

Examinations Information Booklet



Year 13
2019 to 2020

Please note, for any examination related queries, contact Mrs Mandal, Examinations Officer. Mrs Mandal's office can be found opposite the Library. Mrs Mandal can also be contacted by email at smandal@cchsg.com

Year 13 Exams Calendar

- **Monday 20 to Friday 24 January 2020** – Mock Examinations Period
- **Week Beginning 27 January 2020** – Statements of Entry for Summer 2020 Examinations to Students for Checking
- **Week Beginning 30 March 2020** – Individual Timetables for Summer Examinations with clash and room information to students
- **11 May to 17 June 2020** – Public Examinations

Important Information

This booklet holds the key information for examinations and should be read in conjunction with the JCQ regulations:

- Information for candidates – Written examinations 2019-20
- Information for candidates – NEA 2019-20
- Information for candidates – Privacy Notice
- Information to candidates – Social Media

The JCQ regulations can be found in the examinations section of the school website. It is important that you observe the rules and come to all of your examinations fully prepared.

- Make sure that you leave any **mobile phones, fitness trackers, smart watches, electronic devices and calculator lids** at home or in your locker. Calculators should be free of any content. Watches must be placed on top of the desk in the examination room.
- For the purposes of your examinations, it is advisable for you to put together an examinations **pencil case**, this should be clear plastic and contain all of the equipment you are likely to need for all of your examinations, to ensure that you have what you need at all times.
- You are allowed to write your candidate details only when the invigilator instructs you to. At the end of the examination, once you are asked to stop writing and put the pens down, you are not allowed to add information to your answer scripts.

You should be adding the candidate details on additional sheets as and when you receive them. If you need to make any amendments to your candidate details, you should raise your hands and do the necessary changes in the presence of an invigilator.

- Do not use highlighters in your answers. You can only use them to highlight the questions.
- Please do not have any writing/scribbles on your arms/hands/palms in the examination room.

Illness on the day of the examination

If you are unwell on the day and are unable to take the examination, please ask your parents to contact Mrs Mandal. You must have a doctor's letter giving details of the illness and that you were not well enough to take the examination.

If you are ill at school on the day of the examination, please report to Reception where the pastoral team will be available. Mrs Mandal will meet you at Reception.

If you feel unwell during the examination, tell the invigilator who will inform Mrs Mandal.

Special Considerations

If there are any exceptional circumstances you feel may affect your examination performance, please ensure that you have informed Mrs Mandal, our Examinations Officer.

Special Consideration is a post examination adjustment to a candidate's mark/grade to reflect temporary illness, temporary injury or some other event outside of the candidate's control **at the time of the assessment** which has had or is reasonably likely to have had, a material effect on a candidate's ability to take an assessment or demonstrate his or her normal level of attainment in an assessment.

The regulations are all contained in the JCQ Access Arrangements , Reasonable Adjustments and Special Consideration, which is held in the JCQ file in the Examinations Office and can be found on the JCQ website: www.jcq.org.uk

There are two kinds of special consideration:

- Students who took the examination but were disadvantaged
- Students who missed an examination/assessment

In all circumstances where an application for Special Consideration is requested to be made to the Awarding Bodies, Mrs Mandal must be informed on the day of the examination when you feel your performance was affected. If your performance was affected by illness, a letter from your GP outlining the details of your illness and confirming that your illness would have affected your performance in the examination is required for the school to be able to apply to the Awarding Body.

Please note, once the application is submitted, centre has no control over the outcome of the application made.

Contingency planning

The qualification regulators, JCQ and government departments responsible for education have prepared and agreed information for schools and colleges in the event of examinations being seriously disrupted. This jointly agreed information would ensure consistency of response in the event of major disruption to the examinations system affecting significant numbers of candidates. Further information may be found at:

<https://www.gov.uk/government/publications/exam-system-contingency-plan-england-wales-and-northern-ireland/what-schools-and-colleges-should-do-if-exams-or-other-assessments-are-seriously-disrupted>

Candidates must remain available until Wednesday 24 June 2020 should an awarding body need to invoke its contingency plan.

Other points to remember

- Candidates are under formal examination conditions from the moment they enter the room in which they will be taking their examination(s) until the point at which they are permitted to leave. Candidates must not communicate with each other and must not turn around once under examination conditions.
- Candidates who have finished the examination must hand in their script, including their question paper and any other material before they leave the examination room.
- Only a 5 minute warning to candidates is permitted to be given in the examination.

Using calculators

Candidates may use a calculator in the examination unless prohibited by the awarding body's specification.

The instructions on the question paper will say whether calculators are not allowed or if they are expected to be used in the examination. If the instructions do not include either of these statements, calculators are treated as standard equipment and may be used by candidates.

Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations.

Candidates should also ensure that the calculator is on the correct setting whilst in use.

Calculators must be:

- Of a size suitable for use on the desk
- Either battery or solar powered
- Free of lids, cases and covers which have printed instructions or formulae

Calculators must not:

- **Be designed or adapted to offer any of these facilities:**
Language translator
Symbolic algebra manipulation
Symbolic differentiation or integration
Communication with other machines or the internet
- **Be borrowed from another candidate during an examination for any reason**
- **Have retrievable information stored in them – this includes**
Databanks
Dictionaries
Mathematical formulae
Text

The candidate is responsible for the following when using a calculator

- The calculator's power supply
- The calculator's working condition
- Clearing anything stored in the calculator

An invigilator may give a candidate a replacement calculator.

Examinations Checklist for Candidates

THIS SHOULD BE READ AND ADHERED TO ALONG WITH THE JCQ NOTICES WHICH CAN BE FOUND ON THE EXAMS SECTION OF THE SCHOOL WEBSITE

If you have an examination query, contact Mrs Mandal the Examinations Officer either in person, by telephone, 01206 576973 ext.309 or by email exams@cchsg.com / smandal@cchsg.com

Morning examinations start at **9:00** and afternoon examinations start at **13:30**. These are known as the morning and afternoon sessions.



Exact timings of each examination are shown on your individual timetable. It is your responsibility to check when your module starts. Check the examinations notice board for any changes to timings or venues.



You should be in school **15 minutes** prior to your examination. If you are held up in traffic or the bus does not arrive, **DO NOT PANIC**. Telephone the school (01206 576973) and advise us of the time you expect to arrive. On arrival, report to reception and you will be escorted to the examination room. If you are less than 1 hour late you may sit the examination and will be allowed additional time to make up for starting late. If you are more than 1 hour late you may be allowed to sit the examination, but the Awarding Body may not accept your script.



Registration will take place at **8:45** and **13:15**. A Level candidate's register in the sixth form common room. Line up in candidate number order and by subject if there is more than one examination.



All candidates must enter and leave the examination room in silence. If you have any questions once seated, you should raise your hand and an invigilator will come to you. No candidates may leave before the examination is over. The invigilator will dismiss you at the end of the examination.



Bags, coats and personal items must be left in your lockers, they are not allowed in the examination room.



Mobile phones, smart watches, iPods, MP3/4 player, fitness trackers, electronic communication or storage devices and items with a digital capture facility must not be brought into the examination room. Possession of any of these items during an examination is likely to result in disqualification.



Write in **Black** pen. Do not use gel pens or correcting fluid. Only clear pencil cases are allowed. It is your responsibility to ensure you have the necessary equipment with you for your examination as you may not borrow from other candidates and only limited supplies are held by the invigilators.



Calculator cases should not be brought into the exam room and must not have language translators, symbolic algebra manipulation, symbolic differentiation or integration, communication with other machines or the internet. They must not have retrievable information stored on them.



Prior to the examination starting, candidates must remove their wrist watches, placing them on their desks.



Sixth Formers:-Sixth Form dress code must be worn. Coats are not allowed in the examination room.



Any drink brought into the examination room whether by the candidate or the centre must be free from packaging and all labels removed from drink containers. There cannot be any form of printing on the bottle. Bottles must be clear and colourless and can **only contain water** unless a prior arrangement has been agreed with Mrs Mandal.



Gum, lollipops and chocolates are not allowed. You may have a small quantity of energy/sugar sweets, without wrappers in a clear plastic bag.



Listen carefully to instructions and notices read out by the Invigilators – there may be amendments to the examination paper that you need to know about. Check that you have the correct question paper; check the subject and tier level. If you do not have the correct paper, inform an invigilator immediately. The invigilators are the people who are responsible for conducting a particular examination session in the presence of the candidates. They have a key role in upholding the integrity of the external examination/assessment process.

Listen carefully to the Emergency Evacuation procedures. If the fire alarm sounds you must stop writing, put down your pen and close your examination paper. It is a breach of rules if you continue writing.



Illness:-If you are unwell on the day and are unable to take the examination please ask your parents to contact Mrs Mandal. You must have a doctor's letter giving details of the illness and that you were not well enough to take the examination.

If you are ill at school on the day of the examination please report to Reception where Pastoral Team will be available. Mrs Mandal will meet you at Reception.

If you feel unwell during the examination tell the invigilator who will inform the Examinations Officer.



Candidates should refer to the information on applying for Special Consideration if they feel that their performance in the examination has been affected by temporary illness, temporary injury or some other event outside of the candidate's control.

If you fail to attend an examination you will be charged the entry fee unless you have a doctor's letter.



Examination Clash arrangements – if you are being held in isolation due to an examination clash, you must bring enough food and drink, as you will be under examination conditions throughout the day. **Mobile phones, smart watches, iPods, MP3/4 player, fitness trackers, electronic communication or storage devices and items with a digital capture facility must not be brought into the room used for isolation.**

However, if your clash is such that you continue the papers one after the other with a break of 15 minutes, you will not be allowed to leave the room. In this case, you will be provided light refreshments at your examination desk and allowed a toilet break under supervised conditions.

After the Examinations

Full details of the times, dates and location for collecting results will be issued to each student prior to the start of the examination season. In the meantime please add these important dates to your diaries -

Thursday 13 August 2020 – GCE release of results to students

- You may nominate a third party to collect your results on your behalf but you must write a short letter of authorisation to the Examinations Officer and hand it in to the Examinations Office only. Please ask your nominee to bring photo ID with them on the collection day. No results will be released without a letter and supporting ID.
- No results will be given out by telephone and email.
- If you would like your results to be posted to you, please bring a stamped, self-addressed envelope to the Examinations Office before you leave for the summer break.
- If you wish to discuss whether to apply for a Review of Results (ROR), please see the relevant Head of Department.
- Once you have been advised by the Head of Department/subject teacher/SLT, the application will be processed through the examinations office only. Please note that it is very important to have student consent and necessary payment prior to making the application. Payment can be made by cash or cheque addressed to CCHSG only. Please be mindful that once the application is made, centre has no control over the outcome. The review process could result in a grade going up, going down or remaining unchanged. A full refund from the Awarding Body is only guaranteed if the overall grade goes up.

Please note, for any examination related queries please contact Mrs Soumi Mandal, Examinations Officer at smandal@cchsg.com

Good Luck for your examinations

Mrs Mandal