

## **Students' Guide to Exams**

The information here is a summary of some of the most important things you need to know if you are taking GCSEs at St Aidan's Church of England High School. You should read the Information for candidates outside the Exam Office and on the school website.

<https://www.staidans.co.uk/parents-info/examination-policies-information>

### **The Examination system**

Separate Awarding Bodies run the public exams. While each one has its own administrative and documenting process, they all run to the same standard.

Departments are free to choose which Awarding Body specification they use and you should know this for each of your subjects.

AQA	Specification	OCR	Specification
Dance	8236	Biology A	J247
Food preparation & Nutrition	8585	Chemistry A	J248
Design & Technology	8552	Physics A	J249
Drama	8261	Combined Science	J250
English language	8700	Computer Science	J276
English Literature	8702	Health & Social Care	J 811
French	8658	Engineering	J842
German	8668		
Spanish	8698	Edexcel	Specification
Geography	8035	Art-Fine art	1FA0
Mathematics	8300	Art-Graphics	1GC0
History	8145	Business Studies	1BS0
Music	8271	Physical Education	1PE0
Religious Studies	8062	EDUQAS	Specification
Certificate Level 2 in Further Maths	8365	Media Studies	C680QS

The Awarding Bodies used are:

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

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

Pearson (Edexcel) – [www.edexcel.org.uk](http://www.edexcel.org.uk)

EDUQAS – [www.eduqas.co.uk](http://www.eduqas.co.uk)

### **Examinations Officer**

Mrs T Mahoney is responsible for administering all internal and external exams arrangements.

t.mahoney@staidans.co.uk

A team of external invigilators is present at all times during each exam session

### **Entries**

Every student is entered at the most appropriate level in each of their timetabled subjects.

**Students are only withdrawn from exams for which they have been entered after consultation with the appropriate Head of Subject.**

Entries are made to the Awarding Bodies in February for the summer season

### **Timetables**

General timetables will be posted on the school website and outside the Exams Office located next to PH2

Students will also receive individual timetables for the summer exams through their Form registration. Please check your timetable carefully as the details included on it will appear on your exam certificates.

Check:

The spelling of your name

Your date of birth

Your candidate number

That you are entered for the correct subjects and where applicable the correct Tier/Level

Please report any concerns to the Exams Office immediately.

You may notice an exam clash (two different subject exams at the same time). Where this happens one exam will be moved to a different session on the same day and those concerned will be quarantined for part of the day to maintain exam security. You will receive a letter from the Examinations Officer if you are affected. If you do not receive a letter within 1 week of receiving your timetable you must notify the Examinations Officer immediately.

### **Seating plans**

Seating plans will be posted outside the exam hall and the exams office the day before each exam. It is very important that you sit in the seat allocated to you. There may be more than one subject and different Tiers/Levels being examined in the same exam hall.

### **Start times**

Morning exams start at: 9:15

Afternoon exams start at: 1.30

Please arrive for your exam at least 15 minutes before the start time

Most exams are held in the Sports Hall or Constance Green although other rooms are also used. It is your responsibility to check where your exam will be held. You will be notified before the exams which area has been allocated as the secure bag room.

**Some afternoon exams may go on beyond the end of the normal school day. Please make sure you make alternative travel arrangements. You cannot leave an exam early if you have finished.**

### **Before your exam**

Check your timetable carefully and ensure you know the location of each exam room. Find out before the day of your exam if you are unsure where a room is located. Arrive at your examination at least 15 minutes before the start. Daily details for exams can be found on the exam's notice board outside the exam's office. They are also posted outside the exam hall on the day of the exam

Misreading the timetable is not a satisfactory explanation if you are absent from an exam or arrive to it late.

### **Materials permitted in the exam room**

Only bring essential items to your exam.

Stationery: You must bring your own pens, pencils, rulers, calculators\*, and any other required equipment to each exam. These should be kept in a clear plastic pencil case. A basic equipment list is available on the exam notice board

On your desk: Only the following items are permitted on your desk: your stationery items, and a small clear bottle of water with no label. Water bottles/canisters may be used but must be clear and logo free.

Bags and outdoor clothing: You are not allowed to wear coats, scarves, hats or outdoor wear during examinations. Place any such clothing, together with any bags/rucksacks you have brought with you, in the area reserved for storage of personal items before the exam begins. Leave it there until the exam is over and you have been given permission to exit the exam room. You will be advised where the storage area will be prior to your exams.

Valuable items: Ideally leave your valuables at home. Smart watches/wrist watches, Mobile telephones and any other items of technological or web enabled equipment must be left with your bags in the storage area or handed in to the invigilator before the start of the exam. It must be turned off, not just on silent mode. Bringing unauthorised equipment into the exam hall even if by mistake can lead to a malpractice investigation with the potential loss of exams/marks or even disqualification from all exams.

### **Identification**

GCSE identification during the exams will be monitored by the Exams officer and members of the Senior management team

.

### **During your exam**

Entering the exam room: You will be admitted to the exam room by an invigilator shortly before your exam is due to start. Once admitted to the room examination conditions apply. Sit at the desk allocated to you on the seating plan Seating plans will be posted daily on the exam notice board and outside each exam venue. Please check the details regularly as changes can and do happen. It is important that you sit in the seat allocated as not everyone may be taking the same exam and/or tier as you

Exam conditions apply: Talking or communicating in any way with any other student in the exam room before, during or after your exam is forbidden. Failure to observe this requirement will be treated as malpractice.

Listen carefully to the instructions that are given to you at the start and finish of each exam. It is your responsibility to complete the details on the front of each exam paper which will include your exam number.

**Do not start completing any part of the exam paper until told to do so.**

If, during the exam you have a problem please put your hand up to attract the invigilators attention.

### **Emergencies**

If there is an emergency or an alarm sounds during an exam the invigilator will instruct you to stop writing and place your paper face down on the desk. A note will be taken of the time. The Examinations Officer will liaise with Senior staff to determine if evacuation is necessary or not. If you are instructed to leave the exam hall leave everything on the desk and follow the instructions given by the invigilator. You will be taken to a designated assembly point. On your return to the exam do not start until you are told to do so. The amount of time lost during the alarm will be added to the original finishing time of the exam. Special Consideration will be applied for from the Awarding Body/s involved.

### **Regulations**

JCQ and the Awarding Bodies set exam regulations. Failure to comply to these regulations may lead to you being disqualified from an exam or in extreme circumstances all of your exams. Please ensure that you read the instructions to candidates on the exam notice board and available on the school website. Other exam related information is also available via the school website.

### **School uniform**

You must wear full school uniform to all your exams. The exam hall is often cold and more so this year, due to the Covid regulations for ventilation, so wear warm clothing eg school jumper, school hoodie.

### **After your exam**

You must remain seated at your desk until all scripts have been collected by the invigilator. Do not leave until instructed to do so.

You must not remove any answer books or parts of an answer book, whether used or not, any exam question papers, or any exam materials provided to you during your exam (statistical tables, data books, etc.)

Leave the exam quickly and quietly, there may be other students still sitting an exam. Please show respect for your peers.

### **Special Arrangements**

These are applied for when it is known that a student has a particular issue or difficulty just before or during the exams. For example, a student breaks their wrist prior to their exams, arrangements will be put in place to enable the student to complete their exams wherever possible. Please inform the Examinations Officer as soon as possible to allow time to make any arrangements necessary.

### **Special Consideration**

This is applied for when something unexpected occurs and may disadvantage a student. For example, illness during an exam meant that you did not perform as well as you would normally do or you physically did not make it into school. Please inform the Examinations Officer if you think Special Consideration may be needed. The application of Special Consideration to a student's exam is at the Awarding Bodies discretion.

### **Study Leave**

Study leave begins on a date agreed by school. Students will be notified of the official study leave date by the Head teacher after which you will only be required to be present when you actually have an exam. Please ensure that you sign in and out of school during exams.

### **Missing an exam**

If you misread the timetable this will not be accepted as a satisfactory explanation for absence from your exam.

**Illness:** Please notify school by contacting the Attendance Officer

([attendanceofficer@staidans.co.uk](mailto:attendanceofficer@staidans.co.uk)) as soon as possible if you are going to be absent from any exam because of illness. Special Consideration may be applicable please contact the Examinations Officer, Mrs T Mahoney for further information.

## **NEA**

This is an important part of many GCSE courses. Make sure you follow all the guidelines set by your teacher as well as those laid down by the awarding body. The work you submit must be your own otherwise this will be considered malpractice.

## **Results**

Summer series will be available for collection from Constance Green Hall on Friday 27th August from 9:15am. If you will be away on holiday please inform the Examinations Officer that you will require an alternative method of receiving the results by 30th of June 2021.

## **Post Results Service (Review of results)**

If you are unhappy with your GCSE results please see the Head of subject about the Post Results Service that may be available to you. Details of these services will be available prior to your results and included with your GCSE results.

## **Certificates**

During the Autumn term of 2021 there will be a GCSE certificate presentation evening. Details of this event will be given nearer the time.

Please do not hesitate to contact me if you have any queries

Mrs T Mahoney

Examinations Officer