



TRINITY CATHOLIC HIGH SCHOOL



Examinations Handbook for Students 2021 – 2022

<u>Centre Name</u>	<u>Trinity Catholic High School</u>
<u>Centre Number</u>	<u>13359</u>
<u>Candidate Name</u>	
<u>Candidate Number</u>	



Message from the Headmaster To Students and their Parents/Guardians

The Public Exams period is one of the most important times during the school year and also one of the most important parts of every student's school life to date. It can be a stressful time for students and parents and our role as a school is to ensure that students are as well-prepared for their exams as possible.

It is also vital that our Public Exams will run as smoothly as possible for all our students and therefore the aim of this booklet is to provide you with informative and helpful advice to assist you during the exams period. The school is required to ensure that the rules and regulations set out by the exam boards are followed therefore please read the documents which are attached in the back of this book. Please read the booklet carefully so you are aware of the exam procedures and regulations. The information in this booklet applies to all of your exams.

If there is anything you do not understand or if you have any questions that have not been addressed please do not hesitate to get in touch with my Examinations Manager (Mrs. Gormley) or my Deputy Headteacher / Director of Upper Site (Mr. Cantwell).

I wish all students well in their examinations and hope that they will continue to work hard until their examinations are over.

Yours sincerely

Dr P C Doherty OBE
Headmaster

Before your examinations

Individual exam timetables will be issued to all students prior to the start of the summer exams season. Please check your timetable carefully. If there are mistakes (e.g. name, date of birth, exam entry etc.) you must inform the Examinations Officer (EO) immediately as certificates will be prepared with these personal details. Check each exam and tier of entry and if you think your tier of entry is incorrect speak to your subject teacher in the first instance.

Dates and times of exams

Exam dates and times are clearly shown on your exam timetable. Unless you are informed otherwise:

- **Morning exams start at 9.00am**
- **Afternoon exams start at 1.00pm**

Make sure you are at the assembly point for exams (usually the grotto area and outside caretaker's room for exams in the Sports Hall) **at least 30 minutes** before the start of your examination. Students can have different assembly points and therefore all students should check the exams notice boards to confirm the assembly point for their exam.

Where will I sit my exams?

Most of our public exams will be held in the Sports Hall on the Upper Site, and where needed, in Trinity House Sixth Form Common Room and the Drama Suite. Subject specific information is contained in your exam timetable and you should refer to the Examinations noticeboards in Trinity House and the notice board by the Pool Room for any amendments. You should refer to these notice boards to see where you should gather to be called into your exam. The notice boards may contain details of morning examinations and afternoon examinations. It is important that you refer to the AM information for morning exams and the PM information for the afternoon exams.

Absence

Please telephone the upper-site reception on **020 8504 3419**, and/or the Exams Office on **020 8506 5540** if you are unable to attend your exam due to illness, if you are absent through a genuine emergency or you have been delayed getting to school for the start of an exam. Please ensure you telephone **by 8.30am** for morning exams and **12.30pm** for afternoon exams. If

you are absent due to illness then you should obtain a medical note from your family GP – this will be important if we wish to pursue an application for Special Considerations from the exam board. The school will try to make contact with home where students have failed to attend an exam in case there has been an oversight or misreading of the timetable. Students who do not arrive for an exam may incur a **charge** for that exam if they do not have a valid reason.

Lateness

The start time for exams will not be delayed for students that are late – we advise that you should aim to be extra early on the day of your exams. If you are late for an exam the school will try to give you the full time allowance as long as an invigilator is available. Please note that if you are **more than an hour late** your exam paper may not be accepted by the Exam Board. If you are late for an exam please report immediately to the upper-site reception.

Uniform

You must wear full uniform to all examinations. Outdoor coats cannot be worn during your exams and you should ensure that any notes and loose paperwork have been removed from all your pockets.

Examination Clashes

If you have a 'Clash' on your timetable (two or more exams at the same time), arrangements will be made for you to sit these exams back-to-back, as long as the total time does not exceed three hours. You will be permitted a maximum break of 20 minutes between the exams, during which time you will remain under supervision.

If the total time of your exams exceeds three hours, the exams may be split between a morning and afternoon session. During this split you are required to remain under centre supervision and so, will not be permitted to join your peers for lunch. Instead you will be advised to bring in a packed lunch. You will be permitted to revise, however, you will not be permitted access to any electronic communication/storage devices or allowed access to the internet.

You will be informed of any clash arrangements before your exams commence. If you have a clash on

your exam timetable which has not been resolved you must inform the Exams Manager.

Occasionally, and it is quite rare, centre's may have to put in place 'Overnight Supervision Arrangements'. These arrangements are necessary if a candidate has three or more exams timetabled for the same day and the total duration exceeds:

- More than 6 hours for GCE (A Level) exams
- More than 5 hours 30 mins for GCSE exams

In which case candidate may be allowed to take an exam the following morning, including Saturdays. Candidates will not be permitted to take any timetabled exams on an earlier day than has been scheduled on the timetable.

Candidate Number and Centre Number

All candidates are given a four-digit number which can be found on your exam timetable. Please memorise this number as you will have to enter it on all answer booklets in your exams. You will also be required to enter the school centre number on all your exam booklets. The school centre number is **13359**. It will also be displayed in the exam hall/room.

Bags and personal belongings

Only items you require for your exam are to be taken into your examination room. Bags, coats and other materials including mobile phones/smart watches/electronic devices/watches will be locked in the changing rooms which are adjacent to the exam hall. Valuables are left at your own risk. We therefore advise that you leave these at home.

Mobile Phones / Electronic Devices

Mobile Phones and Smartwatches are strictly prohibited in the exam room even if they are switched off. We strongly advise that mobile phones and smartwatches should be left at home on exam days. Other unauthorised materials or equipment includes iPods, MP3/4 players, pen drives, wrist watches or any products with an electronic communication/storage device or a digital facility. Possession of any unauthorised materials in an exam would be deemed as malpractice and could result in disqualification from your examination and your overall qualification. The school will not be held responsible for mobile phones or other electronic devices that go missing from bags. With the increase in use of mobile phones the exam boards now take the view that if a mobile phone rings or an alarm sounds during an exam causing disturbance to other candidates, then the responsible student will be

disqualified from the paper being sat. This will, in effect mean you will receive a mark of 0 (see Appendix 1,3,&6)

Equipment

It is your responsibility to bring your own equipment and any resources required to your exam. Borrowing from other candidates is **NOT** permitted. Pencil cases are not allowed unless they are **transparent** plastic. Only black pens may be used in exams. Equipment you are required to bring to every exam:

- 2 black pens (make sure you have spare pens)
- 2 HB pencils
- Ruler
- Pencil sharpener
- Eraser
- Particular items may be required for certain exams (check equipment needed with your teacher for each exam) eg. mathematics set including compass and protractor
- Calculator – For GCSE and A Levels the recommended calculator is Casio ClassWiz FX-991EX Scientific Calculator
- Coloured Pencils

You should only bring the equipment you need into the exam room. Glasses cases must not be brought into the exam hall. Scrap paper and revision notes must not be taken into the exam room. Do rough work in your answer booklet and cross out anything you do not wish to be marked. Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers. However, you are allowed to highlight parts of the **question paper** – providing the question paper and answer booklet are **not** combined in one.

Food and Drink

You are only allowed to take water into the exam room in an unlabelled clear bottle. Chewing gum and any other food and drink are not permitted. Please ensure you have enough water for the duration of your exam as you will not be allowed to refill your bottle during the exam and invigilators cannot do this for you. The exception to this rule is for students who have a medical condition.

Calculators

A calculator can be used unless prohibited by the Exam Board's specification. The instructions on the front of your exam paper will say whether you are allowed to use a calculator. If you are allowed a calculator in an exam check the batteries are working properly and clear anything stored in it. The case

should be removed and stored in your bag. Ensure it is a size suitable for use on the exam desk. You must bring your own calculator if you need one and you are responsible for making sure your calculator works properly and that it meets exam board regulations.

Calculators must not:

- a) Be designed or adapted to offer any of the following facilities:
 - Language translators
 - Symbolic algebra manipulation
 - Symbolic differentiation or integration
 - Communication with other machines or the internet
- b) Be borrowed from another candidate during an examination for any reason.
- c) Have retrievable information stored in them, this includes:
 - Databanks
 - Dictionaries
 - Mathematical formulae
 - Text

If you forget your calculator one may be provided by the school, subject to availability as we only have a small supply. If you are given a calculator by the school during an exam, it must be returned to the invigilator before you leave the exam room.

Seating and Entering the Exam

All exams will have a seating plan which will be displayed on the exams notice board in the grotto area and on the notice board adjacent to the pool room. All students should check their seat location before they enter their designated exam room. Students are to enter the exam room in single file and in complete silence.

Conduct in the Examinations Room

As soon as you enter the exam room you are under exam conditions. You must not communicate with any of your fellow students and must not turn around. If there is any communication between students it will be regarded as malpractice and be treated accordingly and reported to the Exam Board. In line with exam regulations, such actions constitute a malpractice which can lead to disqualification. Candidates that are disqualified from an exam will be awarded a mark of zero for the component in question.

You must sit at the correct desk to ensure you complete the correct question paper. You must not touch anything on your desk until instructed to do so. If you need assistance put up your hand and wait for an invigilator to attend to you, DO NOT call out. Once you have entered the exam room, you have to be

escorted at all times if you need to leave (for example if you need the toilet or feel unwell). Listen carefully to instructions and notices that are read out at the beginning of each exam. There may be amendments to the exam paper that you need to know about. Before you start your exams you will be asked to check that you have the correct question paper and an answer booklet, if required. Please put your hand up to notify an invigilator if you think you have been given the incorrect paper. Before the start of the exam the instructions on the front of the exam paper will be read out to you, make sure you are clear as to how many questions you are required to answer. Invigilators are there to assist you but, they cannot assist you with answering any questions on your exam paper. If you have any queries don't be afraid to put your hand up and ask for assistance. You **will not** be allowed to leave an exam early if you have finished as this disturbs other candidates. Instead, you should sit quietly, ensuring you have checked your exam paper thoroughly for any question(s) you may have missed and/or review your answers to ensure you have nothing else you might wish to add. You must not under any circumstances write on examination desks or write or draw anything other than exam answers in your question/answer booklet. If anything inappropriate is written or drawn on an exam paper this could lead to you being disqualified from that component. Candidates are reminded that they are responsible for producing legible writing on all answer scripts.

End of the Exam

If you finish before the time allowed for the exam, carefully check all your answers. Make sure your name and candidate number are on every piece of paper used. At the end of the exam all work must be handed in. Rough paper is not allowed in exams so all work you have done will be sent to the Exam Board for marking therefore, remember to cross through any rough work you do not want to be marked.

Invigilators will collect your exam papers before you leave the exam room. You will be dismissed from the exam row by row and will be told which exit to use. During this time you must remain silent as you are still deemed to be under formal examination conditions. You should not speak or communicate with your peers until you are outside the building or are a fair distance from the exam room, so as not to disturb other candidates that may still be sitting exams in other rooms around the school.

Emergency Evacuation

In the event of an emergency (e.g. fire alarm) the following must be carried out in complete silence:

- If the fire alarm goes off, firstly do not panic.
- You must stop writing and remain seated and listen to the instructions given by the invigilator.
- You will be instructed to stop writing and to leave your exam paper and other equipment on your desk.
- You will also be instructed on when to exit the exams room and to follow an invigilator to the assembling point. **Do not** walk off on your own or with your peers to make your own way to the assembling point. You **must** follow the invigilator, and you **must remain silent**. This is because you are still under examination conditions throughout the duration of this process. **Do not** walk to where you usually go in the event of a fire drill, as you will not be assembling with the rest of the school. Exam candidates will assemble in the orchard area beside Monteluce House, in row formation.
- Failure to follow these rules will be classified as exams malpractice and may lead to you being disqualified from the exam.
- When you are allowed to return to your exam room, take your seat and await instructions from the invigilator on when you can re-start your exam.
- Any time lost during the emergency will be added back on, allowing you the full time set for that exam.

Internal School Lockdown

In the event of a lockdown:

- The school tannoy will be used to co-ordinate instructions.
- You must stop writing and follow the invigilator's instructions.
- Staff and pupils must not use mobile phones whilst an incident is running as this can affect emergency services communication systems.

Exam Results

A-level:

Exam results will be available for collection from the Y13 common room in St. Joseph's House on **Thursday 18th August 2022 from 8.00am until 1:00pm.**

GCSE:

Exam results will be available for collection for Y11 students from the Y13 common room in St. Joseph's House on **Thursday 25th August 2022 from 8.00am until 1:00pm.**

If you are unable to collect your results in person and would like someone else to collect them on your behalf (e.g. a parent or a nominated representative) then we will require a signed letter of authorisation from you, giving them permission to pick up your exam results along with proof of ID for you in addition to ID for the person collecting the results. Results **CANNOT** under any circumstances be given out over the telephone or via email. If for any reason you cannot collect your results personally or send in a nominated representative we are able to post out a statement of results upon receipt of an A4, stamped, self-addressed envelope which can be left at the main reception for the attention of the Exams Manager. However, the school will not accept any responsibility for results that are lost in the post.

Enquiries about Results

Review of Marking:

If you're not happy with your results, there are several options available to you to have your scripts checked or remarked. If you would like to query a mark/grade upon receipt of your exam results you should contact the Exams Manager. The deadline together with the costs will be specified in the examination pack given to you on Exam Results day. You will be asked to sign a consent form; such a request **cannot** be done by phone. Please be aware that grades can be either raised, remain the same or lowered. If you wish to proceed with an application, payment must be received before the request can be processed.

Access to scripts:

Following the release of results, you can request a return of an exam script. Please be aware when the Exam Board has returned the original script you can no longer request a remark of this exam paper.

Exam Certificates

Your examination certificates are very important and are evidence of the qualification you have attained and all your hard work throughout your school career. You will be notified of the dates and times that you can collect your certificates from the school. These dates are usually in the December following the completion of your exams once the certificates have been received from the awarding bodies. Provisional dates will be published in the results pack that you will receive in August when you collect your results.

Internal Assessments

GCE Coursework Assessments

Coursework Assessments and deadlines are set by subject departments. If you are undertaking

coursework tasks you must read the Information to Candidates for Coursework Assessments (see JCQ website).

Non-examination Assessments

Non-Examination Assessments and deadlines are set by subject departments. If you are undertaking such tasks you must read the Information to Candidates for Non-Examination Assessments (See JCQ website).

Review of Centre Assessed Marks

If you are not happy with the mark you have been awarded by your teacher for an **internally marked component**. You must raise this with your teacher within 2 working days of having received your grade. Following a discussion with your teacher and if you are still not happy with your grade, you may request a remark. However, you will need to specify the grounds under which you wish to appeal having referred to the component mark scheme and the School's Review of Marking policy. (See Appendix 4)

Access Arrangements

Some candidates are eligible for extra time and/or exam arrangements. These are, normally, identified by the school and appropriate applications made to the examination boards supported by an Educational Psychologist's report. The SENDCo will make arrangements for providing any other special assistance. Any illness or family circumstances, which may affect examination performance, arising shortly before or during the examinations, should be notified as soon as possible to the Exams Manager so that an application for special consideration can be made to the examination boards.

Special Considerations

Special Consideration is an adjustment to the marks or grades of a candidate who is eligible. The allowance for Special Consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (granted in exceptional cases). Candidates and parents should be aware that any adjustment is likely to be small and no feedback from the examination boards is provided. Candidates will only be eligible for Special Consideration if they have fully prepared and have covered the whole course but performance in the examination or in the production of coursework is affected by adverse circumstances, such as recent illness, accident or injury, bereavement or domestic crisis etc. The Exams Manager must be informed immediately so that the necessary paperwork can be completed as soon as practicably possible following the component that has been impacted. Written

evidence will also need to accompany your application. This might be a letter from a parent/carer, your doctor or hospital depending on the circumstances under which you wish to make an application.

Invigilators

Here at Trinity we employ Invigilators (examination supervisors) to conduct the exam process. Candidates are expected to behave in a proper and respectful manner towards all members of the invigilation team and always do as instructed by them. Poor behaviour will not be tolerated under any circumstances. Invigilators have a key role in upholding the integrity of the examination/assessment process. The role of the invigilator is to:

- a) Ensure all candidates have an equal opportunity to demonstrate their abilities.
- b) Ensure the security of the examination before, during and after the examination.
- c) Prevent possible malpractice.
- d) Prevent possible administrative failures.

As part of this role they are also responsible for managing and supervising exams, distributing and collecting exam papers and instructing candidates when to start and finish the exam. They also give out additional exam materials and equipment if needed. If any candidate has any concerns during an exam they should bring them to the attention of an Invigilator as soon as possible by clearly raising their hand and waiting for the Invigilator to come to them. Invigilators cannot explain or assist candidates in answering questions, neither are they permitted to discuss the content of the exam paper with a candidate.

Contingency Day – 29/06/2022

This date has been designated by JCQ as a contingency day for examinations should sustained national or local disruption arise during the Summer 2022 examination series.

If disruption occurs, the GCSE and/or A level exams (or equivalent) would be taken either for the first time or again on any date up to and including the contingency day.

This is a JCQ decision and applies to all students taking GCSE and or A levels (or equivalent) in Summer 2022 in all schools and colleges.

We remind students taking public examinations that they must remain available until the contingency date and therefore should not plan to go on holiday before the 30th June regardless of when their last exam takes place.

Frequently Asked Questions

Q. What time do examinations start?

Morning exams start at 9.00am – arrive at 8.30am

Afternoon exams start at 1.00pm – arrive at 12.30pm.

Check the seating plan displayed on the exams notice boards in Trinity House for the location of your exam room and the location of your seat, within that room.

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

Invigilators will ask you to check your paper before the exam starts. If you think something is wrong, put your hand up and inform the Invigilator immediately.

What happens if transport links are delayed?

Phone the school immediately – 020 8504 3419

Q. What do I do if I am late?

Report to the Upper Site reception and wait to be escorted into the examination room. If you are more than 1 hour late you may still be allowed to sit the exam however, the Exam Board may decide not to mark your paper, in which case your grade for this component would be zero.

Q. What do I do if I am ill on the day of an exam and miss the exam?

Your parent/carer must contact the school as soon as possible to inform the school of your absence. Where possible you should get a doctor's note. Please note however, that resit opportunities for public exams within the same season may not be possible. In most cases, your first opportunity to resit an exam may be the following summer.

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

Remember to visit the toilet before entering the examination room as you will not be permitted a toilet break within the first 60 mins and in the final 20mins, with the exceptions of candidates who have a documented medical condition. Please note time taken to go to the toilet will be valuable time lost from your exam. This time will not be added back on unless you have a pre-existing medical condition.

Q. If I miss an exam can I take it on another day?

No! You will not be able to sit your exam on another day. Timetables are regulated by the Exam Boards and you must attend on the published date and time. Information for GCSE Maths and English Language public exam resits in the Autumn 22 series can be found on the exam board websites. Please note that only GCSE Maths and English Language will be available to resit this year unlike the previous two

years where the majority of subjects were available to resit in the Autumn series.

Q. Do I have to wear school uniform?

Yes. If you do not, you will not be allowed into the exam room. Hats, scarves, hoodies and outdoor clothing must not be worn in the exam room. Bags and personal belongings will be locked in the storage rooms adjacent to each exam room or stored at the front/back of the room as instructed by the invigilator.

Q. Can I leave the exam if I have finished early?

No! You must use the full time-allowance and check your paper through. You will only be allowed to leave when all the exam papers have been collected and you have been dismissed by the invigilator.

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

The Centre Number is: **13359**. It will be clearly displayed in the examination rooms. It is also printed on your individual timetable and on the desk card which will be placed on your desk by a member of the invigilation team prior to you entering the exam room. If you are still in doubt, raise your hand to attract the attention of an invigilator.

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

Your candidate number is a four digit number printed on your individual timetable. It will also appear on your desk card which will be placed on your desk by a member of the invigilation team prior to you entering the exam room. If you are still in doubt, raise your hand to attract the attention of an invigilator.

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

The length of the exam is shown on your individual timetable under the heading 'duration'. Invigilators will tell you when to start and finish the exam. The start, finish time and duration of your exam will also be displayed on the white board in the exam room.

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

Candidates that have access arrangement entitlements will sit their exams together in an alternative room other than the sports hall so that their exam time is not interrupted by other candidates who finish earlier. The Invigilator will include the additional time when they display the finishing time on the board.

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 affect your performance. If in doubt see the Exams Manager as soon as practicably possible after the exam.

Q. Why can't I bring my mobile phone into the exam room?

Mobile phones are communication devices, they are data storage devices and most now have internet connectivity. Being in possession of one (**even if it is switched off**) is regarded as candidate malpractice and is subject to severe penalties from the awarding bodies, including disqualification. **Do not bring a mobile phone, a smartwatch, a wristwatch or other electronic device into an exam.**

Q. What is meant by the term Malpractice?

Malpractice is when the candidate fails to comply with the JCQ regulations.

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

Inform the School as soon as possible so that 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 use of a laptop but we will need as much notice as possible. If you wish the school to make an application for Special Consideration on your behalf you may need to obtain supporting medical evidence from your hospital or GP.

Q. Where can I find more information in relation to JCQ regulations?

All documents can be found on the JCQ website

www.jcq.org.uk

The documents are also saved in the Exams 2021/2022 page on the school website

www.tchs.org.uk

Under the heading JCQ- Joint Council for Qualifications

- Information for candidates – coursework assessments
- Information for candidates – Non-examination assessments
- Information for candidates – for on-screen tests
- Information for candidates – privacy notice
- Information for candidates – Using social media and examinations/assessments

- Information for candidates – for written examinations
- Warning to Candidates poster
- Unauthorised Items poster

Q. What do I do if I don't get the grades I need?

Staff will be available to advise you on results day. You should be aware that your mark could go down as well as up or may even stay the same. Review of marking requests must be submitted to the Exams Office as soon as possible. The Exams Office will advise of the cost of this process. You must complete a consent form and provide payment to cover the cost of the enquiry prior to the submission of an exam review of marking request to the exam board (which is refunded if your grade changes to a higher grade).

Q. How do I contact the Examinations Office?

Examinations Manager: Mrs. Gormley

School Telephone number: 020 8504 3419 ext 108

Direct Number: 020 8506 5540

Email: exams@tchs.org.uk

Exam tips for the day of your exam!

- Eat a good breakfast.
- Do not stay up late the night before.
- Make sure you know where your exam is being held and what time it starts.
- Aim to arrive at school at least 30 minutes before the start of your exam.
- Give yourself plenty of time to get to school – avoid rushing and becoming flustered.
- Take all the equipment you need for each exam, including extra pens and pencils.
- Turn off your mobile phone, if you have it with you, and put it in your bag and not your pocket.
- Go to the toilet before each exam!
- Read all the instructions on the front of your exam paper carefully before starting the exam and ask the Invigilator if anything is unclear.
- Read through the questions before you start writing and make sure you are clear as to how many questions you are required to answer.
- If you are stuck on a question move onto the next. You can always come back to it later.
- Plan how much time you will need for each question.
- Candidates are responsible for producing legible writing on their answer scripts.
- Never leave a question unanswered. Even if you write an answer in the last minute of the exam, you might gain marks for your answer. If you are really stuck, try to have an intelligent guess.
- Leave time to read through and check your answers before the exam finishes.
- At the end of the examination candidates must put any loose additional answer sheets in the order they answered the questions and insert them inside the answer booklet. Make sure that your name and exam number is on all additional sheets that you submit.
- Do not drink too much water.
- Try to avoid drinking tea, coffee or energy drinks as they are diuretics (increase the need to use the toilet).

Appendices

- Appendix 1: Warning to Candidates poster
- Appendix 2: Information for candidates – Using social media and examinations/assessments
- Appendix 3: information for candidates – Written examinations
- Appendix 4: Information for candidates – Review of Marking – Centre Assessed Marks
- Appendix 5: Information for candidates – Privacy Notice
- Appendix 6: Information for candidates – Unauthorised items poster

APPENDIX 1



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.

APPENDIX 2



Information for candidates Using social media and examinations/assessments



Image by Patrice Jones

This document has been written to help you stay within exam regulations.

Please read it carefully.

We all like to share our experiences when taking exams and sharing ideas with others online can be helpful when you're studying or revising.

However, it is important to consider what you say and to think about what information is being shared as there are limits to what you can share and you need to be careful not to break the rules. The rules are in place to ensure that exams are fair to everyone, students don't become worried about false rumours and any real issues can be sorted out quickly by the right people.

We'd like to ask you to act responsibly when discussing online. If you're in doubt about what you can and can't discuss online regarding your exams, it's always best to check with your teacher.

If you receive what is or what looks to be assessment related information through social media, or any other means, you must tell your teacher or another member of staff. You must show them what you have received (if available). They will then report the matter to the awarding body and it will be investigated.

Where candidates breach the rules for examinations, controlled assessments, coursework or non-examination assessments, awarding bodies have an obligation to investigate and may apply penalties.



Image by Ben Wight

You need to know that the following would be malpractice:

- copying or allowing work to be copied – e.g. posting written work on social networking sites prior to an examination/assessment;
- collusion: allowing others to help produce your work or helping others with theirs;
- asking others about what questions your exam will include (even if no one tells you);
- having or sharing details about exam questions before the exam - whether you think these are real or fake; or
- not telling exam boards or your school/college about exam information being shared.

Penalties that awarding bodies apply include:

- a written warning;
- the loss of marks for a section, component or unit;
- disqualification from a unit, all units or qualifications; or
- a ban from taking assessments or exams for a set period of time.

Please take the time to familiarise yourself with the JCQ rules:
<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>



APPENDIX 3



Joint Council for
Qualifications ^{CIC}

Information for candidates

Written examinations

With effect from 1 September 2021

**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, **or a watch.**

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

APPENDIX 4

Review of Marking – Centre Assessed Marks (GCE Coursework, GCE & GCSE Non-Examination Assessments, Project Qualifications)

Trinity Catholic High School is committed to ensuring that whenever its staff mark candidates' work this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents. Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. **Trinity Catholic High School** is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

1. **Trinity Catholic High School** will ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body.¹
2. **Trinity Catholic High School** will inform candidates that they may request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment.
3. **Trinity Catholic High School** will, having received a request for materials, promptly make them available to the candidate, either originals viewed under supervised conditions or copies.
4. **Trinity Catholic High School** will provide candidates with sufficient time, normally at least five working days, in order to allow them to review copies of materials and reach a decision.
5. **Trinity Catholic High School** will provide a clear deadline for candidates to submit a request for a review of the centre's marking. Requests will not be accepted after this deadline. Requests **must** be made in writing.
6. **Trinity Catholic High School** will allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline.
7. **Trinity Catholic High School** will ensure that the review of marking is conducted by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate for the component in question and has no personal interest in the outcome of the review.
8. **Trinity Catholic High School** will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. The candidate will be informed in writing of the outcome of the review of the centre's marking.
10. The outcome of the review of the centre's marking will be made known to the head of centre. A written record will be kept and made available to the awarding body upon request.

The moderation process carried out by the awarding bodies may result in a mark change, either upwards or downwards, even after an internal review. The internal review process is in place to ensure consistency of marking within the centre, whereas moderation by the awarding body ensures that the centre marking is in line with national standards. The mark submitted to the awarding body is subject to change and should, therefore, be considered provisional.



Information for Candidates

Information About You and How We Use It

You have entered general or vocational qualifications such as GCSE, A-level, functional skills qualifications etc with one or more of the awarding bodies listed above. In order to be able to provide examinations and assessments, the awarding body needs to collect and use information about you. This notice provides you with a high level summary of the information the awarding body is required by law to give you about of what happens to that information. For more detail see each awarding body's full Privacy Notice:

AQA	https://www.aqa.org.uk/about-us/privacy-notice
CCEA	http://ceea.org.uk/legal/privacy_policy
City & Guilds	https://www.cityandguilds.com/help/help-for-learners/learner-policy
NCFE	https://www.ncfe.org.uk/legal-information
OCR	https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/
Pearson	https://www.pearson.com/corporate/privacy-notice.html
WJEC	https://www.wjec.co.uk/about-us/data-protection/WJEC%20Privacy%20Notice.pdf

Who we are and how to contact us

Each awarding body is a separate organisation. Your school or examination centre will be able to confirm to you which awarding body is delivering each qualification you are undertaking and you will receive a statement confirming what qualifications you have been entered for and which awarding body. You will find links to each awarding body's website and information on how to contact them here: www.jcq.org.uk/contact-us/contact-details-for-jcq-and-members.

Information about you and from where it is obtained

Each awarding body whose qualifications you enter will need to use a variety of information about you. This includes obvious identification details such as your name, address, date of birth and your school or examination centre. It also includes information about your gender, race and health, where appropriate. This information is provided by you or your parents/guardians and/or by your school or examination centre.

Each awarding body will create certain information about you such as a candidate number, examination results and certificates.

You will find further information about this in the awarding bodies' full Privacy Notice (see links above) or by contacting the awarding body (see above).

What happens to the information about you

The awarding bodies use the information about you to deliver the examinations and assessments which you have entered. This includes making a variety of arrangements for you to sit the examinations or assessments, marking, providing you and your school or centre with results and certificates. The awarding bodies also use some of the information about you for equality monitoring and other statistical analysis.

The awarding bodies may share information about your results with official bodies such as the Department for Education and the examinations regulators (eg Ofqual in England) and also relevant local authorities and the Universities and Colleges Admissions Service (UCAS). An awarding body may also use information about you to investigate cheating and other examination malpractice and will share information about malpractice with other awarding bodies.

The awarding bodies take the security of the information about you that they hold seriously.

You will find further, technical information about what the awarding bodies do with information about you, why and the legal basis in the awarding bodies' full Privacy Notice, which can be accessed [here](#) (see links on page one) or by contacting the awarding body (see above).

Your rights

The law gives you a number of rights in relation to the information about you that the awarding bodies holds. Those rights are:

- Access – you are entitled to ask each awarding body about the information it holds about you.
- Rectification – you are entitled to ask each awarding body to correct any errors in the information that it holds about you.
- Erasure – in certain circumstances you are entitled to ask each awarding body to erase the information about you that it holds.
- Object to or restrict processing – in certain circumstances you are entitled to ask each awarding body to stop using information about you in certain ways.
- Complain – you are entitled to complain to the Information Commissioner (the body regulating the use of personal information) about what each awarding body does with information about you.

You will find further information about your rights in relation to information about you in the awarding bodies' full Privacy Notice, which can be accessed [here](#) (see links on page one) or by contacting the awarding body (see above).

How long the information about you is held

Each awarding body retains information about you only for as long as it is needed. Some of the information is needed only during the period in which you are undertaking the examination or assessment and is securely destroyed a short while afterwards. Other information about you, such as your name, gender, address, qualification and subjects entered and the results, are held indefinitely and for at least 40 years.

Each awarding body has its own retention policy that sets out what information it retains, how it is retained and for how long. You can find out more about retention policies by contacting each awarding body (see above).

How to find out more about the information about you that the awarding bodies use

To find out more about the information about you that the awarding bodies collect and use, including what happens to that information why, you can review the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or contact the awarding body. You will find links to each awarding body's website and information on how to contact them here: www.jcq.org.uk/contact-us/contact-details-for-jcq-and-members.

Please note

It is important to note that this notice concerns only how the awarding bodies use information about you (called your "personal data"). Complaints about how an awarding body handles your personal data can be made to the Information Commissioner (www.ico.org.uk). Information about the examinations and assessment themselves, including the rules about assessments, can be found on the JCQ Exams Office pages (www.jcq.org.uk/exams-office). The awarding bodies are regulated by Ofqual (<https://www.gov.uk/government/organisations/ofqual>) in England; Qualifications Wales (www.qualificationswales.org) in Wales, and the Council for the Curriculum, Examinations and Assessment (<http://ccea.org.uk/regulation>) in Northern Ireland.



TOP TIPS



Top tips for preparing for an exam

Everyone is different. Find a **revision style** that **works for you**.

Give yourself **time**. Use your exam timetable to choose when to start revising.

Know which topics you need to revise.

Draw up an **action plan**. You may find useful ideas for this online, for example at BBC Bitesize [Revision: timetables and planning](#).

If you need silence and your house is noisy, try a library or another venue you know to be quiet and safe.

Complete some **past papers**. This will allow you to see how the exam papers look and the way exam questions are written. It will also give you an opportunity to practise how to answer the questions.

Keep your energy levels up – have snacks handy (healthy snacks are even better!).

Stay hydrated.

Try not to stay up late; get plenty of **sleep**.

Treat yourself!

Build in some time out – **look after** your mental health and wellbeing.

Exam day

1. Finally, the date you have been preparing for has arrived. Don't panic – you've got this! You need to go into the exam room relaxed, well rested and feeling prepared, so make sure you get plenty of sleep the night before and you have everything packed that you need to bring to the exam.



2. If it's a morning exam, have your alarm set early so that you will reach your exam in plenty of time.

7. Invigilators are there to supervise students and make sure that all rules are being followed, but they are also there to help. For example, if you need extra paper, raise your hand and they will bring this to you.

8. Clocks will be located in the exam hall to help you monitor your timekeeping.



3. Remember all that fuel your body needed during revision? It's just as important now, so get a good breakfast and stay hydrated.



9. Check the title on the exam paper you are given, and make sure it is the correct subject and level.

4. When you get to your exam, double check that you have left your watch and any electronic devices outside the exam hall.

10. Ensure you clearly write your candidate and centre numbers on the answer booklets provided.



5. If you're feeling nervous at this point, don't panic. Nerves are normal. You are not alone!



11. Once you have been told to start, open the examination paper. Take your time to read and understand the instructions on the paper.

6. When you take your seat, your exam invigilator will guide you through the process. Listen closely to what they say.

12. The invigilator will tell you when the examination is finished. If you are entitled to extra time as part of an Access Arrangement, make sure you use this time, as you need it to complete your exam and/or to check your work.



Stay calm and positive – you can only do your best!

Looking after your health and wellbeing

Looking after your health and wellbeing is so important. There are many ways to do this – once again, everyone is different. Below are some ideas to get you started.



If you're feeling nervous, try clearing your head by planning activities away from revision. Check in with your friends – they might also need help.

If you're feeling anxious or stressed, many people believe in practising **mindfulness** or **meditation** to help. You can search online for activities that focus on breathing exercises and other methods to relax the body and mind. They are quite easy to do – even when you're in the exam hall!

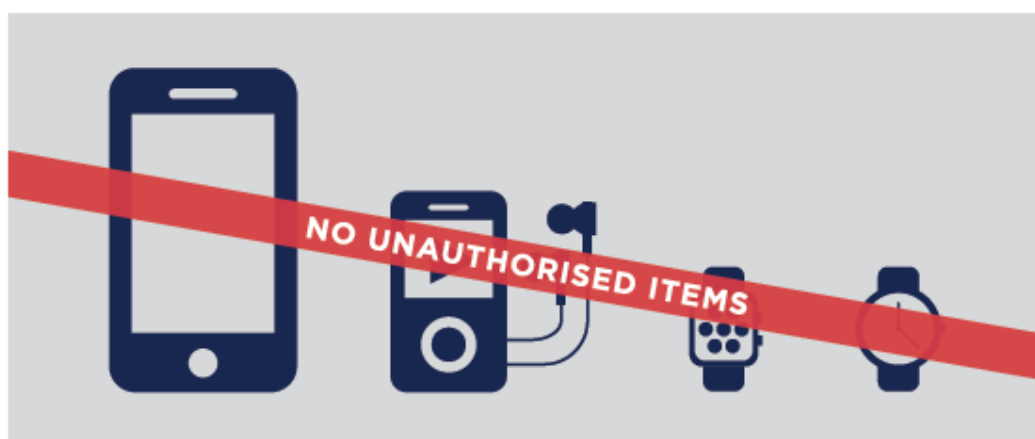


THINGS TO REMEMBER

[illegible]

**NO MOBILE PHONES
NO WATCHES
NO MP3/4 PLAYERS**

**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.