



LONGBENTON HIGH SCHOOL

Summer 2023 Examinations

Guidance for Students and Parents/Carers

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Introduction

It is the aim of Longbenton High School to make the examination experience as stress-free and successful as possible for all students.

Please read through this booklet and show it to your parents so they are also aware of the examination regulations and the procedures to follow in the event of problems occurring.

The awarding bodies (examination boards) set strict criteria which must be followed for the conduct of examinations and Longbenton High School is required to follow them precisely. You should therefore pay particular attention to the Joint Council for Qualifications (JCQ) notices which are available in the exams section of the school website. The Information for Candidates for written exams is also available via APPENDIX B.

Some questions you may have are answered at the back of this booklet. If there is anything you do not understand or any questions that have not been addressed, please ask.

If you have any exam queries or need help or advice at any time before, during or after the examinations, please ask your tutor or year leader or call in to see me in F05.

Exam Contingency Days

- Thursday 8th June PM
- Monday 12th June PM
- Wednesday 28th June AM and PM

Contingency days for GCSE and/or A Level (or equivalent) exams have been put in place by the JCQ “in the event of widespread, sustained national or local disruption to exams during the June 2023 examination series.”

This means that all exam candidates must be available to sit exams from the date of their first exam until Wednesday 28th June 2023.

The period in the run up to exams is a crucial time and we ask that parents/carers do not book any holidays in term time in May or June 2023. This includes the May half term (Monday 29th May – Friday 2nd June 2023) which should be set aside for revision.

Miss Smith
Examinations Officer

Before the Examinations

Candidate Name:

You are registered for your exams using your legal name, not preferred name and this should be the same as your birth certificate/passport.

Candidate Number:

You have a 4 digit candidate number and this is the number you will enter on examination papers. It will appear on your candidate card in the exam room.

Timetables:

The timetable supplied with this booklet is your final version. Check it carefully – ensure your name and date of birth is correct. If you think something is wrong, contact Miss Smith straight away.

Exam Fees:

All exam fees are paid by Longbenton High School. However, if you are absent from an exam without good reason then you may be charged.

(Post 16 students taking exams in their 3rd year must pay for any resits)

Equipment:

Make sure you have all the correct equipment before your examinations.

During the Examinations

Examination Regulations:

JCQ publish rules and regulations that must be strictly adhered to by all schools. You must read these carefully and note that any breach of 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:

You are responsible for checking your own timetable and arriving at school on the correct day and time, **properly dressed in school uniform and fully equipped**. Post 16 students must ensure that they are dressed appropriately as outdoor jackets are not permitted to be worn in the exam room. You must arrive 15 minutes prior to the start time and wait quietly in the dining hall until you are called to the exam room. All jackets and bags will be left outside and it is advisable that valuable belongings are not brought to school on exam days.

Do not attempt to communicate with or distract other candidates.

If you arrive late for an exam you may still be admitted up to a certain point. Advice will be given on the day.

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

Pens must be black ink or ballpoint – no erasable or correction pens are allowed. Glasses cases and watches are NOT allowed.

For mathematical and science examinations, make sure your calculator conforms to examination regulations:

Calculators must be:

- of a size suitable for use on the desk;
- either battery or solar powered;
- free of lids, cases or 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 (an invigilator may give a candidate a replacement calculator)

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

You are responsible for the following:

- the calculator's power supply;
- the calculator's working condition;
- clearing anything stored in the calculator.

No item may be borrowed from another candidate.

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

Mobile phones must not be brought into the exam room unless they are switched off and handed to an invigilator. If a mobile phone (or any other type of electronic communication or storage device) is found in your possession during an exam (even if it is turned off) it will be taken from you and a report made to the exam board. No exceptions can be made.

Watches (smart or analogue) are not permitted in the exam room.

Food or drink is not permitted in the exam room with the exception of water which must be in a clear bottle with the label removed.

Do not draw graffiti or write comments on examination papers. If you do, the exam board may refuse to accept your paper. You must not draw or write on the exam desks.

Listen carefully to the instructions and notices read out by the invigilators – there may be amendments to the exam paper that you need to know about.

Check that you have the correct question paper – check the day, date, subject, paper and tier of entry. If you have been given the wrong paper in error you must inform an invigilator immediately.

Read all instructions carefully and number your answers clearly.

You must stay in the exam room for the duration of the exam. You will not be allowed to leave early without the express permission of the Examinations Officer. If you have finished your paper, use any time remaining to check over your answers and ensure 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 you do not want marked. Make sure your details are on any additional answer sheets or booklets you use.

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.

Question papers, answer booklets and additional paper must not be taken from the exam room.

When dismissed, please leave the room in silence and show consideration for other candidates who may still be working.

If the fire alarm sounds during an exam, please listen for instruction from the invigilator. Do not 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 do so. You will be allowed the full time for the exam and a report will be sent to the awarding body detailing the incident.

Invigilators:

Invigilators have a key role in upholding the integrity of the exam process. They ensure that the exam is conducted in accordance with the regulatory requirements and ensure that all candidates have an equal opportunity to demonstrate their abilities.

They will assist with any issues that occur, e.g. supplying additional answer sheets and equipment but under no circumstances can they discuss the content of the exam paper with you or explain any words or questions.

Special Consideration/Absence from exams:

We will follow the most up to date guidance from the UK Health Security Agency for absence from exams due to symptoms of a respiratory infection including COVID-19.

If you experience difficulties during the exam period, e.g. illness, injury or personal problems, please inform school at the earliest opportunity so that we can help or advise you.

Wherever possible, you should try to attend your examinations. Only in exceptional circumstances are candidates allowed enhanced grading for absence from any part of an exam. It is essential that medical or other appropriate evidence is obtained on the day by the candidate/parent and given to the Examinations Officer without delay.

After the Examinations

Notification of Results:

GCE results will be available for collection in the Main Hall on Thursday 17th August from 8.30am until 11.30am.

GCSE results will be available for collection in the Main hall on Thursday 24th August from 8.30am until 11.30am.

Members of staff will be on hand to provide support and guidance to students who require it.

If you wish for any other person (including family members) to collect your results on your behalf, you must give written authorisation to school before results day. This may be a letter addressed to Miss Smith (Examinations Officer) or an email to lsm@longbenton.org.uk. The letter or email should state who will collect your results and the person collecting them should bring evidence of their identity.

If you cannot come to school on results day, you may supply Miss Smith or your Year Leader with a stamped addressed envelope or request that your results be emailed to you.

We aim to send all email requests by 12noon on results day. Students collecting their results in person will be given priority.

If you do not collect your results on results day or make other arrangements, your results will be available for collection when the school reopens in the autumn term.

Post Results Services

All Reviews of Results (RoRs) should first be discussed with the relevant Curriculum Leader/Subject Teacher/Senior member of staff who will advise on the viability of such a request.

Curriculum Leaders will review the marks you and others have achieved and will advise you if we feel there is an anomaly and that the paper should be reviewed. In the event that we feel a number of candidates have been marked incorrectly, the school will request a review of all of those papers (with your agreement).

If you wish to request a review that is not supported by the relevant Curriculum Leader/Subject Teacher/Senior member of staff then fees will apply. Please contact Miss Smith for the current fees for 2023 RoRs. Full payment must be made at the time of the request.

In all cases, a Candidate Consent Form (Appendix A) must be completed before the application can be made to the exam board.

Deadlines (dates correct at the time of printing – April 2023)

GCE Priority RoRs	24th August 2023
Priority return of scripts to assist RoR request (GCE)	31st August 2023
Priority return of scripts to assist RoR request (GCSE)	7th September 2023
GCE/GCSE RoRs	28th September 2023
Access to Scripts:	28th September 2023

Post Results Services

Fees for post-results services (Access to Scripts and Enquiries about Results) are set independently by each individual awarding body. Up to date fees and post results information will be included with your results in August.

<p>Service 1 (Clerical re-check)</p>	<p>A re-check of all clerical procedures leading to the issue of a result. It includes the following checks:</p> <ul style="list-style-type: none"> ● That all parts of the script have been marked ● The totalling of marks ● The recording of marks ● If requested, a copy of the re-checked script (additional cost) <p>The deadline for completion is within 10 calendar days of the awarding body receiving the request.</p>
<p>Service 2 (Mark Review)</p> <p>A marking error can occur because of:</p> <ul style="list-style-type: none"> -an administrative error; -a failure to apply the mark scheme where a task has only a 'right' or 'wrong' answer; -an unreasonable exercise of academic judgement. <p>Reviewers will be trained to conduct reviews of marking accurately and consistently. Reviewers will not re-mark the script. They will only act to correct any errors identified in the original marking</p>	<p>A review of the original marking to ensure that the agreed mark scheme has been applied correctly. It includes:</p> <ul style="list-style-type: none"> ● The clerical re-checks detailed in Service 1 ● A review of marking as stated to the left ● If requested, a copy of the reviewed script (additional cost) <p>The deadline for completion is within 20 calendar days of the awarding body receiving the request.</p>
<p>Priority Service 2 (Mark Review)</p>	<p>As a service 2 detailed above but is only available if a GCE A-level candidate's place in higher education is dependent on the outcome.</p> <p>The deadline for completion is within 15 calendar days of the awarding body receiving the request.</p>
<p>Access to Priority Copies of Scripts</p>	<p>Candidates may request priority copies of GCE AS and A-level scripts before deciding whether to lodge an enquiry about results.</p> <p>This service is not available to priority service 2 enquiries about results for GCE A-level examinations.</p> <p>Centres will receive the copies by no later than – date not available at time of printing.</p>
<p>Access to Original Scripts</p>	<p>Candidates may request their original scripts following the deadline for reviews. Once original scripts have been requested it is not possible to request a review.</p> <p>Centres will receive the scripts by – date not available at time of printing.</p>

Certificates

Certificates are received in school around November and an announcement will be made on the Longbenton High School website when they are ready for collection.

You will be required to sign to confirm that you have received your certificates and that they are correct. If you are unable to collect your certificates, you may give authority for someone else to collect and check them on your behalf. This may be a letter addressed to Miss Smith (Examinations Officer) or an email to lsm@longbenton.org.uk. The letter or email should state who will collect your certificates and the person collecting them should bring evidence of their identity.

JCQ regulations state that certificates should be held for 12 months. If they remain uncollected they may be disposed of securely. If you lose or fail to collect your certificates you will need to obtain duplicates from the relevant exam board. Fees will apply.

Frequently Asked Questions

Q. What do I do if there is a clash on my timetable?

A. We will re-schedule papers internally (on the same day) where there is a clash of subjects. You will normally sit them back to back. However, depending on the duration, you may have a supervised break between exams. Correct times will be shown on your final timetable and further information provided if one of your exams has been moved to a different session.

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

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

Q. What do I do if I have an accident or I am ill before the exam?

A. Inform school at the earliest opportunity so we can help/advise you. You may need to complete a self-certification form or obtain medical evidence from your GP or hospital if you wish the school to make a special consideration request to the awarding body.

Q. What is a special consideration request?

A. Special consideration is a post exam adjustment to your mark to reflect temporary illness, injury or other indisposition **at the time of the assessment**. Parents should be aware that any adjustment is likely to be small and feedback is not provided. Candidates are only eligible for special consideration **if they have been fully prepared and covered the whole course** but performance in the actual exam or assessment is affected by adverse circumstances beyond their control.

Q. What do I do if I feel ill during the examination?

A. Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before or during an exam.

Q. If I'm late, can I still take the exam?

A. Provided you arrive in school within 30mins of the start time, it may still be possible for you to sit the exam. Get to school as quickly as possible and report to reception. You must not enter an exam room without permission after an exam has begun. Please ensure that you arrive at school on time for your examinations as the exam board is not guaranteed to accept your paper if you are late.

Q. If I miss an exam can I take it on another day?

A. No. Timetables are regulated by the exam boards and you must attend on the given date and time.

Q. **Do I have to wear school uniform?**

A. Year 10 and 11 students must wear full school uniform. Post 16 students should dress appropriately.

Q. **What equipment should I bring for my exams?**

A. For most exams you should bring at least 2 black pens, 2 pencils, a rubber, ruler and pencil sharpener. For some exams you will need a calculator, compass and protractor and for others coloured pencils. Your teacher will advise you prior to your exams. **You are responsible for providing your own equipment for exams. You must not attempt to borrow equipment from other candidates during the exam.**

Q. **What is allowed in the exam room?**

A. Only material that is listed on the question paper is permitted in the exam room and students who are found to have any material with them that is not allowed will be reported to the appropriate exam board. In such circumstances, a student would normally be disqualified from the paper of the subject concerned.

Q. **Why can't I have my mobile phone in the exam room?**

A. Being in possession of a mobile phone (or any other electronic device such as iPod, headphones, smartwatch/analogue watch) is regarded as cheating and is subject to severe penalty from the awarding bodies. The minimum penalties are as follows:

Device found on you and turned ON – disqualification from the entire subject award. Device found on you and turned OFF – disqualification from the paper you are sitting at the time.

It is not worth the risk to bring your mobile phone into the exam. Please leave it at home on exam days or switch it off and hand it to an invigilator at the start.

APPENDIX A

Clerical re-checks, reviews of marking and appeals

AQA

OCR

Pearson

WJEC

Candidate consent form

Information for candidates

The following information explains what may happen following a clerical re-check, a review of marking and any subsequent appeal.

If your school or college submits a request for a clerical re-check or a review of the original marking, and then a subsequent appeal, for one of your examinations after your subject grade has been issued, there are three possible outcomes:

- Your original mark is lowered, so your final grade may be lower than the original grade you received.
- Your original mark is confirmed as correct, so there is no change to your grade.
- Your original mark is raised, so your final grade may be higher than the original grade you received.

To proceed with the clerical re-check or review of marking, you **must** sign the form below. This tells the head of your school or college that you have understood what the outcome might be, and that you give your consent to the clerical re-check or review of marking being submitted.

Candidate consent form

Centre number 39307	Centre name LONGBENTON HIGH SCHOOL
Candidate number	Candidate name

Details of review (Awarding Body, Qualification level, Subject title, component/unit)

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I give my consent to the head of my school or college to submit a clerical re-check or a review of marking for the examination(s) listed above. In giving consent I understand that the final subject grade and/or mark awarded to me following a clerical re-check or a review of marking, and any subsequent appeal, may be lower than, higher than, or the same as the result which was originally awarded for this subject.

Signed: Date:

This form should be retained on the centre's files for at least six months following the outcome of the clerical re-check, review of marking or any subsequent appeal.

APPENDIX B

Information for candidates for written examinations – effective from 1 September 2022

This document has been written to help you. 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, or a watch. 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 or draw offensive or obscene 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	<u>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.</u>
5	Remember to write your answers within the designated sections of the answer booklet.
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 from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.