

EXTERNAL EXAMINATIONS

INFORMATION FOR
STUDENTS AND PARENTS

Mrs C McCall
Examinations Officer
(Updated 20/09/2018)



Exam Dates - Academic Year 2018-2019

Students in Year 11 take Internal and External exams during the academic Year.
The dates of the exam sessions this year are:

Autumn 2018:

Monday 4th November – Thursday 15th November 2018

Spring 2019:

Monday 7th January – Wednesday 20th March 2019

Summer 2019:

Monday 13th May – Thursday 20th June 2019

Results Day: Thursday 22th August 2019 From 10am-12pm

If results are not collected on the day they will be sent out by First class post.

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INTRODUCTION

Jarrow School hopes that all students will be successful in their examinations.

Students will be taking public examinations during year 11. This can be a stressful time for students and parents and it is important that all those involved are as well informed as possible. Well-informed students will realise that the rules and regulations are designed to ensure fairness and minimise disturbance and it is in the interest of all that the exams run smoothly.

The centre will make every effort to ensure that students receive the best possible preparation for their examinations, that the administrative arrangements run smoothly, and that the examinations are conducted in a way that will cause as little stress as possible and help students to achieve their best.

This booklet is intended to inform about examination procedures and regulations and answer some of the most frequently asked questions to help to guide and support students and parents through the examination process. It is important that both students and parents read it carefully and keep it to refer to. Students will be given reminders of the information with their timetables.

This information is also available on the school website (and the VLE for students) together with dates and times of examinations and JCQ Regulations.

We publish the number of GCSE passes (not specific grades achieved) students have achieved in the local press after results day in August. If you have any objections to this information being published please advise the school before results day.

If you need any further information or have any queries please contact Mrs McCall, Examinations Officer.

Miss J Gillies
Head Teacher

Examination Instructions for Candidates

TIMES

Unless otherwise stated the start times of exams are:

ALL Morning exams - 9.00am

ALL Afternoon exams - 1.00pm

Candidates should report to the Dining Hall and be ready to enter the examination room **at least 15 minutes** before the start of the examination.

TIMETABLES

You will receive a timetable for your examinations well before the first exam. Dates and times of the exams are given on the timetable issued. Check carefully to see if the examination is in the **morning or the afternoon** – extra time will not be permitted for candidates who misread their timetable. Take special note of any re-arrangements due to a timetable clash. **You alone are responsible for checking your examination timetable.**

PERSONAL DETAILS

Please check the personal details on your timetable carefully. If there are any errors (e.g. name, date of birth, gender, examination entry), the Examinations Officer should be notified immediately. If errors are not amended before the receipt of results there may be a charge to amend them after this.

LATENESS

If you know you are going to be late, phone the school as soon as possible after 8.00am. If you arrive **before** 10.00 am for morning exam or 2.30 pm for afternoon exam you will be allowed to take the exam.

If you **arrive** after 10.00 am for the morning exam or 2.30 pm for an afternoon exam you **may** be allowed to sit the exam, however the exam board will be notified and may decide not to accept your script. For exams lasting 1 hour or less if you arrive after the examination has finished you will **NOT** be allowed to take the exam under any circumstances.

ABSENCE FROM EXAMINATIONS

You must attend all examinations to which you are allocated on your personal timetable. If you miss an exam you will **NOT** be able to do it again. Misreading the timetable will not be accepted as a satisfactory explanation for absence.

WHAT TO DO IF YOU ARE ILL ON THE DAY OF AN EXAM

If you are ill and are unable to attend an exam it is vital you phone the school first thing in the morning (**0191 4283200**) to inform us. You should contact your GP's surgery to obtain advice from them as they may need to complete a Form to certify you were unwell to enable us to apply for Special Consideration.

If you are feeling unwell, but still able to travel, I suggest you come to the exam and we can assess the situation then. In most cases it is better to take the exam if you can. If in doubt – **PHONE THE SCHOOL.**

If you do not attend an examination without a valid reason, it is possible that you/your parents will be charged for that exam.

CLASHES

If you have more than 1 examination, involving different subjects, at the same time you will be contacted to discuss which exam you will take first.

SPECIAL CONSIDERATION

The awarding bodies will not apply special consideration for anything other than serious reasons. Special consideration can only be applied for if an event has affected the candidate's performance on the day of the examination or for absence due to illness. Special consideration will only be applied if at least 50% of the total exam (written exams & coursework/internal assessment) has been completed.

EXAMINATION REGULATIONS

It is the candidates responsibility to familiarise themselves with all the awarding bodies' regulations: 'Instructions to Candidates' for Controlled Assessments and Written Exams which are at the back of this booklet and available on the school VLE and website.

WARNINGS

All the awarding bodies make it clear that:

- Their official examination sessions must be run under strictly fair conditions, with no form of deception – this rule severely excludes any form of communication between students during an examination, as well as any other practice that could conceivably be seen as an attempt to deceive.

Anyone attempting unfair practices can expect cancellation of examination entries and possible exclusion from GCSE and GCE examinations for a period of up to five years.

CONDUCT IN THE EXAMINATIONS ROOM

Candidates must be quiet at all times while in the examination room and when entering or leaving. You must sit at the desk with your name and candidate number on it. Should you require any assistance, raise your hand clearly and wait for the invigilator to attend you. Once a candidate has entered an examination room, they are not allowed to leave unescorted until the conclusion of the examination. During the exam you must not turn round or try to communicate with another student in any way. If a student's behaviour during the exam is deemed unsuitable they will be removed from the examination room, the incident will be reported to the examination board and their paper could be cancelled. You are not allowed to leave the exam room until the end of the examination, even if you have finished your exam, so please do not ask.

At the end of the examination you must remain silent until the examination papers have been collected. Question papers, answer booklets and additional paper must not be taken from the examination room. You must not write inappropriate, obscene or offensive material in you answer booklets or you could be subject to penalties.

CHEATING

Candidates caught cheating in examinations, including being in possession of a mobile telephone, using unauthorised aids, copying from and communicating with other candidates, will be reported to the awarding bodies. Penalties include exclusion from examinations for up to five years.

PROHIBITED MATERIALS

The following items **must not** be brought into any examination room but left in a designated place:

- Mobile telephones, pagers, or other electronic communications device - see 'Mobile Phones in Examinations' below.
- Pencil cases – use a transparent plastic bag or clear plastic pencil case
- Calculator cases and instruction books
- Books (unless set texts for specific examinations), notes, letters, diaries, or other printed material
- Bags, briefcases etc

MOBILE PHONES IPODS, iWATCHES or SMART WATCHES, MP3/4 PLAYERS

We cannot stress enough how important it is **not to bring mobile phones or any other electronic means of communication into the examination room**. The school and awarding bodies' regulations forbid you to bring any of these devices into any examination room or any room being used for quarantine, either before or after an examination. You are strongly advised not to bring such devices with you to school on

the day of the examination. The examination boards have issued very clear guidance about mobile phones, iPods, iWatches, Smart Watches & MP3/4 Players.

Students who carry any of the above with them into an examination room must place it out of reach of the area of the examination desks before the exam begins.

- All phones must be switched off.
- If a phone is not switched off and it rings during an examination - even if it is out of reach - the student who brought it will have a **zero mark for that exam**.
- Students who have not put their phone out of reach, even if it is switched off, will have **zero marks for every examination paper** in the subject being sat (if there is more than one paper).
- Students who actually use a mobile phone, iPod or MP3 Player during an examination - i.e. who either place or answer a call or take or send a text message - **will be disqualified from all examinations during that series** (e.g. all of the summer GCSEs) and possibly disqualified from taking any examinations for up to 3 years.
- The exam boards will apply the penalties shown above whether or not the students had any intention of using the phone, and even if they forgot that they had it.

Remember that it is a school rule that students should not use mobile phones in school at any time. The school cannot be held responsible if students ignore this rule and their phone is lost, stolen or damaged. This applies during examinations also. A phone brought into an examination room and placed out of reach of the examination desks can be left only on the clear understanding that it is entirely at the risk of the student. **The easiest, safest and best course of action is not to bring mobiles to school.**

EQUIPMENT

Black ink or ballpoint pen must be used in all papers. Students may also need further equipment such as a pencil, coloured pencils, a calculator, a novel and an Anthology depending on which exam you are sitting. **Highlighter pens and correcting fluids may not be used in any exam.** All rough work must be done in the answer booklet provided and should be crossed out.

Dictionaries may not be used unless they are specifically permitted by the subject specification or unless special arrangements have been approved by the awarding bodies.

You are allowed to bring a clear bottle of water, with the label removed, into the exam room. However you are **NOT** allowed to bring the following items: - Cans or cartons of drinks, chewing gum, any other food or sweets. If you need to take food into the exam room for medical reasons see Mrs Heddon before the start of the start of exams.

BAGS AND COATS

For examinations bags and coats must be left at a designated place. **CANDIDATES MUST WEAR SCHOOL UNIFORM WHEN TAKING EXAMS IN SCHOOL.**

The school accepts no liability for items of value (e.g. money, mobile phones) which are left in bags.

RESULTS

Summer results - students may collect their results from school on the designated results day from 10.00am until 12.00 noon. Students should collect their results themselves. If the student is unable to collect them they may be collected by a third party who must have a letter signed by the student giving them permission to do so. All other results will be issued to students in class time when available.

EXAMINATION REMARKS

Teaching Staff will be available on Results Day to discuss results and help students make decisions regarding applications for remarks if you are very close to achieving a higher grade. You will be asked to sign a consent form authorising teaching staff to apply for any remarks before the application is sent off and any result will be sent to you as soon as it is received.

EXAMINATION APPEALS

If you would like a copy of Jarrow School's Examination Appeals Procedures please contact Mrs Heddon, Examinations Officer. It is also available on the School Website.

CERTIFICATES

Certificates are issued if you achieve A*-G/9-1 at GCSE and will be available to collect, together with any other certificates you have been awarded, from November onwards. Certificates can also be collected by a third party but they must have a letter signed by the student giving them permission to do so.

Most awarding bodies will not issue replacement certificates, and those who will charge a minimum of £40 for their service. **Keep your certificate(s) in a safe place.**

COURSEWORK

The awarding bodies will return most coursework during October. Students wishing to reclaim their coursework should apply to their teachers by 1st May of the year they are in Year 11 as it will not be kept by the school indefinitely.

If you have any questions about any of the information in this booklet please speak to Mrs Heddon, the Examinations Officer, **before** the day of your examination.