



Centre Name: St Christopher's School

IB EXAMINATIONS 2011-2012

**GUIDANCE FOR
STUDENTS & PARENTS**

Centre Number :

IB : 003654

AQA : 74604

Edexcel : 90316

CIE : BH010

All other Boards : 74604

Examinations Office Telephone No: 17788107

exams.school@st-chris.net

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INTRODUCTION

It is the aim of St. Christopher's School to make the examination experience as stress-free and successful as possible for you.

Hopefully, this booklet will prove informative and helpful for you and your parents. Please read it carefully and show it to your parents so that they are also aware of the examination regulations and the procedures to follow in the event of any problems occurring.

The awarding bodies (or examination boards) set down strict criteria which must be followed for the conduct of examinations and St. Christopher's School is required to follow them precisely. You should therefore, pay particular attention to the Notice to Candidates that is printed on the following page.

Some of the questions you may have are answered at the back of this booklet. **If there is anything you do not understand or any question that has not been addressed, PLEASE ASK.**

If you or your parents have any queries or need help or advice at any time before, during or after the examinations please contact:

The Examinations Officer – **Mrs Wendy Dewar** (in the Examinations Office, Senior School)

The Examinations Office telephone number is: **17788107**

The Examinations Office email address: **exams.school@st-chris.net**

Remember – we are here to help.

GOOD LUCK!



Conduct of the examinations

Notice to candidates

General

1. Candidates must know their registration category and session number.
2. When instructed to enter the examination room, candidates must do so in a quiet and orderly manner.
3. No form of refreshment may be taken into the examination room. (At the discretion of the Diploma Programme coordinator, drinking water is permitted.)
4. Candidates may take to their desk/table only the following items:
 - general stationery (for example, pen, pencil, eraser, geometry instruments, ruler), but correcting fluid is not permitted
 - a translating dictionary for non-language examinations (the dictionary must not contain notes of any kind and is only permitted if the response language of the examination is not the best language of the candidate; an electronic dictionary is not permitted)
 - other materials specified by the IB as required for a particular examination (for example, an approved electronic calculator).

If required by the coordinator/invigilator, any item brought into an examination must be available for inspection. This includes electronic calculators.
5. The following rules apply to the use of electronic calculators.
 - Candidates must not use or store data, programs or applications in their calculators that may assist them in an examination by removing the need to recall facts or formulas that are not provided in the examination materials.
 - Examination questions must not be stored or recorded in the memory of a calculator.
 - During an examination, no attempt must be made to conceal information or programs stored in a calculator.
 - If required by the coordinator/invigilator after an examination, a candidate must provide a list of information and programs stored on the calculator.
6. The coordinator/invigilator will decide where each candidate will sit during an examination. Candidates must comply with the decision of the coordinator/invigilator and remain seated until permission is given to leave the examination room.
7. The instructions of the coordinator/invigilator must be obeyed. The coordinator/invigilator has the right to expel from the examination room any candidate whose behaviour is interfering with the proper conduct of the examination.
8. At the start of each examination paper (with the exception of multiple choice examination papers) candidates are allowed five minutes in which to read the paper. During this reading time candidates must not write answers, rough notes of any kind or use a calculator.

Late arrival

9. Candidates are allowed into the examination room during the first 30 minutes after the start of an examination. The arrival time of the candidate will be recorded by the coordinator/invigilator. No additional time will be allowed for the examination.
10. After the first 30 minutes candidates will not be allowed into the examination, nor will they be permitted to take the examination at a rescheduled time.

Temporary absence

11. In cases of emergency, at the discretion of the coordinator/invigilator, a candidate may be allowed to leave the examination room and return. The temporary absence of a candidate will be recorded by the coordinator/invigilator.
12. A candidate will be supervised during a temporary absence from the examination room. There must be no communication with any person other than the person who is supervising the candidate.
13. During a temporary absence the candidate must not take any material out of the examination room, have access to material during the absence, or return with any material.

Malpractice

14. During the examination, and at other times specified by the coordinator/invigilator, a candidate must not communicate with any other candidate. Failure to observe this regulation may constitute malpractice, resulting in appropriate action by the IB.
15. All work completed during an examination and then submitted for assessment, must be the authentic work of the candidate. Any collusion, plagiarism, reference to unauthorized material, or communication between candidates may constitute malpractice, resulting in appropriate action by the IB. The impersonation of another candidate will be treated as a breach of regulations.
16. If a candidate finds that he/she has accidentally taken unauthorized material into an examination (for example, a cell/mobile phone), this material must be given to the coordinator/invigilator immediately. Failure to do so may lead to an allegation of malpractice against the candidate, regardless of whether the unauthorized material may or may not have provided an unfair advantage for the candidate.
17. No candidate is permitted to borrow anything from another candidate during an examination.

Early departures

18. Candidates are not allowed to leave the examination room during the first hour or during the last 15 minutes of any examination. Consequently, if the duration of an examination is 1 hour and 15 minutes or less, candidates must remain in the examination room.
19. If a candidate leaves the examination before the scheduled finishing time, the candidate will not be allowed to return.

End of the examination

20. It is the responsibility of the candidate to ensure that the front page of their coversheet is correctly completed prior to departure from the examination room.
21. Candidates must give all examination papers, answer sheets, multiple choice answer sheets and rough notes to the coordinator/invigilator at the end of the examination. (Rough notes are not submitted for assessment.)
22. Candidates must leave the examination room in a quiet and orderly manner.
23. Candidates must not disclose or discuss the content of any examination paper with any person outside their immediate school community within 24 hours of an examination ending. This includes any form of communication, whether verbal, written or electronic.

If you do not understand these regulations please contact your Diploma Programme coordinator.

BEFORE THE EXAMINATIONS

STATEMENTS OF ENTRY:

- All Candidates receive a statement of entry from school indicating the subjects they are being entered for and the levels of entry, where applicable. Please check that these are correct. Some subjects only have one tier of entry, some have Foundation or Higher tiers.
- Candidates will also receive statements of entry from the Exam Boards. You must check everything on your statements of entry very carefully. Particularly check that all **personal details** (date of birth, spelling of names) are accurate as these will appear on certificates and it may be difficult and costly to change them once diplomas are awarded. Further, you may run into difficulties when applying to universities if your candidate name does not match the name as it appears on official documentation such as your birth certificate/passport.
- Please ensure that if you have had a previous **Personal Code** with IB that it has stayed the same.

EXAMINATION ENTRY FEES 2012:

- **IB Examinations**
 - IB - BD350.000 per student
- **NB: Invoices**

Invoices, listing all examinations entered for the candidate, are issued to parents/guardians once statements of entry have been issued and corrections have been made. Invoices must be paid to the **Accounts Office in Saar** by **invoice due date**. *Failure to pay will result in exam entries not being submitted to the relevant board by the deadline date. This will result in Examination Boards applying penalty fees once entries are submitted.*

EXAMINATION BOARDS:

- The School uses the following Examination Boards: IB, AQA, Edexcel and CIE. Advanced Extension Awards are also offered through CCEA.

CANDIDATE NAME:

- Candidates are entered under the name format of First Name + Additional Names and Last Name, e.g., Michael Andrew Smith. They are depicted as follows on most examination documentation
SMITH: Michael Andrew

CANDIDATE NUMBER:

- Candidate number will no longer be used, however should a student wish to write an Advanced Extension Award exam they will still be entered under their old Candidate numbers.

IB – Personal Code:

- IB has introduced a “**personal code**”(for example, dly768) for all candidates who are registered. The personal code stays with the candidates for life. It is recommended that students on any IB course remember this code, **Please learn it**, as their academic records are stored by this number so if moving to a new school the personal code must be supplied for continuity of grades.

IB – The session number:

- Each candidate is issued a “**Session number**” for each examination season (for example, 0000018-056). As the term implies, this number is unique to the candidate for a particular examination session only (for example May 2012).

- It is the session number and not the personal code that must be used to identify candidates in correspondence with IB, on examination stationery and forms.
- Candidate number cards are placed on each desk in the examination room. Candidates will be seated in candidate session number order.

TIMETABLES

- Once your examination entries are confirmed, you will receive an individual timetable showing your own specific examinations with details of date, time, duration of exam and venue. Check it carefully. If you think something is wrong see Mrs Dewar in the Examinations Office immediately.
- Some candidates may have a clash where two or more subjects are timetabled on the same day at the *same time*. The school will make special timetable arrangements for these candidates only, and their individual timetable will show the NEW start time of the “clash” exams. You must check your individual timetable and if you think there is a clash on your timetable that has not been resolved or you are not sure what to do, please see Mrs Dewar immediately.

CONTACT NUMBERS

- Please check that the school has at least one up-to-date contact number for you.

EQUIPMENT

- Make sure you have all the correct equipment before your examinations. Check the regulations in the Notice to Candidates on page 4.

DURING THE EXAMINATIONS

EXAMINATION REGULATIONS

- A copy of the “Notice to Candidates”, which is issued jointly by all the Examining Boards, is printed on page 4 of this booklet. All candidates must read this carefully and note that to break any of the examination rules or regulations could lead to disqualification from all subjects. The school must report any breach of regulations to the Awarding Body.

ATTENDANCE AT EXAMINATIONS

- Candidates are responsible for checking their own timetable and arriving at school on the correct day and time, properly dressed and equipped. Candidates must arrive 15 minutes prior to the start time of their examination. Please wait **quietly** outside your exam room until you are invited to enter by the examination invigilators.
- Candidates who arrive late for an examination *may* still be admitted but may not receive any additional time. If special consideration applies then you must speak to the Examinations Officer (see ABSENCE FROM EXAMINATIONS).
- Full School Uniform must be worn by all students attending school for examinations.
- All items of equipment, pens, pencils, mathematical instruments, etc. should be visible to the invigilators at all times. You must either use a transparent pencil case or clear plastic bag.
- Pens should be **black** ink or ballpoint. Use of correction pens, highlighters or gel pens is not permitted in the answer booklet. If the question and answer sheet are one document **do not** use highlighters in your **questions**.
- For Mathematics and Science exams, students should make sure their calculators conform to the examination regulations and they have been cleared. Remove any covers or instructions and make sure batteries are new. If calculator covers are taken into the exam room they are to be placed on the cell phone table.
- Please make sure that any watch alarms are turned off.
- Do not attempt to communicate with or distract other candidates.
- Examination regulations are very strict regarding items that may be taken into the examination room (see FAQs at the end of this booklet). If you break these rules you may be disqualified from the examination.
- **Mobile telephones MUST BE SWITCHED OFF (NOT PUT ON SILENT) AND TURNED IN TO AN INVIGILATOR UPON ENTRANCE TO THE EXAMINATION ROOM.** If a mobile phone (or any other type of electronic communication or storage device) is found in your possession during an examination (even if it is turned off) it will be taken from you and a report made to the appropriate exam board. No exceptions can be made.
- No food or drink is allowed in the examination rooms apart from water in a clear bottle. Please ensure that all labels are removed before entering the examination room.
- Please do not write on examination desks. This is regarded as vandalism and you will be asked to pay for any damage.
- Do not draw graffiti or write offensive comments on examination papers – **if you do the examination board may refuse to accept your paper.**

- Listen carefully to instructions and notices read out by the invigilators – there may be amendments to the exam paper that you need to know about.
- Check you have the correct question paper – check the subject, paper and tier of entry.
- Read all instructions carefully and number your answers clearly.
- Candidates must stay in the examination room for at least **one hour after the published start time of the exam** (or for the duration of the exam if it is less than one hour). You will not be allowed to leave an examination room early.
- All examination timings are based on UK published start times (i.e., 9:00 am. for morning exams; 1:30pm for afternoon exams). Remember, in summer, we are two hours ahead of UK time and, in winter, three hours ahead. See table below for timings. This means candidates cannot be released from any morning examination until 12 pm. during summer exams (1 pm during winter exams) and 4:30 pm for afternoon exams (5:30pm during winter exams). Hence, a 2-hour morning exam in summer would start at 10 a.m. and finish at 12 pm.; a 1-hour morning exam would start at 11 am and end at 12 pm, etc.

SUMMER

<u>MORNING EXAMS</u> Earliest possible Start time	<u>AFTERNOON EXAMS</u> Earliest possible Start time
9 a.m.	2:00 p.m.

- At the end of the examination all work must be handed in – remember to cross out any rough work. If you have used more than one answer book or loose sheets of paper ask for a treasury tag to fasten them together in the correct order.
- Invigilators will collect your exam papers before you leave the room. Absolute silence must be maintained during this time. Remember you are still under examination conditions until you have left the room.
- Question papers, answer booklets and additional paper must NOT be taken from the exam room.
- Remain seated in silence until told to leave the examination room. Please leave the room in silence and show consideration for other candidates who may still be working.
- If the **fire alarm** sounds during an examination the examination invigilators will tell you what to do. Don't panic. Close your examination paper and leave everything on your desk with the exception of your identification card which you must take with you. You will be asked to evacuate the room **in silence** and in the order in which you are seated, and escorted to the designated assembly point. You must not attempt to communicate with anyone else during the evacuation. When you return to the exam room do not start writing until the invigilator tells you to do so. You will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident.

INVIGILATORS

- The school employs external invigilators to conduct the examinations. Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.
- Invigilators are in the examination rooms to supervise the conduct of the examination. They will distribute and collect the examination papers, tell candidates when to start and finish the examination, hand out extra writing paper if required and deal with any problems that occur during the examination, for example if a candidate is feeling ill.
- Please note that invigilators cannot discuss the examination paper with you or explain the questions.

- Pupils who are disruptive or behave in an unacceptable manner will be removed from the examination room by invigilators.

ABSENCE FROM EXAMINATIONS

- If you experience difficulties during the examination period (e.g. illness, injury, personal problems) please inform Mrs Dewar at the earliest possible point so she can help or advise you.
- Only in 'exceptional circumstances' are candidates allowed special consideration for absence from any part of an examination. It is essential that medical or other appropriate evidence is obtained on the day by the candidate/parent and given to the Mrs Dewar without delay in all cases where an application is to be made for special consideration.
- Parents and candidates are reminded that no refund will be issued should a candidate fail to attend an examination.
- Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

AFTER THE EXAMINATIONS

BOOK RETURN

- All text books must be returned to the school following the final examinations. Candidates can return all text books on their final exam date or after each subject exam. Text book collection boxes will be available outside of each exam room during the examination season.

NOTIFICATION OF RESULTS

- Results will be available for students on the 5th of July 2011. All students will be issued with a pin number in order for them to obtain their results on-line. It is recommended that they register for these results as early as possible as closer to the results day the site will be extremely busy and it could become onerous to register. Please note, the exams office does not have a copy of this Pin Number so it must be safe guarded.

EXAMINATION SERIES	QUALIFICATION	DATE
Summer 2012	IB	6 th July 2012

- Results can be collected as follows:
 - On-line using the Pin Number allocated to you by IB. We do not have a copy of this number.
 - Up to six free requests to transmit results to universities and admissions centres worldwide – these requests are to be done on-line – after that it is a chargeable service.

Diploma Collection

- Diplomas are available for collection in early September. Should you be unable to collect your certificate in person you must complete a Results and Certificate Instructions Form indicating how you wish to receive your certificates (e.g., courier, registered mail, etc.). The form must be submitted to Mrs Kruger by 30th June.
- St. Christopher's School is only obliged to keep certificates for a period of **one year** after issue. If candidates do not collect their certificates within this time (or if they lose their certificates) they can only be replaced by direct application to the appropriate examination boards. This will require proof of identity (such as a birth certificate) and a substantial fee per examination board. You are therefore urged to collect your certificates as soon as possible and to keep them safely filed away.

- **FREQUENTLY ASKED QUESTIONS**

Q. What do I do if there's a clash on my timetable?

- The school will re-schedule papers internally (on the same day) where there is a clash of subjects. Candidates will normally sit one paper then have a break during which they will be supervised and must not have any communication with other candidates. They will then sit the second subject paper. Correct times should be on your individual candidate timetable. It may be necessary for you to bring a packed lunch if you have exams in the morning and afternoon as you will have to remain in isolation until both examinations are completed. If in doubt consult the Examinations Officer.

Q. What do I do if I think I have the wrong paper?

- Invigilators will ask you to check before the exam starts. If you think something is wrong put your hand up and tell the invigilator immediately.

Q. What do I do if I forget my Candidate Number?

- Candidate Numbers are printed on attendance registers. Invigilators will be able to help you find your number. Alternatively, you can check with the Examinations Office before going into the exam room.

Q. What do I do if I have an accident or fall ill before the exam?

- Inform Mrs Dewar at the earliest possible point so we can help or advise you. In the case of an accident which prevents you from writing it may be possible to provide you with a scribe to write your answers but we will need as much prior notice as possible. You may need to obtain medical evidence (from your GP or hospital) if you wish the school to make an appeal for Special Consideration on your behalf (see below).

Q. What is an Appeal for Special Consideration?

- Special Consideration is an adjustment to the marks or grades of a candidate who is eligible for consideration. The allowance for Special Consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for exceptional cases). Parents should be aware that any adjustment is likely to be small and no feedback is ever provided. Candidates will only be eligible for Special Consideration if they have been fully prepared and covered the whole course but performance in the examination or in the production of coursework is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness, accident or injury, bereavement, domestic crisis. The Examination Officer must be informed immediately, so that the necessary paperwork can be completed (within 7 days of the last exam session for each subject) and the candidate will be required to provide evidence to support such an application.

Q. What do I do if I feel ill during the exam?

- Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before or during an exam and you feel this may have affected your performance.

Q. If I'm late can I still sit the examination?

- Provided you are not more than 1 hour late, it may still be possible for you to sit the examination. You must contact Mrs Dewar as soon as possible if you know you will be late for an exam. You should get to the school as quickly as possible and report to Mrs Dewar who will escort you to the exam room. You must not enter an examination room without permission after an examination has begun. It may not be possible to allow you any extra time if you start the examination late.
- You should also be aware that if you start the exam more than 30 minutes after the published starting time, the school must inform the exam board and it is possible that the Board may decide not to accept your work. Please ensure that you allow enough time to get to school so that if you are delayed (e.g. through transport problems) you will still arrive on time.

Q. If I miss the examination can I take it on another day?

- No. Timetables are regulated by the exam boards and you must attend on the given date and time.

Q. Do I have to wear school uniform?

- Yes. Normal school regulations apply to uniform, hair, jewellery, make-up, etc.

Q. What equipment should I bring for my exams?

- Candidates are encouraged to assemble an Exam Pack prior to the start of the examination period. This Exam Pack should be a clear pencil case or clear plastic bag (e.g., ZipLoc bag) which will contain everything you will need for all of your exams. Suggested contents of the Exam Pack are as follows:
 - two black ink pens
 - two 2B pencils
 - eraser
 - pencil sharpener
 - approved calculator (signed by Mr Bonar)
 - 30 cm ruler (marked with cm and mm)
 - compass
 - protractor
 - highlighters – do NOT use these on your answers nor on questions where the answer & question paper are combined.
- You are responsible for providing your own equipment for examinations. You must not attempt to borrow equipment from another candidate during the examination.

Q. What items are not allowed into the examination room?

- Only material that is listed on question papers (e.g. an anthology) is permitted in the examination room and students who are found to have any material with them that is not allowed will be reported to the appropriate examinations board. In such circumstances, a student would normally be disqualified from the paper or the subject concerned.
- Bags and coats and any other items not permitted under examination regulations must be left in the care of the invigilators at the front/back of the room. Do not bring any valuables into school with you when you attend for an examination.
- No food or drink is allowed in the exam room apart from water in a clear bottle.
- Mobile telephones and other electronic communication devices must be switched off and turned in upon entry into the exam room.

Q. Why can't I bring my mobile telephone into the exam room?

- Being in possession of a mobile 'phone (or any other electronic communication device, e.g. ipod, headphones) is regarded as cheating and is subject to severe penalty from the awarding bodies:

The maximum penalties are as follows:

Device found on you and turned **ON** - **disqualification for the entire subject award.**

Device found on you and turned **OFF** – **disqualification from the specific paper** you are sitting at the time.

Phone rings during the exam **wherever it is in the room** the exam board must be informed and you may be **disqualified from all papers for the subject (including any already taken).**

Q. How do I know how long the exam is?

- The length of the examination is shown in minutes on your individual timetable under the heading 'duration'. Invigilators will tell you when to start and finish the exam. They will write the finish time of the exam on an overhead projector or board at the front of the exam room. Five minutes remaining will be called, and there will be a clock in all examination rooms.

Q. Can I leave the exam early?

- It is a requirement of the exam boards that you must stay in the examination room for at least one hour after the published start time of the exam (or for the duration of the exam if it is less than one hour). It is not the school's policy to allow candidates to leave the exam room early, as this is disruptive to other candidates. A candidate may not leave the examination room without the permission of the invigilators.

Q. What do I do if the fire alarm goes?

- The examination invigilators will tell you what to do. When you evacuate the room leave everything on your desk, with the exception of your identification card, and leave the room in silence. You must not attempt to communicate with any other candidates during the evacuation.

Q. Can I go to the toilet during the exam?

- If it is absolutely necessary. You will be escorted by an invigilator and will not be allowed any extra time.

Q. If I have more than one exam on a day can I get lunch at school?

- Pupils who have examinations in both morning and afternoon sessions may obtain lunch for the Tuck Shop in the usual way or bring a packed lunch. Candidates with clashes in their timetables, and who need to be supervised over the lunch break, will not be permitted to go to the Tuck Shop. Those candidates are encouraged to bring a packed lunch.

Q. Why do I need to check the details on the Statement of Entry?

- The details on your Statement of Entry will be used when certificates are printed. If the name or date of birth on your certificates does not match your birth certificate it could cause you problems if you are asked to show your certificates to a potential employer for college/university at some time in the future. You should also check that the subjects and tiers of entry you are entered for are correct and that no subjects are missing.

Q. I am entitled to extra time – how will this affect the way I take my exams?

- Some students receive an allowance of up to 25% extra time. Where possible such candidates will be seated together to minimize disturbance from other candidates who finish earlier. The invigilators will include the additional time when they display the finishing time of your exam on the board.

Q. What do I do if I don't get the grades I need for college?

- Teaching staff will be available to advise you on results day. If you feel strongly that it is necessary to make an enquiry about your result you should first consult the Head of Department to obtain their advice as to the advisability of requesting a re-mark. You should be aware that your mark could go down as well as up or even stay the same. Re-mark requests must be submitted to the Examinations Officer by posted dates and you must complete a candidate consent form and return it with payment to cover the cost.