



**Central Lancaster
High School**

Exam Centre Number 46105

EXAMINATIONS 2017-18

**GUIDANCE FOR
STUDENTS & PARENTS**

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INTRODUCTION

Examinations can be a stressful time for students and parents and it is important that all those involved are as well informed as possible. Students should 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.

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

The awarding bodies (or examination boards) set down strict criteria which must be followed for the conduct of examinations and Central Lancaster High School is required to follow them precisely. You should therefore, pay particular attention to the Notices to Candidates that are printed on the following pages.

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

Mrs Kate Ashton, the Examinations Officer

Telephone: 01524 384846 (direct) or via the school office: 01524 32636

Email: kate.ashton@lancasterhigh.lancs.sch.uk

On exam days it is best to contact the school reception on **01524 32636** and leave a message, with the nature of your query, since the main priority will be the starting of exam sessions on time.

BEFORE THE EXAMINATIONS

STATEMENTS OF ENTRY

All candidates receive a statement of entry from school indicating the subjects they are being entered for and the levels of entry, where applicable. Please check that these are correct. If there are **ANY** errors or omissions (e.g. name, date of birth, exam entry etc) you **MUST** tell Mrs Ashton immediately. Any delay could incur late entry/amendment fees for which you will be liable.

TIMETABLES

This academic year, external exams start on 14th May 2018 and run until 26th June 2018. All candidates will receive individual timetables which will give them the dates and sessions (am or pm) of all the papers they are taking. Check each exam date carefully, and check to see if the exam is in the morning or the afternoon. If there is an exam on the list that you were not expecting to take (e.g. if you know you have already dropped or been withdrawn from a subject) you must tell Mrs Ashton immediately. It is helpful if parents make sure a copy of this timetable is available to them at home.

CANDIDATE NUMBER

Each student has a four-digit candidate number. Your candidate number will be shown on your statement of entry and your timetable and will appear next to your name on seating plans. This is the number you will enter on all examination papers. **Please learn it.**

CENTRE NUMBER

The Centre Number is **46105**. You will need to write this on all your answer booklets. This number will be clearly displayed in the examinations rooms.

TIMETABLE CLASHES

Some candidates may have a clash where two or more subjects are timetabled at the same time. The school will make special timetable arrangements for these candidates to take one of the papers at a different time on the same day. The candidate will have to remain under supervision between the two papers.

If an exam is moved from a morning to an afternoon session, (due to a clash) or vice versa, you will be supervised over lunchtime. You should bring some revision or reading material and your lunch and a drink, as

you will not be allowed to go to the canteen to buy food. You will know about this in advance.

In rare cases it may be necessary for a paper to be taken the next day and it is a requirement that the candidate is supervised overnight. This is essential to avoid compromising the integrity of the examination.

Any clashes which appear on your Statement of Entry will be picked up and resolved before you are given your final individual timetable and candidates will be informed of the arrangements that have been made for them.

CONTACT NUMBERS

Please check that school has at least one up-to-date contact number for you.

EQUIPMENT

Make sure you have all the correct equipment before your examinations. Check the regulations in the JCQ Information for Candidates at the front of this booklet and the information on the following pages.

COURSEWORK/CONTROLLED ASSESSMENT

Some subjects have an element of coursework/controlled assessment included in them which has to be completed, marked and assessed and the marks and work sent to the Exam Boards well before the formal exam sessions take place. Departments set deadlines that allow time for this process and meet the Boards' deadlines. These cannot be changed. Students who don't submit coursework on time or who miss a controlled assessment will not be allocated a mark for this portion and their overall grade will suffer. Please refer to the JCQ Notice to Candidates relating to Controlled Assessments / Coursework at the front of this booklet.

DURING THE EXAMINATIONS

EXAMINATION REGULATIONS

Copies of the “Information for Candidates” and “Warning to Candidates”, which are issued jointly by all the Examining Boards, are printed at the front of this booklet. All candidates must read these carefully and note that to break any of the examination rules or regulations could lead to disqualification from all subjects. The school must report any breach of regulations to the Awarding Body.

ATTENDANCE AT EXAMINATIONS

Candidates are responsible for checking their own timetable and arriving at school on the correct day and time, in correct uniform and with the right equipment. Morning exams start at 9.00am and afternoon exams at 1.00pm. Candidates must arrive **at least 30 minutes prior** to the start time of their examination to enable seating procedures to be carried out efficiently, and to allow for any unforeseen room changes. Please wait quietly outside your exam room until you are told to enter by the examination invigilators. You **must** sit at the desk that has been allocated to you, unless the invigilator instructs otherwise. If you do not sit in the correct seat the invigilators could mark you as absent or you could end up with the wrong exam paper.

Seating plans will be displayed outside exam rooms.

LATE ARRIVALS

Candidates should make every effort to attend the exam on time, however in certain circumstances candidates who arrive late for an examination may still be admitted but may not receive any additional time. Normally candidates with a genuine reason for being late and who arrive within 30 minutes of the start time will be admitted. Candidates arriving very late, will only be admitted in exceptional circumstances, but the Exam Board will have to be notified and they will decide whether or not the paper will be marked. Awarding bodies are unlikely to accept the work of Very Late Candidates. Please ensure that you allow enough time to get to school so that if you are delayed (e.g. through transport problems) you will still arrive on time.

UNIFORM

Examinations are a school activity and students below sixth form must wear normal uniform. All students know the uniform rules and it is their responsibility to ensure that they observe them. Students not dressed properly will not be permitted to sit exams.

EQUIPMENT

All items of equipment, pens, pencils, mathematical instruments, etc. should be visible to the invigilators at all times. Calculators should not have lids. You must either use a transparent pencil case or clear plastic bag.

You must provide all your own equipment. Borrowing from other candidates is NOT allowed under any circumstances. The following equipment should be brought to EVERY exam:

2 pens – black ink only

2 HB pencils

Ruler (marked with millimetres)

For Maths and Science exams you will also need the following:

Compasses

Protractor

Calculator (any cases, lids or instructions must be removed)

You must do any rough work in the answer booklet provided. Cross out anything that you do not wish to be marked. **YOU ARE NOT ALLOWED TO USE CORRECTING FLUID, PENS OR TAPE IN ANY ANSWER BOOKLETS.** This is to protect you and your exam; if correction devices were allowed then someone could tamper with your exam paper and it would be undetectable.

Highlighter pens must not be used in answer booklets, but you are allowed to highlight parts of the printed questions if you wish to.

Examination regulations are very strict regarding items that may be taken into the examination room. If you break these rules you will be disqualified from the examination.

MOBILE PHONES AND WATCHES

We cannot stress enough how important it is **NOT TO BRING IN MOBILES PHONES**. The Examination Boards do not allow you to bring a mobile phone (or any other type of electronic communication or storage device) into any exam room or into any room being used for 'quarantine', either before or after an exam. If such a device is found in your possession during an examination (even if it is turned off) it will be taken from you and a report made to the appropriate exam board. No exceptions can be made. It is a very serious offence for which the Exam Boards impose severe penalties and our advice is that phones should not be brought in to school on exam days. Smart watches are subject to

the same rules as mobile phones and should not be brought into an exam room. Watches should be removed and placed in view on the exam desk.

BAGS AND COATS

Bags and coats are not allowed inside the exam room. Where possible we would advise you not to bring these to school during the exam season. Storage facilities will be made available for your belongings.

FOOD AND DRINK

A clear bottle of water, with the label removed will be provided for you on your exam desk. Food is not allowed in the examination room unless it is required for specific medical purposes, and on the condition that it is free from all packaging.

CONDUCT

It is your responsibility to read and understand the JCQ Notices to Candidates at the front of this book. A larger copy of the notices will be displayed outside every exam room.

You must be silent at all times when you are in the exam room. This includes when you **enter** and **leave**. Exam conditions apply from the moment you enter the room.

Exam papers may already be on exam desks when you enter the room. These must not be opened until candidates are told that they may do so by the invigilators.

- 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.
- Check you have the correct question paper – check the subject, paper and tier of entry. If you think something is wrong put your hand up and tell the invigilator immediately.
- Read all instructions carefully and number your answers clearly.
- The length of an examination is shown on the front of the exam paper and the start and finish times of all the exams running will be written on a white board at the front of the room. There will be a

clock in all examination rooms. The invigilators will give you a reminder 5 minutes before your exam is due to finish. However, please be aware that there will often be several other examinations running at once, each with different finish times. Make sure you know the finish time of **your** exam.

- Do not attempt to communicate with or distract other candidates. You must face the front at all times. You should put up your hand to attract the invigilator's attention if required.
- Candidates must stay in the examination room for until they are dismissed at end of the exam.
- If you have finished the paper use any time remaining to check over your answers and that you have completed your details correctly. It is not the school's policy to allow candidates to leave the exam room early, as this is disruptive to other candidates. You must remain seated at your desk, facing the front.
- A candidate may not leave the examination room without the permission of an invigilator. If it is absolutely necessary for you to go to the toilet during an exam you will have to be escorted by an invigilator. You will not be allowed any extra time.
- At the end of the examination all work must be handed in – remember to cross out any rough work. Remember to write your name, candidate number and exam paper reference on any additional sheets.
- Invigilators will collect your exam papers before you leave the room. Absolute silence must be maintained during this time. Remember you are still under examination conditions until you have left the room.
- Question papers, answer booklets and additional paper must NOT be taken from the exam room.
- Remain seated in silence until told to leave the examination room. You will be instructed to leave one row at a time. Please leave the room **in silence** and show consideration for other candidates who may still be working. **You must remain silent until you are right outside the room.**

- If the fire alarm sounds during an examination the examination invigilators will tell you what to do. Don't panic. If you have to evacuate the room you will be asked to leave in silence and in the order in which you are sitting. You will be escorted to a designated assembly point. Leave everything on your desk. You must not attempt to communicate with anyone else during the evacuation. When you return to the exam room do not start writing until the invigilator tells you to. You will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident.

INVIGILATORS

The school employs external invigilators to conduct the examinations. Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.

Invigilators are in the examination rooms to supervise the conduct of the examination. They will distribute and collect the examination papers, tell candidates when to start and finish the examination, hand out extra writing paper if required and deal with any problems that occur during the examination, for example if a candidate is feeling ill.

Please note that invigilators cannot discuss the examination paper with you or explain the questions.

Invigilators will be able to contact the exams officer to resolve any issues.

ABSENCE FROM EXAMINATIONS

You must attend all exams that are allocated to you on your individual candidate timetable. Misreading the timetable will not be accepted as a satisfactory explanation for absence. You will receive a bill for the cost of the entry fee if you fail to attend an exam that has been paid for by the school.

If you experience difficulties during the examination period (e.g. illness, injury, personal problems) please inform school at the earliest possible point so we can help or advise you.

If you miss an exam due to illness you must telephone school on 01524 32636 as soon as possible on the morning of the exam, **and** a medical

certificate/letter must be given or sent to Mrs Ashton within three days of the exam you missed.

Timetables are regulated by the Exam Boards and you must attend on the given date and time. If you miss an exam you will not be able to take it on another day.

SPECIAL CONSIDERATION

Special Consideration is a post examination adjustment to a candidate's mark or grade to reflect temporary illness, temporary injury or other indisposition at the time of the examination. Special consideration can only seek to go some way to assist the candidate affected by a potentially wide range of difficulties, emotional or physical, which may influence performance in examinations. Only minor adjustments can be made to the mark awarded because to do more than this would jeopardise the standards of the examination. The allowance for Special Consideration varies from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for exceptional cases). No feedback is provided by the Examining Board. Candidates will only be eligible for Special Consideration if they have been fully prepared and covered the whole course but performance in the examination or in the production of coursework is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness, accident or injury, bereavement, domestic crisis. The Examination Officer must be informed immediately, so that the 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.

AFTER THE EXAMINATIONS

NOTIFICATION OF RESULTS

Results will be available for collection from School on the following dates:

SIXTHFORM: Thursday 16th August 2018

YEAR 11: Thursday 23rd August 2018

Candidates not intending to collect in person but who wish their results to be posted, should leave a stamped addressed envelope with Mrs Ashton. Results slips not collected or posted on results day will be retained in school for collection at the start of term.

If you wish any other person (including family members) to collect your results on your behalf, they must bring with them your written authorisation to do so together with some identification.

No results will be given out by telephone under any circumstances.

POST RESULTS SERVICES

It must be remembered that examinations can only measure performance on the day, and that candidates can do better or worse than anticipated for a variety of reasons. If there are serious grounds for concern about a result then the centre can initiate an enquiry with the appropriate board. Details of the procedures and the fees involved are available from the exams officer and the process should be started as soon as possible after consultation with the Subject Leader concerned.

CERTIFICATES

Certificates will be issued by the Examining Boards and will be available for collection from School from 1st December, or at the Year 11 Achievement Evening. They must be signed for by you. If you are unable to collect them personally they can be collected by someone else on your behalf providing they bring a signed letter from you authorising them to do so.

Certificates are valuable and important documents. Please ensure that they are collected and that you take good care of them. School is unable to issue replacements.

THE EQUALITY ACT 2010

The main provisions of the Equality Act 2010 are to give protection to disabled people in the areas of employment and education.

The Equality Act 2010 defines disability as a “physical or mental impairment which has a substantial and long term adverse effect on someone’s ability to carry out normal day to day activities.”

The centre will meet the requirements of the Equality Act 2010 by ensuring that the exams centre is accessible and improving candidate experience.

Access arrangements

The Special Educational Needs Co-ordinator (SENCO) will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an exam, and the date of that exam.

The SENCO can then inform individual staff of any special arrangements

that individual candidates can be granted during the course and in the exam.

A candidate's access arrangements requirement is determined by the SENCO and/or Educational psychologist/Specialist teacher.

Candidates with access arrangements will be usually take their examinations in a separate room from the main body of candidates, and the appropriate support and invigilation will be organised for them.

INTERNAL APPEALS POLICY

INTERNAL ASSESSMENT OF WORK FOR EXTERNAL QUALIFICATIONS

Central Lancaster High School is committed to ensuring that whenever its staff assesses students' work for external qualifications, this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments are conducted by staff who have appropriate knowledge, understanding and skills and who have been trained in this activity. The centre is committed to ensuring that assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant specifications for each subject.

The consistency of the internal assessment is secured through internal standardisation as necessary.

If a student feels that this may not have happened in relation to his/her work, s/he may make use of this appeals procedure.

Written appeals procedure

Each awarding body publishes its arrangements for appeals against its decisions. In addition, an appeal can be made to the School concerning internal assessment:

The student's parent or guardian must make the appeal in writing to the Headteacher as early as possible and at least two weeks before the end of the last externally assessed paper in the examination series (eg the last GCSE written paper in the June GCSE exam series);

The enquiry into the internal process will normally be led by the Examinations Officer and the Senior Leader responsible for Assessment, provided that neither has played any part in the original internal assessment process; the teacher making the assessment will be able to respond to the appeal in writing, and a copy will be sent to the parent/guardian making the appeal.

The enquiry will consider whether the procedures used for the internal assessment conformed to the published requirements of the Awarding Body and the DfE examinations 'Code of Practice'

The appellant will be informed in writing of the outcome of the appeal, including any relevant correspondence with the Awarding Body. Should the appeal bring any significant irregularity to light, the Awarding Body will be informed.

ENQUIRIES ABOUT RESULTS (RE-MARKS)

In cases of Enquiries about Results for externally-marked exams, where the school does not uphold a request for such an enquiry, the student may normally pay to have an enquiry carried out. Where the student wishes to challenge the decision not to submit an enquiry a similar procedure to that mentioned above will be carried out.