

EXAMINATIONS 2019-2020

**GUIDANCE FOR**

**STUDENTS & PARENTS**

**SHEVINGTON HIGH SCHOOL**

Headteacher: Mr J Grant

Shevington Lane, Shevington, Wigan, WN6 8AB

Tel: 01257 400990

Website: [www.shevingtonhigh.org.uk](http://www.shevingtonhigh.org.uk) Email: [enquiries@shevingtonhigh.org.uk](mailto:enquiries@shevingtonhigh.org.uk)

http://www.themeparktourist.com/images/facebook-icon-small.pngfacebook.com/shevingtonhigh http://www.fidelta.co.uk/images/twitter-icon-small.jpg twitter.com/shevingtonhigh

**CONTENTS**

Page

**Introduction**  1

**Before the Examinations:**

Examination Boards 2

Candidate Name 2

Candidate Number 2

Unique Candidate Identifier 2

Unique Learner Number 2

Exam Timetables 2

Contact Numbers 2

Equipment 2

**During the Examinations:**

Examination Regulations 3

Attendance at Examinations 3

Invigilators 5

Absence from Examinations 5

**After the Examinations:**

Notification of Results 6

Post Results 6

Presentation of Certificates 6

**Frequently Asked Questions** 7-10

**Appendices** 11 - 22

Information for Candidates - written exams – effective from 1 September 2019

Information for Candidates – onscreen tests – effective from 1 September 2019

Information for Candidates – controlled assessments

Information for Candidates – non-examination assessments

Information for Candidates – coursework assessments

Information for Candidates – Social Media

Information for Candidates – Privacy Notice

INTRODUCTION

It is the aim of Shevington High 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 Shevington High School is required to follow them precisely. You should pay particular attention to the Notices issued by the Joint Council for Qualifications that are included in the appendix at the back of this booklet.

Some of the questions you may have are answered at the back of this booklet and school has published exam policies on the school website. If there is anything you do not understand or any question 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 Officer - **Mrs Barnes** (in the school Main Office)

The school telephone number is: **01257 400990**.

Remember – we are here to help.

**Good Luck!**

****

***If you require this document in larger print please don’t hesitate to contact me.***

**BEFORE THE EXAMINATIONS**

**EXAMINATION BOARDS**

* The School uses the following Examination Boards: AQA, Edexcel, OCR and WJEC.

**Candidate Name:**

* Candidates are entered under the name format of First Name + One middle initial + (Legal) Surname, e.g. Adam J. Smith.

**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 examination registers.

**UNIQUE CANDIDATE IDENTIFIER:**

* In addition to a candidate number, each candidate must have a Unique Candidate Identifier -UCI (12 numbers and 1 letter) which is shown on the top of exam timetables. This number will usually begin with the Centre Number (33743) 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.

**UNIQUE LEARNER NUMBER:**

* All candidates also have a randomly allocated Unique Learner Number (ULN). This number is anonymous and does not include any digits relating to school, yourself or where you are studying. The ULN remains with you throughout your life so that in future all your exam results and qualifications will be linked together.

**EXAM TIMETABLES**

* You will be emailed an individual timetable providing full details of your examinations once the entries for summer 2020 have been finalised around Easter. Some subjects only have one tier of entry, some have Foundation or Higher tiers.
* **You must check everything on your exam timetable very carefully. Particularly check that all personal details (date of birth, spelling of names) are accurate as these will appear on certificates and it may be difficult to change them once certificates are awarded**.

#### CONTACT NUMBERS

* Please check that school has at least one up-to-date contact number for you.

#### EQUIPMENT

* Make sure you have all the correct equipment before your examinations. Check the regulations in the appendix at the back of this booklet and the information on the following pages.

**DURING THE EXAMINATIONS**

**Examination Regulations**

* All candidates must read the Joint Council of Qualifications (JCQ) notices included at the end of this booklet carefully and note that to break any of the examination rules or regulations could lead to disqualification from all subjects:
  + Information for Candidates - Written Exams
  + Information for Candidates – Onscreen Tests
  + Information for Candidates – Controlled Assessments
  + Information for Candidates – non-examination assessments
  + Information for Candidates – Coursework
  + Information for Candidates – Social Media
  + Information for Candidates – Privacy Notice

The school must report any breach of regulations to the Awarding Body.

**ATTENDANCE AT EXAMINATIONS**

* Seating plans are displayed in the exams notice board near the new hall. Pupils **MUST** check where they have been seated for each exam. Requests to move from the allocated seat will only be considered in extreme circumstances.
* Candidates are responsible for checking their own timetable and arriving at school on the correct day and time, properly dressed and equipped. Candidates must arrive 15 minutes prior to the start time of their examination. Please wait quietly outside the exam room until you are invited to enter by the examination invigilators.
* Candidates who arrive late for an examination may still be admitted but may not receive any additional time. If special consideration applies then you must speak to the Examinations Officer (see ABSENCE FROM EXAMINATIONS).
* Full School Uniform must be worn by all students attending school for examinations.
* All items of equipment, pens, pencils, mathematical instruments, etc. should be visible to the invigilators at all times. You must either use a clear pencil case or clear plastic bag.
* Pens should be **black** ink or **black** ballpoint.
* Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
* For Mathematics and Science exams, students should make sure their calculators conform to the examination regulations. If in doubt, check with your teacher. Remove any covers or instructions, clear any stored data and make sure batteries are new.
* Please make sure that any watch alarms are turned off.
* Do not attempt to communicate with or distract other candidates.
* Examination regulations are very strict regarding items that may be taken into the examination room (see FAQs at the end of this booklet). If you break these rules you will be disqualified from the examination.
* **Mobile telephones, iPods, smartwatches, MP3/4 players or any other type of technological/web enabled sources of information or storage device MUST BE SWITCHED OFF AND HANDED TO AN INVIGILATOR OR LEFT IN YOUR BAG AT THE REAR OF THE EXAM ROOM.** If a mobile phone, smartwatch, iPod, MP3/4 player or any other type of technological/web enabled sources of information 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. No exceptions can be made.
* In response to the increased number of smartwatches worn by pupils’ school policy has been reviewed and in accordance with advice received from JCQ all watches **must** be removed and placed on exam desks at the beginning of the each exam.
* No food or drink is allowed in the examination rooms.
* Please do not write on examination desks. This is regarded as vandalism and you will be asked to pay for any damage.
* Do not draw graffiti or write inappropriate, obscene or offensive material on examination papers – if you do the examination board may refuse to accept your paper.
* Listen carefully to instructions and notices read out by the invigilators – there may be amendments to the exam paper that you need to know about
* Check you have the correct question paper – check the subject, paper and tier of entry.
* You **MUST** write your legal surname, legal forename, centre number, candidate number and unit or component code or paper details on your answer booklet(s) and on any additional answer sheet(s) used.
* Read all instructions carefully and number your answers clearly.
* Candidates must stay in the examination room for at least one hour after the published start time of the exam (or for the duration of the exam if it is less than one hour). You will not be allowed to leave an examination room early. If you have finished the paper 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 any rough work. Should you require additional answer sheets/ booklets you **must** write your name, surname, centre number, candidate number and unit or component code on the sheets/booklets used and place them in the order you answer the questions inside your answer booklet.
* Invigilators will collect your exam papers before you are dismissed from the examination room. Absolute silence must be maintained during this time. Remember you are still under examination conditions until you have left the room.
* Question papers, answer booklets and additional paper must **NOT** be taken from the exam room.
* Remain seated in silence until told to leave the examination room. Please leave the room in silence and show consideration for other candidates who may still be working.
* If the **fire alarm** sounds during an examination the invigilators will tell you what to do. Don’t 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.

**INVIGILATORS**

* The school employs external invigilators to conduct the examinations. Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.
* 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, hand out additional answer sheets if required and deal with any problems that occur during the examination, for example if a candidate is feeling ill.
* Please note that invigilators cannot discuss the examination paper with you or explain the questions.
* Pupils who are disruptive or behave in an unacceptable manner will be removed from the examination room by invigilators and members of the Senior Leadership Team.

#### Absence from Examinations

* If you experience difficulties during the examination period (e.g. illness, injury, personal problems) please inform school at the earliest possible 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 Examination Officer without delay, in all cases where an application is to be made for special consideration. A self-certification form (JCQ Form 14) can be obtained from the Examinations Officer which can be countersigned by your doctor or nurse.
* For the award of a grade by special consideration, where a student misses part of an examination through illness or personal misfortune, normally 25% of the total assessment must be completed.
* Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

###### AFTER THE EXAMINATIONS

**NOTIFICATION OF RESULTS**

**Thursday 20th August**

**between 9.30 am and 12 noon.**

* Results will be available for collection on:
* If you wish any other person (including family members) to collect your results on your behalf, you must give them your written authorisation and they hand this in on collection.
* No results will be given out by telephone under any circumstances.

**POST RESULTS**

* If you need post-results advice Shevington High School teaching staff will be available on Results Day. You will also be asked to complete details of your destination after Shevington High School (i.e. further education, employment).
* Shevington High School does not enter former pupils for re-sits in November.

**PRESENTATION OF CERTIFICATES**

* A Presentation Evening will take place in November when it is hoped that you will be able to attend to receive your certificates. Invitations to students and their parents will be sent out with full details nearer the time.
* Students who are unable to attend Presentation Evening will be able to collect their certificates from the school office after Presentation Evening. Certificates will not be given to anyone other than the candidate without the candidate’s written authorisation.
* Shevington High 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 (or if they lose their certificates) they can only be replaced by direct application to the appropriate examination boards. This will require proof of identity (such as a birth certificate) and a substantial fee per examination board. You are therefore urged to collect your certificates on Presentation Evening or as soon as possible thereafter and to keep them safe.

**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. Candidates will normally sit one paper then have a break during which they will be supervised and must not have any communication with other candidates. They will then sit the second subject paper. It may be necessary for you to bring a packed lunch if you have exams in the morning and afternoon as you 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 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 in the exam rooms, on attendance registers and also the card on your desk. Invigilators will be able to help you find your number.

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

* The Centre Number is **33743**. It will be clearly displayed in the examination rooms.

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

* Inform 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 or the use of a lap top 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 appeal for Special Consideration on your behalf (see below).

#### Q. What is an Appeal for 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 the 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 controlled assessment is affected by adverse circumstances beyond their control. Examples or such circumstances may be illness, accident, injury, bereavement or domestic crisis. The Examination Officer must be informed immediately, so that the necessary paperwork can be completed (within 7 days of the last exam session for each subject) and the candidate will be required to provide evidence to support such an application.

**Q. 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 an exam and you feel this may have affected your performance.

**Q. If I’m late can I still sit the examination?**

* Provided you are not more than 1 hour late, it may still be possible for you to sit the examination. You should get to school as quickly as possible and report to Reception. A member of staff will escort you to the exam room. You must not enter an examination room without permission after an examination has begun. It may not be possible to allow you any extra time if you start the examination late.
* You should also be aware that you will be considered very late if you arrive more than one hour after the published starting time, or for examinations that last less than an hour, after the awarding body’s published finishing time. Where a candidate arrives very late for an examination school must inform the exam board and it is possible that they may decide not to accept your work. Please ensure 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 on another day?**

* No. Timetables are regulated by the exam boards and you must attend on the given date and time.

**Q. Do I have to wear school uniform?**

* Yes. Normal school regulations apply to uniform, hair, jewellery, make-up, etc.

#### Q. What equipment should I bring for my exams?

* For most exams you should bring at least 2 black pens.
* For Science 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, coloured pencil crayons (not gel pens), set texts (e.g. for English Literature).
* You are responsible for providing your own equipment for examinations. You must not attempt to borrow equipment from another candidate during the examination.

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

* The length of the examination is shown in 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 a flip chart or whiteboard at the front of the exam room. There will be a clock in all examination rooms.

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

* Only material that is listed on question 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 examinations 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 care of the invigilators in a designated area of the exam room. Do not bring any valuables into school with you when you attend for an examination.
* No food or drink is allowed in the exam room.
* Being in possession of a mobile ‘phone (or any other electronic communication device, e.g. smartwatch, iPod, mp3/mp4 players) is regarded as cheating and is subject to severe penalty from the awarding bodies:

The **maximum** penalties are as follows:

Device found on you turned on with evidence of it being used – barred from entering examinations for a set period of time.

Device found on you but turned off with no evidence of it being used – loss of all the marks gained for a unit.

Phone rings during the exam wherever it is in the room, you will be issued with a formal warning and if the offence is repeated further specified sanctions will be applied.

* If there is an emergency that requires that you bring a mobile telephone to school, you must switch it off when you enter the examination room and either leave it in your bag or hand to the exam invigilator for safekeeping until the exam finishes.

**Q. Can I leave the exam early?**

* It is a requirement of the exam boards that you must stay in the examination room for at least one hour after the published start time of the exam (or for the duration of the exam if it is less than one hour). It is not the school’s policy to allow candidates to leave the exam room early, as this is disruptive to other candidates. A candidate may not leave the examination room without the permission of the invigilators.

**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 exam?**

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

**Q. If I have more than one exam on a day can I get lunch at school?**

* Pupils who have examinations in both morning and afternoon sessions may obtain lunch for the dining hall in the usual way or bring a packed lunch.

**Q. Why do I need to check the details on my exam timetable?**

* The personal details on your exam timetable 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 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.

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

* Some students receive an allowance of 25% extra time. Where possible such candidates will be seated together to minimise disturbance from other candidates who finish earlier. The invigilators will include the additional time when they display the finishing time of your exam on the board.

**Q. How do I appeal my NEA marks or the general admin of exams?**

* Shevington High School has procedures in place that cover all aspects of appeals and complaints, see below. If you would like to view these procedures they are available on our website or a copy can be obtained from the Examinations Officer.
  1. Complaints and appeals procedure
  2. Internal appeals procedure
  3. Non exam assessment policy

**Q. What do I do if I don’t get the grades I need for college?**

* Teaching staff will be available to advise you on results day.
* If you feel strongly that it is necessary to make an enquiry about your result you should first consult the Head of Subject to obtain their advice as to the advisability of requesting a review of marking. You should be aware that your mark could go **down** as well as **up** or even **stay the same** and you are required to complete a candidate consent form indicating that you are aware of this.
* A request for review of results must be submitted to the Examinations Officer by **Friday** **13th September**. If your request for review of results is supported by school any associated costs will be met by us however if school does not feel a review of marking is appropriate you should return the consent form with a cheque to cover the cost (the cost of a review of results request for an individual GCSE unit in September 2019 ranged from £35.90 to £45.60)
* If authorised, your request will be submitted to the awarding body and a letter will be sent home with the Awarding Bodies review result. If required, a new candidate statement of results will also be posted home.
* If you are unhappy with the result of the review, then please contact the Exams Officer who can explain further options.























