

BRIEFING FOR A LEVEL CANDIDATES - SUMMER 2010

CO-OPERATION – CONSIDERATION - COMMON SENSE

J6th WEDNESDAY 19th MAY at 12.10 in the Winterflood Theatre

S6th FRIDAY 28th MAY at 9.10 in the Winterflood Theatre

1. PRE-EXAM REVISION PERIOD

Pace yourself: avoid punishing revision sessions that continue into the early hours of the morning.

Do plan for some rest & recreation!

Do check that you have medication if you suffer from asthma, hay-fever etc.

If an illness or injury prevents you from sitting an exam or affects your performance during an exam, a Medical Certificate is **essential**. Please get it to DCP as soon as possible, together with a note of the exams/subjects affected.

2. BE ON TIME - BE PREPARED

Check the timetable every night. Leave home in good time.

If you are delayed, please **telephone the school and leave a message for DCP/CLR**. If possible give an estimated time of arrival. Enter the school by Main Entrance, report your arrival at Reception and proceed directly to the Exam Room.

USE BLACK PEN ONLY. Spare ink cartridges. Ruler, pencil etc. Coloured ink & pencil for diagrams only.

Calculators must have no external storage (e.g. smartcard etc.) Your calculator must NOT support the following functions: symbolic algebraic manipulation. Programmable Calculators are OK, but programs **must be erased**. No calculator instructions permitted. Check batteries - if required.

No calculators with facilities for data banks, dictionaries or language translators. Any calculator capable of sending and receiving messages, e.g. the **Casio-C300** is strictly prohibited. If you have queries about the acceptability of your calculator, please see Mr Eade. **No calculators are allowed in the C1 paper.**

Mobile phones are NOT allowed into the Exam Room. They can be safely deposited at Reception.

Pencil cases must be transparent / no calculator cases / no Tippex.

Formulae Booklets & Data Sheets for Maths and Physics B will be provided; do not use them for rough work. ***YOU MUST BRING YOUR OWN PERSONAL CD PLAYERS AND HEADPHONES*** for the Modern Languages Listening papers - check batteries and bring some spares. **THE SCHOOL IS UNABLE TO PROVIDE CD PLAYERS.**

In the Drama exams DRA1B (AS) and DRAM 3 (Section A) lightly annotated texts and personal notes may be brought into the exam room. The notes must be attached to scripts and a declaration must be signed to confirm that these notes have been produced by the candidate.

For the English Literature exam LITB1 a clean text should be brought in with no notes.

No paper or books of any kind to be taken into the Exam Room in any other cases.

You may bring bottled water into the exam room, but no other food or drink is permitted.

3. NORMAL SUMMER DRESS REGULATIONS APPLY

No jeans, trainers or T-shirts

4. ENTRY TO THE EXAM ROOM

The usual exam room for AS and A2 papers is the Salle, but sometimes other rooms will be used. Any change of room will be clearly indicated on the Exam Notice Board outside the Salle. Always arrive early and check the Notice Boards for any last minute changes of time or venue.

Most exams begin 9.30am / 1.30 pm: be at least 15 minutes early, in case of a change of venue etc.

No admission until instructed to enter by Invigilators.

Check the notice board outside the exam room for your desk number for the session.

No Talking On Entry To The Exam Room. Proceed directly to the desk you have been allocated.

PLEASE MAKE SURE THAT YOU KNOW YOUR CANDIDATE NUMBER IN ADVANCE.

5. RULES OF CONDUCT Important warning notices about exam conduct are displayed in and outside the exam room; please make sure that you read these.

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6. HEADING UP PAPERS

When instructed to, head up your answer booklet with your name, centre number (10512) and candidate number, and **don't forget to put your signature in the space provided.**

Most exams are worked in answer booklets or on the question paper itself.

7. CHECK INSTRUCTIONS ON FRONT OF QUESTION PAPER

Time allowed? Choice of questions? Separate sections?

Check for blank pages on the question paper.

Need extra paper? Stay in seat, put up hand to attract attention of Invigilator.

Candidates are not permitted to leave any exam until 1 hour after the published start time.

Examination paper must be used for rough work. Any that is used must be attached to your answer booklet with a treasury tag. If you don't want the work to be marked, cross it out.

8. END OF THE EXAM

Assemble together any extra answer booklets, loose sheets and graph paper with your main answer booklets, and ensure that you have filled in all the correct details and signed each one. If you have used rough paper, the notes must be crossed out and the paper attached to your answer booklet, as mentioned above. Fasten with treasury tag loosely in top left hand corner. **On the front cover of the answer booklets you must enter the numbers of all questions attempted.**

9. COLLECTION OF SCRIPTS

It is your responsibility to see that your script is complete.

Unused paper must be left on desk: no paper must be taken out of the Exam Room.

No talking on leaving the Exam Room or in the area immediately outside it.

10. RESULTS

These arrive at CLS on **Thursday 19th August**, and on your doormat the next day.

Results will be available for collection (at Reception) from 10.00 for S6th and 11.00 for J6th.

Results will only be given over the telephone, by e-mail or by fax if you have written to the Headmaster in advance specifically requesting this.

Self addressed envelopes - these should have been handed in to the HM's secretary.

Enquiries about Results (i.e. re-marks). There is a Priority Service available **for S6 only (or J6 Oxbridge candidates)** immediately after the results come out; you will need to download and sign a waiver form. Mr McMillan will be in school on 19th August: please bring credit card or other payment details with you. Please note that marks can go down as well as up following a re-mark. Cost approx. £40 per module – details available through the link on the CLS website. J6 should contact Mr McMillan as early as possible at the start of the Autumn Term.

11. RESITS

If J6th intend to re-sit any Units in January 2010, you must inform DCP **before** 30th September.

12. WITHDRAWALS

DCP/CLR must be informed **in writing**. Supply your name, candidate number and details of the subject/module.

13. CLASHES/ EXTRA TIME

Instructions for resolving clashes received? Extra time allocation notification and card received?

2 or 3 consecutive exams do not constitute a clash unless they exceed 3 hours.

14. TIMETABLE AMENDMENTS: copies of the timetable are available on the CLS website.