

Centre Number: 48239

EXAMINATION HANDBOOK

**INFORMATION
FOR
STUDENTS**

2017 – 2018

INTRODUCTION

The purpose of this booklet is to provide information and support for you and your parents. Please read it carefully and share it with 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 Awarding Bodies set down strict criteria for the conduct of examinations which must be adhered to and the Associated Sixth Form is required to follow them precisely. You should therefore pay particular attention to the 'Information for 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 is not addressed in this booklet, please contact the Sixth Form Examinations Officer, Mrs Humphrey, who is based in the Sixth Form Office at St Aidan's, your Senior Tutor or your subject teacher.

Contact Information:

Sixth Form Office St Aidan's: 01423 818516
Sixth Form Office St John Fisher: 01423 818426
School websites: www.staidans.co.uk and www.sjfchs.org.uk

Mrs Humphrey
Examinations Officer
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Head of Sixth
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BEFORE THE EXAMINATIONS

STATEMENTS OF ENTRY

- These indicate which units and subjects you have been entered for in each exam series. Statements of Entry are issued prior to each exam series and **should be checked very carefully**. If you think something is wrong or you do not understand something on this, please see Mrs Humphrey **as soon as possible** after receiving your Statement of Entry.

AWARDING BODIES AND SERIES

- The Sixth Form uses the following Awarding Bodies: AQA, Edexcel, OCR and WJEC. The main examination series for the academic year for both AS (old specification subjects) and A Levels is in May/June but there are also some Applied subject exams in January.
- GCSE re-sits in English and Mathematics are also available in November and some students may sit Functional Skills Maths exams in March.
- Mock exams for Y13 are held in December and for Y13 in May.

CANDIDATE NAME

- Candidates are entered with the following name format of First Name Middle Name Surname, e.g. Adam Duncan 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 certificates**.

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. **Please note that it is a different number from that which you will have used in Year 11**. You will find this on your statements of entry, exam timetables, and on the seating lists that are displayed outside the exam room. The Sixth Form Centre Number is 48239.

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 where you sat your GCSEs. It is important that the same number is used throughout your secondary education.

ULN

- A Unique Learner Number (ULN) is a 10-digit reference number which is used alongside and to access the Personal Learning Record of anyone over the age of 14 involved in UK education or training. Learners will retain the same number for accessing their Personal Learning Record throughout their lives, whatever their level of learning and wherever they choose to participate in education, training and learning. The 10-digit ULN has been designed to ensure that no additional meaning can be inferred from its structure, for example, geographical

location, level of learning. Its purpose is purely to provide a unique identifier for each individual's Personal Learning Record. Your UCI and your ULN are used for administration purposes and it is **not** necessary for you to remember them.

TIMETABLES

- A copy of the Provisional timetable for Sixth Form exams is on the schools' websites. Individual timetables will be issued to students after the entry deadlines for each exam series which will show your own specific examinations with details of date, time and duration of exam. **Check these carefully when you receive them.** If you think something is wrong see Mrs Humphrey 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 by an invigilator from the time you finish your first exam to the start time of your second exam in a separate room. It will therefore be necessary for you to bring a packed lunch and drink to school with you if you have a clash necessitating supervision over lunchtime. You may also bring revision material for the afternoon exam. You will not be able to use your mobile phone/Smartwatch (eg iWatch)/iPod during the period of clash supervision.

EQUIPMENT

- Make sure you have all the correct equipment before your examinations. Check the regulations in the 'Information for Candidates' 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

- There will be no formal study leave for Year 12 students. For Year 13 students the last day of school prior to their A level exams is 24 May 2018.

DURING THE EXAMINATIONS

DRESS CODE

- Usual business like dress must be worn by all students attending school for examinations.

IDENTIFICATION

- Students **must** wear their ID badges for all examinations and these should be placed face up on the exam desk in order for the invigilators/admin staff to check that students are in the correct seats.

PERSONAL BELONGINGS

- There is no space for bags in the examination rooms so it is advisable not to bring any valuables into school that will be left unattended in your bag. The Schools will not accept responsibility for any loss you may incur. For exams in Constance Green Hall you may leave your bags in a nearby room which will be signposted on exam days. This room will be locked during the period of the exam.

SEATING LISTS

- Seating Lists will be displayed outside the exam room and the allocated bag storage room before each exam commences. For exams in Constance Green Hall seating lists will also be displayed in the Sixth Form cafe at St Aidan's; for exams at St John Fisher seating lists will also be displayed on the Exams Noticeboard in the Collins Entrance. Seating is usually in candidate number order. **It is imperative that you sit in the numbered seat allocated to you for a specific exam so that the Sixth Form staff can easily identify which students are missing.**

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 Sixth Form 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. You **must not use** correcting pens, fluid or tape, erasable pens, highlighters or pale-coloured gel pens in your answers. However, a highlighter pen may be used to highlight questions, words or phrases within the question paper or extracts in any resource material provided.
- For mathematics (calculator papers), science exams and other exams where a calculator is permitted 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 note: you **must** clear anything stored in your calculator prior to your exam.

- **Please note:** Students are **NOT** permitted to bring a **wrist watch of any description** into the Exam Room.
- Do not touch your exam paper/answer booklet until instructed to do so by the Invigilator or Exams Officer. Details should be filled in only once everybody is seated.
- Listen carefully to instructions and notices read out by the invigilators or Exams Officer – 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 code and where appropriate the tier of entry.
- Read all instructions carefully and number your answers clearly.
- Write your full legal name and candidate number on **all** answer booklets and papers. If you use additional paper it is recommended that you annotate your answer '*continued on additional paper*'.
- Do not attempt to communicate with or distract other candidates when you are in the exam room.
- **Mobile phones, iPODS, wrist watches including Smartwatches (eg iWatches), 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

- Clear bottles of water are allowed into the exam room, provided all labels have been removed from the bottle. Discreet sucking of sweets is permitted; again all packaging 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 through any rough work with a single line. If you have used more than one answer booklet or loose sheets of paper **make sure you have the school centre number, your name and your exam/candidate number and the question numbers answered on all booklets or separate sheets you use.**

- 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 Awarding Body. "Cheating" means doing anything that is against the rules stated on the "Warning to Candidates" leaflet and includes:-

- Being in possession of a mobile phone, smart watch or other electronic communication/storage device
- 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 delayed for your examination you should advise the Sixth Form Office at St Aidan's on 01423 818516, or the Sixth Form Office at St John Fisher on 01423 818426.
- 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, Awarding Bodies warn that they may not be prepared to accept work from students who arrive very late for an exam.

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, eg 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 the school at the earliest possible point so we can help or advise you with regard to whether special consideration may 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 Humphrey, Exams Officer, without delay.
- For the award of a grade by special consideration, where a student misses part of an examination through illness or personal misfortune, certain minimum criteria must be completed. Contact Mrs Humphrey for details.
- 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. 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 Schools should be returned on the day of your last examination in each subject.

AFTER THE EXAMINATIONS

NOTIFICATION OF RESULTS

- Results for the Summer exams will be available for collection from Constance Green Hall at St Aidan's on **Thursday 16 August 2018**.
- If you wish someone else to collect your results on your behalf, including your parents/guardians, you must give your written authorisation to school **before** results day.
- If you would like your results posted to you, please leave a **large** stamped addressed envelope (**with the appropriate postage**) at the Sixth Form Office before the end of term, writing on the reverse the subjects and levels (AS, GCSE etc) of the examinations taken.
- In **very** exceptional circumstances results can be emailed to your school email address.
- Results not collected in August will be retained at the school at which you register.

POST-RESULTS

- If you require advice regarding review of marking, script returns or resits, please contact Mrs Humphrey or your Subject Teacher for advice. **Information on the post results services available to you with costs and deadline dates will be included in your results envelopes.**

REVIEW OF MARKING

- If you wish to have a script reviewed, you must pay for it yourself, unless, as happens very occasionally, a Department wants a number of scripts to be reviewed. If a Department does make such a request, your permission for a review will first be sought.
- It is important to realise that marks and grades are not always **raised** as a result of a review of marking; they can be **confirmed** or even **lowered**. If the **overall grade** is changed, a refund will be issued for those papers that contributed to the overall grade change; **no refund will be given if the marks/unit grade are changed but the original overall grade is unchanged.**
- You might wish to consider obtaining a photocopy of your marked script, see below, before deciding whether to request a review of marking.

ACCESS TO SCRIPTS

- If you wish, you may have a **photocopied script(s) of your AS or A2 exam** returned from the awarding bodies. To do this, you should collect an "Access to Scripts" form from the Sixth Form Office. This form must be completed as soon as possible and handed to Mrs Humphrey, with the required fee *per script* by the **advised deadline, usually one week after the publication of results. You cannot apply for a photocopied script after this time.**
- Your scripts will be emailed to your school email address or will be available to collect from the St Aidan's Sixth Form Office (check your school email for notification of receipt.) Following receipt of the photocopied script(s), you may apply for a review of marking. The deadline for review of marking requests will be published alongside the results; you may only have a few days between receiving your copy script and the deadline for requesting a review.
- If you wish to, you may have your **original script(s)** returned from the awarding bodies. To do this, you should collect an "Access to Scripts" form from the Sixth Form Office and return it by **the published deadline**, with the required fee *per script*. The script(s) will be available to collect from the St Aidan's Sixth Form Office. Note that there can be **no** appeal for a review of marking upon receipt of original scripts.
- If you receive a script – whether original or photocopied – you must observe the awarding bodies rule that scripts **must not** be disposed of, written on or otherwise tampered with until the end of November. The awarding bodies may request the return of scripts prior to this date and **candidates who have tampered with scripts will be penalised by disqualification from the exam and any other taken in the same session.**

RE-SITS/ADDITIONAL EXAM ENTRIES FOR SUBJECTS STUDIED INDEPENDENTLY

- For some subjects it may be possible for you to re-sit GCE units. Re-sit forms are available from either St Aidan's or St John Fisher Sixth Form Office and will also be on the school websites to download. All re-sit fees must be paid with application forms by **the published deadlines**. Re-sit applications received after this date will be charged a late fee of double the original amount. Re-sit forms received very late will be charged triple.
- Re-sits for **ex-students** are usually possible for examination units only. Ex-students cannot re-sit coursework/NEA units. An administrative fee of £20.00 is payable in addition to the re-sit fee and the School may also have to charge for the cost of invigilation if there are no current students sitting an exam at the same time as your re-sit. Students wishing to re-sit the new reformed Linear A Levels are required to re-sit all of the written papers for the subject. Students can however carry forward the NEA or Science Practical Skills element of the A Level from the previous exam series.
- **Students who wish to sit exams in subjects they study independently and therefore do not attend timetabled lessons in that subject will be charged for the cost of the exam entry fee for that subject. If this further involves additional invigilation costs then the student would be expected to cover the cost of this as well.**

PRESENTATION OF CERTIFICATES

- Certificates arrive in school during the Autumn Term and will be given out to Year 12 students throughout the year. Year 13 students are invited to a Presentation Event by the school at which they register.
- Remember – your certificates are extremely important documents and must be kept safe. Replacement certificates/certified copies of results must be obtained directly from the Awarding Bodies 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 certificate.