



## **Examination Information and guidance Academic year 2018-19**

### **INTRODUCTION**

It is the aim of Christopher Whitehead Language College to make the examination experience as stress-free and successful as possible for all candidates. This booklet will provide important information regarding the examination regulations and the procedures to follow that you must be aware of. Please read it carefully.

The Joint Council for Qualifications (JCQ), on behalf of the awarding exam organisations, set down strict criteria which must be followed for the conduct of examinations and Christopher Whitehead Language College & Sixth Form (CWLC) is required to follow them precisely. You should also therefore, pay particular attention to the '**Information for Candidates**' documents, which are displayed outside the exam hall on the day and available on our website.

All rules apply for external examinations **as well as** internal examinations, as internal examinations are held to give you a chance of experiencing the 'real' thing and get used to the set-up and format.

We hope most of the questions you may have are answered in this booklet. Should you still feel something is unclear or you or your parents have queries, need help or advice at any time before, during or after the examinations please contact: The Examinations Officer – **Mrs N Bourne** (in the school Examinations Office). The school telephone number is: **01905 423906**

**GOOD LUCK!**

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## BEFORE THE EXAMINATIONS

You must check your individual timetable and see the Examinations Officer if you are unsure or think there is a mistake or an unresolved problem.

Candidate name: You will be entered for your exams using your **Legal** name; First name, one middle initial and surname. You must write your legal name on your examination papers.

Candidate number: You write your four-digit candidate number on all your examination papers. The numbers mainly follow the alphabetical order of your surname, unless you joined the school later than Y9. Please note for Btec exams you have a different 'exam' number.

If you have been allocated access arrangements, i.e. a reader or scribe you will sit your exams in the Learning Support Centre (LSC), and the timings on your timetable will take potential extra time into account. If you have been allocated '**extra time**' you will most likely sit in the hall with everyone else.

If you experience difficulties leading up to or during the examination period (e.g. illness, injury, personal problems) please inform the school at the earliest possible time. We can help or advise you of what you need to do and how we can support you.

A copy of the full timetable will be posted on our school website at the earliest opportunity.

## ON EXAM DAYS

**Attendance at exams is your responsibility.** Make sure that you know exactly when your exams are - especially whether they are mornings or afternoons. You are responsible for arriving at school on the correct day and time, properly dressed and equipped. **Full School Uniform must be worn for examinations.**

We recommend that you aim to arrive **20 minutes prior** to the start time of your exam. This will give you a safety margin should you encounter problems on your journey. You must inform the school immediately if you become aware that you are late.

If you cannot attend your scheduled exam **due to illness**, you **MUST** telephone the school immediately and get a message to the Exams Officer or the Attendance Officer. You will have to **provide medical evidence (a doctor's note)** stating the reason for your absence.

If you have an **accident prior to the exam** which means you are **unable to write** it may be possible to provide you with a scribe to write your answers. Please give as much notice as possible. You will also have to **provide medical evidence**.

Any candidate who **arrives late** for an examination must speak to the lead invigilator or the Exams Officer before entering the exam room. You may still be admitted.

- If you **arrive more than one hour** after the start of any exam, the Exams Officer must be assured that you have been under supervision and not had access to electronic devices, i.e. your mobile phone. The examination organisations will have to be notified and your paper **may not** be accepted.
- If you miss an exam you will **NOT** be able to take it another day, as timetabled written exams are held nationally.

## **ROOM & SEATING**

Your timetable will show which room you are in. **Most** exams will take place in **St John's Sports Centre Hall (SCH)**. You must gather by the gate by the astro pitches and wait **SILENTLY** until you are invited to walk across to the SCH by a member of staff. If your timetable states 'LSC', you must go straight to the **LSC**. MFL listening exams will happen in the Performing Arts studio/classrooms. Please see your timetable carefully.

A seating plan will be displayed outside the exam room on the day of the exam. It can help you find your seat.

## **EQUIPMENT**

Having the correct equipment is your responsibility. At CWLC we do provide the following equipment at EVERY examination:

<b>2 black pens, 2 pencils, ruler, rubber</b>
<b>Compasses &amp; Protractors (for mathematics only)</b>
<b>Coloured pencil crayons (for geography &amp; DT only)</b>

You will need to bring a **calculator** to the following exams (were allowed):

<b>Mathematics &amp; Sciences</b>
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- For mathematics and science exams, you should make sure your calculator conform to the examination regulations and that it is a scientific

calculator. Remove any covers or instructions and make sure batteries are new and **the memory is cleared**.

- Make sure you have all the correct equipment before the exam starts.
- Borrowing from other candidates is NOT allowed under any circumstances.
- If you bring your own pencil case, it must be clear / see through!

You **must do any rough work in the answer booklet provided**. Cross out anything that you do not wish to be marked. **Highlighter pens** must not be used in answer booklets but you are allowed to highlight parts on the question paper if you wish to. You are not allowed to use: GEL PENS, CORRECTING FLUID, PENS OR 'MICE' 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.

## DURING THE EXAMS

Before entering the exam room your bag, coat, etc. will be stored away safely. **As soon as you enter the exam room you are under examination conditions** and may not talk to fellow students. Please find your seat as quickly as possible and remain silent. Do **not** start writing on any papers that may be on your desk before asked to do so. Please make sure you have read and understood the *Information for Candidates* and *Warning to Candidates* regarding rules of items allowed in the exam room. They can both be found on our website.

Please check you have the correct (expected) question paper before you start – check the subject, paper and **tier** of entry (if tiered). If in doubt, please ask!

## INVIGILATORS

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

Invigilators are in the exam rooms to supervise the conduct of the examination. They will distribute and collect the examination papers, tell you when to start and finish the examination, hand out extra writing paper if required and deal with any problems that occur during the examination, i.e. if you are feeling ill. Invigilators are not allowed to discuss the examination paper with you or explain questions.

Pupils who are disruptive or behave in an unacceptable manner will be removed from the examination room by invigilators, the Exams Officer or members of the Senior Management Team.

## **ELECTRONIC DEVICES**

**Mobile Phones, 'Smart'/internet watches, Electronic Organisers, Music Players**, headphones and any type of electronic communication or storage device **are not allowed in the examination room**. Mobile phones and all watches should be left in your bag or can be handed in to invigilators for safe keeping during the exam. Please make sure that any watch alarms are turned off. The 'bag room' will be locked during the examination. **All watches must be removed and put on the desk in front of you!**

If a Mobile Phone, 'smart' watch or other electronic communication device is found in your possession during an examination, **EVEN IF IT IS TURNED OFF**, the device will be taken from you and a report made to the appropriate exam organisation. **NO EXCEPTIONS WILL BE MADE.**

### **MINIMUM PENALTIES IMPOSED BY THE EXAM ORGANISATIONS ARE**

#### **Device found on you and turned ON**

- disqualification from entire subject awards for that examination series.

#### **Device found on you and turned OFF**

- disqualification from that component.

## **BEHAVIOUR & CONDUCT**

- **Do not attempt to communicate with or distract other candidates.**
- **Only water in clear sports bottles (with sports cap/non-spill) is allowed.** Any other bottle will be removed from you.
- Please do not write on examination desks. This is regarded as vandalism and you will be asked to pay for any damage. Remember we hold a seating plan and will be able to identify who sat at which desk!
- Do not draw graffiti or write offensive comments on examination papers – if you do the examination board may refuse to accept your paper.
- Listen carefully to instructions and notices read out at the beginning of an exam – there may be amendments to the exam paper that you need to know about.
- Read all instructions carefully and number your answers clearly.
- If you feel ill during the exam put your hand up and an invigilator will assist you. If you feel ill before starting the exam inform the exams officer or an invigilator and we may be able to seat you away from other candidates.
- You may use the toilet during an exam if it is absolutely necessary! Put up your hand and an invigilator will escort you. You will not be allowed extra time.

## CHEATING

If you are caught cheating in any way in an exam, you **WILL** be reported to the exam organisations. 'Cheating' means doing anything that is against the rules stated on the *Information to Candidates* and includes:

- ☒ Being in possession of a mobile phone
- ☒ Using unauthorised aids
- ☒ Communicating with other candidates (by talking or otherwise)
- ☒ Copying from other candidates

**PENALTIES FOR CHEATING CAN INCLUDE DISQUALIFICATION FROM TAKING ANY EXAMINATIONS FOR UP TO FIVE YEARS.**

## FIRE ALARM

If the **fire alarm** sounds during an exam the 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 – away from other students. Do not go to your 'form' group!

- 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.

## THE END OF THE EXAM

There will often be more than one exam in the same room. This means that exams will finish at different times and candidates will be leaving at different times! Please show **respect** for those still working when you leave the hall.

You **will not be allowed to leave an examination room early**. If you have finished the paper use any time remaining to check over your answers and that you have completed your details correctly. You must remain silent.

At the end of the examination all work must be handed in – remember to cross out any rough work. If you have used more than one answer book or loose sheets of paper, remember to number them and put your name and candidate number on each page.

Invigilators will collect your examination 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 or paper used for notes etc. must NOT be taken from the exam room.

## **ABSENCE & SPECIAL CIRCUMSTANCES**

You and your parents are reminded that the school will require payment of entry fees (usually £30.00-£40.00 per subject) should you fail to attend an examination without good reason and without informing the school.

If you miss part of an examination through illness or personal misfortune, it **may** be possible to apply for special consideration. Medical or other appropriate evidence must be obtained on the day by you or your parents and given to the Examinations Officer without delay.

Special Consideration is an adjustment to the marks or grades of an individual unit. The allowance for special consideration is from 0-5% and it is the awarding bodies alone that decide to grant it or not. The school has no power over the outcome. You and your parents should be aware that **any adjustment is likely to be small and no feedback is ever provided**. You will only be eligible for special consideration if you have been fully prepared and covered the whole course but performance in the exam or in the production of coursework is affected by adverse circumstances beyond your control. Examples of such circumstances may be illness, accident or injury, bereavement, domestic crisis.

**Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.**

## **EXAM RESULTS**

Results from the Summer exams are published nationally in August.

- **GCSE results can be collected in person on Thursday 22<sup>nd</sup> August** between 9.00-12.00.
- If you wish any other person (including family members) to collect your results on your behalf, you must give your written authorisation to school **before end of summer term**. The '3<sup>rd</sup> party collection form' is available from the Exams Office.

- Similarly if you wish your **results to be posted** to you, you must hand in a stamped addressed envelope to the Exams Office. These letters will be posted on results day.
- No results will be given out by telephone or emailed under any circumstances.
- Results not collected on Results Day can be collected when school re-opens in September!
- If you need advice in relation to your results, Ms Watmore (Careers Advisor) and teaching staff will be available to talk to on Results Day.

Results from the January exam units will be available to students in school on 7<sup>th</sup> March. Your teacher will give them to you or you can see the Examinations Officer.

### **POST RESULTS SERVICES (PRS)**

If you have any questions about your results you should initially speak to staff on results day. If staff agrees there is an issue with a result it will be decided if a review should be made. If the Head of Department believes there is **strong** reason for a review to be made, the school will make the enquiry on your behalf. If the Head of Department cannot support the review, the request can come from you and you are asked to pay for the review (on average £40-50.00 per paper). In order to proceed with a review, you must fill out the consent form. This is to ensure that you have understood what the outcomes could be and that you are happy to proceed. There are three possible outcomes of a review:

- Your original mark will be confirmed as correct and there will be no change to your grade.
- Your original mark may be raised and this may or may not result in a change of grade.
- Your original mark may be lowered and this may or may not result in a change of grade.

A review will only result in a change to marks/grades if there is a clear error in applying the mark scheme! Different interpretations will **not** result in a change.

Information about deadlines and fees for post results services will be given out on results day.

### **CERTIFICATES**

Certificates will arrive in school by the end of October and a Presentation of Certificates Evening takes place in November for all Y11 leavers. Invitations will be sent out with full details nearer the time. All certificates for students,



who have taken an exam before they are in Y11, will be retained by the Examinations Office for safe keeping until leaving in Y11.

If you are unable to attend the Presentation Evening you will be able to collect your certificates from the Main Reception (Bromwich Road side) after Presentation Evening. Certificates will not be handed out to anyone other than yourself without a written authorisation from you (the candidate).

**We will only keep your certificates for up to two years.** If you have not collected your certificates within this time, they will be destroyed. We **strongly** urge you to collect your certificates as soon as possible and keep them safe for future use. Certificates are costly to replace (on average they cost about £40 per certificate).

### **HOW CAN YOU AS A PARENT HELP!**

Students will most likely have talked about revision with their tutor/teacher and received guidance of how best to revise for a particular subject. Support your son/daughter in putting a good and manageable timetable/plan together and sticking to it!

As a parent you know your son/daughter best. You will also know what distracts them, what they find difficult, what restrictions you may have to put in place, what will encourage them, etc. For you to support your son/daughter in the best way and help him/her through an important and possibly stressful time we have put together a few hints and tips. It would be good to:

- Recognise how important these exams are by giving your son/daughter plenty of time to do as well as they can.
- Reduce the amount of chores and responsibilities i.e. looking after younger brothers and sisters; and encourage the rest of the family to help by not disturbing revision.
- Have a quiet place for study, where their work can be safely kept.
- Encourage regular breaks, to do something they enjoy, even just for half an hour.
- Encourage a breath of fresh air! Go for a brisk walk, run, kick a ball around. Sitting still for longer periods of time can make your child sleepy and make it more difficult to concentrate.
- Praise hard work and effort; not talent/ability.
- Emphasise the need for plenty of sleep.
- Help them to forget about each exam as it is finished – avoid post mortems.
- Accept this is going to be a stressful time for the whole family – expect outbursts and try to remain calm.

- Make sure they eat healthy snacks and drink plenty of water so they don't get dehydrated.

Night before and on exam days try to ensure that:

- Your son/daughter gets a good night's sleep.
- They have all the equipment they need (a calculator for math and science).
- A clear water bottle with correct top.
- They know the start times of the exam that day.
- They know the revision lessons for each day.
- You wish them well. They have worked hard and can only do their best.

### Exam Check List



Aim to arrive at school 20 minutes prior to an exam. It is much better to leave yourself a safety margin on timings in case of problems with the journey.



Your bag and coat will be left in a separate room which is locked.



Phones – **Students must not have mobiles phones in their possession** (either on or off). Leave them in your bag or hand it in for safe keeping during the exam if necessary.



Please remember your calculator for Maths and Sciences.



No food allowed in the exam hall (if you have a special requirement – please see the Exams Officer, before the exams).



Bring a **water** bottle! These should be clear bottles with a spill-proof cap. There should be no label on the bottle.



Full school uniform is required. The temperature in the exam room can fluctuate enormously during the May/June time. Wear layers that can be taken on or off.

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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## Information for candidates For written examinations – effective from 1 September 2018

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.

<b>A Regulations – Make sure you understand the rules</b>	
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 <b>must not</b> take into the exam room: <ul style="list-style-type: none"> <li>a) <b>notes;</b></li> <li>b) <b>potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device.</b></li> </ul> <p><b>Any pencil cases taken into the exam room must be see-through.</b></p> <p><b>Remember:</b> 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.</p>
5	If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
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 <b>must not</b> write inappropriate, obscene or offensive 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>B Information – Make sure you attend your exams and bring what you need</b>	
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 <b>must</b> 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.
<b>C Calculators, Dictionaries and Computer Spell-checkers</b>	
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: <ul style="list-style-type: none"> <li>a) make sure it works properly; check that the batteries are working properly;</li> <li>b) clear anything stored in it;</li> <li>c) remove any parts such as cases, lids or covers which have printed instructions or formulas;</li> <li>d) do not bring into the exam room any operating instructions or prepared programs.</li> </ul>
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
<b>D Instructions during the exam</b>	
1	Always listen to the invigilator. Follow their instructions at all times.
2	Tell the invigilator at once if: <ul style="list-style-type: none"> <li>a) you think you have not been given the right question paper or all of the materials listed on the front of the paper;</li> <li>b) the question paper is incomplete or badly printed.</li> </ul>
3	Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4	Fill in all the details required on the front of the question paper and/or the answer booklet <b>before</b> you start the exam. Make sure you fill these details in on any additional answer sheets that you use.
5	Remember to write your answers within the designated sections of the answer booklet.
6	Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers. Make sure you add your candidate details to any additional answer sheets that you use.
<b>E Advice and assistance</b>	
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: <ul style="list-style-type: none"> <li>a) you have a problem and are in doubt about what you should do;</li> <li>b) you do not feel well;</li> <li>c) you need more paper.</li> </ul>
3	You must not ask for, and will not be given, any explanation of the questions.
<b>F At the end of the exam</b>	
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.



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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## Warning to Candidates

1. You **must** be on time for all your examinations.
2. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
3. You **must not**:
  - sit an examination in the name of another candidate;
  - have in your possession any unauthorised material or equipment which might give you an unfair advantage.
4. **Possession of a mobile phone** or other 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. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
6. You **must** follow the instructions of the invigilator.
7. If you are in any doubt speak to the invigilator.

The *Warning to Candidates* must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.

Effective from 1 September 2014