must be taken on the timetabled day to ensure the security of each exam and the integrity of the overall process.

If the total clash time is three hours or less, you will have one exam after the other, with a 20 minute break in between. This break will be under exam conditions.

If the total clash time is more than three hours, you will have a 30 minute break between exams. This break will involve you being kept in isolation from other students. You will be allowed revision materials and snacks but no technological devices, e.g. mobile phones, tablets, digital watches and other technological/web enabled sources of information.

Please note that you will not be able to go to the Bistro/Deli to buy food. Please bring something with you from home.

If you receive a clash form, please make sure you understand the arrangements made and return the signed copy to the Exams Officer.

## Exam Attendance

Morning exams will begin at 9.00am and afternoon exams at 1.30pm. You should arrive in school before 8.15am so you have time to prepare for your exam.

If you are worried about relying on public transport to get you to school on time, remember that the school opens at 7.00am and the Bistro serves breakfast from 8.00am.

In case of traffic incidents or other reasons for lateness, please contact the school office IMMEDIATELY on 01277 286600.

If unwell, call the school office IMMEDIATELY on 01277 286600 and speak to the Exams Officer.

Advice will be given on an individual basis depending on the circumstances.

## Equipment

Check the specific equipment required for each subject and exam. Your teachers will have told you what is required in advance.

### DO bring:

**Pencil case**—clear pencil cases only (no writing).

No maths equipment tins allowed.

**Pens**— only black pens are allowed. Simple black biros are best.

**Pencils**—for drawings and rough notes

**Ruler**

**Protractor**

**Compass**

**Pencil sharpener**

**Colouring pencils**—possibly required for DT

**Highlighter pens**— may be used to highlight questions, extracts, words or phrases. Must not be used in your answers.

**Calculator**—may be required for Mathematics, Science, Business, Economics and Geography.

A Level - Casio Fx 991

GCSE - Casio Fx 83 GTX

There will be some spare stationery/equipment kept in the exam room but please come prepared to avoid any disruption during your exam.

### DO NOT bring:

- Mobile phones
- iPods/MP3/MP4 players
- Watches/smart watches
- Any other communication device
- Correction fluid or tape (e.g. Tippex)
- Erasable pens
- Gel pens
- Notes
- Calculator cases
- Bags
- Coats
- Food or sweets
- Lip balm

No tattoos, writing or henna is allowed on your hands.

**Do not write on your hands during the exam.**

**Check your pockets before you go to the exam room.**

## JCQ Information

Further exams information from the Joint Council for Qualifications is available on the exams page of our website. Please read the following sections carefully:

- Privacy Notice
- Non-Examination assessments
- Written examinations
- On-screen tests
- Controlled assessments
- GCSE coursework assessments
- Social Media
- Warning to Candidates
- No mobile phones poster

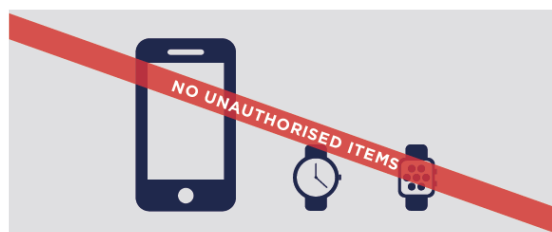
[www.becketkeys.org/exams](http://www.becketkeys.org/exams)



AGA City & Guilds CCEA OCR Pearson WJEC

**NO MOBILE PHONES  
NO WATCHES**

**NO POTENTIAL TECHNOLOGICAL/WEB  
ENABLED SOURCES OF INFORMATION**



Possession of unauthorised items, such as a mobile phone or any watch, is a serious offence and could result in

**DISQUALIFICATION**

from your examination and your overall qualification.

**JCQ**

The Joint Council for Qualifications is a membership organisation comprising the eight largest providers of qualifications in the UK. The JCQ provides a single voice for its members on issues of examination administration and, when appropriate, qualification and wider education policy.

## 2. During your exams

### Arriving for your exam

Please ensure you arrive by 8.15am for morning exams, and on the rare occasion you are off site, by 12.55pm for afternoon exams. Being prompt will mean you do not miss the start of the exam and the final tips from teachers.

Before the exam, you should store your bag in a locker or bag rack. For morning exams, go to the Bistro straight away. Teachers and senior staff will be in there to help you prepare for your exam and give you some last minute reminders. Put your phone away and use paper and pen for final revision. Flash cards are best!

Teachers will instruct you when to leave the Bistro and go to the tennis courts, if you are taking your exam in the Sports Hall. You should line up in front of the letter where you are seated for that exam. If you are not taking your exam in the Sports Hall, you should either go straight to your room, or wait in the courtyard outside of the Bistro to be collected by your invigilator.

Enter exam areas (e.g. the Sports Hall) in absolute silence. Other exams may already be in progress so please be mindful of this as you arrive. Invigilators may discipline you for not following the rules. Obey the exam notices, procedures and rules outside and inside the exam room.

Exams are overseen by invigilators; they have strict rules and regulations to follow. They may be external or people from within the school that you may recognise. The invigilator for your exam will advise you what to do and when. Please ensure you listen to their instructions in the exam room. You must wear uniform correctly. Invigilators expect all long hair to be up in a ponytail so ears can be seen and students cannot use air pods etc.

In the unlikely event of a late arrival (public transport problems, car accidents, illness etc.) we will do all we can to help you. Call the school on 01277 286600. Senior staff will be aware that you are missing and will be waiting for you at the gate. If possible, we will get you into the exam. If this is not possible, we will stay with you and make the best arrangements we can.



### In the exam room

- Absolute silence is required. You will be under exam conditions from the moment you enter the exam room until after you have left.
- You must listen to the invigilator and follow his/her instructions at all times in the exam room.
- You must not communicate with other candidates.
- The exam room will display the following information: date, centre number, subject title, paper number and the start and finish times of the exam.
- Sit at the designated exam desk with your name label and candidate number. You should already know where you are sitting in the exam room as this information has been provided with your timetable. If you cannot find your desk, please raise your hand and an invigilator will assist you.
- Be very attentive to the instructions. This is your last chance to sort any issues before the exam starts.
- Check that the correct exam paper is on your desk.
- When instructed to do so by the invigilator, read the instructions carefully and complete the information as requested. **DO NOT WRITE ON YOUR EXAM PAPER UNTIL TOLD TO DO SO.**



### In the exam room

- You are responsible for producing legible handwriting in your exams.
- If you need to get an invigilator's attention for any reason, please raise your hand and wait for one to come to you. Do not get up from your desk unless given permission to do so.
- Remember what your teachers have told you and reminded you about prior to the exam.
- We strongly advise all candidates to use the full amount of time allocated for an exam.
- If there is an emergency during an exam, please follow the lead invigilator's instructions.
- Invigilators are trained to spot rule breaking and if this is found to be occurring during an exam it will lead to instant disqualification and other sanctions. For example, even taking a mobile phone into an exam would lead to a zero score on the paper!

### Leaving the exam room

You must not leave the exam room on your own during an exam. If you have asked to leave for any reason, you must wait for an invigilator to accompany you. This is so we can protect the integrity of the exam.

At the end of the exam, do not leave until you are told to do so. Absolute silence is required on exiting and in the vicinity of the exam room. Other exams may still be in progress so please be mindful of this as you leave.

Jesus,

Keep reminding me of the bigger picture over the next few weeks,  
Keep me in your hands when all other hands disappear,  
For I am convinced that neither entry requirements nor exam results,  
neither anticipation nor doubts, neither success nor failure, nor any  
expectations, neither last minute fears nor anxieties, nor anything else  
in life, will be able to separate me from the love of God that is in Christ

Jesus our Lord.

Amen



# 3. After your exams

## Exam results

### A Level and Level 3

**Thursday 17th August 2023**

In the John Wraw Chapel

8.00am til 10.00am

### GCSE, ELC and Level 1/2

**Thursday 24th August 2023**

In the John Wraw Chapel

8.00am til 10.00am

**After 10am, results will be available from reception.**

If you know in advance that you will not be available to collect your results on this day, you have a few options:

- Receive your results on MCAS (My Child at School). THIS IS THE QUICKEST WAY TO RECEIVE YOUR RESULTS!
- Nominate a third party to collect them for you. The nominated person will be asked to provide photo ID upon collection.
- Receive them via email. (Please note this can take up until 1pm on results day.)

Any results not collected on results day will be kept by the Exams Officer and stored securely within the school. If you have not made prior arrangement to receive these by one of the options above, please speak to the Exams Officer, or email [exams@becketkeys.org](mailto:exams@becketkeys.org), to arrange for late collection. If you arrive at school after 10am on results day, please go to reception to collect your results; a teacher will always be on hand to help you - whatever time you come.

### Psalm 121

- <sup>1</sup> I look up to the mountains.  
Where does my help come from?
- <sup>2</sup> My help comes from the Lord.  
He is the Maker of heaven and earth.
- <sup>3</sup> He won't let your foot slip.  
He who watches over you won't get tired.
- <sup>4</sup> In fact, he who watches over Israel  
won't get tired or go to sleep.
- <sup>5</sup> The Lord watches over you.  
The Lord is like a shade tree at your right hand.
- <sup>6</sup> The sun won't harm you during the day.  
The moon won't harm you during the night.
- <sup>7</sup> The Lord will keep you from every kind of harm.  
He will watch over your life.
- <sup>8</sup> The Lord will watch over your life no matter  
where you go, both now and forever.

Amen

**And finally,  
everyone at  
Becket Keys  
would like to  
wish you well for  
your exams!**



**BECKET KEYS**  
Church of England School