

Examinations 2018

Candidate Booklet Written Exams



As the exam season approaches, we aim to make the experience as straightforward and stress free as possible for all candidates.

This booklet is designed to answer any questions you have about sitting exams at Princethorpe College and to provide information that you'll find useful. Please read it carefully.

Take special note of the JCQ Warning to Candidates document as everyone must comply with these instructions and also the restriction on watches and other electronic devices as this has changed from previous years. It's important that you understand and adhere to the rules as any breach must be reported to the exam boards.

Exam assemblies will be given by Dr Carrington-Howell nearer to the time when he will also go over some of the information in this booklet.

If you are uncertain about anything please talk to your House Tutor or come and discuss with me, my office is in S38.

Shellagh Dodds

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External Examinations – Dos and Don'ts

Dress

Full school uniform should be worn for all exams. Sixth form candidates must maintain the college dress code.

Place and Time

Exams will take place in the Sports Hall unless otherwise shown on your individual timetable which is available on both the pupil and parent portals. In most cases morning exams will start at 9am and afternoon ones at 1:30pm – again check your individual timetable.

(Candidates must arrive **at least** 10 minutes before their exam is scheduled to begin.)

Preparation

Ensure you have the correct equipment for the specific exam you are taking:

- A Black Pen, see through pencil case, coloured pencils, eraser and clear plastic ruler is allowed for all exams
- For some exams an approved calculator – but NO lid or instruction sheet
- NO tins or boxes for Maths equipment
- NO correction fluids (Tippex)
- Gel pens and highlighters can be used to highlight text within the question paper or resource material but CANNOT be used in your answers
- If you need a drink, it must be water in a clear bottle (NOT a sports bottle) with the label removed
- NO food is allowed in the examination room

Only items required for the exam may be taken into the examination room. No bags, coats, books, papers or electronic devices of any kind. Ensure nothing is written on your hands.

Before the Examination

A seating list will be displayed in The Limes and on Lower Pugin corridor. Check this before each exam and remember your allocated seat number, which will differ for each exam. This information will also be shown on the pupil and parent portals.

Arrive at your allocated room at least 10 minutes before the start of your exam and wait until instructed to enter. **Enter the exam room in silence** and remain silent until you have left it.

In the Examination Room

Remain silent and direct any questions to an invigilator.

The Exam Paper

Your exam paper will be on your desk – do not touch it until asked to do so by the invigilator.

It is your responsibility to ensure you have been given the correct examination paper. This is especially important in exams where different tiers of entry apply e.g. GCSE Maths and the Sciences.

When completing your details on the exam paper you **MUST** complete your details on the answer booklet. Enter your name and candidate number as shown on your entry statement and timetables – invigilators are not allowed to correct these for you.

The End of the Exam

Ensure all the information is correctly completed on all your answer booklets and supplementary sheets of paper. This may include writing the numbers of the questions you have answered on the front page.

Remain silent while the papers are collected, JCQ exam rules still apply. You will be told when to leave the exam room. Maintain silence and follow the instructions of the invigilator to minimise disruption to other candidates still sitting an exam,

Do not talk to others until you are well away from the examination room.

Emergency Evacuation

If the fire or intruder alarm sounds wait for instructions from the invigilator.

If it's necessary to evacuate an exam room, when told to do so, candidates must make their way to the Astroturf pitches. **SILENCE** must be maintained at all times. When it's safe to do so you will be escorted back to your room and the exam restarted.

As in all cases of disruption to exams, a full report of the incident and the action taken will be sent to the examination board.

Frequently Asked Questions

How will I know when my exams are?

You can see your personal exam timetable on the pupil or parent portal. It shows the exams you will be sitting and whether they are morning or afternoon, nearer the time they will show the allocated room and seat number.

What happens if I have a clash of exams?

A clash of exams occurs when 2 exams for different subjects are scheduled to begin at the same time on the same day. Rescheduling of these exams is dependent on the total duration of the 2 (or more) exam papers.

- If the total duration is 180 minutes or less, the exams will be taken during the same session; one after the other.
- If the total duration exceeds 180 minutes one exam can be moved to the other session on that day. A decision will be made with the exams officer.

Where an exam is moved to another session, between exams you will be kept in isolation and supervised by a member of staff or invigilator. It's a good idea to bring a packed lunch if this happens to you and leave all electronic devices at home. On the day, when your first exam has finished, remain in your seat until an invigilator escorts you to the supervision room.

Where there are 2 papers for the same subject on the same day, these will be taken one immediately after the other.

Where will the exams be held?

This depends on the number of candidates. Whilst the numbers are large most exams will take place in the sports hall. As numbers reduce, after the Year 11 exams are finished, exams will move into classrooms. Some candidates with access arrangements will be allocated to other rooms, make sure you check the portal and the seating lists each day.

Where can I find my candidate number?

The statement of entry and timetable you have been given both have your candidate number at the top. Alternatively, you can look on the pupil portal under the heading of Public Examinations – Arrangements

How can I check the personal details I need to write on my answer booklets?

The statement of entry and timetable you have been given both show the names held by the exam boards at the top. Alternatively, you can look on the pupil portal under the heading of Public Examinations – Arrangements. It isn't necessary to write all your names on the answer books – just make sure your first and last names match exactly. If any details are incorrect, go to the Exams Officer immediately – fees to make changes with the exam boards increase as we get nearer to the exam season.

How do I know where to sit?

When seats have been allocated they will be displayed on the pupil portal. Immediately before each exam session, seating lists will also be displayed in The Limes atrium.

I have a reader or scribe; how will I know where to go?

You will be allocated a seat in a small room. When seats and rooms have been allocated they will be displayed on the pupil portal. Immediately before each exam session, room and seating lists will also be displayed outside The Limes and on Lower Pugin corridor.

I use a word processor in my exams, how will I know where to go?

You will be allocated a seat in a classroom. When seats and rooms have been allocated they will be displayed on the pupil portal. Immediately before each exam session, room and seating lists will also be displayed outside The Limes and on Lower Pugin corridor.

I'm entitled to extra time in my exams, where will I sit?

This will depend on any other access arrangements you may be entitled to; it may be the sports hall or a small room. When seats and rooms have been allocated they will be displayed on the pupil portal. Immediately before each exam session, room and seating lists will also be displayed outside The Limes and on Lower Pugin corridor.

What time do the exams start?

Morning exams start at 9:00am and afternoon at 1:30pm.

Candidates must be ready **at least** 10 minutes before their exam is scheduled to begin and wait **OUTSIDE** their allocated room until invited to enter by an invigilator.

What time do I have to be here for afternoon exams?

The afternoon session will begin at 1:30pm. Candidates must arrive outside the exam room **at least** 10 minutes before their exam is scheduled to begin. If you're coming into school just for an afternoon exam arrive in good time to register first at the student hub.

Is the refectory open in time for me to eat before an afternoon exam?

Yes, during exams the refectory will open from 12:30 with the usual range of foods available for all of Year 11.

What happens if I'm late?

Register at the student hub and advise the member of staff you are late for an exam. Wait there and you will be escorted to the examination room. You will be allowed your full time for the exam and a report will be sent to the examining board; they decide whether or not to accept and mark your paper.

What happens if I'm ill on the day of an exam?

If you are ill on the day of an examination, inform the exams officer by email to: examinations@princethorpe.co.uk. If possible, come into school and sit the exam. The exam boards advise that it is better to take the exam and ask for special consideration rather than miss it altogether.

What do I need to bring into the exam with me?

For all exams you **MUST** have a black pen and a calculator is required for some exams. You may also bring other pens, pencils, drawing instruments, clear plastic rulers, and erasers in a see through pencil case.

Can I eat and drink during the exam?

If you need a drink, it must be water in a clear bottle (NOT a sports bottle) with the label removed. No food, this includes sweets, is allowed in the examination room.

Who will start the exam?

We employ trained external invigilators to conduct exams and either they or the Exams Officer will start each exam. Listen carefully to the instructions given by the invigilator. You must check that you have been given the correct exam paper and complete your personal details on the answer booklet. If you have any questions put up your hand and an invigilator will come to you.

Can I leave the exam to go to the toilet?

Please use the toilet before the exam starts. If anyone needs to leave the exam room, it's bound to disturb other candidates as well as themselves. If you need a toilet break, ask the invigilator; this will be recorded by the invigilator and reported to the exam board. You will be escorted to and from the toilet by one of the invigilators. The time taken will NOT be added on to your examination time.

What happens if the fire or intruder alarm sounds?

The examination will be stopped by the invigilator; you MUST follow their instructions. If necessary, the room should be evacuated in an orderly manner. Exam candidates go to the Astroturf pitches for registration. All question papers and scripts are left on the desks. Candidates will be closely supervised and you are **NOT** allowed to talk to each other.

SILENCE MUST BE MAINTAINED AT ALL TIMES.

When it is safe to do so, candidates will be re-admitted to the examination room and the remainder of the full working time will be allowed. If a re-start is not possible, the examination board concerned will decide how the problem is resolved.

In all cases of disruption to exams, a full report of the incident and the action taken is sent to the examination board.

What happens if I finish the exam early?

All candidates must stay in the examination room until the scheduled end time for the exam. Use the time to check over and improve your work.

What happens at the end of an exam?

There no warning that time is nearly up.

When time is up, the invigilator will tell you to put your pen down – you MUST stop writing immediately. The invigilator will give you time to check you have completed your personal details correctly.

I'm entitled to extra time. How will I know when my exam finishes?

The invigilator will write on the board the start and end times for each exam. Where there are candidates entitled to extra time, a second end time will be clearly written on the board.

What is special consideration?

Special consideration is a post-examination adjustment to a candidate's mark or grade to reflect temporary illness, temporary injury or other indisposition **at the time of the examination**, which has had, or is reasonably likely to have had, a material effect on a candidate's ability to take an assessment or demonstrate his or her normal level of attainment in an assessment.

Where long term circumstances have prevented the candidate from reaching the competence standards it may not be possible to make an adjustment.

Only minor adjustments can be made to the mark awarded because to do more than this would jeopardise the standard of the examination. For more information, go to the JCQ website: www.jcq.org.uk

Can I ask a friend a question?

All questions **MUST** be directed to an invigilator. Communication with another pupil is malpractice and will be reported to the exam board.

What is Malpractice?

Malpractice occurs when the regulations for the conduct of exams are not followed. For example, if unauthorised material or objects are discovered in the possession of a candidate in an examination.

ALL cases of suspected malpractice are reported to the examination board concerned by the Exams Officer. Candidates will be interviewed and required to make a statement about the allegation. Sanctions range from a written warning to disqualification of all marks for that season. For more information, go to the JCQ website: www.jcq.org.uk

How do I find out my results?

- A-level results will be published on Thursday 16 August 2018
- GCSE results will be published on Thursday 23 August 2018.

The college will open at 7am for A-level candidates and 9am for GCSE candidates. College staff will be on hand to assist with queries and advise on future options. For those unable to come into college, A-level results will be made available via the Pupil Portal from 9.00am and GCSE results from 10am. Results will NOT be given out over the phone.

If parents wish to see your exam results on the parent portal you must enable this feature via the pupil portal. Log into the pupil portal, select: My School Profile, My Public Examinations, View My Examination Preferences & Options. You'll then see the following window:

Public Examinations - Preferences & Options

Examination Home | Exam Entries | Exam Arrangements | Exam Timetable | Exam Results | Exam Options

Portal Access
Use the options below to control what access your parents have to your public examinations information.

View My Exam Results: No ▼

If you select yes your parents will be able to view your examination results.

* The fields in red are required.

Save My Options Reload

Change: View My Exam Results to YES and then click on SAVE MY OPTIONS.

How do I access the portal from home?

Go to the college website: www.princethorpe.co.uk and on the top right hand side you will see a link to the portals. Pupils use their college username and password to log in; parents log in using their email address.

Is there anything I can do if my results are not as good as I was expecting?

All examination boards provide the opportunity for an examination result to be reviewed. The process is a review of the original marking to ensure that the agreed mark scheme has been applied correctly. **It is not a re-mark of your script.**

Full information about costs and deadlines for results enquiries will be included with your results. All leavers should bring cash or a cheque book on results day in order to pay for any results enquiries.

When will I receive my exam certificates?

Certificates will be received in school by 7 November 2018. They will be distributed at the prize giving ceremony or assembly. Any certificates not collected at these events should be collected from the college's main reception after this date. You must provide written authority to the Exams Officer for any 3rd party to collect certificates on your behalf.

Employers, Colleges and Universities will ask to see your original certificates so it's important that you collect them and keep them safe. We are required to keep certificates for 1 year after which time JCQ regulations allow them to be destroyed.

How can I find out more information?

Use the JCQ and exam board websites:

Governing organisation	JCQ	www.jcq.org.uk
Examination board	AQA	www.aqa.org.uk
Examination board	Pearson/EdExcel	www.edexcel.com
Examination board	OCR	www.ocr.org.uk
Examination board	WJEC/Eduqas	www.wjec.co.uk

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.



AQA	City & Guilds	CCEA	OCR	Pearson	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.

Effective from 1 September 2014

AQA	City & Guilds	CCEA	OCR	Pearson	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. <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"> • 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.

Information for candidates Using social media and examinations/assessments



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. 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.



You should be aware that the following might 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 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>





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.