



Examination Information

Summer 2022



LEADING SUCCESS



SECURING SUCCESS



DEVELOPING SUCCESS



STANDARDS FOR SUCCESS



SUPPORTING SUCCESS



ACHIEVING SUCCESS

INTRODUCTION

These instructions are to guide you through the examination period. It is your responsibility to read them carefully to ensure you understand what is expected of you. Please share these instructions with your parents/carers.

BEFORE THE EXAMS

TIMETABLES

A general examination timetable has been given out. If you have any exam clashes PLEASE DO NOT PANIC, these will be resolved within JCQ regulations. Further individual timetables showing seat numbers will be given out approximately one week before the start of the summer season. You MUST check your room and seat number before each exam. Please do not bring the timetable in the exam room.

Please check your individual timetable carefully to make sure you are sitting all the exams at the level/tier you are expecting. Particularly check that all personal details e.g. your date of birth and the spelling of your name (the name on your certificate will be your LEGAL surname). All these details need to be accurate as they will appear on your certificates which are difficult to change once they have been awarded.

LOCATION OF EXAMS

Most exams will take place in the sports hall, unless you have sat elsewhere during mock/internal tests. Occasionally various classrooms will be used. Venues will be on the individual timetables given out in May.

TIME OF EXAMS

Please check the start times of your exams carefully, morning exams start at 9.00 am and afternoon exams start at 1.00 pm. You must arrive at least 10 minutes before your exam. Late arrivals will be notified to the exam boards and your paper may not be accepted.

CANDIDATE NUMBERS

Candidate numbers are a four-digit number unique to you; it will be the same for every external examination you sit. Please try to learn this number, but don't panic if you forget



it, an invigilator will be able to tell you. When completing an exam paper you **MUST** fill in **ALL** of your details on the front, this must include your **LEGAL** name, candidate number, centre number and for most papers, a signature.

EQUIPMENT

- You are responsible for providing your own equipment for examinations. Bring with you: 2 x **BLACK** pens, 2 x HB pencils, an eraser, ruler and pencil sharpener.
- Equipment should be in a **transparent** pencil case or a transparent plastic bag
- For some exams coloured pencils, highlighters, compasses, protractors etc. may also be required
- Calculators are allowed for most exams, bring your own. Calculator cases are not allowed, and you should clear anything that is stored on it.

BAGS & COATS

Bags and coats are **NOT ALLOWED** in the exam halls.

DURING THE EXAM

REGULATIONS

Familiarise yourselves with the Information to Candidates given out with your statement of entry. A copy of this along with other useful information can be found on school website under exams section. Any breach of these regulations could lead to disqualification from all subjects. The school **MUST** report any breaches to the Awarding Body.

You **MUST NOT BE IN POSSESSION OF A MOBILE PHONE, WATCH OR ANY OTHER UNAUTHORISED MATERIALS DURING AN EXAMINATION.** If a mobile phone (or any other type of electronic communication or storage device) is found in your possession during an examination (**even if it is turned off**) it will be taken from you and a report made to the appropriate exam board. **NO** exceptions can be made. Please leave mobile phones etc. with your other belongings in a safe place.



CONDUCT

- Do not speak or communicate in any way with other students in the exam room from the time you enter to the time you leave. Communicating (**which includes turning around!**) with other students could result in the examination board returning all your scripts **ungraded**.
- Persistent disruptive behaviour is seen as malpractice and **will** be reported to the Awarding Body.
- If you finish an exam early you will not be permitted to leave so **check** your paper and sit quietly, there will still be others working around you!

EXAMINATION PAPERS

- **LISTEN** to the instructions and notices read out by the invigilators – there may be an amendment to the exam paper you need to know about. **READ** all the instructions and advice on the front of the question paper and number your answers clearly.
- Check you have the **correct** question paper, subject and tier. **Put your hand up and ask** if you are unsure about your paper or any instructions you have been given – a mistake is much harder to put right once you have completed the paper. Invigilators can contact the Exam Officer at any time if you have a problem that cannot be solved within the exam hall.
- All calculations, and rough work must be written in your answer book. Draw a line through any material you do not wish to be marked. Do not draw, graffiti, or write offensive comments on your exam papers – the board may refuse to accept your paper.
- If you think there is an error on the paper, **raise your hand and inform an invigilator**. Continue with the paper and return to the question once the error has been investigated and further instructions have been given to you.

UNIFORM/DRINK

Full school uniform must be worn in all examinations. Water may be brought into the exam room in a clear bottle **with the label removed**.



TOILET/ILLNESS

- If it is **absolutely necessary** to use the toilet, you will be escorted there by an invigilator. Make sure you go **BEFORE** each exam. You will only be allowed extra time to finish your exam paper if you have known medical reasons.
- If you feel unwell or need to leave the examination room for any other reason, raise your hand and inform the invigilator – you will need to be escorted

INVIGILATORS

- Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.
- Invigilators cannot discuss the exam paper with you or explain the questions.

FIRE ALARM

In the event of the bell sounding, stop working and await further instructions. If the exam venue requires evacuation, you must leave everything on your desk and follow the instructions of the invigilators at all times. You should exit calmly and **IN SILENCE**.

ABSENCE FROM EXAMINATIONS

- If you experience difficulties during the examination period (e.g. illness, injury, personal or travel problems) please inform the Examinations Officer at the earliest possible point so we can help or advise you.
- Only in 'exceptional circumstances' are candidates allowed special consideration for absence from any part of the examination.
- It is essential that medical or other appropriate evidence is obtained on the day by the candidate/parent and given to the Examinations Officer without delay in all cases where an application is to be made for special consideration. A self-certification form (JCQ/ME Form 14) can be obtained from the Exams Officer which can be countersigned by your doctor or nurse.



- For an award of a grade by special consideration, where a student misses part of an exam through illness or personal misfortune, a minimum of 25% of the examination must have been completed. Contact the Examinations Officer for advice.
- Parents and candidates are reminded that the school **will require payment of entry fees** should a candidate fail to attend an examination without good reason and without informing the school.

AFTER THE EXAMS

NOTIFICATION OF RESULTS

- GCE results can be collected from the school on:

THURSDAY 18th AUGUST 2022

- GCSE results can be collected from the school on:

THURSDAY 25th AUGUST 2022

- If you are unable to collect your results in person you can nominate someone to collect them on your behalf, but they must have written permission, signed by you. If they do not have this letter, we will **NOT** release your results
- **No** results will be given out by telephone under any circumstances

ENQUIRIES ABOUT RESULTS

- When the GCSE examination marks are issued, school will identify those students who may benefit from a review of marking of their paper and with the consent of the pupil, we may apply for a Review of Marking of the paper/s involved. N.B consent must be obtained because marks may go down as well as up.
- Any Reviews of Marking which are requested by parents without the support of the school will need to be paid for **BEFORE** sending to the Examining Board. Please speak to the Examinations Officer for advice.

CERTIFICATES

- Certificates will be available for collection from school after Christmas half-term, dates will be confirmed nearer the time.
- Any relative/friend collecting certificates on your behalf will need a **signed note of authorisation** from you.
- If you lose your certificates, you will need to request a replacement from each awarding body (Approx. £50 per certificate) **KEEP THEM SAFE!!**

THE FINAL WORD!

REMEMBER

During the exam period, make sure that you get plenty of sleep and exercise – tired people do not perform well in exams!

All staff members would like to wish you

GOOD LUCK!!!



FURTHER INFORMATION

Exam Board Websites:

EDEXCEL: <https://qualifications.pearson.com/en/support/support-for-you/students.html>

AQA: <http://www.aqa.org.uk/student-support>

OCR: <http://www.ocr.org.uk/ocr-for/learners-and-parents/>

WJEC: <http://www.wjec.co.uk/students/>

ADDITIONAL INFORMATION

Below you will find some links to additional information/documentation you need to be aware of in advance of your examinations. Please ensure you read these thoroughly.

<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

<http://www.jcq.org.uk/exams-office/exam-room-posters>

JCQ Information for candidates – controlled assessments

You **must** read this information if you are undertaking any legacy GCSE qualifications that contain elements of controlled assessment.

JCQ Information for candidates – non-examination assessments

You **must** read this information if you are undertaking any reformed GCE & GCSE qualifications that contain elements of non-examination assessment.

JCQ Information for candidates – on-screen tests

You **must** read this information if you will be undertaking any externally assessed on-screen tests as part of your qualification(s).

JCQ Information for candidates – written exams

You **must** read this information before you undertake any externally assessed written exams.

JCQ Information for candidates – Privacy Notice

You **must** read this information as it informs you how the “JCQ awarding bodies will process your personal data.”

JCQ Information for candidates – social media



You **must** read this information to help you stay within examination/assessment regulations when using social media.

JCQ No Mobile Phones poster

This poster will be displayed outside each exam room. You **must** note that *“Possession of unauthorised items, such as a mobile phone, watch is a serious offence and could result in **DISQUALIFICATION** from your examination and your overall qualification.”*

JCQ Warning to Candidates poster

This poster will be displayed outside each exam room. You **must** note all the warnings.

