



Sandy Upper School

Examinations 2016

Guidance for Students and Parents/Carers

Candidate Name
Candidate number
Centre Number 15161

School telephone number - 01767 680598

Email address office@sandyupper.net

Web site www.sandyupper.net

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INTRODUCTION

It is the aim of Sandy Upper 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. 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 rules and criteria which must be followed for the conduct of examinations and Sandy Upper School is required to follow them precisely. You can find all of this information on the school website under the Exams heading.

We have a section at the end of the booklet which answers frequently asked questions. 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

The school telephone number is: **01767 680598**.

The direct line to the Examinations Office is: **01767 688083**.

Remember – we are here to help.

Wishing you every success

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 or Higher tiers.
- 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. Once checked, these statements need to be signed by yourself and your parents as being correct and returned to your Form Tutor.

EXAMINATION BOARDS

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

USEFUL WEB ADDRESSES

Coursework Guide for Parents - www.gca.org.uk

The Joint Council for Qualifications has information on examination rules, plagiarism and appeals - www.jcq.org.uk

The Department of Education and Skills site has detailed information on helping your child learn and on what they will study at school - www.parentscentre.gov.uk

Exam Boards

www.aqa.org.uk

www.cie.org.uk

www.edexcel.com

www.wjec.co.uk

www.ocr.org.uk

CANDIDATE NAME:

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

CANDIDATE NUMBER:

- Each candidate has a four-digit candidate number. This is the number you will enter on every examination paper. It will appear next to your name on seating plans and examination registers. Your candidate number is on the front of this booklet. **Please learn it.**

Centre Number

- In addition to a candidate number, each candidate must remember the Centre Number which is also put on every examination paper. The School's Centre Number is **15161**.

TIMETABLES

- A copy of the school's exam timetable 2015/16 is on the school's website and will be published in the Spotlight. You will also receive an individual timetable showing your own specific examinations with details of date, time, and duration of exam, venue and seat number. Check it carefully. If you think something is wrong, please see Mrs Partridge, in the Examinations Office, immediately.
- A few candidates may have a clash of exams where two subjects are timetabled at the same time. The school will make special timetable arrangements for these candidates. You must check your individual timetable and see the Exams Officer if you are unsure what to do. If you think there is a clash on your timetable that has not been resolved, please see the Exams Officer immediately.

CONTACT NUMBERS

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

EQUIPMENT

- Make sure you have all the correct equipment before your examinations. Check the regulations in the Notice to Candidates and the information on the following pages and also check with your subject teacher. It should all be contained in a clear pencil case or clear plastic bag.

DURING THE EXAMINATIONS

EXAMINATION REGULATIONS

- Notices to candidates jointly issued by the Exam Boards can be found on the website. They cover information on “Written examinations, onscreen tests” and controlled assignments. All candidates must read these 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 AND BEHAVIOUR IN EXAMINATIONS

- Candidates are responsible for checking their own timetable and arriving at the correct time, properly dressed and equipped. Candidates must arrive 10 minutes prior to the start time of their examination. Please wait quietly outside your exam room or a designated area until you are invited to enter by the examination invigilators. Please remember that you are under examination conditions as soon as you enter the examination room.
- Candidates who arrive late for an examination may still be admitted and will be allowed the full time for the examination. **N.B. If the candidate is very late as determined by the JCQ regulations the awarding body will receive a full report and it is likely they will not accept the work.** If special consideration applies then you must speak to the Examinations Officer (see ABSENCE FROM EXAMINATIONS P8-9). If we are informed that a school bus has been delayed, we will make special arrangements so that students are not disadvantaged.
- 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 must be black ink or ballpoint.**
- **No Tippex or correction pens** are allowed.
- For Mathematics and Science exams, students should make sure their calculators conform to the examination regulations. If in doubt, check with your teachers. Remove any covers or instructions from the calculators and make sure batteries are new.
- Do not attempt to communicate with, or distract, other candidates. No tapping pens on the desk. No turning round once you are in your seat.
- **No talking** is allowed from the moment you enter the examination room and until you have exited the room.

- 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 will be disqualified from the examination.
- **Mobile telephones/MP3 players or any type of watch should not be brought into the examination room.** If a mobile phone (or any other type of electronic communication or storage device e.g. MP3 player) 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. Disqualification from the examination will be the result** A plastic wallet will be placed on each exam desks for candidates to put their electronic devices and watches in, these will be collected before the exam by the invigilators and handed back after exam papers have been collected but you must ensure that it is switched off. **See page 13 for consequences.**
- No food is allowed in the examination rooms. Only water in clear plastic bottles may be taken in to the examination room – labels must be removed.
- 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 make sure you speak to an invigilator if you think there is a problem.**
- Read all instructions carefully and number your answers clearly.
- Candidates must stay in the examination room for the duration of the exam unless there are special circumstances. 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 check 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 book or 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 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 a designated assembly point and supervised. 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 Examination Board 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, exactly, 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 e.g. if a candidate is feeling ill.
- Please note that invigilators cannot discuss the examination paper with you or explain the questions.
- Students who are disruptive or behave in an unacceptable manner will be removed from the examination room by invigilators or the examinations officer and their conduct reported to the examining board which will result in disqualification.

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 Examination Officer without delay in all cases where an application is to be made for special consideration. Where there are long term illnesses/problems the circumstances should be brought to the attention of the Examinations Officer prior to the examination period so he can apply 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 50% of the examination (including coursework) must be completed.

- Parents and candidates are reminded that the school will require payment of entry fees 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.

CONTROLLED ASSESSMENT

These are assignments completed under controlled conditions in school and contribute to the final grade of the examination. As they contribute to the final exam there are clear, and strict, guidelines on how controlled assessments will be completed in school.

BTEC COURSES

Some courses have onscreen and/or written examinations and are also assessed throughout the course by continuous coursework. Students must ensure that they keep up to date. As they contribute to the final grade there are clear, and strict, guidelines on how assessments will be completed in school.

AFTER THE EXAMINATIONS

NOTIFICATION OF RESULTS

- A-Level Results will be available for collection on:

THURSDAY 18th AUGUST 2016

GCSE Results will be available for collection on :

THURSDAY 25th AUGUST 2016

- 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. (Form available at the end of the Booklet) and they must bring identification with them.
- Candidates who do not collect their results on 25th August will receive notification through the normal post. Letters will be posted on 26st August and not before.
- No results will be given out by telephone under any circumstances.
- Pass grades at GCSE are from A* - G

AFTER RESULTS

- If you need post-results advice, Sandy Upper School teaching staff will be available on Results Day.

FREQUENTLY ASKED QUESTIONS

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

- A.** 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?

- A.** 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?

- A.** Candidate Numbers are printed on seating plans, which are displayed in the exam rooms, on attendance registers and on a card on each exam desk. Invigilators will be able to help you find your number. Alternatively, you can check with the Main Office before going into the exam room.

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

- A.** The Centre Number is **15161**. It will be clearly displayed in the examination rooms but try to remember it.

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

- A.** 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?

- A.** 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?

- A. 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. The examination officer can write a letter asking for Special Consideration for that paper.

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

- A. 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 Reception. 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. If I miss the examination can I take it on another day?

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

Q. Do I have to wear school uniform?

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

Q. What equipment should I bring for my exams?

- A. For most exams you should
Bring at least 2 black pens.
- For some exams you will need a scientific calculator (Maths/Science), a 30cm ruler (marked with cm and mm), pencil sharpener and rubber, compasses, protractor, coloured pencil crayons (not gel pens), anthology for English Literature.
 - You are responsible for providing your own equipment for examinations. You must not attempt to borrow equipment from another candidate during the examination.
 - You should check with your teachers in each subject, prior to the examination, exactly what you will require in that subject.

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

- A. Only material that is listed on question papers (e.g. an anthology) 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. In such circumstances, a student would normally be disqualified from the paper or the subject concerned.

- Bags and coats and any other items not permitted under examination regulations must be left where indicated. Do not bring any valuables into school with you when you attend for an examination.
- No food is allowed in the exam room.
- Mobile telephones and all electronic devices must be turned off and placed in the plastic wallet on the exam desk to be collected by the invigilators.

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

- A.** Being in possession of a mobile 'phone (or any other electronic communication device, e.g. ipod, MP3 players, headphones) is regarded as cheating and is subject to severe penalty from the awarding bodies:
- **See JCQ Appendix 4 at the end of this document**

Q. How do I know how long the exam is?

- A.** 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 flip chart or board at the front of the exam room. There will be a clock in all examination rooms. It is a good idea to have a watch as well to monitor your own timings for each question.

Q. Can I leave the exam early?

- A.** It is a requirement of the exam boards that you must stay in the examination room for at least one hour, or for the duration of the exam, if it is less than one hour). However 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?

- A.** 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?

- A.** Only if it is absolutely necessary. We expect students to be able to last for the duration of the examination without going to the toilet. If you are permitted will be escorted by an invigilator 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?

- A.** Students who have examinations in both morning and afternoon sessions may obtain lunch from the Café in the usual way or bring a packed lunch.

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

- A.** 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 extra time – how will this affect the way I take my exams?

- A.** Some students receive an allowance of 25% extra time. Where possible such candidates will be seated together, to minimise disturbance from other candidates who finish earlier. The invigilators will include the additional time when they display the finishing time of your exam on the card on your desk.



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Warning to Candidates

1. You **must** be on time for all your examinations.
2. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
3. You **must not**:
 - sit an examination in the name of another candidate;
 - have in your possession any unauthorised material or equipment which might give you an unfair advantage.
4. **Possession of a mobile phone** or other unauthorised material **is breaking the rules**, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
5. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
6. You **must** follow the instructions of the invigilator.
7. If you are in any doubt speak to the 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.

Effective from 1 September 2014

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Permission to Collect my Examination Results

Summer 2016

Name _____

Form _____

I give my permission for _____ to collect my GCSE
results on 25th August 2016

Signature _____

Date _____