

Candidate Handbook
for
Examinations
during
Summer 2022



Park Community School

Centre Number; 58705



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SUMMER 2022 EXAM TIMETABLE (not including practical subject assessment dates)

Date	Start	Length	Board	Component Code	Subject
Thu 05 May	13.00	2h	CAMB.	0990AX	iGCSE English Language
Mon 16 May	09.00	1h 45m	AQA	8062/ 11-17	Religious Studies A - paper 1
	13.00	2h	EDEXCEL	4ES1/01	iGCSE English as 2nd Language - Reading/Writing
	13.00	35m + 50m	EDEXCEL	1TU0 1F + 3F	Turkish - Listening + Reading
	13.00	1h 30m	OCR	J277/01	Computer Science - paper 1
Tue 17 May	09.00	1h 15m	AQA	8464/B/1F + 1H	Combined Science Trilogy - Biology - paper 1
	13.00	1h 45m	AQA	8182/1	Psychology - paper 1
Wed 18 May	09.00	1h 45m	AQA	8700/1	English Language - paper 1
Thu 19 May	09.00	1h 15m	EDEXCEL	1H1A 10-13	History - paper 1
Fri 20 May	09.00	1h 30m	AQA	8300/1F	Maths - paper 1 (non-calculator)
	09.00	1h 30m	EDEXCEL	1MA1 1H	Maths - paper 1 (non-calculator)
Mon 23 May	09.00	1h 30m	AQA	8035/1	Geography - paper 1
Tue 24 May	09.00	45m + 60m	AQA	8658/LH + 8658 RH	French Listening (paper 1) and Reading (paper 3)
Wed 25 May	09.00	1h 40m	AQA	8702/1PN	English Literature - paper 1
Thu 26 May	09.00	35/45m and 45/60m	AQA	8698/LF + LH and 8698/RF + RH	Spanish Listening (paper 1) and Reading (paper 3)
	13.00	1h 45m	AQA	8062/2A and 2B	Religious Studies A - paper 2
Fri 27 May	09.00	1h 15m	AQA	8464/C/1F + 1H	Combined Science Trilogy - Chemistry - paper 1
	13.00	1h 30m	OCR	J277/02	Computer Science - paper 2
HALF TERM Mon 30 May - Fri 03 June					
Mon 06 June	09.00	55m	EDEXCEL	4ES1/02	iGCSE English as 2nd Language - Listening
	13.00	1h 20m	EDEXCEL	1TU0 4F	Turkish - Writing
	13.00	1h 45m	AQA	8182/2	Psychology - paper 2
Tue 07 June	09.00	1h 30m	AQA	8300/2F	Maths - paper 2 (calculator)
	09.00	1h 30m	EDEXCEL	1MA1 2H	Maths - paper 2 (calculator)
	13.00	1h 30m	AQA	8035/2	Geography - paper 2
Wed 08 June	09.00	1h 45m	AQA	8702/2	English Literature - paper 2
Thu 09 June	09.00	1h 20m	EDEXCEL	1H1A 30-33	History - paper 3
	13.00	1h 15m	AQA	8464/P/1F + 1H	Combined Science Trilogy - Physics - paper 1
Fri 10 June	09.00	1h 45m	AQA	8700/2	English Language - paper 2
Mon 13 June	09.00	1h 30m	AQA	8300/3F	Maths - paper 3 (calculator)
	09.00	1h 30m	EDEXCEL	1MA1 3H	Maths - paper 3 (calculator)
Tue 14 June	09.00	1h	AQA	8035/3	Geography - paper 3
	13.00	1h 30m	EDEXCEL	1ST0 1F + 1H	Statistics - paper 1
Wed 15 June	09.00	1h 15m	AQA	8464/B/2F + 2H	Combined Science Trilogy - Biology - paper 2
Thu 16 June	09.00	55m	EDEXCEL	1H1A B1-B4	History - paper 2
	13.00	1h 20m	AQA	8658/WH	French Writing (paper 4)
Fri 17 June	09.00	1h 5m/1h 20m	AQA	8698/WF + WH	Spanish Writing (paper 4)
Mon 20 June	09.00	1h 15m	AQA	8464/C/2F + 2H	Combined Science Trilogy - Chemistry - paper 2
Tue 21 June	13.00	1h 30m	WJEC	5569UB0-1	Hospitality & Catering - Unit 1
Wed 22 June					
Thu 23 June	09.00	1h 15m	AQA	8464/P/2F + 2H	Combined Science Trilogy - Physics - paper 2
Fri 24 June	09.00	1h 30m	EDEXCEL	1ST0 2F + 2H	Statistics - paper 2

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:-**

Senior Line Manager for KS4 – Head of School **Mrs E Capaldi**

Senior Line Manager for Examinations – Assistant Headteacher **Mr A Rose**

Examinations Officer **Mr C Ironmonger**

KS4 Leader **Mr S Cavanagh**

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

The Senior Line Manager for Examinations (ext **256**) and the Examinations Officer (ext **265**) are both based in room HIE

**Please remember
WE ARE HERE TO HELP**



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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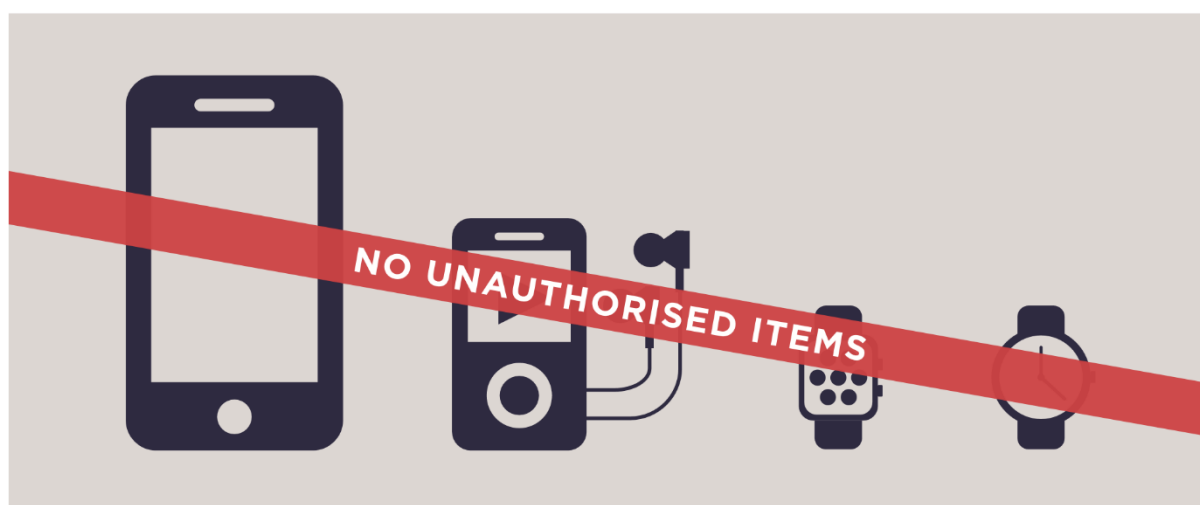
Warning to Candidates

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.

**NO MOBILE PHONES
NO WATCHES
NO MP3/4 PLAYERS**

**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.

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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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: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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	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, 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: <ul style="list-style-type: none"> 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.



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Information for candidates
Using social media and examinations/assessments

This document has been written to help you stay within exam regulations.
Please read it carefully.

We all like to share our experiences when taking exams and sharing ideas with others online can be helpful when you're studying or revising.

However, it is important to consider what you say and to think about what information is being shared as there are limits to what you can share and you need to be careful not to break the rules. The rules are in place to ensure that exams are fair to everyone, students don't become worried about false rumours and any real issues can be sorted out quickly by the right people.

We'd like to ask you to act responsibly when discussing online. If you're in doubt about what you can and can't discuss online regarding your exams, it's always best to check with your teacher.

If you receive what is or what looks to be assessment related information through social media, or any other means, you must tell your teacher or another member of staff. You must show them what you have received (if available). They will then report the matter to the awarding body and it will be investigated.

Where candidates breach the rules for examinations, controlled assessments, coursework or non-examination assessments, awarding bodies have an obligation to investigate and may apply penalties.

You need to know that the following would be malpractice:

- copying or allowing work to be copied – i.e. 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 what 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/college about exam information being shared.

Penalties that awarding bodies apply include:

- a written warning;
- the loss of marks for a section, component or unit;
- disqualification from a unit, all units or qualifications; or
- a ban from taking assessments or exams for a set period of time.

Please take the time to familiarise yourself with the JCQ rules:

<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Information for candidates

For on-screen tests – effective from 1 September 2021

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	<p>You must not take into the exam room:</p> <p>a) notes; b) an iPod, a mobile phone, a MP3/4 player or similar device, or a watch.</p> <p>Unless you are told otherwise, you must not have access to:</p> <p>c) the Internet, e-mail, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks; d) pre-prepared templates.</p> <p>Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.</p>
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	<p>If you use a calculator:</p> <p>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 formula; d) do not bring into the examination room any operating instructions or prepared programs.</p>
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	<p>Tell the invigilator at once if:</p> <ul style="list-style-type: none"> 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.
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	<p>Put up your hand during the on-screen test if:</p> <ul style="list-style-type: none"> 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	<p>Do not take from the exam room any stationery.</p> <p>This includes rough work, printouts or any other materials provided for the on-screen test.</p>

BEFORE THE EXAMINATIONS

Examination Boards

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

AQA – www.aqa.org.uk,

Edexcel (also known as Pearson) – www.edexcel.com,

OCR – www.ocr.org.uk and

WJEC – 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 25 August 2022 between 10.00 and 12.00 noon.
- 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 12.00 noon 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 15 July 2022 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 Senior Line Manager for 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.⁴
- 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 2022.
- 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.



