



## ST JOHN FISHER CATHOLIC HIGH SCHOOL

### GCSE EXAMINATIONS 2016/2017

#### **GUIDANCE FOR STUDENTS & PARENTS**

**Centre Number: 48241**

**School Telephone No: 01423 887254**



## INTRODUCTION

Dear Student

The purpose of this booklet is to provide information and support 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. **A copy of this booklet and all the appendices is also available on the school website.**

The Examination Boards set down strict criteria for the conduct of examinations which must be adhered to and St John Fisher School is required to follow them precisely. You should therefore pay particular attention to the "Information to Candidates" sheets which are included in this booklet.

**If there is anything you do not understand, or you are worried about any aspect of the examinations that has not been addressed in this booklet, please contact Mrs Haley (Exams Officer), Miss Lewis (Head of Year 11), Mr Johnson (Head of Year 10) or your subject teacher.**

The GCSE Examinations Officer - **Mrs Haley** (e-mail: [rhaley@sjfchs.org.uk](mailto:rhaley@sjfchs.org.uk) or tel 01423 818443)

The school telephone number is: **01423 887254.**

School website: [www.sjfchs.org.uk](http://www.sjfchs.org.uk)

R Pritchard  
Headteacher

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### Appendices (copies also available on school website)

- **Information for Candidates: Written examinations, on-screen tests, coursework assessments, controlled assessments**
- **Information for Candidates: Guidelines when referring to examinations/assessments through the Internet**
- **Information for Candidates – Privacy Notice**
- **Warning to Candidates: All exams**
- **No Mobile Phones Sign**

## BEFORE THE EXAMINATIONS

### STATEMENTS OF ENTRY

- These indicate what subjects you have been entered for in a particular exam series and your tier of entry (Foundation or Higher). Statement of Entry are issued prior to each exam series and should be checked carefully. If you think something is wrong or you do not understand something on this, please see Mrs Haley as soon as possible after receiving your statement of entry.

### EXAMINATION BOARDS & SERIES

- The School uses the following Examination Boards: AQA, Edexcel, OCR and WJEC and the main GCSE written exam period for the next academic year is now May/June 2017.

### CANDIDATE NAME

- Candidates are entered with the following name format of First Name, Middle Initial(s) + (Legal) Surname, e.g. Adam B Smith. Please check your details carefully including the spelling of your name – **remember that the name that appears on all correspondence will also appear on your GCSE certificates.**

### EXAM/CANDIDATE NUMBER & CENTRE NUMBER

- Each candidate is issued with a four-digit exam/candidate number and this is the number you will enter on your examination papers. You will find this on your statements of entry, exam timetables, the name card which will be given to you at your first exam in May and on the seating plans that are displayed outside the exam room. The School's Centre Number is 48241.

### UCI

- In addition to your candidate number, each candidate must have a Unique Candidate Identifier (12 numbers and 1 letter), which is shown on the top of statements of entry and on your individual timetable. This number will usually begin with the Centre Number (48241) unless you have transferred from another school that had already issued you with a UCI. Your UCI is used for administration purposes and it is **not** necessary for you to remember it.

### TIMETABLES

- A copy of the school's GCSE **Provisional** exam timetable for Summer 2017 is on the school website. Individual timetables will be issued to students after the entry deadline for the Summer exam series which will show your own specific examinations with details of date, time and duration of exam. **You should check this carefully upon receipt and if you think something is wrong go and see Mrs Haley, Exams Officer, immediately.** You are responsible for knowing your examination dates and times.

### EXAMINATION CLASHES

- If you have two examinations timetabled for the same time, you will sit these exams consecutively unless the total of the two exams is more than 3 hours duration. If the total time exceeds 3 hours the examinations will be split between morning and afternoon sessions. The Examinations Officer will inform you well in advance if you have a genuine clash and confirm in writing your individual clash arrangements. In these circumstances you will be supervised in a separate room from the end of your first exam to the start of your second exam. You can bring books for revision, but cannot use your mobile phone during the clash supervision. It is therefore recommended that you bring a packed lunch and drink with you as you will not be able to use the school canteen.

### EQUIPMENT

- Make sure you have all the correct equipment before your examinations. Check the regulations in the "Notice to Candidates" information sheet and the information on the following pages. We only have a limited amount of spare equipment and it delays the start of the examination if invigilators have to distribute items students should be bringing with them.

### STUDY LEAVE

- You will be advised nearer the time when study leave begins and this only applies to the Summer 2017 exams.

## DURING THE EXAMINATIONS

### DRESS CODE

- Full school uniform must be worn by all students attending school for examinations.

### PERSONAL BELONGINGS

- There is no room for bags in the Main Hall so it is advisable that students ensure they put their bags in the locked bag store prior to entering the exam room. The School will not accept responsibility for any loss you may incur by leaving your bag unattended around school.

### SEATING PLANS

- Seating Plans will be displayed outside the exam room before each exam commences. Seating is usually in candidate number order. It is imperative that you sit in the numbered seat allocated to you for a specific exam.

### BE PREPARED

- Examinations start at 9.00 am and 1.30 pm. Make sure you arrive 15 minutes prior to the start time of each examination and wait quietly outside the exam room until invited to enter by a member of staff.
- It is your responsibility to ensure that you have all the necessary equipment with you. The School is under no obligation to provide equipment during exams. All items of equipment, pens, pencils, mathematical instruments etc should be visible to the invigilators at all times. You must use either a transparent pencil case or clear plastic bag.
- Pens should be black ink or ballpoint. No correcting or erasable pens, fluid or tape, highlighters or pale-coloured gel pens are allowed.
- For mathematics (calculator papers) and science exams, students should make sure their calculators conform to the examination regulations. If in doubt, check with your teacher. Remember to check in advance that your calculator is working and **do not** bring your calculator lids into the exam room with you.
- Please make sure that any watch alarms are turned off and wrist watches which have a data storage device are not permitted in an exam.
- 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.
- Read all instructions carefully and number your answers clearly.
- Write your name and exam number on all answer booklets and papers.
- Do not attempt to communicate with or distract other candidates when you are in the exam room.
- **Mobile phones, IPODs, Smartwatches, MP3/4 players, products with an electronic communication/storage device or digital facility MUST NOT BE BROUGHT INTO THE EXAMINATION ROOM.** If any of these items are 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 and you could lose all of your examination marks in that paper or even the entire subject.

## FOOD & DRINK

- No food or drink is allowed in the examination rooms except water. Drinking water should be in clear plastic bottles and all labels must be removed. Chewing gum is not allowed.

## ILLNESS DURING AN EXAMINATION

- If you feel unwell during an examination you should put your hand up to attract an invigilator's attention.

## AT THE END OF AN EXAMINATION

- At the end of an examination, all work must be handed in – remember to cross out any rough work with a single line. If you have used more than one answer booklet or loose sheets of paper, ask an invigilator for a treasury tag to fasten them together in the correct order. Make sure you have your name and exam/candidate number on all separate sheets.
- 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 and additional paper **must not be taken** from the examination room.
- You must remain seated until told to leave the examination room. Please leave the room in silence and show consideration to other students who may still be working.

## MALPRACTICE (CHEATING)

If you are caught cheating in any way in an examination, **you will be reported** to the relevant Examination Board. "Cheating" means doing anything that is against the rules stated on the "Notice to Candidates" leaflet and includes:-

- Being in possession of a mobile phone, Smartwatch, iPod, MP3/4 or other products with an electronic communications/storage device or digital facility.
- Being in possession of unauthorised materials, eg revision notes (even if you do not intend to use them)
- Communicating with other candidates
- Copying from other candidates

NB: Penalties for cheating can lead to disqualification from the paper or the subject.

## LATE ARRIVAL

- If you are going to be late for an exam, please contact the school reception with an estimated time of arrival.

If you arrive late for an examination you must go immediately to the examination room and report to an invigilator. The School will do its utmost to ensure you are able to sit the examination in the full allocated time. However, Examination Boards warn that they may not be prepared to accept work from students who arrive very late.

## INVIGILATORS

- The school employs external invigilators to conduct the examinations and students are expected to behave in a respectful manner towards them 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, e.g. if a student is feeling unwell.
- Please note that invigilators cannot discuss the examination paper with you or explain the questions.
- Students who are disruptive or behave in an unacceptable manner will be removed from the examination room by invigilators and dealt with accordingly.

## ABSENCE FROM EXAMINATIONS

- 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 with regard to whether special consideration will apply.
- Only in 'exceptional circumstances' are candidates allowed special consideration for absence from any part of an examination. It is essential that where an application is to be made for special consideration relating to absence from an examination, a medical certificate or other appropriate evidence is obtained on the day of the examination by the candidate or parent and given to Mrs Haley without delay.
- For the award of a grade by special consideration, where a student misses part of an examination through illness or personal misfortune, a minimum of 50% of the examination (including controlled assessment/coursework) must be completed.
- Parents and candidates are reminded that the school will require payment of entry fees should a student fail to attend an examination without good reason and without informing the school. If you do not provide medical evidence, where relevant, you may be asked to pay for future attempts at those examinations missed.
- Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

## EMERGENCIES

- If the **fire alarm** sounds during an examination the examination invigilators will tell you what to do. If you have to evacuate the room you will be asked to leave everything on your desk and vacate the room **in silence** and in the order in which you are sitting. You will be escorted to a designated assembly point. 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.

## RETURN OF SCHOOL BOOKS

- All text books belonging to the School must be returned on the day of your last examination in each subject.

## AFTER THE EXAMINATIONS

### NOTIFICATION OF RESULTS

- GCSE Results for the Summer Series 2017 will be available for collection from the Main Hall on **Thursday, 24th August 2017 between 10.00 am – 12 noon.**
- If you wish someone other than yourself or your parent/guardian to collect your results on your behalf, you must give your written authorisation to school before results day.
- No results will be given out by telephone under any circumstances.
- Results not collected will be posted to your home address held on the School records.

### POST RESULTS

- If you require advice regarding remarks, script returns or re-sits, please contact Mrs Haley or your Subject Teacher for advice.

### PRESENTATION OF CERTIFICATES

- Certificates should all have arrived in school by 31<sup>st</sup> October 2017 and will be given out to students during Sixth Form Extended Form Time in November 2016. Mrs Joy, Head of Sixth Form, will advise you of the exact date nearer the time. If you are absent on this day you will need to collect them from Mrs Haley. If you leave school after Year 11, please contact Mrs Haley to arrange their collection from the School Reception or, if you wish your certificates to be posted to you, please send a cheque for £3.50 made payable to St John Fisher Catholic High School to the Examinations Officer, as we are required to post them by Recorded Delivery.

### EXAMINATION CERTIFICATES

**Remember** – your certificates are extremely important documents and must be kept safe. Replacement certificates/certified copies of results must be obtained directly from the Exam Boards and are expensive. The School is only legally obliged to keep any unclaimed certificates for a period of one year from the date of receipt so please ensure you claim your certificates.

### INTERNAL ASSESSMENT PROCEDURE

- Internal assessment is defined as any piece of written or practical work which is marked by SJF staff or an external examiner and which contributes to a public qualification. This includes coursework and controlled assessments.
- Staff must adhere to guidelines issued by JCQ and individual exam board.
- Students must read and understand fully the relevant JCQ Notices to Candidates.
- Irregularities in the internal assessment discovered prior to the student signing a declaration of authentication will not be reported to the awarding body, but dealt with as an internal disciplinary matter. The work will not gain any credit.
- Irregularities in the internal assessment discovered after the signing of the declaration of authentication by the student may be reported to the awarding body which may lead to disqualification from the subject.
- Internal assessment must be handed in by the agreed published deadline.



- All students are given the same and sufficient time to complete the internal assessment – see point 13 of School Exams Policy re exceptions, a copy of which is on the school website.
- Students are given clear instructions as to the time and place for handing in the internal assessment.
- The internal assessment must be handed in by the student to the designated teacher and not given to another student to hand in.
- If the student is absent from school on the deadline day, a parent/carer or friend must bring the work to school to be handed in to meet the deadline.
- If it is impossible to deliver the work to school, the Head of Subject must be contacted by phone on the deadline day for advice.
- If the internal assessment has not been completed by the deadline, the incomplete work must be handed in on the deadline day to receive a mark. There will be no further opportunity to complete this work for an improved mark.
- Normally there will be no extension of an internal assessment deadline if a student is absent for a day or two during the period that the internal assessment is being completed.
- In exceptional circumstances e.g. a school exchange, play, rehearsals or a prolonged absence covered by a medical certificate, an extension may be requested, but this must be negotiated with the Head of Subject. The extension should be confirmed in writing to the student and parent.
- It is the duty of Heads of Faculty/Subject to ensure that all internal assessments are ready for dispatch at the correct time. Faculties/Subjects must keep a record of each dispatch including the recipient details and the date and time sent. All dispatches must be sent with a Certificate of Postage arranged through Reception/Main Office.

#### **APPEALS PROCEDURE FOR INTERNAL ASSESSMENT**

- The grounds for appeal relate only to the procedures used in arriving at internal assessment decisions or the production of externally assessed work and do not apply to the judgement themselves.
- The appeal must be made in writing to the Examinations Officer by 31 May of the year that the internal assessment was assessed. The grounds for the appeal must be clearly stated. The student can be supported in the presentation of their case by a parent/carer/friend.
- The Headteacher will nominate a member of staff, normally the Examinations Officer (EO), to lead the enquiry provided that the EO has played no part in the original assessment process. An experienced Head of Faculty/Subject to act as an independent member will also be on the panel.
- The panel will examine the evidence for the procedures used in the assessment, decide upon their appropriateness and whether the procedures have been properly followed, as required by the awarding body concerned.
- The enquiry will be completed within 6 weeks of receipt of the appeal and the panel's findings will be formally reported back to the student/parent/carer within 8 weeks of receipt of the appeal.
- Records of the request for the appeal, the evidence, deliberations of the panel and the result will be kept by the Examinations Officer and made available to the awarding body if required.