

Exam Guidance Document – Autumn 2021

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Introduction

It is the aim of St Mary's Catholic High School to make the examination experience as stress free and successful as possible for all candidates.

This booklet will prove informative and be helpful for you and your parents. Please read it carefully and show it to your parents so that they are aware of examination regulations and the procedures to follow in the event of problems occurring.

The awarding bodies (or examination boards) set down strict criteria which must be followed for the conduct of examinations and St Mary's is required to follow them precisely. You should therefore pay particular attention to the **Warning to Candidates & Unauthorised Items poster**.

If there is anything you do not understand or if you have any questions that have not been addressed, please ask.

Kind Regards,

Mrs A Kay

The Examinations Officer

Email: akay@stmaryschesterfield.org.uk

Tel Number: 01246 201191

1. BEFORE THE EXAMINATIONS

Confirmation of Entry

Confirmation of your entry is included within the body of this email. Please check that all personal details (date of birth, spelling of names) are accurate.

Personal Data

Personal Data relating to a student including name, date of birth and gender will be sent to the examination boards for the purpose of the examination.

Candidate Name

Candidates are entered under the name format of First Name + (legal) Surname e.g. Adam Smith. Please check these details are correct.

Timetable

A copy of the Entrance Exams timetable is below. The start time is 9am.

| DATE | TIME | EXAM CODE / NAME | EXAM |
|-----------------------------------|--------------|------------------|-------------------------------|
| Monday 01/11/20 (am) | 9.00 - 10.45 | 8700/1 | GCSE English Language Paper 1 |
| Tuesday 02/11/20 (am) | 9.00 - 10.30 | 8300/1F | GCSE Mathematics Paper 1 |
| Wednesday 03/11/20 (am) | 9.00 - 10.45 | 8700/2 | GCSE English Language Paper 2 |
| Thursday 04/11/20 (am) | 9.00 - 10.30 | 8300/3F | GCSE Mathematics Paper 2 |
| Monday 08/11/20 (am) | 9.00 - 10.30 | 8300/3F | GCSE Mathematics Paper 3 |

Contact Numbers

Please make sure that school has at least two up-to-date contact numbers for you.

Equipment

It is important that you check you have all the correct equipment before your examinations.

Queries or Concerns

If you or your parents have any queries, concerns or need help or advice at any time before, during or after the examinations please contact your Head of Year in the first instance.

2. Examinations

Examination Regulations

A copy of the “Warning to Candidates”, which is issued jointly by all examination Boards, is included within St Mary’s website. 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. Candidates must arrive 15 – 20 minutes prior to the start of their examination. Please wait quietly outside your room until you are invited to enter by the examination invigilators.

Candidates who arrive late for an examination will still be admitted and may be granted additional time, however, they will have to be reported to the examination board. If special consideration applies, then you must speak to the Examination Officer (see ABSENCE FROM EXAMINATIONS).

All students attending school for examinations must wear **Full School Uniform**.

All items of equipment, pens, pencils, mathematical instruments etc should be visible to invigilators at all times. You must either use a **transparent pencil case or clear plastic bag**.

- **Pens should be black ink or black ballpoint.** No erasers or correction fluids are allowed.
- For Mathematics and Science exams, 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.
- **Please note the watches are not allowed within the Exam Room**
- **Mobile phones, iPods, Smartwatches or MP3/4 players MUST NOT be brought into the exam 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. No exceptions can be made.
- **Check you have the correct question paper – check the subject, paper and tier of entry.**
- Water in a label free container is allowed in the exam room. No other food or drink is allowed.
- No ‘lucky mascots’ e.g. Teddy bears are not allowed in the exam room.
- Do not draw graffiti or write offensive comments on the 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 be aware of.

- Read all instructions carefully and number your answers clearly.
- Candidates 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. If you have used more than one answer booklet or have loose sheets of paper, ask for a tag to fasten them together in the correct order.
- 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 paper, 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/lockdown alarm** sounds during an examination the 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 a designated assembly point. 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. Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.

Invigilators are in the examination rooms to supervise the conduct of the examination. They will distribute and collect the examination papers, tell 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 removed from the examination room.

Anyone caught breaking any of the examination rules relating to what you can/cannot bring into an exam, and how to behave before, during and after the exam itself could be disqualified from all subjects. The school MUST report any breach of regulations to the Examination Board.

Absence from examinations

If you experience difficulties during the examination period (e.g. illness, injury or 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 Examination Officer without delay in all cases where an application is to be made for special consideration.

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 35% of the examination (including controlled assessment/coursework) must be completed.

3. After the Examinations

Notification of Results

Results will be available on:

GCSE's - 13th January 2022 from 9am

- If you wish to have results sent home, you must provide a stamped addressed envelope prior to results day and hand this in to reception.

Post Results

Check you results overall. All enquiries about results (EARs) should be discussed with the relevant subject teacher who will advise on the viability of such a request. All EAR requests must be made by the Exams Officer, Mrs A Kay. A signed candidate consent form is required plus the fee before this can proceed, for all services below.

| BOARD | SERVICE | GCSE | Timeline |
|--------------|---|-------------|---------------------------|
| AQA | Clerical re-check (Service 1) | £8.05 | 17 th Feb 2022 |
| | Review of marking (Service 2) | £37.55 | |
| | Access to scripts (Photocopy) | £8.65 | |
| | Access to scripts (Original) | £6.80 | |
| | Access to reviewed or clerically checked script | £14.35 | |

- Clerical re-check – this service checks that all parts of the exam have been marked and the marks have been totalled correctly
- Review of marking – This is a post results review of the original marking to ensure the agreed mark scheme has been applied correctly
- Priority Review of Remarking (feedback within 7 days, GCE only).
- Access to scripts - photocopy (feedback within 7 days - GCE only) enables you to make the decision to go for remark.

4. JCQ Information for Candidates

The documents below can be found on the St Mary's website

[Exams Info – St Mary's Catholic High School \(st-maryshigh.derbyshire.sch.uk\)](http://st-maryshigh.derbyshire.sch.uk)

- **JCQ Unauthorised Items poster**
This poster will be displayed outside each exam room. You **must** note that *'Possession of unauthorised items, such as a **mobile phone or a 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.
- **JCQ Information for Candidates – on screen tests**
You **must** read this information if you will be taking 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 take any externally assessed timetabled written exam.
- **JCQ Information for Candidates – Privacy Notice**
You **must** read this notice as it contains *'Information about you and how we use it'*
- **JCQ Information for Candidates – social media**
You **must** read this information to help you stay within examination/assessment regulations when using social media.
- **JCQ Information for Candidates – Coursework**
You **must** read this information if you are undertaking qualifications that contain elements of coursework assessment.
- **JCQ Information for Candidates – non examination assessments**
You **must** read this information if you are undertaking qualifications that contain components of non-examination assessment.