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EXAMS HANDBOOK

2021/22

EXAMS INFORMATION

All candidates must:

- Read and fully understand the JCQ Notices to Candidates.
- Understand Controlled Assessment regulations and sign a declaration that authenticates work as your own.
- Check all the details on your Individual Candidate Timetable and report any errors to the Exams Manager.
- Read the instructions on each exam paper very carefully.
- Check that school has at least one up-to-date contact number for you.
- Inform the school, the Exams Manager or the Exam Invigilator of any event for which special consideration might be sought from the Exam Board (e.g. illness before or during an exam, bereavement or other trauma, disadvantage or disturbance during an exam).

If you break any of the examination rules or regulations you could be disqualified from **all** subjects. The school must report any breach of regulations to the Exam Board.

Frequently Asked Questions

1. What is my Candidate number?

Each candidate has a four-digit candidate number which is used by all the Exam Boards to identify you. You must write it on all your examination papers and coursework.

Your candidate number forms part of your Unique Candidate Identifier or UCI (12 numbers and 1 letter) which is shown on the top of your Individual Candidate Timetable. This number begins with the Centre Number where you first took GCSEs. If you go to Sixth Form or College you will need your UCI for exams there.

2. When will I get my personal timetable for the summer exams?

Your timetable will be issued in the spring term. The exam period runs from 15 May to 30 June.

3. Why do I need to check the details on my Individual Candidate Timetable?

- Have you been entered for all the right exams at the right level or tier?
- Is your name spelt correctly? Is your date of birth correct?

If the name or date of birth on your exam certificates does not match your birth certificate it could cause you problems if you are asked to show them to college/university or a potential employer.

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

A few candidates have two subjects which are timetabled at the same time by the Exam Boards. You will normally sit one paper then have a break. During the break you will be supervised and must not have any communication with other candidates. Bring a packed lunch if necessary! You will then sit the second subject paper. Correct times should be on your Individual Candidate Timetable. If in doubt please see Mrs Allington.

5. Why does school need an up-to-date contact number for me?

GCSEs are national exams and very carefully regulated. Each exam takes place at the same time all over England and Wales and abroad. We need to be able to contact you if you are not in school.

6. Re-takes/other changes –how will I know if my original timetable has changed?

If there is any change whatsoever to your original exam timetable you will be issued with a new Individual Candidate Timetable with the change clearly marked. In addition we will write to your Parent/Carer to let them know that you have a new timetable. **It is up to you to make sure that you attend at the correct time.**

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

Some pupils receive an allowance of up to 25% extra time. Where possible such candidates will be seated together, or in a separate room, to minimise disturbance from other candidates who finish earlier.

8. Must I wear school uniform during the exams?

Whenever you come into school you must wear full school uniform.

9. What are Invigilators?

The school employs external Invigilators to conduct the examinations. Pupils 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 you 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. Invigilators cannot discuss the examination paper with you or explain the questions.

Any pupil who is disruptive or behaves in an unacceptable manner will be removed from the examination room by an Invigilator and taken to a member of the Senior Leadership Team.

10. What if I am ill or have an accident before the exam?

Inform school **immediately** so that we can help or advise you. For instance, if you have an injury which means you are unable to write it may be possible to provide you with a scribe. You must obtain medical evidence (from your doctor or hospital) if you wish the school to make an appeal for Special Consideration on your behalf.

11. What time must I arrive for an exam?

You must arrive at least 15 minutes **before** the start time. Phones/iPods/Watches other valuables must be handed in for safekeeping at the office or to an invigilator and leave everything (except your exam equipment) where directed. Please wait quietly outside the exam room until you are invited to enter by the Invigilators.

12. What are 'exam conditions'?

As soon as you enter the exam room there must be complete silence; you must not speak, distract or communicate with other candidates in any way. You must face the front at all times. If you need anything you must put up your hand and wait for an Invigilator to come to you.

13. What equipment should I take into the exam room?

ALL EXAMS: Transparent pencil case or clear plastic bag

Black ballpoint or fountain pens –NO blue pens and NO gel pens (scanners may not be able to read blue/gel ink)

Pencil, sharpener and rubber eraser –NO correction fluid or pens

Ruler with cm and mm

Highlighters must not be used in your answers.

SCIENCE AND MATHS EXAMS: Calculator **NO instructions or lid**

DESIGN TECHNOLOGY EXAMS: Coloured pencils

Water bottle (if desired) **with its label removed**

You are responsible for providing your own equipment for examinations.

You must not lend equipment or attempt to borrow it from another candidate in the examination room.

Only material listed on the question paper is allowed in the examination room. You must not have any other material on or near you.

14. What equipment must I NOT take into the exam room?

Food, notes, books, papers, calculator case or lid, calculator instruction leaflets, correction fluid or pen, reading pens, instruments which can capture a digital image, electronic devices (Smart watches iPods, MP3/4 players, pagers, wrist watches which have a data storage device or digital facilities), **mobile phones even if switched off.**

If you are found to have anything with you which is not allowed, **even if you did not intend to use it**, this will be reported to the Exam Board. The normal practice in these circumstances is to **disqualify** the candidate from the paper or the subject.

15. What 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.

16. What if I forget my Candidate Number?

Your Candidate Number is printed on the laminated name card which is placed on your desk for every examination. You must write your name and number exactly as it appears on the card. Legal names must be used not your preferred name.

17. What if I forget the school Centre Number?

The Centre Number is **19104**. This will be printed on the laminated name card which is placed on your desk for every examination.

18. 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'. They will display the start and finish times of the exam on a board at the front of the exam room. There will be a clock in all examination rooms.

19. What if I think there is an error on the paper?

If you think something is wrong put your hand up and wait for the Invigilator to come to you.

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

Only if it is absolutely necessary. You will be escorted by an Invigilator and will not be allowed any extra time.

21. What if I feel ill during the exam?

Put your hand up and an Invigilator will assist you. You should always inform an Invigilator if you feel ill before or during an exam. If you think this may have affected your performance you may be eligible for Special Consideration.

22. What if I finish the exam early?

You will not be allowed to leave an examination room early. If you are sure that you have finished the paper, use any time remaining to check over your answers, check the exam instructions and check that you have completed your details correctly. You must sit quietly facing the front. Do not turn round or look about the room, make any noise or distract other candidates in any way.

23. What happens at the end of the exam?

The Invigilator will announce when to stop writing. You must stop writing IMMEDIATELY and remain silent, facing the front. Remember that you are still under **examination conditions** until you have left the room.

Invigilators will collect all question papers, answer booklets and additional paper. Remember to cross out any rough work.

If you have used more than one answer book or loose sheets of paper you must place it inside your paper, **make sure you have your name and candidate number on any loose sheets.**

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.

24. What is Special Consideration?

Special Consideration is an adjustment to the marks of a candidate who is eligible for consideration. It is not normally allowed for modules that can be re-taken.

The allowance for Special Consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for really 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 for the whole course but their 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 Manager must be informed immediately so that the necessary paperwork can be completed. You will be required to provide evidence to support the application.

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

You should get to school as quickly as possible and report to the office. If it is still possible for you to sit the examination a member of staff will escort you to the exam room.

You **must not enter** an examination room without permission after an examination has begun.

If you arrive very late the school must inform the Exam Board, giving the reason and evidence for your lateness. The Board may decide not to accept your work.

26. 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. If you miss an exam without good reason you will be charged the entry fee.

27. What happens if there is a fire alarm during an exam?

If the **fire alarm** sounds during an examination leave everything on your desk. If you have to evacuate the room you will be asked to leave **in silence** and in the order in which you are sitting. You will be escorted to a 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. You will be allowed the full working time for the examination and a report will be sent to the Exam Board with details of the incident.

28. How do I get my results for the summer term exams?

These will be available to collect results on Thursday 25 August 2022 at school.

If you wish any other person (including family members) to collect your results on your behalf, you must give your written authorisation to school **before** results day.

Results are **never** given over the telephone. If there are really exceptional circumstances, special arrangements must have been made **before** results day.

Any results not collected from school on 25 August will be held at the school, if you wish for them to be posted you must provide a second class stamp and an envelope so that your results can be posted to your home address that evening.

29. What do I do if I don't get the grades I need?

Contact your chosen sixth form college immediately and explain your situation. They will tell you if you are still eligible for admission.

If you feel strongly that it is necessary to make an enquiry about your result you should first contact Mrs Allington. You should be aware that your mark could go down as well as up or even stay the same. Re-mark requests and a signed Candidate Consent form must be submitted as soon as possible after you receive your results.

If school supports your application you will not need to pay. Otherwise, you will have to pay the fee which the price does vary, depending on the Exam Board.

If your **grade** is changed the fee will be refunded.

30. When will I get my Certificates?

Certificates Evening will take place one evening in November.

If you have been unable to attend Certificates Evening you can collect your certificates from the school office. Certificates will not be given to anyone other than the candidate without the candidate's written authorisation.

Schools are 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 fee (at least £30) per Examination Board. You are therefore urged to collect your certificates on Certificates Evening or as soon as possible thereafter and to keep them safely.

I hope that you have been able to find the answer to your questions.

Please contact Mrs Allington in the Exams Office if you or your parents have any other queries about exam procedures at any time before, during or after the examinations.