



Student Guide to Examinations

School Centre Number: 19362

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INTRODUCTION

As the formal examination series at Sybil Andrews Academy gets under way we hope to create the examination process as stress-free as possible for all candidates.

Hopefully you will find everything you need to know within this booklet. Please read it carefully so you are aware of procedures and regulations that you need to be aware of.

At the back of the booklet are copies of the regulations that we, as a school, have to abide by. The rules are set by the Joint Council of Qualifications (JCQ) and each awarding body expect us to conduct our examinations under these regulations.

The Examinations Officer is Mrs Chamberlain whose office is on the ground floor of TB1 opposite the MFL department. There will be an exams notice board outside the exams office which will show seating plans for the current session & next session, general information and last minute tips. Please check this board regularly.

If you have any queries about the exams process, please do not hesitate to contact the Exams Office by phone or email jchamberlain@sybilandrewsacademy.co.uk

BEFORE THE EXAMINATIONS

Statement of Entries

Examination entries are made in the February prior to the summer exam period and once these are submitted, all candidates will receive a statement of entry form, indicating the subjects and the relevant tiers. Please ensure you have checked these are correct and return the signed copy to the exams office. You must have ensured the spelling is correct as these will appear on certificates and it will cost you to change them once the certificates are awarded. If there are any errors you must advise the Exams Office as soon as possible. On the back of the statement of entry you will find the regulations for written examinations.

Access Arrangements

Access Arrangements are made for those pupils who have permanent or long-term disabilities and/or learning difficulties. The SENCO, Mrs Hamilton will have made applications to the awarding bodies to those people it applies to and she will confirm any arrangements in writing.

Special Consideration

A candidate or a group of candidates may be eligible for Special Consideration following unforeseen circumstances beyond the control of the candidate such as bereavement, accidents, fire evacuation etc. Parents should contact the Examinations Officer regarding Special Consideration. Depending on the circumstance, written evidence may be needed. The awarding body may request more information and it is them that decides the level of consideration given but please note that we are not given any feedback.

Timetables

Candidates will receive an individual timetable (also emailed to parents) showing the specific date and time of exams. At Sybil Andrews Academy, all examinations will take place in the Sports Hall unless otherwise advised (such as some MFL exams). Please check your timetable carefully and contact the Exams Office should you see a clash (where you have two exams at the same time), as separate arrangements will have been made.

Seating Plans

Seating numbers/plans for the day's exams will be displayed on the exams notice board. The seating numbers will also be displayed outside the Sports Hall for candidates to be aware of where to sit when they enter the hall.

THE EXAMINATION PERIOD

As you know, the school has to follow exam regulations provided by the JCQ. A copy of the rules that candidates are required to know are at the end of the booklet.

Exam Day

- Candidates are responsible for arriving promptly and in time for their exams each day.
- Candidates must register as normal. Form tutors will send pupils to the Sports Hall at 8.50, in order to start the exam at 9am. Please wait outside the sports hall by the changing rooms until you are asked to enter by the invigilators.
- Full school uniform must be worn.
- Enter the exam hall in complete silence. You are under exam conditions from the moment you enter the exam hall, to when you leave the hall. Please be silent once you leave the exam hall as some students may still be working.
- All items of equipment should be placed in a clear plastic pencil case or loose on the desk that is clearly visible to the invigilators.
- Pens must be black ink (not blue), and calculators must have the lids removed.
- You are not allowed to bring food into the exam hall but you can bring in water in a clear bottle with the labels removed.
- Mobile phones and smart watches must NOT be brought into the exam hall. Regulations are very strict and if you break these rules, you risk being disqualified from the examination. Dial watches (watches with hands) will be permitted but these will have to be removed and placed on the candidate's exam table.
- Listen carefully to the invigilators. There may be last minute notices that you need to be aware of.
- Check the seating plan so you know your seat number before you enter the exam room.
- All desks will have a candidate card that has photograph of student, the centre number, candidate number. Please do not deface or remove these cards. You will need the information for every exam.
- Check you have been given the correct paper. Check the date, subject, paper number and tier.
- Tell the invigilators at once if you think you have not been given the correct paper, if the paper is incomplete or badly printed. If a page is meant to be blank, it will say so!
- Candidates must stay in the exam room for the duration of the exam. No candidates will be allowed to leave an exam early. If candidates are allowed 25% extra time, they will be allowed to leave the exam at the end of normal time if they do not wish to use the extra time allowance.
- If you need any assistance, please put up your hand to attract the attention of the invigilator.

- Invigilators will collect your exam papers and additional booklets. If you use continuation sheets, please ensure it has your candidate name, number, centre number, centre name clearly labelled on the work. Cross out any rough work. You will not be permitted to take exam question papers home.
- For those candidates using a laptop, make sure you save your work regularly onto the given memory stick. You will need to stay until your work has been printed off so you can sign the sheets.
- If the fire alarm sounds, please wait for instructions from the invigilators. Don't panic. If you do have to evacuate the room you will be asked to leave in silence and escorted to a designated assembly point. You must not attempt to communicate in any way with other candidates as you will still be under exam conditions. 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 exam and a report detailing the incident will be sent to the awarding body.

Invigilators

The school have employed a team of invigilators to conduct external and mock examinations. Students are expected to behave in a respectful manner towards all invigilators and follow their instruction at all times.

Invigilators cannot discuss the content of the examination paper with you or explain the questions. Think of those staff as working for the exam board.

Illness

Please make every effort to attend the exam.

If you are extremely ill and unfit to sit an exam, phone the school before 8am to inform us on 01284 413400. Parents or Carers should write a letter to the Examinations Office giving details of the reason for the absence. You may be asked to provide a medical note. If appropriate, the Examinations Officer will ask the awarding body to ask for Special Consideration. The Awarding Body looks at this along with other exam marks & coursework marks from the student in that particular subject.

Please do note that you will not be able to sit a missed exam at a later date. In most cases, it is better to take the exam if you can.

AFTER THE EXAMINATIONS

Results Day

**Results from the Summer 2019 examinations will be ready for collection on
Thursday 22nd August
10am until 1pm in the school hall**

Results will only be released to candidates. If you are unable to come into school and wish to send a designated person to collect, please complete the form at the end of the booklet and return to the Exams Office. (Form also available on the school website under “examinations.” The designated person must bring photo ID such as a passport or driving licence.

Staff will be available on results day should you wish to discuss your results or ask about “after results day services”.

Post Results

The following services are available to candidates:

Review of Results

Service 1 – Clerical Check (checking things add correctly)

Service 2 – Review of Marking (looking at candidate answers & marks awarded)

Access to Scripts

More information will be made available on results day regarding post results service.

There is a charge to these services. The awarding bodies set deadlines for the submission of requests for Reviews of Marking, access to scripts and appeals.

Parents will be asked to pay for any services from exam boards that they may wish to use.

If a pupil has any concerns regarding the outcome of a Review of Marking they should contact Miss King as soon as possible to discuss the Appeals procedure. Appeals are made by the school on behalf of the pupil.

FREQUENTLY ASKED QUESTIONS

What time shall I arrive at school?

Please arrive promptly in time for normal registration. You will then be sent to the exam hall after registering. Arrive at afternoon exams 15 minutes before they are due to start.

Where shall I leave my bags?

Bags may be left in the shelving unit outside the changing rooms in the sports centre. Under no circumstances should mobile phones & smart watches be taken into the exam room.

What equipment do I need?

You must provide all your own equipment and bring it in a clear plastic pencil case.

The following must be brought to every exam

At least:-

- 2 pens, **black** only
- 2 pencils
- Ruler
- Pencil sharpener
- Rubber

For certain exams, you will also need the following

- Compass
- Calculator
- Protractor

What do I wear?

Full school uniform must be worn at all times.

Can I bring in food and drink?

Only water in a clear plastic bottle, with label removed is permitted. No sports bottles will be allowed.

Can I wear a watch?

No smart watches are allowed in the exam hall. Dial watches must be taken off and put on your desk.

What do I do if I forget my candidate number?

Candidate numbers are printed on individual candidate cards that will be on the exam tables. It also contains the centre number which will also be displayed on the whiteboards in the exam hall.

What do I do if I have an accident before the exam?

Inform the school at the earliest possible point so we can help or advise you. In 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 for you but we will need as much prior notice as possible. You may need to obtain medical evidence (from the GP or hospital) if you wish the school to make an appeal for Special Consideration on your behalf.

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

No! Definitely not. Timetables are regulated by JCQ and Awarding boards and you must attend on the given date and time.

If I am late can I still sit the examination?

There are very strict rules regarding lateness as this compromises the security of the exam. Depending on how late you arrive, the school must inform the awarding body and it is quite possible that the board may decide to not accept your work. Please ensure that you allow enough time to get to school so that if you are delayed (eg with traffic) you will still arrive on time.

How do I know how long the exam is?

The length of the exam 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 start and finish times of the exam on a whiteboard at the front of the exam room. There will be clocks (analogue and digital) in all exam rooms. If you are allowed extra time, this will be shown on the whiteboard in the exam hall. The duration shown on timetables is the standard time without extra time.

I can't see the clock in the exam hall

We have one large analogue clock on the wall at the front of the exam and some placed to the side of the rooms. We also have a digital clock at the front of the hall. If you cannot see the clock, please advise an invigilator.

Can I go to the toilet during the exam?

Only if it is absolutely necessary. You will be escorted to and from the toilet by an invigilator but will not be allowed extra time. Candidates abusing this may be reported to the exam board due to the disruption of other candidates.

What do I do if I have medication to take during an exam?

You should inform the Examinations Officer well in advance of the exam if possible.

What happens if my pen runs out and I don't have a spare?

Put your hand up and let the invigilators know as we will have spare equipment. Please make sure you return any borrowed equipment at the end of the exam.

What happens if I have left my mobile phone in my pocket and it rings?

Mobile phones & smart watches are strictly prohibited in the exam room. You are reminded at the start of the exam to check your pockets for such items. If, during the exam you are seen to be in possession of a mobile phone, we will report you to the exam board and it is very likely you will be disqualified from that exam.

What happens if I feel ill during an exam?

Put your hand up and inform the invigilator. We will assess the situation on a case by case basis.

How do I get my results if I am away on 22nd August?

Please complete an authorisation form for someone to collect on your behalf and return it to the Exams Office before the end of your exams. The designated person collecting your results will have to bring photographic ID with them on the day. Exam results will not be emailed.

Good luck with your exams.

Grading new GCSEs

New grading structure	Former grading structure
9	A*
8	
7	A
6	B
5	
4	C
3	D
2	E
1	F
1	G
U	U

Nine things you should know about 9 to 1 GCSE grades

- 9 GCSEs in England are being reformed and will be graded with a new scale from 9 to 1, with 9 being the highest grade.
- 8 New GCSE content will be more challenging.
- 7 Fewer grade 9s will be awarded than A*s.
- 6 English language, English literature and maths were the first to be graded from 9 to 1 in 2017.
- 5 Another 20 subjects will have 9 to 1 grading in 2018, with most others following in 2019. During this transition, students will receive a mixture of letter and number grades.
- 4 The new grades are being brought in to signal that GCSEs have been reformed and to better differentiate between students of different abilities.
- 3 In the first year each new GCSE subject is introduced, broadly the same proportion of students will get grades 1, 4 and 7 and above as would have got grades G, C and A and above respectively in the old system.
- 2 Regulators in Wales and Northern Ireland are not introducing the new 9 to 1 grading scale as part of the changes to GCSEs in their jurisdictions.
- 1 You can see how the 9 to 1 grades compare with the A* to G scale in the infographic overleaf.



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public.enquiries@ofqual.gov.uk



Produced on behalf of: AQA, City & Guilds, CCEA, OCR, Pearson and WJEC

Information for candidates – Privacy Notice

General and Vocational qualifications

Effective from 1 September 2017

The JCQ awarding bodies will process your personal data in accordance with the Data Protection Act 1998, and from when it comes into force the General Data Protection Regulation, and any regulatory requirements as specified by the qualification regulators of England, Wales, Northern Ireland and Scotland.

Correspondence on any aspect of a candidate's examination or assessment will only be conducted between the awarding body and the head of the centre, a member of the senior leadership team or the examinations officer.

Awarding bodies will undertake the following administrative activities in relation to the processing and exchange of candidates' personal data:

1. Personal data relating to the name(s), date of birth, gender, Unique Candidate Identifier (UCI) or Unique Learner Number (ULN) of an individual candidate will always be collected by an awarding body for the purposes of examining and awarding qualifications. In some cases additional information, which may include sensitive personal data relating to health, will also be collected to support requests for access arrangements and reasonable adjustments and/or special consideration. Such personal data will be supplemented by the results of examinations and assessments undertaken by the respective candidate.
2. A candidate's personal data will only be collected from registered examination centres in the context of examination entries and/or certification claims.
3. Such data collected will not be used by an awarding body other than for examination administration purposes, conducting examinations and assessments and the issuing of examination results and certificates. Candidates' personal data including examination results and outcomes of any reviews of marking, reviews of moderation and appeals may be shared by the awarding body with the centre which entered the candidates, as well as within a consortium or Academy Trust of which the centre is a member.

4. Personal data within candidates' work will be collected and processed by an awarding body for the purposes of marking, issuing of examination results and providing candidates with access to post-results services. Examination results will be retained for a minimum of forty years.

In order for an awarding body to achieve this, some personal information may be transferred to third parties such as examiners, who may in some instances, reside outside the European Economic Area.

5. Awarding bodies may be required to provide a candidate's personal data to educational agencies such as DfE, WG, DE, The Skills Funding Agency, regulators, HESA, UCAS, Local Authorities, EFA and Learning Records Service (LRS). Additionally, candidates' personal data may be provided to a central record of qualifications approved by the awarding bodies for statistical and policy development purposes.
6. Some of the information candidates supply will be used by the Skills Funding Agency to fulfil its statutory functions, issue/verify a candidate's Unique Learner Number (ULN) and update/check a candidate's Personal Learning Record.

The Skills Funding Agency may share a candidate's ULN and Personal Learning Record with other education related organisations, such as a careers service, a candidate's school or college, Government Departments and public bodies responsible for education. Further details of how information is processed and shared can be found at:

<http://www.learningrecordsservice.org.uk/>

7. Awarding bodies are obliged to confirm what personal data is held, what it is held for, to whom the data is to/may be disclosed to, and disclose the information that they hold about data subjects, (e.g. the candidates) within 40 days of receiving a formal request for disclosure, subject to the application of any relevant exemptions under the Data Protection Act 1998.

Candidates should make an application to the appropriate awarding body's data protection officer. Awarding bodies may charge a fee for this service.

8. If you have not reached the age of 16, you may first wish to discuss this Privacy Notice with your parent or carer.

Awarding bodies, schools, Department for Education (DfE), Welsh Government (WG), Department of Education Northern Ireland (DE), Local Authorities, regulators, Ofsted, and Skills Funding Agency (SFA) are all 'data controllers' under the Data Protection Act 1998. They will determine the purpose(s) for which 'personal data' (information about living individuals from which they can be identified) is processed and the way in which that processing is undertaken.

It is a requirement for data controllers to provide data subjects (individuals who are the subject of personal data) with details of who they are, the purposes for which they process the personal data, and any other information that is necessary to make the processing of the personal data secure and accurate, including any third parties to whom it may be passed to.

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Information for candidates For written examinations – effective from 1 September 2018

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: <ul style="list-style-type: none"> a) notes; b) potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device. <p>Any pencil cases taken into the exam room must be see-through.</p> <p>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.</p>
5	If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
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	
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: <ul style="list-style-type: none"> 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 formulas; 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	
1	Always listen to the invigilator. Follow their instructions at all times.
2	Tell the invigilator at once if: <ul style="list-style-type: none"> 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	Fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. Make sure you fill these details in on any additional answer sheets that you use.
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.
E Advice and assistance	
1	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: <ul style="list-style-type: none"> 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	
1	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 from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.

Information for candidates Using social media and examinations/assessments



Image by Patrice Jones

This document has been written to help you stay within examination regulations.

Please read it carefully.

We all like to share our experiences when taking examinations. However, it is important to consider what you say and to think about what information is being shared.

Sharing ideas with others online could be helpful when you're studying or revising.

However, there are limits to the amount of information you can share and you need to be careful not to break the rules. We'd like to ask you to act responsibly when discussing online. If you're in doubt about what you can and can't discuss online regarding your exams, it's always best to check with your teacher.

If you receive what is or what looks to be assessment related information through social media, or any other means, you must tell your teacher or another member of staff. You must show them what you have received (if available). They will then report the matter to the awarding body and it will be investigated.

Where candidates breach the rules for examinations, controlled assessments, coursework or non-examination assessments, awarding bodies have an obligation to investigate and may apply penalties.



Image by Ben Wight

You should be aware that the following constitute malpractice:

- copying or allowing work to be copied – i.e. posting written work on social networking sites prior to an examination/assessment;
- collusion: working collaboratively with other candidates beyond what is permitted;
- allowing others to help produce your work or helping others with theirs;
- being in possession of confidential assessment related information in advance of the examination;
- exchanging, obtaining, receiving (even if not requested) or passing on assessment related information by any means of communication (even if just attempting to);
- failing to report to your centre assessment related information being shared online; or
- passing on rumours of exam content.

Penalties that awarding bodies apply include:

- a written warning;
- the loss of marks for a section, component or unit;
- disqualification from a unit, all units or qualifications; or
- a ban from taking assessments or exams for a set period of time.

Please take the time to familiarise yourself with the JCQ rules:

<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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**NO IPODS, MOBILE PHONES
MP3/4 PLAYERS
SMARTWATCHES**

**NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION**

Possession of unauthorised items, such as a mobile phone, 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.



Sybil Andrews Academy Exam Result Collection Authorisation Form

Full Legal Name of Candidate: _____

Date of Birth: _____

Address: _____

I hereby authorise *[print name]* _____ of *[insert address]*

to collect my exam results on my behalf on Thursday 22nd August 2019.

Signed: _____ Date: _____

Notes:

The signature must be that of the person whose results are being collected.

The authorised person **must** bring photographic ID e.g. Driving Licence, Passport.

This form needs to be returned either by post or emailed to
ichamberlain@sybilandrewsacademy.co.uk **before** 21st August 2019.

Please note we cannot accept this form on result day, it must be with the Exam Officer by the dates mentioned.