



**GUIDANCE FOR
STUDENTS & PARENTS**

EXAMINATIONS 2024

Centre Number: 12302



School Telephone No: 0208 902 2038

Assessment & Examinations Manager: Mr Nitin Bakrania

Aspire | Commit | Succeed

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INTRODUCTION

It is the aim of Alperton Community School to make the examination experience as stress-free and successful as possible for all candidates.

Hopefully, this booklet will prove informative and helpful for you and your parents. Please read it carefully and show it to your parents so that they are also aware of the examination regulations and the procedures to follow in the event of any problems occurring.

The awarding bodies (or examination boards) set down strict criteria which must be followed for the conduct of examinations and Alperton Community School is required to follow them precisely. You should therefore, pay particular attention to the Notice to Candidates that are included on the following 7 pages as set out JCQ, who make all the rules for examinations in the country.

Some of the questions you may have are answered at the back of this booklet. **If there is anything you do not understand or any questions that has not been addressed, PLEASE ASK.**

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

The Examinations & Assessment Manager – Mr Nitin Bakrania

The school telephone number is: 0202 902 2038 (Ask for the Exam & Data Office)

Remember – we are here to help.

REVISE WELL & GOOD LUCK!

Information for candidates for written examinations – effective from 1 September 2023

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, a watch, Air Pods or earphones/earbuds.

Any pencil cases taken into the exam room must be seen 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-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 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.

Information for candidates - Non-examination assessments – effective from 1 September 2023

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 the 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 online 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, encyclopaedias, journals, TV, radio and on the internet.

You can demonstrate your knowledge and understanding of a subject by using information from sources or generated from sources which may include the internet and AI. Remember though, you must take care how you use this material - you cannot copy it and claim it as your own work.

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, 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 2024.

Where computer-generated content has been used (such as an AI Chatbot), your reference must show the name of the AI bot used and should show the date the content was generated. For example: ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2024. You should retain a copy of the computer-generated content for reference and authentication purposes.

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, ideas or outputs 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

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Information for candidates for on-screen tests – effective from 1 September 2023

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 on-screen test 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 date and time 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. Do not open the question paper until you are instructed that the exam has begun.

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 on-screen test

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.



Information for candidates Using social media and examinations/assessments

While we like to share our experiences online, when it comes to exams, we have to be careful.

- Sharing ideas online can be helpful when you're studying or revising
- However, sharing certain information (see information on the right) can break the rules and could affect your results
- If you're not sure what you can and can't discuss online, check with your teacher
- If you receive exam content on social media, you must tell your teacher
- Don't be caught out by scammers selling fake exam papers



Things to do on social media:

- Have fun
- Be responsible
- Report any exam content you see to your teacher

Things not to do on social media:

- Buy/ask for/share exam content
- Pass on rumours of what's in exams
- Share your work
- Work with others so that your coursework is not your own independent work

If you do any of the above activities, you may:

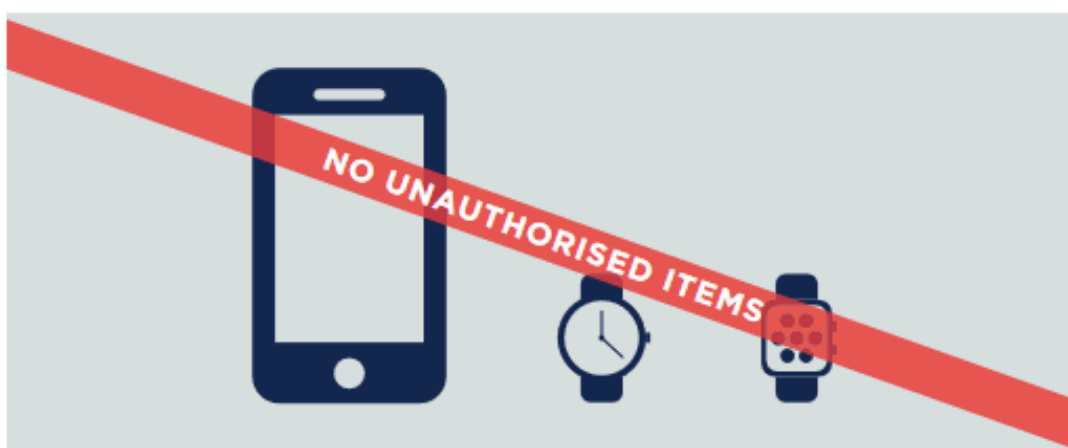
- ! Receive a written warning
- ! Lose marks
- ! Be disqualified from a part of or all of your qualifications
- ! Be banned from taking assessments for a number of years

Please take the time to familiarise yourself with the JCQ rules:
[jqc.org.uk/exams-office/information-for-candidates-documents](https://www.jcq.org.uk/exams-office/information-for-candidates-documents)

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NO MOBILE PHONES NO WATCHES

**NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION**



**Possession of unauthorised items, such as a mobile phone
or any watch, 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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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.

The *Warning to candidates* must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.

Effective from 1 September 2021

BEFORE THE EXAMINATIONS

STATEMENTS OF ENTRY:

- All candidates receive a Statement of Entry from school indicating the subjects they are being entered for and the levels of entry, where applicable. Most subjects have one tier of entry, but some have Foundation or Higher tiers.
- These are distributed and students are requested to check everything on them very carefully. Particularly check that all personal details (date of birth, spelling of names) are accurate as these will appear on certificates and it will be very costly to change them once certificates are awarded.
- The statement of entry may include dates of examinations, but it is not your examination timetable. This is distributed at a later date.

EXAMINATIONS BOARDS

- The school uses the following Examinations Boards: **AQA, Pearson (Edexcel), OCR, WJEC and CIE**

CANDIDATE NAME

- Candidates are entered under the name format of Legal First Name and Legal Surname, e.g. Adam Smith. If the student wishes to have a middle name displayed on their certificate, they must let the examination officer know. Please make sure your legal names are correct on our information system.

CANDIDATE NUMBER

- Each candidate has a four digit candidate number. This is the number you will enter on examination papers. It will appear next to your name on seating plans and examinations registers, and is found on the statement of entries. **Please learn it & remember it.**

UNIQUE CANDIDATE IDENTIFIER (UCI)

- In addition to a candidate number, each candidate has a Unique Candidate Identifier (UCI) made up of 12 numbers and 1 letter. It is shown on the top of the statements of entry. This number will usually begin with the Centre Number (12302) unless you have transferred from another school that had already issued your UCI. Your UCI is used for administration purposes and it is not necessary for you to remember it.

TIMETABLES

- You will also receive an individual timetable showing your own specific examinations with details of date, time, and duration of exam, venue and seat number. Check it carefully when you get it. If you think something is wrong, see Mr Bakrania immediately.

- A few candidates will have a clash where two subjects are timetabled at the same time. The school will make special timetable arrangements for these candidates. You must check your individual timetable and see Mr Bakrania if you are unsure what to do.
- If you think there is a clash that has not been resolved, please see Mr Bakrania immediately. Normally candidates with quarantine clashes will also be informed by letter.

CONTACT NUMBERS & EMAIL ADDRESS

- Please check that school has at least one up-to-date contact number and email for you. They are important in case we have to contact candidates in an emergency.

EQUIPMENT

- Make sure you have all the correct equipment before your examinations. Check the regulations in the Notice to Candidates for this information.
- You need pens (black ink only), a 30cm ruler (marked with cm and mm), pencil, a sharpener, a rubber, a compass, a protractor and coloured pencil crayons. Calculators should also be brought in unless you are advised that they are permitted for a particular paper, e.g. Maths Paper 1, a calculator is not permitted.
- Candidate is responsible for providing their own equipment for examinations. They must not attempt to borrow equipment from another candidate during the examination.
- All items of equipment, pens, pencils and mathematical instruments should be visible to the invigilators at all times. Student must either use a transparent pencil case or a clear plastic bag.

ATTENDANCE AT EXAMINATIONS

- Candidates are responsible for checking their own timetables and arriving at school on the correct date and time, properly dressed and equipped. Candidates must arrive 15 minutes prior to the start time of their examinations. Please wait quietly at the relevant meeting point for each exam venue until they are invited to enter by a member of staff and examination invigilators.
- At Alperton Community School, morning examinations start at 8.45 am and afternoon examinations begin at 1.45pm. **YOU SHOULD BE AT THE CORRECT MEETING POINTS 15 MINS BEFORE THE START.**
- Candidates who arrive late for an examination may still be admitted. However, late arrivals may have to be reported to the examination board if a candidate arrives later than the time stipulated. It is up to the examination board then to make a decision on whether or not they will accept the paper for marking. In many cases, late arrivals result in the paper not being accepted. Please **DO NOT BE LATE.**

- If special consideration applies such as a personal illness, family bereavement or an adverse domestic circumstances then you must speak to the Examinations Manager immediately (see also “ABSENCE FROM EXAMINATIONS”).
- Year 11 must be in **Full School Uniform** when attending school for examinations. Year 12/13 must adhere to the dress code as stipulated for the 6th Form.

PRIVACY NOTICE & CANDIDATE DECLARATION

- Before taking your exams you should read the JCQ privacy notice about how the school, examination boards and other relevant bodies will use your details. See link below of the notice.

<https://www.jcq.org.uk/wp-content/uploads/2023/04/Information-for-candidates-Privacy-Notice-21-22.pdf>

- You will also need to sign the formal declaration to say that you have read through all of the information for examination covered in this booklet.

DURING THE EXAMINATIONS

EXAMINATIONS REGULATIONS

- A copy of the “Information for Candidates”, which is issued jointly by all the Examinations Boards, is printed at the front of this booklet. All candidates must read this carefully and note that to break any of the examination rules or regulations could result in disqualification from potentially all subjects. The school has a duty report any breach of regulations to the Awarding Body.
- Any watches have to be placed onto the exam desk and any alarms are turned off.
- You should not attempt to communicate with or distract other candidates.
- For some exams, students should make sure their calculators conform to the examination regulations. If they are in doubt, they should check with their teacher. Any covers or instructions should be removed and they should make sure batteries are new.
 - A calculator is defined as an electronic device whose primary purpose is to carry out mathematical calculations.
 - This is the published guidance on calculators unless specifically varied by an awarding body in a qualification specification.
 - The instructions on the question paper will say whether calculators are allowed or not. If the instructions do not include such a statement, calculators should be 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 must be told these regulations beforehand and be familiar with the Information for candidates documents.
 - During an examination a calculator must not be able to offer any of these facilities:
 - a) language translators;
 - b) symbolic algebra manipulation;
 - c) symbolic differentiation or integration;
 - d) communication with other machines or the internet;
 - During an examination a calculator must not give access to pre-stored information. This includes:
 - a) databanks;
 - b) dictionaries;
 - c) mathematical formulae;
 - d) text.
 - A calculator must not be borrowed from another candidate during an examination.
 - Some calculators have an ‘exam mode’. This is acceptable in examinations where the exam mode is activated and the exam mode results in the calculator becoming compliant with the above requirements.
 - An invigilator may give a candidate a replacement calculator.
 - Where access is permitted to a calculator for part of an examination, it is acceptable for candidates to place their calculators on the floor under their desks in sight of the invigilator(s) for the non-calculator portion of the examination.
 - A series of FAQs on the use of calculators in examinations may be found at:
<https://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations/>
(Captured from JCQ Instructions for conducting examinations 2023-2024, section 10)

- Examination regulations are very strict regarding items that may be taken into the examinations venue (see FAQs at the end of this booklet). If you break these rules you will be disqualified from the examination.
- Mobile telephones or any other electronic device **MUST NOT BE ON YOU DURING THE EXAMINATION**. If a mobile phone (or any other type of electronic communication such as airpods, smartwatches or storage device) is 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. There is high possibility of your scripts being cancelled if you are found to be in possession of one. There are no exceptions.
- You will be allowed to drink water in the examination provided that it brought in a clear transparent container with no labels.
- Candidates may wear masks during their examination should they wish.
- Please do not write on examination desks. This is regarded as vandalism and you will be asked to pay for any damage.
- All candidates have to be formally identified when sitting exams. For 6th form you need to place your ID card onto the table for identification purposes and for all other year groups, the pastoral manager will formally identify you against the seating plans. External candidate will need to bring in Passport ID with them when sitting exams privately.
- Do not draw graffiti, write blessings or offensive comments on examination papers – if you do the examination board may refuse to accept your paper.
- Listen carefully to instructions and notices read out at the start of each examination – 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, date and tier of entry.
- Read all instructions carefully and number your answers clearly.
- Candidates must stay in the examination venue for the whole duration of the examination. You will not be allowed to leave an examination room early, if you have finished the paper as this causes disruption to other students. Use any time remaining to check over your answers and that you have completed your details correctly.
- At the end of the examination all work must be handed in – remember to cross out anything that you do not want to be marked. If you have used more than one answer book or loose sheets of paper, ask for a treasury tag to fasten them together in the correct order.

- Invigilators will collect your exam papers before you leave the room. Absolute silence must be maintained whilst you are in the examination venue. Remember you are still under examination conditions until you have left the room.
- No question papers, answer booklets and additional paper must not be taken from the exam room.
- Remain seated in silence until you are told to leave the examination venue. Please leave the venue in silence and show consideration for other candidates who may still be working.
- If the **fire alarm** sounds during an examination the examination invigilators will tell you what to do. Do not panic. 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, so that you are not disadvantaged due to the incident.

INVIGILATORS

- The school employs mainly external invigilators to conduct the examinations. You are expected to behave in a respectful manner towards all invigilators and follow their instructions at all time.
- Subject specialist teachers will not be present at the start of an examination. Exam will be started by a member of the senior leadership or the exam team with the help of the invigilators.
- Invigilators are in the examination venues 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 examinations, for example if a candidate is feeling ill.
- Please note that invigilators cannot discuss the examination paper with you or explain the questions or particular words in the paper.
- Pupils who are disruptive or behave in an unacceptable manner will be removed from the examination venue by invigilators and reported to a member of the Senior Leadership Team and more importantly to the Exam Board. In such case, minimum sanction is that scripts will be cancelled by the Exam Board, they could also be removed from seating all further examinations.

ABSENCE FROM EXAMINATIONS

- If you experience difficulties during the examination period (e.g. illness, injury, and personal problems) please inform the school at the earliest possible point so we can help or advise you.

- 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 the Examinations Officer without delay in all cases where an application is to be made for special consideration.
- For the award of a grade by special consideration, where a student misses part of an examination through illness or personal misfortune, a minimum of 25% of the examinations (including coursework) must have been completed to qualify.
- Parents and candidates are reminded that the school may request payment of entry fees (usually around £55.00 per GCSE subject and around £140 for GCE subjects) should a candidate fail to attend an examination without any good reason and without informing the school.
- Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

MALPRACTICE

It is the duty of the school to ensure that all cases of malpractice in connection with an examination are reported to the Examining Boards. To make absolutely sure that you are not suspected of this:

- **DO NOT** talk to any other student once you enter the exam room
- **DO NOT** put anything on your desk except examination stationery and equipment needed.
- Possession of a mobile telephone or other unauthorised material is breaking examination regulations, even if you do not intend to use it. Please ensure you **DO NOT** have them in your possession during the examination.
- Leave all your belongings in the designated points as requested at the start of the exam.
- If you are concerned about anything put up your hand and wait for the invigilator to come and speak to you.
- If you are wearing a hat you will be asked to remove it. This is to ensure that there are no unauthorised electronic listening devices in use.
- If you are female and wearing a headscarf, additional checks will be conducted by a female Invigilator before you are allowed enter the exam hall. This is to ensure that there are no unauthorised electronic listening devices in use.
- The Invigilator will check your hands and arms before the exams begin. You must not have anything written on them. You will be asked to remove anything that is considered to be inappropriate.

SPECIAL CONSIDERATION

- For the award of a grade by special consideration, where a student misses part of an examination through illness or personal misfortune, a minimum of 25% of the examinations (including coursework) must have been completed to qualify.
- If there are adverse circumstances such as an illness, accident or injury, bereavement or domestic crisis at the time of the examination that you think this may be impacting on your final grade then please see the exam officer immediately and he can explain the process for this and evidence that will be required.
- The allowance for Special Consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for exceptional cases). It should be noted that any adjustment is likely to be small.

RESILIENCE ARRANGEMENTS

- It should be noted that Ofqual together the exam boards have issued guidance to school in the unlikely event that exams and formal assessments do not go ahead as planned in summer 2024. Students should be made aware that any assessment evidence collected and retained under this guidance would be used to determine grades. A part of this process therefore Alperton Community School will retain PPE2 exam papers and this evidence will be used to support the awarding of results in Summer 2024 in this unlikely situation. Full guidance on this can be found via the link below: -

<https://www.gov.uk/government/publications/guidance-on-collecting-evidence-of-student-performance-to-ensure-resilience-in-the-qualifications-system/guidance-on-collecting-evidence-of-student-performance-to-ensure-resilience-in-the-qualifications-system>

AFTER THE EXAMINATIONS

BOOK RETURN DAY

You should come to school to return any text books that belong to the school. You do not need to wear school uniform. Please sign in and out at Reception.

NOTIFICATION OF RESULTS

NOTIFICATION OF RESULTS

**Thursday 15th August 2024 from
8.30am to 10.30am (Year 13)
11.00am to 1.00 pm (Year 12)**

**Thursday 22nd August 2024 from
9am to 12.00 pm (GCSE)**

- Results will be available for collection on:
- Make sure you know your 4 digit candidate number as this may be required when you collect your results on results day.
- We advise that all students attend to collect their results from the school.
- Year 11 and One Year 6th Form students applying for the 6th Form programmes must come on the results day to collect their results. Enrolment to 6th Form programme begins simultaneously on the day.
- Year 12 Students are reminded that enrolment onto the secondary year of the programme is not guaranteed and is dependent on their results from internal and external exams undertaken that year. Students who have external entries will need to attend to collect their results.
- If you wish any other person (including family members) to collect your results on your behalf, you must give written authorisation to the school well **before** results day.
- Candidates who do not wish to collect their results in person can give a stamped self-addressed envelope (SAE) to the Examination Office. Results will only be posted to you following the distribution of results to candidates on results day. Hence your results may not arrive until a few days later.
- No results will be given out over the telephone or via email under any circumstances.
- Pass Grades at GCSE are from 1-9; GCE are from A* - E, BTECs/Cambridge Qualifications are Distinction*, Distinction, Merit and Pass.

PRESENTATION OF CERTIFICATES

- A Presentation Evening will take place early in the Autumn term when it is expected that you will be able to attend. Invitations to students and their parents will be sent out with full details nearer the time. Certificate are not available at this event. It is celebration evening for the candidates that have just sat exams.
- Candidates will be able to collect their exam certificates from the exam office from January 2025. Any leaver will need to come into the school main office in order to make the certificate collection. Certificates cannot be posted or be given to anyone other than the candidate unless they are direct siblings or parent. Siblings or Parents will be asked to sign for them on the behalf of the candidate.
- Alperton Community School is only obliged to keep certificates for a period of one year after issue. If candidates do not collect their certificates within this time, they will have to make direct application to the appropriate examination board for them. This will require a proof of identity (such as birth certificate) and a substantial fee per examination board. You are therefore urged to collect your certificates in person and to keep them safe. **THEY ARE YOUR LEGAL DOCUMENTS.**

FREQUENTLY ASKED QUESTIONS

Q. What do I do if there's a clash on my timetable?

- The school will re-schedule papers internally (on the same day) where there is a clash of subjects. Candidate will normally sit one paper then have a short break during which you are supervised and must not have any communication with other candidates. Candidate will then sit the second paper. Correct times should be on their individual candidate timetable. In some cases, it may be necessary for the candidate to bring a packed lunch if they have exams in the morning and afternoon. They will have to remain in isolation until both examinations are completed. If in doubt consult the Examinations Officer.

Q. What do I do if I think I have the wrong paper?

- Invigilators will ask you to check this before the exam starts. If you think something is wrong put your hand up and tell the invigilator immediately.

Q. What do I do if I forget my Candidate Number?

- Candidate Numbers are printed on seating plans, which are displayed outside the exam venues. They are also printed on the labels on your desks.

Q. What do I do if I forget the school Centre Number?

- The Centre Number is **12302**. It will be clearly displayed in the examination venues.

Q. What do I do if I have an accident or I am ill before the exam?

- Inform the school at the earliest possible point so we can help or advise you. In the case of an accident that means you are unable to write it may be possible to provide you with a scribe to write your answers but we will need as much prior notice as possible. You may need to obtain medical evidence (from your GP or hospital) if you wish the school to make an application for Special Consideration on your behalf (see below).

Q. What is Special Consideration?

- Special Consideration is an adjustment to the marks or grades of a candidate who is eligible for consideration. The allowance for Special Consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for exceptional cases). Parents should be aware that any adjustment is likely to be small and no feedback is ever provided. Candidates will only be eligible for Special Consideration if they have been fully prepared and covered the whole course but performance in the examination or in the production of coursework is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness, accident or injury, bereavement or domestic crisis. The Examinations Officer must be informed immediately, so that necessary paperwork can be completed (within 7 days of the last exam session for that subject) and the candidate will be required to provide evidence to support such an application. It is the exam board that makes the judgement on Special Consideration and not the school.

Q. What do I do if I fall ill during the exam?

- Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before, or during an exam and you feel this may have affected your performance.

Q. If I am late can I still sit the examination?

You should get to school as quickly as possible and report to Reception and the Exam team. A member of exam office staff will escort you to the exam venue. You **must not enter** an examination venue without permission after an examination has begun. In many cases lateness is deemed by the examination boards as unacceptable. Please ensure you are not late and that you allow enough time to get to school so that if you are delayed (e.g. through transport problems) you will still arrive on time.

Q. If I miss the examination can I take it another day?

- The answer to this NO. Timetables are regulated by the exam boards and the candidate must attend on the given date and time.

Q. Do I have to wear school uniform?

- YES. Normal school regulations apply to uniform.

Q. What equipment should I bring for my exams?

- For most exams you should bring at least 2 pens (black ink only).
- For some multiple choice exams, you need 2 x HB Pencils.
- For some exams you will need a calculator (Maths/Science), a 30cm ruler (marked with cm and mm), pencil sharpener and rubber, compasses, protractor and coloured pencil crayons (not gel pens)
- Candidate is responsible for providing their own equipment for examinations. They must not attempt to borrow equipment from another candidate during the examination.

Q. What items are not allowed into the examination room?

- Only material that is listed on the questions papers (e.g. an Anthology) is permitted in the examination room and students who are found to have any material with them that is not allowed will be reported to the appropriate examination board. In such circumstances, a student would normally be disqualified from the paper or the subject concerned.
- Bags and coats and any other items not permitted under examination regulations must be left in the designated area outside the examination venue. Do not bring valuables into school with you when you attend for an examination.
- Only drinking water in a clear, transparent container with no labels is allowed in the examination room. No other food or drink is allowed.

- Any type of watch, Mobile telephone or any other electronic smart communication device must not be in your possession during the examination.
- Any valuable items left in the Changing Room will be at owner's risk.

Q. Why can't I have my mobile phone in the exam room?

- Being in possession of a mobile phone (or any other electronic communication device, e.g. Smartwatches, iPod, headphones, MP3 players) is regarded as cheating and is subject to severe penalty from the awarding bodies:

The minimum penalties are as follows:
Device found on you and turned **ON – disqualification from the entire subject award.**
Device found on you and turned **OFF – disqualification from the specific paper you are sitting at the time.**
Phone rings during the exam **wherever it is in the room** the exam board must be informed and you will be **disqualified from all papers for that subject (including any already taken).**

However, these are guidelines and final penalties are decided by the exam board and not the school.

Q. How do I know how long the exam is?

- The length of the examination is shown in hours and minutes on your individual timetable under the heading 'duration'. Invigilators will tell you when to start and finish the exam. They will write the finish time of the exam on the electronic board, a flip chart at the front of the exam venue. There will be a clock in all examination venues.

Q. Can I leave the exam early?

- Exams are designed by the boards to take up the correct amount of working time. This means that you should not finish examinations early. It is not the school's policy to allow candidates to leave the exam venue early, as this is disruptive to other candidates.

Q. What do I do if the fire alarm goes?

- The examination invigilators will tell you what to do. If you have to evacuate the room leave everything on your desk and leave the room in silence. You must not attempt to communicate with any other candidates during the evacuation.

Q. Can I go to the toilet during the exams?

- Not without supervision. We advise to you go to the toilet prior to the start of the examination. You may not be allowed any toilet breaks in the first and last half hour of the examination. Please note that any time you leave the exam venue for things like toilet breaks, a record is made in the exam incident book within the exam room.

Q. Why do I need to check the details on the Statement of Entry?

- The details on your Statement of Entry will be used when your exam certificates are printed. If the name or date of birth on your certificates does not match your birth certificate or passport it could cause you problems if you are asked to show them to a potential employer or college/university at some time in the future. You should also check that the subjects and tiers of entry you are entered for are correct and that no subjects are missing.

Q. I am entitled to extra time – how will this affect the way I take my exams?

- If you receive an allowance of extra time than you are likely to be seated together to minimize disturbance from other candidates who finish earlier. The invigilators will indicate the additional time to you when they display the finishing time of the exam. You will not be allowed leave before your full allocated time.

Q. Can I have results my results emailed to me?

- No. Results will not be sent out by email or over the telephone. We encourage you to come in and collect your results on the relevant result day. We are happy to post results to you, if you provide a stamped addressed envelope (SAE) to the Examination Office.

Q. What do I do if I think my paper has been incorrectly marked?

- If when you receive your results and you feel strongly that this is the case, you can make an enquiry about your result. You should first consult with the Head of Department for that subject to obtain their advice about requesting a re-mark. You should be aware that your mark could go down as well as up or even stay the same. Re-mark requests must be submitted to the Examinations Officer by deadline stated to you on result day. You must complete a Remark Consent Form and return it with a print out of the payment receipt from Parentpay to cover the cost of the service (Please note the cost of a re-mark is very high, e.g. OCR charge £70.00 for just one paper, therefore you are advised to carefully consider any remark application).

Q. What if I leave my valuables in the changing room and they go missing?

- Candidates are advised to leave valuables such as mobile phones at home. If you do bring valuables in, you are advised to hand these in alongside any other valuable items at the start of the exam in the pouch provided. Again, we recommend that you leave your valuables at home.

IF YOU DO SO, IT IS AT YOUR OWN RISK.

Q. Can I go on holiday once I have completed my last exam?

- JCQ, the organisation which stipulate all the rules for examinations have advised that all candidates remain available for exam up until 26th June 2024. This date as well as the afternoon's 6th and 13th of June have been set aside as contingency days and are on the exam timetable in the event of national or significant local disruption to examinations during the summer series.
- Furthermore, if do you go on holiday after the 26th of June we advised that you are back in the country for the relevant result day. Year 13 will need to confirm any university place following the release of results. Whilst Year 11 will need to undertake enrolment to the post-16 programme whether it be at Alperton or elsewhere.

FAILURE TO ATTEND RESULTS DAYS WILL PUT YOU AT RISK OF NOT GETTING YOUR UNIVERSITY OR POST-16 PLACE.