

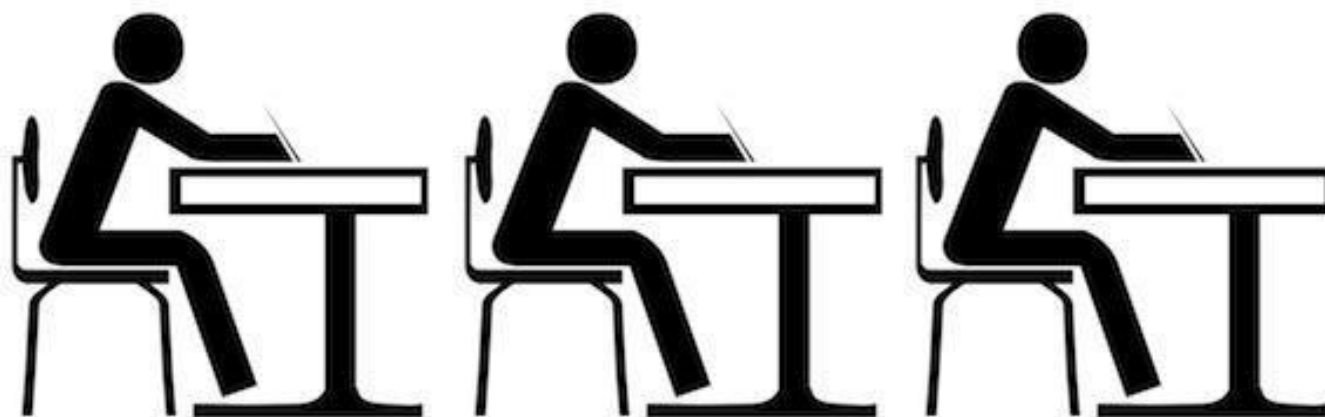
# **Examination Handbook For Students and Parents/Carers**



**Centre Number: 12336**

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## **Dear Student and Parent/Carer:**

It is vitally important that Students and Parents/Carers read this document thoroughly so that all involved are aware of the examination regulations and procedures.

Public examinations can be a stressful time for students and their families, so all those involved must be as well-informed as possible.

This booklet is intended to inform you about the examination processes and procedures and to answer some of the frequently asked questions. Hopefully, this booklet will prove informative and helpful for you and your parents/carers.

The exam boards set down strict criteria which must be followed for the conduct of examinations and Preston Manor School is required to follow them precisely. You should, therefore, pay particular attention to the **JCQ 'Information for Candidates' and the 'Warning to Candidates' notices** which are at the end of this document.

Some of the questions you may have are answered in this booklet. **If there is anything you do not understand or any questions that have not been addressed, please ask.** If you or your parents/carers have any queries or need help or advice at any time before, during or after the examinations please contact:

**Exams Officer- Ms Nasrabadi**

**Email: [exams@preston-manor.com](mailto:exams@preston-manor.com)**

# Before the Examinations

## Timetables

All candidates receive an individual timetable from the school showing their own specific examinations with details of the date, time and duration. Once you receive it, check it carefully. If you think something is **wrong**, see Ms Nasrabadi **immediately**.

You must also check that all personal details such as **date of birth** and **spelling of names** are accurate, as these will appear on certificates and it may be difficult to change them once certificates are awarded.

A few candidates may have a clash where two exams are timetabled at the same time. The school will make special timetable arrangements for these candidates. You must check your individual timetable and see Ms Nasrabadi if you're unsure of what to do. If you think there is a clash on your timetable that has **not been resolved**, please see Ms Nasrabadi immediately.

## Candidate name

Candidates are entered under the name format of first name + middle name + (legal) surname e.g. Adam John Smith. Candidates must use their legal name (full name) on all exam documentation even if they use a different name in school for all other purpose. The reason for this is that exam certificates are legal documents.

## Candidate Number

Each candidate has a four-digit candidate number. This is the number you will enter on examination papers. It is shown on the top of your timetable and can also be found on the seating plan. Please remember this number, as you need it for **all** your exams.

# During the examinations

## Examination Regulations – Please also see exam checklist and JCQ information for candidates

A copy of the 'Information for Candidates', which is issued by JCQ on behalf of the Awarding bodies, is printed at the back of this booklet. All candidates **must** read this 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 at Examinations:

- At Preston Manor, morning examinations start at 8.30am and afternoon examinations start at 1:00pm. Candidates are responsible for checking their own timetables and arriving to school at the correct date and time.
- Full school uniform must be worn by all students with the exception of Sixth Form students.
- Do not write on the examination desk.
- Listen carefully to instructions and notices read out by the invigilator – there may be amendments to the exam paper that you need to know about.
- Candidates must stay in the examination room for the whole duration of the examination. If you have finished the paper use any time remaining to check over your answers and ensure you have completed your details correctly.
- Invigilators will collect your exam paper before you leave the room. Absolute silence must be maintained during this time.
- 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 the examination the invigilator 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 and in the order in which you are sitting. Leave everything on the 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 awarding bodies detailing the incident.

### Invigilators:

- The school employs external invigilators to conduct the examinations. Students are expected to treat invigilators as members of staff and behave in a respectful manner towards all invigilators and follow their instructions at all times. Please note failure to do so will result in a breach of the JCQ Warning to Candidates point 6 and could result in disqualification.
- 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 exam, hand out extra paper if required and deal with any problems that may occur throughout the duration of the exam.
- Please note that invigilators cannot discuss the examination paper with you or explain the questions.

### Absence from examinations:

- If you experience difficulties during the examination (e.g. illness, injury, and personal problems) please inform the school at the earliest point on 0208 385 4040 so we can help or advise you.
- Only in 'exceptional circumstances' are candidates allowed special consideration for absence from part of an examination. It is essential that medical or other appropriate evidence is provided on the day by the candidate or parent/carer and given to Ms Nasrabadi without delay in all cases where an application is to be made for special consideration – please note the exam boards will decide whether they will grant special consideration.

### Exam checklist



Aim to arrive to school AT LEAST 15 minutes before your exam. It is much better to leave yourself a safety margin on timings in case of problems with the journey.



When taking exams, bags and coats should be left in the cloakroom.



Students **MUST NOT** have mobile phones (either on or off) in their possession. They can be handed in for safekeeping during the exam if necessary. This is **VERY IMPORTANT** – if a phone is found, there is a chance that you will be disqualified.



You should not have notes, papers, MP3 players, headphones etc. in your possession.



All watches are prohibited in the exam venue. Wristwatches **MUST** be removed and placed in your bags.



Only clear pencil cases are allowed on your desk, any others should be left in your bag. You must write in **BLACK** pen only. Gel pens and erasable pens are **NOT** allowed



Where you have the use of a calculator in an exam, calculator lids **MUST** be left in your bag.



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



Please dress sensibly for the exam. The temperature in the exam room can fluctuate enormously during the Summer time.



No food is allowed in the exam hall (if you have a special requirement – please see the Exams Officer (Ms Nasrabadi) before your exams.



Water bottles are allowed in the exam venue. These should be clear bottles with a spill-proof cap. They should be free of any labels.



### Notification of Results:

- GCSE results will be available for collection on Thursday 22<sup>nd</sup> August 2024.
- A Level Results will be available for collection on Thursday 15<sup>th</sup> August 2024.
- If you wish for any other person (including family members) to collect your results on your behalf, you must give the exams team written authorisation of who will be picking up your results by 12<sup>th</sup> July 2024 and the person collecting the results will need to bring a form of identification with them.
- Candidates who do not collect their results will receive notification through their school email address later in the afternoon. Students can also receive their results through the normal post **providing** they have given in a stamped addressed envelope to Ms Nasrabadi beforehand.
- No results will be given out by telephone under any circumstances.

### Certification Collection

**Summer Certificates will be available for collection late November. Students will need to collect and sign for their certificates in person or provide written permission for a member of their family to collect the certificates. We are not required to keep certificates for longer than a year so any certificates not collected will be destroyed. Copies can be obtained from the relevant exam boards.**

## Frequently Asked Questions

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

The school will reschedule exams internally (on the same day) where there is a clash of exam papers. If the exams do not exceed three hours in duration then candidates will sit one paper after the other. If they exceed three hours, and is an afternoon exam, then candidates will sit one paper mid-morning and the other in the afternoon. In these circumstances, candidates will be supervised and must not have any communication with other candidates. If you have any queries, please ask the Exams Officer.

**Q. What do I do if think I have the wrong paper?**

Invigilator will ask you to check before the exam starts. If you think something is wrong put your hand up and tell an invigilator immediately.

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

Inform the 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 will need as much prior notice as possible.

You will 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. Do I have to wear school uniform?**

Yes. Normal school regulations apply to uniform.

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

Being in possession of a mobile phone (or any other electronic communication device, e.g. iPod, headphones, MP3 players, smart watches) is regarded as cheating and is subject to severe penalty from the awarding bodies.

# Information for candidates for written examinations – effective 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, Air Pods 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

1. 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

1. 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.
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

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:
  - 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 - Non-examination assessments – effective from 1 September 2023

This document tells you about some things that you must and must not do when you are completing your work. When you submit your work for marking, the awarding body will normally require you to sign an authentication statement confirming that you have read and followed the regulations. If there is anything that you do not understand, you must ask your teacher.

## Preparing your work — good practice

If you receive help and guidance from someone other than your teacher, you must tell your teacher who will then record the nature of the assistance given to you.

If you worked as part of a group on an assignment, for example undertaking field research, you must each write up your own account of the assignment. Even if the data you have is the same, you must describe in your own words how that data was obtained and you must independently draw your own conclusions from the data.

You must meet the deadlines that your teacher gives you. Remember – your teachers are there to guide you. Although they cannot give you direct assistance, they can help you to sort out any problems before it is too late.

Take care of your work and keep it safe. Do not leave it lying around where your classmates can find it or share it with anyone, including posting it on social media. You must always keep your work secure and confidential whilst you are preparing it; do not share it with your classmates. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you do not need.

**Do not be tempted to use pre-prepared online solutions – this is cheating.** Electronic tools used by awarding bodies can detect this sort of copying.

You must not write inappropriate, offensive or obscene material.

## Research and using references

In some subjects you will have an opportunity to do some independent research into a topic.

The research you do may involve looking for information in published sources such as textbooks, encyclopaedias, journals, TV, radio and on the internet.

You can demonstrate your knowledge and understanding of a subject by using information from sources or generated from sources which may include the internet and AI. Remember though, you must take care how you use this material - you cannot copy it and claim it as your own work.

Using information from published sources (including the internet) as the basis for your assignment is a good way to demonstrate your knowledge and understanding of a subject. You must take care how you use this material though – you cannot copy it and claim it as your own work.

The regulations state that:  
'the work which you submit for assessment must be your own';  
'you must not copy from someone else or allow another candidate to copy from you'.

When producing a piece of work, if you use the same wording as a published source, you must place quotation marks around the passage and state where it came from. This is called 'referencing'. You must make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: Morrison, 2000, p29.

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example:  
[http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid\\_2621000/2621915.stm](http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm), downloaded 5 February 2024.

Where computer-generated content has been used (such as an AI Chatbot), your reference must show the name of the AI bot used and should show the date the content was generated. For example: ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2024. You should retain a copy of the computer-generated content for reference and authentication purposes.

You may be required to include a bibliography at the end of your piece of written work. Your teacher will tell you whether a bibliography is necessary. Where required, your bibliography must list the full details of publications you have used in your research, even where these are not directly referred to, for example: Curran, J. Mass Media and Society (Hodder Arnold, 2005).

**If you copy the words, ideas or outputs of others and do not show your sources in references and a bibliography, this will be considered as cheating.**

## Plagiarism

Plagiarism involves taking someone else's words, thoughts or ideas and trying to pass them off as your own. It is a form of cheating which is taken very seriously.

Don't think you won't be caught; there are many ways to detect plagiarism.

- Markers can spot changes in the style of writing and use of language.
- Markers are highly experienced subject specialists who are very familiar with work on the topic concerned — they may have read the source you are using, or even marked the work you have copied from!
- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

## Penalties for breaking the regulations

If it is discovered that you have broken the regulations, one of the following penalties will be applied:

- the piece of work will be awarded zero marks;
- you will be disqualified from that component for the examination series in question;
- you will be disqualified from the whole subject for that examination series;
- you will be disqualified from all subjects and barred from entering again for a period of time.

The awarding body will decide which penalty is appropriate.

**REMEMBER – IT'S YOUR QUALIFICATION SO IT NEEDS TO BE YOUR OWN WORK**

©JCQ 2023 – Effective from 1 September 2023

# Information for candidates for on-screen tests – effective 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 ask your teacher.

## A. Regulations – Make sure you understand the rules

1. Be on time for your on-screen test(s). If you are late, your work might not be accepted.
2. Do not become involved in any unfair or dishonest practice during the on-screen test.
3. If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4. Only take into the exam room the materials and equipment which are allowed.
5. You must not take into the exam room:
  - a. notes;
  - b. an iPod, a mobile phone, a MP3/4 player or similar device, or a watch.Unless you are told otherwise, you must not have access to:
  - c. the internet, email, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks;
  - d. pre-prepared templates.

**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.**

6. If you have a watch, the invigilator will ask you to hand it to them.
7. Do not talk to or try to communicate with or disturb other candidates once the on-screen test has started.
8. If you leave the exam room unaccompanied by an invigilator before the on-screen test has finished, you will not be allowed to return.
9. Do not borrow anything from another candidate during the on-screen test.

## B. Information – Make sure you attend your on-screen test and bring what you need

1. Know the date and time of your on-screen test(s). Arrive at least ten minutes before the start of your on-screen test.
2. If you arrive late for an on-screen test, report to the invigilator running the test.
3. If you arrive more than one hour after the published starting time for the on-screen test, you may not be allowed to take it.
4. Your centre will inform you of any equipment which you may need for the on-screen test.

## C. Calculators, dictionaries and computer spell-checkers

1. 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 examination 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 on-screen test

1. Always listen to the invigilator. Always follow their instructions.
2. Tell the invigilator at once if:
  - a. you have been entered for the wrong on-screen test;
  - b. the on-screen test is in another candidate's name;
  - c. you experience system delays or any other IT irregularities.
3. You may be given a question paper or the instructions may be on screen. In either case, read carefully and follow the instructions. Do not open the question paper until you are instructed that the exam has begun.

## E. Advice and assistance

1. If on the day of the on-screen test 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 on-screen test if:
  - a. you have a problem with your computer and are in doubt about what you should do;
  - b. you do not feel well.
3. You must not ask for, and will not be given, any explanation of the questions.

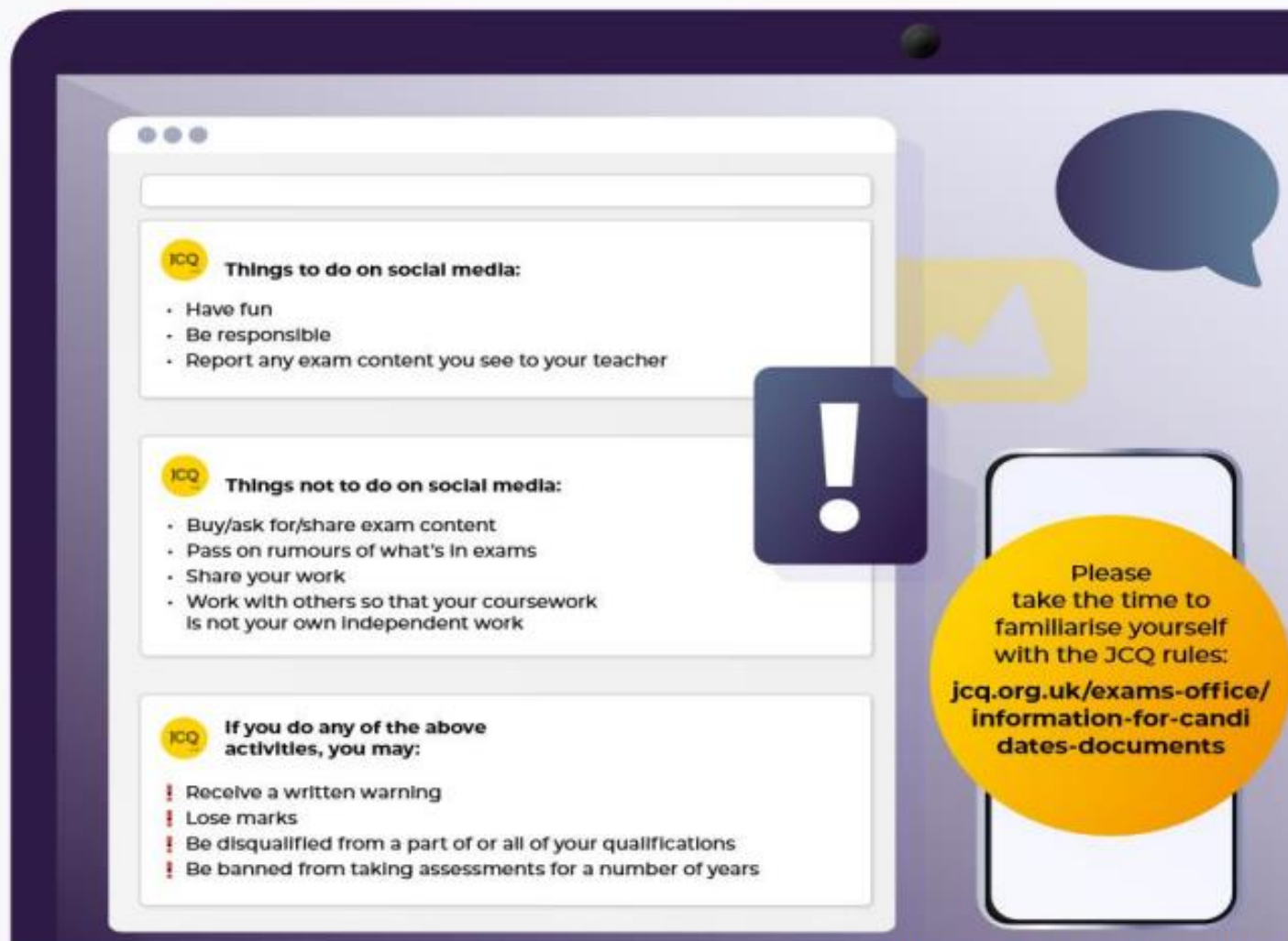
## F. At the end of the on-screen test

1. Ensure that the software closes at the end of the on-screen test.
2. If you are required to print off work outside the time allowed for the on-screen test, ensure that you collect your own work. You must not share your work with other candidates. Make sure that another candidate does not collect your printout(s).
3. Do not leave the exam room until told to do so by the invigilator.
4. Do not take from the exam room any stationery. This includes rough work, printouts or any other materials provided for the on-screen test.



**While we like to share our experiences online, when it comes to exams, we have to be careful.**

- Sharing ideas online can be helpful when you're studying or revising
- However, sharing certain information (see information on the right) can break the rules and could affect your results
- If you're not sure what you can and can't discuss online, check with your teacher
- If you receive exam content on social media, you must tell your teacher
- Don't be caught out by scammers selling fake exam papers

**Things to do on social media:**

- Have fun
- Be responsible
- Report any exam content you see to your teacher

**Things not to do on social media:**

- Buy/ask for/share exam content
- Pass on rumours of what's in exams
- Share your work
- Work with others so that your coursework is not your own independent work

**If you do any of the above activities, you may:**

- ! Receive a written warning
- ! Lose marks
- ! Be disqualified from a part of or all of your qualifications
- ! Be banned from taking assessments for a number of years

Please take the time to familiarise yourself with the JCQ rules:  
[jqc.org.uk/exams-office/information-for-candidates-documents](https://www.jcq.org.uk/exams-office/information-for-candidates-documents)

AQA	City & Guilds	CCEA	Edexcel	OCR	WJEC
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## Warning to Candidates

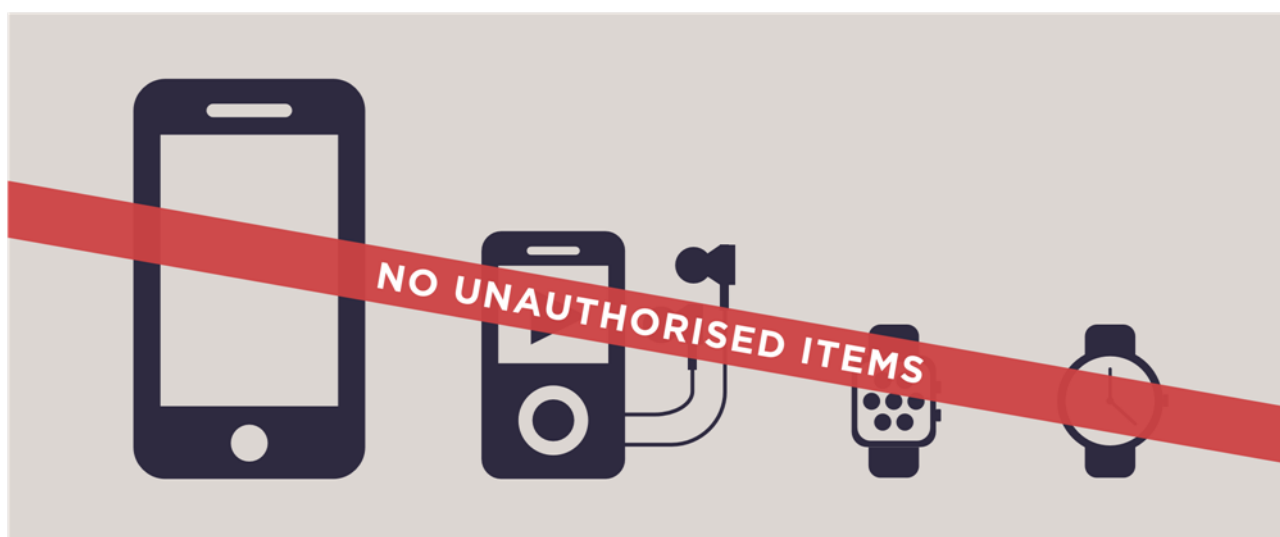
1. You **must** be on time for all your examinations.
2. **Possession of a mobile phone or other unauthorised material is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.
3. You **must not** talk to, attempt to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

**Effective from 1 September 2021**

# **NO MOBILE PHONES NO WATCHES NO MP3/4 PLAYERS**

**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.