



Information

for Candidates Parents/Carers

Centre Name: Great Sankey High School

Centre Number: 40107

Candidate Name:

Candidate Form:

Candidate Number:

This handbook is reviewed annually	
Date produced	09/18
Date of current review	09/21
Date of next review	09/22

Updated September 2021

Introduction

At Great Sankey High School, we strive to ensure all of our students achieve to be the best that they can be. Our learning environment ensures that the examination processes for all our students are as stress free as possible resulting in outstanding academic achievement. This booklet has been devised to help you understand the exams process and your role in it. Information contained in this handbook applies to all exams including internal exams however please note that same information may not be relevant to internal exams.

Exam Boards have strict rules and regulations that the school must adhere to. Dates and times of examinations are set by them. It is vital students are aware of the Joint Council for Qualifications (JCQ) regulations. Failure to adhere to them may be considered malpractice and may result in a student being disqualified from all exams. Please read their Notices to Candidates on our website. They are emailed to all students in September and once again later in the academic year, they are on the school website and displayed outside the Exams Office.

Please write your name, form and candidate number on the front of this booklet and keep it safe in case you need to refer to it.

As a school, it is our responsibility to provide Exams Boards with the personal data of our students being entered for exams. This information will include name, date of birth and gender. This data may be shared with other educational agencies approved by Exam Boards. You can read more about this in the JCQ General Regulations document, Section 6 www.jcq.org.uk

On our school website you will find lots of useful information including revision tips, coping with stress and useful revision websites. If you have any worries or concerns please speak to your Form Tutor, Year Assistant or Head of Year www.greatsankey.org/exams

We would like to take this opportunity to wish you every success in your exams!

Exam Officer:	Miss Clare Delmont
Office:	Situated opposite the Staffroom
Email:	clare.delmont@greatsankey.org
School Website:	www.greatsankey.org
School Telephone:	01925 724118

Statement of Entry

You will receive a Statement of Entry which will list all examinations you are entered for and the level. You must check this carefully for errors and raise any queries with the Exams Officer e.g. if you have been entered for a Foundation tier paper when you should have been entered for a Higher tier paper or vice versa. You must also check your name and date of birth are correct.

Candidate Name

You will be entered for exams using your legal names, not preferred names, as detailed on your birth certificate/passport. This is the name that will appear on your certificates.

Candidate/Exam Number

You will be issued with a four-digit number. This number will be used by all Exam Boards. Where requested you should write this number on all examination papers and coursework. Please write your number on the front of this booklet.

Identification

You will be issued with a photo ID card. You must remember to bring this with you to every exam and place it on your exam desk. Invigilators do not know you personally and need to be able to identify you at the start of the exam in order to complete the attendance register. You can request a duplicate from the Exam Officer if you misplace your ID card.

If it is not possible to identify a student due to the wearing of religious clothing such as a veil, the candidate will be approached by a member of staff of the same gender and taken to a private room for identification purposes. The candidate can then replace the item of clothing and return to sit the examination.

Individual Timetable

Your exam timetable will detail all examinations you have been entered for including level/tier, the date of the exam, start time, length of the exam, exam room and your seat number. You can request a duplicate copy from the Exam Officer if you misplace your timetable.

Exam Timetable Clash

Some students may have a clash where two or more exams are timetabled at the same time. The school will make special timetable arrangements for these students. You must check your individual timetable and see the Exams Officer if you are unsure of what to do. If you think there is a clash on your timetable that has not been resolved, please see the Exams Officer immediately.

Examination Times

Morning exams at this Centre are slightly different to the official published times as set by JCQ and start at 9.15am and afternoon exams start at 1.30pm (start times may vary for internal examinations). Students are responsible for checking their own timetables and arriving at school on the correct date and time and length of the exam. You must arrive 15 minutes before the start of the exam. Invigilators will tell you when to start and finish the exam; times will also be displayed on the board at the front of the exam room. There will be a clock clearly displayed in the exam room. Some afternoon exams may finish later than the school day; please ensure you have arrangements in place for getting home including checking the bus timetable.

Exam Room

The Sports Hall is the main location for exams, however please check your timetable carefully as some exams take place in smaller rooms. Your seat number is also on your timetable and there will be a seating plan outside the exam room – please check your seat number before entering the exam room.

Equipment/Resources

You are responsible for providing your own equipment for examinations. Examination regulations are very strict regarding what items may be taken in to the exam room.

You will need:

Pencil case - must be see-through,

Black ball point pen – not blue or gel pens,

Pencil, pencil sharpener, rubber – no correction fluid or pens,

Ruler with cm and mm,

Highlighters may not be used in your answers but can be used on question papers if they are not being sent to the examiner.

Only material listed on the question paper are allowed in the exam room. You must not have on or near you any other material including journals, notes etc.

Students can purchase an ‘exam ready’ pencil case from the Exams Office for £1.00.

Other Items

Technological/web enabled sources such as iPods, mobile phones, MP3/4 players or similar device, smartwatches which have a data storage device are not permitted.

All style wrist watches should be removed and are not be taken to your exam desk.

You may take water only in to the exam room. Please ensure it is in a clear bottle and you must ensure the container is free from packaging and labels are removed.

Food is not permitted unless for medical reasons – please see the Exams Officer.

If you are found in possession of unauthorised items or material, this may be considered malpractice and you may be at risk of being disqualified from the exam; the Exam Officer will have to notify the Exam Board.

Using Calculators

Students must be aware of JCQ awarding body instructions regarding the use of calculators in your exams. Candidates may use a calculator in an examination unless prohibited by the awarding body’s specification. Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies’ regulations.

Calculators must be: <ul style="list-style-type: none">o of a size suitable for use on the desk;o either battery or solar powered;o free of lids, cases and covers which have printed instructions or formulas.	Calculators must not: <ul style="list-style-type: none">• be designed or adapted to offer any of these facilities: -<ul style="list-style-type: none">o language translators;o symbolic algebra manipulation;o symbolic differentiation or integration;o 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:<ul style="list-style-type: none">o databanks;o dictionaries;o mathematical formulas;o text.
The candidate is responsible for the following: <ul style="list-style-type: none">o the calculator’s power supply;o the calculator’s working condition;o clearing anything stored in the calculator.	

In the exam room

Ensure your mobile phone/smart watches/fitbits/ipods etc are switched off or on silent mode; wrist watches must also be removed and not taken to the exam room. You must not take any items that are not allowed to your exam desk. If you are found in possession of items that are not allowed, it will be reported to the Exam Board. Coats, bags and personal belongings should all be left in the allotted area for the exam room, usually at the back of the room. We advise students not to bring anything of value to the exam room. Once you enter the exam room, exam conditions will be in place. This means you must enter the room in silence, do not communicate or distract other students. Find your seat number and sit down quietly and face forward in your seat, place your ID card on the desk where you are sitting. Be sure to listen and follow the instructions of the invigilator. If you need to speak to an invigilator, raise your hand and wait for someone to assist you.

At the end of the exam

At the end of the exam the Invigilator will tell you the exam has finished. You must stop writing immediately and remain silent, facing the front whilst papers are collected. Ensure your name is on all pieces of paper and you have signed the front page of the answer booklet. When instructed to, you may collect your belongings and leave the exam room. Other students may be in the room taking a different paper that lasts longer, please show consideration. Remember you are still under exam conditions until you have left the exam room.

If you finish the exam before the official finish time, you are required to remain in the exam room until the official finish time. Use this time to check work and that you have put your name and any other information on all pieces of paper.

Invigilators

Invigilators are employed by the school to conduct exams. Invigilators organise and administer all aspects of the examination. Students are expected to behave in a respectful manner, listen and follow their instructions at all times. Unacceptable behaviour may result in a student being removed from the exam by a member of senior staff. Invigilators will distribute and collect the examination papers, tell candidates when to start and finish the examination and deal with any issues that occur during the examination. They are not able to help with any part of the exam for example read questions, give answers. If you think you have been issued an incorrect exam paper, you should raise your hand and await a response from the invigilator. Failing to follow instructions from an invigilator may be considered malpractice.

Access Arrangements

Some students are entitled to an access arrangement and all invigilators are aware of what they are. If you have not got arrangements in place that you should have, please speak to the invigilator who will investigate further with the Exam Officer. Students with extra time will be informed by the invigilator. Students with extra time should check the finish time of their exams as it may run beyond the school day.

Special Consideration

Special Consideration is an adjustment to the marks of a candidate who is eligible for consideration, under special circumstances such as illness, bereavement, injury, domestic crisis. You should be aware that any adjustment is likely to be small and no feedback is provided. Students are only eligible if they have been fully prepared for the whole course but their performance in the exam or production of coursework has been hindered. Evidence will be requested to support our application.

Alleged, suspected or actual incidents of malpractice

Any alleged, suspected or actual incidents of malpractice will be investigated and reported to the Exam Board. Cases of malpractice may result in disqualification. Any breaking of rules during internal exams will be dealt with accordingly.

Contingency Day

The awarding bodies will designate a date at the end of the Summer exam period as a 'contingency day' in to the common examination timetable. The purpose of this is to re-schedule any examinations that may have been postponed in the event of national or local disruption during the Summer series. **Students must remain available up to and including this date** should an Exam Board need to invoke its contingency plan.

Results

We encourage students to collect their results in person on the day but understand this is not always possible. You can nominate a representative to collect them on your behalf or hand a self-addressed envelope to the Exams Officer to have them sent to your home address. The results you receive are not certificates. Further information about Results Day can be found later on in this booklet.

Certificates

Certificates from the Summer exam series will be available from November and you will receive more information about this nearer the time. Certificates are very important and you will be asked by Colleges, Universities and Employers as proof of your qualifications. You will need to sign for your certificates and if they are not collected after 24 months they will be destroyed. To request replacement certificates for uncollected, lost or misplaced certificates there is a charge per certificate and this can be done direct with the Exam Board.

Presentation Evening

Students will be invited to attend a Presentation Evening. This is a great event for you to collect your certificates. The event usually takes place in October. Please ensure we have your current home address details in order to send an invitation.

Post Results Service *Please note – there is a deadline for both of these services.*

Review of Marking

Following receipt of your results you may wish to have some marks reviewed where you may have missed the next grade by one or two marks. A review of marking is to ensure that the agreed marking scheme has been applied correctly. Please see your teacher to discuss this further. You will need to complete a document to authorise the review and confirm you understand when a review is undertaken there is a risk of marks going down, staying the same or going up to another grade boundary. There is a charge by the Exam Board per paper. Payment will need to be made upfront to the school; a refund will be given if the grade goes up.

Access to Scripts

You may be asked by your subject teacher if they can request a copy of your exam script from the Exam Board to use for use in the classroom to show examples of work to other students. You will need to sign that you authorise the use of your work for teaching and learning purposes. If you would like to request a copy of your paper; again you will need to sign to request the script and there will be a charge by the Exam Board.

Internal Assessments

Controlled Assessments/Non-Exam Assessments

Dates are set by subject teachers and students should be familiar with the JCQ Notice to Candidates for Controlled Assessments.

Appeals

For information regarding appeals against internal assessment decisions, please request a copy of the school's Examination Policy.

Frequently Asked Questions (FAQs)

Do I have to wear my school uniform to exams?

Throughout any exam series, school students will continue to wear their full school uniform. You may risk being excluded from the exam if you are not in uniform. College students, please dress appropriately.

Where can I leave my coat and bag?

You will be asked to leave your personal belongings in an allotted area in or near the exam room.

What do I do if I have been given the wrong paper?

If you think you have the wrong paper, you must raise your hand and inform the invigilator.

Can I go to the toilet during an exam?

If you are unable to wait until the end of the exam, please raise your hand and notify the invigilator. You will be escorted to the nearest toilet. You will not be allowed any extra time.

What should I do if I feel unwell during the exam?

Please raise your hand and an invigilator will assist you. If you think this may have affected your performance you **may** be eligible for Special Consideration.

Am I allowed to leave early if I have finished my exam?

You will not be allowed to leave the exam room until you are dismissed by the invigilator. You must remain seated facing the front in silence. Do not distract other students as this will be seen as breaking rules and you risk disqualification from the exam. Use the time to check your work.

What should I do if I am late for my exam?

Students should try to be punctual to all exams, however if you are late please report to your Year Office. If it is still possible for you to sit the exam, you will be escorted to the exam room. You must not enter the room without permission. If you are very late the Exam Officer will need to report this to the Exam Board giving a reason and evidence for your lateness. The Exam Board may not mark your script. The school will try to contact home if a student is missing from the exam.

What if I am ill or have an accident before my exam?

Please ring the school immediately so that we can help or advise you. For example, if you have an injury that makes you unable to write it may be possible to provide you with a scribe or laptop. You must obtain medical evidence (from GP or Hospital) if you wish the school to make an appeal for Special Consideration on your behalf.

01925 724118

Ext 1036 – Year 10 Ext 1039 – Year 11
Ext 1029 – Year 12 & Year 13 Ext 1075 – Attendance Office

If I miss an exam, can I take the exam on another day?

The date and time of an exam is set by the Exam Board and students must attend at this time. If you miss an internal exam, your teacher will reschedule the exam for you.

Emergency Evacuation Procedures from an Exam Room

If the fire alarm sounds in the middle of an examination, invigilators will direct students to the exits and the assembly point designated for the exam room.

Students will remain under high control exam conditions and away from other students not participating in exams. This means you will be expected to remain silent and not communicate with anyone in anyway unless instructed otherwise. This includes using a mobile technology.

Please close your answer booklet and leave it on the desk. You must not take your exam paper or script out of the exam room.

You will be advised when it is safe to return to the exam room. Any missed time will be added on to the end of the exam.

The Invigilator will complete an Incident Log and the Exams Officer will report the incident to the relevant Awarding Organisation.

Results Day

GCE

Summer 2022 TBA

8am

GCSE

Summer 2022 TBA

9am

Collection from Barrow Hall College

Staff will be onsite to offer information, advice, guidance and support.

Results should be collected in person ideally by the student themselves.

If this is not possible and someone will be collecting on the student's behalf, please be aware that any representative collecting the results will need a letter of authorisation (see attached) from the student and a form of their own photo identification. Results cannot be released otherwise. The results you will be given on this date are not certificates.

If a student will be on holiday on results day and would prefer to have results posted to their home address; please hand a self-addressed envelope to Miss Delmont in the Exams Office.

Results will be posted on the same day as release of results.

COLLECTION OF RESULTS/CERTIFICATES BY A THIRD PARTY

Student Name:

Student Exam Number:

Representative Name:

Representative Relationship:

FAO Exams Officer

I will not be able to collect my results/certificates in person and therefore give permission for the above named representative to collect them on my behalf.

They will bring proof of identity and a copy of this notification to enable you to release my results.

Thank you

Student signature:

Office us only: ID Checked – please initial: