

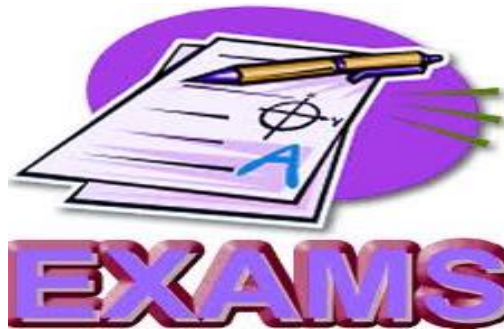
St Monica's R.C.High School
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Centre Name: St Monica's RC High School
Centre Number: 32234

Candidate Name:

Candidate Number:



CANDIDATE EXAM HANDBOOK

2018/19

Guidance for Pupils and Parents/Carers

MALPRACTICE IN EXAMINATIONS

A few examples of the most common types of candidate malpractice are given below.

DISRUPTIVE BEHAVIOUR IN THE EXAMINATION ROOM

Such as calling out, causing noise, turning around, unacceptable rude remarks, warnings ignored, repeated or prolonged disruption...

Remember - examination regulations remain in force whilst scripts are being collected and you are being dismissed

INTRODUCTION OF UNAUTHORISED MATERIAL INTO THE EXAMINATION ROOM

Such as Mobile Phone, iPhone, iWatch, or similar electronic devices, notes, prohibited annotations, own blank paper, calculators (where prohibited)...

EXCHANGING, OBTAINING, RECEIVING OR PASSING ON INFORMATION WHICH COULD BE EXAMINATION RELATED (OR THE ATTEMPT TO)

Isolated incidents of talking BEFORE the start of an exam or AFTER papers have been collected and you are waiting to be dismissed, whispering, non-verbal communication...

OFFENCES RELATING TO THE CONTENT OF CANDIDATES' WORK

The inclusion of inappropriate offensive or obscene material in scripts, non examination assessments, coursework or portfolios - including isolated words or drawings, inappropriate approaches or responses, comments aimed at the examiner or a member of staff;

If an allegation of malpractice is proven the awarding bodies can impose sanctions and penalties such as **disqualification** from a whole qualification, **disqualification** from ALL qualifications taken this summer and can even **barr** candidates from entering future exams.

Introduction

Public examinations can be a stressful time for students and parent(s)/carer(s). It is the aim of St Monica's RC High School to make the examination experience as stress-free and as successful as possible for all candidates.

We will make every effort to ensure that all candidates receive the best possible preparation for their examinations, that the administrative arrangements run smoothly, and that the examinations are conducted in a way that will cause as little stress as possible to help students to achieve their best.

The MOCK exams that are being held in November 2018 are being run as closely as possible to the same standards and rules of actual GCSE examinations. This should benefit pupils so that they are familiar with the process of formal examinations before they sit their actual GCSE's in 2019.

This booklet is intended to inform you about examination procedures, to answer some of the most frequently asked questions and to guide and support students and parent(s)/carer(s) through the examination process. Please read it carefully and show it to your parent(s)/carer(s) so that they are also aware of the examination regulations and procedures.

The awarding bodies (examination boards) set down strict criteria which must be followed for the conduct of examinations and St Monica's RC High School is required to follow them precisely. You should therefore, pay particular attention to the appendices that can be found at the back of this booklet and on our school website.

If there is anything you do not understand or any question that has not been addressed, PLEASE ASK.

If you or your parent(s)/carer(s) have any queries or need help or guidance at any time before, during or after the examinations please contact:

The Examinations Officer - Mrs A Hodgkinson (telephone 0161 773 6436 select option 4 for exams or email a.hodgkinson@stmonicas.co.uk)

BEFORE THE EXAMINATIONS

Statement of Entry

All candidates will receive an individual statement of entry during February/March. This will indicate the subjects we have made entries for. Some subjects only have one tier of entry whilst others have foundation or higher tiers. You must check everything on your statement of entry very carefully. Please 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.

Individual Candidate Timetable

You will receive an individual candidate timetable during April which replaces the statement of entry that was previously issued. This will show details of each exam such as date, time and duration of exam, paper details, venue and seat number. Check it carefully. If you think something is wrong, please see Mrs Hodgkinson or Mrs Collier in Room 17.

Centre Number

The centre number for St Monica's RC High School is **32234**.

Candidate Number (also known as Exam Number)

Each candidate has a four-digit candidate number. **This is the number that you will enter on every examination paper.** It will appear next to your name on examination registers. Your candidate/exam number is shown on the front of your individual candidate timetable.

Contact Numbers

Please ensure that school have your up to date telephone numbers.

BE PREPARED FOR YOUR EXAMS

Equipment

Please ensure that you arrive for **EVERY** examination with the required equipment. Only take into the examination room the pens, pencils, erasers and any other equipment which you need for the examination you are about to sit. All equipment should be kept in a **clear** pencil case/bag.

Where calculators are permitted, it is the candidates responsibility to ensure that their calculator meets the awarding bodies' regulations.

Calculators must be:

- of a size suitable for use on the desk;
- either battery or solar powered;
- free of lids, cases and covers which have printed instructions or formulas.

Calculators must not:

- be designed or adapted to offer any of these facilities:
 - language translators;
 - symbolic algebra manipulation;
 - symbolic differentiation or integration;
 - communication with other machines or the internet.
- be borrowed from another candidate during an examination for any reason *
- have retrievable information stored in them - this includes: -
 - databanks;
 - dictionaries;
 - mathematical formulas;
 - text

* An invigilator may give a candidate a replacement calculator if available.

The candidate is responsible for the following:

- clear anything stored in the calculator;
- the calculator's power supply;
- the calculator's working condition.

You must: -

- write clearly in **BLACK** ink, unless the instructions on the front of the question paper say otherwise.

You must not use: -

- correcting pens, fluid or tape;
- erasable pens;
- blotting paper;
- highlighter pens in your answers (although you may use them to highlight questions within the question paper or question/answer booklet and to highlight extracts in any resource material provided);
- Gel pens in your answers;

IN THE INTEREST OF ALL CANDIDATES AND IN ORDER TO
KEEP DISRUPTION TO A MINIMUM DURING THE
EXAMINATIONS PLEASE REMEMBER TO GO TO THE TOILET
BEFORE THE EXAM COMMENCES.

Requests to use the toilets during a public examination should be infrequent and **ONLY** in cases of emergency. If you request to go to the toilet during an examination, you will be escorted by an examination invigilator. You will also be asked to remove your blazer and empty your pockets to ensure there are no aids for the examination. Students with a specific medical condition must submit a medical note at the earliest opportunity.

Please note that all visits to the toilet will be logged and the log made available to support any report of suspected malpractice or if requested by the JCQ Inspector during his inspection.

DURING THE EXAMINATION

- 📖 You **must** wear **full** school uniform;
- 📖 normal school regulations apply to hair, jewellery, make-up etc. in accordance with current school policy;
- 📖 Please ensure you arrive for EVERY exam fully equipped - you are responsible for providing your own equipment for examinations.
- 📖 you must not lend equipment or attempt to borrow from another candidate in the exam room;
- 📖 only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam you are about to take. Use a **transparent** pencil case/bag;
- 📖 bags and belongings are NOT permitted in the examination room for formal examinations;
- 📖 do not bring any valuables into school with you when you attend for an examination;
- 📖 only material that is listed on question papers is allowed in the exam;
- 📖 remember, being in possession of a mobile phone (or any other electronic communication or storage device such as iPods, smartwatches, MP3/4 players, reading pens, wrist watches which have a data storage device and other products with text or digital facilities) even if turned off **MUST** be reported to the awarding body - **NO EXCEPTIONS CAN BE MADE.** This is regarded as malpractice and is subject to a severe penalty from the awarding bodies.

Examination Regulations

Copies of the formal notices that are required by regulation to be given to each candidate can be found at the back of this booklet.

A further copy of the '**Information for candidates for written examinations**' can be found on the reverse of the candidate's individual timetable. All candidates must read this carefully and note that to break any of the examination rules or regulations could lead to disqualification from all subjects.

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

Attendance at examinations

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 of their examination.

Please wait quietly inside the dining hall until you are invited to enter the exam room by the invigilator.

Unless otherwise notified, morning ****formal examinations start promptly at 9:00am** and afternoon ****formal exams start promptly at 1:00pm.**

Candidates who arrive late for an examination may still be admitted but may not receive any additional time. However, candidates should be warned that awarding bodies have the right not to accept the script.

****For MOCK exams please refer to the starting times provided on your mock examination timetable.**

DO NOT attempt to communicate with or distract other candidates

Drinks - **WATER ONLY** may be brought into the examination room. However, this is on the condition that they are contained in a transparent plastic bottle **and that the label has been removed.**

You are not allowed to bring in the following items:

- canned or cartons of drinks;
- chewing gum;
- any other food.

Read the instructions on the front of the question and answer papers carefully so you understand what you need to do. **Ensure that all the necessary information is written on the front of your script, including any loose additional answer sheets or answer booklets i.e. full name/candidate number and centre number.**

Tell the Invigilators **AT ONCE:** -

- if you think you have not been given the correct paper;
- if any of the materials (listed in a box on the front of the paper) are missing;
- if the paper is incomplete or badly printed.

IF A PAGE IS MEANT TO BE BLANK, IT WILL SAY SO!!

Work carefully and write clearly.

REMEMBER DO NOT RUSH - try to give the examiners what they are looking for - NEAT working and CLEARLY written answers!

Leave yourself approximately 5 - 10 minutes at the end of your exam so that you can go through and check ALL of your answers. It is very important as you can often find mistakes and/or omissions and then you can put it right - this could make the difference in achieving a higher grade.

You must put your hand up to get the attention of an Invigilator if:

- you need more paper;
- you feel unwell;
- you have a particular problem and you do not know what to do.

At the end of the exam you must stop writing immediately when you are asked. Do not be tempted to communicate in any way whatsoever with any other pupil as exam conditions **DO NOT END** until you have left the exam hall.

You must not leave the exam hall until you are asked to do so by the Lead Invigilator.

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 that we may help or advise you. **IF YOU ARE UNWELL ON THE ACTUAL DAY OF YOUR EXAM, YOU MUST CONTACT THE SCHOOL IMMEDIATELY TO INFORM US.**

Only in 'exceptional circumstances' are candidates eligible for an application for special consideration for absence from any part of an examination. Strict regulations apply for any applications for special consideration. In all cases where an application is to be made it is essential that full medical or other appropriate evidence to support such an application is obtained by the candidate/parent/carer and is given to the Examination Officer without delay.

Please note that misreading the timetable **will not** be accepted as a satisfactory explanation of absence.

Parent(s)/carer(s) and candidates are reminded that the school will require payment of entry fees (starting from around £40.50 per subject) should a candidate fail to attend an examination without good reason and without informing the school.

POSSESSION OF UNAUTHORISED ITEMS & OTHER IMPORTANT INFORMATION

Mobile phones, electronic communication or storage devices such as iPods, smartwatches, MP3/4 players, reading pens, wrist watches which have a data storage device and any other products with text, web enabled or digital facilities are **NOT** allowed in the examination room. No bags, personal belongings, notes, operating instructions or prepared programs etc. can be brought into the examination room. Please note that **ANY** other wristwatch of any kind must now be taken off the wrist and placed on the desk.

If a mobile phone (or any other type of electronic communication or storage, web enabled device) is found in your possession during an examination (**even if it is turned off and you did not intend to use it**) is breaking the rules and is subject to penalty and possible disqualification. It will be taken from you and a report made to the appropriate awarding body. **NO EXCEPTIONS CAN BE MADE.**

Possession of unauthorised items is a serious offence and could result in

DISQUALIFICATION.

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.

Read all instructions carefully.

If the **fire alarm** sounds during an examination the invigilators will provide instructions on 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 lead invigilator resumes the examination and asks you to commence. You will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident.

FIRE ALARM - LISTEN CAREFULLY TO INSTRUCTIONS AND DO NOT PANIC.

At the end of the examination all work must be handed in - remember to cross out any rough work. If you have used more than one answer book or loose sheets of paper please ensure that **every** sheet/additional booklet is marked with your name, candidate number/centre number and unit or component code or paper details.

Invigilators will collect your exam papers before you leave the room.

Absolute silence must be maintained during this time.

Remember you are still under examination conditions until you have left the room.

At this time please show consideration for other candidates who may still be working.

Question papers, answer booklets and additional paper must NOT be taken from the exam room.

INVIGILATORS

The school employs external invigilators to conduct the examinations - they have a key role in ensuring that all examinations at St Monica's are conducted in accordance with school policy and the exam boards strict regulations.

STUDENTS ARE EXPECTED TO BEHAVE IN A RESPECTFUL MANNER TOWARDS ALL MEMBERS OF THE INVIGILATION TEAM AND FOLLOW THEIR INSTRUCTIONS AT ALL TIMES - disruptive pupils will be removed from the examination room by the Senior Management Team.

Please note that ALL behavioural incidents are recorded and passed to the Examinations Officer and Head of Centre and will be used to support any application of suspected malpractice.

Invigilators will supervise the conduct of the examination. They will distribute and collect the examination papers, inform candidates when to start and finish the examination and deal with any problems that occur during the examination. Please note that they are unable to discuss the examination paper with you or explain the questions.

GOOD LUCK!

FREQUENTLY ASKED QUESTIONS

Q. What shall 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 inform him/her **immediately**.

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

The Centre Number is **32234** and is displayed at the front of the examination room. Candidate numbers are displayed on the student identification card on your desk for each exam.

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

Inform school at the earliest possible point 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 but we will need as much prior notice as possible to make an application to the relevant awarding body. You may need to obtain full medical evidence (from your GP or hospital) 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 examination.

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. Ensure you go to the toilet before the examination. Please refer to the full guidance under 'BE PREPARED FOR YOUR EXAMS' section of this booklet.

Q. If I'm late can I still 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 examination room. You must not enter an examination room without permission after an examination has begun. It may not be possible to allow you the full time if you start the examination late.

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 awarding bodies and you must attend on the given date and time.

Q. Can I leave the exam early?

It is not the school's policy to allow candidates to leave the exam room early, as this is disruptive to other candidates.

Q. Why do I need to check the details on the statement of entry?

The details on your statement of entry will be used when 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 school/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. What do I do if I disagree with the tier of entry?

Please contact Mrs Hodgkinson, Examinations Officer who will be able to provide you with the full written procedure for appeals against the tier of entry.

Q. What do I do if I want to appeal against the procedure used in internal/non examination assessment for work that contributes to my GCSE award?

Appeals may be made to the school regarding the *procedures* used in internal/non examination assessment but **not the actual marks or grades** submitted by the school to the awarding bodies.

Full details, of the 'Reviews of Marking Centre assessed marks' appeal procedures, including deadline dates are available upon request from Mrs Hodgkinson, Examinations Officer.

Statement for Students:

If at any stage during your exam course you have concerns about the procedures used in assessing your internally marked work for public exams (e.g. non examination assessment/coursework/portfolio/projects) you should see the Subject Head of Department or Examinations Officer as soon as possible.

Appendices - 2018/19

all appendices below are displayed on our website

Appendix 1 :- Information for candidates - social media

Appendix 2 :- Information for candidates - non examination assessments

Appendix 3 :- Information for candidates - privacy notice

Appendix 4 :- Information for candidates - on screen tests

Appendix 5 :- Information for candidates - written examinations

Appendix 6 :- No mobile phone

Appendix 7 :- Warning to candidates

Appendix 8 :- Information for candidates - coursework assessments

Appendix 9:- Notification of GCSE Results

Appendix 10:- Collection of GCSE Certificates

Appendix 11:- Publication of GCSE Results

AFTER THE EXAMINATIONS

NOTIFICATION OF RESULTS

GCSE results will be available for collection on

THURSDAY 22nd AUGUST 2018

between 10:00 am and 12:00pm.

If you wish any other person (friend/family member) to collect your results on your behalf, you must give your written authorisation to school **before Thursday 11th July 2019** to ensure that we are able to meet your request. Please ensure that your request is marked clearly for the attention of Mrs. Hodgkinson - Exams Office.

No results will be given out by telephone or any other form of communication other than stated above under any circumstances.

POST RESULTS

Important information regarding all post results procedures will accompany your results day slip on 22nd August 2018

The awarding bodies cannot engage in correspondence with candidates or their parent(s)/carer(s) relating to the marked examination scripts. The awarding bodies operate an 'enquiries about results' service for the review of marking and checking of scripts after results have been issued. Any queries must be part of this formal enquiry about results process and must be submitted by school, following discussions directly with the subject teacher

It is worth noting that in the case of a re-mark, the final mark awarded following an enquiry about the result may be lower than, higher than, or the same as the grade which was originally awarded. It is for this reason that YOU the candidate, will be asked to sign a 'Candidate Consent Form' before any action can be taken. This is in compliance with the regulations of the awarding bodies.

Finally, ...

We hope that you will make full use of the support available and do your best.

Exams are stressful, but need not be daunting. They can provide a good sense of job well done, knowledge consolidated and skill displayed. Try to rise to the challenge and to do your best.

COLLECTION OF GCSE CERTIFICATES

Leavers Summer 2019

All students will be invited to a **Certificate Evening** to collect their GCSE certificates. This usually takes place during the autumn term following the issue of results slips on results day.

If you are unable to attend the Certificate Evening your certificates **must** be collected in person AFTER the Certificate Evening has taken place.

Certificates will NOT be given to anyone other than the candidate without the candidate's written authorisation.

ALL UNCOLLECTED CERTIFICATES WILL BE CONFIDENTIALLY DESTROYED on the 31st October 2020

Each year more and more ex pupils are disappointed to find that prospective employees are requesting proof of qualifications. Exam boards no longer issue replacement certificates where originals have been lost or were not collected from school. Each exam board will issue a Statement of Results - however a **SUBSTANTIAL** fee will be charged by EACH exam board for EACH exam session and for EACH level of Exam.

Save £££££££££s and collect your certificates BEFORE 31st October 2020.

If there are siblings currently attending the school, you may write a letter of authorisation to nominate your sibling to collect the certificates on your behalf.

Alternatively parent(s)/carer(s) can collect certificates on behalf of past pupils if they provide a written 3rd party consent.

PUBLICATION OF RESULTS LEAVERS 2019

The Manchester Evening News Media Newspapers have historically featured GCSE and A-Level results for local schools and colleges and in previous years have invited us, along with other local schools, to submit our student's GCSE results for publication in the Manchester Evening News and also on their website and relevant weekly titles.

We intend to submit our results to the Manchester Evening News Media Newspapers on Thursday 22nd August 2019. As in previous years we would expect the format to be similar to the following:-

In alphabetical order by surname followed by first initial, number of grades 9-1 followed directly by the number of 9-4 grades in brackets

For example:

M Collier 9(6); S French 8(6); A Hodgkinson 8(4).

So, in this instance M Collier received nine 9-1 grades, six of which were 9-4 grades. S French received eight 9-1 grades, six of which were 9-4 grades. A Hodgkinson received eight 9-1 grades, four of which were 9-4 grades.

In the event that you do not wish to be included in the publication of results in the Manchester Evening News Media Newspapers we will require written notification **signed by the student and countersigned by a parent/carer** that neither of you wish the results to be published. Please ensure that notification is addressed to Mrs A Hodgkinson - Exams Office and provided to school before Thursday 11th July 2019

