



# Student Exam Information



**Centre Number: 64195**

## A Guide to the Exam Process

Exam time can be stressful and so I have created this document to help you understand how things will work for your exams in the summer. We are committed to ensuring that you, as candidates, are fully briefed on the exam and assessment process in place and are made aware of the required JCQ awarding body instructions and information for candidates. Keep this handbook in a safe place and consult it frequently; perhaps go through it with a friend, tutor or family member. The more people who know what is expected of you, the less likely you are to make a mistake that could cause you unnecessary worry.

If there is anything you do not understand or if you have questions that have not been addressed, please do ask! I can be contacted via email [showell@carringtonschool.org](mailto:showell@carringtonschool.org) or **come and find me in the Exams, Marketing and Careers office 2-12.**

Myself and the invigilators are **here to help you** and ensure you are given fair conditions to sit your exams. We want you to do well and make the process as smooth as possible.

**Mrs S Howell**

Exams Officer

## Exam Boards/Awarding Bodies

An examination board (also known as an awarding body) is an organisation that sets exams, is responsible for marking them and distributes results. The school currently uses the following examination boards:



## Centre and Candidate Number

Each school and college across the country has its own unique centre number. **Our centre number is 64195** and this will be displayed on a board in each exam room.

Students are also allocated a unique four-digit candidate number. This is the number you will need to write on every exam paper you write and it will be on a card placed on your exam desk. Please do not remove or deface this card as you will need it for each exam and cards will be used throughout the series.

## Times and Places

**Place:** The majority of your exams will take place **in the Sports Hall**. MFL listening exams may be in a classroom and on-screen exams will be in a computer room. Exams for some students with particular access arrangements may take place in other rooms.

**Time:** Exams start at 9:00am for morning sessions, and 1:30pm for afternoon sessions. Exams may finish after the normal end of the school day in some circumstances such as students sitting longer exams with extra time, or a clash occurring during an afternoon session. Dates and times are set by the exam boards and therefore cannot be altered by us as a school.

**Arrival:** Leave coats, bags and personal items in lockers and **get to The Observatory 15 minutes before your exam** start time so that you can be registered and lined up.

Displayed outside of exam rooms you will see the JCQ **Warning to Candidates** and **Unauthorised Items** posters. They can be found at the back of this booklet and you must be familiar with them.

## Exam Timetables

Before the Easter holidays, you will be provided with your individual exam timetable. Please ensure you check this thoroughly to ensure you have been entered for the correct subjects and the correct tier for Maths, Science and MFL. If you have any questions regarding your timetable, please do ask as it is very important these are correct. You will also be asked to check the name shown on your timetable. The exam boards will print certificates in your legal name so if there have been changes to this, please notify us by **Friday 31 March**.

## Uniform

Whenever you are in school, including for revision sessions, **you must wear the correct school uniform**. If you fail to do so, you will be asked to go home to change. Please do not arrive for an exam inappropriately dressed; this will cause embarrassment, disruption and may be distressing at a time when you want to remain calm.

## Late Arrivals

If you are running late to an exam, you must **telephone the school as soon as possible (01737 764356)** and head to Main Reception. If you arrive more than one hour past the start time of the exam, it will be up to the exam board to decide whether they accept your paper. The school will always phone parents/carers of students that fail to arrive.

## Equipment

You are responsible for providing your own equipment for exams. You must **only write in black ink**. You should bring all other equipment in a clear pencil case (spare black pens, pencils, rubbers, sharpener, maths set, calculators for certain exams). We will have spare equipment but the idea is that it is for back up; **please do come equipped to minimise disruption at the start and end of the exam**. Remember that you must not use gel pens or correction fluid. Highlighters may be used in the questions, but not in your answers.

## Unauthorised Items

**You must not take any phones, watches, headphones or any other electronic equipment into the exam room**. You also must not have any revision notes, blank paper or textbooks. Water bottles must be transparent with labels removed.

## Calculators

For some exams, you will need a calculator. Calculators must be free of lids, cases and covers which have printed instructions or formulae. You are responsible for ensuring your calculator is in working condition with sufficient power supply and that anything stored is cleared.

## Clashes

There may be a few students who have two exams scheduled to take place at the same time. Students affected will be informed of the arrangements prior. If two exams clash and are of a combined length of up to and including 3 hours, the exams will be sat back-to-back with a 20-minute supervised rest period in the exam room between the two exams.

## In the Exam Room

There are strict rules and regulations which are designed to ensure that all candidates across the country take their exams under the same conditions. These rules and regulations are listed below, on the school website and on posters outside of the exam room. The school **must report anyone who disobeys these regulations** and it can mean that the candidate's paper is refused by the exam board, and candidates may be disqualified from all other exams.

You are under formal examination conditions from the moment you enter the room until the point you are permitted to leave. This means you must not talk to, attempt to communicate with or disturb other candidates once you have entered the room. You must not open the question paper until you are instructed to by the invigilator. A breach of examination conditions is considered by the awarding bodies as malpractice and can lead to loss of marks or complete disqualification from a subject.

## Read the rules carefully and comply with them

1. **You must be silent from the moment you enter the exam room until you leave.**
2. Do not communicate in any way (not just talking) with other students or disturb them. This is from the moment you walk into the exam room and walk to your seat. Always face the front and do not turn around.
3. **Do not leave your seat without permission** from an invigilator. If you leave the room without permission from an invigilator you will not be allowed back in.
4. Mobile phones, watches, headphones, electronic devices and notes are not allowed in the exam. **If an unauthorised item is found, it has to be reported to the exam board, even if it is switched off.**

Any candidate who fails to follow the rules may be subject to indicative sanctions as detailed in the JCQ publication *Suspected Malpractice: Policies and Procedures 2022-2023* (<https://www.jcq.org.uk/exams-office/malpractice>)

## Absence from Exams

If you feel unwell during an exam and feel you cannot continue, tell an invigilator and they will help you. If you are unwell at home and cannot get to school to take your exam, you must telephone the school 01737 764356 to let your hub know, giving as much detail as possible.

All possible attempts must be made to sit the examination. Only in exceptional circumstances are candidates granted special consideration for absence. Medical or other appropriate evidence must be obtained and given to the Exams Office.

## Event of Emergency in the Exam Room

There will be no scheduled fire alarms during exams, so if the fire alarm goes off, please listen carefully to instructions from the invigilators. If necessary, you will be told to stop writing and evacuate the exam room in silence, under full exam conditions. You will return to the exam room when safe to do so and allowed the full time for the exam. A report will be sent to the exam board to let them know about the incident.

## End of the Exam

At the end of the exam, after all of the papers have been collected in, you will be dismissed row by row. You must **leave in silence**. Do not talk until you are well away from the exam room, as other students may still be finishing their exam.

## Results

Results day will be on **Thursday 24 August 2023**. You will be informed nearer the time on the arrangements for this day.

**Results will be available to collect from school in the morning.** If you wish someone else to collect your results, you must give your written authorisation detailing who will come to school to collect them. You may also provide a stamped, self-addressed envelope to the Exams Officer if you wish for your results to be sent by post.

## Post-Results Services

There are different post-results services available to students such as reviews of marking and access to scripts. If you wish to query your result, you will need to discuss this with your subject teacher and Mr Rolt, Deputy Headteacher.

They will advise and agree that the enquiry is realistic. You will need to provide written consent before any review of marking can be processed. Details will be provided to you on results day.

## Certificates

Certificates usually arrive by mid-November. We will contact you by email to let you know details of the collection event and announce this on our website and social media pages. Certificates are legal documents that you will need in your further education and employment for years to come. They must be kept safe as they are very expensive to replace.

## Internal Appeals & Complaint and Appeals Procedure

If a candidate, or parent/carer, has a general concern or complaint about the school's delivery or administration of a qualification, we encourage this to be resolved informally in the first instance. Please refer to **the Complaint and Appeals Procedure** and **Internal Appeals Procedure**, which can both be found on the school website.

**All other Exam Policies and Procedures can be found on the school website.**

**Please take the time to familiarise yourselves with the Information for Candidates section in the Exams section of the website and the posters on the next pages.**

## Using social media and examinations/assessments



**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.



Image by Ben Wight

### You need to know that the following would be malpractice:

- copying or allowing work to be copied – e.g. posting written work on social networking sites prior to an examination/assessment;
- collusion: allowing others to help produce your work or helping others with theirs;
- asking others about 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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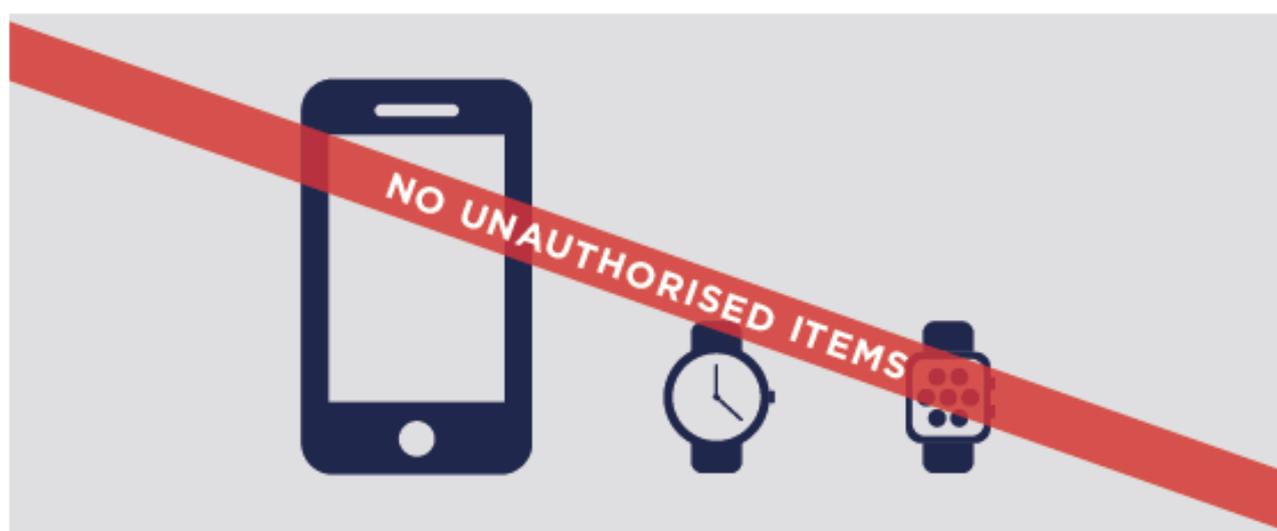
## Warning to Candidates

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 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.