



THE
**WALDESLADE
& GREENACRE**
SCHOOLS PARTNERSHIP

Exams Information

For Students and Parents

A **Beyond** ACADEMY
SCHOOLS TRUST

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Introduction

It is the aim of The Walderslade & Greenacre Schools Partnership to make the examination experience as stress free and successful as possible for all candidates.

Hopefully this booklet will prove informative and helpful for both you and your parents/carers.

The JCQ (Joint Council for Qualifications) along with the exam boards set down strict rules and regulations that must be followed for the conduct of examinations. Please read the information provided in this booklet carefully; and if you would like more information, the JCQ Candidate information can be found here: <https://www.jcq.org.uk/exams-office/information-for-candidates-documents/>

The Exams Officer for The Walderslade & Greenacre Schools Partnership is Mrs Parkhill.

Any questions you have may be answered in this booklet. If there is anything you do not understand or any question that has not been addressed, please address your questions to your Form Tutor.

In addition, if you or your parents have any queries or need help or advice at any time before, during or after the examinations you may contact the Exams Officer via email or telephone, details are below:

Mrs Susan Parkhill - Exams Officer: petrs002@wgsp.org.uk - 01634861593 x635



Before the Examinations

Examination Boards

The School uses the following examination boards: AQA, Pearson/Edexcel, OCR, LIBF, WJEC and NCFE.

Statements of Entry

Before the real final exams, all students will receive a Statement of Entry from school illustrating the subjects they have been entered for and the levels of entry, where applicable. Please check that all the details, including name, date of birth etc. on this are correct. Some subjects will only have one tier of entry, while others have foundation or higher tiers. Please check this information carefully and let the exams officer know immediately if any of this information is incorrect.

Exam Cards/Candidate Number/ Centre Number

On your exam desk there will be an exam card with your legal name, school centre number and candidate number. Please do not deface this card or write on it in any way as this card will be used for all your exams.

Please ensure you always write your **full legal name** on all your exam papers.

Each candidate has a four-digit candidate number. This is the number you will write on each of your exam papers

The Walderslade & Greenacre Schools Partnership's centre numbers are **61221** (Walderslade) and **61219** (Greenacre). You will also need to write this on the top of each exam paper. This will also appear on your exam card.

Please do not worry about this information. The invigilators will instruct you what to do before the start of any exam.

Contact Numbers

Please ensure that school has up-to-date telephone numbers in case we need to contact you for any reason during the exam season.

Equipment

You are expected to bring all your own equipment for exams. This includes two pens, a clear pencil case, a rubber and pencil. You will also be expected to bring a calculator for certain Maths and Science exams.



During the Examinations

Examination Regulations

Copies of the JCQ exam information for candidates are enclosed in this booklet. They can also be found on the school website. These should be read carefully. Please note that to break any of the examination rules or regulations could lead to malpractice and sanctions. You should be aware that the school **must** report any breach of regulations to the Awarding Body.

Exam Invigilators

Invigilators are used by the school to supervise the conduct of the examinations and ensure that all rules and regulations are adhered to. Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times. Some of the invigilators we use will be staff you are already familiar with.

If you are in a room with other students and have any problem during your exam, raise your hand and an invigilator will come to your desk. Do not speak out or get up from your desk.

Please note that invigilators cannot discuss the content of an examination paper with you or explain what the question is asking you to do.

Students who are disruptive or behave in an unacceptable manner will be removed from the examination room.

Fire Evacuation During Examinations

If the fire alarm goes off during the examination period it is vital that you follow the instructions of the exam invigilators.

You will be asked by the invigilators to stop writing immediately and put down your pen. You must remain completely silent as exam conditions will continue to apply for the duration of any evacuation, therefore there should be no communication between you and other candidates

The invigilators will make a note of the time the alarm went off.

You will be escorted by the invigilators in silence from the examination room to the fire assembly point; all equipment will be left on your exam desk.

You will not line up with your form groups as you would normally but remain with the invigilators in an allocated location for exam candidates.

Once the "all clear" has been given and an attendance register has been taken you will return with your invigilators, again in complete silence and under exam conditions back to the same exam room.

On return to the examination room, you must not recommence your examination until you are instructed to do so by the invigilators. You will be allowed the full working time for the examination and a report will be sent by the Exams Officer to the awarding body detailing the incident.



Attendance at Examinations

Students are responsible for arriving in good time for their exams. Most morning examinations start at **09:00**, but some mock exams start at **08:30**. You must arrive at school **in good time** in order that your bags/coats can be left in a safe space and you are seated in the exam room ready to go. For your final exams, in the Summer. All times will be communicated clearly – including your expected time of arrival to morning and afternoon exams.

You must enter the exam room **in silence**. Once inside the exam room you must not talk or communicate in any way with other candidates. Once seated you must not turn around in your seat.

All bags must be left in the school library or with your Form Tutor.

MOBILE PHONES, IPODS/IPADS, SMARTWATCHES, WRIST WATCHES, MP3 PLAYERS OR ANY ELECTRONIC DEVICE MUST BE HANDED IN TO YOUR FORM TUTOR OR STORED IN YOUR BAG UPON ARRIVAL AT SCHOOL

If any devices are found in your possession during an examination, a report will be made to the appropriate exam board and you may be disqualified from the paper and other papers. **No exceptions will be made.**

No food is allowed in the examination room. You are allowed to bring in a clear plastic bottle of water (no label please).

Do not write on examination desks or on your examination desk label. This is regarded as vandalism by the school and you may be asked to pay for any damage caused OR clean the vandalised desk.

Do not draw graffiti or write offensive comments on examination papers – **if you do the examination board may refuse to accept your paper for marking.**

Listen carefully to instructions and notices read out – there may be amendments to the exam paper that you need to know about.

Read all instructions printed on the front of the exam paper carefully and number your answers clearly.

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 that you haven't missed any questions out. Please also make sure that you have completed your details correctly on the front of the paper.

You will not be provided with paper to do "rough work" – you must write all rough work on your exam paper and neatly cross through it with a single line.

Question papers, answer booklets and additional paper must **NOT** be taken from the exam room.

You should remain seated in silence, **facing the front** of the examination room, until you are told to leave. Please leave the room **in silence** and remain silent until you are well away from the examination room to show consideration for other candidates who may still be working.



After the Examinations

Notification of Summer Results

Results will be available to collect from school on Thursday 21 August 2015 from **10:00 until 12:00**.

If you wish any other person (including family members) to collect your results on your behalf, you must complete the Candidate Permission Form which will be sent to you nearer the time. The person you nominate to collect your results will be asked for proof of ID.

Candidates who cannot collect their results on these dates may provide a **stamped addressed envelope** to our Examinations Officer before results day, to enable us to forward through the normal post.

Unfortunately, no results will be given out by telephone, text or via an email under any circumstances.

After Results

If you are unhappy with any of your GCSE results it is possible to have certain checks carried out. This must be done through the school and in accordance with the school's appeals procedure. If you require post-results advice or wish to discuss your results, staff and careers advisors will be available on results day.

Please note the examination boards make a charge for the appeal/remark service and payment for either a review of marking or to request your exam script back must be paid prior to an application being submitted. The necessary forms will be available from the school reception on results day. **Please be aware that on appeal results can go down as well as up!**

Certificates

GCSE certificates will arrive in school by mid-November. You will receive a letter through the post advising you when these are available to collect from school. Please ensure you keep the school updated with any changes of address should you move house prior to the receipt of your certificates.

The Walderslade & Greenacre Schools Partnership is only obliged to keep certificates for a period of one year after issue. After this period of time the certificates may be destroyed.

If a student loses their certificates or fails to collect their certificates within this period of time, it may be possible to request a replacement certificate by applying directly to the appropriate examination boards. There will be a fee for this service.

Once you have collected your certificates please keep them safe as they are important and will need to be presented if you go on to further education, an apprenticeship or employment. WGSP does not keep a photocopy of students' exam certificates in school.



Exam Check List



Arrive at school **ON TIME**. It is much better to arrive early in case there are problems with your journey. You will be expected to be in your exam room at least 15 minutes before the start of any exam.



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 from the exam you are taking and possibly also the whole subject.



You should not have any **notes, mobile phones, MP3/4s, AirPods, smartwatches, wrist watches** or devices that could capture a digital image or store data in your possession when you come in for an exam – penalties could be incurred.



You should write in black ink. You are expected to bring your own equipment.

Students **MUST NOT** take any kind of food into the exam room. This includes sweets.



There is absolutely no talking or communication between students once you enter the exam room. If you have any questions, you should raise your hand and an invigilator will come to you.



Frequently Asked Questions

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

Inform the Exams Officer at the earliest possible opportunity 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 or laptop to write your answers but we will need as much prior notice as possible. You will need to obtain medical evidence (from your GP or hospital)

Q. What do I do if I feel ill during the exam?

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 so that the Exams Officer can be informed.

Q. If I am late can I still sit the examination?

Depending on which time you arrive, it **may** still be possible for you to sit the examination. You should notify school as quickly as possible to let them know why you are running late and should get to school as quickly as possible. You must report to the main office on arrival. You will be escorted to the exam room. You **must not enter** an examination room without permission after an examination has begun.

Q. If I miss the examination can I take it on another day?

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?

Yes. Normal school regulations apply to uniform.

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

Being in possession of a mobile phone (or any other electronic communication device, e.g. smartwatch, headphones etc.) is regarded as cheating and is subject to severe penalties by the awarding bodies. If a mobile phone or electronic device is found in your possession - **even if it is turned off** – it will be taken from you and a report made to the appropriate awarding body. The awarding bodies now operate a no-tolerance policy on all candidates discovered to be in infringement of the regulations and have stated that students discovered to have a mobile phone with them during an exam face disqualification from the subject concerned. Please leave your phone at home or hand it in.

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

Invigilators will tell you when to start and finish the exam. They will write the finish time of the exam on a whiteboard or flipchart at the front of the exam room.

Q. Can I leave the exam early?

You will not be allowed to leave the exam room early as this is disruptive to other candidates.



Q. What do I do if the fire alarm goes?

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?

Please try and make time to go to the toilet prior to the start of an exam as it is disruptive for other students. If it is absolutely necessary, you will be escorted by an invigilator, however, you will not get any extra time added to the exam timings. If you have a toilet pass, the invigilators will know this and will escort you if and when you need to go.

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

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.

If you have any questions that remain unanswered please do not hesitate to contact Mrs Parkhill your Examinations Officer.



Malpractice Guidance for Students

“Malpractice” is any act or practice which is in breach of the JCQ regulations or which compromises, attempts to compromise or may compromise the process of assessment, the integrity of any qualification or the validity of an examination result or certificate.

This malpractice can occur in the course of any exam or assessment, including the preparation and authentication of any coursework, controlled assessments, the presentation of any practical work, the compilation of portfolios of assessment evidence and the writing of any exam paper.

Did you know that the following all constitute malpractice offences for which there are penalties imposed by the awarding bodies?

- Altering results documentation, including certificates
- A breach of the instructions or advice given by an invigilator or awarding body in relation to the examination rules and regulations
- Collusion – working collaboratively with other candidates beyond what is permitted
- Copying from another candidate – including coursework and during the exam
- Deliberate destruction of work – including defacing your own exam script
- Disruptive behaviour in the exam room
- Talking in the exam room
- Written communications between candidates
- Taking unauthorised notes into the exam room
- Using permitted notes/books that have been over-annotated
- Including inappropriate or offensive material in scripts or coursework
- Plagiarism – copying from published sources (including the internet)
- Theft of someone else’s work (project or coursework) to pass off as your own
- Possessing a mobile phone (even with the SIM card or battery removed), or an MP3, iPod, or smartwatch etc. whilst in the exam room or whilst quarantined awaiting an exam
- Leaving the exam room, or while still under exam conditions, unescorted before the end of the exam.

Make sure you know what you can and cannot do in an exam room, before it is too late. Do not take unnecessary risks otherwise all your efforts could be wasted and you could cause disruption to other students.



Examination Behaviour Sanctions

This chart outlines unacceptable behaviours during internal and external examinations and the corresponding sanctions to ensure a fair and disciplined examination environment.

Unacceptable Behaviours and Maximum Possible Sanctions

| Behaviour | Description | Maximum Possible Sanction |
|--|--|---|
| Minor Behaviours | Non-disruptive, minor undesirable behaviours (turning in seat, head on desk, sleeping etc). | Isolation Actioned by Departments. |
| Talking During the Examination | Communicating with other candidates verbally or non-verbally. | Isolation and U-grade issued Actioned by Head of Year. |
| Failure to Follow Instructions | Ignoring invigilators' instructions or refusing to comply with rules (e.g., not facing the front, stop talking). | Suspension Actions by Head of Year. |
| Disruptive Behaviour | Actions such as whistling, shouting, or creating distractions. | Suspension. Disqualified from paper. Disqualified for the rest of the exam cycle for at least one week. Actioned by Head of Year. |
| Suspected Disruptive Behaviour | More than one logged account of suspected whistling, shouting, or creating distractions | 1 full day isolation. Disqualified from paper. |
| Possession of a Mobile Phone or Smartwatch (or any other prohibited item) | Mobile phone or smartwatch is found on a student's person. | Disqualification from paper. Phone to be handed to HOY for every exam for the remainder of exam cycle. Actioned by Head of Year. |
| Leaving the Exam Room Without Permission | Exiting the examination without invigilator approval (except for emergencies). | Isolation for the rest of the exam. Actioned by Head of Year. |
| Offensive Language or Aggressive Behaviour | Verbal or physical abuse towards staff or students. | Suspension. Exclusion from exams for the following two weeks. Actioned by Head of Year. |

Reporting and Record Keeping

All incidents of misconduct must be reported to the Exams Officer and then the RSL immediately.

A record of the incident and agreed sanction will be maintained and shared with Head of Year and senior leadership. Repeated offences may escalate in severity.

