



Public Examinations

Information for Pupils
2023/24

Respect, Responsibility, Integrity

Introduction

Public examinations can be a stressful time for pupils and parents and it is important that all those involved are as well informed as possible on the examination and assessment process in place in the centre and are made aware of the required JCQ/awarding body instructions and information for candidates. Well-informed pupils will realise that the rules and regulations are designed to ensure fairness and minimise disturbance and it is in the interest of all that the exams run smoothly.

The centre 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 pupils to achieve their potential. Mock exams operate with the same standards and rules in order to familiarise pupils with the process.

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

It also contains the formal notices that are required by regulation to be given to each candidate.

If you have any questions, please feel free to contact Mrs Norman, the Exams Officer:

Telephone: 01903 820676
Email: exams@sta-worthing.com

If you have a query on the day of an exam, please contact the main reception on 01903 820 676 and leave a message with the receptionist or on the answer machine.



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Important Points to Remember

- Make sure you check your exam entries, name, and date of birth very carefully and report any errors to the exams officer straight away.
- Make sure you hand in your controlled assessments on time.
- Make sure you know when your exams are and that you have an accurate, up to date timetable.
- Arrive at your exams at least 45 minutes before the timetabled start time.
- If you are going to be late, inform the school.
- It is the candidate's responsibility to bring everything they will need in order to complete the examination.
- Do not bring any unauthorised materials into the examination room.
- If you sit an exam when you are ill, or if you are too unwell to sit an exam, make sure that you get a note from your doctor (see p10).
- Pupils not dressed in full school uniform will not be permitted to sit exams.



Personal data

The awarding bodies collect information about exam candidates. To understand what information is collected and how it is used, you must read the JCQ Information for candidates – Privacy Notice – this is located on the St Andrew’s High School website, under ‘Learning’ then ‘Examinations’.

Copyright

The copyright of any form of work created by a candidate that is submitted to an awarding body for assessment (referred to as Assessment Materials) belongs to the candidate. By submitting this work, a candidate is granting the awarding body a non-exclusive, royalty-free license to use their assessment materials (referred to as an Assessment License). If a candidate wishes to terminate the awarding body’s rights for anything other than assessing his/her work, the awarding body must be notified by the Centre and it is at the discretion of the awarding body whether or not to terminate such rights.

Coursework assessments / non-examination assessments

St Andrew’s High School will notify candidates through the Centre, of their examination entries and the dates and times of their examinations / assessments.

The relevant JCQ information for candidate’s documents – coursework, non-examination assessments, social media are provided electronically on St Andrew’s High School’s website under ‘Learning’ then ‘Examinations’.

Candidates must also be familiar with the JCQ unauthorized items and Warning to candidate’s posters.

What information will pupils receive about their examination entries?

When the entries have been entered on the Centre’s management system, pupils will receive a pupil entry summary detailing the subjects and tiers for which they been entered. This should be checked, and you are asked to inform the Exams Officer if you believe there are any errors or problems.

This document serves two purposes:

- I. **to check that all entries have been made and are correct and that all personal details (name, date of birth) are correct. If any errors are identified, the Exams Officer must be informed immediately.**
- II. **to inform parents that they undertake to pay the entry fees should their son/daughter fail to take the examination without good reason.**

Where will the examinations be held?

The main location for written papers is the sports hall. **Candidates are asked to arrive 45 minutes before the advertised start time** to enable seating procedures to be carried out efficiently, and to allow for any unforeseen room changes. They are then asked to wait in the gym until invited to enter the examination room. Where a candidate sits will be determined by their candidate number. The candidate will sit at the desk bearing a candidate label with their name and candidate number. Desks will be arranged in candidate number order. This arrangement follows the Joint Council for Qualifications (JCQ) rules and the centre cannot change it. When not in exams, candidates are expected to attend lessons. Once formal teaching has ceased, students will be provided with an allocated study room if they wish to remain on the school site.

How do I know when exams take place?

For this year exams will be taking place from 9th May to 26th June 2024 but some oral examinations and practical examinations will take place earlier. All candidates will receive individual timetables which will provide them with the dates and sessions (am or pm) of the papers they are taking. Nearer exam time they will receive a second timetable which will include the exact start times and the location of the examinations. Candidates must make sure that they refer to this final version of the timetable for start times of exams rather than the original version which only shows sessions (9.00 for am and 13.00 for pm). It is helpful if parents make sure a copy of this timetable is available to them at home. Practical and oral examinations will not appear on a candidate's timetable. Subject teachers will inform candidates of the date and time of these exams.

At what times do the exam sessions begin?

The exam boards dictate the permissible start times for exams. Candidates are asked to report no later than 45 minutes before the start time indicated on the final timetable. Morning sessions will normally start at 9.00 and afternoon sessions at 13.00 but timings for some papers may deviate from this pattern and this will be shown on the final timetable. It is the candidates' responsibility to be aware of the start time of each exam. Please ensure your son/daughter checks his/her exam commitments for each day on the previous evening.

The length of examination papers varies. **Pupils will not be allowed out of an exam early for any reason.** Some pupils may receive an allowance of extra time for the examinations and so their finishing times will be later.

What happens if a pupil has more than one exam at the same time?

If a candidate is timetabled to sit two or more exams at the same time this is known as a clash. If these are for the same subject, this is intentional on the part of the board and the exams should run one after another. If not, then this should be picked up during the checking process and notified immediately to the exams officer who can grant permission for one of the papers to be taken at a different time on the same day. The candidate will have to remain under supervision between the two papers without communication with any other person. In rare cases it may be necessary for a paper to be done the next day and it is a requirement that the candidate is supervised overnight. This is essential to avoid compromising the integrity of the examination and needs to be organised well in advance.

If an exam is delayed from a morning to an afternoon session the candidate will be supervised over lunchtime. They should bring some revision or reading material and their lunch and a drink. Even attempting to communicate with any other candidate will invariably result in the loss of all those exams for all the candidates involved.

How are pupils supervised?

Adult external Invigilators will supervise pupils under the direct management of the Centre Exams Officer. Once candidates enter the exam room, they must remain supervised and always follow the Invigilators instructions. The Invigilators are experienced in exams procedures and subject to strict regulation, references, and DBS checking. They usually work in teams and can contact the Exams Officer by telephone to resolve any issues.

Papers will already be on exam desks; these must not be opened until candidates are advised to do so.

What happens if a pupil cannot find his/her place in the exam room?

Occasionally problems arise because a pupil's number card is not where he/she thinks it should be. There are several possible reasons for this, and the situation has to be investigated. Your child will be asked to wait at the front for a few moments whilst the Invigilator on duty in checks the entry and sorts the problem out with the Centre Exams Officer. Every effort is made to keep these problems to a minimum and they will not prejudice any pupil's chance of taking an examination for which he/she has been entered.

What happens if a pupil is late?

If parents are aware that their son/daughter has got the timing of the examination wrong and has missed the starting time, they should telephone the Centre immediately and get a message to the Centre Exams Officer. Depending on how long the exam has been in progress, it may be possible for the candidate to be admitted. However, we are bound by examination board regulations on this matter. Normally candidates will be granted access to the room to complete the written paper.

Candidates who arrive more than one hour after the awarding body's published starting time for an examination or after the awarding body's published finishing time for an examination that lasts less than one hour will be considered very late. This will need to be reported to the awarding body. They may decide not to accept the exam paper. This decision is beyond the Centre's control.

What should pupils bring to the examinations?

Candidates should bring writing equipment, coloured pencils, erasers, ruler, calculator etc. in a transparent plastic bag or pencil case. Non-transparent pencil boxes or cases will not be permitted in the examination room.

Candidates must write in pen not pencil apart from drawings. Pens must be black.

Some subject papers will require the use of set texts. Candidates will be advised by their subject teachers about this, and these will be provided by the school.

Candidates are responsible for ensuring that they bring everything they need to the examination.

What should candidates not bring with them?

Some items are strictly banned from exam rooms and should not be brought into the examination room under any circumstances. The exam boards treat mere possession of these items as an infringement. These items can be handed to an invigilator before the start of an exam, but the Centre cannot be responsible for their security.

- **Mobile phones**
- **Watches**
- **Any device that can be connected to a mobile internet network e.g., Fitbit.**
- **Textbooks are only allowed in certain exams and candidates will be informed by the subject teachers in advance.**
- **Candidates should not bring lucky mascots etc. into the examination room.**
- **No food items or chewing gum are allowed.**
- **The use of tippex or correction pens is not permitted. Candidates should cross through work they do not wish to be marked.**

Please refer to the JCQ unauthorised items poster at the end of this booklet, which is also displayed outside each exam room.

May pupils bring a drink?

Candidates may bring a drink with them into the exam room. However, only water may be brought in a clear bottle with no label (preferably a sport cap bottle). No fizzy drinks, cans or pouches will be allowed due to the risk of spillage. Drinking too much is not advisable as candidates may not be allowed to use toilet facilities during short exams due to issues of supervision.

Regulations governing the use of calculators.

Some subject papers, especially Math's Paper One, explicitly prohibit the use of calculators. In such cases, candidates must neither have one in their possession nor attempt to use any form of calculator during the exam.

In cases where calculators are permitted, please note that calculators must be:

- Of a size suitable for use on the desk
- Either battery or solar power
- Free of lids, cases and covers which have printed instructions or formulae.

Calculators must not:

- Be designed or adapted to offer any of these facilities:
 - Language translators
 - Symbolic algebra manipulation
 - Symbolic differentiation or integration
 - Communication with other machines or the internet
 - Be borrowed from another candidate during an examination for any reason.
 - Have retrievable information stored in them. This includes:
 - Databanks
 - Dictionaries
 - Mathematical formulae
 - Text

The candidate is responsible for the following:

- The calculator's power supply
- The calculators working condition.
- Clearing anything stored in the calculator.

What are the regulations regarding mobile phones?

The regulations state that mobile phones are not to be brought into examination rooms under any circumstances. This applies to all public and Centre mock examinations. They cause disturbance to other candidates and can present opportunities for malpractice. Any pupil found to have a phone in the exam room will be reported to the appropriate examination board. Should this happen candidates are likely to be disqualified from that paper and possibly from the whole examinations in that series.

What is meant by Malpractice?

Malpractice is the term that the exam boards use for any irregularity, or breach of the regulations. The Exams Officer is required to, and will, report all infringements to the appropriate body and they will decide on the action to take based on the nature of the infringement.

There is a tariff system of actions that can be taken, and some infringements carry automatic loss of marks as a minimum penalty. The exam boards take the integrity of exams very seriously and it is important that candidates heed the Centre Exam Officer's instructions carefully.

As detailed in the Information for candidate's

You need to know that the following would be malpractice:

- Copying or allowing work to be copied – e.g. posting written work on social networking sites prior to an examination/ assessment;
- Collusion: allowing others to help produce your work or helping others with theirs;

- Asking others about questions your exam will include (even if no one tells you);
- Having or sharing details about exam questions before the exam – whether you think these are real or fake; or
- Not telling exam boards or your school about exam information being shared

What happens if a pupil does not turn up for an examination?

A pupil who absents themselves from any examination without presenting a doctor's note or a satisfactory reason for a request for special consideration will receive a grade based only on those elements of the examinations which have been marked.

Parents should be aware that the Centre will seek to recover the exam fees if a child does not turn up for an examination and parents will be asked for a payment of up to £50 per GCSE subject depending on the examining board in the event of non-attendance.

How are exams started?

The Exams Officer or Invigilator will usually announce the exam formally, and candidates will be cautioned that they are subject to the regulations. Any instructions, board notices or changes to papers will be read out and the candidates asked to complete their details on the answer papers.

What standards of behaviour are expected during examinations?

At the back of this booklet is the 'notice to candidates' produced by JCQ, which gives general guidelines for conduct.

The Centre and the examination boards regard breaches of examination regulations very seriously. Parents should please impress on their child/ren the importance of good behaviour in an examination, as any activities that may disturb or upset other candidates will not be tolerated.

The Senior Leadership Team and Centre Exams Officer have the power to remove disruptive candidates.

Candidates are asked to wait quietly outside the exam venue, and to enter and leave in silence. This avoids disturbance to other candidates and helps to maintain a calm atmosphere.

Candidates who try to communicate with other candidates inside the venue, or who create a disturbance in the examination room, will be asked to leave, and the circumstances will be reported to the Awarding Body. This may result in the candidate not receiving a grade for the whole of the examinations in the series.

What should pupils wear for examinations?

Examinations are a school activity, and all pupils must therefore wear full school uniform. We ask for the co-operation of parents in ensuring candidates are correctly dressed. All pupils are aware of the requirements of the school uniform and must ensure they are observed. Pupils not dressed appropriately will not be permitted to sit exams.

No clothing is to be left on the backs of the candidate's chairs.

Watches must not be taken into the examination room.

Items of jewellery, such as rings or bracelets, should not be worn as they make a noise on the desk and would be deemed a disruption to other candidates.

Emergency Evacuations/Lockdown Procedure

The school has a very well-rehearsed evacuation and lockdown procedure. In the event of an emergency evacuation, students will be directed to leave the building by the senior invigilator. Students should remain silent throughout and stand in their mentor line. Once the 'all clear' has been given, students will be directed back to the examination room in an orderly way.

If the lockdown alarm is activated, students should hide under their desks and not come out until instructed to by a member of the leadership team.

What do I do if I am unwell at the time of one of the examinations?

Even if you would not normally visit your doctor's surgery for minor illnesses, it is important that you do so at examination time. Your doctor will advise as to whether your son/daughter is fit to sit the examination. If the candidate is unwell but able to take the examination, your doctor should provide a letter providing details of the illness which may be sent to the examination board to request special consideration on the grounds of illness. If the candidate is too unwell to take the examination, the board may, after examining the doctor's letter and any evidence of performance on other papers, decide to award a grade. It is essential that you see your doctor on the day of the examination at the very latest. Retrospective information is not accepted by the examination boards and any doctors' letters must be forwarded to the exams officer without delay.

Please telephone St Andrew's High School if your son/daughter will not be attending an examination or if he/she will be present but is unwell (it is often helpful for the invigilator to be aware that a candidate is not well).

What do pupils do if they finish early?

Pupils should use all of the available time on their exams and spend any time at the end checking their answers. In any event they are not permitted to leave before the duration of the exam. They must sit quietly at their desk so as not to disturb other candidates.

What happens about the return of Centre books and equipment at the end of the examination period?

Pupils will have been informed by their subject teachers about the arrangements for return of books etc. Please ensure that all textbooks and equipment are returned promptly.

When and how are the results distributed?

GCSE results will be distributed on Thursday 22nd August 2024. Results will be available for collection from 10.00am until 12.00pm. Pupils wishing for a relative or friend to collect their results must send a signed letter of authorisation with the collector. Results will not be given over the telephone under any circumstances. In order to receive results by post, candidates should provide a stamped addressed envelope (also bearing their candidate number) with the Centre Exams Officer or at the school reception. GCSE result slips which have not been collected or posted on results day will be retained in Centre for collection at the start of term, again with the necessary authority.

What can I do if results are substantially different from what is anticipated?

It must be remembered that examinations can only measure performance on the day, and that candidates can do better or worse than anticipated for a variety of reasons. It is advisable to obtain a copy of the script and mark scheme before proceeding to an ROM (review of marking), which can be costly. If there are serious grounds for concern about a result, then the Centre can initiate an enquiry with the appropriate board. Details of the procedures and the fees involved are

available from the Centre Exams Officer and the process should commence as soon as possible after consultation with the relevant curriculum leader. The final date for submission to the board is usually around four weeks after the results are first issued.

How do I obtain copies of marked examination scripts?

It is possible to access marked scripts. You will be required to speak to the Centre Exams Officer and pay a fee for each subject paper. You should be aware that copies of marked scripts must be ordered within two school weeks of the issue of results. You will also need a copy of the mark scheme. All requests must be made by the candidate.

When do pupils receive certificates?

The examining boards issue certificates quite some time after the examinations have taken place. The end of November is when certificates are normally available for collection.

As soon as we have organised the logistics of such an event, we will let you know. A friend or family member may collect them but only if they have a letter/email of request signed by the candidate and some ID. Certificates which have not been collected within one year are destroyed. They can be replaced as a consequence of a direct application to the exam board by the candidate and will require proof of identity (such as an original birth certificate) and will incur a substantial fee.

Internal appeals procedure

Appeals may be made to the school regarding the procedures used in internal assessment.

A student wishing to appeal should contact the Examinations officer as soon as possible to discuss the appeal. The Exams officer will advise them of the most appropriate grounds for appeal and a written appeal should be submitted. This must be received by the school within 2 school days of the exam, the assessment exercise or the disputed mark being notified to the student.

For further information, please refer to the St Andrew's High School website under 'Learning' then 'Examinations' for the school's Internal appeals procedure.

Complaints and appeals procedure.

Information regarding complaints and appeals can be found on our website under 'Learning' then 'Examinations',

APPENDIX 1 – JCQ notices

JCQ Information for candidates - coursework

You must read this information if you are undertaking qualifications that contain elements of coursework assessment.

[Information for candidates – coursework 2023-2024](#)

JCQ Information for candidates – non-examination assessments

You must read this information if you are undertaking qualifications that contain components of non-examination assessment.

[Information for candidates – non examination assessments 2023-2024](#)

JCQ Information for candidates – written exams

You **must** read this information before you take any externally assessed timetabled written exams.

[Information for candidates – Written Examinations](#)

JCQ Information for candidates – Privacy Notice

You **must** read this notice as it contains "*Information About You and How We Use It*"

[Information for candidates – Privacy Notice](#)

JCQ Information for candidates – social media

You **must** read this information to help you stay within examination/assessment regulations when using social media.

[Information for candidates – Social Media](#)

APPENDIX 2 – Unauthorised items



AQA

City & Guilds

CCEA

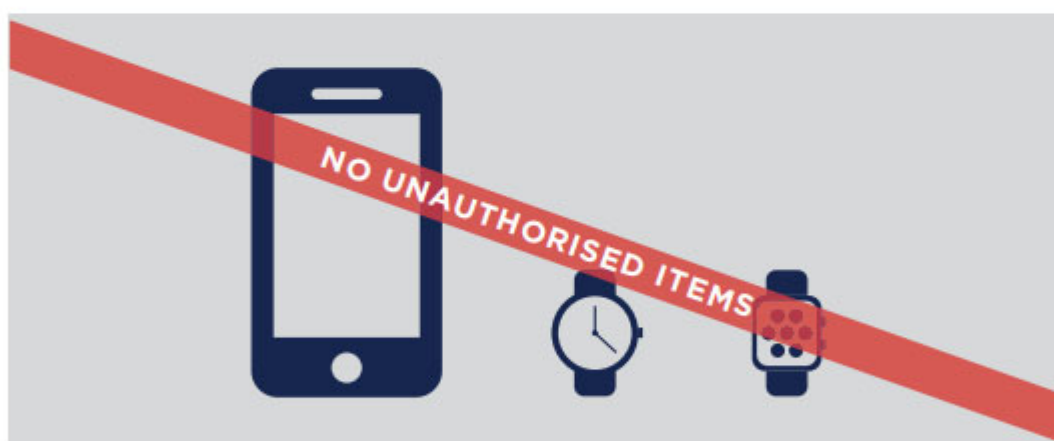
OCR

Pearson

WJEC

NO MOBILE PHONES NO WATCHES

NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION



Possession of unauthorised items, such as a mobile phone
or any watch, is a serious offence and could result in

DISQUALIFICATION

from your examination and your overall qualification.

This poster must be displayed in a prominent place outside each examination room.

APPENDIX 3 – Warning to candidates



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. **Possession of a mobile phone** or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.
3. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
4. You **must** follow the instructions of the invigilator.
5. You **must not** sit an examination in the name of another candidate.
6. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
7. If you are confused about anything, only speak to an invigilator.

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



To The Exams Officer of St Andrew's C of E High School.

I am unable to collect my Exam Certificates in person, I hereby authorise the below named person to collect them on my behalf. I will advise the authorised person to bring identification with them.

Name of student :

Signature:

Date:

Named authorised Person: