

**Examinations Handbook for Students and Parents/Carers**



**Before Exams**

**Exam Regulations**

Copies of the JCQ ‘Warning to Candidates poster,’ ‘Information for Candidates Written Exams,’ Unauthorised Material poster’ and ‘Social Media poster’ are printed at the back of this handbook. Breaking any rules or regulations could lead to disqualification from all subjects. Make sure you are aware of what is expected of you. The school must report any breach of regulations to the Exam Board.

**Exam Candidate Number & Centre Information**

You will be issued with a four-digit candidate number which must be written on all answer booklets and additional sheets together with the School’s Centre Number:

The Exams Officer is **Mrs Hartas** Email: L.Hartas@alsagerschool.org

**Candidate Name**

Candidates are entered under the name format of first name + middle name + legal surname. Candidates must use their legal name on all exam documentation even if they use a different name in school for all other purposes. The reason for this is that exam certificates are legal documents and must match the name on your passport/birth certificate.

**Statement of Entry**

Once your Summer exam entries have been confirmed, you will be issued with a statement of entry indicating the subjects you have been entered for and the levels of entry, where applicable. You must check everything on your statement of entry very carefully – date of birth, spelling of names, correct levels of entry (Check with your teacher first). Inform the exams officer **immediately** if there is a problem.

**Timetables**

A copy of all the exam dates and times will be available on the school website. You will also receive an individual timetable showing your own specific exams, with details of date, time, duration, venue, and seat number. Check this final timetable very carefully and report any issues to the exams officer **immediately**, especially if you feel an exam is missing from the timetable.

**Exam Timetable Clashes**

On your statement of entry/initial timetable, some exams may be scheduled to take place at the same time. Don’t worry as clashes will be resolved by the Exams Officer. Usually, you will sit clash papers one after the other, sometimes with a small, supervised break in between, or the exams officer may move one of the exams to a different time and you will need to be in exam isolation until you have completed your exams.

**Malpractice (Cheating) & Unauthorised Materials**

**Mobile phones, ipods, MP3/4 players, watches, airpods, earpods, earphones MUST NOT BE BROUGHT INTO THE EXAM ROOM even if you do not intend to use them.** Familiarise yourself with the ‘Unauthorised items’ poster. (Exam invigilators will not be held responsible for any devices they have to remove from students during an exam)

Other forms of malpractice include:

* Being in possession of unauthorised materials, eg. Revision notes, reading pens
* Communicating with other candidates (by talking, signing or otherwise). This applies as soon as you enter the exam room
* Copying from other candidates
* Sitting an exam in the name of another candidate

**Any form of malpractice is a very serious offence and you will be subject to penalty and possible disqualification from all your subjects under the *JCQ Suspected Malpractice Procedures***.

**On the Exam Day**

**Before the Exam Starts**

* Make sure you are outside your exam room 15 minutes before the scheduled start time on your timetable. Exams normally start at 9am and 1pm.
* Check your timetable for your room and seat number. A copy of the seating plans will be outside the room or on the Hollinshead Hall corridor windows.
* Bring all your equipment in a transparent pencil case or clear plastic bag. You are responsible for bringing in the equipment, such as a calculator that you require for your exam. You are responsible for ensuring that your calculator meets exam board requirements. (See attached Jcq ‘Use of Calculators Regulations).
* If you bring water, make sure it is in a transparent plastic bottle with any labels removed.
* Do not bring mobile phones, iPods, mp3 players, watches, airpods, earpods or earphones into the exam room. If you forget, make sure they are turned off and handed to an invigilator before the exam starts. Exam Boards deal very severely with candidates who ignore the regulations. Any unauthorised item found in your possession **WILL** be reported to the exam board. Misconduct may lead to loss of all marks for a paper and ultimately the Exam board could decide not to award you a grade.
* Make sure you sit in the correct seat.
* **Do not** write in or open the exam paper until instructed to do so by the invigilator.
* If you are too ill to attend an exam your parent/carer must inform school before 8.45 am on the day. You will not be able to sit the exam on another day, so it is advisable that you try and get a doctor’s note so the Exams Officer can try and apply for Special Consideration on your behalf.
* All personal belongings, bags, coats will not be allowed in the exam room and must be left in the designated areas.
* Year 10 and 11s must attend in full school uniform. Year 12s and 13s MUST bring ID lanyards with them.
* No food or drink in the exam room, except water in a transparent plastic bottle with labels removed.

**During the Exam**

**Invigilators**

The school employs external invigilators to conduct examinations. You must always behave in a respectful manner towards invigilators and follow their instructions. Their main role is to ensure that the Exam Board procedures are followed and if they suspect that you are breaking any of the regulations, they must inform the Exams Officer. Invigilators cannot read any words printed on the question papers for you, other than the instructions on the front cover. They cannot offer advice on which questions to answer or explain questions to you. If you need assistance, e.g. if you need more paper or if you feel ill, raise your hand and wait for an invigilator to come to you. Never try to communicate with other candidates in the exam room.

**Starting your Exam**

* Listen carefully to instructions and notices read out by the invigilator and **do not start writing anything until instructed.**
* Check you have the correct paper, especially if there are higher and foundation tiers. **It is your responsibility to inform the invigilator if you think you have the wrong paper.**
* Read the instructions carefully before you start to answer the questions.
* Don’t use eraser pens, gel pens or highlighters within your answers. Write with a **BLACK** pen.
* Make sure you put your candidate number and name on all the answer sheets you use.

**Emergencies** - If the fire alarm sounds during an exam, the invigilators will tell you what to do. Please do not panic. If you have to evacuate the room, you will be asked to leave in silence. **You must not attempt to communicate with anyone during the evacuation.** On return, you will be allowed the full working time for the exam.

**Leaving the exam room** – You **MUST NOT** leave the exam room unsupervised. If you do, you will not be allowed to re-enter the exam room and the Exams Officer may need to report this to the exam board. If you require a toilet break, or do not feel well, you must put your hand up and let the invigilator know.

**At the End of an Exam**

* At the end of an exam all work must be handed in. Remember to cross out any rough work. If you have used more than 1 answer book, ensure your name and candidate number is written on every additional book.
* Remain seated in silence until told to leave the exam room. Please leave in silence and show consideration for other candidates who may still be working.
* Question papers, answer booklets, additional sheets **must not** be taken from the exam room.

**Other Information**

**Absence from Exams**

**If you miss an exam, for whatever reason, you will not be able to take it another day.**

If you are unable to attend an exam due to illness, please let the Exams Officer know immediately. You may be asked to send in medical or other evidence.

**Special Consideration –** Only in ‘exceptional circumstances’ are candidates allowed special consideration for absence from an exam. It is essential that medical or other appropriate evidence is obtained on the day by the candidate/parent and given to Mrs Hartas, Exams Officer, without delay.

 Sometimes adverse circumstances, just before or during exams, can affect your performance. Exam Boards do make allowances in certain situations such as recent illness or recent bereavement, providing the school has appropriate supporting evidence. Speak to your Exams Officer as soon as possible if you think this may apply to you.

**After the Exams**

**Results Days –** Candidates will be able to collect their results on the morning of the results days. Students will be sent information regarding these dates. If you are unable to collect your results in person, you can email the Exams Officer and give the name of a person to you give consent to collect on your behalf. Any uncollected slips will be posted to you on the results day. (Years 11 and 13 only). Later in the morning, results will be made available on the parent portal Insight.

For year 10 RE results, results slips will be available to collect from school on results day but uncollected slips will not be posted out. They will be available on Insight later in the morning. They will be given out on return to school in September.

**Post Results Services –** If you would like an exam paper marks to be reviewed or would like to request a copy or your original exam paper, you will need to complete and sign a form and hand in to the exams officer with payment. Payment must be made first on ParentPay. Subject teachers may request a review of marking with your consent or request a copy of your exam paper, again with your consent. These forms will be available on results days and to download from the school website under ‘Exams.’ Exam board fees and deadlines to make requests will also be available on the school website. Please seek advice from subject teachers before requesting a post results service.

**Collection of Exam certificates –** GCSE andA Level certificates can be collected from school at the end of December/beginning January. Exam certificates are extremely important documents and are often needed for job applications, university/college places and apprenticeship places. It is your responsibility to check that all certificates are present and that the grades on the certificates are correct. You must notify the Exams Officer immediately if there is a problem with the certificates. The school are only obliged to keep certificates for one year and there is a charge from the exam boards for replacement certificates. If you are unable to collect in person, you may nominate someone to collect on your behalf, providing they bring in a signed letter of consent from you and a form of photo ID.

**Examination certificates will not be posted to students.**

**Complaints –** If there is something about your exam/s you are unhappy with, please contact the exams officer in the first instance who will try to deal with your complaint or pass it on to someone who can. If you are still not happy and you wish to make a formal complaint, please refer to the school’s exam complaints procedure, a copy of which can be found on the school website.

**Internal assessment marks –** if you are not happy with the mark/s given for a piece of coursework, please refer to the school’s internal assessment marks appeals procedure, available on the school website.



**Exam Checklist Summary**

Aim to arrive at school 15 minutes prior to an exam.

Make sure you eat and drink before your exam.

 Leave all bags, coats, personal belongings in the designated areas.

Phones – Students must not have mobile phones in their possession (either on or off). This is very important – if a phone is found, there is a good chance that you will be disqualified.

You should not have ipods, MP3 players, watches, airpods, earpods or earphones in your possession.

In an exam where you are allowed to have a calculator, you should not have a calculator cover on your desk.

Year 11s must wear school uniform during exams. Sixth formers must wear ID badges and must not wear outdoor clothing such as jackets. Dress sensibly for the weather conditions as exam room temperatures can fluctuate.

No food allowed in the exam room. If you have a special/medical requirement, please see the Exams Officer before the start of the exams.

Water bottles are allowed in exam rooms. These should be clear (not coloured) bottles with the label removed.

There is **absolutely no talking or communication** between students once you enter the exam room. Raise your hand for an invigilator if you have any questions.

 **Exam Equipment**

**Equipment Required for Exams** (All in a transparent plastic case or bag – NOT COLOURED PLASTIC)

* Black pens
* Pencils
* Ruler
* Eraser
* Pencil Sharpener
* Compass
* Protractor
* Calculator (ensure meets Jcq regulations)

For some exams, coloured pencils