

EXAMINATION GUIDE FOR CANDIDATES

June 2019

All candidates must read this guide carefully before undertaking any examinations

Introduction

This booklet provides information to help you during this year's examinations. Please take the time to read it carefully.

General Regulations

All external examinations are governed by JCQ, the Joint Council of Qualifications. JCQ sets down strict regulations on exam conduct that the School and its students must adhere to. These are detailed in the 'Information for Candidates' and 'Warning to Candidates' posters in the Appendix at the end of this document. Please read these thoroughly even if you have sat external exams before, as they do change.

Malpractice

Any malpractice or violation of rules may lead to disqualification from one, or more, examinations. We are inspected at least once every year by a JCQ Examination Inspector who will check our compliance with regulations.

Invigilators

Senior School staff and external invigilators form our invigilation team. Training sessions will be carried out in advance of the exams to ensure that all invigilators are aware of the current JCQ regulations.

Further Questions

If you have queries relating to the examinations, then contact the School's Exams Officer, Mrs Hughes, via exams@saintmartins-school.com, or by telephoning School.

Data Protection

Relevant personal data (name, date of birth, gender) is transferred to Exam Boards for the purposes of examining and awarding qualifications. For pupils still at School, exam certificates are handed to them. For pupils who have left, they are posted to your last known address. If you are moving address before the end of term, please notify us in the normal way. If you are moving after the end of term, please let us have the new address and a moving date. Certificates tend to be sent to us in November.

Examination dates, locations and start times

The exams start at 9am and 1.30pm and details are on the timetables issued. Copies of the generic timetables are on display in form rooms and individual timetables have been issued and further copies can be requested from the Exams Officer. The exams are taking place in the Hall or the Conference Room and details will be posted in the form rooms. Details of any clashes and the consequential amended timetables have been issued.

Please get to School in plenty of time and no later than 20 minutes before the start of the exam. Please go to your form room. A study room is provided if you wish to stay in school and Mrs Blackburn will let you know the details separately.

Completion of examinations

You must sit all examinations on the set dates. If you are absent from any examination, it will be marked as zero. In the case of significant illness or other adequate cause, the School can apply to the Examination Board on your behalf, explaining the mitigating circumstances. Written evidence is required (such as a medical note), but there is no guarantee that a mark will be awarded. Misreading a timetable is not a legitimate reason for absence from an exam. If you know you are going to miss an exam, ring the Exams Officer for advice.

Before your examinations

You are responsible for checking that the entries are complete and accurate. You must also check your personal details (full name, date of birth) as these will appear on your official exam certificates. It is difficult to make changes after issue.

Contact details

School will contact you if you are not present at the start of your exam. Please make sure the School has up to date contact details.

Access Arrangements

Mrs Spillane will confirm any Access Arrangements.

Equipment for examinations

Make sure that you have the correct equipment for all of your examinations. For every exam, you will need a **black** ink pen/ biro, HB pencil, rubber and a ruler graduated in centimetres and millimetres, protractor and a pair of compasses. You will be permitted a calculator for most exams. Please check that your calculator is working and that it has been cleared of anything stored in it. Remember to remove any lid/ case that has printed instructions or formulae on it. You may use a clear plastic bag or pencil case to hold these items. Please do not bring anything else to the exam.

Remember to use the pencil only for graphs, sketches and diagrams – use black ink for everything else.

There is a list on the front of every exam stating what equipment is permitted. If it's not on the list, it isn't allowed. Having unauthorised equipment in an exam is considered malpractice. Do not just bring your normal pencil case – empty everything out first!

It is your responsibility to arrive at exams with appropriate equipment. It is sensible to bring spare bios and pencils. Do not rely on School to deal with any shortfalls.

During examinations

JCQ regulations apply to all examinations. You must therefore familiarise yourself fully with the JCQ 'Information for candidates'. Be aware of items that are prohibited, specifically, mobiles phones, Smart Watches, data storage devices, or web enabled devices (even if switched off). In the event that a mobile phone (or other type of electronic communication, web-enabled or storage device) is found in your possession, even if switched off, a report will be made to the Examination Board. It is likely that you will be given zero marks for this exam, and may also be disqualified for other exams in this subject or indeed the entire series. **There are no exceptions.**

Clear water bottles (non-spill type) are permitted, but any labels **must be removed**.

All watches must be removed and placed on the desk in clear sight.

The exam is treated as being in progress from the time you enter the room until every script has been collected.

AQA

AQA's answer booklets have 2 spaces for completing the question number you are answering and sometimes there are three numbers. AQA ask that you write the first number in the left hand side and the next two numbers in the right hand side.

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Candidate Identification

The School has prepared Candidate Identification Cards which will be placed on your desk for every exam. These have your photo, name as it should be written on the exam paper and your candidate number. It will include your Access Arrangements.

Start of exam

It is your responsibility to check that you have the correct exam paper. If unsure, alert an invigilator. Pay particular attention to the tier.

Do not complete the front of the question paper until everyone is seated. You are not permitted to fill in your details until you are told to by the invigilator. If you write your name on the paper before you are told, it is a breach of the regulations.

Please listen to announcements made at the start of the exam. Any amendments to exams are read out by invigilators.

Listen carefully to the end time of your exam. Do not start until you are told to do so. The information will be displayed on a White Board at the front of the exam room.

If you suspect that something is missing e.g. an insert, stimulus material etc., alert an invigilator. The invigilator cannot discuss the examination paper with you or explain the answers but will call for assistance. **Issues cannot be resolved after the exam.**

Answering the exam paper

You must answer the questions in the space provided, or in the answer booklet, dependent on the style of question paper. Ask the invigilator if you need extra answer booklets. Do not be tempted to squash your answers into a small space, or write in the margins. If you use extra paper, you must complete the information asking for your name etc. This **can** be done at the end of the exam after you have been told to stop writing. Remember to make it clear which question you are answering and note on the exam paper that you have continued.

You must manage your own time. There will be no '5 minute warning' before the end of the exam. You are expected to use all of the time allocated and will not be allowed to leave the room before the designated end time of the exam. If you do finish early, use the time to check your answers. If you have extra time allocated, again, you are expected to use this time. You can, however, leave at the scheduled end time, although this is not advisable.

If there is a major distraction that affects your ability to complete the question paper, you must alert the invigilator. However, you cannot expect there to be in total silence. Remember that invigilators are required to walk around the exam room.

At the end of the exam, you must hand in all work. All rough work should be crossed through neatly. If you have used supplementary booklets, make sure that your name is on all booklets. **This is your responsibility.**

End of exam

You must stop writing, or typing (in case of laptop), when asked to do so. Work on laptops must be saved. You may stay seated, and in silence, until all papers have been collected and you have been dismissed.

Leave the room quietly as others may still be finishing their exams. Remember when you leave the Hall to stay quiet until beyond the double doors by the Learning Hub and when you leave the Conference Room, to stay quiet until you are beyond the door into the main school.

Candidates using laptops will be escorted from the room by an invigilator to the IT department or Exams Office to collect their printed answers. They remain under exam conditions during this time and must not engage in conversation with pupils or teachers.

You must not remove any exam materials from the room. This includes question papers, inserts, CDs, answer booklets or any printed answers (in case of laptop users).

Emergency evacuation procedure

In the event of an emergency, the invigilator will tell you to leave all examinations materials on your desk and direct you to the nearest exit. Examination conditions will still apply so you must not speak to any other candidate, teacher or pupil. You will be asked to muster with the exam group and not in forms. This will be on the side of the Junior School Playground with the invigilator/s.

There will be no scheduled fire drills during the examination period. Any alarm should be treated as genuine.

After examinations

Results and official documentation

- August 15th 2019 - GCE results
- August 22nd 2019 - GCSE results

Post results queries

If you have any concerns about your results, you can request an Enquiry About Results (EAR). You must make such requests via the School's Exams Officer.

EAR request forms, information on pricing and deadlines will be issued with results in August. All EAR requests are chargeable to parents.

Edexcel are allowing the School access to scripts free of charge. However, these will not show the marks awarded and you can still request a photocopy showing the marks before you decide whether to request a review of marking. There will be a fee for this service.

AQA and OCR are only offering marked scripts but these can be requested to inform a decision to request a review of marking. A fee will be payable.

The School has a policy of complying with all EAR requests where the correct fees and paperwork are received. Advice will always be offered on the appropriateness of the request and the possible outcomes. This is because marks can go down as well as up. Information will also be made available on the grade boundaries (these are not available until results day) to inform a decision to review.

Only genuine marking errors can be corrected – there will be no change to reasonable marks even if the reviewer would have awarded higher marks.

Frequently Asked Questions

What if I feel unwell during the exam?

If you are unwell in the exam room, alert the invigilator. Do not leave the room alone, as you will not be allowed to return and complete the exam paper.

Exams nerves and panic are normal for some students, but they are not a reason for a student to leave the room. Enter the exam room calmly; try to develop strategies that will help you to remain calm in exams.

Can I go to the toilet during an exam?

If you need to go to the toilet during the exam, alert the invigilator. You will be escorted from the room. To avoid major disruption, we encourage students to visit the toilets before the start of the exam. You will not be allowed access to a bag/locker. Sanitary products will be available for you to use in the toilets.

What if I am unwell on the exam day or have had an injury?

If you are unwell, or injured, before the exam, please contact the Exams Officer for advice as soon as possible. Arrangements can be made to help you sit the exam e.g. you can sit the exam in a separate room or with the help of a scribe (if wrist/hand injured) etc. In such cases, a medical note from your GP is required to support any application for Access Arrangements or Special Consideration.

What is Special Consideration?

In cases where students are fully prepared for exams, and events occur that materially affect exam performance **on the day of the exam**, School can apply for Special Consideration on the student's behalf. The allowance varies from 0% to 5%, with 5% reserved for exceptional circumstances. Adjustments made are typically small; Exam Boards never disclose the allowance given, nor will they enter into any discussion about an application. Examples where Special Consideration may be appropriate include accident, injury, illness, bereavement or a domestic crisis.

Please speak to the Exams Officer for advice if this applies to you at any time during exams.

What if I think that there is a problem with my examination paper?

If you think that you have been given the wrong exam paper, or that there is an issue with the question paper or exam material provided, alert the invigilator immediately. The invigilator cannot engage in discussion with you, but will seek advice from the Exams Officer.

What should I do if there is a distraction that is affecting my ability to concentrate?

The invigilators have responsibility to ensure that candidates can complete exams without disruption. If there is a significant cause for concern that you feel is not being dealt with (e.g. a persistent noise either inside or outside of the room), please alert the invigilator. However, your best strategy is to focus on the examination paper. It is not reasonable to complain about ticking clocks or the occasional banging door.

What happens if I misread my timetable?

If you misread the timetable, and expect to arrive late for an exam, call the Exams Officer for advice immediately. You may be admitted depending on the duration of the exam, and the exact time that you arrive. If you are more than an hour late for an exam, you may still sit the exam, but the exam board may not accept any work.

Attachments – JCQ notices

- Information for Candidates – For written examinations
- Information for Candidates – social media
- Warning to Candidates
- Mobile Phone Poster