

Examinations

A guidance booklet for parents and pupils

2019 - 20

Introduction

Exams can be a stressful time for pupils and parents and it is important that all those involved are as well informed as possible.

Well informed pupils will realise 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.

The school will make every effort to ensure that pupils receive the best possible preparation for their examinations, that the 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 best. Internal exams are run to the same standards and rules in order that pupils are familiar with the process beforehand.

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

The Examining Bodies produce the 'Information for Candidates'. This gives general guidelines for arrangements and conduct which must be observed. A copy is included at the back of this booklet – Appendix I

If you have any other questions contact the Exams Officer, Mrs Sheila Westwood.

On exams days it is best to contact the main school reception and leave a message, with the nature of your query, since the Exams Officer and staff will be in the exam rooms.

You can also contact
Mrs Alyson James, Assistant Headteacher.

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Who is responsible for the examinations?

The school's Examinations Officer is delegated by the Headteacher to administer and oversee all exam arrangements.

There is a team of adult invigilators who will be present during the exams at all times and who are supervised by the Exams staff.

The Awarding Bodies or Examination Boards set down strict criteria, which must be followed for the conduct of exams. The school is required to follow them precisely.

Who is entered for examinations?

It is School policy to enter every pupil who is being taught a subject, for the most appropriate level of exam. Only by exception will the Headteacher decide that a pupil should not be entered for an exam.

Can pupils take holidays during term time?

Dates for exams are rigidly fixed by the Exam Boards and are subject to change until close to the time of the first exam. The Examinations Officer will provide all pupils with their own individual exam timetabled dates. **Parents should be aware that the "window" for summer written exam dates runs from the start of May until late June.** This does not include practical work, language speaking tests etc which are scheduled by the subject teachers. Our position is that holidays taken in term time are strongly against good practice, school policy and undermine all the careful preparation undertaken by staff and pupils and should be avoided.

Coursework deadlines

These may be called Controlled Assessment Tasks (CATS) or Non-examined assessments (NEAs)

Most of the subjects have an element of work included in them, which has to be completed within lessons during years 10 and/or year 11. This work must be marked by school staff, and the marks and work sent to the boards well before the written exams take place. The school sets deadlines that allow time for the process and to meet the board deadline. These cannot be changed. Pupils who don't submit work on time may not be given a mark for this section and their overall grade will suffer. There are strict regulations about how this work is to be completed and pupils will be told them when appropriate.

Pupils will be informed of their mark for any coursework and have a 'right of appeal' against this mark before it is submitted to the exam board. However, the exam board have the right to change any submitted marks as part of their moderation process and these changes cannot then be appealed.

What arrangements are made for study leave?

Pupils are expected to attend school even when the exams are being held. It is the intention of the school to provide continuous support for pupils in the time immediately before exams. A revision timetable will be set for summer exams and subject teachers will be available to revise with pupils. It is no longer the case that pupils revise at home and only attend school for examinations.

Year 11 pupils may study at home after the May half-term holiday.

What information will pupils receive about their examination entries?

When the exam timetables are known, pupils will receive a personal copy showing the subjects that they have been entered for and the time and venue of each exam. The pupils will return a signed form to confirm that their timetables are correct and to clear up any problems or queries regarding their entries or personal details. For the summer exam series this happens around March / April of Y11.

(See appendix II for a copy of this 'Declaration form').

We will **then** ask parents/guardians to discuss and check this with the child and sign to confirm entries are correct. Signing will also be your agreement to pay the entry fees should your son/daughter fail to take an exam without good reason.

Timetables should be kept safely by the pupil, sometimes pupils will receive updated timetables if the entries made for them change.

Where will the examinations be held?

The main rooms for written papers are the Hall and Gym, but other rooms may be used if necessary. Pupils are asked to be there 15 minutes before the start time to find their seats. They are asked to wait quietly outside the room until invited to enter. Where a pupil sits will be determined by a seat number, which appears on their timetable and will be posted outside the exam rooms.

When do the exams take place?

The main period for summer exams is from the start of May until the end of June but some oral examinations and practical examinations will take place earlier. Some exams can be sat in November and January. Pupils will receive a personal timetable for all written exams when appropriate. It is advisable for parents to make sure a copy of this timetable is available at home.

At what times do the exam sessions begin?

Morning exams begin at 9am. Afternoon exams begin at 1pm.

For afternoon exams, pupils must ensure that they eat during Break 1 as afternoon exams will often run over Break 2

The Exam boards decide the start times for exams. Pupils are asked to arrive by 8.45 am for morning examinations and 12.45 pm for afternoon examinations. The length of exam papers varies and they will sometimes not finish until after school finishes. Pupils and parents should be aware of this and make appropriate arrangements for getting home.

Some pupils may also receive an extra time for the exams and so their finish times will be even later.

It is the pupil's responsibility to be aware of the start time of each exam, but parents should be warned there is a tendency for pupils to confuse morning (am) and afternoon (pm) sessions.

Please ensure that you son/daughter checks their exam timetable for each day the previous evening.

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

If a pupil is timetabled to sit two or more exams at the same time this is known as a clash. The Examinations Officer will arrange for one of the papers to be taken at a different time on the same day. The pupil will have to remain under supervision between the two papers. In very rare cases it may be necessary for a paper to be taken the next day and it is a requirement that the pupil is supervised by the parents overnight. This needs to be arranged with the Exam Board well in advance and is essential to avoid compromising the integrity of the examination.

If an exam is delayed from a morning to an afternoon session the pupil will be supervised over lunchtime. They should bring some revision or reading material and their lunch and a drink, as we may not be able to arrange for them to buy food. We ask clash pupils to relinquish their mobile phones for the duration of the supervision. Attempting to communicate with anyone is a serious breach of the rules, and would probably result in disqualification.

How are pupils supervised?

Members of staff and external invigilators will supervise pupils under the management of the Exams staff. Once pupils enter the exam room they are under exam regulations and must follow the invigilators instructions at all times. The invigilators are experienced in exams procedures and subject to strict regulation, references and police checks.

On their timetable, pupils will already have been told their seat number for each examination. The list of seat numbers will also be displayed outside the exam room. Pupils will be called in to the room and helped to find the correct desk. In some sessions, papers will already be on exam desks, these must not be opened until pupils are advised to do so.

What happens if a pupil is late?

If a pupil has got the timing of the examination wrong and missed the start, they or their parent/carer should telephone the school immediately and get a message to the Examinations Officer. Depending on security and invigilation arrangements, it is normally possible for the pupil to be admitted up to 1 hour after the start time. Normally, we will make every effort to help pupils with a genuine reason who are brought straight to school to sit the exam. However, pupils and parents should be aware that a report of the circumstances will be sent to the Examination Board who may decide not to accept the paper.

Pupils who arrive after the end of the exam will not be allowed to take it.

What should pupils bring to the examinations?

Pupils should bring writing equipment, coloured pencils, erasers, ruler, mathematics equipment etc. in a transparent plastic bag or pencil case.

For Mathematics and Science exams a calculator will also be needed,

For Mathematics exams they will also need a compass and protractor.

Non-transparent pencil boxes or cases will not be permitted in the examination room. Pens must be BLACK.

Pupils are not allowed to borrow any equipment from another pupil during the exam. The school cannot guarantee to be able to lend any equipment.

Pupils will be told by their subject teachers about any subject materials needed for the exam, e.g. set texts.

Pupils are allowed a small, clear bottle of still water with the label removed.

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

What should pupils not bring with them?

Some items are strictly banned from exam rooms and should not be brought into the examination room under any circumstances.

- Mobile phones
- iPods, MP3 players, pagers or any other products with text / digital facilities
- Smartwatches

These items can be handed to an invigilator before the start of an exam, but the school cannot be responsible for the security of these while the examination is in progress.

Pupils must make arrangements to leave their bags/coats somewhere safe, these are not allowed in the exam rooms. We recommend they rent a locker for this purpose.

- The use of tippex or correction pens is not permitted. Pupils should cross through work they do not wish to be marked.
- Highlighter pens and gel pens are not allowed in answer books but can be used on question papers.
- Pupils should not have any notes, papers, books etc except where specifically required (see above).
- Pupils should not bring lucky mascots into the exam room.

Regulations governing the use of calculators

Calculators are allowed in certain exams. The pupil is responsible for bringing a calculator to the exam and ensuring it is in good working order.

Pupils are not allowed to borrow a calculator from another pupil during the exam.

Calculators with any of the following facilities are prohibited:

- data banks
- dictionaries
- language translators
- retrieval of text or formulae
- built-in symbolic algebra manipulations
- symbolic differentiation or integration
- capability of remote communication with other machines

Calculator lids often have instructions or formulae printed on them. If these cannot be removed the lid must be placed underneath the exam desk.

What are the regulations regarding mobile phones?

Possession of a mobile phone at the exam desk is not allowed. Any pupil found to have a phone in the exam room will be reported to the appropriate Examination Board. Should this happen they will be disqualified from that paper and possibly from the whole examination in that subject.

It is a very serious offence and our advice is that the phone should not be brought to school. If pupils must bring them they are required to leave them with the invigilator in an envelope on which they write their name.

Exam staff can take no responsibility for loss or theft of mobile phones in these circumstances.

What is meant by malpractice?

Malpractice is the term that the Exam Boards use for any breach of the regulations. The Exams Officer is required to, and will, report all concerns to the appropriate Examining Body who will decide on what action to take based on the nature of the offence. The Exam Boards take the integrity of exams very seriously and it is important that pupils listen to the instructions given to them by staff very carefully.

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

A pupil who does not turn up for an examination without presenting a doctor's note or another reason for special consideration, will receive a grade based only on those elements of the examinations which have been marked. If a pupil has not completed enough elements then a grade cannot be awarded.

Parents should be aware that the school will seek to recover the exam fees if there is no good reason for absence. Repayment is in the region of £30 per GCSE subject. It is in all our interests to ensure that the school's examination budget is not wasted.

How are exams started?

A member of exams office staff or the lead invigilator will announce that pupils are subject to the regulations. Any instructions or Board notices, changes to papers etc will be read out and the pupils asked to complete their details on the answer papers. The exam will be formally started when all pupils in the room have received their instructions and have been reminded of the duration of their exam.

What standards of behaviour are expected during examinations?

The school and the Examination Boards regard breaches of examination regulations very seriously. Parents should please impress on sons/daughters the importance of good behaviour in an examination, as any activities that may disturb or upset other pupils will not be tolerated.

The Headteacher, Examinations Officer and Senior Staff have the authority to remove disruptive pupils.

Pupils are asked to wait quietly outside the exam venue, and to enter and leave in silence. This avoids disturbance to other pupils and does help to maintain a calm atmosphere for those pupils who are nervous about their exams.

Pupils who try to communicate with other pupils 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 examination board. This may result in the pupil not receiving a grade for the whole of that examination.

There is a school policy for action which will result from any misbehaviour within an exam situation, see Appendix III.

What should pupils wear for examinations?

Year 11 are required to wear full school uniform to all exams. Pupils must remove coats, hats and gloves before taking their place in the exam room.

What do I do if my son/daughter is 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 whether or not your son/daughter is fit to sit the examination. If the pupil takes the paper, you should provide a letter, which the school can forward to the Examination Board asking for special consideration on the grounds of illness. If the pupil is unable to sit a paper for this reason, 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 or before the day of the examination. Retrospective information is not accepted by the Examination Boards and any letters must be forwarded to the Examination Officer without delay, as there is a tight deadline.

Please telephone the school if your son/daughter will not be attending an examination or if he/she will be present but is unwell. It is helpful for the invigilator to be aware that a pupil is not feeling well. For instance, they may be moved to sit by the door. Please be aware that any medical certificate must be accompanied by a note detailing the examinations to which it refers and the date

on which the papers were taken. Otherwise we cannot guarantee that all relevant examinations will be covered.

What do pupils do who finish early?

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

What do I need to do if a pupil has problems that may affect his/her examination performance?

Some pupils are eligible for extra time or special examination arrangements, for example, use of a computer. Appropriate applications are made to the Exam Boards as long as they are supported by the correct evidence which may be medical evidence, a Statement of Educational Needs, or an Educational Psychologist's report. The school Additional Learning Needs Co-ordinator, Mrs Ann Andrews, is the first point of contact if you believe your child should have a special arrangement. Requests must reach the boards by February for Summer exams.

Should an emergency arise just prior to the exams, for instance a pupil breaks his/her writing arm - then we can make special arrangements. Please tell the school of any such event as soon as possible so that the arrangements can be made and the pupil suffers no delay or uncertainty on the day.

Any illness, or family circumstances, which may affect exam performance, shortly before or during the exams, should be passed to the Exams Officer as soon as possible so that we can request special consideration at the grading stage. Parents should be aware that any adjustment is likely to be small and that no feedback is ever provided.

How can parents best help their son/ daughter during the examination period?

Ensure that your child attends all lessons and revision sessions arranged by the school. The school will provide advice about revision programmes and exam techniques, and if this is followed it should not be necessary for any pupil to work for really long hours during the revision period. Often all that is needed is a quiet place to work and lots of encouragement. Pupils should get plenty of sleep and some opportunities for relaxation.

Keep your own copy of the exam timetable and ensure the pupil checks the dates and times for his/her exams the day before. Parents can then help make sure pupils are in school well before the start time of exams, and are properly equipped.

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

Pupils will be issued with a clearance form and a date by which all textbooks and equipment should be returned to school. This date will be after their last examination in July. If this clearance procedure is not followed, results will not be issued in August.

When and how are the results distributed?

Summer Exam Results are collected from the school in August. Pupils wishing 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.

Pupils who would like their results to be posted, should leave a large stamped addressed envelope (also bearing their candidate number), with the Exams Officer. Result slips not collected or posted on results day will be kept in school for collection at the start of term.

What if results are substantially different from what is anticipated?

If there are serious grounds for concern about a result then parents can ask the school to make an enquiry with the appropriate board. Details of the procedures and the fees involved will be included in the results envelope on the day.

When do pupils receive certificates?

Certificates are available in school from the beginning of December. CERTIFICATES ARE NOT AUTOMATICALLY POSTED HOME. Year 11 pupils who have continued into Year 12 will be informed of how to collect them.

Leavers should phone school to check when certificates are ready for collection. A friend or family member may collect them but must bring a letter of request signed by the pupil and some form of ID.

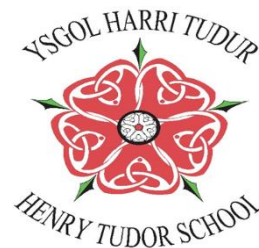
Certificates should be looked after carefully as they will be needed in the future by employers and education establishments of all kinds. They are very expensive to replace (up to £35 each) and the Boards will require proof of identity such as an original birth certificate. Although we are not required to keep certificates for more than one year, we like to be as helpful as possible. However, after the one year period we do not guarantee to be able to produce certificates from our files.

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Information for candidates
For written examinations – effective from 1 September 2019

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: a) notes; b) potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device. Any pencil cases taken into the exam room must be see-through. Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
5	If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
6	Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
7	Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
8	You must not write inappropriate, obscene or offensive material.
9	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
10	Do not borrow anything from another candidate during the exam.
B	Information – Make sure you attend your exams and bring what you need
1	Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
2	If you arrive late for an exam, report to the invigilator running the exam.
3	If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
4	Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
5	You must write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.
C	Calculators, Dictionaries and Computer Spell-checkers
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: a) make sure it works properly; check that the batteries are working properly; b) clear anything stored in it; c) remove any parts such as cases, lids or covers which have printed instructions or formulas; d) 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: a) you think you have not been given the right question paper or all of the materials listed on the front of the paper; b) 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	When the invigilator tells you, 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 for rough work.
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: a) you have a problem and are in doubt about what you should do; b) you do not feel well; c) 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.



EXAMINATION DECLARATION FORM

**THIS SHEET MUST BE RETURNED TO
MRS S. WESTWOOD (EXAMS OFFICER)**

1. I have checked all the details of my Examination Timetable thoroughly and notified Mrs S. Westwood of any errors or clashes.
2. I understand that failure to attend an examination may mean that I will be liable for the full cost of the examination.
3. I understand that if I am unable to attend for an exam, either through illness or for any other reason, I must provide a covering letter.
4. I have read the 'Examinations Guidance booklet' and understand how I must conduct myself in examinations.
5. I am aware of the 'School Exam Behaviour Policy'.
6. The School may wish to report upon creditable results by individual students. If you are not in agreement with this please contact Mrs S. Westwood.

☐ Please tick. I have read this declaration form.

Parent/Guardian Signature: _____

Students Signature: _____

Print Students Name: _____

Mentor Group: _____

THIS IS A SAMPLE ONLY – DO NOT REMOVE FROM THIS BOOKLET – THE ACTUAL ONE WILL BE ISSUED WITH THE PUPILS EXAM TIMETABLE

Ysgol Harri Tudur Exam Behaviour Policy

This details action to be taken with incidents of poor behaviour in examination situations:

1. The pupil will be immediately removed from the exam room and taken to the Pupil Support office.
2. Information regarding the incident will be passed to Parents, Key Stage Leader, AOLE Director and Mr A. Barlow (Deputy Headteacher).
3. In the case of external examinations, the incident will be reported to the examination board by the Exams officer and it is unlikely that the pupil's paper will be accepted and marked. The parents may be charged for the exam.
4. In the case of internal exams, the pupil will retake the exam. This will not be possible in external examinations.
5. Key Stage Leader to discuss with parents and the pupil the consequences of further misbehaviour.
6. In the case of repeated misbehaviour in examinations, any further examinations will need to be taken in another venue, with the pupil in isolation away from the rest of the candidates. This will involve extra invigilation costs which will be charged to the parents.