



Sacred Heart School

Service Before Self

Mission Statement:

The Sacred Heart is a Community committed to the education of its pupils in a Catholic Christian ethos, where each person is invited to serve God and others in faith, hope and love.

Aims:

- To foster spiritual growth in Christian faith and values
- To value, appreciate and enjoy learning
- To work for excellence
- To further curiosity and creativity
- To aspire to high ideals

Curriculum

Examinations Procedure - GCSE

- Year 11 attend school for GCSE Examinations according to their exam timetable.
- Study leave may be granted although staff feel that some pupils benefit from the structure of the school day
- Those candidates choosing to take study leave must sign in and out on the form kept outside the School Office during the examination period
- The Examinations' Officer or deputy will be responsible for the supply of examination papers, stationery, instructions etc., to the examinations' room.
- The invigilator helps the above to prepare the examination room at the start of the examinations - putting out candidates' numbers, etc.
- Candidates collect in the music room and line up in alphabetical order, foundation paper, then higher paper
- On their way up the stairs, candidates sign in on the room plan attached to the notice board in the foyer- this acts as a fire register for the exam room and should also be signed by invigilators
- Students enter and sit at their desk labelled with their candidate number
- Centre Number 18531 and any other information necessary written on the board
- The invigilator verifies with the Examinations' officer that the correct papers have been brought to the examination room
- Papers are distributed by the Examinations' Officer and the invigilators
- The candidates are told the number of the examination, which is on the exam board and asked to check that they have the correct paper
- The candidates then fill in the front page of the paper. If a mistake is made, this must be corrected by drawing a single line through the mistake, papers should not be changed after they have been verified by staff and candidates
- Start and finish times are put on the board
- Where extra time has been allowed to some pupils this must be calculated by the invigilating staff at the beginning of the examination
- The initial Invigilator completes the attendance register
- The final Invigilator makes sure candidates have completed all details necessary on scripts (including number of questions when required), collects scripts and attendance register, places them in the unsealed envelope and returns this to the Office where the Examinations Officer checks and seals the envelope. Unused scripts, duplicate attendance register and candidate's numbers etc., should also be collected and returned to the Examinations' Office to be stored in the relevant file
- A mobile telephone may be used to call for outside help if necessary. **This must be on silent**
- **Normal practice is for two members of staff to be present at all times. The invigilator must watch the candidates at all times and must not, under any circumstance take work into the examinations room.** The assistant (runner), dependent on the ratio of invigilators to candidates as set down in the JCQ regulations, may work quietly out of direct sight of the candidates at the back of the room but must be aware of the needs of the candidates and invigilator at all times.

All detailed instructions for invigilation are in 'Instructions for the Conduct of Examinations', 'Notes for the Guidance of Examinations Officers and Invigilators', and any subject specific instruction leaflets which are in the examination box at all times. Copies are also in the Examinations Office

Monitoring and Review:

Procedure prepared 1996: Responsibility of Examinations Officer. Reviewed annually