



Part of **GIPPESWYK COMMUNITY
EDUCATIONAL TRUST**

Achieving success together

A – Z

of

Examinations and Qualifications 2022/2023

A guide to everything you could possibly want to know about the examination process and more!....



Absence from Examinations:

You must attend all examinations as per entries shown on your personal timetable. Misreading the timetable will **NOT** be accepted as a satisfactory explanation for your absence.

*You **MAY** be invoiced if you fail to attend an examination that has been paid for by the school*

If you are absent due to illness, please notify the Exams Office as early as possible.

01473 277240 ext 725 direct line. We will advise you if a formal medical certificate will be required.

Access Arrangements:



All arrangements with regards to extra time, reader, scribe, rest breaks and the use of a computer etc. need to go through the SEN Department. These concessions must be the students 'Normal Way of Working' in class and mock exams etc.

No arrangements will be made until our SEN Department contact the Exams Office

Access to Scripts (ATS):

Candidates are able to request access to their examination scripts from the awarding bodies for general interest or to help with future learning. If this is the case then **you must request a photocopy of the script.** You are unable to choose the original script option because once a script has been returned to the centre from the awarding bodies then its security has been compromised. If, however, you are not planning on requesting a remark then you can request the original script.

If you want to request a script then you must collect the relevant form from the Exams Office and return by the appropriate deadline.

Attendance at the Examinations:

Punctuality is important. Morning exams start at 9:00am, afternoon at 1.00pm, so you must be outside the exam room at least 15 minutes before. Late students must contact the Exams Office on the number above if they know they are going to be late and go directly to Main Reception as soon as they arrive in school.

Authentication Form:

Students must complete and sign an awarding body authentication form and attach it to any coursework produced for their qualification. Awarding bodies will refuse to mark any work not accompanied by the signed form.

Awarding Bodies:

These are the organisations that provide qualifications for schools. Awarding bodies used by Copleston High School are: AQA, Pearson (Edexcel), OCR, WJEC and NCFE.

B

Bags must be left by the door of your exam room. You are not allowed to keep them with you at your desk during the exam.

Please **DO NOT** bring valuables with you when you are sitting an exam.

Bilingual Dictionaries:

Students wishing to use a bilingual dictionary must seek approval from the Exams Officer. Clean copies will be provided for use in the exams. You must not mark them in any way otherwise you will have to pay for a new one – they are quite expensive.

Black Pens:

Awarding bodies request that students use black ink to complete their answer papers – this is because they scan scripts onto a computer to send to the examiners for marking. Black ink is the only colour their scanners read. Please do not use blue, red, green or pencil (unless otherwise instructed) to do your exam, or it may not get marked.

C

Calculators:



Calculators may be used in some exams: your subject teacher will tell you if they are not allowed, and a reminder will be issued by the Invigilator at the start of the exam. In all cases, calculators are not allowed if they offer any of the following facilities: language translators, symbolic algebra manipulation, symbolic differentiation or integration, remote communication with other machines of the World Wide Web, data banks, dictionaries, mathematical formulae or text. No printed instructions or cases are permitted; if you cannot remove the case from

your calculator you must ensure that all instructions are securely covered. **You must bring your own calculator if you need one:** you may not use the calculator functions on mobile phones and you may not borrow a calculator from another candidate.

Candidate Numbers:

Your candidate number is the four-digit number printed on your individual timetable and statement of entry. For written examinations, you will be seated in candidate number order, and a printed candidate card with your name, centre number and candidate number will be on your exam desk.

Centre and Centre Number:

Centres can be schools or other establishments that have been approved by an awarding body to offer qualifications, enter students and conduct exams according to JCQ regulations.

OUR CENTRE NUMBER IS 19227
You will need to write this on all of your exam papers

Certificates:

Certificates are only issued if you have achieved a pass grade i.e. GCE A* to G, GCSE 9-1 or Distinction to Pass etc.



GCSE certificates will be available from mid-November. Students will be contacted to collect from the Exams Office at a suitable time and date. GCSE and Sixth Form Leavers, together with any uncollected will have their certificates posted to their home address by Royal Mail Signed For service.

Please note that Centres may destroy any unclaimed certificates by a secure method (e.g. shredding or incineration) after holding them for a period of 12 months from the date of issue.

TIP: You must keep all your certificates safe as in most cases they cannot be replaced or if they can will be very expensive.

Change of Address:

It is important you tell the office as a matter of urgency if you change your address. Certificates, Letters about Results etc. may not reach you.

Change of Name:

It is important that you tell our Exams Officer as a matter of urgency if you change your name. Evidence to confirm this must be brought at the time i.e. Passport, Birth Certificate. Awarding Bodies will charge approximately £50 per certificate to change a name.

Cheating:

Candidates caught cheating in exams – including being in possession of or using a mobile phone, smart watch, pager, mp3 player, ipod, iWatch, unauthorised aids or notes but also copying from or communicating with other candidates – will be reported to the awarding bodies.



Even if the items are in your pocket and you have no intention of using them you will still be reported to the awarding body concerned. If you've accidentally brought something into the exam room – own up before the exam starts.

PENALTIES INCLUDE EXCLUSION FROM SCHOOL AND DISQUALIFICATION FROM ALL EXAMS FOR UP TO FIVE YEARS. SEE THE JCQ 'NOTICE TO CANDIDATES'

Clashes

If you have a clash involving two or more exams in a session, you will sit your papers one after the other as long as the total published exam time does not exceed three hours. A **supervised break** will be offered. If the total time does exceed three hours, the papers will be split between the morning and afternoon sessions. If this occurs you will have to be fully supervised between the two sessions and will, therefore, need to bring in a packed lunch and a drink with you.

For A Level six hours is the maximum amount of exam time that the boards recommend you sit in one day and for GCSE the total is 5½ hours.

Conduct in the Examination Room:

You must be silent in the exam room including the times when you enter and leave. There must not be any communication at all with anyone else in the exam room except the invigilators. Smiling, turning round etc. is classed as communication (the rules are very strict). If you are seen to be communicating your name and candidate number will be taken and the information passed on to the relevant exam board. This could result in your paper being disallowed and in extreme circumstances not being allowed to sit any other exams.

Should you require assistance or you are concerned about anything at all please put up your hand and an invigilator will come to you. If they can help you they will.

Coursework:

All GCE coursework will be carried out during the academic year. All deadlines are issued by departments and if you have any problems with regards to these you must speak to the relevant member of staff. The awarding bodies will return most coursework during the following October. Students wishing to reclaim coursework should see their subject teacher as soon as possible after this date.

D

Data Protection Form:

All students who have been granted access arrangements must complete and sign this form with our SEN Department before arrangements can be put in place with the awarding bodies.

Dictionaries:



You may not use a dictionary in an exam unless dictionaries are specifically permitted by the subject specification or special arrangements have been approved by the awarding bodies. If you think you might be entitled to the use of a dictionary please see the Exams Officer.

E

Enquiries About Results (EARs/Remarks):

The awarding bodies offer the option of having a script marked, at a fee, if a candidate or member of teaching staff is unhappy with the marks. There is a choice of three different types of remarks:

- Clerical checks
- Full remark
- Priority remark

A clerical check is simply when the relevant awarding body checks that the number of marks given has been added up correctly.

A full remark is when the awarding body sends your exam paper to a different examiner, this time a senior examiner, and asks them to remark it using the same mark scheme.

A priority remark is exactly the same as a full remark but is **only available in the summer** for GCE papers where a candidate's university place is at stake.

If you are not satisfied with the grade you have achieved the first thing you may think about is getting your paper(s) remarked, however, remarking is costly and not often effective. Therefore, it is important to consider the following:

- **ARE YOU CLOSE TO THE BOUNDARY?**

Remarks usually only alter a grade by a few UMS marks, if any at all. If you are, therefore, very close to a higher grade boundary a remark may be worth considering but if you require a substantial amount of marks to achieve a higher grade then the likelihood is that your overall grade will not change.

- **YOUR GRADE CAN GO DOWN AS WELL AS UP**

Remark means your entire paper remarked, therefore your grade can quite easily go down as well as up. **If your overall grade is lowered you cannot refuse it and ask for the original higher grade to stand.** You must be aware that this is the chance you take when asking for a remark. Because of this candidates often apply for a photocopy of their paper before applying for a remark.

- **COST**

Remarks are very expensive and the likelihood is that your mark will not change.

If you want to request a remark then you must sign a 'CANDIDATE CONSENT FORM' and return it to the Exams Office by the appropriate deadline.

End of Examinations:

The invigilators will collect your exam papers before you leave the exam room. Absolute silence must be maintained during this time and until you are outside the room – remember other exams may be continuing as you leave.

You may not take any exam materials (additional papers, answer booklets, question papers etc.) from the exam room.

Equality Act 2010:

Facilities exist for students with disabilities to access the curriculum and all relevant areas of the school. The school recognises its responsibility to provide equal access to education for all students irrespective of disability and confirms its commitment to ensure that no student will be treated less favourably as a result of disability.

Equipment:

All students must remember to bring their own equipment to all exams. These include pens, pencils, rulers, rubbers, and a pencil sharpener. Borrowing from other candidates is not allowed.



Please note that JCQ regulations state the a BLACK pen must be used in all exams

For diagrams, use an **HB pencil** and a **ruler**. Gel pens, highlighters, correcting fluids (Tippex) and correcting pens may not be used in any answer booklets.

Exam rooms do have a limited supply of equipment, but these are for emergencies only.

Examination Dates:



The examination dates are nationally set by the awarding bodies and **NOT** by the school.

THESE DATES CAN NOT THEREFORE BE CHANGED

Examinations Office:



The Exams Office (Above Main Reception) is open Monday – Friday 7:30am to 4.00pm during exam and mock exam sessions, and Monday – Friday 8.00am to 3.00pm at other times. We will always be happy to help with any queries.

Please come and ask rather than worry about your exams!

Examination Regulations:

It is your responsibility to familiarise yourself with the JCQ 'Notice to Candidates' regulations, a copy of which will be given to you with your exam timetable. A copy of these regulations is also available on the school website and will be displayed outside all examination rooms.

Extra Time:

This will only be granted to an individual if they have evidence of a learning difficulty or disability. Students will be assessed by the SEN Department, who will identify whether there is a need for students to have up to 25% or in extreme circumstances up to 50% extra time.



Food and Drink:

Food is not allowed into an exam room unless special permission has been given you.



You are only allowed to take into the examination room a bottle of water. This must be in a clear plastic bottle and **all labels must be removed**. You will not be able to leave the exam room to refill a bottle of water and invigilators cannot leave the exam room to do this for you.

Any other type of drink is not permitted – this is in case you spill your drink over your exam paper. If it is only water that is spilt there is a greater chance that your exam paper can be saved.



Grade Boundaries:

These are the scaled marks required to achieve grades. Grade boundaries (and pass marks) indicate the minimum marks needed to achieve a certain grade.

**Headwear:**

Only headwear worn for religious beliefs can be left on during an exam. Sports caps, hoods, woolly hats, bandanas etc. will not be allowed.

**Illness:**

If you become ill during the exams period, please inform the Exams Officer ASAP so that advice can be given on the best course of action.

Invigilator:

An invigilator is someone who watches over candidates during an exam to ensure that JCQ exam conditions are met. You must follow all instructions and directions given to you by an invigilator.

**JCQ – Joint Council for Qualifications:**

JCQ represents all the awarding bodies that offer general qualification i.e. GCSE and GCE. JCQ ensures that learners of all ages and level of ability have access to qualifications and is responsible for producing administration rules for general qualifications e.g. regulations on access arrangements.

JCQ Inspectors:

On the spot ad hoc inspections are made to all centres during the examination period to ensure that all centre staff and students are adhering to the general regulations laid down by the awarding bodies.

**Knowledge:**

Work hard, learn your subjects and excel in your exams/qualifications

'Knowledge is power, Information is liberating. Education is the premise of progress, in every society, in every family'. Kofi Annan



Late Arrivals:

Please be on time for all your exams (you should be outside the exam room 15mins before the stated time). If you are late, please ensure you have contacted the Exams Office so they know you will be late. On arrival, report to Main Reception who will contact the Exams Office to come and collect you and take you to the exam venue. If you arrive very late, i.e. one hour after the published start time, you may not be allowed to sit the exam if adequate invigilation is not available. Even if it is, the awarding body may not accept your script.

Location of Examinations:

Exams will mainly take place in the Sports Hall, B Gym, or the Main Hall. Smaller exams might take place in other locations in school. The venues will be stated on your individual candidate timetable. If you have access arrangements, your timetable will also be sent to our SEN department. This information will also be posted on the exams noticeboard outside the exams office.

Please make sure you check where you should be in plenty of time so you are not late for the start of the exam.



Malpractice:

Malpractice is any practice which is a breach of the JCQ regulations or which compromises the integrity of any qualification or the validity of an examination result or certificate.

This Malpractice can occur in the course of any exam or assessment, including the preparation and authentication of any coursework/controlled assessment, the presentation of any practical work, the compilation of portfolios of assessment evidence and the writing of any exam paper.

Mobile Telephones & other Electronic Equipment:

If a **mobile telephone or other electronic device** is found in your possession in an examination or quarantine room – **even if it is switched off** – it will be taken from you and a report made to the appropriate awarding body. The awarding bodies now operate a no-tolerance policy on all candidates discovered to be in infringement of the regulations and have advised the School that students discovered to have a communications device with them during an examination face disqualification from the subject concerned, see penalties section for more details. In addition, the School Principal is likely to take action against you under the School's disciplinary procedures. Please do not risk disqualification: either leave your mobile telephone/devices at home or hand them in at the mobile telephone box where you will be given a ticket to enable you to retrieve it at the end of the examination.

Mock Examinations:

All students will be sitting mock exams during the year in the subjects that they are studying. These are a valuable experience for both staff and students to gauge the level that students' progress has reached. All arrangements, including regulations, your timetable and seating will be the same as the main exam, giving you the opportunity to familiarise yourself with the procedures required.

Module Marks:

A copy of each module mark can be found on your official statements, these are given to you on Results Day.

Please therefore remember when completing UCAS to bring your statements of results with you.

N

Name – your name:

Write your name on all answer books, continuation sheets and additional sheets. School staff are not allowed to make any changes to your script, and any omissions may mean your paper is not marked.

O

Overnight supervision:

Overnight supervision will be required if you have examinations totalling more than 6 hours in one day if you are an A2 Student or more than 5½ hours if you are a GCSE student.

You will be required to be kept under supervision by your parents until the following morning when you will sit the rest of your examinations that should have been sat the previous day.



Overnight supervision is required so that you do not come into contact with anyone else who has already sat exams which you have not. Therefore whilst in supervision you will not be able to have a mobile phone in your possession, use the internet or have any contact with the outside world.

A Parental declaration form must be completed in the presence of the Examinations Officer at least 7 days before the examination in question.

P

Penalties:

The JCQ issues the following penalties depending on the offence that was committed:

- Warning
- Loss of all marks gained for a single piece of coursework
- Loss of all the marks gained for a component
- Loss of all marks gained for a unit
- Disqualification from the unit
- Loss of all the marks gained from all components/units in all qualifications taken during the exam series
- Disqualification from the whole qualification
- Disqualification from all qualifications taken in that exam series
- Barred from entering for one or more examinations for a set period of time.

Plagiarism:

There are many definitions of plagiarism, but they all have in common the idea of taking someone else's intellectual effort and presenting it as one's own. The Joint Councils *Guidelines for Dealing with Instances of Suspected Malpractice* defines plagiarism as: *"The failure to acknowledge sources properly and/or the submission of another person's work as if it were the candidate's own."*

Prohibited Material:

The following items must not be brought into any examination room:

- Books (unless set texts for specific examinations – please note, post-its and excessive annotations are not permitted in open book exams – all books will be checked prior to the exam beginning), notes, letters, diaries or other printed material;
- Calculator cases or instruction books;
- Mobile phones or other electronic devices;
- Non transparent pencil cases (use transparent plastic bag as a substitute);
- Spectacles cases
- Music devices of any description.
- Watches (Digital or Analogue).

Bags and coats must be left at the far side of the room within the exam venue.



Quarantine: (See Clashes)

YOU WILL BE NOTIFIED OF YOUR QUARANTINE ARRANGEMENTS.

You will be supervised before or immediately after your examination until the end of your quarantine period. In quarantine, you may revise for your next examination or talk quietly with fellow candidates. You must not access the internet or communicate with any candidate who has already taken an exam for which you are being supervised. Please be respectful of invigilators and ensure that classroom furniture and/or equipment and books are left as they were found – neat, clean and tidy. You must take your litter with you or place it in the bins provided.



Readers:

Students with learning difficulties and/or disabilities may be entitled to a reader. A reader is someone that will read information from the exam paper and your own written work when requested.

Remarks:

(See Enquiries about results)

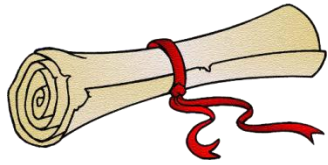
Re-sits:

Re-sits will be available in November each year for GCSE Maths and English Language.

Results:

A2 Levels:

Students will be able to collect their results on the morning of Thursday 17th August 2023.



GCSE:

Students will be able to collect their results on Thursday 24th August 2023.

Results will not be sent/handed to a third party unless written permission is given to our Exams Officer prior to results day.

Hard copies of student results will also be posted to their home addresses 1st class and emailed to their school email address that same day. (Also see change of address). If you wish to have them sent to a different email address, please communicate this to the Exams Office in advance.



Seating Plans:

Seating in the examination venues is ordinarily in Candidate Number order, except when multiple subjects or those with differing tiers are taking place in the same venue. Details of your seating is included on your individual candidate timetable. A seating plan will be displayed outside the larger venues. Invigilators will have a copy of the seating plan and a register for the room. If you are unsure where to sit, ask the invigilator to locate your seat when you enter the exam venue.

Scribe:

Is a person who writes down what a candidate dictates when the candidate is unable to write. Permission is required from an awarding body in advance, though it can be given at short notice for unexpected occurrences.

Source Referencing:

Students must acknowledge the sources from which they have accessed information whilst undertaking the controlled assessment/coursework. This must include detailed references (web page, author, page numbers etc.) of any source material. **(Also see Plagiarism).**

Special Consideration:

The awarding bodies will not apply special consideration for anything other than **serious reasons**. Special consideration can only be applied for if a significant event has affected your performance **on the day of the examination and you can provide appropriate evidence.** Please see the Exams Officer immediately if you feel that you may have been affected by a circumstance beyond your control.

Statements of Entry:

Produced by school, Statements of Entry list all the exam units that you are entered for in a particular examination series, which you and your parent/guardian must read, sign, date and return to the examinations office by the allocated date. It is essential that you check all details on these statements very carefully to ensure that:

- a) **You have been entered for the right examinations – in particular if you have applied for re-sits or if there are several different tiers available.**
- b) **All of your personal details are correct, in particular with regards to spelling, as this information will be printed on your examination certificates. Whilst it will be relatively simple to change now once the certificates have been issued substantial costs will be involved if you notice any errors.**

Student ID:

Your candidate cards will be on your desk in the exam hall. This shows your name, the Centre Number and your Candidate Number. **Please do not deface it or remove from the exam room at the end of the exam.**



Times:

Unless otherwise stated all examinations at this school commence at **9am** (morning papers) and **1.00pm** (afternoon papers).

You should be ready to enter the examination room at least 15minutes before the published starting time.



If you arrive late do not enter the exam room without permission from our Exams Officer. Ask reception to phone the exams office and wait quietly without communicating until you are in the presence of our Exams Officer. Failure to comply with this procedure will be seen as having broken exam security.

Timetables:

You will be given your own personal timetable. Please check your personal timetable carefully – this has been produced by our Exams Officer and is personal to you ONLY. If there are any errors (e.g. name, date of birth, sex, examination entry), please notify the Exams Officer immediately. Dates are given on the timetable(s) issued to you. Check carefully to see if the examination is in the morning or afternoon – extra time may not be permitted if you are late. Take special note of any re-arrangements due to a timetable clash.

YOU AND YOU ALONE, ARE RESPONSIBLE FOR CHECKING YOUR EXAMINATION TIMETABLE. IF YOU HAVE ANY QUERIES THEN PLEASE CONTACT THE EXAMS OFFICER IMMEDIATELY.



UCAS:

Useful link: <https://www.ucas.com/corporate/about-us/who-we-are/ucas-terms-explained>

The Universities and Colleges Admissions Service (UCAS) is the British admission service for students applying to university, including post-16 education.

UCAS Clearing:

You can use Clearing if you're not accepted on a course, you decline all offers or if you applied after 30 June and you still want to go to university the same year.

UCAS Tariff:

The Tariff matches up points to various qualifications you could use to get into higher education.

- This means universities can compare applicants with different qualifications.
- They can also make conditional offers with points totals you can aim for.

How does it work?

Use tariff tables to estimate what your points total might be, then you can apply for courses with points totals you can achieve.

- Check which of your qualifications earn points?
- You might also be asked for certain grades, sometimes in specific courses
- Some courses like A Levels are awarded points at both A and AS level - but full A Level values include AS points automatically. So remember not to add the extra AS value on top.
- Not all qualifications have Tariff points – if yours haven't, don't worry – the uni will make offers based on what you're studying.

Staff are available in school to help and advise when you are ready to start applying.

UCI Number:

A UCI (unique candidate identifier) number is a number which every candidate is given and is used to link all entries and results for a candidate across an exam series and between different exam boards and centres. If you join us in the 6th form it is important that you give us this number. It can be found on your certificates/results slips.

ULN Number:

A ULN (unique learner number) is a 10-digit number allocated to learners which will be theirs for life. Each learner will need a ULN so that they and educational providers, government agencies and awarding bodies can follow their learning progress.

University Tests:

Some universities and schools require you to take an admissions test as well as standard qualifications (i.e. A-Levels) if you are applying for certain courses in certain subjects.

V

Valuables:



Under no circumstances should candidates leave money or valuables (including calculators, keys, credit cards, cash or mobile telephones) in any bag.

IF YOU DO SO, IT IS AT YOUR OWN RISK.

W

Warning:

All the awarding bodies make it clear that:

- Their official examination sessions must be run under strictly fair conditions, with no form of deception. This rule includes any form of communication between students during an examination, as well as any other practice that could conceivably be seen as an attempt to deceive.
- Anyone attempting unfair practices can expect cancellation of examination entries and possible exclusion from GCSE/A2 Level examinations for a period of up to five years.
 - **(See Cheating, Malpractice, Penalties and Plagiarism)**

Watches:

Are not allowed. If you wear a wristwatch you will be asked by the invigilator to remove it and place it in your bag or away from your desk for the duration of the exam.

Word of Advice:

Remember to have something to eat and drink before taking your examinations, especially on hot days. We have experienced students who become dehydrated and are unable to complete their exams due to a lack of fluid intake. A banana eaten half an hour before the start of an exam can boost your concentration levels.

Word Processors:

Students who have been granted the use of a word processor in their written exams will use a school computer with a dedicated login. This may have spell check/grammar removed as a condition of the JCQ Adjustments for Candidates with Disabilities and Learning Difficulties Regulations.



X Marks:

On your results could indicate that you were absent, withdrawn from your unit or transferred to another centre.



Year End:

GCSE Students last day in school is when their last exam is sat. All resources given to you must be returned to the appropriate department.



Zero Marks:

In accordance with the penalty recommendations in the JCQ document *Suspected Malpractice in Examinations and Assessments*; the award of a zero mark is awarded for the unit in question, when a student is suspected of malpractice.

