



The A-Z of Exams



This is the A to Z guide of things that you need to know about exams at Abbey Multi Academy Trust.

If you still have a query after reading this document, please get in touch with myself or the exams officer at your school.

This document will be reviewed and updated annually. It is our aim to make the exam experience as stress-free and successful as possible for all students.

Exams and Accreditation Manager – Mrs J Millington

A

Absence from Examinations:

You must attend all examinations which are allocated to you on your personal timetable. Misreading the timetable will NOT be accepted as a satisfactory explanation for your absence. ***You will be invoiced if you fail to attend an examination that has been paid for by the school.***

If you are absent from an examination due to illness, please notify the school as early as possible by telephone (there is an answer phone for out-of-hours messages.) You will be told if you need to provide a medical certificate.

Access Arrangements:

All arrangements with regards to extra time, reader, scribe, rest breaks and the use of a laptop etc. need to go through the SENCo. These concessions must be the students 'Normal Way of Working' in class, mock exams and tests.

The SENCo will make the application to the exam boards well in advance of the examination series. Those students who need access arrangements are already known to the school. The awarding bodies rarely accept an application once the deadline has passed. A letter from a doctor will not automatically guarantee an access arrangement but may contribute to the overall application.

No arrangements will be put in place until the SENCo has contacted the examinations department.

Access to Scripts (ATS):

Students can request access to their examination scripts from the awarding bodies following the examination results being issued. There will be a charge for this service. (Pearson offer this service for free.) There is a form to complete as your script cannot be requested until we have the student's signed permission. A teacher may ask for permission to use a script for teaching and learning purposes with future classes. More details will be given on results day.

Attendance for Examinations:

Punctuality is important. The start times will be shown on your individual timetable. You must arrive at least 15/20 minutes before the start time. Late arrivals should report to the exams officer and be escorted into the exam room. Very late arrivals will be warned that their work may not be accepted by the examination board and you may be charged as an absent candidate

Authentication Form:

Students must complete and sign an awarding body authentication form and attach it to any non-examination assessments produced for their final qualification. Awarding bodies will refuse to mark any work not accompanied by the signed forms.

Awarding Bodies:

These are the organisations that provide qualifications for schools and colleges. Abbey MAT uses several, but the main ones are: AQA, Pearson (Edexcel), OCR, and WJEC (Eduqas). Please do not telephone exam boards directly: they will only refer you back to your own centre.

Useful information can be found on their websites.

www.aqa.org.uk

www.pearson.com

www.ocr.org.uk

B

Bags:

You will be told where to place your bags. You are not allowed to keep them with you and must put them in the designated area. Please do not bring valuables with you when you are sitting examinations.

Behaviour in the Examination Room:

You must be silent in the examination room, including the times when you enter and leave. Once you have entered the examination room, you are not allowed to leave unescorted until the end of the examination, and only when you are given permission to do so by the invigilators. ***You will not be allowed to leave an exam early even if you have finished.*** Should you require any assistance, please raise your hand clearly and wait for an invigilator to come to you. Silence must be maintained throughout your time in the examination room.

Please do not write on your examination desk: this constitutes vandalism and you will be charged for the removal of graffiti or damage to desks.

Black Pens:

Students use **black ink** to complete their answer papers, this is because they now scan scripts onto a computer to send to the examiners for marking. Black ink is the only colour the scanners can read. Please do not use blue, red, green or pencil, unless otherwise instructed to, or your exam paper may not get marked.

C

Calculators:

Candidates may use a calculator in an examination unless prohibited by the awarding body's specification. The instructions on the question paper will state whether calculators are not allowed or if they are expected to be used in the examination. If the instructions do not include either of these statements, calculators are treated as standard equipment and may be used by candidates. Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations.

- **Calculators must be:**
 - o of a size suitable for use on the desk;
 - o either battery or solar powered;
 - o free of lids, cases and covers which have printed instructions or formulas.

- **Calculators must not:**
 - be designed or adapted to offer any of these facilities: -
 - language translators;
 - symbolic algebra manipulation;
 - symbolic differentiation or integration;
 - communication with other machines or the internet;

 - be borrowed from another candidate during an examination for any reason;

 - Have retrievable information stored in them.
This includes:
 - databanks;
 - dictionaries;
 - mathematical formulas;
 - text

- **The candidate is responsible for the following:**
 - o the calculator's power supply;
 - o the calculator's working condition;
 - o clearing anything stored in the calculator.

Please note that the first GCSE Mathematics paper is a non-calculator examination – do not take a calculator into your examination room for this paper.

Candidate / Examination Number:

Your candidate number is the four-digit number printed on your candidate card. You will normally be seated, by subject, in candidate number order. You must write this number on every examination paper, and any supplementary sheets that you may use.

Centre Number:

The centre number will be printed on your candidate card, and must be written on every exam paper, and any supplementary sheets used in examinations. It will be on display in each exam room.

Abbey Grange Academy: 37627

Bishop Young Academy: 37618

Lightcliffe Academy: 37325

Certificates:

Certificates will be issued using the student's legal forename and surname. Certificates will be awarded at the presentation evening. If a student is unable to attend, then certificates can be collected from the school reception.

All certificates must be signed for as they are a legal document. Certificates will not be given to a 3rd party unless written permission from the student is given to the 3rd party.

Certificates will not be stored indefinitely. Please note unclaimed certificates will be destroyed by a secure method (e.g. shredding or incineration). You must keep all your certificates safe as they cannot be replaced. If they are lost, you will have to contact the awarding bodies themselves and replacements will be costly.

Change of Address:

It is important that you tell us as a matter of urgency if you move address. Important information about examinations and results may not reach you otherwise.

Change of Name:

It is important that you tell us as a matter of urgency if you change your name. Evidence to confirm this must be brought to the school office at the time (e.g.: passport, birth certificate) and the exams officer must also be informed. Awarding bodies will charge approx. £45 per certificate to change your name on certificates after they have been issued.

Clocks:

Will be clearly visible in each exam room. Invigilators are not allowed to tell you how long is left until the exam finishes, nor can they give you any warnings that the exam is coming to an end. It is your responsibility to keep an eye on the time. Invigilators will write on the board what time the exam started and what time it will end.

Centre Assessed Work/Non-Examination Assessment:

Tasks or Assignments set by the awarding bodies. Speak to your subject teacher if you have any problems with regards to these.

Clashes:

If you have an examination clash involving different subjects, you must contact the exams officer prior to the day in order to find out the arrangements that have been made.

If you have a clash involving two or three examinations in the same subject, you will sit your papers one after the other as long as the total examination time does not exceed three hours. No break will be allowed between the papers, unless to use the toilet.

If the total time does exceed three hours, the papers will be split between the morning and afternoon session. If you are in this position, you will have to be supervised between the two sessions and will, therefore, need to bring a packed lunch and a drink with you. You may revise during this time, but you will not have access to the internet, and you will not be allowed your mobile until after you have completed all examinations.

Contacts:

Every effort will be made to contact missing students at the beginning of each exam. Please ensure that contact details are up-to-date on the school SIMS system.

D

Data Protection Form:

All students who have been granted access arrangements must complete and sign this form before concessions can be put in place with the awarding bodies.

Dates:

Mock exams are on the school calendar.

Written exams run from mid-May till the end of June each year. Dates will be published on the school website.

You must NOT book any holidays during the entire examination period, up to and including the annual JCQ Contingency Day. **The contingency date is Wednesday 26th June 2019.** This has been arranged should a sustained or local disruption arise during the exam series. The decision comes following the tragic events of summer 2017, namely the events at Grenfell Tower and the Manchester Arena. The JCQ (Joint Council for Qualifications) have decided that they need the option to postpone an exam in the event of an incident and rearrange for a later date, to allow all students a fair and equal chance. This is not a school decision and does apply to all candidates in all schools throughout the country.

Dictionaries:

You may not use a dictionary in an exam 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 the SENCo.

E

Emergencies:

You will be told what to do by the invigilators. If you need to be evacuated from the exam room, you must remain in silence as exam conditions are still in place. Further instructions will be issued by members of the Exam Team or SLT, depending upon the emergency situation.

End of Examinations:

Invigilators will collect your exam papers before you leave the examination room. Absolute silence must be maintained during this time until you are outside the 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.

Equalities Act 2010:

Facilities exist for students with disabilities to access the curriculum and all relevant areas of the school. Abbey MAT recognises its responsibility to provide equal access to education for all students' irrespective of disability and confirms its commitment to ensure that no student will be treated less favourably as a result of disability.

Equipment:

All students must remember to bring their own equipment to examinations. This includes pens, pencils, rulers, rubbers and a pencil sharpener. You must either use a transparent pencil case, a clear plastic bag or carry your equipment in your hand. Borrowing from other students is not allowed. JCQ regulations state that a BLACK pen must be used in all examinations. For diagrams, use a HB pencil and a ruler. Gel pens, highlighters, correcting fluids and correcting pens may not be used in any answer booklets. It is your responsibility to provide the equipment required for your examinations and to bring this with you to every exam.

Examination Briefings:

You will receive exam briefings prior to mocks and your final exams. You should always check internal messages.

Examination Dates:

The examination dates are set nationally by the awarding bodies and NOT by the school. **These dates cannot be changed. External exams cannot be rearranged.**

Examinations Office:

The office is open during school hours and the Exams Officer will be happy to help with any queries that you have during this time.

Examination Regulations:

It is your responsibility to familiarise yourself with the JCQ 'Notice to Candidates' regulations, a copy of each is at the back of this booklet. A copy of these regulations is also available on the Examination section of the school websites.

Extra Time:

Will only be granted to an individual if they have evidence of a learning difficulty or disability. Students can be assessed by the SENCo, who will identify whether there is a need for students to have up to 25% (or in extreme circumstances up to 50% extra time).

F

Food and Drink:

Food is not allowed into an examination room unless special permission has been given. You are only allowed to take a clear, unlabelled bottle of water, with a sports capped lid, into the examination room. Please place your bottle near your chair leg so that desk is less cluttered.

G

Grade Boundaries:

These are not available until after the results are published, on Exam Board websites.

H

Headwear:

Only headwear worn for religious beliefs can be left on during the exam. Sports caps, woolly hats, bandanas etc. will not be allowed.

Handwriting:

Students are responsible for producing legible handwriting for all their exam papers and answer booklets. You risk losing marks if an examiner cannot read your handwriting.

I

Identity:

All students have an ID card with their picture and exam number on. This must remain on your desk so that it is clearly visible to the invigilator who is responsible to the exam boards for confirming each student's identity. Do not write on or destroy the card.

Illness:

If you are unable to attend the exam, the school will require you to have visited your GP or a hospital and provide medical evidence that you were unwell and unable to attend the exam – otherwise you may be charged for the exam fee. External exams can only be taken at the scheduled examination time, and you only have **one** opportunity to take each exam paper.

If you are unwell but manage to attend the exam, special consideration can be requested from the exam boards for the illness to be considered on the marking of your paper. See Special Consideration.

If you feel unwell during the exam you need to remain silent but alert the invigilator and they will help you.

Invigilator:

An invigilator is someone who watches over students in an examination to ensure that JCQ exam conditions are met. You must follow all instructions and orders given to you by an invigilator. Invigilators cannot discuss the examination paper with you, explain the questions or which sections to answer. They cannot tell you how much time has elapsed or how long you have left.

Internal Appeals Procedure / School Contingency Plan:

A copy of the Exams Appeal procedure is available on the School Website

A copy of the Exams Contingency Plan is available on the School Website

J

JCQ (Joint Council for Qualifications):

Represents all the awarding bodies that offer general qualifications. JCQ ensures that learners of all ages and levels of ability have access to qualifications and is responsible for producing administration rules for general qualifications e.g. regulations on access arrangements.

JCQ Inspectors:

On the spot ad hoc inspections are made to all centres during the examinations period to ensure that all centre staff and students are adhering to the general regulations laid down by all awarding bodies.

K

Know your Exam Timetable:

Each year, we have students who think that the exam is in the afternoon when in fact it was in the morning session. Although we do try and contact missing students, sometimes we cannot get hold of them or they live too far away to make it in to school in time. This means that they have missed the exam, and nothing can be done. Have your timetable in your phone, put paper copies on your bedroom wall and on the fridge. Make a pact with a friend – if either of you do not turn up, then ring them!

L

Late Arrivals:

Any student arriving more than 30 minutes after the exam has started will not be allowed into the examination room.

If you arrive after the examination has started, **but within** the first 30 minutes, you **may** be allowed into the examination room. However, you should be warned that if you do this, it is reported to the awarding bodies, and it is their decision on whether they accept your exam script.

Note: You may not be entitled to the full amount of time for the exam that you are sitting if you arrive late.

Location of Examinations:

Seating and room lists will be displayed on the windows outside the Exams Office.

It is essential to check the location of your examination carefully. Make sure you allow enough time to find the correct room before the exam starts.

M

Malpractice:

Malpractice is any practice which is a breach of the JCQ regulations or, which compromises 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 & other Electronic Equipment:

Mobile telephones, smart watches and other electronic equipment are not allowed to be used in any examination or when being supervised as a 'Clash Student.' The school and awarding bodies' regulations forbid you to bring in any of these devices into an examination room or any room being used for clash student's supervision, either before or after an examination.

You are strongly advised not to bring such devices with you on examination days. If you do bring in such devices, they **must be** switched off and placed in your bag.

If a mobile telephone, or other electronic device is found in your possession in an examination – **even if it is turned off** – it will be taken from you and a report made to the appropriate awarding body. Awarding bodies operate a no-tolerance policy on all students discovered to be in breach of regulations and have advised the school that students discovered to have a communications device with them during an examination or whilst being supervised as a ‘Clash Student’ face disqualification.

Please do not risk disqualification: either leave your mobile telephone at home, put your bag in your locker or hand it in to the invigilators.

N

Names:

Exam entries are made using your **legal forename and surname**. This is the name shown on your birth certificate / passport. You must use this name on all your exam papers and answer booklets – do not write the name you prefer to be called, nicknames, or shortened names on any of your examination papers.

O

Overnight supervision:

Although highly unlikely, overnight supervision will be required if you have examinations totalling more than 5 ½ hours, if you are a GCSE student. You will be required to be kept under supervision by your parents until the following morning, when you will sit the rest of your examinations that should have been sat the previous day. Overnight supervision is required so that you do not come into contact with anyone who has already sat exams which you have not. Therefore, whilst in supervision you will not be able to have a mobile phone in your possession, use the internet or have any contact with the outside world. A parental declaration form must be completed in the presence of the Headteacher and Exams Officer seven days before the examination in question.

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

	Warning	Loss of marks (Aggregation still permitted)	Loss of certification opportunity
	Penalty 1	Penalties 2 - 4	Penalties 5 - 10
Mobile Phone	In the examination or 'clash room' but not in the student's possession, and rings or beeps.	In the student's possession, but no evidence of being used or being active.	In the student's possession and evidence of it being used or active (rings, beeps or being used as a calculator)

Plagiarism:

There are many definitions of plagiarism, but they all have in common the idea of taking someone else's intellectual effort and presenting it as one's own. The JCQ's Guidelines for Dealing with Instances of Suspected Malpractice defines plagiarism as: "The failure to acknowledge sources properly and/or the submission of another person's work as if it were the student's own."

Pencil Cases:

If you wish to bring a pencil case into the exam room, it must be made of clear plastic.

Prohibited Material:

These items must not be brought into any examination room:

- Books (unless set texts for specific examinations –post-its and excessive annotations are not permitted in open book exams - **all books will be checked prior to the exam beginning**)
- Calculator cases/lids or instruction books
- Opaque pencil cases (use a transparent plastic bag as a substitute)
- Glasses Cases
- Mobile phones, or other electronic devices
- Smart Watches
- Mobile phones, or other electronic devices
- Smart watches

Q

Quarantine – (for Clash Students, see C)

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 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 students. 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

Readers:

Students with learning difficulties and/or disabilities may be entitled to a reader. A reader is someone that will read information from the exam paper and your own written work back to you when requested. They are not allowed to explain what anything means.

Results: (GCSE & BTEC / RSL / TLM etc)

Students may collect their results from school. Details of times and specific dates each year will be notified to all students. Senior members of staff will be available should you require post-results advice.

**The results of the summer series will be:
GCE: Thursday 15th August. (08:00 -11:00)
GCSE: Thursday 22nd August. (09:00- 11:00)**

If you wish to have your results sent to you, please leave a stamped, self-addressed envelope at the school office or exams office before the end of the summer term. No results will be given out by telephone or email.

If you wish for someone else (including parents/carers) to collect your results, you must sign the form prior to results day. The form is available from the exams office.

Review of Results (RORs):

The awarding bodies offer the option of having a script reviewed (for a fee), if a student or member of teaching staff is unhappy with the marks. There is a choice of two different types of reviews – a Clerical check or a Full review.

- A clerical check is simply when the relevant awarding body checks that the number of marks given has been added up correctly.
- A full review by the awarding body means that a different (senior) examiner reviews the first examiners marking against the same mark scheme.

RORs are costly and often not effective. It is important to consider the following before making a request:

- **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 very close to a higher-grade boundary a review may be worth considering but if not, it is unlikely to result in a higher-grade.
- **Your grade can go down as well as up.**
Reviews mean having your entire paper reviewed therefore, your mark and grade may go down as well as up. If your grade does go down, you cannot refuse the new grade and ask for the original higher grade to stand. You must be aware that this is the chance you take when asking for a review.
- **Cost.**
Reviews are expensive and the likelihood is that your mark will not change.

If you want to request a review you must complete the relevant form that will be made available on results day and return to the Exams Officer by the stated deadline. Payment is made in advance. The request cannot be made by a parent/carer as it is the candidate's own signature required on the form.

More details will be available on results day.

S

Seating Plans:

See *Location of Examinations*:

You are **not** allowed to change desks from the desk that has been allocated to you on the seating plan.

Scribe:

A person who writes down what a student dictates when the student is unable to write. Permission is required from an awarding body in advance, though it can be given at short notice for unexpected occurrences. The scribe can also Word Process a student's answers.

Source Referencing:

Students must acknowledge sources from which they have accessed information whilst undertaking controlled assessment/coursework. This must include detailed references (web page, author, page numbers etc.) of any source material. (Also see *Plagiarism*).

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 the Exams Officer **immediately after your exam** if you feel that you may have been affected by a circumstance beyond your control.

Statements of Entry:

Produced by the school, statements of entry list all the exam units that you are entered for in a particular

examination series. You will be given this well before the exam season starts. It is essential that you check **all** details on these statements very carefully to ensure that:

- a) you have been entered for the right examinations – in particular, if there are different tiers available.
- b) all your personal details are correct, in particular with regards to spelling, as this information will be printed on your examination certificates. Whilst it will be relatively simple to change before the examinations start, once certificates have been issued substantial costs will be involved if you notice any errors.

Study Leave:

There is no fixed period of study leave during the summer. Year 11 students will attend normal lessons until half term and will be expected to attend all revision sessions in their exam subjects. Year 12 will continue with normal lessons throughout the exam season, unless they have an afternoon exam, in which case they will be granted permitted absence in the morning. Year 13 will have a normal timetable until **17th May 2019**.

T

Times:

All examinations at this school commence at the time shown on your individual timetable.

You should be ready to enter the examination room at least 15 minutes before the published starting time.

If you arrive one hour after the published start time for examinations, you may not be permitted to sit the examination. See also: *Late Arrivals*.

Timetables:

You will be given your own personal timetable for summer exams. Please check your personal timetable carefully – the top copy of your examinations timetable has been produced by the Exams Office and is personal to you **only**. This will include changes of times/days to accommodate any clashes. If there are any errors (e.g. name, date of birth, sex, examination entry), please notify the Exams Officer immediately. Dates are given on the timetable(s) issued to you. Check carefully to see if the examination is in the morning or the afternoon – extra time may not be permitted if you are late. Take special note of any re-arrangements due to a timetable clash. **You are responsible for checking your examination timetable.**

If you have any queries, then please contact the Exam Officer immediately.

Mock Examinations.

All year 11 students will sit mock exams in all subjects that they are studying in November. Mocks for Core Subjects are repeated in February/March. These are a valuable experience for both staff and students to check what level of progress has been achieved.

Year 13 mocks will take place in the Spring term as published on the school calendar.

Toilet breaks:

Students are not permitted to leave the examination room to use the toilet, **unless they have a medical reason to do so**. In exceptional circumstances a pupil may be escorted to the toilet, but it will NOT be allowed within the first or during the last half an hour of the exam. You will not be allowed any extra time. Toilet breaks cause a distraction to other students and breaks their concentration.

If you have a valid reason for a toilet break, please bring written medical evidence to the exams officer prior to the exam season.

U

UCI Number:

A UCI (Unique Candidate Identifier) number is a number which every student is given and is used to link all entries and results for a student across an exam series and between different exam boards and centres. It is important that you give the number you were given at school to the college when you enrol. It can be found on your timetable, and your certificates/result slips.

ULN Number:

A ULN (Unique Learner Number) is a 10-digit number allocated to learners which will be theirs for life. Each learner will need a ULN so that they and educational providers, government agencies and awarding bodies can follow their learning progress.

Uniform:

Year 11 students must wear full uniform to all exams. Failure to wear full and correct uniform may result in you not being allowed into your exam. You must ensure that blazer pockets are empty, and you do not have any papers in them, even if they are not related to the exam subject that you are sitting at that time. Only headwear worn for religious beliefs can be left on during the exam. Sports caps, woolly hats, bandanas etc. will not be allowed.

Post 16 students must wear appropriate dress. Shorts and crop tops are not appropriate. Hoodies and other outdoor wear will not be allowed. Jumpers/cardigans etc. cannot be left on the back of chairs.

V

Valuables:

Students must leave valuables (including calculators, keys, credit cards, cash or mobile telephones, smart watches) at home or in their bags.

W

Warning:

All the awarding bodies make it clear that:

- Their official examination sessions must be run under strict conditions, with no form of deception. This rule includes any form of communication between students during an examination, as well as any other practice that could conceivably be seen as an attempt to deceive.
- Anyone attempting unfair practices can expect cancellation of examination entries and possible

exclusion from GCSE/AS and A2 level examinations for a period of up to five years.

Wrist Watches:

You can bring a wrist watch into the exam room, (but NOT a smart watch). However, this must be taken off your wrist and placed on the desk so that it is clearly visible to the invigilators.

Word of Advice:

Remember to have something to **eat and drink** before taking your examinations, especially on hot days. Food will be available to purchase from 8am in the canteen. Remember to bring a bottle of water into the exam with you so that you do not become dehydrated. *A banana eaten half an hour before the start of an exam can boost your concentration levels.*

Word Processors:

Students who have been granted the use of a word processor in their written exams will use a school computer that has had spell check/grammar removed as a condition of the JCQ Adjustments for Candidates with Disabilities and Learning Difficulties Regulations. You will be present when your paper is printed at the end of your exam, and you must sign this to say it is your paper. **Do not leave until this procedure has been completed.** You must indicate on the front of the actual question paper if you have answered anything in the booklet by hand, this may include multi-choice answers, graphs or diagrams.

X

X mark on your results:

These are given if you were absent for the examination, or component paper, or withdrawn after the entry had been made.

Y

Your exams

Only **you** can collect your results unless you provide written permission for them to be collected on your behalf.

Only **you** can request a review of marking or gain access to a script.

Only **you** can collect the final certificates issued by the awarding bodies.

Z

Zero marks

You will be awarded zero marks if you are found to have a mobile phone on you in an exam, even if it is switched off.

Frequently Asked Questions.

Q. What do I do if there is a clash on my timetable?

- You must see the Exams Officer.
- If the total time is three hours or less, you must sit them in the same session. The order you sit them in must be arranged in advance with the Exams Officer. You will be offered a short, supervised break of no more than twenty minutes, you will remain under formal exam conditions and you CANNOT revise for the next paper.
- If the total time is more than three hours, you may sit one of the exams in an earlier or later session within the same day. However, as the security of the exam must be maintained, you will be supervised between exams. You may revise from paper notes but will not be allowed your mobile phone, any other electronic device or access to the internet.
- In exceptional circumstances, usually three exams in one day, you may be offered to do one exam the next day (even if it is a Saturday!). Talk to your exams officer if this applies to you as overnight supervision must be applied for.

Q. What do I do if I think I have the wrong paper in the exam?

- Invigilators will ask you to check before the exam starts. If you think there is something wrong put your hand up and tell an invigilator. **DO NOT** ask the person next to you, this will be treated as malpractice. It will be too late to rectify if you tell the exams officer after you have left the exam room if in fact it is the wrong paper.

Q. What do I do if I have an accident or am ill before an exam?

- Inform school at the earliest possible opportunity so that we can help or advise you.
- With most accidents, we can provide a solution. If you injure your hand for example, we will provide a scribe.
- If you are too ill to take an exam, you will be asked to obtain medical evidence if you wish the school to make an application for special consideration. You may still be awarded a final grade even if you miss one exam.

Q. What do I do if I feel ill during an exam?

- Put up your hand and an invigilator will assist you.

Q. What do I do if I am late for an exam?

- Report immediately to the exams office. You must not enter an exam room without permission once an exam has started. You will be escorted in by the exams officer or a member of SLT. You should be aware that if you are very late, the awarding body may not accept your work.

Q. If I miss the exam, can I take it at another time?

- No.

Q. When can I fill in my details on the front of the exam paper?

- You must listen carefully to the invigilator's instructions, but you must NOT complete any details until you are told to do so. If you write before you are told to do so, it will be classed as malpractice and you will be reported to the exam board.

Q. What if I drop something in the exam?

- To avoid it looking like malpractice, please put your hand up and an invigilator will come and pick it up for you.

Q. What if another candidate is unintentionally distracting me?

- **Do not** ask them to stop yourself but raise your hand and the invigilator will deal with the problem.

Q. What if someone is sitting in my seat?

- Walk to the front of the room and ask the invigilator to consult the seating plan. Do not confront the other person yourself.

Q. What if my calculator stops working?

- Candidates are responsible for their own calculator. However, we do have some emergency calculators for such circumstances.

Q. What do I do if the fire alarm goes off?

- Do not panic.
- You will have been told about the procedure in your exam briefing.
- Close your papers and listen carefully to the invigilator's instructions.
- If you have to evacuate, you must leave everything on the desk and file out in silence to the designated area.
- Do not attempt to communicate with other candidates.
- If it is safe to do so, you will be taken back to the exam room and continue with your exam. Additional time will be added to the finish time in order to compensate for the disturbance.
- The exams officer will notify the exam board of the incident.

Q. What if I cannot collect my results myself?

- If you want someone else to collect your results on your behalf, you must give written permission in advance. Please collect the appropriate form from the exams office.
- You may have your results posted home. Please leave a stamped, self-addressed envelope at school before the end of term.
- PLEASE NOTE: RESULTS WILL NOT BE GIVEN OUT BY EMAIL OR TELEPHONE.

Q. What if my results are not as expected?

- Members of SLT will be available on results day to advise you.
- Details of how to review your results will be available and the exams officer will offer guidance.

Q. When can I resit an exam?

- Only English Language GCSE and Mathematics GCSE can be taken in the following November. All other subjects are only examined in June.
- Some vocational qualifications have resit opportunities in January and March. Please ask your subject teachers further details about your qualification.

Q. What if I have another question about my exams?

- Please see the exams officer, they are always happy to help.