

Introduction

Welcome to this guide to taking your GCSEs. This booklet is for both pupils and parents. I hope you will find the information in this booklet useful throughout this summer.

You may have already taken some examinations and you will have noticed that there are certain procedures that have to be followed. Every candidate in every school throughout the country must adhere to the same rules and procedures, to make sure that every candidate is given the same information in the same way, to make it fair.

We have provided you with this guide to help give you a clear idea of what will happen in and around the room in which you sit your exam. If you understand how the examinations are run and know what to expect, it's less for you to worry about on examination day.

Please remember, although examinations are very important, they are not something to fear. Examiners *want* you to do well and we, as a school, will do what we can to help you do your very best on the day.

Examinations – What You Need To Know

From the time that you enter the examination room, you are classed as being under 'examination conditions'. This means that you should not communicate with any other candidates in any way.

You must be silent at all times when you are in the exam room. You should only bring equipment into the exam room that is allowed eg. pen, pencils etc. You should not bring anything else into the room, including any revision notes or guides. These should be left in your locker before you go to the exam room. If you need assistance, put your hand up clearly and wait for an invigilator to attend to you. Once you have entered the exam room you have to be escorted at all times if you need to leave. You will only be allowed to leave in an extreme emergency and even then you will remain constantly supervised.

It is important that you sit at your allocated desk. Check the seating plan BEFORE you enter the room – if you cannot find your place on the plan, speak to an invigilator.

DO NOT SIT AT ANOTHER CANDIDATE'S DESK.

The seating plans are done to ensure that you receive the correct paper and that they are collected in the correct order.

An **invigilator** is someone employed and trained by the school to run the examination. They know the rules for conducting examinations very well and have been trained to deal with every possible situation that may arise during the examination. Invigilators are there to take care of any reasonable needs that candidates may have during the exam and they also have the power to cancel a candidate's papers if they suspect that any rules have been broken. Invigilators must be obeyed and shown respect, just as any other member of staff within the school.

Before the start of the exam, you will be asked to fill in the details on the front page of the exam paper – centre number, candidate number, surname and name. Use your full, legal name, no nicknames or abbreviated names are permitted. Your four digit candidate number will be given to you in advance of your exams – you can find it on your statement of entry and your individual timetable. You must remember this number for your external exams. If you have forgotten it, an invigilator can find out your number for you. Please also sign the paper where requested. Only open the examination paper when you are instructed to do so. Use your time wisely; you will not be allowed to leave the examination room if you finish early, so any time you have left after you have finished answering the questions should be used to check through your answers.

At the end of the exam the invigilators will collect your exam papers. Question papers, answer booklets and additional paper must **not** be taken from the exam room – everything that you write on must be handed in. **Absolute silence must be maintained until you are right outside the exam room.**

There are two posters which are displayed outside each exam room. Copies of each of these posters are included in this guide. Please read through them and be familiar with their contents.

Absence from Examinations

You must attend all exams that are allocated to you on your individual candidate timetable. If you are feeling ill on the day of an exam, you **must** telephone the school on 01772 743399 and speak to the Attendance Officer as soon as possible. You should try and sit the exam if at all possible. If you are feeling ill there are things that can be done to help you sit the exam.

If you are absent for an exam and have not completed a minimum of 25% of the total assessment **you will not be awarded a grade** for that subject. There are no opportunities for you to re-sit a paper at this school if you are absent from an exam so it is vital you are present and punctual for all of your exams.

If you are genuinely unfit to come in to school then you must telephone the attendance officer on the above number at the earliest opportunity. Only in exceptional circumstances will exam boards issue you with a grade for a paper you have missed (as long as you have completed 25% of the total assessment) and only if the application is supported by us as a school.

'Phoning in to say you have a sniffle or sore throat on the morning of an exam will be highly unlikely to be acceptable to the exam boards and ultimately they make the decision, not us!

Be Punctual!

Please ensure you allow enough time to get to school so that even if you are delayed for any reason e.g. traffic, you will still arrive in good time. You are **NOT** automatically entitled to any extra time should you arrive late for any of your exams. If you arrive more than one hour after the published start of any exam, the exam boards can **refuse to mark your paper**.

Some afternoon examinations may run on longer than the end of the school day. Please ensure that you make alternative travel arrangements for getting home on these occasions, as the school buses have to stick to the normal timetable.

Cheating

If you are caught attempting to cheat in any way in an exam, you **will** be reported to the exam boards. 'Cheating' means doing anything that is against the rules stated on the *Notice to Candidates* and includes:

- **Being in possession of a mobile phone**
- **Using unauthorised aids (including ipods, MP3 players and watches)**
- **Communicating with other candidates (by talking or in other ways)**
- **Copying from other candidates.**

Penalties for cheating can include disqualification from taking any exams during the rest of the year.

Be Prepared – What You Can and Cannot Take into an Examination

When you sit an examination, you are responsible for taking in the equipment you require to complete the paper. There are strict rules as to what you can and can't have with you:

Mobile phones, iPods, MP3 players, watches, pagers, reading pens and any other form of electronic communication devices must not be taken into the examination room. If you have your phone with you it must be switched off and left in your bag inside your locker. **You must not keep your phone with you, even if it is switched off.** If you wear a wrist watch, this must be taken off prior to the exam and put in your locker. You cannot bring a watch into the exam room with you. Make sure you bring your locker key to school on exam days so you can lock your belongings away safely. If you are found to have a phone in your possession a report must be sent to the examinations board and **you may have your paper cancelled, even if you made no attempt to use the phone.**

Equipment

You must not bring anything into the exam rooms except the equipment you need for that exam. You must provide all your own equipment, which should be in a clear plastic bag or pencil case. It is **YOUR** responsibility to have the correct equipment. School is under no obligation to lend you equipment if you fail to bring it with you.

The following equipment should be brought to every exam:

- 2 pens – only black (not gel pens)
- 2 pencils
- Ruler marked in millimetres
- Pencil sharpener (preferably one which catches the bits!)
- Rubber

For certain exams you may need the following:

- compasses
- protractor
- calculator (with a removable case)
- coloured pencils/crayons

You must do any rough work in the answer book provided. Cross out anything you do not wish to be marked. Highlighter pens **must not** be used in answer booklets, but you are allowed to highlight parts of the printed questions if you wish to. **You are not allowed to use correcting fluid/pens/mice.**

Examinations that require a calculator are clearly marked on the front of the paper. You must not have the calculator case/cover with you when the examination starts – leave it in your bag. You must bring your own calculator if you need one – you are **not** allowed to use a mobile phone as a calculator.

You can bring a bottle of water in with you, but it must be in a **clear plastic bottle** with no label on.

Correct uniform must be worn for every examination.

BE PREPARED!

Toilet Breaks During Exams

Just as is normal during lesson time, you will **not** be allowed to leave the exam to go to the toilet. The only exception to this is if you have a toilet pass. You must bring your pass to each exam with you and then you can show it to an invigilator if you need to go to the toilet. They will escort you in and out of the hall and you must remain in exam conditions. Any attempt to talk to another pupil whilst out of the exam room will be reported as malpractice.

Fire Drill During the Exams

If the fire alarm sounds during an exam please remain in your seat **in complete silence** until told to leave the exam room.

If you are told to leave the exam room

- leave your papers and equipment on your desk and follow instructions.
- You must not speak to any one – this could result in your paper being cancelled.
- Go to the meeting point, but keep in your exam group **NOT** your form group.
- When you return to the exam room, do not start your exam again until told to do so by the invigilator.

LISTEN CAREFULLY TO INSTRUCTIONS AND DO NOT PANIC

Results

You will receive your results on **Thursday 22nd August 2024**. You may come into school from 9:30am to collect your results. **Only you can collect your results**. Please do not send a friend or family member to collect them on your behalf as we will not be able to release your results to them.

The only exception to this is if you are unable to come in (for example, you are on holiday). We will then require you to write a letter or send an email to the school from your own email address, declaring that you give permission for a friend or family member to collect them on your behalf and sign it. You must declare the full name of the person collecting them and then on the day that person must bring photographic identification of themselves (passport or driver's license).

We can also post your results home if you wish. To do, please send us a stamped addressed envelope and we will post your results home on Thursday 22nd August. Please note this means that you will receive them **after this date**.

We are unable to give results over the telephone, so please do not ask us to do this.

Certificates

You will be invited to a presentation evening in October/November 2024 where you will be issued your certificates. If you are unable to make the presentation evening, we will keep your certificates in school for a **maximum of 12 months**. If you do not collect your certificates after 12 months they will be confidentially shredded. Please make every effort to come to the presentation evening to collect your certificates and then **keep them safe**. It is very difficult and very expensive for you to get duplicate copies of certificates from the exam boards and it is not something that the school can help you with if you lose them. **Your certificates are your responsibility.**



Joint Council for
Qualifications^{CIC}

Information for candidates

Written examinations

With effect from 1 September 2023

**This document has been written to help you.
Read it carefully and follow the instructions.**

If there is anything you do not understand, especially which calculator you may use, ask your teacher.

A. Regulations – Make sure you understand the rules

- 1 Be on time for all your exams. If you are late, your work might not be accepted.
- 2 **Do not** become involved in any unfair or dishonest practice during the exam.
- 3 If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
- 4 You **must not** take into the exam room:
 - (a) notes;
 - (b) an iPod, a mobile phone, a MP3/4 player or similar device, a watch, AirPods or earphones/earbuds.

Any pencil cases taken into the exam room **must** be see-through.

Remember: possession of 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 If you have a watch, the invigilator will ask you to hand it to them.
- 6 **Do not** use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
- 7 **Do not** talk to or try to communicate with, or disturb other candidates once the exam has started.
- 8 You **must not** write inappropriate, obscene or offensive material.
- 9 If you leave the exam room unaccompanied by an invigilator before the exam has finished, you **will not** be allowed to return.
- 10 **Do not** borrow anything from another candidate during the exam.

B. Information – Make sure you attend your exams and bring what you need

- 1 Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
- 2 If you arrive late for an exam, report to the invigilator running the exam.
- 3 If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
- 4 Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
- 5 You **must** write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.

C Calculators, dictionaries and computer spell-checkers

You may use a calculator unless you are told otherwise.

- 2 If you use a calculator:
 - (a) make sure it works properly; check that the batteries are working properly;
 - (b) clear anything stored in it;
 - (c) remove any parts such as cases, lids or covers which have printed instructions or formulae;
 - (d) **do not** bring into the exam room any operating instructions or prepared programs.
- 3 **Do not** use a dictionary or computer spell checker unless you are told otherwise.

D. Instructions during the exam

Always listen to the invigilator. Always follow their instructions.

- 2 Tell the invigilator at once if:
 - (a) you think you have not been given the right question paper or all of the materials listed on the front of the paper;
 - (b) the question paper is incomplete or badly printed.
- 3 Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
- 4 **Do not** start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. **Do not** open the question paper until you are instructed that the exam has begun.
- 5 Remember to write your answers within the designated sections of the answer booklet.
- 6 Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers.
Make sure you add your candidate details to any additional answer sheets that you use, including those used for rough work.

E Advice and assistance

If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.

- 2 Put up your hand during the exam if:
 - (a) you have a problem and are in doubt about what you should do;
 - (b) you do not feel well;
 - (c) you need more paper.
- 3 **You must** not ask for, and will not be given, any explanation of the questions.

F At the end of the exam

If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order.

Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.

- 2 Do not** leave the exam room until told to do so by the invigilator.
- 3 Do not** take any stationery from the exam room. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.

OTHER INFORMATION

You can also find the following documents on the school's website, under the Exams section:

- School policy on internal appeals
- Protocol regarding reviews of marking of scripts
- A copy of the GCSE timetable
- A copy of this booklet
- Ofqual student guide 2024
- Animated video of Instructions for Candidates 23/24



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Warning to Candidates

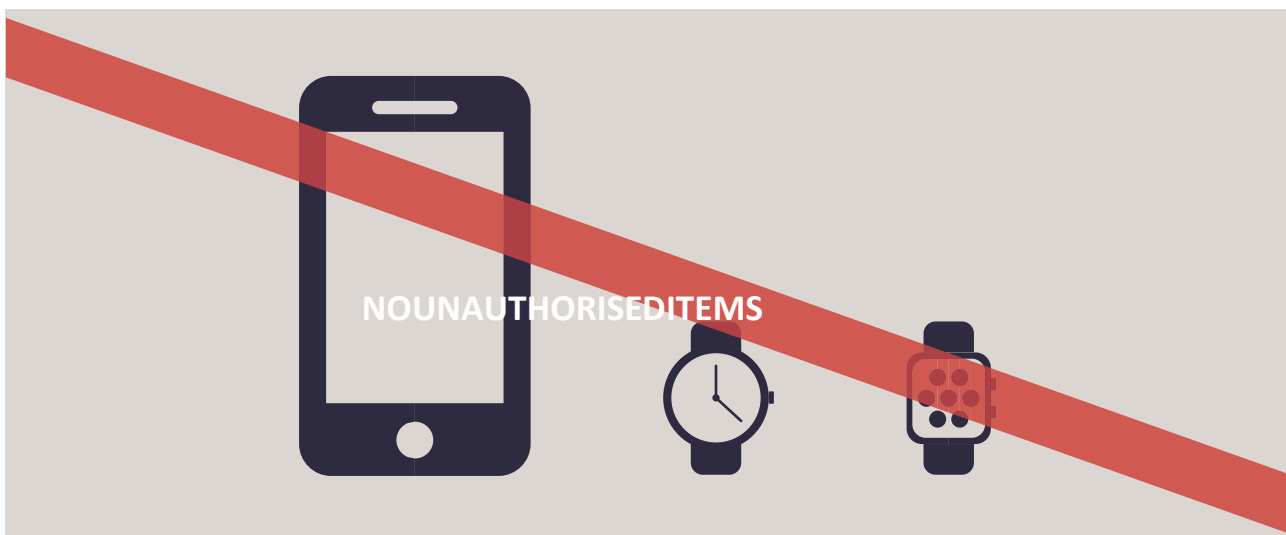
1. You **must** be on time for all your examinations.
2. **Possession of a mobile phone** or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.
3. You **must not** talk to, attempt 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.

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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

DISQUALIFICATION

from your examination and your overall qualification.

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