

Featherstone High School



OF EXAMINATIONS

A guide to everything you could possibly want to know about the examination process and more!



A

Absence from Examinations:

You must attend all examinations to which you are allocated on your personal timetable. Misreading the timetable will NOT be accepted as a satisfactory explanation for your absence.

YOU WILL BE INVOICED IF YOU FAIL TO ATTEND AN EXAMINATION THAT HAS BEEN PAID FOR BY THE SCHOOL.

If you are absent from an examination due to illness, please notify the School as early as possible by telephone on 020 8843 0984. A formal medical certificate will be required.

Access Arrangements:



All arrangements with regards to an internal SEN assessment for extra time, rest breaks, separate rooms, the use of a laptop, sit near door, etc, need to go through the SENCO. This includes all emergency arrangements.

(See "S" for Special Consideration)

NO ACCESS ARRANGEMENTS WILL BE MADE UNTIL THE SENCO CONTACTS THE EXAMINATIONS OFFICER.

Access to Corridors and Rooms:

To ensure the best possible conditions for sitting examinations, we shall close certain corridors to normal through-traffic on occasions. Please abide by any "No Entry" signs on doors during the examination period and respect those taking examinations.

Awarding Bodies:

These are the organisations that provide qualifications for schools and colleges. Awarding bodies used by Featherstone High School are; AQA, Pearson Edexcel, OCR and WJEC/Eduqas.

B

Bags, Briefcases, Notes:

Bags, briefcases and notes **cannot** be taken into the examination room and so should be left outside the examination room.

The Invigilator will show you where to put your belongings.

The School accepts no liability for items of value (e.g. money, credit cards, mobile phones) which are left in bags. Please do not bring valuables with you when you are sitting examinations.



C

Calculators:

Calculators may be used in most examinations: your subject teacher will tell you if they are prohibited. Where restrictions apply, graphic calculators may not be used and only some scientific calculators are allowed. In all cases, calculators are prohibited if they offer any of the following facilities: *language translators; symbolic algebra manipulation; symbolic differentiation or integration; remote communication with other machines or the World Wide Web; data banks (smart calculators); dictionaries; mathematical formulae or text.*

Calculators must not have noisy keys which would disturb other candidates or use magnetic card input or have a permanent memory.

A fault or operational mistake with a calculator will not normally be considered as justifying an application for special consideration. No printed instructions or cases are permitted; if you cannot remove the case from your calculator you must ensure that all instructions are securely covered.

You must bring your own calculator if you need one: you may not use the calculator functions of mobile telephones, which are prohibited in all examination rooms, and may not borrow a calculator from another candidate.



Candidate Number:

You will be seated, by subject, in candidate number order. On your exam desk there will be a candidate card with your Name, Year group and exam number.

Centre:

Centres can be schools, colleges or other establishments that have been approved by an awarding body to offer qualifications, enter students for exams and conduct the awarding bodies exams.

OUR CENTRE NUMBER IS **12430**
YOU WILL NEED TO WRITE THIS ON ALL OF YOUR EXAM PAPERS.

Certificates:



GCSE, A-Level and AS certificates will be kept at School for you to collect.

If you are unable to collect your certificates in person you may nominate a person to collect them on your behalf, providing they have completed an Authorisation for Certificate Collection form and photographic evidence (e.g. passport/driving licence).

Certificates cannot be posted home. You must collect them in person.

Please note that centres may destroy any unclaimed certificates by a secure method (e.g. shredding) after holding them for a period of 12 months from the date of issue.

TIP: YOU MUST KEEP ALL YOUR CERTIFICATES SAFE AS IN MOST CIRCUMSTANCES THEY CANNOT BE REPLACED

Cheating:

Candidates caught cheating in examinations – including being in possession of or using a mobile telephone, watches, mp3 players, iPods, unauthorised aids or notes but also copying from or communicating with other candidates – **will** be reported to the awarding bodies.



Even if the items are in your pocket and you have no intention of using them you will still be reported to the awarding body concerned.

PENALTIES INCLUDE EXCLUSION FROM SCHOOL AND DISQUALIFICATION FROM ALL EXAMINATIONS FOR UP TO FIVE YEARS. SEE THE JCQ "NOTICE TO CANDIDATES".

Clashes:

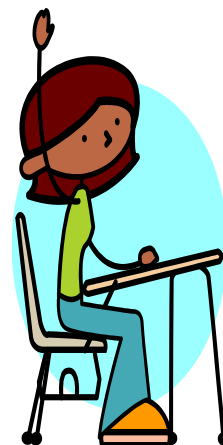
If you have an examination clash involving different subjects, a clash form will be attached to your statement of entry and personal timetable.

ALL INFORMATION ON A CLASH FORM OVERRIDES ALL OTHER INSTRUCTIONS

If you have a clash involving two or three examinations in the same subject, you will sit your papers one after the other as long as the total published examination time does not exceed three hours. If the total time does exceed three hours, the papers will be split between the morning and afternoon session. If you are in this position, you will have to go into quarantine between the two sessions and will, therefore, need to bring a packed lunch and a drink with you.

For AS/A Level 6 hours is the maximum amount of total exam time that the exam boards recommend you sit in one day and for GCSE the total is 5 ½ hours. If you have multiple clashes where the combined total is more than these hours then you will require overnight supervision.

If you have a clash and we have not issued you with a clash form, please come to the Examinations Officer **immediately**.



Conduct in the Examination Room:

You must be silent in the examination room, including the times when you come in and go out. Once you have entered an examination venue, you are under formal exam conditions and you are not allowed to talk or communicate in any way unless it is to an invigilator or member of staff. You are not allowed to leave unescorted until the end of the examination, and only then when you are given permission to do so.

*Should you require any assistance, please raise your hand clearly and wait for an invigilator to come to you.

*Please do not write on your examination desk or your candidate exam card: this constitutes vandalism and you will be charged for the removal of graffiti or reprinting of same.

Coursework:

All coursework will be carried out during the academic year. All deadlines are issued by departments and if you have any problems with regards to these you must speak to the relevant department staff.

D

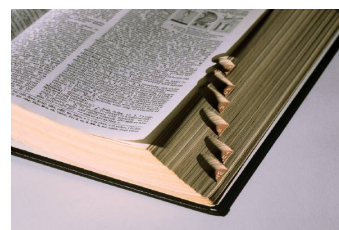
Data Protection Act (2018)

There is a requirement for the exams office(r) to hold exams-related information on candidates taking external examinations. Candidates' exams-related data may be shared with the Awarding bodies, JCQ, or any other organisations as relevant to the centre.

This data may be shared via hard copy, email, secure extranet sites with the relevant awarding bodies. This data may relate to exam entries, access arrangements, the conduct of exams and non-examination assessments, special consideration requests and exam results/post-results/certificate information.

Dictionaries:

You may not use a dictionary unless dictionaries are specifically permitted by the subject specification or special arrangements have been approved by the awarding bodies.



E

End of Examinations:

The invigilators will collect your exam papers before you leave the examination room. Absolute silence must be maintained during this time and until you are outside the building – remember that other examinations may be continuing as you leave – and you should abide by any “No Entry” signs.

You may not take any examination materials (additional paper, answer booklets, question papers etc.) from any examination room.

Exam Dates:

The examination dates are set by the awarding bodies and **NOT** by the School. The summer exams will begin on **15th May 2023**.

THEREFORE THESE DATES CANNOT BE CHANGED

MAY							2023
S	M	T	W	T	F	S	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31				

Examinations Office:

The Exams Office is open Monday – Friday from 8.30 am until 4.00pm. You can visit via the School Services window. We will be happy to help with any queries that you have during this time.



Examination Regulations:

It is your responsibility to familiarise yourself with the awarding bodies' 'Information for Candidates' regulations, a copy of which has been given to you or can be viewed on the school website.

www.featherstonehigh.ealing.sch.uk/students/exams/

External Candidates:

At the discretion of the School former students – in the academic year following the last one in which they were members of the School – can be entered for examinations relating to the courses which they took at Featherstone High School. So if your grades are lower than you hoped, you may be able to resit one or more of your unit exams as an external candidate.

Please note if you wish to be an external candidate then:

- There are limited spaces available so we will not always be able to offer retake places to all those who apply
- We only offer resit places for the academic year following the one in which you leave the College.
- Re-sit fees are considerably higher for external candidates.

F



Food and Drink:

Food is not allowed into an examination room unless special permission has been given.

You are only allowed to take into the examination room a drink of water. This must be in a clear plastic bottle and all **labels must be removed**. You will not be able to leave the exam room to refill a bottle of water and Invigilators cannot leave the exam room to do this for you. Therefore please ensure that you have enough water to last you the whole exam.

Any other type of drink is not permitted – this is in case you spill your drink over your exam paper. If only water is spilled there is a greater chance that your exam paper can be saved.



Invigilator:

An invigilator is someone who watches over candidates in an examination to ensure that exam conditions are met. You must follow all instructions and orders given to you by an invigilator.



Late Arrivals:

Any candidate arriving late beyond the awarding bodies starting time may be allowed into the examination room; however you should be warned that this may cause the awarding bodies not to accept your exam script and you may receive 0 marks.



Line-ups

You are expected to check your timetables in advance for your allocated seat row/number and when the scheduled time for the exam is. You can check the enlarged registers outside of the exam venue for the row/ seating. Candidates will line-up according to the row they have been seated in on their exam timetable or otherwise instructed by the Head of Year or the Exams Officer.



Malpractice:

Malpractice is any, default or practice which is a 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, the presentation of any practical work, the compilation of portfolios of assessment evidence and the writing of any exam paper.

FOR MORE INFORMATION ON MALPRACTICE SEE THE EXAMS OFFICER.

Mobile Telephones and Other Electronics:

Please see JCQ Regulations 'Unauthorised items Poster'.

Mobile telephones, watches, smart watches and other electronic means of communication are not allowed into examination rooms. The School and awarding bodies' regulations forbid you to bring in any of these devices into any examination room, either before or after an examination, so you are strongly advised not to bring such devices with you on examination days. If you do bring a mobile phone or electronic device with you, it must be handed to the Invigilator at the beginning of the exam outside of the venue and collected at the end of the exam. The School is not responsible for any lost, stolen or damaged property.



If a **mobile phone or other electronic communication 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. The awarding bodies now operate a no-tolerance policy on all candidates discovered to be in infringement of the regulations and have advised the School that students discovered to have a communications device with them during an examination face disqualification from the subject concerned, see penalties section for more details. Please do not risk disqualification: either leave your mobile telephone at home or hand it to an Invigilator.

O

Overnight supervision:

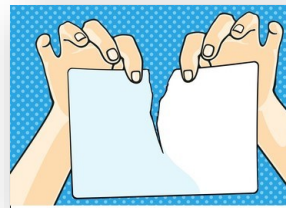
Overnight supervision will be required if you have examinations totalling more than 6 hours in one day if you are an AS/A Level student or more than 5 ½ hours if you are a GCSE student.

Overnight supervision is required so that you do not come into contact with anyone else who has already sat exams which you have not. Therefore whilst in supervision you will not be able to have a mobile phone in your possession, use the internet or have any contact with the outside world.



P

Penalties:



The JCQ issues the following penalties depending on the offences of candidate malpractice (See Malpractice) that was committed:

Warning

- Loss of all the marks gained for a single piece of coursework
- Loss of all the marks gained for a component
- Loss of all marks gained for a unit
- Disqualification from the unit
- Loss of all the marks gained from all components/units in all qualifications taken during the exam series.
- Disqualification from the whole qualification
- Disqualification from all qualifications taken in that exam series
- Barred from entering for one or more examinations for a set period of time.

Prohibited Material:

The following items must not be brought into any examination room:

- bags, briefcases etc.
- books, notes, letters, diaries or other printed material;
- calculator cases or instruction books;
- mobile telephones, watches, pagers, or other communications device;
- pencil cases (use a transparent plastic bag as a substitute);
- personal stereos of any description.

Q

If you are required to go under supervised quarantine due to an exam clash over a lunch period, you must bring a packed lunch and a drink with you on that day as you will not be allowed to use the canteen. Mobile telephones and electronic communication devices are not allowed into any quarantine room.

Quarantine:

If you have two exams scheduled for the same time (clash), you will be supervised immediately after your examination until the end of your next examination. This is called the 'quarantine period'. In quarantine, you may revise for your next examination or talk quietly with fellow candidates. Please be respectful of invigilators and ensure that classroom furniture and/or equipment and books are left as they were found – neat, clean and tidy. You must take your litter with you or place it in the bins provided.

R



IF YOU WANT TO REQUEST A REMARK THEN YOU MUST COLLECT THE RELEVANT FORM FROM THE EXAMINATIONS OFFICE AND RETURN BY THE APPROPRIATE DEADLINE.

Remarks:

The awarding bodies offer the option of having a script remarked, at a fee, if a candidate or member of teaching staff is unhappy with the marks. There is a choice of three different types of remarks; these are:

- Clerical check
- Review or Remarking
- Priority Review of Remarking

A **clerical remark** is simply when the relevant awarding body checks that the number of marks given has been added up correctly.

Whereas with a full review of remarking the awarding body sends your examination paper to a different examiner, this time a senior examiner, and asks them to remark it using the same mark scheme.

A priority review of remark is exactly the same as a full remark but is **only available in the summer** for GCE papers where a candidate's university place is at stake.

If you're not satisfied with the grade you have achieved the first thing you may think about is getting your papers remarked however remarking is very costly and not often effective. Therefore it is important to consider the following:

YOUR GRADE CAN GO DOWN AS WELL AS UP

Remark means having your entire paper remarked therefore your grade can quite easily go down as well as up.

If your grade does get lowered you cannot refuse it and ask for the original higher grade to stand. You must be aware that this is the chance you take when asking for a remark. Because of this candidates often apply for a photocopy of their paper before applying for a remark.

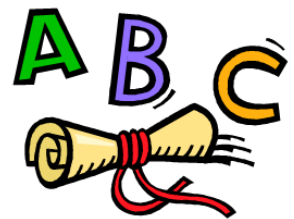
Cost

Remarks are very expensive and the likelihood is that your mark will not change and are only available as the discretion of the exam boards.

PLEASE NOTE: YOUR RESULTS WILL NOT BE POSTED TO YOU AUTOMATICALLY IF YOU DO NOT TURN UP ON RESULTS DAY.

Results:

At the end of each exam series, the exam boards will elect a results day for students to learn what grade they received for the exams that have taken place. The exams officer will know when each results day is depending on the exam series. Results days for Summer 2023 series are **Thursday 17th August:** A Levels, Cambridge Technicals and other Level 3 qualifications and **Thursday 24th August:** GCSEs, Cambridge Nationals and other Level 2 qualifications. Please note that results days does not mean that you will receive certificates. Certificates are issued up to 3 months after results days.



S

Scripts:

Candidates are able to request access to their examination scripts from the awarding bodies for general interest or to help with future learning. There are two types of access to script services available to candidates; these are:

Original scripts and/or Photocopied scripts

Many candidates often wish to see their examination script in order to decide whether or not to have the paper remarked. If this is the case then **you must request a photocopy of the script.** You are unable to choose the original script option because once a script has been returned to a centre from the awarding bodies then its security has been compromised. Secondly original scripts are not sent out until after the remark deadline.

If however you are not planning on requesting a remark then you can request either the original script or a photocopy. Please note whilst original scripts are cheaper they can take a great deal longer to arrive than photocopied scripts.

IF YOU WANT TO REQUEST A SCRIPT THEN YOU MUST COLLECT THE RELEVANT FORM FROM THE EXAMINATIONS OFFICER AND RETURN BY THE APPROPRIATE DEADLINE.

Special Consideration:

The awarding bodies will not apply special consideration for anything other than serious reasons. Special consideration can only be applied for if a significant event has affected your performance on the day of the examination and you can provide appropriate evidence. Please see Examinations staff immediately if you feel that you may have been affected by a circumstance beyond your control.

Statements of Entry:

Produced by the awarding bodies statements of entry list all the exam units that you are entered for in a particular examination series. It is essential that you check all details on these statements very carefully to ensure that:

*you have been entered for the right examinations – in particular if you have applied for re-sits or if there are several different tiers available

All of your personal details are correct, in particular with regards to spelling, as this information will be printed on your examination certificates. Whilst it will be relatively simple to change now once certificates have been issued substantial costs will be involved if you notice any errors.

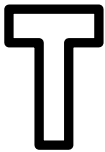
Stationery:

All students must remember to bring their own stationery to any examination that they have. These include pens, pencils, rulers, rubbers and a pencil sharpener. Borrowing from other candidates is **not** allowed.

Please note that the JCQ regulations state that a BLACK pen must be used in all examinations.

For diagrams, use an **HB pencil** and a **ruler**. Gel pens, highlighters, correcting fluids and correct-ing pens may not be used in any answer booklets.

Exam rooms do have supplies of stationery but these are limited and for emergencies only, they are not to be used as your own stationery supply.



Times:

Only in very exceptional circumstances will extra time be given to candidates arriving late. If you arrive one hour after the published start time for examinations you will not be permitted to sit the examination. Each year many students mis-read duration of 1hr or 1hr 30m as being an afternoon examination when it is a morning examination; please check the **session** carefully.

Timetables:

You will be given your own personal timetable for Summer exams. Please check your personal timetable carefully – the top copy of your examinations timetables has been produced by the Exams Officer and is personal to you ONLY. This will include changes of times/days to accommodate your clashes. If there are any errors (e.g. name, date of birth, sex, examination entry), please notify the Examinations Office immediately. Dates are given on the timetables issued to you. Check carefully to see if the examination is in the morning or the afternoon – extra time will not be permitted if you misread your timetable. Take special note of any re-arrangements due to a timetable clash.

YOU, AND YOU ALONE, ARE RESPONSIBLE FOR CHECKING YOUR EXAMINATION TIMETABLE. IF YOU HAVE ANY QUERIES THEN PLEASE CONTACT THE EXAMS OFFICER IMMEDIATELY.



U

[Centre Number] [Unique candidate number]

[12430][01234567E]

UCI Number:

A UCI (unique candidate identifier) number is a number which every candidate is given and is used to link all entries and results for a candidate across an exam series and between different exam boards. This number will be printed on all of your exam results and timetables.

V



Venue:

On your timetable you will be able to see the location (what room) that your exam is scheduled to take place in. For larger number exams, the school uses the Sports Hall, Mail Hall, LRC First Floor (LRFC) and LRC Ground Floor (LRGC). If you require access arrangements you will be given a room number. Please review your timetable venues to know where you should be going ahead of your exams.

W



Warning:

All the awarding bodies make it clear that:

Their official examination sessions must be run under strictly fair conditions, with no form of deception. This rule severely excludes any form of communication between students during an examination, as well as any other practice that could conceivably be seen as an attempt to deceive.

Anyone attempting unfair practices can expect cancellation of examination entries and possible exclusion from GCSE/AS and A2 level examinations for a period of up to five years.

Word of Advice:

Remember to have something to eat and drink before taking your examinations, especially on hot days. A banana eaten half an hour before the start of an exam can boost your concentration levels.



For all inquiries, please contact a member of the Exams team

Telephone: 02088430984 ext 260 – Exams Officer, 02088430984 ext 204 – Exams Assistant

Email: exams@featherstonehigh.ealing.sch.uk