



UNIVERSITY OF
BIRMINGHAM
SCHOOL

Exams

What you need to know about your exams
at UoBS



At UoBS we run all exams in the same manner. There is no difference between PPEs (Pre-Public Examinations) and the GCE and GCSE exams held in the summer

The reason we do this is:

- it is really good practise for you. Sitting papers under exam conditions is different to normal class tests, it is good to practise so that you are comfortable with the routines in the summer
- GCE and GCSEs have been cancelled for the past two years. Sitting PPEs under exam conditions means that, if that were to happen again, we can use the results of these tests as evidence for grades
- It is really important that we see how you perform under exam conditions so that we can support you in any way that we need to.

Who are the Exams Team?

The Examinations Officer is Mrs Mason-Burns



Mrs Mason-Burns is responsible for organising and running the exams. If you have any questions about your exams, please do ask her. Mrs Mason-Burns will be around at the beginning of every exam.

Mrs Mason-Burns works in the Sixth Form Centre Office.

s.mburns@uobschool.org.uk

Who are the Exams Team?



Mrs Scarsbrook is the Data Manager but works with Mrs Mason-Burns and is able to help with questions about exams and supports on exam days.

Mrs Scarsbrook works in the Sixth Form Centre Office.

Who are the Exams Team?

UoBS has a team of Invigilators. These are members of staff who are responsible for running the exam room and making sure that the school complies with the rules that the exam boards set. They also want to make sure that you are able to sit your exams in a fair and calm manner.

Miss Al-Musawi

Mrs Chinnock

Mr Johnson

Mrs McArdle

Mr Beswick

Mrs Clark

Mrs Jones-Faria

Mrs Smith

Mrs Bower

Mrs Hutt

Ms Mamdani

Mr Szurminski

Mrs Walters

The Invigilators can not help you with your exam answers. They may appear to be strict in the exam room and this is to ensure that nobody is unfairly advantaged or disadvantaged in the exam.

Say hello to them when you see them!

What information will I get before my exams?

A timetable of all exams is created.

This is not a personal timetable so you will have to look for your subjects to see when the exams are.

	Week B				
Start Time	Monday 11 October 2021	Tuesday 12 October 2021	Wednesday 13 October 2021	Thursday 14 October 2021	Friday 15 October 2021
AM Examination 09:15	Biology (2hrs)	Mathematics – Paper 1 (2hrs)	Staff Professional Development Day	History – Paper 1 (1hr 45mins) French – Paper 1 (1hr 45mins)	Physics (2hrs) English Literature – Paper 2 (1hr)
PM Examination 14:30	English Literature – Paper 1 (50mins)	Business (2hrs) Geography (1hr)		Mathematics – Paper 2 (1hr)	Psychology – Paper 1 (1hr 30mins)

What information will I get before my exams?

A personalised timetable will then be distributed.

This will only show your exams

It will show you

- what time each exam will start
- how long your exam lasts
- the seat that you will be sitting in

Individual Candidate Timetable											
Season :			October PPE 2021				Centre Number :			20298	
Name :			[REDACTED]				Year :			13	
Candidate Number :			[REDACTED]				Reg Group :			[REDACTED]	
UCI :			[REDACTED]				ULN :			[REDACTED]	
Date	Start Time	Board	Level	Element Code	Element Title	Component Code	Component Title	Duration	Room	Seat	
Mon 11 Oct	9:15AM	DOM	Loc/VB	BI1	Biology: Paper 1	BI1	Y13 Biology	2h 00m	G58	C12	
Tue 12 Oct	9:15AM	DOM	Loc/VB	MAP1	Mathematics: Paper 1	MA1	Y13 Mathematics Paper 1	2h 00m	G58	C9	
Thu 14 Oct	2:30PM	DOM	Loc/VB	MAP2	Mathematics: Paper 2	MA2	Y13 Mathematics Paper 2	1h 00m	G58	D7	

What do I need to do on exam day?

It is very important that you arrive to school in plenty of time for your exam.



Don't be late!



If you are late, we might have to report it to the exam board. If you are very late, the exam board may discard your paper. This means that you would not get any marks for that exam paper.

So don't be late!

When you arrive, you need to line up outside the exam room.

What is a seating plan?

Outside each exam room is a seating plan. It is important to check the seating plan in case any last minute changes have had to happen. If you have any questions, please ask a member of staff.

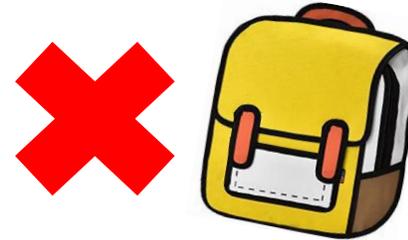
Seating Plan Report		G58										
Date : Monday 11 October 2021		Start Time : 9:15 AM					Capacity : 127					
	A	B	C	D	E	F	G	H	I	J	K	
1		5022	5108	5171	5208	5209	5251	5252				
2		5035	5166	5175	5206	5211	5245	5254				
3		5039	5183	5176	5202	5212	5248	5257				
4		5054	5162	5177	5200	5214	5245	5258				
5		5084	5160	5179	5199	5216	5243	5283				
6		5087	5159	5180	5198	5219	5242	5285				
7		5086	5158	5181	5197	5227	5241	5286	8009			
8		5091	5157	5183	5194	5228	5240	5271	5283			
9		5096	5155	5185	5193	5229	5239	5272	5282			
10		5104	5153	5186	5192	5230	5238	5274	5280			
11		5107	5151	5187	5191	5232	5237	5275	5279			
12		5112	5150	5188	5190	5233	5236	5276	5277			

This is a plan of the room. If you are in seat B6, then you will be in the second row, 6 seats down.

What do I need to do on exam day?

Before you enter the exam room, you will be directed to leave your bag, coat and anything else that you may have with you in a designated area.

Why can't you take your bag in to the exam room?



The school is bound by JCQ regulations (this is something that all exam centres have to comply with so that every exam is run fairly and equally). These regulations state that you cannot take your bag to your desk.

The only thing that you are allowed to have on your desk is what you need for the exam.

So make sure that you put everything that you don't need in your bag before you enter the room.

Items that are not allowed in the exam room



- x *Mobile Phones*
- x *MP3/4 Players*
- x *Watches*



x *Study notes or revision materials*

x *Any device that can connect to the internet or receive/send messages*

Please leave all of the above items in your bag

Why do I have to take my watch off?

Many watches are now SMART watches and this means that they can connect to the internet/receive messages. We are unable to check every watch to ensure that they are not SMART so we have to ask that all watches are removed. There are clocks in every exam room and we make sure that everyone can see a clock from their seat.

What will be on my exam desk?

When you enter the exam room, your desk will look like this

Name Card

It has your name, photo and candidate number. You will need to put your candidate number on answer booklets.



B6

Seat Number

This is the number that is on your timetable and the seating plan.



Pencil Case

The school provides you with a pen, pencil, rubber, sharpener, ruler, protractor and compass. This means that you don't have to worry about this equipment and can focus on your exam. Please leave this pencil case on the desk at the end of the exam.

Property Pouch

If you get to your seat and realise that you have something that should have been left in your bag, this is your last chance to hand it in. Place any belongings in this pouch and place it on the floor next to your desk. Invigilators will collect these in and then return them at the end of the exam.



Don't forget!

You may need specific equipment for certain subjects e.g. Scientific Calculator for Maths. Please bring specialist equipment with you to the appropriate exam.



You are allowed to bring a bottle of water in to the exam room. It must be:

- A clear, see-through bottle with no label (we will ask you to remove the label if it has one)
- Kept on the floor next to your desk throughout the exam. The reason for this is that if you keep it on the desk and knock it over, you will ruin your exam paper and we can't resolve that.

You will not be allowed out of the exam to refill your water bottle

What happens next?

Once everyone is seated in the correct seat, the Invigilators will make an announcement.

You must listen carefully to the announcement in every exam as important information is contained.

The Invigilators will then confirm the

- subject
- paper
- length of exam
- exact current time

before starting the exam.

This information will also be written on the board in every room. The time that the exam will finish will also be written on the board once the exam has started.

The Rules

Once the exam has started you must not:

- x Talk to any other pupil or student
- x Attempt to communicate with any other pupil or student
- x Become involved in any unfair or dishonest practice (e.g. cheating)

You must:

- ✓ Follow the Invigilators instructions at all times
- ✓ Only write your own name on the exam papers
- ✓ Ask an Invigilator if you are confused about anything

Please remember that an Invigilator can not help you with the exam. They can't explain the questions, confirm an answer, tell you the time or how long you have left.

End of Exam

At the end of the exam, you must:

- Stop writing when told to do so by the Invigilator
- Check that your name and/or candidate number is written on the front of the paper
- Wait in silence whilst the Invigilators collect in the papers
- Wait in silence whilst the Invigilators dismiss each row
- When it is your turn to leave, walk sensibly and quietly out of the exam room
- You must not talk until you are outside the exam room

Remember...

We want you to be able to complete your exams fairly and in the same conditions as every other pupil or student in the country.

We want a calm environment so that you can do the absolute best that you can and show the examiner everything that you know.

The exams team want to make sure that you don't need to worry about the actual exam and that all you need to focus on is the answers and doing your best.

If you have any questions, please ask Mrs Mason-Burns.

