



A Specialist in Business & Enterprise
Making dreams a reality

A - Z

OF EXAMINATIONS

**A guide to everything you could possibly want to know about the
examination process**

A

Absence from Examinations:

You must attend all examinations to which you are allocated on your personal timetable. Misreading the timetable will NOT be accepted as a satisfactory explanation for your absence.

If you are absent from an examination due to illness, please notify the School as early as possible by telephone on **0114 243 9391**

Access Arrangements:



All arrangements with regards to extra time, rest breaks, separate rooms, the use of a laptop, sit near door, etc, need to be requested via Miss Dearing as soon as possible

Awarding Bodies:

These are the organisations that provide qualifications for schools and colleges. Awarding bodies used by the School are; AQA, Edexcel, OCR and WJEC.

B

Bags, Notes:

Bags, and notes **cannot** be taken into the examination room and should be left in the canteen at all times.

The School accepts no liability for items of value (e.g. money, mobile telephones) which are left in bags. Please do not bring valuables with you when you are sitting examinations.

C

Calculators:

Calculators may be used in some examinations. In all cases, calculators are prohibited if they offer any of the following facilities: *language translators; symbolic algebra manipulation; symbolic differentiation or integration; remote communication with other machines or the World Wide Web; data banks; dictionaries; mathematical formulae or text.*



Calculators must not be larger than the usual hand-held size. Calculators must not have noisy keys which would disturb other candidates or have a permanent memory.

No printed instructions or cases are permitted; if you cannot remove the case from your calculator you must ensure that all instructions are securely covered. **You**

must bring your own calculator if you need one: you may not use the calculator functions of mobile telephones, which are prohibited in all examination rooms, and may not borrow a calculator from another candidate.

Candidate Number:

Your candidate number will be displayed on the label on your desk in the examination room and must be written on the front of each exam paper. You will be seated in candidate number order

Centre:

OUR CENTRE NUMBER IS **36568**
YOU WILL NEED TO WRITE THIS ON ALL OF YOUR EXAM PAPERS.

Certificates:

Certificates are only issued if you achieve grades A – G at GCSE level.



Certificates will be presented to you at Awards Evening in November

If you are unable to attend Awards Evening, your certificate will be kept at the School for you to collect

Please note that the School may destroy any unclaimed certificates by a secure method (e.g. shredding or incineration) after holding them for a period of 12 months from the date of issue.

TIP: KEEP YOUR CERTIFICATES SAFE AS THEY CAN COST BETWEEN £25 - £30 TO REPLACE

Cheating:



Candidates caught cheating in examinations – including being in possession of or using a mobile telephone, pagers, mp3 players, ipods, unauthorised aids or notes but also copying from or communicating with other candidates – **will** be reported to the awarding bodies.

Even if the items are in your pocket and you have no intention of using them you will still be reported to the awarding body concerned.

PENALTIES INCLUDE EXCLUSION FROM SCHOOL AND DISQUALIFICATION FROM ALL EXAMINATIONS FOR UP TO FIVE YEARS. SEE THE JCQ “NOTICE TO CANDIDATES”.

Clashes:

If you have 2 or more examinations that show the same date and time on your timetable then please complete the form provided with your timetable and hand in to Miss Dearing in the Back Office **immediately**.

Conduct in the Examination Room:

You must be silent in the examination room, including the times when you come in and go out. Once you have entered an examination room, you are not allowed to leave unescorted until the end of the examination, and only then when you are given permission to do so.

YOU WILL NOT BE ALLOWED TO LEAVE AN EXAM EARLY EVEN IF YOU HAVE FINISHED AS THIS DISTURBS OTHER CANDIDATES IN THE ROOM.

Should you require any assistance, please raise your hand clearly and wait for an invigilator to come to you.



Please do not write on your examination desk

Coursework:

All coursework will be carried out during the academic year. All deadlines are issued by departments and if you have any problems with regards to these you must speak to the relevant department staff.

The awarding bodies will return most coursework during October. Students wishing to reclaim coursework should apply to their teachers as soon as possible after this date.

D

Daily details of exams

Slides will be displayed on the screens around school. They will list all the exams taking place in a particular session, the venue of each exam and the list of students who have been entered for the exam

Dictionaries:



You may not use a dictionary unless dictionaries are specifically permitted by the subject specification or special arrangements have been approved by the awarding bodies.

If you think you might be entitled to the use of a dictionary please see Miss Dearing in the Back Office

E

End of Examinations:

The invigilators will collect your exam papers before you leave the examination room. Absolute silence must be maintained during this time and until you are outside the exam room – remember that other examinations may be continuing as you leave.

You may not take any examination materials (additional paper, answer booklets, question papers etc.) from any examination room.

Exam Dates:



The examination dates are set by the awarding bodies and **NOT** by the School, therefore, **THESE DATES CANNOT BE CHANGED**

Examination Regulations:

It is your responsibility to familiarise yourself with the awarding bodies' 'Notice to Candidates' regulations, a copy of which is given to you with your timetable. A copy of these regulations will also be displayed outside all examination rooms.



Food and Drink:

Food is not allowed into an examination room unless special permission has been given.



You are only allowed to take into the examination room a drink of water. This must be in a clear plastic bottle and all **labels must be removed.** You will not be able to leave the exam room to refill a bottle of water and invigilators cannot leave the exam room to do this for you. Therefore please ensure that you have enough water to last you the whole exam.

Any other type of drink is not permitted – this is incase you spill your drink over your exam paper. If only water is spilt there is a greater chance that your exam paper can be saved.



Grade Boundaries:

Grade boundaries indicate the minimum marks needed to achieve a certain grade and they can and do differ across exam series.



Invigilator:

An invigilator is someone who watches over candidates in an examination to ensure that exam conditions are met. You must follow all instructions and orders given to you by an invigilator.



Late Arrivals:

Any candidate arriving after 9.30am or 2.30pm may be allowed into the examination room; however you should be warned that if you do enter and sit the exam then the awarding bodies may not accept your exam script.

Location of Examinations:

These will be shown on the examination display board opposite the Bistro

Seating plans will be displayed on the day of each examination.



Please allow enough time to find the correct room. Once you are invited to enter the room, make sure that you sit down at the desk bearing your name and candidate number on the desk label and not somebody else's.

M

Malpractice:

Malpractice is any, default or practice which is a breach of the JCQ regulations or which; compromises, attempts to compromise or may compromise the process of assessment, the integrity of any qualification or the validity of an examination result or certificate.

This malpractice can occur in the course of any exam or assessment, including the preparation and authentication of any coursework, the presentation of any practical work, the compilation of portfolios of assessment evidence and the writing of any exam paper.



Mobile Telephones and Electronic Devices:

Mobile telephones, other electronic means of communication or electronic devices are not allowed into examination or quarantine rooms. The College and awarding bodies' regulations forbid you to bring in any of these devices into any examination room or any room being used for quarantine, either before or after an examination, so you are strongly advised not to bring such devices with you on examination days. If you do bring in such devices, please use the envelopes provided and place your device inside and write your name and seat number on the front then hand in to an invigilator

If a **mobile telephone, or electronic device** is found in your possession in an examination room– **even if it is turned off** – it will be taken from you and a report made to the appropriate awarding body. The awarding bodies now operate a no-tolerance policy on all candidates discovered to be in infringement of the regulations and have advised the School that students discovered to have a communications device with them during an examination face disqualification from the subject concerned, see penalties section for more details. Please do not risk disqualification

O

Office hours:



The Exams Office is open Monday – Friday from 8.30 am until 3.30 pm. Miss Dearing will be happy to help with any queries that you have during this time.

P

Penalties:

The JCQ issues the following penalties depending on the offence that was committed:

1. Warning
2. Loss of all the marks gained for a single piece of coursework
3. Loss of all the marks gained for a component
4. Loss off all marks gained for a unit
5. Disqualification from the unit
6. Loss of all the marks gained from all components/units in all qualifications taken during the exam series.
7. Disqualification from the whole qualification
8. Disqualification from all qualifications taken in that exam series
9. Barred from entering for one or more examinations for a set period of time.

The table below shows the types of offences for possession of a mobile phone and what number penalty you may be awarded as a result.

<u>Offence</u>	<u>Warning</u> (Penalty 1)	<u>Loss of marks</u> (Aggregation still permitted) (Penalty 2-4)	<u>Loss of certification opportunity</u> (Penalties 5-10)
Mobile Phones	In the Examination or quarantine room but not in the candidates possession, and rings or beeps	In the candidates possession, but no evidence of being used or being active	In the candidates possession and evidence of it being used or active (rings, beeps, used as calculator)

Prohibited Material:

The following items must not be brought into any examination room:

- bags, etc.;
- books
- calculator cases or instruction books;
- mobile telephones, pagers, or other communications device;
- pencil cases (use a transparent plastic bag as a substitute);
- personal stereos of any description.

Q

Quarantine:

Quarantine is used when you have a clash on your timetable and you have to be supervised throughout the day until you have completed your exams to prevent you from coming into contact with other students who have already taken the exam.

If you are required to go into quarantine over a lunch period, you must bring a packed lunch and a drink with you on that day as you will not be allowed to use the canteen. Mobile telephones, pagers and electronic communication devices are not allowed into any quarantine room.

YOU WILL BE NOTIFIED ON YOUR CLASH FORM OF YOUR QUARANTINE ARRANGEMENTS.

You will be supervised immediately after your examination until the end of your quarantine period. In quarantine, you may revise for your next examination or talk quietly with fellow candidates. Please be respectful of invigilators and ensure that classroom furniture and/or equipment and books are left as they were found – neat, clean and tidy. You must take your litter with you or place it in the bins provided.

R

Remarks:

The awarding bodies offer the option of having a script remarked, at a fee, if a candidate or member of teaching staff is unhappy with the marks. There is a choice of remarks; these are:

- Clerical check
- Full remark

A clerical check is simply when the relevant awarding body checks that the number of marks given has been added up correctly.

Whereas with a full remark the awarding body sends your examination paper to a different examiner, this time a senior examiner, and asks them to remark it using the same mark scheme.

If you're not satisfied with the grade you have achieved the first thing you need to do is speak to your teacher, they will then discuss the following:

- **ARE YOU CLOSE TO THE GRADE BOUNDARY?**

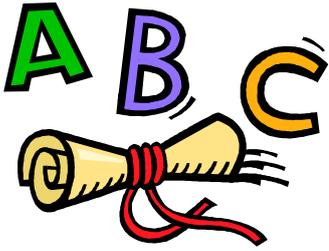
Remarks usually only alter a grade by a few UMS marks, if any at all. If you are therefore very close to a higher grade boundary a remark may be worth considering but if you require a substantial amount of marks to achieve a higher grade then the likelihood is that your mark will not change.

- **YOUR GRADE CAN GO UP AS WELL AS DOWN**

Remark means having your entire paper remarked therefore your grade can quite easily go down as well as up.

If your grade does get lowered you cannot refuse it and ask for the original higher grade to stand. You must be aware that this is the chance you take when asking for a remark. Because of this candidates often apply for a photocopy of their paper before applying for a remark.

Results:



You may collect your results from School on Thursday 22 August 2013 from 10:00am. Family members can collect your results as long as they are over 18. Identification must be provided.



Scripts:

Candidates are able to request access to their examination scripts from the awarding bodies for general interest or to help with future learning. There are two types of access to script services available to candidates; these are:

- Original scripts
- Photocopied scripts

Many candidates often wish to see their examination script in order to decide whether or not to have the paper remarked. If this is the case then **you must request a photocopy of the script.**

If you would like a copy of your script, please liaise with your Teacher

Seating Plans:

Seating plans are produced and displayed on a notice board facing the Bistro

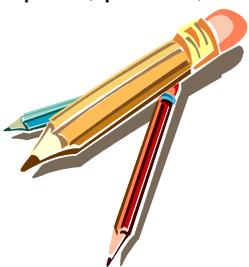
Ensure you familiarise yourself with where you will be seated on the day of the exam.

Special Consideration:

The awarding bodies will not apply special consideration for anything other than serious reasons. Special consideration can only be applied for if a significant event has affected your performance on the day of the examination and you can provide appropriate evidence. Please see Miss Dearing immediately if you feel that you may have been affected by a circumstance beyond your control.

Stationery:

All students must remember to bring their own stationery to any examination that they have. These include pens, pencils, rulers, rubbers and a pencil sharpener. Borrowing from other candidates is **not** allowed.



Please note that the JCQ regulations state that a BLACK pen must be used in all examinations.

For diagrams, use an **HB pencil** and a **ruler**. Gel pens, highlighters, correcting fluids and correcting pens may not be used in any answer booklets.

Exam rooms do have supplies of stationery but these are limited and for emergencies only, they are not to be used as your own stationery supply.

T

Times:

Unless otherwise stated, all examinations at this School commence at **9.00 a.m.** (morning papers) and **2.00 p.m.** (afternoon papers).



YOU SHOULD BE READY TO ENTER THE EXAMINATION ROOM AT LEAST 15 MINUTES BEFORE THE PUBLISHED STARTING TIME.

If you are late for any exam, please ask for Miss Dearing as soon as you arrive at School.

Timetables:

You will be given your own personal timetable for Summer exams. Please check your personal timetable carefully and if you notice any clashes (2 or more exams listed on the same date & time), complete the form provided and hand in to Miss Dearing in the back office immediately.

Check carefully to see if the examination is in the morning or the afternoon

YOU, AND YOU ALONE, ARE RESPONSIBLE FOR CHECKING YOUR EXAMINATION TIMETABLE. IF YOU HAVE ANY QUERIES THEN PLEASE CONTACT MISS DEARING IMMEDIATELY

U

Uniform:

Full uniform must be worn to all exams with no exceptions

UCI Number:

A UCI (unique candidate identifier) number is a number which every candidate is given and is used to link all entries and results for a candidate across an exam series and between different exam boards.

V

Valuables:

Under no circumstances should candidates leave money or valuables (including calculators, keys, credit cards, cash or mobile telephones) in any bag.

IF YOU DO SO, IT IS AT YOUR OWN RISK.



W

Warning:

All the awarding bodies make it clear that:

- their official examination sessions must be run under strictly fair conditions, with no form of deception. This rule severely excludes any form of communication between students during an examination, as well as any other practice that could be seen as an attempt to deceive.
- anyone attempting unfair practices can expect cancellation of examination entries and possible exclusion from GCSE examinations for a period of up to five years.

Word of Advice:



Remember to have something to eat and drink before taking your examinations, especially on hot days, when we do experience a number of students who become dehydrated and are unable to complete their exams due to a lack of fluid intake. A banana eaten half an hour before the start of an exam can boost your concentration levels.