



# Lord Grey School

## KEY STAGE 3 EXAMINATION BOOKLET

### GUIDANCE FOR LEARNERS AND PARENTS



## INTRODUCTION

It is the aim of Lord Grey School to make the examination experience as stress free and successful as possible for all students.

The school will make every effort to ensure that you receive the best possible preparation for your examinations, that the administrative arrangements are in place, and the examinations are conducted in a way that causes as little stress as possible and helps students to achieve their best.

For Year 7 and Year 8 Internal Examinations the same rules and regulations will apply as for GCSE examinations. This will ensure that students will be well prepared when they sit GCSE/BTEC examinations in Year 10 or Year 11.

This booklet is intended to inform about examination procedures, to answer some of the most frequently asked questions, and to help to guide and support students and parents through the examination process. Well informed students will realise that the rules and regulations are designed to ensure fairness and minimise disturbance and it is in the interest of all that the examinations run smoothly.

**If there is anything you do not understand or any question that has not been addressed, PLEASE ASK.**

### BEFORE THE EXAMINATION

- Know the dates and times of all your examinations.
- Make sure you go to the toilet before each examination.
- Arrive at least 10 minutes before the start of each examination.



### TIMETABLES

- Students will receive an Examination Timetable prior to each exam session showing date, time, and room and seat number. This information will also be available [INSIGHT/ASSESSMENT/EXAMINATION TIMETABLE](#). Students are responsible for checking their own timetable and arriving at the examination room 10 minutes prior to the start time of the examination.
- Make sure you know your seat number before going into the exam room.



### EQUIPMENT

- Make sure you take all the correct equipment to each examination:

Black pens	Sharpener
Pencils	Pair of compasses
Eraser	Angle indicator
Ruler	Calculator
- You **MUST** write in black ink. Coloured pencils or inks may be used only for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.
- Your equipment must be in a clear pencil case or a see-through plastic bag. **Do not** use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.



## MOBILE PHONES/IPHONES/IWATCHES/MP3 PLAYERS/VALUABLES

- We cannot stress enough how important it is **NOT TO HAVE MOBILE PHONES OR ANY OTHER ELECTRONIC DEVICES ON YOU IN THE EXAMINATION ROOM.**
- **REMEMBER: possession of unauthorised material during an examination can result in disqualification.**
- Your mobile phone, iPhone, I watch, mp3 player or any other electronic device must be either left at home or handed in to an invigilator for safe keeping.
- As you arrive at the Sports Hall take a brown envelope from the invigilator.
- Write your name and tutor group on it, place your mobile phone (or any other valuables) inside.
- Place the envelope in the relevant 'House' box.
- The contents will be kept safe until the end of the examination.
- Leave your belongings in the changing rooms and only take into the examination room the equipment which you need for the examination.
- We cannot be responsible for any valuables left in the changing rooms during the examinations.



## EMERGENCY PROCEDURES

In the event of an emergency evacuation you must listen carefully to the invigilator's instructions.

- Stop writing and close your paper.
- Leave the room in silence and in the order you are sitting. Follow the invigilator to the Astro-Turf. Remain silent and do not communicate with any other student otherwise you risk the security of the examination. Assemble on the Astro-Turf in the same seating plan arrangement as you were in the Sports Hall/exam room.
- When it is safe to do so you will be escorted back to the exam room.
- Listen for the instruction to restart the examination. Do not worry – you will be allowed the full time of the paper.

**EMERGENCY  
EVACUATION  
ROUTE**

**REMEMBER: Remain silent, listen carefully for all instructions and do not panic.**

## DURING THE EXAMINATION

- Enter the examination in SILENCE.
- Go straight to the seat indicated on your timetable.
- Remain silent and facing the front.
- **Do not** talk to or communicate with any other student.
- Listen carefully to the invigilator and follow their instructions at all times.
- If you are not sure what to do or need assistance during the examination raise your hand and an invigilator will help you.



## AT THE END OF THE EXAMINATION

- Stop writing when told to do so.
- Remain silent and facing the front whilst the invigilators collect the papers.
- Remain silent as you are dismissed by the invigilators.
- If you have handed in mobile phones/valuables for safekeeping collect them from your Head/Assistant Head of House at break/lunch/after school.

## RESULTS

- Results for internal examinations will be issued to students as soon as they have been marked by the teacher.

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



**Mrs Atkinson, Examinations Manager**  
([angela.atkinson@lordgrey.org.uk](mailto:angela.atkinson@lordgrey.org.uk))

**This booklet can be found on the Lord Grey School website:  
[www.lordgrey.org.uk/students/examinations](http://www.lordgrey.org.uk/students/examinations)**



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