



# Examination Handbook

Information for students  
and parents/carers

## INTRODUCTION

It is our aim to make the examination experience as stress-free and successful as possible for all candidates.

This handbook is designed to give both students and parents all the information they need about exam procedures, to answer some of the most frequently asked questions and help guide and support all those involved through the exam process. Please read it carefully so that you are aware of the examination regulations and the procedures to follow in the event of any problems occurring.

Along with this handbook, students will also be provided with the formal notices that are provided by the Joint Council of Qualifications and should ensure they read these in conjunction with this document.

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

The Examinations Officer – Ms E Fox

Telephone number – **03333 602130**

Email address – [e.fox@tsatrust.org.uk](mailto:e.fox@tsatrust.org.uk)

Remember – we are here to help.

**GOOD LUCK!**

## Centre Number and Candidate Number

- Each candidate has a four-digit candidate number. This number can be found on your exam timetable. **Please learn it** as you will need to write it on every examination paper.
- Our Centre number is 61201 – this will be clearly displayed on the whiteboard in every exam room.

## Exam Timetables

- Students will be issued with their provisional timetables in February and then their final individual timetable nearer to exam time.
- The final timetable will be on green paper and all previous copies should be destroyed. It is important that you check this very carefully and if you believe there is a mistake, see the Exams Officer urgently.
- Please ensure you know the date and time for every exam. It is your responsibility to ensure you attend on the correct day and time. Please do not refer to your friends' timetables as they may differ.

## Where you will take your exams

- The majority of exams will take place in the Sports Hall.
- Students with Access Arrangements will take exams in the P Block classrooms.
- Your timetable will provide the venue and seat number for every exam.
- It is very important that you sit in the seat allocated to you.
- Please ensure that you know your seat number before entering the exam room.
- If you think another student is sitting in your seat, please raise your hand and speak to an invigilator. Do not speak to the student in question.

## Exam timings

- Morning exams start at **9am**. Afternoon exams start at **1pm**.
- Please ensure you arrive at your exam room at least **15 minutes** before the start time and wait to be called in by the invigilators.

## Exam Clashes

- As there are a number of different exam boards and many different subjects being taught, some students will have two or more exams timetabled at the same time.
- The clashes will be resolved on the green final timetable and new timings shown. Please ensure you are aware of the changes if you have a clash.
- The rules for addressing the clashes depend on the total length of the two exams.

- If the total length of the clash exams is 3 hours or less, you will sit one paper, have a short break or no more than 20 minutes and then sit the second paper. During the break, you will remain under formal exam conditions and must not communicate with other students.
- If the total length of the clash exams is more than 3 hours, one of the exams will be moved to the other session that day. For example, if both exams are listed in the morning, one will be moved to the afternoon.
- In these circumstances, students will have to remain under centre supervision between the two exams and therefore should bring a packed lunch and a drink.
- Students are not allowed access to their mobile phones or electronic devices during clash supervision.

#### What to do if you are going to be late for an exam

- Please ensure that you allow enough time to get to school to avoid being late for an exam, so that if you are delayed, you will still arrive on time.
- If you think you are going to be late, please contact the school as soon as possible on 03333 602130 and provide details of why you are late and a contact number.
- You should get to school as quickly as possible and then report to reception. If it is still possible for you to sit the exam, a member of staff will escort you to the exam room.
- You must not enter an exam room without permission once an examination has started.
- If you arrive more than a hour after the published starting time for exams, the school must inform the exam board and they may decide not to accept your work.

#### What to do if you are unwell on the day of an exam

- Please inform the school immediately so that we can help and advise you. For example, if you have an injury which makes you unable to write, it may be possible to provide you with a scribe or laptop.
- If you are feeling unwell, we suggest that you try where possible to come and sit your exam. You will not be able to sit your exam on another day.
- If you are unable to sit an exam due to illness, you must provide medical evidence if you wish the school to make an application for Special Consideration on your behalf.
- If you feel ill during an exam, put up your hand and an invigilator will assist you.

#### Exam Room rules

- As soon as you enter any exam room – however big or small – you are immediately under formal exam conditions and must remain in silence.
- You MUST NOT:
  - Speak, or attempt to speak to any other candidate
  - Communicate, or attempt to communicate any other candidate – this includes smiling, turning around, or gesturing.
  - Write anything until instructed to do so by the invigilators.
- Mobile phones, ipods, MP3 players, watches, fitness trackers, data storage devices and similar equipment are not allowed in the exam room. Anyone caught with one of these items,

even if it is turned off, risks being disqualified from the exam and possibly from all future exams.

- You MUST:
  - 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.
  - Put your hand up if you need to speak to an invigilator and wait for them to come to you.
  - Remain in the exam room until the end of the exam, even if you have finished early.

### Exam Papers

- You must write your **full legal forename and legal surname** on your exam papers. **You must not use shortened names or preferred names.**
- You must write in **black** ink or ballpoint. You must not write in gel pens or blue ink as your paper may not be marked. Correction pens are not allowed.
- Always check you have been given the correct question paper – check the subject, paper and tier of entry. If you think you have the wrong paper, raise your hand and inform an invigilator.
- Make sure that you read the instructions on the front of the question paper when told to do so. Read all instructions carefully and number your answers clearly.
- You may only write on authorised exam stationery.

### Exam Equipment

- You responsible for providing your own equipment for exams. Do not lend equipment or borrow equipment from another candidate in the exam room.
- You are allowed to bring water into the exam room. Bottles must be clear and all labels removed. Any student that arrives at an exam with a drink other than water, a coloured bottle, a bottle with writing printed on or with the label intact will have it confiscated. No other items of food or drink will be allowed.
- All items of equipment, pens, pencils, mathematical instruments, etc. should be visible to the invigilators at all times. You must either use a non-coloured transparent pencil case or clear plastic bag. **Do not reach into your pocket to retrieve a piece of equipment during the exam.**
- For Mathematics and Science exams, students should make sure their calculators conform to the examination regulations. If in doubt, check with your teacher. Calculator lids or covers **must not** be brought into the exam room. **Please leave them in your bag.**

Items you may need are:

- A clear pencil case or plastic bag
  - Black pens only
  - Pencils
  - Calculator (with the cover removed)
  - Eraser
  - Pencil sharpener
  - Ruler
  - Compass
  - Protractor
- Highlighters MUST NOT be used in your answer booklet but can be used to highlight questions, words and phrases on the question paper only.

### Calculators

<b>Calculators must be:</b>	<b>Calculators must not:</b>
<ul style="list-style-type: none"><li>• of a size suitable for use on the desk;</li><li>• either battery or solar powered;</li><li>• free of lids, cases and covers which have printed instructions or formulas.</li></ul> <p><b>You are responsible for the following:</b></p> <ul style="list-style-type: none"><li>• the calculator's power supply;</li><li>• the calculator's working condition;</li><li>• clearing anything stored in the calculator.</li></ul>	<ul style="list-style-type: none"><li>• be designed or adapted to offer any of these facilities:<ul style="list-style-type: none"><li>➤ <i>language translators;</i></li><li>➤ <i>symbolic algebra manipulation;</i></li><li>➤ <i>symbolic differentiation or integration;</i></li><li>➤ <i>communication with other machines or the internet;</i></li></ul></li><li>• be borrowed from another candidate during an examination for any reason;</li><li>• have retrievable information stored in them - this includes:<ul style="list-style-type: none"><li>➤ <i>databanks;</i></li><li>➤ <i>dictionaries;</i></li><li>➤ <i>mathematical formulas;</i></li><li>➤ <i>text.</i></li></ul></li></ul>

### Supervision during your exams

- The school employs external invigilators to conduct examinations.
- Students are expected to behave in a respectful manner towards invigilators and follow their instructions at all times.
- Invigilators are in the exam room to supervise the conduct of the exams and they must follow the rules and regulations s directed by JCQ
- 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 and deal with any problems that occur during the examination.
- Invigilators cannot discuss the examination paper with you or explain the questions. However, if you feel there is an error on an exam paper please inform an invigilator so that this can be investigated.
- 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.

## What happens in the event of an emergency in the exam room?

If the fire alarm goes off during an exam the invigilator in charge will tell you what to do.

1. Should the fire alarm go off, firstly do not panic. Do not attempt to finish the sentence you are writing.
2. You will be asked to leave the room in silence and in the order that you are sitting. Leave all equipment and papers in the exam room.
3. When you leave the room you must be at least one metre away from the student in front and behind you and remain silent.
4. Exam students need to be kept separate from the rest of the school – please listen to the instructions that will be given to you by invigilators.
5. When it is considered safe, you will return to the exam room. Do not start writing until the invigilator tells you to do so.
6. The lost time will be added to the end of the exam.

**Exam conditions will apply throughout this process. Any candidate found to be speaking or communicating will be reported to the awarding body. They will then decide whether or not to accept the candidate's script.**

## At the end of the examination

- 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 these must be placed inside your main answer booklet or fastened them together with a tag in the correct order. Ensure your name, candidate number and centre number are on all sheets.
- Question papers, answer booklets and additional paper must NOT be taken from the exam room.
- Leave the room in silence when advised to by the invigilator and show consideration for other candidates who may still be working.

## Malpractice

- Malpractice is the term the exam boards use for any irregularity or breach of the regulations in any form. The Exams Officer is required to report all infringements to the appropriate awarding body who will then decide on what action to take based on the nature of the infringement.
- The Exam Boards take the integrity of the exams very seriously and it is important that all students follow the Exams Officer and the Invigilators instructions carefully.
- Malpractice can include being found in possession of a mobile phone, causing a disturbance in the exam room, not following invigilator instructions or cheating of any nature.
- Penalties given by the Exam Board can result in: **a warning, loss of marks or disqualification from that exam, that subject or sometimes, all exams taken with that Exam Board.**

## Results Days

A Levels: Thursday 18<sup>th</sup> August 2022  
GCSEs: Thursday 25<sup>th</sup> August 2022

## Enquiries about results

If you wish to query any marks you receive for any of your exams you must first complete a consent form which will be available from the exams officer. A list of fees will also be available.

If you would like to make an enquiry about your result (a review of marking), there are three possible outcomes:

- 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.

Please be aware that when requesting a review of marking of an exam paper your mark **could go down** as well as up or even stay the same.

Further information relating to the review of results process will be provided when you receive your results.