

# Public Examinations Guide

## Summer 2019



Wallington  
County Grammar School

All students in Year 11 should ensure they read carefully the contents of this guide and are aware of the practices and procedures during the examination period. Queries about the administration of the examinations should be directed to the Exams Officer, Miss Clode. Any queries about results and progression into 6<sup>th</sup> Form should be directed to Mr Waters, Mr Bean, Mr Hasan, Ms Jennings, or Mr Robertson as appropriate.

### Key Dates

**GCSE results will be available for collection from the Hall between 8.00am and 10am on Thursday 22<sup>nd</sup> August.**

If you cannot collect your results and wish a nominee to collect them on your behalf, written and signed permission must be given to Miss Clode prior to your leaving day. **Please note that we cannot give out results by telephone.** Should you not be able to come to school and collect your results they will be posted to your home address at the end of the day on Thursday 22<sup>nd</sup> August.

### Examination arrangements and regulations

All students will be issued with personal timetables detailing their candidate number, each examination they are sitting, the start time and length of the examination, location of the examination and seat number. **It is the responsibility of all students to ensure these details are correct and, where errors are found or believed to have been found, students must inform Miss Clode immediately.**

The following arrangements are common to all examinations:

- Morning examinations start at 9.00am and afternoon examinations at 1.30pm, with the exception of Art and Modern Foreign Languages speaking examinations. Students sitting these examinations will be informed of the dates and start times by the relevant departments.
- All students should congregate outside of the examination room AT LEAST 15 minutes before the published start time;
- At all times, students must follow the instructions of the examination invigilators and members of staff;
- Where a student has more than one examination in a morning or afternoon session, all examinations in this session will be sat consecutively providing the total length of the combined examinations does not exceed 3 hours in a morning or afternoon session;
- Where a student has been timetabled for examinations exceeding 3 hours in any given session, Miss Clode will inform them of the arrangements for sitting the examination and for supervision throughout the day. Students in this situation will be supervised under full examination

conditions in between the morning and afternoon sessions **and must provide their own packed lunch and drinks for that day;**

- **Students must be in full school uniform/smart business dress when sitting an examination and must wear full school uniform/smart business dress if they attend school during the examination leave period.**

### **What to do if there is a problem on the day of an examination**

In the first instance, **do not panic!** If you know you are unable to arrive on time to an examination or are unable to sit an examination, the following procedures should be followed:

- Contact Miss Clode as soon as you know you are going to be late for an examination or unable to sit an examination. The phone number for Miss Clode is 020 8647 2235 ext 254;
- If you are too ill to sit an examination you must provide a medical certificate from your doctor within 7 days. The examination board may be able to consider awarding marks in your absence but there are no guarantees and certainly they cannot do so without appropriate medical evidence;
- If you are ill during an examination you must tell an invigilator and make sure Miss Clode knows in order to be able to apply for special consideration after the exam, if appropriate;
- If you are not here at the start of an exam, the school will try to contact you so please ensure we have your up-to-date contact details;
- Students arriving 60 minutes or more after the official start time may be permitted by the school to sit the examination but will be warned that their paper may not be accepted by the awarding body; please speak to Miss Clode in this instance.
- **Students who fail to arrive for an examination without proper reason will be required to refund the appropriate fees.**

### **Before an examination**

- Due to unforeseen circumstances it is sometimes necessary to re-room exams; students should check the exams noticeboards at the side of Ma7/opposite the green room for any possible room changes affecting exams.
- Students should know their seat number before entering the exam room.
- Please note the examination room security arrangements are as follows:

#### **Exams in Main Hall:**

- Students should assemble in the area outside the green room from 8.30am or 1.00pm
- Bags & Coats will be securely stored in HU3
- Entrance to School Hall will be on the green room side of the Hall

#### **Exams in Sports Hall:**

- Bags and coats to be left outside Sport Hall opposite changing rooms, unless instructed to store them on empty desks inside.

- Entry to Sports Hall for students will be by the doors near the PE Office/gym

### Ma7/Meeting room – SEN/clash room

- SEN/clash students may store their bags & coats in these rooms.
- These rooms are mainly used for SEN/clash candidates and will be supervised at all times whilst exams are in progress.
- It is the responsibility of all students to be aware of the examination regulations set by the Joint Council for Qualifications (JCQ) prior to entering the examination room. Copies of these are available on the school website under the *Students – Exam Candidate Information* section;
- Students may not communicate with any other student upon entering the examination room and until they leave the examination room. This includes all verbal and non-verbal communication;
- If you need to talk to an invigilator or senior member of staff in the examination room, please raise your hand and wait to be attended to.
- Students are not permitted to bring into the examination room their metal or opaque pencil cases, calculator case or any bags or any other material not listed on the question paper **including mascots, lucky objects and so on**. Students should use a **transparent** pencil case or plastic bag for the purpose of carrying pens, pencils, calculators etc.
- Students must bring their ID pass into **every exam**; no student will be allowed into the exam hall/room without either their ID pass or Oyster card. There will be desk cards on the desks for invigilators to identify quickly who is missing. You are still required to bring your ID and check where you are sitting BEFORE entering the exam room. This can be done by checking the seating plan on the exams noticeboards alongside Ma7 and the green room.
- Students may bring still water in a clear bottle (maximum 75cl) with the label removed into the examination room. The eating of sweets is permitted but chewing gum is strictly prohibited. Sweets must be removed from wrappers and placed in a small, clear plastic bag.
- The following items are prohibited in the examination rooms:
  - Mobile phones, whether on or off
  - Mp3, WMA, Mp4 players, smart-ware and so on;
  - Any electrical item capable of storing information, such as USB pen drives MP3 players, iPod etc.
  - iWatches

They must be placed in the clear zip-lock bag provided which will be collected by an invigilator prior to the start of the examination. All items will be stored securely outside of the examination hall.

### Conduct during an examination

- It is the responsibility of students to provide all materials, such as pens, pencils, rubbers, rulers, calculators and mathematical equipment which are required for their examinations. The school may provide a small number of materials required for an examination but, in such cases the school will not be held responsible for any malfunction;

- Before the examination begins, students must check that they have the correct question paper, the required answer booklet(s) and the required equipment to complete the examination. If there is a problem, this must be reported immediately to an invigilator or senior member of staff in the examination room;
- It is the responsibility of all students to read the instructions on the front of their question paper prior to the start of the examination and direct any questions to an invigilator or senior member of staff in the examination room when necessary;
- **The use of ink erasers, correcting pens, fluids or tape is prohibited in all examinations;**
- The use of iWatches in examinations is strictly prohibited. Those watches that incorporate the functions of calculators are forbidden in examinations where calculators are normally prohibited. The use of alarm systems in watches is also prohibited as these may cause a distraction. If you wear wrist watch, you will be instructed to remove it and place it on your exam desk in full view of the invigilator at all times.
- Students may not leave the examination room until the end of examination or, in an emergency, with the permission and under the supervision of an invigilator or senior member of staff. Should the fire alarm sound, all students should remain seated and await instructions from authorised staff. In the event of evacuation, all papers must remain on the desk and the hall will be locked. Students will assemble in silence on the school field away from other students as directed by the exam staff and exam conditions will remain in place at all times. On return to the hall the time allocation will be adjusted to compensate for lost time.
- In line with JCQ guidance there will not be an announcement that there are five minutes remaining in any exam.

### Conduct after an examination

- It is the responsibility of the student to ensure that all answer booklets are completed according to the examination board's instructions;
- Students must stop writing when the invigilator announces that the exam has finished. Continuing to write constitutes malpractice and we have a duty as an exam centre to report this.
- All examination materials must be left in the examination room. This includes question papers, answer booklets and additional answer sheets. It is an offence to knowingly remove any examination material from the examination room. Should this occur, a report will be submitted to the examination board and to the Senior Leadership Team;
- Students must leave the examination room under the direction of an invigilator or senior member of staff;
- When leaving the examination room, please do so quickly, in silence and without disruption to students still in the examination room or in classes in the vicinity of the examination room;
- Once a student has left the examination room they will not be permitted to re-enter it until the examination has been completed and all examination materials have been collected in by an invigilator or senior member of staff.

### Inappropriate conduct before, during and after an examination

- Students must behave appropriately at all times before, during and after an examination. **No warning will be given to students who misbehave;**
- In the event of inappropriate conduct during an examination, a report must be submitted to the examination board and to the Senior Leadership Team. Depending upon the incident, sanctions

may be applied by both the school and the examination board. Students should be aware that serious incidents can lead to disqualification from that specific examination, all examinations in that subject, all examinations with that examination board, all examinations with any examination board and, in the most serious cases, disqualification from all examinations for a fixed period.

## Examination Materials

The information below is taken from the JCQ “Instructions for the Conduct of Examinations” booklet.

## Use of Calculators

For question papers where the use of calculators is allowed, **candidates** are responsible for making sure that their calculators meet the awarding bodies’ regulations. **Calculator memory banks must be cleared before the start of each exam**

### Calculators must be:

- of a size suitable for use on the desk;
- either battery or solar powered.

### The candidate is responsible for:

- the calculator’s power supply;
- the calculator’s working condition.

### Calculators must not:

- be designed or adapted to offer any of these facilities:
  - language translators;
  - symbolic algebra manipulation
  - symbolic differentiation or integration;
  - communication with other machines or the internet.
- be borrowed from another candidate during an examination for any reason, although an invigilator may give a candidate a replacement calculator, but cannot be held responsible if it malfunctions;
- have retrievable information stored in them – this includes:
  - databanks;
  - dictionaries;
  - mathematical formulae;
  - text.

## Post results services

Exam boards offer the following services for a fee:

- Priority Review of marking - only available if a university place is at stake and for Edexcel GCSE subjects
- Priority Review of marking plus return of script – available as above
- Review of marking;
- Review of marking plus return of scripts;
- Original script returned;
- Priority photocopied script (available for A Level & GCSES with Edexcel, OCR & WJEC, not AQA). Only use this service if you are not sure about asking for a review of marking. **DO NOT USE** it if a place at university is at stake – ask for a priority review of marking).

The deadlines for the services vary depending on the service and **cannot be changed**: it is therefore the responsibility of the student to consult with staff and ensure they complete all necessary paperwork and submit payment in good time. The relevant forms will be available from the examinations office from 22<sup>nd</sup> August. **You are strongly advised not to be on holiday at this crucial time.**

### Issuing of examination certificates

Arrangements for the distribution of GCSE certificates are as follows:

- GCSE certificates will be distributed to students in the October/November following the exam season.
- Students who do not join the 6<sup>th</sup> form at WCGS will be notified in writing when to collect their certificates;
- You may nominate a named individual to collect your certificates on your behalf, providing you inform Miss Clode in writing prior to their collection;
- If you prefer to have your certificates posted you should provide Miss Clode with a cheque for £5, made payable to 'Wallington County Grammar School', to cover the cost of special delivery, together with the address to which the certificates should be sent.
- You must check the personal details on the certificates. In case of errors, certificates must be returned to Miss Clode for correction by the awarding body. There will be a charge for this if errors are not reported immediately.
- Any uncollected certificates will be destroyed twelve calendar months after the date which they should be given out, in line with JCQ guidelines. You are reminded that it is your duty to collect these and, if you do not and need copies later in life, you will have to liaise directly with the Examination boards who will charge for any replacement Statement of Results.
- In all instances, exam certificates should be carefully looked after. You will be required by future educational institutions and employers to provide evidence of your academic qualifications. Exam boards will charge to provide official statements of results if you lose your certificates.