

STUDENT HANDBOOK

2023/24

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This handbook is reviewed and updated annually

Produced/reviewed by	
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EXAMS AT ALL SAINTS ACADEMY

All Saints Academy aims to make the examination experience as stress-free and successful as possible for all students.

This handbook is intended to inform you about examination procedures, to answer some of the most frequently asked questions and to help, guide and support students and parents through the examination process.

Hopefully, this handbook will prove informative and helpful for you. Please read it carefully so that you are aware of the examination regulations and the procedures to follow in the event of any problems occurring.

The examination boards set down strict criteria which must be followed in 'The Instructions for Conducting Examinations' and All Saints Academy is required to follow them precisely. You should therefore, pay particular attention to the JCQ Information for Candidates and Warning to Candidates included in this handbook.

If you have any queries or need help or advice at any time before, during or after the examinations please contact:

Mrs Patricia Gourley
Exams Officer

Email: patricia.gourley@asap.org.uk

Telephone: 01752 705131 (ext. 242)

(The Exams Office is based in room 247 - in the break out area by the Lighthouse)

Remember – We are here to help.

Exam Timetable

After the Easter holidays a list of all the exams in the season will be found on the school website and will be communicated to students in assemblies and tutor time. It will also be displayed on the notice board, outside the Exams Office, and in the pastoral corridor on the second floor.

Individual Timetables

Your individual exam timetable will be issued through your Form Tutor and also emailed to both you and your parents. Please keep it safe as you will need to refer to it daily.

This timetable will show your specific examinations with details of date, time, duration of the exam, venue and seat number. It will also show your candidate number which is a four-digit number you will need to write on all of your exam papers. Please make sure you check this timetable before each exam so that you know your venue and seat number.

Personal Details

Please check that all of your personal details are correct on the laminated ID card you will receive before the summer exams. This information will appear on your certificates so it is really important it is correct. See Mrs Gourley in the Exams Office immediately if something is wrong. ***You will need to look after your ID card as you will need it for every exam so that invigilators can identify you.*** You will need to place your ID card on your exam desk in each exam.

Clashes

Your timetable will be carefully checked to make sure that there are no clashes. (A clash is when you have two or more exams timetabled at the same time).

Where there is a clash of subjects the Exams Officer will reschedule exams (on the same day). Candidates will normally sit one paper followed by a break during which they will be supervised by an Invigilator. During this time candidates must not communicate with other candidates or access the internet. They will then sit the second subject paper.

Rescheduled times will be on your individual candidate timetable. It may be necessary for you to bring a packed lunch as you will have to remain under supervision until both exams are completed.

Practical Subjects

Exam dates for Art, Photography and all Foreign Language Speaking exams, will be agreed with your teacher and therefore will not be on your individual timetable.

Equipment you will need

Please make sure you have the correct equipment for the exam e.g. **black pens**, pencils, erasers, ruler and a calculator. If you bring in a **pencil case it must be a clear plastic one**. Pencil cases are not allowed on the desk, unless they are clear plastic. As a school we will provide you with the equipment that you need but if you wanted to use your own then you will need to follow the guidance above.

Calculators

Candidates may use a calculator in an examination unless prohibited by the exam board's specification. Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the exam board's regulations. The instructions set out in this section apply to all examinations unless stated otherwise in an exam board's specification. All Saints Academy will supply a calculator for you but if you want to use your own you must abide by the following:

Calculators must be:

- of a size suitable for use on the desk;
- either battery or solar powered;
- free of lids, cases and covers which have printed instructions or formulas.

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;
- have retrievable information stored in them - this includes:
 - ☂ databanks;
 - ☂ dictionaries;
 - ☂ mathematical formulas;
 - ☂ text

Where access is permitted to a calculator for part of an examination, it is acceptable for candidates to place their calculators on the floor under their desks in sight of the invigilator(s) for the non-calculator portion of the examination.

THE DAY OF THE EXAMINATION

Examination Start Times:

9.15am for the morning session

1.10pm for the afternoon session

These are the usual start times but candidates are responsible for checking their own timetables and arriving at school on the correct day and time, in school uniform and with the correct equipment. **Candidates must arrive at least 15 minutes prior to the start of the examination unless instructed to arrive earlier.** Please make sure you have **used the toilet facilities prior to the exam.**

Bags are not allowed with you in the exam, so these need to be dropped off at the front or back of your designated exam room. Invigilators will instruct you on where to leave your bags as you enter. Please make sure that any equipment you need is on your person before entering the exam room and dropping your bag off.

If you are in the YMCA you need to line up in front of the corresponding letter of the row in which you are to be seated. Please wait quietly outside your exam venue as other exams may already be taking place.

Once you enter the exam venue you are under **exam conditions.** You must not speak to other candidates.

Sit in the seat indicated on your individual timetable and place your laminated ID card so that it is visible to Invigilators on your desk. If you cannot find your seat, raise your hand quietly and an Invigilator will come and assist you.

Do not attempt to communicate with or distract other candidates. Looking around and smiling at other candidates is classed as communication. Please sit and face the front at all times. You are also not permitted to put your head down on the desk as your face must be visible to the Invigilators at all times.

MOBILE PHONES MUST BE TURNED OFF BEFORE ENTERING THE EXAMINATION ROOM. You must put this inside your bag or hand it to an Invigilator. **Your wrist watch must also be removed and placed in your bag.** If any devices are handed to invigilators they will be returned at the end of the examination.

If a mobile phone/smartwatch (or any other type of electronic communication or storage device) is found in your possession during an examination (even if it is turned off and in your pocket) it will be taken from you, and a report will be made to the appropriate exam board. This could result in disqualification from the examination. No exceptions can and will be made.

Food is not allowed in the examination room. Only **still water in a clear plastic bottle** is allowed (any labels should be removed). Queries regarding medicines, etc, should be addressed to the Exams Officer.

You will be asked to check that you have the correct exam paper on your desk - check the subject and that you have the correct level i.e. Foundation or Higher. If something is wrong, put your hand up and wait for an invigilator to come to you. **Do not open the paper until you are told to do so.**

Read all instructions carefully and number your answers clearly. Listen carefully to instructions and notices read out by the Invigilators – there may be amendments to the exam paper that you need to know about.

Please do not write on examination desks or your ID cards. This is regarded as vandalism and you will be asked to clean the desks or even pay for the damage. Do not draw or graffiti on examination papers as the examination board can refuse to accept your paper.

Candidates must stay in the examination room for the duration of the exam and may not leave early. If you have finished the paper use any time remaining to check over your answers and ensure that you have completed your details correctly.

At the end of the exam all work must be handed in – remember to cross out any rough work. If you have used more than one answer book or loose sheet(s) of paper, slip them inside your main answer booklet in the correct order, and ensure your details are written on each booklet/sheet of additional paper.

Invigilators will collect your exam papers before you leave the room. Absolute silence must be maintained during this time. Remember you are still under **exam conditions** until you have left the room. Remain seated until told to leave the examination room. Please leave the room in silence and show consideration to other candidates who may still be working.

FREQUENTLY ASKED QUESTIONS

What to do if I am ill before the exam and unable to attend?

If you are ill before an examination and therefore unable to sit the paper please telephone the Exams Office to inform us on **01752 705131 (ext.242)**. It may be possible for the school to apply for special consideration on your behalf if you have supporting medical evidence.

What is an appeal for Special Consideration?

Special consideration is an adjustment to the marks or grades of a candidate who is eligible for consideration. The allowance of special consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for exceptional cases).

Students and Parents should be aware that any adjustment is likely to be small and no feedback is ever provided. Candidates will only be eligible for special consideration if they have fully prepared and covered the whole course but performance in the examination or in the production of non-examined assessment is affected by adverse circumstances beyond their control.

Examples of such circumstances may be illness, accident or injury, bereavement, domestic crisis. The Exams Office must be informed immediately, so that necessary paperwork can be completed (within 7 days of the last exam session for each subject) and the candidate will be required to provide evidence to support such an application.

What to do if you are ill during the exam?

If you are taken ill during an exam you should put up your hand and tell an invigilator. They will then draw this to the attention of the Exams Officer.

What happens if you are late or miss an examination?

Candidates who arrive late for an examination may still be admitted if they arrive within an hour of the official start time, once agreed by the Exams Officer. Please wait outside the room for an Invigilator to seat you.

If you are absent from any examination without good reason you will be asked to pay for the whole exam fee. Please note that misreading or not checking your timetable will not be accepted as a satisfactory explanation of absence.

Can I take the exam on another day?

No. Timetables are published by the exam boards and you must attend on the stated date and time.

Why can't I bring my mobile telephone/electronic devices (including watches) into the exam room?

Being in possession of a mobile phone/smartwatch/wrist watch (or any other electronic device) is regarded as malpractice and is subject to severe penalty from the Exam Boards.

What is meant by the term Malpractice?

Malpractice is when a candidate fails to comply with the JCQ regulations.

How do I know how long the exam is?

The length of the examination is shown on your individual timetable under the heading 'duration'. The invigilators will tell you when to start and finish your exam. They will display the finish time of the exam at the front of the exam room. There will be a clock in all examination rooms.

What do I do if I think I have the wrong paper?

The invigilators will ask you to check before the exam starts. If you think something is wrong, put your hand up and tell the invigilator immediately.

Invigilators

The school employs a team of invigilators to conduct the examinations. Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times. Any disruptive behaviour, or any pupil who behaves in an unacceptable manner, will be reported to the Exams Officer.

Invigilators are employed to ensure that exams run smoothly and that JCQ regulations are upheld. They are not allowed to explain any questions to you. If, however, you feel there may be an error on an exam paper then please raise your hand to alert a member of the invigilation team.

All students must...

- Read and fully understand the JCQ Notices to Candidates included in this handbook and note that to break any of the examination rules or regulations could lead to disqualification from all subjects. All Saints Academy must report any breach of regulations to the exam boards.
- The JCQ documents can be viewed on the school website.
- Check all the details on your Statement of Entry (issued prior to written exams) and report any errors to the Exams Officer.
- Read and fully understand the information for Candidates NEA/Coursework.
- Read the instructions on each exam paper carefully.

During the exam remember:

- ☐ **DO NOT** talk to, attempt to communicate with or disturb any other student once you have entered the examination room.
- ☐ **DO NOT** have anything on your desk except examination stationery and equipment needed in a clear pencil case. Any water must be in a clear plastic bottle with the label removed.
- ☐ **DO NOT** have anything written on your hands or arms or any unauthorised notes in your pockets.
- ☐ **DO NOT** pass anything to another candidate.
- ☐ **DO NOT** risk keeping your phone in your pocket (even if it is in something else) or wearing a smartwatch or wrist watch. You will be subject to penalty and possible disqualification from the exam/qualification.
- ☐ If you are concerned about anything put up your hand and speak to an invigilator.

AFTER THE EXAMINATIONS

Examination Results will be available to collect from School:

Thursday 22nd August 2024 9.00am – 11.00am

If you are not able to collect your results in person you can nominate someone else to collect them on your behalf. However, you must provide them with your written permission to do so, without this we are not able to release your results, even to a parent.

Any results not collected on the day will be posted to your home address.

Exam Certificates will be available to collect from School:

December 2024 – From Reception

Again, if you are not able to collect them in person you can nominate someone else but they must have your written permission to be able to collect them on your behalf.

All certificates must be collected by July the following year. Please collect your certificates as they will be needed as proof of your qualifications for future employers.

APPENDIX 1: Information for candidates (JCQ)

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:

(a) notes;

(b) an iPod, a mobile phone, a MP3/4 player or similar device, a watch, AirPods or earphones/earbuds.

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:
 - (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:
 - (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 **Do not** start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. **Do not** open the question paper until you are instructed that the exam has begun.
- 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:
 - (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 any stationery from the exam room. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.

APPENDIX 2: Warning to candidates (JCQ)



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.

Effective from 1 September 2022

APPENDIX 3: Unauthorised Items (JCQ)



AQA

City & Guilds

CCEA

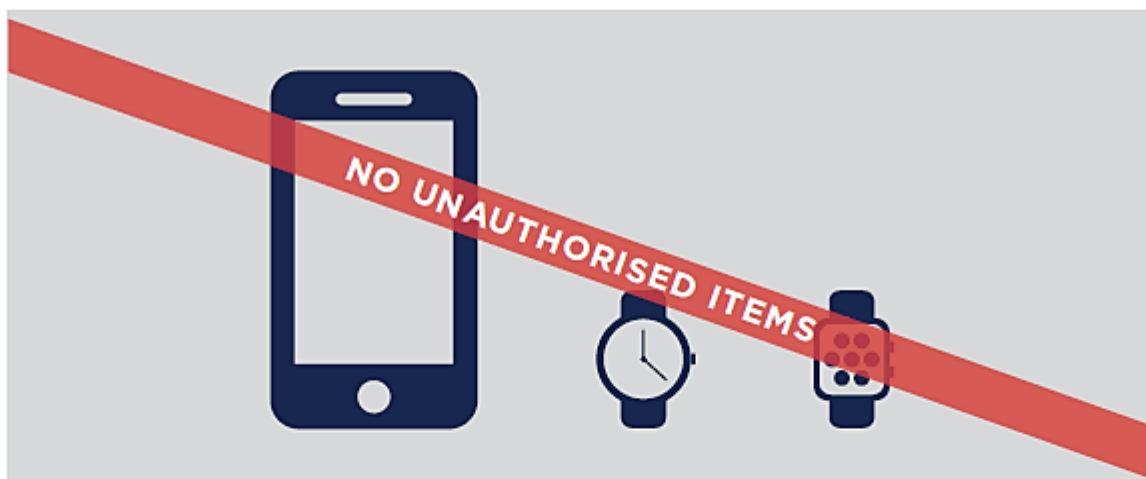
OCR

Pearson

WJEC

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.