

Exam Information 2019 - 2020



General Information

All students sit their exams (both internal and external) in the Main Hall, Harding Hall, Gym or designated classrooms. Whatever the venue, public exam rules apply to everybody in the room. These rules are set by the Joint Council for Qualifications (JCQ) who administer external examinations and are displayed on the outside of the exam venues throughout the whole of the external exam sessions.

The JCQ Information for Candidates poster and a copy of the JCQ rules are also published on the AHS website. Please take the time to read them.

GCSEs and GCEs are held in May/June each year. Year 10 & 12 internal exams, which are held in the exam halls take place in May (Year 10) & June (Year 12) each year. Year 11 mock (internal) GCSE and Year 13 GCE mock exams take place in January/ February.

All students must wear full school uniform (excluding Sixth Form) to all exams, including the correct school shoes. Blazers must be worn to school but will not be permitted in the exam venues. Students will not be allowed into the exam hall wearing non uniform clothing (this includes PE jumpers) and will be asked to remove or change the non-uniform items, including shoes. School regulations concerning jewellery and make up also apply to students taking examinations.

Exam Timetables



Year 10 and Year 11 Internal Exams - All students should ensure they check their exam timetable and are advised to personalise their own copy by highlighting which exams they are taking on any given day.

GCSE and A Level candidates will receive a sample of a personal itemised timetable (not for mock exams) with their name, date of birth and exam candidate number on it from their form tutor. All exams for which they have been entered will be listed on this schedule. They **MUST** check the details very carefully and if they think there is an error, see Mrs Burchell immediately. Failure to rectify errors at this stage may result in charges to them for late amendments. (You do not need to inform Mrs Burchell about a timetabled exam clash - please see below). This sample copy must be signed where indicated and returned to their form tutor by the proposed deadline. They will then receive, via email, a final timetable.

Provisional timetables for external exams can be found on the exam board websites, together with subject information. Please note that these timetables are **PROVISIONAL** and so subject to change. The confirmed timetables will be uploaded onto the school website as soon as they are available.

Change for 2019

For the Summer 2019 exam series, and all subsequent years, a 'contingency' exam day has been arranged by all the examination boards. This contingency day has been introduced *in the event of widespread sustained national or local disruption to examinations during the 2019 Summer series*. This is in response to the events of last Summer, namely the Manchester Arena attack and the Grenfell Tower Fire. The JCQ believe they need to have the option to postpone an exam in the event of a major incident to provide all students with a fair opportunity to sit the exam. All students **MUST** be available up to and including this date.

Exam Clashes



When a student has two or more exams (different subjects) that are timetabled at the same time on the same date, this is called an exam clash.

GCSE and A Level candidates may need to have a supervised break or supervised lunch when they have two or more exams timetabled at the same time. They need to be kept isolated from other students taking these exams so that the security of the exams is maintained and information cannot be passed between students on the content of the exam papers. There will be a designated room for every supervised break or lunch. An invigilator will collect clash students from their exam venue and take them to a room where they can:

- Read
- Revise (supervised lunch only)
- Talk to other students in the designated room (quietly)
- Eat and drink
- Move around the supervised area
- Visit the toilet (supervised)

During a supervised break or lunch, students may NOT:

- Leave the designated room or area (except to visit the toilet under supervision)
- Use, or have in their possession, a mobile phone, laptop or other electronic device
- Go to their locker
- Go to the school canteen (they must bring a packed lunch and drink with them)
- Talk to any other students, apart from those sharing the supervised break or lunch, on the way to, or before, you enter your next exam venue

Exam Noticeboard



All information concerning exams (both internal and external) is displayed on the exam notice board which is on the wall outside Mrs Burchells' office on the main school corridor.

During exams it is up to students to check this noticeboard **each day** to ensure that they are up to date with all exam information concerning venues, dates and starting times.

A list of designated revision rooms will also be displayed here.

Exam Times

AHS starts exams at 9.00 am in the morning and 1.00 pm in the afternoon.

Candidates are not permitted to leave the exam hall until 10.00 am for morning exams and 2.30 pm for afternoon exams, except for medical emergencies. It is not possible to start the exams before 1.00 pm in the afternoon and, as exams do vary in length, candidates may not be able to return home on the school bus as the exam may not end before 3.30 pm. This is particularly relevant to candidates who have extra time in exams; so, if candidates have a late running exam, please ensure that they have made arrangements to get home safely.

Seating arrangements

Candidates for all exams are seated in candidate number order. (The only exception to this is students with Access Arrangements) Candidates will be issued with their own personal number ahead of the exams season. Seating plans will be placed on the exam notice board daily, so students should check to ensure they know where they are supposed to be.

Punctuality



Morning exams

Candidates must be outside the correct venue by **8.45 am**. All morning exams **start at 09:00 am**.

Afternoon exams

Candidates must be outside the correct venue by **12.45 pm**. All afternoon exams **start at 13.00** (unless they have been told otherwise).

Students must make sure that they are at the correct venue and ready to start the exam on time.

When a member of the exams staff arrives to call candidates into the exam room, everybody must be silent. Ignoring this instruction can cause delays and mistakes. Candidates are reminded that disobeying the instructions of exam staff and invigilators can result in sanctions being applied.

Lateness

Arriving late causes problems at the start of the exam which is disruptive to the other candidates. Sometimes a late arrival may be caused by unforeseen circumstances such as the school bus running late. If a student thinks they are going to be late they must telephone the school immediately on 01296 388222, leaving their name and a message stating the reason for your delay.

**Exam boards do not permit candidates who arrive later than
9.30am or 2.00pm to sit the examinations**

Study Leave for Exams



Study leave is given for public exams which take place in May/June and for the Years 11 and 13 Internal exams which take place in January and early February as detailed below:

- Year 10 Internal exams (May) **No exam/study leave**
Morning exams: go directly to the exam hall then straight back to normal lessons afterwards
Afternoon exams: the morning will be spent in supervised private study; candidates may have an early lunch break (at midday) before their afternoon exam begins
- Year 11 Internal exams (January)
Exam leave commences 13th - 24th January; only come in for the exams
- Year 11 GCSE exams (May/June)
Study leave starts Thursday 7 May; only come in for the exams
- Year 13 Internal exams (January / February)
Exam leave commences 27th January until 5th February; only come in for the exams
- Year 13 GCE exams (May / June)
Study leave starts Friday 1 May; only come in for the exams.

Students are permitted to be in school during these times but if you are not taking an exam you MUST make sure you sign in and go to one of the designated revision rooms. Details of these will be on the exams noticeboard.

Exam equipment and prohibited items



Candidates may only take necessary equipment into the exam room – using a transparent pencil case or transparent plastic bag. Bags should also be safely stored away and not be brought into the exam room or left in the corridors as items can go missing. Mobile phones and smart watches may be left at reception but they must be named before they are handed in. Candidates need to be mindful that they may not be able to retrieve their belongings from their locker, if a lesson is being taught.

Any candidates who take a mobile phone, iwatch or any potential technological/web enabled source of information into an exam room will be reported to the relevant exam board which could lead to disqualification – candidates can also be disqualified from future exams if the exam boards think the offence is serious enough.

Candidates are responsible for bringing all the equipment they need to each exam. The school cannot lend calculators or other equipment. Remember to check calculator batteries and replace them if necessary. Candidates cannot share equipment during an exam. All watches must be taken off and placed at the front of the exam desk.

Black ink must be used for writing on exam papers.

Correction pens, correction fluid, gel pens or highlighter pens must not be used on answer sheets.

Candidates may bring a drink of STILL WATER ONLY into the exam halls but it should be in a clear plastic bottle with the label removed and have a sports top. No food substances/sweets/chewing gum are permitted in the exam halls (candidates who have a medical need i.e. diabetes should talk to Mrs Burchell before exams begin).

Candidates must not doodle on the exam paper/answer booklet as Examiners can, and do, disallow defaced papers.



In summary here are the 'do not' points for candidates:

- don't be late
- don't bring your mobile phone, smart watch, etc. into the exam hall
- don't use tippex, corrector pens, gel pens, or highlighter pens on your answer sheet (highlighters may be used to highlight points in text that is part of the questions but NOT for answers)
- don't ask to borrow equipment from the school or other candidates
- don't bring food/sweets/chewing gum into the exam hall (unless by prior arrangement with Mrs Burchell)
- don't bring coke, orange squash etc. into the exam hall, you may only bring still water in a sports top bottle with the label removed
- don't doodle on your exam paper

As soon as registration for your exam begins, you are under strict exam conditions. You MUST NOT talk amongst yourselves either during this time or as you are leaving the hall at the end of the exams. If you discuss the exam content while you are still in the exam hall or as you are leaving a report must be made to the exam board and sanctions may be taken.

During your exam



Candidates must enter the exam hall in silence and remain silent until they have left the venue at the end of the exam. Once seated, they will be asked if they need a wedge to stabilise an unsteady desk.

At the beginning of internal exams and all external exams the invigilator will read out the starting announcement listing exam rules and regulations. Candidates need to listen carefully to this information.

Candidates will be asked to check that they have the correct paper and if they have any other questions or queries – if a candidate needs to ask a question, no matter how trivial, they should put up their hand and an invigilator will assist them.

Any specific instructions will be shared in addition to the exact start and finish times of the exam. These times will be displayed on the screen at the front of the exam venue.

For candidates entitled to special exam arrangements, discussions with Mrs Burchell and Mrs Crafts (SENDCo) will take place well in advance of the exams. Candidates with extra time provision will have their finishing times displayed on the screen.

Please note that there are some exam subjects where extra time is not considered appropriate. This information will be shared with the appropriate candidates.

If a candidate requires another piece of paper, drops their pencil or has a similar query, they need to put up their hand and an invigilator will come to them.



Invigilators cannot help with the content of the question paper and are not allowed to explain any part of the paper to candidates but they can assist in other matters.

If, exceptionally, a candidate needs to use the toilet or if they feel unwell, they should raise their hand to inform an invigilator. Candidates are only allowed to use the toilet one at a time and have to be escorted by an invigilator.

Afternoon GCSE exams usually last between 1½ hours and 2 hours but for GCEs these may be longer. Please check your timetables carefully and ensure you are able to get home at the end of the day if your exam finishes after the end of the school day and you are usually reliant on school buses.

Candidates should refrain from drinking lots of liquid at lunchtime to reduce the need of a toilet break, mid exam. If a candidate does go to the toilet in the middle of an exam, not only will this disrupt her thinking and other candidates but it will give them less time for the exam.

Leaving the exam hall

At the end of the exam, once all the papers have been collected, the candidates will be dismissed in silence one row at a time – candidates must not talk until they are away from the exam room especially if others are still sitting exams. For the Main Hall this means leaving the corridor in silence and for the Harding Hall this means silence until outside. When leaving the Harding Hall, candidates should not leave through the Music Department as this disturbs music lessons. They should go along the path in front of the Main Hall, being mindful that exams may still be running in the Main Hall. Candidates are also reminded that ordinary lessons will still be taking place in the rest of the school and they should only use designated revision rooms. A list of these will be on the exams notice board.

GCSE entries for subjects not studied in school



Each year requests are received from students who wish to take an exam in a subject that is not studied at school, e.g. Chinese. We are happy to discuss these requests but students who wish to take any foreign language exam, must discuss this with Mr Baird, Curriculum Manager for Modern Foreign Languages in the first instance. He will make the candidate aware of all the implications regarding the exam (e.g. exam boards, subject specification, orals etc). Mrs Burchell will not process any requests for entry to foreign language exams without Mr Baird's authorisation.

Entries for subjects other than languages must first be discussed with the Subject Team Leader before a request is made. Mrs Burchell will not process any requests for exam entry without authorisation from the Subject Team Leader.

Problems/queries

If you have problems or queries relating to exams, please see Mrs Burchell as soon as possible – it should not be left until the morning of the exam or the beginning of next term. Mrs Burchell can be found in her office in the lower corridor, by email at kburchell@ahs.bucks.sch.uk or telephone on 01296 388227.

Special Consideration for External Examinations



Every year we receive a number of requests for Special Consideration and it might be helpful to clarify the school's position on these requests.

In the case of illness, the school will support requests for sudden and serious conditions that apply **on the day of the examination only**. The exam boards do not consider illnesses affecting revision time prior to examinations to be an appropriate reason for special consideration.

If a candidate suffers from ongoing conditions e.g. hay fever, glandular fever, anorexia, depression etc, please let us know, in writing, how they have been affected mentioning the symptoms and effects of any medication on the date of the actual exam e.g. 'On Thursday 14 June Sarah was badly affected by symptoms of her hay fever causing puffy and sore eyes, difficulty in breathing and lack of concentration'. This can then be sent electronically to the exam board requesting Special Consideration for Sarah's exam on Thursday 14 June.

If a candidate is affected for more than one day e.g. for exams on Monday 11, Thursday 14 and Friday 15 June in one week, the note, **which should be brought to Mrs Burchell early in the following week**, should still relate the symptoms and effects of any medication to the date of the exams. e.g. 'Sarah has suffered from severe hay fever symptoms during this week (week commencing Monday 11 June) which has caused her to have puffy and running eyes, difficulty in breathing and sleeping at night which will have affected her in her exams'. Exam boards will not accept 'blanket' notes for the whole of the exam series. These are notes that do not specify dates and just have comments such as 'Sarah suffers from hay fever/glandular fever/anxiety which is affecting her exams'.

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Any medical condition that might flare up can only be considered with a letter or equivalent relating to the specific dates(s). **This letter must be received by the school within 5 days of the exam so it can be submitted to the exam board within their deadline of 7 days from the date of the exam.** It is strongly recommended that medical advice regarding the control of symptoms for such illnesses as hay fever, glandular fever etc. is sought well in advance of the examination season.

In the case of sudden or unforeseen family circumstances, such as bereavement during the examination period, special consideration may be applied for.

In all cases, the Examinations Officer, Mrs Burchell, must be informed on the day or days of the paper affected; late notification cannot be supported.

Please note that Special Consideration exam mark adjustments are only relatively minor, so that they do not compromise the integrity of the standard. The usual adjustment made for candidates who are unwell on the day of the exam is between 1-2% of the mark achieved, (e.g. if a candidate scores, say 90/120, her adjustment will only be 0.9 - 1.8 of a mark).

It is important to note that Special Consideration is not intended to compensate for all difficulties and some candidates may be simply too ill or distressed to cope with exams.

GCE & GCSE Exam Results



Candidates (external exams) will receive their results electronically to their school email address on results day.

Before the GCSEs and GCEs start, candidates will have been asked to write their name and candidate number on an envelope. This will be collected and exam results from each exam board will be collated and put in it. Candidates will be told the date and time that they can collect this envelope. If a candidate is not able to collect their envelope in person they may authorise, in advance, someone else to collect it for them. This authorisation must be in writing (even if the person collecting the results is their parent/carer) and the candidate must sign it.

Without a signed letter from the candidate, we will not release results to any third party

If a student would like their results posted, they need to place a stamp on the envelope together with the address they want their results sent to. Unstamped envelopes and uncollected envelopes will be taken to the school reception desk and can be collected from there during the first two weeks into the new school term in September. If envelopes are not collected by the end of September they will be securely destroyed.

We cannot give out results of exams over the telephone

Important Dates 2020



First external exam: Monday 11 May 2020 (Art exams, specific subject practical exams and MFL Oral exams are usually held prior to this date)

Last external exam: Thursday 18 June 2020

Exam Contingency Day: Wednesday 24 June 2020 (All students must be available up to and including this date)

GCE Results Day: Thursday 13 August 2020

GCSE Results Day: Thursday 20 August 2020

Student, Frequently Asked Questions



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

- The details on your Statement of Entry will be used when certificates are printed. If the name or date of birth on your certificates does not match your birth certificate it could cause you problems if you are asked to show your certificates to a potential employer or for 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.

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

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

What if I forget my Candidate Number?

- Candidate numbers are printed on your exam timetable. You will have the same candidate number for all your exams at AHS, from Y10 right up to Y13, so it will help if you can memorise it. Invigilators will be able to help you find your number.

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

- The Centre Number is 52105. It is clearly displayed in the examination venues.

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What do I do if the fire alarm goes?

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

Can I go to the toilet during the exam?

- If it is absolutely necessary. You will be escorted by an invigilator and will not be allowed any extra time.

What do I do if I feel 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 the exam.

What is an Appeal for Special Consideration?

- In the case of illness, the school will support requests for sudden and serious conditions that **apply on the day of the examination only**. In the case of sudden or unforeseen family circumstances, such as bereavement during the examination period, special consideration may be applied for.