



STUDENTS EXAMINATIONS INFORMATION
BOOKLET



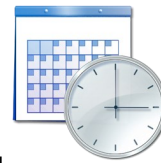
EXAMINATION INSTRUCTIONS FOR STUDENTS

FULL SCHOOL UNIFORM MUST BE WORN FOR ALL EXAMINATIONS

DO:

KNOW THE TIME AND PLACE OF YOUR EXAM

Make sure you know exactly when and where your Exams are. You will have been sent a timetable to your home address. If you need another copy, please see Mr Wilson, Exams Officer—Room -Main Admin Office.



Seating Plans will be available to view outside the Sport Hall (s) and in the Exam Notice Board. There will also be Exam information on the Hastings Academy website.

ARRIVE ON TIME

Exams at the Academy start at **9.30am** or **1.30pm**. Please make sure you are at the designated meeting place **at least 15 minutes before** the start of the exam. .

If you arrive more than 30 minutes after the start time of the Exam, you may not be allowed to sit the paper.

TELEPHONE

If you are unwell on the day of the exam, please telephone the Academy and **leave a clear message**, stating your name, form and exam title, for the Exams Officer. (01424 711950) **You will need a Doctor's note to prove your illness.**

BRING A BOTTLE OF WATER (no other type of drinks are allowed)

Bring a **clear bottle of water with no labels**. It will help your concentration by keeping you hydrated.

TURN OFF YOUR MOBILE PHONE AND PUT IT IN YOUR BAG

Make sure your mobile is **not on your person during the exam !**

There are severe penalties from the Exam Boards if your phone is with you during an exam, even if it is switched off.



DO NOT

MISS AN EXAM

If you miss an Exam you will **NOT** be able to do it again.

If you **do not** have a valid reason, for missing the Exam, the Exams Office will charge you for the cost of the missed Exam.



DO NOT SPEAK

Once inside the Exam Room, the Exam Boards state that you **must be silent**. If there is any communication of any sort between any students whilst in the room, the students **could be disqualified** from that Exam.

You must remain silent until you are outside the Exam Room.



DO NOT ASK TO LEAVE EARLY

You will **not be allowed to leave** the Exam Room until the finish time of the Exam. If the Exam finishes past the end of the Academy Day, please make sure you have made arrangements to get home. If you usually collect Brothers/Sisters from primary school, please make other arrangements.

Do not make Medical appointments close to the end of the exam. If the start time is delayed, you will miss your appointment. If you have a hospital appointment, please bring a copy of the letter to the Exams Office before the day of the exam, as exceptions may be made.

DO NOT KEEP YOUR MOBILE PHONE IN YOUR POCKET

Mobiles, MP3s, MP4s, ipods, Headphones etc are not allowed in the Exam Room. **You could be disqualified** from your exam if any electronic device (s) are found on your person during an Exam.

Watches

Are not allowed in the Exam Room, & **not on your person during the exam !**



Invigilators



- ◆ The Academy employs external invigilators to conduct the examinations and students are expected to behave in a respectful manner towards them and follow their instructions at all times.
- ◆ Please note that invigilators cannot discuss the examination paper with you or explain the questions.
- ◆ Students who are disruptive or behave in an unacceptable manner will be removed from the examination room by invigilators and dealt with accordingly.

JCQ Inspector



- Every year the Academy gets a JCQ Inspection.
- The Inspector will visit at least one exam and will have various items to check.
- If the inspector visits, please carry on with your exam and under the normal exam conditions.

Emergency Evacuation of an Examination Room

On Hearing the Fire Alarm students must follow the instructions given by the Invigilators.



- Stop writing and leave the question papers and scripts on your desks.
- Evacuate the room (when instructed to do so by the Invigilator) in an orderly fashion without talking. Do not attempt to collect bags or coats.
- Candidates must assemble on the MUGA accompanied by the Invigilators
- When assembled candidates will be checked against the exams register.
- The examination candidates must not have contact with other pupils and must not have mobile phones in their possession.
- Candidates will be supervised as closely as possible while they are out of the examination room.
- There must be no discussion about the examination. Candidates will still be under examination regulations.
- At the end of the emergency the Examinations Officer or a Senior member of staff will inform candidates when to return to the examination room.
- On return to the examination room candidates will be allowed the full working time set for the examination.
- A full written report will be sent to the Examination Board.

Glossary of Exam Terms

Compare	Examine qualities, or characteristics, to discover resemblances. "Compare" is usually stated as "compare with": you are to emphasise similarities, although differences may be mentioned.
Contrast	Stress dissimilarities, differences, or unlikeness of things, qualities, events, or problems.
Define	Definitions call for concise, clear, meanings.
Describe	In a descriptive answer you should recount, characterise, sketch or relate in narrative form.
Diagram	For a question which specifies a diagram you should present a drawing, chart, plan, or graphic representation in your answer. Generally you are expected to label the diagram and in some cases add a brief explanation or description.
Discuss	The term discuss, which appears often in essay questions, directs you to examine, analyse carefully, and present considerations pro and con regarding the problems or items involved. This type of question calls for a complete and entailed answer.
Explain	In explanatory answers it is imperative that you clarify and interpret the material you present. In such an answer it is best to state the "how or why,"

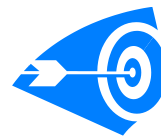
Glossary of Exam Terms

Illustrate	A question which asks you to illustrate usually requires you to explain or clarify your answer to the problem by presenting a figure, picture, diagram, or concrete example.
Interpret	you are expected to translate, exemplify, solve, or comment upon the subject and usually to give your judgment or
Justify	you must prove or show grounds for decisions. In such an answer, evidence should be presented in convincing
List	you are expected in such questions to present an itemised series or tabulation. Such answers should always be given in concise form.
Outline	You should give main points and essential supplementary materials, omitting minor details, and present the information in a systematic arrangement or classification.
Summarise	you should give in condensed form the main points or facts. All details, illustrations and elaboration are to be omitted.



I have Days to my First Exam

My own personal Targets to help me get ready for my Exams are:



1.
2.
3.
4.



My first Exam is

Day

Date

Start Time

Location/Room



Please check The Hastings Academy website for information about exams.

<http://www.thehastingsacademy.org.uk>

The Exams section can be found under the Heading 'Teaching and Learning' -Exams
Students

Please also check the Exams Notice Board outside Main Academy Hall,
You will be able to see exam timetables and other useful information.

**The Hastings Academy wishes you
every success with your exams.**

If you require any further information, please contact

Mr Ian Wilson, Examinations Officer, on 01424 711950

Email: i.wilson@thehastingsacademy.org.uk