

CANDIDATE EXAMINATION INFORMATION

2019-2020





Dear Students,

This booklet contains important information about your examinations which you will need to read and refer to during this academic year.

The Joint Council for Qualifications also provides candidate information that you must read. You can find copies of these documents on our school website www.stjohnfisher.school as well as the JCQ website www.JCQ.org.uk

The display board in the canteen will be updated termly with exam timetables and important information relating to entries, as well as useful exam tips to help you.

You can also email Mrs S. Darby the Examinations Officer, if you are unsure about anything relating to your exams s.cole@stjohnfisher.school

Purpose of this booklet:

- To advise you of the way our examinations run at St John Fisher Catholic School.
- To inform you of the information you will receive prior to both Public examinations and Pre Public examinations (referred to as PPEs—also known as mock exams).
- To inform you of where to access exam related policies.
- To make sure you are aware of the rules and regulations set by the JCQ awarding bodies.
- To ensure you are informed of the JCQ information to candidates.



Exam related policies

- All exam related policies can be accessed on the school website and obtained upon request from the exams office. Policies are reviewed and updated in the Autumn term of each new academic year.

JCQ documents that students must read

- There are several documents from the JCQ that students must be informed of and should read before completing their exams.

The following documents should be read and are included at the back of this booklet

1. Information for Candidates—NEA
2. Information for Candidates—written examinations
3. Information for Candidates—on-screen examinations
4. Information for Candidates—social media
5. Information for Candidates—Privacy notice
6. Warning to Candidates
7. No Mobile Phone Poster

You will receive the relevant copies of the information for candidates at the start of your course and before each exam series you have been entered for.

We would like to wish all students good luck with their examinations this year



Certificates

- After the deadline for post results, certificates will be printed by awarding bodies. Schools should receive these certificates by the middle of November.
- If you sit your exams in Year 10 or 12, your certificates will be securely stored until the following year when you complete your GCSE or A level qualifications.
- Certificates will be available to collect from Monday 16th November 2020 Collection is between 12:00pm & 3:00pm Monday—Thursday during term time. Please contact Mrs Darby in advance to ensure your certificates are available to collect before you arrive. If you are unable to collect during these times, you must give prior notice to the exams officer or you will be asked to return.

Mrs Darby—s.darby@stjohnfisher.school 01634 543123 ext 5764

You can authorise another person to collect your results/certificates for you. If you wish to do this, you must sign and date a letter of consent, naming the person authorised to collect. They should bring this letter with them when they come to collect. Results/certificates will not be given without this consent.

Personal data

- In order for you to sit your exams we will need to share personal information about you with the awarding bodies.
- Please read the 'JCQ Information to Candidates—Privacy Notice' for more information.
- We will also include your exam results in our school presentation booklets and may share your achievements with outside agencies such as news reporters.



Non Examination Assessments

Now that the majority of the qualifications you will sit at both GCSE and A level are reformed, coursework and controlled assessments no longer exist. This has now been replaced with non examination assessments (NEA). For some of your subjects, you will need to complete an NEA which contributes to your overall qualification grade. Assessments are completed during your normal subject lessons and will be timetabled to take place during the year. There will be certain conditions you must adhere to when completing your assessment and your subject teacher will inform you prior to the assessment taking place so that you are fully prepared and understand what is expected of you. It is extremely important that you attend school for these assessments as you may not have another opportunity to complete.

You will be:

- Told by your teacher when and where your assessment will take place.
- Given a formal deadline for the completion of your assessment.
- Advised how your work will be marked/assessed.
- Told your assessment mark and be given a deadline to complete any review of marking requests.

You should:

- Speak to your teacher if you are unsure of any of the requirements for your NEA.

You must:

- Make sure you read the Information for Candidates: Non-examination Assessments' included at the end of this booklet. If you are unsure, ask your teacher to go through it with you.



Written examinations—Public examinations

Before you sit your examinations, you will be given several documents to ensure you are fully prepared to sit your exams. Dates and times are set by the awarding body and cannot be changed.

You will be:

- Given an entry statement/provisional timetable—which includes your personal details, the exams you are entered for, and the dates and times of these exams. Prior to your exams, you MUST check these to ensure this information is correct and inform the exams officer if you believe there to be a mistake.
- Given a completed exam timetable two weeks before you sit your first exam. This includes the same information as above, as well as rooms and any special requirements you may be entitled to.

There will be a full exam timetable available on the school website and in the canteen exam display two weeks before each exam season.

You should

- Check notice boards ahead of time for any updated exam information.
- Keep your timetable safe, as new copies will be charged at 10p.
- Ensure you have the correct equipment to bring with you to your exams.

You must

- Make sure you read the Information for Candidates: Written Examinations included at the end of this booklet. If you are unsure, ask your teacher to go through it with you.
- Make sure you read any letters relating to your exams which contain important information on the arrangements for exam days.



Result

- Prior to results day you will receive a letter explaining the arrangements for the collection of results from school. Collection will be from the Upper Site, Ordnance Street on the dates below.

GCE results day – Thursday 13 August 2020

GCSE results day – Thursday 20 August 2020

Post result services

- After receiving your results, there are a number of post result services, known as reviews of results, available to you if you believe the mark you have been given could be wrong. This includes: clerical checks to ensure marks have been calculated correctly; reviews or making to check the correct mark scheme has been applied and access to scripts where you can look through the paper to see how you were marked. You will be informed of the post results services available, along with fees and more information, before you sit your exams and again on results day.



Suspected Malpractice

- Malpractice in exams means any act or practice which is a breach of exam regulations, which compromises the integrity of the exam. The awarding body will make a decisions based on the information given to them, which could result in your disqualification from the exam as well as all previous and future examinations. For example, if you try to communicate to another candidate in the exam room by speaking, signalling or any other way, this is classed as malpractice. The invigilator will write a report and the exams officer will notify the awarding body.
- Electronic devices in your pocket, even if switched off, constitute malpractice.
- For a minor offence, you would be disqualified for the exam the incident occurred in. For a repeat or more serious offence, the awarding body could disqualify you from all previous and future exams which could seriously affect your further education prospects.
- If a malpractice incident is proven we must declare this on your school references in the future.

Remember to:

- Switch off all electronic devices and hand them in to an invigilator.
- Put notes, textbooks and other unauthorised materials in your bag before you enter the exam room
- Ensure you have no writing on your hands
- Remove and hand in any wrist watches; there will always be a clock available in the exam room.



Written examinations—pre public examinations (PPEs)

All year groups at St John Fisher will sit PPEs each academic year. How many you sit will depend on your year group and the subjects you are studying. Before you sit your exams, you will be given several documents to ensure you are fully prepared.

You will be:

- Given a PPE exam timetable two weeks before you sit your first exam. This will include the exam date, time, room and any special requirements you may be entitled to.

There will be a full exam timetable available on the school website and in the canteen exam display two weeks before each exam season.

You should:

- Check notice boards ahead of time for any updated exam information
- Keep your timetable safe as new copies will be charged at 10p
- Ensure you have the correct equipment to bring with you to your exams.

You must

- Read the 'Information For Candidates: Written Examinations' included at the end of this booklet. If you are unsure, ask your teacher to go through it with you.
- Read any letters relating to your exams which contain important information on the arrangements for exam days.



Exam clash

- A clash is when two exams are due to start at the same time
- You will sit one exam after the other with a fifteen minute supervised break in between. You must remain in exam conditions during the break.

If your clash exams total more than three hours (including extra time) one exam will be moved to the morning/afternoon. You will be supervised during lunch and will not be allowed access to any electronic devices.

Start and end times—St John Fisher

- Mostly, morning exams begin at 9:00am and afternoon exams at 1:15pm.
- Some exam start times may vary so always check your timetable.

Supervision during the exams

- Exams are invigilated by our LSAs and external invigilators, who have to follow strict JCQ awarding body rules and regulations.

Seating plans

- You **MUST** sit in the correct seat printed on your timetable and seating plans displayed outside your exam room.
- Candidate slips are put out on desks so you can check you are sitting in the correct seat. Ask an invigilator if you cannot find your correct seat

Identifying candidates

- A member of staff will be present at the start of the exam to correctly identify students.



Candidates with Access Arrangements

- Some candidates may be entitled to extra support during their exams. This is known as Access Arrangements (AA).
- If you are entitled to AA, you and your parent/carer will be sent a letter explaining the arrangements.
- You will have access to these arrangements in class assessments, PPEs and public examinations. The arrangements are not mandatory but we do encourage students who are entitled to an arrangement to use it, as regular practice this will only benefit you.
- AA will reflect your normal way of working.
- An exam access arrangement card will be placed on your desk before you enter the exam room. This will remind you of the arrangements available to you for every exam.
- Laptops/word processors are not automatically available for maths examinations but can be requested in advance if you would prefer.
- If you are unsure about your arrangements, you should arrange to speak with the SENCo or exams officer as soon as possible.
- If during the exam you have any concerns about your arrangements, or think you have not been given access to an arrangement you are entitled to, you must speak to the invigilator.



What to do if you arrive late for an exam

- If you arrive late for your exam you should go to reception and let the receptionist know you should be in an exam. The receptionist will contact the exams officer or SLT who will meet and escort you to the exam room.
- You will be allowed the full time to complete the exam.
- If you arrive one hour or more after the start time of the exam or if the exam has ended, you are classed as very late. You may not be permitted to sit the exam if you arrive after this time.
- If you think you may be very late for your exam for any reason, you should contact the school and, where possible, give a responsible adult any electronic devices you have with you. If a parent/carer or responsible adult can verify you did not have access to any unauthorised materials from the start time of the exam, the awarding body is more likely to accept your exam paper.
- If you arrive late on more than one occasion without a justifiable reason, the school may refuse to let you sit any further exams.

What happens in the event of an emergency in the exam room

- If the fire alarm sounds, you **must** stay in **silence** and listen to the instructions given to you by the invigilator.
- You should stop writing immediately and will be told to close your exam paper. A note of the time will be made on the white board and invigilator report.
- You should never attempt to remove your exam paper and take it out of the exam room.
- If an evacuation is necessary, you must remain in silence. You will be escorted outside and must line up where directed by your invigilator.
- If you attempt to communicate with any candidates, staff, or non examining students within the school, a report will be made to the awarding body and you may be disqualified from the exam.

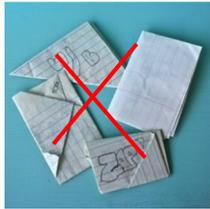


Exam Conditions

- Make sure you have the correct equipment for your exams. An equipment list is provided in this booklet.
- You must line up on the playground for both morning and afternoon exams at the times specified on your timetable letter.
- You must check your timetable to ensure you know which room and seat you are sitting your exam in. Seating plans will be available outside your exam room each day.
- You will be under exam conditions from the moment you enter the exam until you leave. You **MUST** stay in silence for the duration you are in the exam room, even if you have completed your exam.
- You **MUST** follow all invigilator instructions.
- You **MUST** not communicate in any way with any other candidate.
- You **MUST** not have on your person any unauthorised materials during the exam and in the exam room.
- If you need additional paper, you should raise your hand and wait for an invigilator.
- If you need additional equipment, you should raise your hand and wait for an invigilator.
- If you feel unwell during an exam, you should raise your hand and wait for an invigilator.
- In case of an emergency, you must listen carefully to the invigilators instructions.
- You **MUST NOT** leave the exam room unattended at any time during the exam.



Unauthorised materials should not be left in your pockets during the exam. These items must be handed into an invigilator.



Notes



Wrist Watches

Mobile phones



MP3/MP4 players



Smart Watches



Tablets



Pencil cases that are not clear/see through



Text books/Revision



Fizzy drinks/squash



Food/Snacks



What you should wear

- You should turn up to school in full school uniform for all of your exams. Sixth formers are expected to wear smart business dress.
- If you arrive in unsuitable clothing you may be asked to leave and will not be permitted to sit the exam.

Personal belongings

- Bags and coats will be stored inside the exam room; however, they must be put in the designated areas. There must be no bags, coats or personal belongings taken to your exam desks.

If you are unwell on the day of the exam

- If you are feeling unwell and unable to attend an exam you or your parent/carer should call the school as soon as possible.
- If you are feeling unwell but have arrived in school for your exam you should tell the invigilator/exams officer.
- If you are feeling unwell during the exam, raise your hand and wait for an invigilator. You may be escorted outside of the exam room but must remain with the invigilator. If you leave the exam room alone you will not be allowed to re enter.
- The exams officer may be able to apply for special consideration for you, depending on the situation. Try to arrange evidence such as a doctor's certificate to support your claim. Special considerations will not be applied for if the school does not have supporting evidence.
- If you miss an exam, even due to illness, you will not be able to sit it at another time. Dates and times are set by the awarding bodies and cannot be changed. It is the school's policy to seek reimbursement for exams missed without medical evidence or a doctor's note.



Useful information

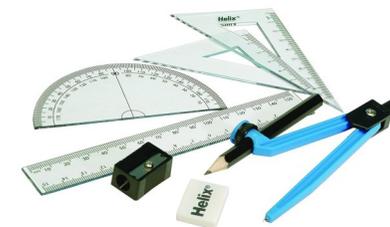
- Each candidate has a four-digit candidate number/exam number which you will find on your timetable and seating plans. You will also find this on your candidate slip put out on desk for every exam. You will need to include this number on all of your exam papers.
- St John Fisher School's centre number is **61217**. Learn it! This must be included on all of your exam papers.
- Generally, exams will take place in the Gym. If you are entitled to access arrangements you may be seated in a smaller room.
- Seating plans will be put up outside the main exam rooms; however, you should keep your timetable safe so that you can check your seat in advance. This will help to avoid confusion and congestion when you enter the room to ensure a smooth start to your exam.
- Toilet breaks are not permitted for any exams lasting one hour or less. Exams lasting one hour or more will not permit breaks in the first hour or the last 10 minutes. Please always ensure you use the facilities before entering the exam room. If you leave the exam room for a toilet break, you will not get this time back.
- If you feel you have completed your exam, you should use the remaining time to re-read the questions and answers. You may have missed something or be able to improve on your answer.
- Line up will usually be on the playground for KS4 students (Year 10, 11) and the canteen for sixth form students (Year 12, 13). In wet weather, all students will need to go to the canteen. You should use the time while you are waiting to switch off electronic devices ready to hand in and put any notes or text books in your bag.
- Coats **cannot** be worn during a public exam. Blazers can be worn, however you must not have anything in the pockets. Please ensure you are wearing the correct uniform.



You must bring the following equipment in a clear pencil case to every exam.



Black pens. You must write in black ink in all of your exams



Maths set



Clear pencil case for your equipment



Ruler, eraser, sharpener



Highlighters



Coloured pencils



Bottled water with labels and writing removed