



South Craven School

SUPPORTED BY SOUTH CRAVEN ACADEMY TRUST

External Exams Summer 2019



Valuing all our successes

What you can expect from the Exam Team

- Every effort will be made to ensure that your exams run as smoothly as possible.
- We will conduct the exams according to JCQ regulations
- We will keep noise inside the exam room to an absolute minimum – *It's not a perfect world and noise will occur outside exam rooms at lesson change-overs/break and lunch times. We cannot stop this from happening, the rest of the school has got to function!*
- We will keep your exam scripts safe and secure
- Access arrangements (where applicable) will be provided
- Safe secure storage for valuable items will be provided



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What we expect from you

- To look after yourself – let school know asap if you are ill/injured
- To be prepared and provide your own equipment
- To check your emails daily
- To know your exam timetable and where you should be
- To be on time for every exam
- To abide by the exam regulations
- To listen to all the instructions given to you
- NO CHEATING!
- Do your best, believe in yourself – you can do it!



PERSONAL BELONGINGS in FELS

- **Before each exam, you will be lined up in “The Cage”**
- **You will be directed to place your belongings in F3 in the appropriate basket marked with the letter of your surname.**
- **This includes students who have exams in access rooms.**
- **Leave all valuables in your bag including phones, smart watches, ipads/ipods etc**
- **F3 will be locked for the duration of the exam session**
- **You will be supervised by a Senior Member of staff.**



PERSONAL BELONGINGS in Airedale Gym

- **Before each exam, you will be lined up outside the Airedale Gym**
- **You will be directed to place your belongings in the Stage Area in the appropriate basket marked with the letter of your surname.**
- **Leave all valuables in your bag including phones, smart watches, ipads/ipods, etc.**
- **The Stage Area will be locked for the duration of the exam session**
- **You will be supervised by a Senior Member of staff.**



“Forgotten Unauthorised” Items

- **These will be collected in the usual manner in the exam room and taken to the LRC.**
- **These items will be locked away and available to collect from the LRC after your exams.**
- **The expectation is that this facility should not be needed from the main exam rooms – only access rooms!**



Dress Code

You must wear what you would normally wear for school.

Years 10 and 11 – SCHOOL UNIFORM

Sixth Form – Appropriate clothing

- Soft quiet shoes and turn off alarms on watches
- Rooms can be cold on dull days, make sure you have a jumper/cardigan – NO jackets/coats – anything classed as outdoor wear.



Unauthorised Materials and Malpractice

- Students all mobiles/tablets/smart watches/smart rings and unauthorised items must be switched off and not taken into the exam room/handed in for safe keeping.
- You can have a normal watch in the exam room but it must be on your exam desk and NOT on your wrist and in sight of the invigilator at all times



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Results

- GCE results will be available in school on Thursday 15th August in the Sixth Form Centre.
- GCSE results will be available in school on Thursday 22nd August in the Sixth Form Centre.
- If you are unavailable to collect your results in person, details of what to do will be emailed to you.





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Problems and questions

If you have any problems or questions, whatever they are, please go to the Exams Office and talk to the staff. They will do their best to help.

