



# Sandon Business, Enterprise & Arts College Examinations Guidance Pack

## Examinations Guidance Pack

**Centre Number 30535**

### Introduction

This booklet has been designed to outline the main procedures and regulations regarding examinations and will hopefully answer any questions you may have.

If you have any further queries or need help or advice regarding examinations please contact:

#### The Examinations Officer:

Mrs L Blunt  
Tel: 01782 377107  
[lblunt@sandonmail.com](mailto:lblunt@sandonmail.com)

or

#### Main Reception

Tel: 01782 377100  
[info@sandonmail.com](mailto:info@sandonmail.com)

Sandon College  
Sandon Road, Meir  
Stoke-on-Trent  
Staffs, ST3 7DF

Reception: 01782 377100  
Email: [info@sandonmail.com](mailto:info@sandonmail.com)  
Web: [www.sandonbec.com](http://www.sandonbec.com)



Ormiston  
**Meridian** Academy

*Sandon Business, Enterprise & Arts College is delighted to be working with Ormiston Academies Trust towards becoming an OAT academy.*



## Sandon Business, Enterprise & Arts College Examinations Guidance Pack

### Exam Day Check List



Aim to arrive at school at least 20 minutes prior to an exam. Exams are scheduled to start at 9.00 and 2.00. So you need to arrive well in advance in order to get settled in the exam room ready to start at these times. You will need to come in earlier if revision sessions are planned. If there is a problem, please ring the school as soon as possible.



Please make sure you go to the toilet before the start of the exam as taking comfort breaks during the exam is extremely disruptive.



Bags and coats should be left at the front of the Hall under the table



Phones – You **must not have a mobile phone in your possession** (either on or off). They can be handed in for safe keeping during the exam if necessary. This is very important – if a phone is found, there is a good chance that your whole exam will be cancelled.



You should not have notes, iPods, smart watches, MP3/4 players or any web enabled sources of information in your possession.



You should bring a **black** pen, pencil, rubber and any other writing equipment needed to your exams. Only clear pencil cases are allowed on your desk, any others should be left in your bag.



In an exam where you have the use of a calculator, you should not have a calculator cover on your desk. If you have a cover, put it on the floor.

### Sssh!

There is **absolutely** no talking or communication between students once you enter the exam hall. If you have any questions, you should raise your hand once seated and an invigilator will come to you.

Sandon College  
Sandon Road, Meir  
Stoke-on-Trent  
Staffs, ST3 7DF

Reception: 01782 377100  
Email: [info@sandonmail.com](mailto:info@sandonmail.com)  
Web: [www.sandonbec.com](http://www.sandonbec.com)



Ormiston  
**Meridian** Academy

*Sandon Business, Enterprise & Arts College is delighted to be working with Ormiston Academies Trust towards becoming an OAT academy.*



## Sandon Business, Enterprise & Arts College Examinations Guidance Pack



School uniform should be worn for all exams. If you are not in uniform you will either be sent home to change or isolated, which may affect your exam.



No food is allowed in the exam hall.



**Water** bottles are allowed in the exam hall if necessary. These should be clear bottles with a spill-proof cap. There should be **no label** on the bottle.

**Remember - If you have any problems at all during the exam, put your hand up and an invigilator will come to you.**

### Statements of entry

The entries for the main GCSE examinations are made in February, after this each candidate will receive a statement of entries which shows what they have been entered for, at what level e.g. foundation or higher tier.

Parents need to check, sign and return this form as soon as possible so that any amendments can be made before timetables are issued.

If you have any queries regarding the statement of entry please contact Mrs Blunt in the exam office 01782 377107



### Timetables

Timetables for the summer GCSE period will be issued in April after the entries have been submitted to the boards. Candidates will be asked to sign for these and have a responsibility to look after the timetable as it is a vital document. If you do lose your timetable please see Mrs Blunt in the exam office for a replacement.

Sandon College  
Sandon Road, Meir  
Stoke-on-Trent  
Staffs, ST3 7DF

Reception: 01782 377100  
Email: [info@sandonmail.com](mailto:info@sandonmail.com)  
Web: [www.sandonbec.com](http://www.sandonbec.com)



Ormiston  
**Meridian** Academy

*Sandon Business, Enterprise & Arts College is delighted to be working with Ormiston Academies Trust towards becoming an OAT academy.*



# Sandon Business, Enterprise & Arts College

## Examinations Guidance Pack



### Contact Numbers

Please ensure that the School has up to date contact numbers for you in case of problems during the examinations.



### Exam Clashes

If you have two exams timetabled at the same time, arrangements will be made for you to take both exams.



### Invigilators

The college employs external invigilators to ensure the smooth running of the examinations.

Candidates are expected to behave in a respectful manner to the invigilators and to follow their instructions at all times.

Remember - they are there to ensure that exam regulations are followed correctly in order that you do as well as possible.

Invigilators understand the rules and regulations and will act in your best interests so please co-operate with their instructions.

Invigilators are not allowed to help you with explaining, interpreting or answering the questions on your paper but if you do have a problem such as feeling ill, not having the correct paper or equipment, or needing to go to the toilet, please raise your hand and they will come to your assistance.

### Behaviour

Candidates who are disruptive or behave in an inappropriate manner will be removed from the exam, this could lead to disqualification.

Any further exams may have to be done in isolation.

Sandon College  
Sandon Road, Meir  
Stoke-on-Trent  
Staffs, ST3 7DF

Reception: 01782 377100  
Email: [info@sandonmail.com](mailto:info@sandonmail.com)  
Web: [www.sandonbec.com](http://www.sandonbec.com)



Ormiston  
**Meridian** Academy

*Sandon Business, Enterprise & Arts College is delighted to be working with Ormiston Academies Trust towards becoming an OAT academy.*



## Sandon Business, Enterprise & Arts College Examinations Guidance Pack



### Absence from examinations

If you are taken ill or have an accident or injury at the time of the examinations please let the school know as soon as possible so that we can make suitable arrangements.

For example, if you have a broken arm we may be able to arrange for you to have a scribe who will write for you.

Medical notes are required for any absence and need to be given to the exam officer as soon as possible.

Exam entry fees are very high and can be up to £300 per candidate.

The school will pay these fees but in cases of unexplained absence from an exam parents may be required to reimburse the school.



### On the exam day

You will normally be requested to assemble in the lecture theatre before the start of an exam and will be called down to the exam hall in a particular order. It is important you are there on time so that you do not miss your name being called out.

You should arrive **on time, properly dressed and equipped**.

There should be no talking once you are in the exam room.

Your desk will have a label with your name and candidate number on it. Please check that you are sitting at the correct desk.

The regulations regarding mobile 'phones are very strict and even if you did not intend to take your phone in to the room or it is switched off you can be disqualified as the boards consider this to be cheating

Sandon College  
Sandon Road, Meir  
Stoke-on-Trent  
Staffs, ST3 7DF

Reception: 01782 377100  
Email: [info@sandonmail.com](mailto:info@sandonmail.com)  
Web: [www.sandonbec.com](http://www.sandonbec.com)



Ormiston  
**Meridian** Academy

*Sandon Business, Enterprise & Arts College is delighted to be working with Ormiston Academies Trust towards becoming an OAT academy.*



## Sandon Business, Enterprise & Arts College Examinations Guidance Pack



### Leaving the exam room

You must stay in the room until the invigilators give you permission to leave, there are strict rules about leaving the room early and you must not leave until told to do so, otherwise you may be may be disqualified.

At the end of the exam you should stay seated until all papers have been collected and you are dismissed a row at a time.



### Fire Alarm/Emergencies.

If a fire alarm goes off during the exam, follow the instructions of the invigilators.

You must remain in silence so that the exam may be allowed to continue afterwards. If you talk to another person you may lose the opportunity to continue.

If you are allowed back in to the room, wait to be told when to start. The full time will be allowed and the school will send a report to the board about the incident.

Sandon College  
Sandon Road, Meir  
Stoke-on-Trent  
Staffs, ST3 7DF

Reception: 01782 377100  
Email: [info@sandonmail.com](mailto:info@sandonmail.com)  
Web: [www.sandonbec.com](http://www.sandonbec.com)



Ormiston  
**Meridian** Academy

*Sandon Business, Enterprise & Arts College is delighted to be working with  
Ormiston Academies Trust towards becoming an OAT academy.*



## Sandon Business, Enterprise & Arts College Examinations Guidance Pack



### Results Day

Results may be collected from school between 9.30 and 11.00 on  
**Thursday 25<sup>th</sup> August 2016**

If you are unable to collect your results in person you must give written permission to the person who will be collecting your results.

Results cannot be issued over the telephone.

If you have any queries about your results please speak to a member of staff. Please do not attempt to contact examination boards directly as they will not speak to individual candidates about results.

### Certificates

Certificates arrive in school during the Autumn Term – we will contact you to arrange how you can collect these.

# Good Luck!

Sandon College  
Sandon Road, Meir  
Stoke-on-Trent  
Staffs, ST3 7DF

Reception: 01782 377100  
Email: [info@sandonmail.com](mailto:info@sandonmail.com)  
Web: [www.sandonbec.com](http://www.sandonbec.com)



Ormiston  
**Meridian** Academy

*Sandon Business, Enterprise & Arts College is delighted to be working with  
Ormiston Academies Trust towards becoming an OAT academy.*