

# Candidate Handbook

For examinations during  
**Summer 2024**



## Park Community School

Centre Number: 58705





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**SUMMER 2024 EXAM TIMETABLE** (not including practical subject assessment dates)

Date	Start	Length	Board	Component Code	Subject
Fri 03-May	13:00	2 h	EDEXCEL	BTT03	BTEC - Travel and Tourism
Thu 09-May	09:00 11:30	1h 45m 1h 30m	AQA EDEXCEL	8062/ 11 +13 BSP03	Religious Studies A - paper 1- 1 Budd + 1 Christ BTEC-Sports
Fri 10May	09.00 09.00	1h 15m 1h 45m	AQA AQA	8464/B/1F + 1H 8461/1F + 1H	Combined Science Trilogy - Biology - paper 1 Triple Science - Biology - paper 1
Mon 13 May	09.00	1h 45m	AQA	8702/1	English Literature - paper 1
Tue 14 May	09.00 09:00	00:45m 1h	AQA AQA	8658/LH 8658/RH	French Listening H French Reading H
Wed 15 May	09:00 13:00 13:00	1h 15m 1h 45m 2h	EDEXCEL AQA AQA	1H10 10 8182/1 8525/1B	History- Paper1 Psychology- Paper 1 Computer Science - Paper 1
Thu 16 May	09.00 09.00 13:00	1h 30m 1h 30m 1h 45	AQA EDEXCEL AQA	8300/1F 1MA1 1H 8062/2A	Maths - paper 1 (non-calculator) Maths - paper 1 (non-calculator) Religious Studies - Paper2
Fri 17 May	09.00 09.00 13:00	1h 15m 1h 45m 1h 45m	AQA AQA WJEC	8464/C/1F + 1H 8462/1F + 1H C112U10-1	Combined Science Trilogy - Chemistry - paper 1 Triple Science - Chemistry - paper 1 Geography - Paper 1
Mon 20 May	09.00	2h 15m	AQA	8702/2	English Literature - paper 2
Tue 21 May	13.00	1h 45m	AQA	8525/2	Computer Science - Paper 2
Wed 22 May	09.00 09.00	1h 15m 1h 45m	AQA AQA	8464/P/1F + 1H 8463/1F + 1H	Combined Science Trilogy - Physics - paper 1 Triple Science - Physics - paper 1
Thu 23 May	09:00 13:00	1h 45m 1h 45m	AQA AQA	8700/1 8182/2	English Language -Paper 1 Psychology - Paper 2
Fri 24 May	09:00	1h 15m	AQA	8658/WH	French (Writing) H
<b>HALF TERM Mon 27 May - Fri 31 May</b>					
Mon 03 June	09.00 09:00	1h 30m 1h 30m	AQA EDEXCEL	8300 /2F 1MA1 2H	Mathematics - Paper 2F Mathematics - Paper 2H
Tue 04 June	09.00 10.00 13.00	35m / 45m 45m / 1h 1h 45m	AQA AQA EDEXCEL	8698/LF + LH 8698/RF + RH 1H10 B4 + P4	Spanish (Listening) - paper 1 Spanish (Reading) - paper 3 History - Paper 2
Wed 05 June	09:00 13.00	1h 30m 1h 30m	WJEC EDEXCEL	C112U20-1 1STO 1F +1H	Geography paper-2 Statistics - paper 1
Thu 06 June	09:00 13:00	1h 45m	AQA	8700/2 Contingency Session	English Language - Paper2 Contingency Session
Fri 07 June	13.00 13.00	1h 15m 1h 45m	AQA AQA	8464/B/2F + 2H 8461/2F + 2H	Combined Science Trilogy - Biology - paper 2 Triple Science - Biology - paper 2
Mon 10 June	09.00 09.00 13:00	1h 30m 1h 30m 1h& 1h 15m	AQA EDEXCEL AQA	8300/3F 1MA1 3H 8698/WF + 8698WH	Maths - paper 3 (calculator) Maths - paper 3 (calculator) Spanish (Writing)- Paper 4
Tue 11 June	09.00 09.00 13:00	1h 15m 1h 45m 1h 20m	AQA AQA EDEXCEL	8464/C/2F + 2H 8462/2F + 2H 1H10 31	Combined Science Trilogy - Chemistry - paper 2 Triple Science - Chemistry - paper 2 History - paper 3
Thu 13 June	13:00			Contingency Session	Contingency Session
Fri 14 June	09:00 13.00 13.00	1h 30m 1h 15m 1h 45m	WJEC AQA AQA	C112U30-1 8464/P/2F + 2H 8463/2F + 2H	Geography Paper 3 Combined Science Trilogy - Physics - paper 2 Triple Science - Physics - paper 2
Mon 17 June	13.00	1h 30m	EDEXCEL	1STO 2F +2H	Statistics - paper 2
Thu 20 June	09.00	1h 20m	WJEC	5409UB0-1	Hospitality & Catering - Unit 1
Wed 26 June	09:00 13:00			Contingency Session Contingency Session	Conteigncy Session Contingency Session

## Introduction

Examinations play an important part in your life at Park Community School. The examinations that you take this year will have an impact on what you do in the future, so we want to make sure that they run smoothly for you.

This booklet has been produced to help you prepare for your forthcoming examinations. Please read it carefully and share it with your parent(s)/carer(s) so that they are also aware of the examination regulations and the procedures to follow.

There are a number of rules and regulations for examinations that you must be familiar with (most of these are set by the Examination Boards, not by the School) so please make sure that you are fully aware of the rules and regulations, timings of examinations and arrangements made for you.

**If there is anything you do not understand or any question that has not been addressed, PLEASE ASK YOUR TUTOR, YOUR SUBJECT TEACHER OR THE STAFF LISTED BELOW:-**

Head of School - **Mrs E Capaldi**

Assistant Headteacher (Examinations) – **Mr A Rose**

Examinations Officer **Mr L Persue**

Assistant Headteacher (KS4) - **Mr S Cavanagh**

The school telephone number is **023 9248 9800**

The Assistant Headteacher (Examinations) - ext **1226** and the Examinations Officer – ext **1225** are both based in room MD1

**Please remember  
WE ARE HERE TO HELP**

To remind you that you have an exam the next day, a text message will be sent to you during the afternoon/early evening of the day before each exam, which will give details of the time you are required at school the next day and the exam(s) you will be sitting.

## Information for Candidates – Written Exams

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) an iPod, a mobile phone, a MP3/4 player or similar device, or a watch.

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 have a watch, the invigilator will ask you to hand it to them.
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 formulae;

(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. Always follow their instructions.

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. Do not start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and/ or the answer booklet before you start the exam. Do not open the question paper until you are instructed that the exam has begun.

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, including those used 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 any stationery from the exam room. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.

## Information for Candidates – On-Screen Tests

This document has been written to help you.

Read it carefully and follow the instructions.

If there is anything you do not understand ask your teacher.

### A. Regulations – Make sure you understand the rules

1. Be on time for your on-screen test(s). If you are late, your work might not be accepted.
2. Do not become involved in any unfair or dishonest practice during the on-screen test.
3. If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4. Only take into the exam room the materials and equipment which are allowed.
5. You must not take into the exam room:
  - (a) notes;
  - (b) an iPod, a mobile phone, a MP3/4 player or similar device, or a watch.

Unless you are told otherwise, you must not have access to:

- (c) the internet, email, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks;
- (d) pre-prepared templates.

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.

6. If you have a watch, the invigilator will ask you to hand it to them.
7. Do not talk to or try to communicate with or disturb other candidates once the on-screen test has started.
8. If you leave the exam room unaccompanied by an invigilator before the on-screen test has finished, you will not be allowed to return.
9. Do not borrow anything from another candidate during the on-screen test.

### B. Information – Make sure you attend your on-screen test and bring what you need

1. Know the date and time of your on-screen test(s). Arrive at least ten minutes before the start of your on-screen test.
2. If you arrive late for an on-screen test, report to the invigilator running the test.
3. If you arrive more than one hour after the published starting time for the on-screen test, you may not be allowed to take it.
4. Your centre will inform you of any equipment which you may need for the on-screen test.



## 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 formulae;
  - (d) do not bring into the examination 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 on-screen test

1. Always listen to the invigilator. Always follow their instructions.
2. Tell the invigilator at once if:
  - (a) you have been entered for the wrong on-screen test;
  - (b) the on-screen test is in another candidate's name;
  - (c) you experience system delays or any other IT irregularities.
3. You may be given a question paper or the instructions may be on screen. In either case, read carefully and follow the instructions. Do not open the question paper until you are instructed that the exam has begun.

## E. Advice and assistance

1. If on the day of the on-screen test 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 on-screen test if:
  - (a) you have a problem with your computer and are in doubt about what you should do;
  - (b) you do not feel well.
3. You must not ask for, and will not be given, any explanation of the questions.

## F. At the end of the on-screen test

1. Ensure that the software closes at the end of the on-screen test.
2. If you are required to print off work outside the time allowed for the on-screen test, ensure that you collect your own work. You must not share your work with other candidates. Make sure that another candidate does not collect your printout(s).
3. Do not leave the exam room until told to do so by the invigilator.
4. Do not take any stationery from the exam room. This includes rough work, printouts or any other materials provided for the on-screen test.

## Information for Candidates – Coursework Assessments

This document tells you about some things that you must and must not do when you are completing coursework.

When you submit any coursework for marking, you will be asked to sign an authentication statement confirming that you have read and followed these regulations.

If there is anything that you do not understand, you must ask your teacher.

In some subjects you will have an opportunity to do some independent research into a topic. The research you do may involve looking for information in published sources such as textbooks, encyclopedias, journals, TV, radio and on the internet.

Using information from published sources (including the internet) as the basis for your coursework is a good way to demonstrate your knowledge and understanding of a subject. You must take care how you use this material though – you cannot copy it and claim it as your own work.

The regulations state that:

'the work which you submit for assessment must be your own';

'you must not copy from someone else or allow another candidate to copy from you'.

If you use the same wording as a published source, you must place quotation marks around the passage and state where it came from. This is called 'referencing'. You must make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: (Morrison, 2000, p29). For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example:  
[http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid\\_2621000/2621915.stm](http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm), downloaded 5 February 2023.

You may be required to produce a bibliography at the end of your work. This must list the full details of publications you have used in your research, even where these are not directly referred to, for example: Curran, J. *Mass Media and Society* (Hodder Arnold, 2005).

If you copy the words or ideas of others and do not show your sources in references and a bibliography, this will be considered as cheating.

## Preparing your coursework – good practice

If you receive help and guidance from someone other than your teacher, you must tell your teacher who will then record the nature of the assistance given to you.

Your parent/carer may provide you with access to resource materials and discuss your coursework with you. However, they must not give you direct advice on what should or should not be included.

If you worked as part of a group on an assignment, you must each write up your own account of the assignment. Even if the data you have is the same, the description of how that data was obtained and the conclusions you draw from it should be in your own words.

You must meet the deadlines that your teacher gives you. Remember - your teachers are there to guide you. Although they cannot give you direct assistance, they can help you to sort out any problems before it is too late.

Take care of your work and keep it safe. Don't leave it lying around where your classmates can find it or share it with anyone, including posting it on social media. You must always keep your coursework secure and confidential whilst you are preparing it; do not share it with your classmates. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you do not need.

Don't be tempted to use pre-prepared online solutions – this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

You must not write inappropriate, offensive or obscene material

## Plagiarism

Plagiarism involves taking someone else's words, thoughts or ideas and trying to pass them off as your own. It is a form of cheating which is taken very seriously.

Don't think you won't be caught; there are many ways to detect plagiarism.

- Markers can spot changes in the style of writing and use of language.
- Markers are highly experienced subject specialists who are very familiar with work on the topic concerned – they may have read the source you are using, or even marked the work you have copied from!
- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

## Penalties for breaking the regulations

If your work is submitted and it is discovered that you have broken the regulations, one of the following penalties will be applied:

- the piece of work will be awarded zero marks;
- you will be disqualified from that unit for that examination series;
- you will be disqualified from the whole subject for that examination series;
- you will be disqualified from all subjects and barred from entering again for a period of time.

The awarding body will decide which penalty is appropriate.

**REMEMBER – IT'S YOUR QUALIFICATION SO IT NEEDS TO BE YOUR OWN WORK**

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.

# NO MOBILEPHONES 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

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

## **BEFORE THE EXAMINATIONS**

### **Examination Boards**

The school uses the following Examination Boards (awarding bodies):

AQA – [www.aqa.org.uk](http://www.aqa.org.uk),

Edexcel (also known as Pearson) – [www.edexcel.com](http://www.edexcel.com),

OCR – [www.ocr.org.uk](http://www.ocr.org.uk) and

WJEC – [wjec.co.uk](http://wjec.co.uk).

Their websites contain a wealth of information. JCQ regulations state that “awarding bodies will only communicate with centres regarding examination administration. Awarding bodies will not communicate with candidates or their parents/carers/guardians except in exceptional circumstances and at their discretion”

### **Candidate Name**

The Joint Council for Qualifications (JCQ) states that an examination centre should “enter candidates under names that can be verified against suitable identification such as a birth certificate, passport or driver’s licence” You must therefore inform the Examinations Office as soon as possible if your legal name is different to the name you use in school.

### **Candidate Number**

You have been allocated a four digit Candidate Number. This will have been allocated to you at the beginning of Year 9 and will not change throughout your time at School. **This number has to be written on every examination paper you take so please remember it!**

### **Centre Number**

The Centre number for the School is **58705** which you will also be required to put on every examination paper.

### **Timetables**

You will receive an individual examinations timetable which will show your own personal examinations. If you think something is wrong you **MUST inform the Examinations Officer immediately**. Check each examination date carefully so that you know if the examination is in the morning or the afternoon. If you have more than one examination at the same time please talk to the Examinations Officer to decide which order you will take them in and where.

### **Equipment**

Prior to the exams the school will provide an anthology for each student in which they can annotate for revision purposes. However, students should have purchased their own copies of the literature novels to annotate for revision purposes.

If required, you **MUST** bring the correct specialist equipment with you for examinations **It is your responsibility to make sure you have the correct equipment**. If something breaks or runs out during an examination the invigilators will try to replace it, but you should bring spares with you wherever possible.



## DURING THE EXAMINATION

### Regulations

Five JCQ documents are printed at the beginning of this booklet.

1. JCQ Warning to Candidates
2. JCQ Banned equipment poster
3. JCQ Information for candidates – For written examinations
4. JCQ Information for candidates – Using social media and examinations/assessments
5. JCQ Information for candidates – For on-screen tests

All candidates must read these carefully and note that any breach of the rules could lead to disqualification from **some** or **all** subjects.

### Start of examinations

- For all examinations, (unless otherwise informed), you must line-up in the Theatre. Larger exams will be held in the Sports Hall, Lecture Theatre, Drama Studio and M02. Smaller or more specialised examinations may be held in some of these rooms or others around the school.  
For morning examinations you must be lined up by 8.30am. For afternoon examinations you must be lined up by 12.30pm.
- If you arrive late for an examination you may still be admitted, depending on how late you are, but it may not be possible for you to receive any additional time at the end of the examination. Completed examination papers will be sent to the Examination Board, however we are obliged to send a full report to the Examination Board and the Examination Board may not accept your work.
- You must be in full School Uniform.
- All items of your own equipment ie pens (must be **black** ink), pencils, mathematical instruments, etc. must be visible to the invigilators at all times. They should be in a transparent pencil case or clear plastic bag, and must not be put back in your pockets etc until you have left the examination room.
- For all examinations where calculators are required, school calculators will be provided.  
However, If you wish to use your own calculator, all covers and instructions should be removed, there should be nothing stored in the memory and you should make sure the batteries (if required) are new. Your calculator will be checked on your way into the examination room and if the invigilator cannot clear the memory you will not be allowed to take it in with you, so **please make sure you know how to clear the memory.**
- You may take a clear bottle of water into the examination room, but labels must be removed. No food (including chewing gum) is allowed in the examination room (if you have a special requirement please see the Examinations Officer before the start of the examination period). Make sure you eat a good breakfast before coming to school; it will help you concentrate.

## Conduct in the examination room

- You must be silent at all times, from the moment you enter the room until you are back outside after the examination. If you have a problem, put your hand up clearly and wait for an invigilator to attend to you. If you need to leave to visit the toilet or the medical room you must put your hand up and wait to be escorted by an invigilator.
- Do not attempt to communicate with or distract other candidates. **Face the front and do not turn around.**
- Do not bend down to pick up item(s) you have dropped, put up your hand and an invigilator will pick the item(s) up for you.
- **No electronic devices are allowed in the examination room (refer to the JCQ notices for information on what is banned).** If you are found to have any unauthorised material in your possession during an examination, it will be taken from you and a report sent to the appropriate Examination Board
- Listen carefully to instructions and notices – there may be amendments to the examination paper that you need to know about.
- **Check that you have the correct examination paper** –check the subject, paper and tier of entry. If you think you have the wrong paper, please inform the invigilators immediately.
- Read all instructions carefully.
- You must stay in the examination room for the duration of the examination. You will not be allowed to leave an examination room early. If you have finished, use the remaining time to check over your answers.
- If the fire alarm sounds during an examination, the invigilators will tell you what to do. If you have to leave the examination room you will be asked to leave **in silence** and in the order in which you are sitting.
  - You will be escorted to the assembly point..
  - You must leave everything on your desk.
  - You must not communicate with anyone whilst you are out of the examination room as you will still be under examination conditions. (any breaches of these conditions **will** have to be reported to the Examination Board and you may be disqualified from the examination).
  - When you return to the examination room do not start working until an invigilator tells you to do so.
  - You will be given the full amount of time allowed for the examination. You will not be disadvantaged in any way.
- At the end of the examination all work must be handed in – remember to cross through anything that you do not want to be marked. If you have used extra examination stationery, make sure that you have filled in all required details and attach it to the examination paper. Question papers, answer booklets and additional paper **must not** be taken from the exam room.
- All papers will be collected before you leave the examination room. You must not put your hands in your pockets until you are outside the examination room, so all of your own equipment etc should be carried in your hand until you are outside.

- Remain seated in silence until you are dismissed. **Examination conditions apply until you are outside the examination room.** Once outside the examination room please show consideration for other candidates who may still be working and move away from the examination room quietly.

### **Invigilators**

- Invigilators are in the examination rooms to supervise the conduct of the examination. They will tell you when to start and finish the examination, distribute and collect examination papers, hand out extra writing paper if required and deal with any problems during the examination, for example if you feel unwell.
- Invigilators cannot discuss the examination paper with you or explain the questions.

### **Absence**

- If an examination is on your timetable, you must attend. Misreading the timetable will not be accepted as a valid explanation of absence. The School pays the Examination Boards for you to sit examinations, therefore parent(s)/carer(s) will be charged if you fail to attend an examination without a valid reason.
- If you experience difficulties during the examination period (e.g. Illness, personal problems) please inform the school as soon as possible so that we can help or advise you.

### **Special consideration**

- If your performance in an examination has been affected by illness, injury or bereavement, the school can apply to the examination board for Special Consideration. This is an adjustment made after the paper is marked to prevent you from being disadvantaged from something outside your control. If after an examination you think you have good reason for applying for Special Consideration, you should see the Examinations Officer immediately, as we only have a few days in which to make the application. There are very strict rules about applying for Special Consideration, and the decision lies with the examination board.
- In exceptional circumstances it may be possible to apply for Special Consideration where a candidate misses an examination paper through illness or personal misfortune. A minimum of 50% of the examination (including Controlled Assessment), in addition to the missed paper must be completed in the examination series for which the application is being made.
- The school must have medical or other appropriate evidence in all cases before an application can be made for Special Consideration. There are strict deadlines for these applications and it is therefore essential that this is obtained by the candidate/parent/guardian on the day of the examination and given to the Examinations Office as soon as possible.

### **Access Arrangements**

- A number of students receive Access Arrangements for examinations which have been awarded in accordance with the strict JCQ regulations. If you have any queries regarding your Access Arrangements, please speak to Mrs E Capaldi (Head of School) or Mrs S Freestone (SENCo).

- Students who are entitled to a reader or scribe should read this page and the next page in order to understand how a reader or scribe can/cannot assist during an examination.

## **WHAT A READER CAN OR CANNOT DO DURING EXAMINATIONS**

**A Reader is able to read for you, but you must make clear what it is that you want them to read.**

**A Reader can only read the instructions and the questions.**

**A Reader can repeat instructions but only if you make it clear which instructions you want repeated**

**A Reader cannot tell you which question to choose.  
A Reader cannot tell you when to move on to the next question.  
A Reader cannot tell you which questions to do first.**

**A Reader can spell words if you ask them to,  
but only words on the question paper.**

**A Reader can read back your answers, but only if you ask them**

**GCSE English Language Examinations:-**

**A Reader can read the questions in the Writing Section.  
but cannot read any of the the questions in the Reading Section**

# **WHAT A SCRIBE CAN OR CANNOT DO DURING EXAMINATIONS**

**A Scribe is able to write for you but you must make it clear what it is that you want them to write.**

**A Scribe can only write exactly what you say.  
A Scribe can change what they have written, but only if you ask them.**

**If you and a Scribe have problems communicating, the Scribe must tell the Invigilator**

**A Scribe can draw maps, graphs and diagrams but can only draw exactly what you tell them.  
A Scribe cannot draw for you in a Design examination.**

**A Scribe cannot tell you which question to choose.  
A Scribe cannot tell you when to move on to the next question.  
A Scribe cannot tell you which question to do first.**

**If you are allowed rest breaks, a scribe cannot write during those breaks.**

**A Scribe can read back what they have written, but only if you ask them.**

## **AFTER THE EXAMINATIONS**

### **Notification of results**

- Results for the summer examinations will be available for collection on: **Thursday 22 August 2024 between 10.00 and 11.30am.**
- If you wish for someone else to collect your results (e.g. parent, sibling, grandparent) we ask that the person collecting has with them photo identification and a letter signed by you as the candidate, giving permission for them to collect the results on your behalf.
- No results can be given out by telephone or by e-mail.
- Results that are not collected by 11.30am will be held securely until you are able to collect them later. If you are away (ie on holiday) on results day and wish for your results to be sent to you, please inform us **in writing by Friday 12 July 2024 giving relevant details.** In connection with this, please keep us up-to-date with any changes to your contact details.

### **Post results**

If you need post-results advice please speak to the appropriate subject staff, the Assistant Headteacher (Examinations) or the Examinations Officer.

- Subject staff routinely check results and if they consider it appropriate to put in an 'Enquiry About Results' to the Examination Board, they will contact you.
- If an 'Enquiry About Results' is submitted **the result can go down** as well as up, consequently no application can be made unless you come into school to sign a form giving your consent.
- It is possible for candidates to request a re-mark, however in this instance we ask the parent(s)/carer(s) to meet the cost. If the Enquiry is successful, the fee is refunded by the Examination Board.
- The deadline for 'Enquiries About Results' to be received by the examination boards for exams taken in the summer is yet to be announced (details will be given to you as soon as possible) but completed forms should be returned to school at least one week before the deadline to allow time for them to be processed.
- All post results service requests must be made through School.

### **Collection of Certificates**

- You will receive a letter inviting you to collect your certificates in Autumn 2024.
- If you wish for someone else to collect your certificates (e.g. parent, sibling, grandparent) we ask that the person collecting has with them photo identification and a letter signed by you as the candidate, giving permission for them to collect the certificates on your behalf.
- Certificates not collected will be held in secure storage until such time as you can collect them. If after 1 year (from issue date) you still have not collected your certificates, the school has the right to destroy them. A record of destroyed certificates will be kept by the school for 4 years.
- Look after your certificates when you receive them, the only way to replace them is through the Examination Boards and **they charge approximately £50 per certificate.**



# Examinations Checklist

Aim to arrive at school in plenty of time for your examination, you should be in the Lecture Theatre or a designated classroom 30 minutes before the start of your examination. There will be breakfast available in the canteen from 8am.



When taking examinations, your bags and coats will be placed into a secure room.

Mobile phones are not allowed in school, however in the event that you do find you have your mobile phone with you it may not be taken into the examination room even if it is switched off. It should be left **TURNED OFF** in your bag. If your phone is found to be in the examination room you will be penalised by the examination board.



Once you enter the examination room there is to be no talking or communication between pupils. If you have any questions, you should raise your hand once seated and an invigilator will come to you.

You may take a clear bottle of water into the examination room, but labels must be removed. No food (including chewing gum) is allowed in the examination room (if you have a special requirement please see the Senior Line Manager for Examinations or the Examinations Officer before the start of the examination period). Make sure you eat a good breakfast before the exam as it will help you concentrate.



Pupils will not be allowed to leave the examination room before the scheduled finish time of the examination. You will be advised when you can leave. Please be patient whilst examination material is being collected, and refrain from any form of communication until you are outside the examination room.

If you need to go to the toilet during an examination, you must put your hand up and you will be escorted to the toilet either by an invigilator or a member of staff. Please don't wait until you are desperate as the invigilator may have to call someone to come and escort you.



Check that you have been given the correct examination paper, as there can be several examinations taking place at the same time. If you think you have the wrong paper, put your hand up and speak to an invigilator. We cannot give you extra time if you realise part way through a paper that you are doing the wrong subject or the wrong tier.

If you feel ill during an examination, please bring this to the attention of an Invigilator as soon as you can, even if you want to continue with the exam.




# On your exam day

This checklist will help you to be as prepared as possible for your exams, so that on the day itself you can focus on doing your best.

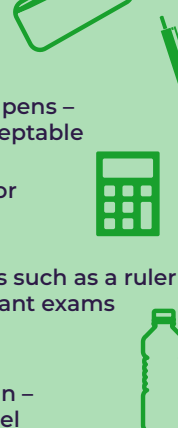
## Before sitting your exams, ensure you know:

- the date, time and location of your exams – you might find it helpful to write this information in a calendar or planner
- who to contact at school or college in case there's an emergency that makes you late or unable to sit your exam

## What you cannot take into exams:

- any type of phone
  - revision notes
  - any type of watch (this includes analogue, digital and smart watches)
- 

## What you will need:

- a clear pencil case
  - at least two black ink pens – blue pens are not acceptable
  - an approved calculator for relevant exams
  - appropriate apparatus such as a ruler or protractor for relevant exams
  - a clear water bottle if you wish to take one in – it must not have a label
- 

## Other important information:

- Listen carefully to the invigilator's instructions which will be specific to your exam. If you are unsure of anything, please raise your hand and wait for the invigilator.
- Fill in your details on the front of your answer booklet.
- If you need additional answer sheets, raise your hand and wait for an invigilator who will provide you with one. Remember to add your details to this booklet too.
- If you need to use the toilet or feel unwell, raise your hand and wait for an invigilator who will escort you from the exam room.
- Make sure you stay silent – talking to a fellow candidate could result in disqualification from all your exams.

## Contingency sessions:

- There are contingency sessions within the Summer 2024 exam timetable – the afternoon of 6 June and 13 June 2024 and the morning and afternoon of 26 June 2024. Make sure you are available on all three dates even if you do not have an exam.

If you have any questions about your exams, please ask your teacher or exams officer.



You can also find useful information about preparing for exams at [www.jcq.org.uk/exams-office/information-for-candidates-documents](http://www.jcq.org.uk/exams-office/information-for-candidates-documents)

**While we like to share our experiences online, when it comes to exams, we have to be careful.**

- Sharing ideas online can be helpful when you're studying or revising
- However, sharing certain information (see information on the right) can break the rules and could affect your results
- If you're not sure what you can and can't discuss online, check with your teacher
- If you receive exam content on social media, you must tell your teacher
- Don't be caught out by scammers selling fake exam papers

