



SIR WILLIAM ROBERTSON
ACADEMY

EXAMINATIONS HANDBOOK 2021 – 2022

GUIDANCE FOR PUPILS & PARENTS/CARERS

Centre Number: 26152

School Telephone No: 01400 272422

INTRODUCTION

This booklet has been designed to offer you help and advice in preparation for your GCSE and GCE examinations. It contains information regarding important rules and regulations. Please read it carefully and make sure that you are familiar with what is expected of you.

Public examinations can be stressful for pupils and parents/carers, and our aim at Sir William Robertson Academy is to administer them as smoothly and efficiently as possible so that you are able to do your best. The awarding bodies (examination boards) impose strict criteria for the conduct of examinations, and the penalties for breaking the rules can be severe. You should, therefore, pay particular attention to the JCQ Notice to Candidates and the Warning to Candidates that are available in this booklet.

If you have any queries or need help or advice at any time before, during or after the examinations please contact the Examinations Office.

Examinations Office Staff - **Mrs Guz/Miss Guz**

The school telephone number is: 01400 272422

AQA	City & Guilds	CCEA	Edexcel	OCR	WJEC
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Warning to Candidates

1. You **must** be on time for all your examinations.
2. **Possession of a mobile phone** or other unauthorised material **is not allowed** - even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.
3. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
4. You **must** follow the instructions of the invigilator.
5. You **must not** sit an examination in the name of another candidate.
6. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
7. If you are confused about anything, only speak to an invigilator.

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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NO MOBILE PHONES WATCHES MP3/4 PLAYERS

NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION



Possession of unauthorised items, such as a mobile phone, is a serious offence and could result in

DISQUALIFICATION
from your examination and your overall qualification.

This poster must be displayed in a prominent place outside each examination room.

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Information for candidates

For written examinations – effective from 1 September 2021

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 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. 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-checker

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. 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.
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, including those used for rough work.

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.

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Information for candidates

For on-screen tests – effective from 1 September 2021

This document has been written to help you. Read it carefully and follow the instructions.

If there is anything you do not understand, ask your teacher.

A. Regulations – Make sure you understand the rules

1. Be on time for your on-screen test(s). If you are late, your work might not be accepted.
2. Do not become involved in any unfair or dishonest practice during the on-screen test.
3. If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4. Only take into the exam room the materials and equipment which are allowed.
5. 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.

Unless you are told otherwise, you must not have access to:

- (c) the internet, email, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks;
- (d) pre-prepared templates.

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.

6. If you have a watch the invigilator will ask you to hand it to them.
7. Do not talk to or try to communicate with, or disturb other candidates once the on-screen test has started.
8. If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
9. Do not borrow anything from another candidate during the on-screen test.

B. Information – Make sure you attend your on-screen test and bring what you need

1. Know the dates and times of your on-screen test(s). Arrive at least ten minutes before the start of your on-screen test.
2. If you arrive late for an on-screen test, report to the invigilator running the test.
3. If you arrive more than one hour after the published starting time for the on-screen test, you may not be allowed to take it.
4. Your centre will inform you of any equipment which you may need for the on-screen test.

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 examination 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 on-screen test

1. Always listen to the invigilator. Always follow their instructions.
2. Tell the invigilator at once if:
 - a. you have been entered for the wrong on-screen test;
 - b. the on-screen test is in another candidate's name;
 - c. you experience system delays or any other IT irregularities.
3. You may be given a question paper or the instructions may be on screen. In either case, read carefully and follow the instructions.

E. Advice and assistance

1. If on the day of the on-screen test 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 on-screen test if:
 - a. you have a problem with your computer and are in doubt about what you should do;
 - b. you do not feel well;
3. You must not ask for, and will not be given, any explanation of the questions.

F. At the end of the exam

1. Ensure that the software closes at the end of the on-screen test.
2. If you are required to print off work outside the time allowed for the on-screen test, ensure that you collect your own work. You must not share your work with other candidates. Make sure that another candidate does not collect your printout(s).
3. Do not leave the exam room until told to do so by the invigilator.
4. Do not take from the exam room any stationery. This includes rough work, printouts or any other materials provided for the on-screen test.



This notice has been produced on behalf of: AQA, City & Guilds, CCEA, OCR, Pearson and WJEC

Information for candidates – coursework assessments

This document tells you about some things that you **must** and **must not** do when you are completing coursework.

When you submit any coursework for marking, you will be asked to sign an authentication statement confirming that you have read and followed these regulations.

If there is anything that you do not understand, you **must** ask your teacher.

Coursework provides you with an opportunity to do some independent research into a topic. The research you do will involve looking for information in published sources such as textbooks, encyclopedias, journals, TV, radio and on the internet.

Using information from published sources (including the internet) as the basis for your coursework is a good way to demonstrate your knowledge and understanding of a subject. You **must** take care how you use this material though – you **cannot** copy it and claim it as your own work

The regulations state that:

- 'the work which you submit for assessment **must** be your own';
- 'you **must not** copy from someone else or allow another candidate to copy from you'.

If you use the same wording as a published source, you **must** place quotation marks around the passage and state where it came from. This is called 'referencing'. You **must** make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: (Morrison, 2000, p29).

For material taken from the internet, your reference should show the date when the material was downloaded and **must** show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm, downloaded 5 February 2022.

You may be required to produce a bibliography at the end of your work. This **must** list the full details of publications you have used in your research, even where these are not directly referred to, for example: Curran, J. Mass Media and Society (Hodder Arnold, 2005).

If you copy the words or ideas of others and do not show your sources in references and a bibliography, this will be considered as cheating.

Preparing your coursework – good practice

If you receive help and guidance from someone other than your teacher, you **must** tell your teacher who will then record the nature of the assistance given to you.

Your parent/carer may provide you with access to resource materials and discuss your coursework with you. However, they **must not** give you direct advice on what should and should not be included.

If you worked as part of a group on an assignment, you **must** each write up your own account of the assignment. Even if the data you have is the same, the description of how that data was obtained and the conclusions you draw from it should be in your own words.

You **must** meet the deadlines that your teacher gives you. Remember - your teachers are there to guide you. Although they cannot give you direct assistance, they can help you to sort out any problems before it is too late.

Take care of your work and keep it safe. **Don't** leave it lying around where your classmates can find it or share it with anyone, including posting it on social media. You **must always** keep your coursework secure and confidential whilst you are preparing it; **do not** share it with your classmates. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you do not need.

Don't be tempted to use pre-prepared on-line solutions — this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

You **must not** write inappropriate, offensive or obscene material.

Plagiarism

Plagiarism involves taking someone else's words, thoughts or ideas and trying to pass them off as your own. **It is a form of cheating which is taken very seriously.**

Don't think you won't be caught; there are many ways to detect plagiarism.

- Markers can spot changes in the style of writing and use of language.
- Markers are highly experienced subject specialists who are very familiar with work on the topic concerned — they may have read the source you are using, or even marked the work you have copied from!
- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

Penalties for breaking the regulations

If your work is submitted and it is discovered that you have broken the regulations, one of the following penalties will be applied:

- the piece of work will be awarded zero marks;
- you will be disqualified from that unit for that examination series;
- you will be disqualified from the whole subject for that examination series;
- you will be disqualified from all subjects and barred from entering again for a period of time.

The awarding body will decide which penalty is appropriate.

REMEMBER – IT'S YOUR QUALIFICATION SO IT NEEDS TO BE YOUR OWN WORK



This notice has been produced on behalf of: AQA, OCR, Pearson and WJEC

Information for candidates: non-examination assessments

This document tells you about some things that you **must** and **must not** do when you are completing your work.

When you submit your work for marking, the awarding body will normally require you to sign an authentication statement confirming that you have read and followed these regulations.

If there is anything that you do not understand, you **must** ask your teacher.

Preparing your work – good practice

If you receive help and guidance from someone other than your teacher, you **must** tell your teacher who will then record the nature of the assistance given to you.

If you worked as part of a group on an assignment, for example undertaking field research, you **must** each write up your own account of the assignment. Even if the data you have is the same, you **must** describe in your own words how that data was obtained and you **must independently draw your own conclusions from the data.**

You **must** meet the deadlines that your teacher gives you. Remember - your teachers are there to guide you. Although they cannot give you direct assistance, they can help you to sort out any problems before it is too late.

Take care of your work and keep it safe. **Do not** leave it lying around where your classmates can find it or share it with anyone, including posting it on social media. You must always keep your work secure and confidential whilst you are preparing it; **do not** share it with your classmates. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you do not need.

Do not be tempted to use pre-prepared on-line solutions — this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

You **must not** write inappropriate, offensive or obscene material.

Research and using references

In some subjects you will have an opportunity to do some independent research into a topic. The research you do may involve looking for information in published sources such as textbooks, encyclopedias, journals, TV, radio and on the internet.

Using information from published sources (including the internet) as the basis for your assignment is a good way to demonstrate your knowledge and understanding of a subject. You **must** take care how you use this material though - you **cannot** copy it and claim it as your own work.

The regulations state that:

- 'the work which you submit for assessment **must** be your own';
- 'you **must not** copy from someone else or allow another candidate to copy from you'.

When producing a piece of work, if you use the same wording as a published source you **must** place quotation marks around the passage and state where it came from. This is called "referencing". You **must** make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: Morrison, 2000, pg.29.

For material taken from the internet, your reference should show the date when the material was downloaded and **must** show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: <http://www.geocases2.co.uk/rural1.htm> downloaded 5 February 2022.

You may be required to include a bibliography at the end of your piece of written work. Your teacher will tell you whether a bibliography is necessary. Where required, your bibliography **must** list the full details of publications you have used in your research, even where these are not directly referred to, for example: Curran, J. *Mass Media and Society* (Hodder Arnold, 2005).

If you copy the words or ideas of others and do not show your sources in references and a bibliography, this will be considered as cheating.

Plagiarism

Plagiarism involves taking someone else's words, thoughts or ideas and trying to pass them off as your own. **It is a form of cheating which is taken very seriously.**

Don't think you won't be caught; there are many ways to detect plagiarism.

- Markers can spot changes in the style of writing and use of language.
- Markers are highly experienced subject specialists who are very familiar with work on the topic concerned — they may have read the source you are using, or even marked the work you have copied from!
- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

Penalties for breaking the regulations

If it is discovered that you have broken the regulations, one of the following penalties will be applied:

- the piece of work will be awarded zero marks;
- you will be disqualified from that component for the examination series in question;
- you will be disqualified from the whole subject for that examination series;
- you will be disqualified from all subjects and barred from entering again for a period of time.

The awarding body will decide which penalty is appropriate.

REMEMBER – IT'S YOUR QUALIFICATION SO IT NEEDS TO BE YOUR OWN WORK



Information for Candidates: Information About You and How We Use It

You have entered general or vocational qualifications such as GCSE, A-level, functional skills qualifications etc with one or more of the awarding bodies listed above. In order to be able to provide examinations and assessments, the awarding body needs to collect and use information about you. This notice provides you with a high level summary of the information the awarding body is required by law to give you about of what happens to that information. For more detail see each awarding body's full Privacy Notice:

AQA	https://www.aqa.org.uk/about-us/privacy-notice
CCEA	http://ccea.org.uk/legal/privacy_policy
City & Guilds	https://www.cityandguilds.com/help/help-for-learners/learner-policy
NCFE	https://www.ncfe.org.uk/legal-information
OCR	https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/
Pearson	https://qualifications.pearson.com/en/about-us/qualification-brands/gdpr.html
WJEC	https://www.wjec.co.uk/home/privacy-policy/

Who we are and how to contact us

Each awarding body is a separate organisation. Your school or examination centre will be able to confirm to you which awarding body is delivering each qualification you are undertaking and you will receive a statement confirming what qualifications you have been entered for and which awarding body. You will find links to each awarding body's website and information on how to contact them here: www.jcq.org.uk/contact-us/contact-details-for-jcq-and-members.

Information about you and from where it is obtained

Each awarding body whose qualifications you enter will need to use a variety of information about you. This includes obvious identification details such as your name, address, date of birth and your school or examination centre. It also includes information about your gender, race and health, where appropriate. This information is provided by you or your parents/guardians and/or by your school or examination centre.

Each awarding body will create certain information about you such as a candidate number, examination results and certificates.

You will find further information about this in the awarding bodies' full Privacy Notice (see links above) or by contacting the awarding body (see above).

What happens to the information about you

The awarding bodies use the information about you to deliver the examinations and assessments which you have entered. This includes making a variety of arrangements for you to sit the examinations or assessments, marking, providing you and your school or centre with results and certificates. The awarding bodies also use some of the information about you for equality monitoring and other statistical analysis.

The awarding bodies may share information about your results with official bodies such as the Department for Education and the examinations regulators (eg Ofqual in England) and also relevant local authorities and the Universities and Colleges Admissions Service (UCAS). An awarding body may also use information about you to investigate cheating and other examination malpractice and will share information about malpractice with other awarding bodies.

The awarding bodies take the security of the information about you that they hold seriously.

You will find further, technical information about what the awarding bodies do with information about you, why and the legal basis in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

Your rights

The law gives you a number of rights in relation to the information about you that the awarding bodies holds. Those rights are:

- Access – you are entitled to ask each awarding body about the information it holds about you.
- Rectification – you are entitled to ask each awarding body to correct any errors in the information that it holds about you.
- Erasure – in certain circumstances you are entitled to ask each awarding body to erase the information about you that it holds.
- Object to or restrict processing – in certain circumstances you are entitled to ask each awarding body to stop using information about you in certain ways.
- Complain – you are entitled to complain to the Information Commissioner (the body regulating the use of personal information) about what each awarding body does with information about you.

You will find further information about your rights in relation to information about you in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

How long the information about you is held

Each awarding body retains information about you only for as long as it is needed. Some of the information is needed only during the period in which you are undertaking the examination or assessment and is securely destroyed a short while afterwards. Other information about you, such as your name, gender, address, qualification and subjects entered and the results, are held indefinitely and for at least 40 years.

Each awarding body has its own retention policy that sets out what information it retains, how it is retained and for how long. You can find out more about retention policies by contacting each awarding body (see above).

How to find out more about the information about you that the awarding bodies use

To find out more about the information about you that the awarding bodies collect and use, including what happens to that information why, you can review the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or contact the awarding body. You will find links to each awarding body's website and information on how to contact them here: www.jcq.org.uk/contact-us/contact-details-for-jcq-and-members.

Please note

It is important to note that this notice concerns only how the awarding bodies use information about you (called your "personal data"). Complaints about how an awarding body handles your personal data can be made to the Information Commissioner (www.ico.org.uk). Information about the examinations and assessment themselves, including the rules about assessments, can be found on the JCQ Exams Office pages (www.jcq.org.uk/exams-office). The awarding bodies are regulated by Ofqual (<https://www.gov.uk/government/organisations/ofqual>) in England; Qualifications Wales (www.qualificationswales.org) in Wales, and the Council for the Curriculum, Examinations and Assessment (<http://ccea.org.uk/regulation>) in Northern Ireland.



Information for candidates

Using social media and examinations/assessments

This document has been written to help you stay within examination regulations - please read it carefully.

We all like to share our experiences when taking exams and sharing ideas with others online can be helpful when you're studying or revising.

However, it is important to consider what you say and to think about what information is being shared as there are limits to what you can share and you need to be careful not to break the rules. The rules are in place to ensure that exams are fair to everyone, students don't become worried about false rumours and any real issues can be sorted out quickly by the right people.

We'd like to ask you to act responsibly when discussing online. If you're in doubt about what you can and can't discuss online regarding your exams, it's always best to check with your teacher.

If you receive what is or what looks to be assessment related information through social media, or any other means, you must tell your teacher or another member of staff. You must show them what you have received (if available). They will then report the matter to the awarding body and it will be investigated.

Where candidates breach the rules for examinations, controlled assessments, coursework or non-examination assessments, awarding bodies have an obligation to investigate and may apply penalties.

You need to know that the following would be malpractice:

- copying or allowing work to be copied – e.g. posting written work on social networking sites prior to an examination/assessment;
- collusion: allowing others to help produce your work or helping others with theirs;
- asking others about what questions your exam will include (even if no one tells you);
- having or sharing details about exam questions before the exam - whether you think these are real or fake; or
- not telling exam boards or your school/college about exam information being shared.

Penalties that awarding bodies apply include:

- a written warning;
- the loss of marks for a section, component or unit;
- disqualification from a unit, all units or qualifications; or
- a ban from taking assessments or exams for a set period of time

Please take the time to familiarise yourself with the JCQ rules:

<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

INTERNAL APPEALS POLICY

CENTRE ASSESSMENTS 2021-2022

For a few subjects, a non-examination unit will go towards a candidate's overall grade. These units are either assessed internally or externally.

INTERNAL ASSESSMENT (Centre assessed work)

Whenever its staff mark candidates' work, Sir William Robertson Academy (SWRA) is committed to ensuring that this is done fairly and consistently, in accordance with the awarding body's specification and associated subject-specific documents.

Candidates' work will be marked by staff that have appropriate knowledge, understanding and skill, and that have been trained in this activity. SWRA is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

CENTRE PROCEDURE:

1. Candidates will be informed of centre assessed marks so that they are able to request a review of the centre's marking before marks are submitted to the awarding body.
2. Candidates will be informed that they may request copies of materials to assist in considering whether to request a review of the centre's marking of the assessment.
3. SWRA will, having received a request for copies of materials, promptly make them available to the candidate.
4. Candidates will be provided with sufficient time in order to review copies of materials and reach a decision.
5. Requests for reviews of marking **must** be made in writing by the specified deadline.
6. SWRA will allow sufficient time for the review to be carried out; for any changes to marks to be made and for the candidate to be informed of the outcome, all before the awarding body's deadline.
7. SWRA will ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review.
8. SWRA will instruct the reviewer to ensure that marks are consistent with the standard set by the centre.
9. Candidates will be informed in writing of the outcome of the review of the centre's marking.
10. The outcome of the review of the centre's marking will be made known to the Head of Centre and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the review of the centre's marking bring any irregularity in procedures to light, the awarding body will be informed immediately.

After work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation process may lead to mark changes. This process is outside the control of SWRA and is not covered by this procedure.

EXTERNAL ASSESSMENT

This is marked by an external examiner and subject teachers will play no part in assessing work.

BEFORE THE EXAMINATIONS

Awarding bodies

The school uses the following examination boards: AQA, Edexcel, OCR, WJEC, NCFE, CACHE

Candidate name

- Candidates must use their legal name on all exam documentation, including coursework/controlled assessments, even if they use a different name in school for all other purposes.
- Examination certificates are legal documents.

Candidate number

- Each candidate has a four-digit candidate number.
- You will fill this in on examination papers.
- It will appear next to your name on seating plans and registers.
- It is what exam boards use (along with legal names) to identify candidates.
- **Please learn it.**

Statements of entry:

- All candidates receive a statement of entry indicating the subjects they have been entered for and the level of entry, where applicable. (Some subjects only have one tier of entry; some have foundation and higher tiers)
- You must check everything on your statement of entry very carefully. Check particularly that all personal details (date of birth, spelling of names) are accurate as these will appear on certificates and it may be difficult to change them once certificates have been awarded.

Timetables

- A copy of the school's exam timetable will be published on the school website and displayed on the exams notice board in Robertson building.
- You will receive an individual timetable showing your own specific examinations with details of date, time, duration, room and seat number. Please check this carefully. Your exams can sometimes be at a different time or in a different room to other members of your subject group.
- Please **do not** refer to a friend's timetable.
- Morning examinations usually start at 9.00am for GCE/9.15am for GCSE candidates and afternoon examinations usually start at 1.00 p.m. Where possible they are scheduled to finish in time for buses.
- Check the times of your examinations carefully as you may need to arrange transport home if you have a long afternoon exam, a timetable clash or are entitled to extra time.
- Where examinations clash they are re-scheduled (on the same day) for affected candidates.
- If you have a clash you will normally sit one paper and then have a supervised break before sitting the second subject paper.
- **If you think there is an issue or clash on your timetable that has not been resolved please see Mrs Guz or Miss Guz immediately.**

Equipment

- Make sure you have all the correct equipment before your examinations.
 - Check with your subject teacher if you are unsure what you will need to bring with you as you may be at a disadvantage if you fail to bring the correct items.
 - **The school is not required to provide pupils with missing equipment.**

- You must not borrow anything from another candidate during an examination.
- Only bring into the examination hall items that you will require.
- Pencil cases must be see-through.
 - Do not bring in maths equipment boxes or glasses cases.
- Bags, coats and any other items not permitted under examination regulations must be left in the bag rack at school. Do not bring any valuables into school when you attend an examination.
- No food is allowed in examination rooms (with the exception of students with medical requirements) unless provided by the school.
- Water is permitted providing it is in a see-through bottle with a sports-lid to prevent spillages. All labels **must** be removed.

Prohibited items

- Examination regulations are very strict regarding items that are prohibited in examination rooms:
 - Notes, books or papers
 - Calculator instruction leaflets, cases, lids or covers
 - Reading pens and any electronic communication or storage devices including mobile phones, watches, iPods and MP3/4 players, even if they are turned off or without batteries
 - Any product with image, text or other digital facilities

Please be aware that if ANY of these items are found in your possession during an examination, EVEN IF YOU HAD NO INTENTION OF USING THEM, they will be taken from you and the appropriate examination board informed. No exceptions will be made.

DURING THE EXAMINATIONS

Examination regulations

- Copies of the awarding body regulations are contained within this booklet.
- All candidates must read this booklet carefully and be aware that breaking the rules could lead to disqualification from **ALL** subjects.
- The school **must** report any breach of regulations to awarding bodies.

Attendance at examinations

- Candidates are responsible for checking their own timetable and arriving at school on the correct day and time, properly dressed and equipped.
- Candidates must arrive at least 15 minutes prior to the start time of their examination and assemble on the tennis courts. They will then be registered and directed to the correct examination room by a member of staff.
- Candidates who arrive late for an examination may still be admitted but may not receive any additional time. If special consideration applies then you must inform the examinations officer.
- Full school uniform must be worn by all pupils attending for examinations.
- All items of equipment (pens, pencils, mathematical instruments etc.) should be visible to invigilators at all times. You must either use a see-through pencil case or a clear plastic bag.
- Pens should be black ballpoint. No gel pens or correction pens are allowed.
- For mathematics and science exams, students should make sure their calculators conform to the examination regulations. If in doubt, check with your teacher. Remove any covers or instructions and make sure batteries are new. Any stored data must be deleted.
- Do not attempt to communicate with or distract other candidates.
- Do not write on examination desks. This is vandalism and you will be expected to pay for any damage.

- Do not draw graffiti or write offensive comments on examination papers – if you do the awarding body may refuse to accept your paper.
- 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 date, subject, paper and tier of entry.
- Read all instructions carefully and number your answers clearly.
- Candidates must stay in the examination room until the end of the examination. You will not be allowed to leave an examination room early. If you have finished the paper early use any time remaining to check over your answers and ensure that you have completed your details correctly.
- 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 ensure that you have completed all your details.
- Invigilators will collect exam papers before you leave the room.
- **Absolute silence** must be maintained – 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 room.
- Remain seated in silence until told to leave the examination room. Please leave the room in silence and show consideration for other candidates who may still be working.
- If the fire or lockdown alarm sounds during an examination the invigilators will tell you what to do. 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. You will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident.

Invigilators

- The school employs external invigilators to conduct the examinations.
- Students are expected to behave in a respectful manner towards invigilators and follow their instructions at all times.
- Candidates requiring assistance should put up their hand to attract the invigilator's attention.
- Please note that invigilators cannot discuss the examination paper with you or explain the questions.
- Pupils who are disruptive or behave in an unacceptable manner will be removed from the examination room by invigilators and members of the Senior Leadership Team.

Absence from examinations

- If you experience difficulties during the examination period (e.g. illness, injury, personal problems) please inform school at the earliest possible opportunity so that we can help and advise you.
- The school will make every effort to telephone pupils who fail to turn up for an examination, but cannot be held responsible if that contact is not made. Pupils are issued with examination timetables well before the examinations start and it is their responsibility to check these carefully.
- Only in exceptional circumstances are candidates allowed special consideration for absence from any part of an examination. It is essential that medical or other appropriate evidence is obtained on the day by the candidate/parent and given to Mrs Guz or Miss Guz without delay.
- Should a candidate fail to attend an examination without good reason the school will request payment of entry fees (approximately £40 for a GCSE). Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

AFTER THE EXAMINATIONS

Notification of results

- **A Level results for Y13 pupils are available for collection on Thurs 18th Aug from 9-11am.**
- **GCSE results for Y11 pupils are available for collection on Thurs 25th Aug from 9-11am.**
- **Uncollected Y13 and Y11 results are sent out by 2nd class post, after the collection date.**
- **Y10 results are issued in September.**
- You are strongly recommended to collect your results in person. If you would like any other person to collect results on your behalf, you must provide the Exams Office with written authorisation **BEFORE 30th JUNE**. The nominated person must bring both a copy of this and proof of identity with them on results day. Results **CANNOT** be issued without these guidelines being followed. Alternatively you can leave a large stamped addressed envelope with the Exams Office so that your results can be posted to you, or pre-arrange email transmission **BEFORE THE END OF JUNE**. Please be aware that we will not be able to action any requests to email results received on the day.
- **No results can be given out by telephone under any circumstances.**

Post-results

- Any queries regarding results should be discussed with your subject teacher as soon as possible.
- Re-marks
 - In certain circumstances, where your subject teacher agrees that an error might have been made, it is possible to make a request for an examination paper to be re-marked. The final decision regarding whether a re-mark request is appropriate will be taken by the school. The Examinations Policy details the appeals procedure should a candidate disagree with a centre decision not to support an enquiry about results.
 - All approved requests should be made through the exams office where you will be asked to submit a candidate consent form and full payment before the request is forwarded to the examination board concerned. The cost of applying for a re-mark is approximately £40 per candidate per paper.
 - Following a request for an examination script to be re-marked there are 3 possible outcomes:
 1. Your original mark is lowered so your final grade may be lower than the original grade you received.
 2. Your original mark is confirmed as correct, and there is no change to your grade.
 3. Your original mark is raised, so your final grade may be higher than the original grade you received.
 - If the re-mark of a script leads to a change of overall grade your fee will be refunded.
- If you are joining Sixth Form or require any advice regarding further education, see Miss Wilson.

Certificates

- Certificates will be available in November. Collection details will be sent out when they are available.
- Certificates **cannot** be given to anyone other than the candidate without their written authorisation.
- SWRA is only obliged to keep physical certificates for a period of one year after issue. If candidates do not collect their certificates within this time (or if they lose their certificates) they can only be replaced by direct application to the appropriate awarding body. This will require ID and a substantial fee per examination board. You are therefore urged to collect your certificates from school and to keep them safely.

COMPLAINTS & APPEALS –

- If you have any concerns regarding the centre's delivery or administration of a qualification / examination please refer to our Complaints and Appeals procedure, which is available from the Exams Office.