North Kesteven Academy

Think Excellence

EXAMINATIONS
STUDENT HANDBOOK 2019 - 2020

Candidate Name:

Candidate No:

UCI:

Tutor Group:

Centre Number: 26146

School Telephone No: 01522 881010

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INTRODUCTION

Public examinations can be a stressful time for students and parents/carers and it is important that all those involved are as well informed as possible. Well-informed students will realize that the rules and regulations are designed to ensure fairness and minimize disturbance and it is in the interest of all that the exams run smoothly.

North Kesteven Academy will make every effort to ensure that candidates receive the best possible preparation for their examinations, that the administrative arrangements run smoothly, and that the examinations are conducted in a way that will cause as little stress as possible and help students to achieve their best. Trial exams in Year 11 are run to the same standards and rules in order that students are familiar with the process beforehand.

This booklet is intended to inform you about examination procedures, to answer some of the most frequently asked questions and to help, guide and support students and parents through the examination process.

Hopefully, this booklet will prove informative and helpful for you and your parents/carers. Please read it carefully and show it to your parents/carers so that they are also aware of the examination regulations and the procedures to follow in the event of any problems occurring.

The awarding bodies (or examination boards) set down strict criteria which must be followed for the conduct of examinations and North Kesteven Academy is required to follow them precisely. You should therefore, pay particular attention to the JCQ Notice to Candidates and the Warning to Candidates that is available on the school website in the exam information section for students and parents.

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 question that has 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 the Exams Office:

Examinations Manager - **Mr Whitaker**

The school telephone number is: 01522 881010.

Remember – we are here to help.

GOOD LUCK!

BEFORE THE EXAMINATIONS

STATEMENTS OF ENTRY:

- All Candidates receive a statement of entry from the Exams Office indicating the subjects they are being entered for and the levels of entry, where applicable. Please check that these are correct. Some subjects only have one tier of entry, some have Foundation or Higher tiers.

- You must check everything on your statements of entry very carefully. Particularly 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.

AWARDING BODIES:

- The School uses the following Awarding Bodies: AQA, Edexcel, OCR and WJEC.

CANDIDATE NAME:

- Candidates are entered under the name format of First Name + One middle initial + (Legal) Surname, e.g. Adam J. Smith. Candidates must use their legal name on all exam documentation including coursework/controlled assessments, even if they use a different name in school for all other purposes. 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 will appear next to your name on seating plans and examination registers. Please write your candidate number on the front of this booklet. **Please learn it**.

UCI:

- In addition to a candidate number, each candidate must have a Unique Candidate Identifier (12 numbers and 1 letter) which is shown on the top of statements of entry. This number will usually begin with the Centre Number (26146) unless you have transferred from another school that had already issued your UCI. Your UCI is used for administration purposes and it is not necessary for you to remember it.

TIMETABLES

- A copy of the school's exam timetable is published within school resources, on the school website and a copy is displayed on the exam notice board outside the Exams Office. You will also receive an individual timetable showing your own specific examinations with details of date, time, duration of exam, venue and seat number, please check it carefully. If you think something is wrong see Mr Whitaker in the Exams Office immediately. Please write the details of your exams in your school diary.

- Some candidates may have a clash where two subjects are timetabled at the same time. The school will make special timetable arrangements for these candidates only. You must check your individual timetable and see Mrs Whitaker if you are unsure of what to do. If you think there is a clash on your timetable that has not been resolved, please see Mr Whitaker immediately.

CONTACT NUMBERS

- Please check that school has at least one up-to-date contact number for you.

EQUIPMENT

- Make sure you have all the correct equipment before your examinations. Check the regulations in the Notice to Candidates and the information on the following pages.

DURING THE EXAMINATIONS

EXAMINATION REGULATIONS

- A copy of the 'Notice to Candidates', which is issued by JCQ on behalf of the Awarding Bodies, is available on the school website in the exam information section for parents and students. 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

- Candidates are responsible for checking their own timetable and arriving at school on the correct day and time, properly dressed and equipped. Candidates must arrive 15 minutes prior to the start time of their examination. Please wait quietly outside your exam room until you are invited to enter by the examination invigilators or member of staff.

- Candidates who arrive late for an examination may still be admitted but may have to be reported to the exam board if the lateness is excessive. If special consideration applies then you must speak to the Examinations Officer (see ABSENCE FROM EXAMINATIONS).

- Full School Uniform must be worn by all students attending school for examinations with the exception of Sixth Form students who should ensure they have their ID with them for all exams.

- All items of equipment, pens, pencils, mathematical instruments, etc. should be visible to the invigilators at all times. You must either use a transparent pencil case or clear plastic bag.

- Pens should be black ink or ballpoint. No correction pens are allowed.

- Highlighters may be used on the question paper but must not be used in the answer section.

- For Mathematics and Science exams, students should make sure their calculators conform to the examination regulations. If in doubt, check with your teacher. Remove any covers or instructions and make sure batteries are new.

- Please make sure that any watch is placed on the desk in front of you, with any alarms turned off.

- Do not attempt to communicate with or distract other candidates, the Exam Boards will take action if a student's behaviour deliberately effects another Candidates exam.

- Examination regulations are very strict regarding items that may be taken into the examination room (see FAQs at the end of this booklet). If you break these rules you will be disqualified from the examination.

- **Mobile telephones MUST NOT BE BROUGHT INTO THE EXAMINATION ROOM.** If a mobile phone (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. No exceptions can be made.

- **Watches must be removed from your wrist and placed on the desk before the start of the exam. Smart watches MUST BE HANDED IN/NOT BROUGHT INTO THE EXAMINATION ROOM.**

- Please make sure any watch alarms are turned off.

- You may bring a drink into the examination room. Only **water** is allowed, and it must be in a clear bottle with the label removed. **No other kinds of drink or food are permitted.**

- Please do not write on examination desks. This is regarded as vandalism and you will be asked to pay for any damage.

- Do not draw graffiti or write offensive comments on examination papers – if you do the awarding body may refuse to accept your paper.

- Listen carefully to instructions and notices read out by the invigilators – there may be amendments to the exam paper that you need to know about.

- Check you have the correct question paper – check the subject, paper and tier of entry.

- Read all instructions carefully and number your answers clearly.

- Candidates must stay in the examination room until the end of the examination. You will not be allowed to leave an examination room early. If you have finished the paper early use any time remaining to check over your answers and ensure that you have completed your details correctly. If a student leaves before the regulated time the Exam Board may refuse to mark the paper. If a student persistently leaves exams before the regulated time, they may refuse to grant marks for any exams.

- At the end of the examination all work must be handed in – remember to cross out any rough work. If you have used more than one answer book or loose sheets of paper ask for a tag to fasten them together in the correct order.

- Invigilators will collect your exam papers before you leave the room. Absolute silence must be maintained during this time. Remember you are still under examination conditions until you have left the room.

- Question papers, answer booklets and additional paper must NOT be taken from the exam room.

- 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 an examination the examination invigilators will tell you what to do. Don't 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. You will be escorted to a designated assembly point. Leave everything on your 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 body 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 writing paper if required and deal with any problems that occur during the examination, for example if a candidate is feeling ill.

- Please note that invigilators cannot discuss the examination paper with you or explain the questions.

- Pupils who are disruptive or behave in an unacceptable manner will be removed from the examination room by invigilators and members of the Senior Leadership Team.

ABSENCE FROM EXAMINATIONS

- If you experience difficulties during the examination (e.g. illness, injury, and personal problems) please inform school at the earliest possible point so we can help or advise you.

- Only in 'exceptional circumstances' are candidates allowed special consideration for absence from any part of an examination. It is essential that medical or other appropriate evidence is obtained on the day by the candidate/parent and given to the Examination Officer without delay in all cases where an application is to be made for special consideration. A self-certification form can be obtained from the Examinations Officer which can be countersigned by your doctor or nurse.

- For the award of a grade by special consideration, the candidate must have completed a certain amount of external assessment towards the qualification. This would include the examination and/or coursework/controlled assessment.

- Should a candidate fail to attend an examination without good reason and without informing the school, parents and candidates are reminded that the school will require payment of entry fees (usually £30 for a GCSE). Taking holiday during term time will not be accepted as a valid reason for missing an exam.

- Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

AFTER THE EXAMINATIONS

NOTIFICATION OF RESULTS

- **Year 11 results will be available for collection on: GCSE results day on Thursday 20th August 2020 from 08:00am.**

- If you wish any other person (including family members) to collect your results on your behalf, you must give your written authorisation to school before results day.

- Y11 Candidates who do not collect their results on 20th August will receive notification through the normal postal service, however you are strongly recommended to collect your results in person as your envelope will also contain some of your certificates.

- No results will be given out by telephone under any circumstances.

- Grades at GCSE are from 9 - 1

POST RESULTS

- If you need post-results advice regarding exam re-marks or appeals, exams office and teaching staff will be available on Results Day.

- If you are joining the Sixth Form or require any advice regarding further education then please see the Sixth Form office.

CERTIFICATE COLLECTION

- Certificates will be available in November 2018, 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. Full details will be sent out to students once the certificates are ready for collection.

- Certificates will not be given to anyone other than the candidate without the candidate's written authorisation.

- North Kesteven Academy is only obliged to keep certificates for a period of one year after issue. If candidates do not collect their certificates within this time (or if they lose their certificates) they can only be replaced by direct application to the appropriate awarding body. This will require proof of identity (such as a birth certificate) and a substantial fee per examination board. You are therefore urged to collect your certificates from school and to keep them safe.

FREQUENTLY ASKED QUESTIONS

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

- The school will re-schedule papers internally (on the same day) where there is a clash of subjects. Candidates will normally sit one paper then have a break during which they will be supervised and must not have any communication with other candidates. They will then sit the second subject paper. Correct times should be on your individual candidate timetable. It may be necessary for you to bring a packed lunch if you have exams in the morning and afternoon as you will have to remain in isolation until both examinations are completed. If in doubt consult the Examinations Officer.

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

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

Q. What do I do if I forget my Candidate Number?

- Candidate Numbers are printed on your individual timetable and on attendance registers. Invigilators will be able to help you find your number. Alternatively, you can check with the Exams Office before going into the exam room.

Q. What do I do if I forget the school Centre Number?

- The Centre Number is 26146. It will be clearly displayed in the examination rooms.

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

- Inform school at the earliest possible opportunity 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 we will need as much prior notice as possible.
  You may 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% (reserved for exceptional cases). Parents should be aware that any adjustment is likely to be small and no feedback is ever provided. Candidates will only be eligible for Special Consideration if they have been fully prepared and covered the whole course but performance in the examination or in the production of coursework is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness, accident or injury, bereavement, domestic crisis. The Examinations Officer must be informed immediately, so that the necessary paperwork can be completed (within 7 days of the last exam session for each subject) and the candidate will be required to provide evidence to support such an application.

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

Q. If I'm late can I still sit the examination?

- Provided you are not more than 1 hour late, it <u>may</u> 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 room. You <u>must not enter</u> an examination room without permission after an examination has begun. It may not be possible to allow you any extra time if you start the examination late.

You should also be aware that if you start the exam more than 1 hour after the published starting time, the school must inform the awarding body and it is possible that the awarding body may decide not to accept your work. Please ensure that you allow enough time to get to school so that if you are delayed (e.g. through transport problems) you will still arrive on time.

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

- No. Timetables are regulated by the exam boards and you must attend on the given date and time.

Q. Do I have to wear school uniform?

- Yes. Normal school regulations apply to uniform, hair, jewellery, make-up, etc.

Q. What equipment should I bring for my exams?

- For most exams you should bring at least 2 pens (black ink only).
- For Science Modules you need 2 x **HB** pencils.
- For Mathematics pencils must be used for diagrammatic work.
- For some exams you will need a calculator (Maths/Science), a 30cm ruler (marked with cm and mm), pencil sharpener and rubber, compasses, protractor, coloured pencil crayons (not gel pens), set texts (e.g. for English Literature).
- You are responsible for providing your own equipment for examinations. You must not attempt to borrow equipment from another candidate during the examination.

Q. What items are not allowed into the examination room?

- Only material that is listed on question papers (e.g. an anthology) is permitted in the examination room and students who are found to have any material with them that is not allowed will be reported to the appropriate awarding body. In such circumstances, a student would normally be disqualified from the paper or the subject concerned.
- Bags and coats and any other items not permitted under examination regulations must be left in the designated bag stores in the school. Do not bring any valuables into school with you when you attend for an examination.
- No food or drink is allowed in the exam room (with the exception of students with medical requirements).
- Mobile telephones should not be brought into the exam room; if you do have a mobile phone with you it should be turned off and handed to the invigilator.

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

- Being in possession of a mobile 'phone (or any other electronic communication device, e.g. ipod, headphones) is regarded as malpractice and is subject to severe penalty from the awarding bodies:

The minimum penalties are as follows:
Device found on you and turned **ON** - **disqualification for the entire subject award.**
Device found on you and turned **OFF** – **disqualification from the specific paper** you are sitting at the time.
Phone rings during the exam **wherever it is in the room** the exam board must be informed and you may be disqualified from all papers for the subject (including any already taken).

- If possible – please do not bring phones into the exam room.

Q. What is meant by the term Malpractice?

- Malpractice is when a candidate fails to comply with the JCQ regulations specified on page 4 and 5 of this booklet.

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'. Invigilators will tell you when to start and finish the exam. They will write the finish time of the exam on a board at the front of the exam room. There will be a clock in all examination rooms.

Q. Can I leave the exam early?

- It is a requirement of the exam boards that you must stay in the examination room for at least one hour after the published start time of the exam (or for the duration of the exam if it is less than one hour). It is not the school's policy to allow candidates to leave the exam room early, as this is disruptive to other candidates. A candidate may not leave the examination room without the permission of the invigilators.

Q. What do I do if the fire alarm goes?

- The examination invigilators will tell you what to do. If you have to evacuate the room leave everything on your desk and leave the room in silence. You must not attempt to communicate with any other candidates during the evacuation.

Q. Can I go to the toilet during the exam?

- If it is absolutely necessary. You will be escorted by an invigilator and will not be allowed any extra time.

Q. If I have more than one exam on a day can I get lunch at school?

- Students who have examinations in both morning and afternoon sessions may obtain lunch from the restaurant in the usual way or bring a packed lunch.

Q. Why do I need to check the details on the Statement of Entry?

- The details on your Statement of Entry will be used when certificates are printed. If the name or date of birth on your certificates does not match your birth certificate it could cause you problems if you are asked to show your certificates to a potential employer for college/university at some time in the future. You should also check that the subjects and tiers of entry you are entered for are correct and that no subjects are missing.

Q. What are Modular / Unitised Exams?

- Students in Year 9, 10 & 11 are required to take exam modules or units which will count towards their final GCSE grade in some subjects. This means taking written examinations on sections of the syllabus at intervals throughout the course as well as final examinations in the summer of Year 10 and Year 11. Students at North Kesteven School will gain a full GCSE in Science and English Literature whilst in Year 10 and also take several other units which count towards their final GCSE of some other subjects.

Q. I am entitled to extra time – how will this affect the way I take my exams?

- Some students receive an allowance of 25% extra time. Where possible such candidates will be seated together to minimize disturbance from other candidates who finish earlier. The invigilators will account for the any additional time that students are entitled.

Q. What do I do if I don't get the grades I need for Sixth Form or college?

- Staff will be available to advise you on results day. If you feel strongly that it is necessary to make an enquiry about your result you should first consult the Head of Subject or teacher to obtain their advice as to the advisability of requesting a re-mark. You should be aware that your mark could go down as well as up or even stay the same. Re-mark requests must be submitted to the Examinations Officer by 16th September. You must complete a Candidate consent form and return it with a cheque to cover the cost.

Q. How do I apply to take a re-sit?

- Forms are available on the Exams Notice boards to apply to take a re-sit. The form must be completed fully and signed by the subject teacher and handed in to the Exams Office by the deadline with the correct fee – preferably paid by cheque.