

**EXAMINATIONS 2022-23**

**GUIDANCE FOR STUDENTS, PARENTS  
& CARERS**



**Centre Name: St. Augustine's R.C. High School**

**Centre Number: 47213**

**School Telephone Number: 01254 823362**

## **CONTENTS**

|  | Page    |
|--|---------|
| <b>Introduction</b>                                  | 3       |
| <b>Warning / Information / Notices to Candidates</b> | 4 -13   |
| <b>Before the Examinations:</b>                      |         |
| Statements of Entry                                  | 14      |
| Examination Boards                                   | 14      |
| Candidate Name                                       | 14      |
| Candidate Number                                     | 14      |
| Unique Candidate Identifier                          | 14      |
| Unique Learner Number                                | 14      |
| Timetables   | 14      |
| Contact Numbers                                      | 14      |
| Equipment  | 14      |
| <b>During the Examinations:</b>                      |         |
| Examination Regulations                              | 15      |
| Attendance at Examinations                           | 15-16   |
| Invigilators   | 16      |
| Absence from Examinations                            | 16 -17  |
| <b>After the Examinations:</b>                       |         |
| Book Return Day                                      | 17      |
| Notification of Results                              | 17      |
| Post Results   | 17      |
| Presentation of Certificates                         | 17 - 18 |
| <b>Frequently Asked Questions</b>                    | 18 - 20 |

## **INTRODUCTION**

It is the aim of St. Augustine's R.C. High School to make the examination experience as stress-free and successful as possible for all candidates. Hopefully, this booklet will prove informative and helpful for you and your parents/carers. Please read it carefully and show it to your parents so that they are also aware of the examination regulations and the procedures to follow in the event of any problems occurring.

The awarding bodies (or examination boards) set down strict criteria which must be followed for the conduct of examinations and St. Augustine's R.C. High School is required to follow them precisely. You should therefore pay particular attention to the Notice Warnings to Candidates that are printed on the following two pages.

Some of the questions you may have are answered at the back of this booklet. **If there is anything you do not understand or any question that has not been addressed, PLEASE ASK.**

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

The Examinations Officer - **Mrs Karen Munro**

The school telephone number is: **01254 823362 (Ext. 174)**

Remember – we are here to help.

**GOOD LUCK!**



|     |               |      |     |         |      |
|-----|---------------|------|-----|---------|------|
| AQA | City & Guilds | CCEA | OCR | Pearson | WJEC |
|-----|---------------|------|-----|---------|------|

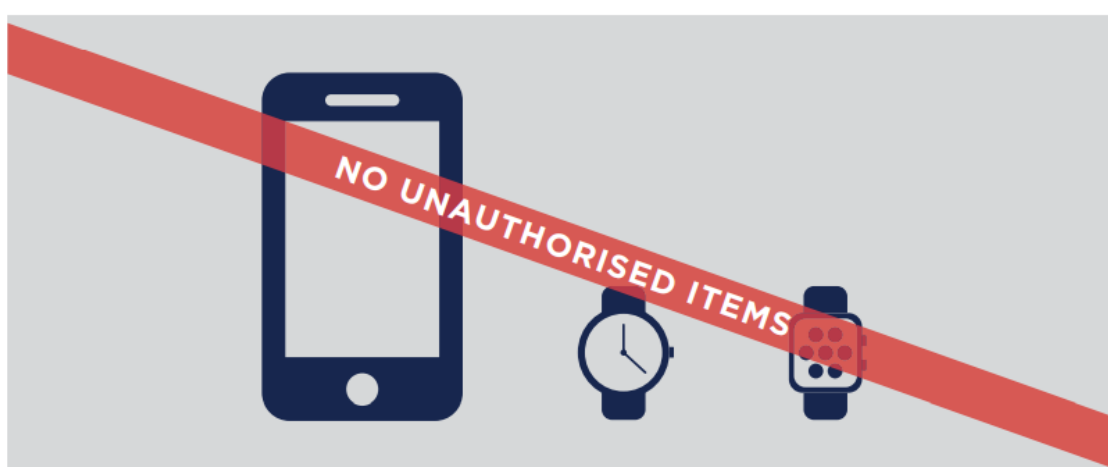
## Warning to Candidates

1. You **must** be on time for all your examinations.
2. **Possession of a mobile phone** or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.
3. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
4. You **must** follow the instructions of the invigilator.
5. You **must not** sit an examination in the name of another candidate.
6. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
7. If you are confused about anything, only speak to an invigilator.

The **Warning to Candidates** must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.

# **NO MOBILE PHONES NO WATCHES**

**NO POTENTIAL TECHNOLOGICAL/WEB  
ENABLED SOURCES OF INFORMATION**



**Possession of unauthorised items, such as a mobile phone  
or any watch, is a serious offence and could result in**

AQA

City & Guilds

CCEA

OCR

Pearson

WJE

# **DISQUALIFICATION**

**from your examination and your overall qualification.**

This poster must be displayed in a prominent place outside each examination room.

## **Information for candidates**

### **Using social media and examinations/assessments**



Image by Patrice Jones

**This document has been written to help you stay within examination regulations.**

**Please read it carefully.**

We all like to share our experiences when taking examinations. However, it is important to consider what you say and to think about what information is being shared.

Sharing ideas with others online could be helpful when you're studying or revising.

However, there are limits to the amount of information you can share and you need to be careful not to break the rules. We'd like to ask you to act responsibly when discussing online. If you're in doubt about what you can and can't discuss online regarding your exams, it's always best to check with your teacher.

If you receive what is or what looks to be assessment related information through social media, or any other means, you must tell your teacher or another member of staff. You must show them what you have received (if available). They will then report the matter to the awarding body and it will be investigated.

Where candidates breach the rules for examinations, controlled assessments, coursework or non-examination assessments, awarding bodies have an obligation to investigate and may apply penalties.





Image by Ben Wight

### **You need to know that the following would be malpractice:**

- copying or allowing work to be copied – e.g. posting written work on social networking sites prior to an examination/assessment;
- collusion: allowing others to help produce your work or helping others with theirs;
- asking others about what questions your exam will include (even if no one tells you);
- having or sharing details about exam questions before the exam - whether you think these are real or fake; or
- not telling exam boards or your school/college about exam information being shared.

### **Penalties that awarding bodies apply include:**

- a written warning;
- the loss of marks for a section, component or unit;
- disqualification from a unit, all units or qualifications; or
- a ban from taking assessments or exams for a set period of time.

**Please take the time to familiarise yourself with the JCQ rules:**

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





## Information for Candidates

### Information About You and How We Use It

You have entered general or vocational qualifications such as GCSE, A-level, functional skills qualifications etc with one or more of the awarding bodies listed above. In order to be able to provide examinations and assessments, the awarding body needs to collect and use information about you. This notice provides you with a high level summary of the information the awarding body is required by law to give you about what happens to that information. For more detail see each awarding body's full Privacy Notice:

|               |   |
|---------------|---|
| AQA           | <a href="https://www.aqa.org.uk/about-us/privacy-notice">https://www.aqa.org.uk/about-us/privacy-notice</a>   |
| CCEA          | <a href="http://ccea.org.uk/legal/privacy_policy">http://ccea.org.uk/legal/privacy_policy</a>   |
| City & Guilds | <a href="https://www.cityandguilds.com/help/help-for-learners/learner-policy">https://www.cityandguilds.com/help/help-for-learners/learner-policy</a>                     |
| NCFE          | <a href="https://www.ncfe.org.uk/legal-information">https://www.ncfe.org.uk/legal-information</a>   |
| OCR           | <a href="https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/">https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/</a>       |
| Pearson       | <a href="https://qualifications.pearson.com/en/about-us/qualification-brands/gdpr.html">https://qualifications.pearson.com/en/about-us/qualification-brands/gdpr.html</a> |
| WJEC          | <a href="https://www.wjec.co.uk/home/privacy-policy/">https://www.wjec.co.uk/home/privacy-policy/</a>   |

### Who we are and how to contact us

Each awarding body is a separate organisation. Your school or examination centre will be able to confirm to you which awarding body is delivering each qualification you are undertaking and you will receive a statement confirming what qualifications you have been entered for and which awarding body. You will find links to each awarding body's website and information on how to contact them here: [www.jcq.org.uk/contact-us/contact-details-for-jcq-and-members](http://www.jcq.org.uk/contact-us/contact-details-for-jcq-and-members).

### Information about you and from where it is obtained

Each awarding body whose qualifications you enter will need to use a variety of information about you. This includes obvious identification details such as your name, address, date of birth and your school or examination centre. It also includes information about your gender, race and health, where appropriate. This information is provided by you or your parents/guardians and/or by your school or examination centre.

Each awarding body will create certain information about you such as a candidate number, examination results and certificates.

You will find further information about this in the awarding bodies' full Privacy Notice (see links above) or by contacting the awarding body (see above).



## **What happens to the information about you**

The awarding bodies use the information about you to deliver the examinations and assessments which you have entered. This includes making a variety of arrangements for you to sit the examinations or assessments, marking, providing you and your school or centre with results and certificates. The awarding bodies also use some of the information about you for equality monitoring and other statistical analysis.

The awarding bodies may share information about your results with official bodies such as the Department for Education and the examinations regulators (e.g. Ofqual in England) and also relevant local authorities and the Universities and Colleges Admissions Service (UCAS). An awarding body may also use information about you to investigate cheating and other examination malpractice and will share information about malpractice with other awarding bodies.

The awarding bodies take the security of the information about you that they hold seriously.

You will find further, technical information about what the awarding bodies do with information about you, why and the legal basis in the awarding bodies' full Privacy Notice, which can be accessed [here](#) (see links on page one) or by contacting the awarding body (see above).

## **Your rights**

The law gives you a number of rights in relation to the information about you that the awarding bodies hold. Those rights are:

- Access – you are entitled to ask each awarding body about the information it holds about you.
- Rectification – you are entitled to ask each awarding body to correct any errors in the information that it holds about you.
- Erasure – in certain circumstances you are entitled to ask each awarding body to erase the information about you that it holds.
- Object to or restrict processing – in certain circumstances you are entitled to ask each awarding body to stop using information about you in certain ways.
- Complain – you are entitled to complain to the Information Commissioner (the body regulating the use of personal information) about what each awarding body does with information about you.

You will find further information about your rights in relation to information about you in the awarding bodies' full Privacy Notice, which can be accessed [here](#) (see links on page one) or by contacting the awarding body (see above).

## **How long the information about you is held**

Each awarding body retains information about you only for as long as it is needed. Some of the information is needed only during the period in which you are undertaking the examination or assessment and is securely destroyed a short while afterwards. Other information about you, such as your name, gender, address, qualification and subjects entered and the results, are held indefinitely and for at least 40 years.

Each awarding body has its own retention policy which sets out what information it retains, how it is retained and for how long. You can find out more about retention policies by contacting each awarding body (see above).

### **How to find out more about the information about you that the awarding bodies use**

To find out more about the information about you that the awarding bodies collect and use, including what happens to that information and why, you can review the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or contact the awarding body. You will find links to each awarding body's website and information on how to contact them here: [www.jcq.org.uk/contact-us/contact-details-for-jcq-and-members](http://www.jcq.org.uk/contact-us/contact-details-for-jcq-and-members).

### **Please note**

It is important to note that this notice concerns only how the awarding bodies use information about you (called your "personal data"). Complaints about how an awarding body handles your personal data can be made to the Information Commissioner ([www.ico.org.uk](http://www.ico.org.uk)). Information about the examinations and assessments themselves, including the rules about assessments, can be found on the JCQ Exams Office pages ([www.jcq.org.uk/exams-office](http://www.jcq.org.uk/exams-office)). The awarding bodies are regulated by Ofqual (<https://www.gov.uk/government/organisations/ofqual>) in England; Qualifications Wales ([www.qualificationswales.org](http://www.qualificationswales.org)) in Wales, and the Council for the Curriculum, Examinations and Assessment (<http://ccea.org.uk/regulation>) in Northern Ireland.

## **Learning Records Service: Privacy notice for pupils, students, learners and trainees**

### **1. Tier 1 privacy notice text**

The information you supply is used by the Learning Records Service (LRS). The LRS issues Unique Learner Numbers (ULN) and creates Personal Learning records across England, Wales and Northern Ireland, and is operated by the Education and Skills Funding Agency, an executive agency of the Department for Education (DfE). For more information about how your information is processed, and to access your Personal Learning Record, please refer to: <https://www.gov.uk/government/publications/lrs-privacy-notices>

### **2. Tier 2 privacy notice text**

The Learning Records Service (LRS) Issue you an Unique Learner Number. The LRS issues ULNs to learners in England, Wales and Northern Ireland, and is operated by the Education and Skills Funding Agency (ESFA), an executive agency of the Department for Education (DfE) in England. This privacy notice explains how we use your personal information. For the purposes of relevant data protection legislation, the DfE is the data controller for personal information processed.

### **How we use your personal information**

The Learning Records Service (LRS) is operated by the ESFA. The LRS collects information about learners registering for relevant post-14 qualifications, for example:

- GCSEs and A-Levels
- Entry to Employment Certificates
- Regulated Qualifications Frameworks
- Welsh Baccalaureate and associated units

The LRS uses your information to:

- issue you with a Unique Learner Number (ULN)
- create your Personal Learning Record (PLR)

The ULN enables education and training sector organisations, and Awarding Organisations regulated by Ofqual in England, Qualifications in Wales (QiW) in Wales and CCEA in Northern Ireland, to share information about participation and achievement in a consistent and approved manner, promoting good information management practice, and helping to improve accuracy and efficiency. It benefits you through enhancing the application processes to Awarding Organisations, learning providers, learning advisors and other third parties.

The PLR stores your education and training participation and achievement information collected directly from educational institutions and other bodies.



## **How we collect your personal information**

The LRS collects information from:

- DfE, schools and training / learning providers
- information provided by you when enrolling with the training/learning provider
- participation and achievement data held by the Welsh Government
- accredited achievement data supplied by awarding organisations

## **How we share your personal information**

All organisations that have control of personal data about you and that we store in the LRS are required to register with the Information Commissioner's Office and to handle your information in accordance with the latest data protection legislation.

The LRS is accessible by organisations under agreement with the DfE (England). Your personal information is only accessed through the LRS by organisations specifically linked to your education and training, including those organisations specified in Regulations made under section 537A of the Education Act.

Awarding organisations are able to access limited achievement data that we hold about you, in order to verify its accuracy.

## **How long we will keep your personal information**

We will only keep your personal information for as long as we need it after which it will be securely destroyed. Your personal information stored in the Personal Learning Record is retained for 66 years. We may need to keep your other personal information where held indefinitely for research and statistical purposes.

## **Your data protection rights**

You have the right:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you



## Contacting us about your information

If you would like:

- more information about how we process your personal information
- to make a request about your information – for example to request a copy of your information or to ask for your information to be changed

Please follow the guidance on the [how to access your personal learning record](#).

If you wish to complain about our handling of your information or contact our Data Protection Officer, you can use our secure [online contact form](#) or write to:

Ministerial and Public Communications Division  
Department for Education  
Piccadilly Gate  
Store Street  
Manchester  
M1 2WD

Correspondence for the Data Protection Officer should be marked for the attention of Emma Wharram, Data Protection Officer.

## **BEFORE THE EXAMINATIONS**

### **STATEMENTS OF ENTRY:**

- All Candidates receive a statement of entry from school indicating the subjects they are being entered for and the levels of entry, where applicable. Please check that these are correct. Some subjects only have one tier of entry, some have Foundation and Higher tiers.
- Candidates may also receive statements of entry from the Exam Boards. You must check everything on your statements of entry very carefully. Particularly check that all personal details (date of birth, spelling of names) are accurate as these will appear on certificates and it may be difficult to change them once certificates are awarded.

### **EXAMINATION BOARDS**

- The School uses the following Examination Boards: AQA, Pearson Edexcel, OCR and WJEC Eduqas.

### **CANDIDATE NAME**

- Candidates are entered under the name format of First Name + One middle initial + (Legal) Surname, e.g. Adam J. Smith.

### **CANDIDATE OR EXAM NUMBER**

- Each candidate has a four-digit candidate or exam number. This is the number you will enter on examination papers. It will appear next to your name on seating plans and examination registers. This is displayed on the Examinations Board in the Science Corridor and on your statement of entry list.

### **UCI**

- In addition to a candidate number, each candidate must have a **Unique Candidate Identifier** (12 numbers and 1 letter) which is shown on the top of statements of entry. This number will usually begin with the Centre Number (47213) unless you have transferred from another school that had already issued your UCI. Your UCI is used for administration purposes and it is not necessary for you to remember it.

### **ULN**

- From January 2014, all students entered for an exam at a state funded school/college in England need a **Unique Learner Number**. Schools and colleges will need a ULN to access the Personal Learning Record (PLR) of anyone over the age of 14 who is in education or training. The PLR is an online, lifelong record of individuals' achievements, which can be shared with other parties e.g. employers, colleges and universities. Keep a note of this number as you may need it later in life.

### **TIMETABLES**

- You will receive an individual timetable showing your own specific examinations with details of date, time and duration of exam. Check it carefully. If you think something is wrong see Mrs Munro in the Exams Office immediately. A copy of the full GCSE Summer timetable will be posted on the school website as soon as it is finalised.
- If you have a clash where two subjects are timetabled at the same time the school will make special timetable arrangements for you. You must check your individual timetable and see Mrs Munro if you are unsure what to do. If you think there is a clash on your timetable that has not been resolved, please see Mrs Munro immediately.

### **CONTACT NUMBERS**

- Please check that school has at least one up-to-date contact number for you.

### **EQUIPMENT**

- Make sure you have all the correct equipment before your examinations. Check the regulations in the Notice to Candidates and the information on previous pages.

## **DURING THE EXAMINATIONS**

### **EXAMINATION REGULATIONS**

- A copy of the “Warning to Candidates”, which is issued jointly by all the Examining Boards is available on the school website and on the Exams noticeboard in the Science corridor. All candidates must read this carefully and note that to break any of the examination rules or regulations could lead to disqualification from all subjects. The school must report any breach of regulations to the Awarding Body.

### **ATTENDANCE AT EXAMINATIONS**

- Candidates are responsible for checking their own timetable and arriving at school on the correct day and time, properly dressed and equipped. Candidates must arrive 15 minutes prior to the start time of their examination. Please wait quietly outside your exam room until you are invited to enter by the examination invigilators.
- Candidates who arrive late for an examination may still be admitted but may not receive any additional time. If a candidate arrives very late e.g. after the awarding body’s published finishing time, it will be up to the exam board to decide whether they accept the exam paper. If special consideration applies then you must speak to the Examinations Officer (see ABSENCE FROM EXAMINATIONS).
- Full School Uniform must be worn by all students attending school for examinations.
- All items of equipment, pens, pencils, mathematical instruments, etc. should be visible to the invigilators at all times. You must either use a transparent pencil case or clear plastic bag.
- Pens should be black ink. No correction pens are allowed.
- For exams where calculators are permitted, students should make sure their calculators conform to the examination regulations. If in doubt, check with your teacher. Remove any covers or instructions and make sure batteries are new.
- Do not attempt to communicate with or distract other candidates.
- Examination regulations are very strict regarding items that may be taken into the examination room (see FAQs at the end of this booklet). If you break these rules you may be disqualified from the examination.
- **Mobile telephones MUST NOT BE BROUGHT INTO THE EXAMINATION ROOM.** 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. All watches must be switched off (if applicable) and placed in your bag.
- No food or drink is allowed in the exam room, unless you are diabetic, except for a small bottle of water should you require it for long exams (NO LABELS to be on the bottle).
- Please do not write on examination desks. This is regarded as vandalism and you will be asked to pay for any damage.
- Do not draw graffiti or write offensive comments on examination papers – if you do the examination board may refuse to accept your paper.
- Listen carefully to instructions and notices read out by the invigilators – there may be amendments to the exam paper that you need to know about.

- Check you have the correct question paper – check the subject, paper and tier of entry.
- Read all instructions carefully and number your answers clearly.
- Candidates must stay in the examination room until the end of the examination. You will not be allowed to leave an examination room early. If you have finished the paper use any time remaining to check over your answers and that you have completed your details correctly.
- At the end of the examination all work must be handed in – remember to cross out any rough work. Put any loose additional answer sheets inside the answer booklet.
- Invigilators will collect your exam papers before you leave the room. Absolute silence must be maintained during this time. Remember you are still under examination conditions until you have left the room.
- Question papers, answer booklets and additional paper must NOT be taken from the exam room.
- 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.
- If the **fire alarm** sounds during an examination the examination invigilators will tell you what to do. Don't panic. 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 the designated assembly point on the bottom yard. Leave everything on your desk. 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 awarding body detailing the incident.

## INVIGILATORS

- The school employs external invigilators to conduct the examinations. Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.
- The examinations officer and senior leadership staff will only be present at the start of an examination.
- Invigilators are in the examination rooms to supervise the conduct of the examination. They will distribute and collect the examination papers, tell candidates 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.
- Please note that invigilators cannot discuss the examination paper with you or explain the questions.
- Pupils who are disruptive or behave in an unacceptable manner will be reported to the examination board and may be removed from the examination room.

## ABSENCE FROM EXAMINATIONS

- If you experience difficulties during the examination period (e.g. illness, injury, and personal problems) please inform school 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 an 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 Examinations Officer which should be countersigned by your doctor or nurse.

- For the award of a grade by special consideration, where a student misses part of an examination through illness or personal misfortune, a minimum of 25% of the total assessment must have been completed.
- Parents and candidates are reminded that the school will require payment of entry fees (between £35 and £65 depending on subject) should a candidate fail to attend an examination without good reason and without informing the school.
- Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

### **AFTER THE EXAMINATIONS (at the end of Year 11)**

#### **BOOK RETURNS**

Books should be returned to departments as soon as possible following your examination.

#### **NOTIFICATION OF RESULTS – PROVISIONAL INFORMATION**

- 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. If you know in advance that you will be unable to collect your results, you should leave a stamped addressed envelope with Mrs Munro (Exams Office) for her to post them on to you. Alternatively, they can be emailed, but you must give Mrs Munro your personal email address. They cannot be emailed to a third party.
- No results will be given out by telephone under any circumstances.

#### **POST RESULTS**

- If you need post-results advice, St. Augustine's teaching staff will be available on Results Day. We will also ask you to complete details of your destination after St. Augustine's (i.e. further education, employment).
- If you wish to submit an Enquiry About Results (EAR), you should contact our Exams Officer (Mrs Munro) on results day or ASAP thereafter. There is a cost involved for this service. You must complete a consent form which should be returned with full payment. No EARs will be submitted without full payment in advance.
- St. Augustine's does not enter former pupils for re-sits. If you need to re-sit an examination you should contact the school/college to which you have applied.

#### **PRESENTATION OF CERTIFICATES**

- A Celebration Evening will take place in October when it is hoped that you will be able to attend to receive your certificates. Invitations to students and their parents will be sent out with full details nearer the time.
- Students who are unable to attend Celebration Evening will be able to collect their certificates from the school office after Celebration Evening. Certificates will not be given to anyone other than the candidate without the candidate's written authorisation.

- St. Augustine's R.C. High School is 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 substantial fee per examination board. You are therefore urged to collect your certificates on Celebration Evening or as soon as possible thereafter and to keep them safely.

## **FREQUENTLY ASKED QUESTIONS**

### **Q. What do I do if there's a clash on my timetable?**

- The school will re-schedule papers internally (on the same day) where there is a clash of subjects. Candidates will normally sit one paper then have a break during which they will be supervised and must not have any communication with other candidates. They will then sit the second subject paper. Correct times should be on your individual candidate timetable. It may be necessary for you to bring a packed lunch if you have exams in the morning and afternoon as you will have to remain in isolation until both examinations are completed. If in doubt consult the Examinations Officer.

### **Q. What do I do 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.

### **Q. What do I do if I forget my Candidate Number?**

- Candidate Numbers are printed on seating plans, which are displayed in the exam rooms, and on attendance registers. Your name and Candidate Number will also be on a card on your examination desk. Invigilators will be able to help you find your number.

### **Q. What do I do if I forget the school Centre Number?**

- The Centre Number is **47213**. It will be clearly displayed in the examination rooms.

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

- Inform school at the earliest possible point so we can help or advise you. In the case of an accident that means you are unable to write it may be possible to provide you with a scribe to write your answers, but we will need as much prior notice as possible. You may need to obtain medical evidence (from your GP or hospital) if you wish the school to make an appeal for Special Consideration on your behalf (see below).

### **Q. What is an Appeal for Special Consideration?**

- Special Consideration is an adjustment to the marks or grades of a candidate who is eligible for consideration. The allowance for Special Consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for 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 and covered the whole course but 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 Officer must be informed immediately, so that the necessary paperwork can be completed (within 7 days of the last exam session for each subject) and the candidate will be required to provide evidence to support such an application.

### **Q. What do I do if I feel ill during the exam?**

- Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before or during an exam and you feel this may have affected your performance.

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

- Provided you are not more than 1 hour late, it may still be possible for you to sit the examination. You should get to school as quickly as possible and report to the School Office. 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. It may not be possible to allow you any extra time if you start the examination late.

You should also be aware that if you start the exam more than 30 minutes after the published starting time, the school must inform the Exam Board and it is possible that the Board may decide not to accept your work. Please ensure that you allow enough time to get to school so that if you are delayed (e.g. through transport problems) you will still arrive on time.

**Q. What happens if I am excluded from school during the exam period?**

- In the event of being excluded during the exam period, you must still attend to sit the exam. You should be escorted to the main school office – in full uniform – by your parent or carer and collected from there when the exam has finished.

**Q. If I miss the examination can I take it on another day?**

- No. Timetables are regulated by the JCQ and you must attend on the given date and time.

**Q. Do I have to wear school uniform?**

- Yes. Normal school regulations apply to uniform, hair, jewellery, make-up, etc.

**Q. What equipment should I bring for my exams?**

- For most exams you should bring at least 2 pens (**black ink only**).
- 2 x pencils.
- For some exams you will need a calculator, a 30cm ruler (marked with cm and mm), pencil sharpener and rubber, compasses, protractor, coloured pencil crayons (not gel pens).
- You are responsible for providing your own equipment for examinations. You must not attempt to borrow equipment from another candidate during the examination. If you do not have something you need, put your hand up and ask an invigilator.

**Q. What items are not allowed into the examination room?**

- Only material that is listed on question papers is permitted in the examination room and students who are found to have any material with them that is not allowed will be reported to the appropriate examinations board.
- Bags and coats and any other items not permitted under examination regulations must be left in the school garage which will be locked for the duration of the exam. Do not bring any valuables into school with you when you attend for an examination.
- No food or drink is allowed in the exam room, unless you are diabetic, except for a small bottle of water should you require it for long exams (**NO LABELS to be on the bottle**).
- Mobile telephones, watches and other electronic equipment must not be brought into the exam room even if they are turned off.

**Q. Why can't I bring my mobile telephone into the exam room?**

- Being in possession of a mobile 'phone (or any other electronic communication device, e.g. smartwatch, headphones) is regarded as cheating and is subject to severe penalty from the awarding bodies.
- If you bring a mobile telephone to school, you must switch it off and leave it your bag in an allocated room.

**Q. 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'. Invigilators will tell you when to start and finish the exam. They will write the finish time of the exam on a white board at the front of the exam room. There will be a clock in all examination rooms.

**Q. Can I leave the exam early?**

- It is a requirement of the exam boards that you must stay in the examination room for at least one hour after the published start time of the exam (or for the duration of the exam if it is less than one hour). It is not the school's policy to allow candidates to leave the exam room early, as this is disruptive to other candidates. A candidate may not leave the examination room without the permission of the invigilators.

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

- The examination invigilators will tell you what to do. If you have to evacuate the room leave everything on your desk and leave the room in silence. You must not attempt to communicate with any other candidates during the evacuation.

**Q. Can I go to the toilet during the exam?**

- If it is absolutely necessary. We advise you to go before the exam as it is very disruptive to the other candidates. You will be escorted by a member of staff and will not be allowed any extra time.

**Q. If I have more than one exam on a day can I get lunch at school?**

- Pupils who have examinations in both morning and afternoon sessions may obtain lunch from the dining hall in the usual way or bring a packed lunch.

**Q. Why do I need to check the details on the Statement of Entry?**

- The details on your Statement of Entry will be used when certificates are printed. If the name or date of birth on your certificates does not match your birth certificate it could cause you problems if you are asked to show your certificates to a potential employer or for college/university at some time in the future. You should also check that the subjects and tiers of entry you are entered for are correct and that no subjects are missing.

**Q. I am entitled to Access Arrangements - a reader and additional time. How will this affect the way I take my exams?**

- Students entitled to Access Arrangements may take their exams in a separate room. Details of where you will take your exams are to be found on the Exams Notice Board and on your final exams timetable which will be given out a few weeks before the start of the exams. See Mrs Warren or Mrs Day in Learning Support if you have any further questions.

**Q. What do I do if I don't get the grades I need for college?**

- Teaching staff will be available to advise you on results day. If you feel strongly that it is necessary to make an enquiry about your result you should first consult the Head of Subject to obtain their advice as to the advisability of requesting a re-mark. You should be aware that your mark could go down as well as up or even stay the same. You must complete a Candidate Consent Form and return it with a cheque to cover the cost. Full details can be obtained from the Exams Officer and details will also be posted on the school website.

**Please keep this booklet in a safe place,  
as you will need it to refer to throughout Year 11.**