

Examination Handbook For Students and Parents/Carers



Centre Number: 12336

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Introduction

Public examinations can be a stressful time for students and parents/carers, so it's important that all those involved are well informed as possible.

Well-informed students will realise that the rules and regulations are designed to ensure fairness and minimise disturbance.

This booklet is intended to inform you about 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. Please read it carefully and share with your parents/carers so that they are also aware of the examination regulations and procedures.

The awarding bodies/examination 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 on the following pages.

Some of the questions you may have are answered at the back of 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

AQA	City & Guilds	CCEA	Edexcel	OCR	WJEC
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Information for candidates
For written examinations – effective from 1 September 2017

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"> • notes; • potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player, a smartwatch or a wrist watch which has a data storage device. 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 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"> • make sure it works properly; check that the batteries are working properly; • clear anything stored in it; • remove any parts such as cases, lids or covers which have printed instructions or formulas; • 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"> • you think you have not been given the right question paper or all of the materials listed on the front of the paper; • 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"> • you have a problem and are in doubt about what you should do; • you do not feel well; • 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.

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

The Warning to Candidates must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.

Before the Examinations

Examinations Boards:

The school uses the following Examination boards: AQA, Edexcel, OCR and WJEC.

Timetables

All candidates receive an individual timetable from the school showing your 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 (date of birth, spelling of names) are accurate as these will appear on certificates and it may be difficult to change them once certificates are awarded. You will also receive an individual timetable

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 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.

UCI Number

In addition to a candidate number, each candidate must have a Unique Candidate Identify (12 numbers and 1 letter) which is shown on the top of statements of entry. This number will usually begin with the school centre number (12336) unless you have transferred from another school that had already issued you with your UCI. Your UCI is used for administration purposes and it is not necessary for you to remember it.

During the examinations

Examination Regulations

A copy of the 'Information for Candidates', which is issued by JCQ on behalf of the Awarded bodies, is printed at the front 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 8.45am and afternoon examinations start at 1:15pm.
- Candidates are responsible for checking their own timetables and arriving at school on the correct date and time. Candidates should arrive at least 15 minutes prior to the start of their examination.
- Full school uniform must be worn by all students with the exception of Sixth Form students.
- If you bring your own equipment it must be visible to the invigilators at all times. You must either use a transparent pencil case or clear plastic bag. Pens must be black and correction pens are not allowed.
- If you bring your own calculator to exams candidates should make sure their calculators conform to the examinations regulations. Remove any cover or instructions and make sure batteries are new.
- Examination regulations are very strict regarding items that may be taken into the examination room (please see 'Information for Candidates' at the front of this booklet). If you break these rules it could result in disqualification.
- **Mobile phones MUST NOT BE BROUGHT INTO THE EXAMINATION ROOM.** If a mobile (or any other type of electronic communication or storage device) is found in your possession during an examination (even if it is turned off) it will be taken from you and a report made to the appropriate Awarding body.
- Do not attempt to communicate with or distract other candidates.

- No food is allowed in the examination room (with the exception of students with a medical condition – please see Ms Nasrabadi).
- Bottles of water may be taken into the examination room however they must be clear without any labels.
- Do not write on the examination desk.
- Do not draw graffiti or write offensive comments on the examination paper – if you do the exam board will refuse to accept your paper.
- 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.
- Check that you have the correct exam paper – check the subject, unit and tier.
- Read all instructions carefully and number your answers clearly.
- 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.
- At the end of the examination all work must be handed in – remember to cross out any rough work. If you have more than one answer book or loose sheets of paper ask for a tag to fasten them in the correct order. Also ensure your name and candidate number is written on each additional piece of paper.
- 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 behave in a respectful manner towards all invigilators and follow their instructions at all times.
- Invigilators are in the examination rooms to supervise the conduct of the examination. They will distribute and collect the examination papers, tell candidates when to start and finish the examination, hand out extra paper if required and deal with any problems that occur, for example if a candidate feels ill.
- 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 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 obtained on the day the candidate/parent and give to Ms Nasrabadi without delay in all cases where an application is to be made for special consideration.
- For the award of a grade by special consideration, the candidate must have completed a certain amount of external assessment. This would include the examination and/or coursework/controlled assessment.

Exam check list



Aim to arrive at school 15 minute prior to an exam AT LEAST. 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.



Phones- students must not have mobile phones in their possession (either on or off). They can be handed in for safe keeping 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 etc. in your possession.



Smart watches with data storage devices are prohibited in the exam venue. Wrist watches MUST be removed and placed on desks.



Only clear pencil cases are allowed on your desk, any others should be left in your bag. Do not use gel pens – this is because many of the exams are now scanned and sent electronically for marking – gel pens do not scan well.



In an exam where you have the use of a calculator, you should not have a calculator cover on your desk.



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



Please dress sensible for the exam. Temperature in the exam room can fluctuate enormously during the May/June time.



No food allowed on the exam hall (if you have a special requirement – please see Ms Nasrabadi, Exam Officer before the exam).



Water bottle are allowed in the exam hall if necessary. These should be clear bottles with a spill-proof cap. There should be no label on the bottle.

After the Examinations

Notification of Results:

- GCSE results will be available for collection on Thursday 23rd August 2018.
- A Level Results will be available for collection on Thursday 16th August 2018.
- If you wish for any other person (including family members) to collect your results on your behalf, you must give them written authorisation 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 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 exam do not exceed three hours in duration then candidates will sit one paper after the other. If they exceed three hours then candidates will sit one paper in the 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 Exam 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 forget the school Centre Number?

The Centre number is 12336. It will be clearly displayed in the examination venue.

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. What is an Appeal for special consideration?

Special consideration is an adjustment to the marks or grades of a candidate who is eligible for consideration. The allowance for special Consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserve for exceptional cases). Parents should be aware that any adjustments is likely to be small and no feedback is ever provided. Candidates will only be eligible for special consideration if they have fully prepared and covered the whole course by performance in the examination or in the production of coursework is affected by adverse circumstances beyond their control. Example of such circumstances may be illness, accident or injury, bereavement, domestic crisis. The examinations officer must be informed immediately, so that necessary paperwork can be completed and the candidate will be required to provide evidence to support such application.

Q. What do I do if I fall 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 if you feel this may have affected your performance.

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

Provided you are not more than 1 hour late, it **may** still be possible for you to sit the examination. You should get to school as quickly as possible and report to Reception. A member of staff will escort you to the exam venue.

You must not enter an examination venue without permission after an examination has begun.

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

No. Timetables are regulated by the examination boards and you may 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 into the exam room?

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

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

The length of the examination is shown in minutes on your individual timetable under the heading 'duration'. Invigilator will tell you when to start and finish the exam. They will write the finish time of the exam on a flip chart or board at the front of the exam venue. There will be a clock in all venues.