

## *Introduction*

Public examinations can be a stressful time for students and parents and it is important that all those involved are as well-informed as possible. Well-informed students will realise that the rules and regulations are designed to ensure fairness and minimize disturbance and it is in the interest of all that the exams run smoothly.

The school will make every effort to ensure that 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, thus helping students to achieve their best. Mock exams are run to the same standards and rules in order that students are familiar with the process beforehand.

This booklet is intended to inform you about examination procedures. Our aim is to answer some of the most frequently asked questions and help to guide and support students and parents through the examination process.

It also contains the formal notices that are required by regulation to be given to each candidate.

If you have any other questions please feel free to make enquiries to the Exams Officer.

You can contact the Exams office on: 01926 640465 Ext 207

E-mail: [enquiries@kinetonhighschool.org.uk](mailto:enquiries@kinetonhighschool.org.uk)

On exams days it is best to contact the main school reception on 01926 640465 and leave a message, with the nature of your query, as the main priority will be the starting of the exam on time.

## *Who is responsible for the examinations?*

The schools' Examinations Officer is responsible for administering all public examination arrangements and for oversight of students during exams, under direct responsibility from the Head of Centre, the Head Teacher.

There is a team of adult invigilators who will be present during the exams at all times and who are supervised by the Examinations Officer.

The Awarding Bodies or Examination Boards set down strict criteria which must be followed for the conduct of exams, and the school is required to follow them precisely.

## *Coursework deadlines*

Most of the subjects have an element of coursework included in them which has to be completed, marked and assessed and the marks and work sent to the Boards well before the formal exam sessions take place. The school sets deadlines that allow time for this process and to meet the Boards' deadlines. These cannot be changed. Students who don't submit coursework on time will not be allocated a mark for this element and their overall grade will suffer.

## *What information will students receive about their examination entries?*

When the entries have been entered on the school's computer system, students will receive a Student Statement of Entry Summary detailing the subjects and tiers for which they have been entered. This should be checked and you are asked to inform the subject leader or Examinations Officer if you believe there are any errors or problems.

This document serves two purposes:

- I. To check that all entries have been made and are correct.
- II. To inform parents that they undertake to pay the entry fees should their son/daughter fail to take the examination without good reason.

Once the Examination Boards have received entries, Statements of Entry will be issued showing the subjects entered with that Board, and giving the dates of the examinations. Timings are subject to change because of the nature of the day at Kineton High School. Candidates must check the timetable for exact exam timings well in advance of each exam.

The Statements should be checked and kept safely by the candidate, as they are evidence that an entry has been made. They should be brought by the candidate to each examination as an additional check on papers entered, tiers of entry, candidate number etc. but not written on. Sometimes candidates will receive updated statements if the entries made for them change.

### *Where will the examinations be held?*

The main locations for written papers are the Hall, the Gym and other suitable rooms throughout the school. Candidates are asked to be there 15 minutes before the advertised start time. This enables seating procedures to be carried out efficiently, and to allow for any unforeseen room changes. They are asked to wait quietly outside the room until invited to enter. Where a candidate sits will usually be determined by their candidate number, which appears on all statements of entry and will also be on their desk card during the exam.

### *How do I know the date exams take place?*

The main period for exams is from the start of May until the end of June/early July but some oral examinations and practical examinations will take place earlier. All candidates will receive an exam timetable which will give them the dates and times of the papers they are taking. Students must read the timetable and make a note of the exact start times and location of their individual exams. Parent should make sure they have a copy of this timetable.

### *At what times do the exam sessions begin?*

The Exam boards dictate the permissible start times for exams. Most exams will start at 0900hrs or 1300hrs. However sometimes exams have to be bought forward to allow candidates time to finish exams in time for the buses, or because of exam clashes. Candidates are asked to be at their exam venue 15 minutes before exams start.

The length of examination papers varies and they will frequently not finish until after 2.45pm. Students and parents should be aware of this and make appropriate arrangements for getting home. Students will not be allowed out of an exam early for any reason.

Some students may also receive an allowance of extra time for the examinations and so their finishing times will be even later. Timings for some papers may deviate from this pattern and the candidates will be made aware of this. It is the candidates' responsibility to be aware of the start time of each exam, but parents should be warned there is a tendency for students to confuse a.m. and p.m. sessions. Please ensure your son/daughter checks his/her exam commitments for each day on the previous evening.

### *What happens if a student has more than 1 exam at the same time?*

If a candidate is timetabled to sit two or more exams at the same time this is known as a clash. If these are for the same subject this is intentional on the part of the board and the exams are meant to run one after another. If not, then this should be picked up during the checking process and notified immediately to the Examinations Officer who can grant permission for one of the papers to be taken at a different time on the same day. The candidate will have to remain under supervision between the two papers. In rare cases it may be necessary for a paper to be done the next day and it is a requirement that the candidate is supervised overnight. This is essential to avoid compromising the integrity of the examination and needs to be organised well in advance.

If an exam is delayed from a morning to an afternoon session the candidate will be supervised over lunchtime. They should bring some revision or reading material and their lunch and a drink. They are not allowed to communicate with any student.

### *How are students supervised?*

External invigilators will supervise students under the direct management of the Examinations Officer. Once candidates enter the exam room they must remain supervised and follow the invigilators' instructions at all times. The invigilators are experienced in exam procedures and subject to strict regulation, references and police checks. They usually work in teams and can contact the Examinations Officer to resolve any issues.

The Invigilators call candidates in according to the seating plan.

In some sessions, papers will be already on exam desks. These must not be opened until candidates are advised to do so.

### *What happens if a student is late?*

If parents are aware that their son/daughter has got the timing of the examination wrong and has missed the starting time, they should telephone the school immediately and get a message to the Examinations Officer. Depending on how long the exam has been in progress, it may be possible for the candidate to be admitted.

## *What should students bring to the examinations?*

Candidates should bring writing equipment, coloured pencils, erasers etc. in a transparent plastic bag or pencil case. Non-transparent pencil boxes or cases will not be permitted in the examination room.

Scientific calculators – lids removed.

Pens must be Black.

Some subject papers will require the use of dictionaries, and candidates will be advised by their subject teachers about this.

Candidates are responsible for ensuring that they bring everything they need to the examination.

Candidates should know in advance the venue and seat number for each exam. This information is also displayed outside the Exams Office each day.

## *What should candidates NOT bring with them?*

Some items are strictly banned from exam rooms and should not be brought into the examination room under any circumstances. The Exam Boards treat mere possession of these items as an infringement:

Mobile phones.

Personal CD/tape/minidisk players/iPods/MP3/4 Players.

Smart watches and wrist watches that have a data storage device.

Products with an electronic communication/storage device or digital facility.

These items can be handed to an invigilator before the start of an exam, but the school cannot be responsible for the security of these while the examination is in progress.

The use of correction fluid or pens is not permitted. Candidates should cross through work they do not wish to be marked.

Notes, papers and text books etc are only allowed in certain exams and candidates will be informed by the subject teachers in advance.

Candidates should not bring lucky mascots etc. into the examination room.

No food items or chewing gum are allowed.

## *May students bring a drink?*

Candidates may bring a small bottle of still water into the exam room. This must have the label removed and be in a clear bottle with a sports lid.

## *What if the Fire Alarm sounds?*

Candidates will be told to put down their pens and to sit in silence while awaiting instructions.

You will either be led outside in an orderly manner to line up; you **MUST** remain silent as you are still under exam conditions

OR

You will remain seated in the exam room whilst the alarm is silenced.

In either situation, the length of time of the disruption will be noted and you will be given that time at the end of the examination.

## *Regulations governing the use of calculators*

Some subject papers explicitly prohibit the use of calculators. Candidates must not have or attempt to use any form of calculator for these.

Also, calculators with any of the following facilities are prohibited:

data banks

dictionaries

language translators

retrieval of text or formulae

QWERTY keyboards

built-in symbolic algebra manipulations

symbolic differentiation or integration

capability of remote communication with other machines.

The use, or attempted use, of any such calculators will be regarded as malpractice.

Calculators with graphic displays and programmable calculators are permitted if information and/or programs stored in the calculator's memory are cleared before the examination.

Retrieval of information and/or programs during the examination is an infringement of the regulations. Candidates are responsible for clearing any information and/or program before the examination.

## *What are the regulations regarding mobile phones?*

The regulations state that Mobile Phones are not to be brought into examination rooms under any circumstances. Any student found to have a phone in the exam room will be reported to the appropriate examination board. Should this happen they are likely to be disqualified from that paper and possibly from the whole examination in that subject.

It is a very serious offence and our advice is that the phone should not be brought to school. If you do bring a mobile phone to school it must be switched off and handed to the invigilator prior to the exam. We can take no responsibility for the security of mobile phones brought to school.

## *What is meant by Malpractice?*

Malpractice is the term that the Exam Boards use for any irregularity, or breach of the regulations of any form. The Examinations Officer is required to, and will, report all infringements to the appropriate body and they will decide on what action to take based on the nature of the infringement. There is a tariff system of actions from which they can decide within limits and some infringements carry automatic loss of marks as a minimum penalty. Candidates could lose all marks for that board if deemed as a serious enough offence. The Exam Boards take the integrity of exams very seriously and it is important that candidates heed the Examinations Officers instructions carefully.

## *Internal Assessment*

Kineton High School conducts internal assessments in line with the examining bodies expectations. There is a Written Appeals Procedure, copies of which are available from the Examinations Officer. The appeal applies only to the procedures in arriving at internal assessment decisions and does not apply to the judgement themselves; you cannot appeal against the mark or grade only the procedures used.

## *What happens if a student does not turn up for an examination?*

If a student does not turn up for an exam, an attempt will be made to contact them immediately.

Students who absent themselves from any examination without presenting a doctor's note or a satisfactory reason for a request for special consideration will receive a grade based only on those elements of the examinations which have been marked

Parents should be aware as stated previously that the school will seek to recover the exam fees if a candidate does not turn up for an examination. It is in all our interests to ensure that the school's examination budget is not wasted.

## *How are exams started?*

The Examinations Officer/Invigilator will usually announce the exam formally, and candidates will be cautioned that they are now in exam conditions and subject to the regulations.

Any instructions or board notices, changes to papers etc will be read out and the candidates asked to complete their details on the answer papers.

## *What standards of behaviour are expected during examinations?*

All candidates are given a copy of a 'Warning to Candidates' produced by the Examining Bodies, which gives general guidelines for conduct, which must be observed. The wording of this is included at the back of this booklet. The school and the Examination Boards regard breaches of examination regulations very seriously. Parents should impress on their son/daughter the importance of good behaviour in an examination, as any activities that may disturb or upset other candidates will not be tolerated.

The Head of Centre and Examinations Officer have the power to remove disruptive candidates. The candidate will then have to remain in isolation until the end of the exam.

Candidates are asked to wait quietly outside the exam venue, and to enter and leave in silence. This avoids disturbance to other candidates and does help to maintain a calm atmosphere for those students who are nervous about their exams.

Candidates who try to communicate with other candidates inside the venue, or who create a disturbance in the examination room will be asked to leave, and the circumstances will be reported to the Examination Board. This may result in the candidate not receiving a grade for the whole of that examination.

### *What should students wear for examinations?*

Examinations are a school activity and students must wear uniform appropriate to their Year. We ask for the co-operation of parents in ensuring candidates are correctly dressed as we wish to avoid causing stress to candidates in the examination room by pointing out when they are not in correct uniform. All students know the uniform rules and it is their responsibility to ensure they observe them. Students not dressed properly or modestly will not be permitted to sit exams.

### *What do I do if my son/daughter is unwell at the time of one of the examinations?*

If your child feels too unwell to sit the paper, or if you feel that your child's illness affected his/her performance, it is possible for the Examinations Officer to apply to the Exam Board for special consideration on his/her behalf. It is essential that this is brought to the school's attention immediately. Any medical information, doctor's note, copy of prescription etc can support the application for special consideration and should be given to the Examinations Officer. Any relevant support material must be forwarded to the Examinations Officer without delay, as an application can only be made within 5 days of the exam.

Please telephone the school if your son/daughter will not be attending an examination or if he/she will be present but is unwell. It is often helpful for the invigilator to be aware that a candidate is not feeling well.

### *What do Students do who finish early?*

Students should use all of the available time on their exams and spend any time at the end checking their answers. In any event they are not permitted to leave before the duration of the exam. They must sit quietly at their desk so as not to disturb other candidates.

### *What do I need to do if a student has problems that may affect his/her examination performance?*

Any illness, or family circumstances, which may affect examination performance, arising shortly before or during the exams, should be notified as soon as possible to the Examinations Officer so that an application for special consideration can be made to the Boards. Parents should be aware that any adjustment is likely to be small and that no feedback is ever provided.

Any long term illness or disability which may affect exam performance should be brought to the attention of the Exams Officer as early as possible in a course of study.

## *How can parents' best help their son/daughter during the examination period?*

Examinations are inevitably a stressful time for some candidates and support from both school and parents can be helpful. The school will provide advice about revision programmes and examination techniques, and if this is followed it should not be necessary for any student to work abnormally long hours during the revision period.

It is probably helpful to discuss with your son/daughter how he/she intends to organise revision and to talk through any anxieties about particular techniques or subject matter. Testing knowledge of factual material can benefit the student if such help is requested, but often all that is needed is a quiet place to work and lots of encouragement. Students should get plenty of sleep and some opportunities for relaxation.

## *What happens about the return of school books and equipment at the end of the examination period?*

Students will have been informed by subject departments of the arrangements for return of books etc. Please ensure that all textbooks and equipment are returned promptly to school.

## *When and how are the results distributed?*

### May-June 2018

A level GCE results - Thursday 16<sup>th</sup> August 2018

GCSE results - Thursday 23<sup>rd</sup> August 2018

Results will normally be distributed to students in school.

Students wishing for a relative or friend to collect their results must send a signed letter of authorisation with the collector. A form of ID is also required.

Results will not be given over the telephone or by email under any circumstances.

AS and GCSE candidates not intending to collect in person but wishing their results to be posted, should leave a stamped addressed A5 envelope (also bearing their candidate number), with the Examinations Officer.

### *What can I do if results are substantially different from what is anticipated?*

It must be remembered that examinations can only measure performance on the day, and that candidates can do better or worse than anticipated for a variety of reasons. It is advisable to discuss your results with a member of staff as soon as possible, preferably on results day. You may decide to obtain a copy of the script and mark scheme before proceeding to an EAR (enquiry about result) that is very expensive. If there are serious grounds for concern about a result then the school can initiate an enquiry with the appropriate board.

Details of the procedures and the fees involved are available from the Examinations Officer and the process should be started as soon as possible after consultation with the Curriculum Leader concerned.

### *How do I go about obtaining copies of marked examination scripts?*

It is currently possible to have access to marked scripts for most AS/A2 units and some GCSE. You will need to complete a form from the school and pay a fee for each subject/paper. You should be aware that copies of marked scripts prior to an enquiry on results must be ordered within one week of the issue of results.

### *How do candidates apply to re-sit?*

In some cases, such as when a student has sat a GCSE in Year 10 or when a student is continuing his/her education in the Sixth Form, it is possible to re-sit examinations in the next Examination Season. Requests to re-sit units must be made, via Curriculum Leaders and accompanied by the appropriate re-sit form and examination fees.

Students should discuss their decision to re-sit with their subject teacher or relevant Curriculum Leader, who will need to sign a form to signify approval. Fees may vary depending on the subject and must be paid by the deadlines set.

Refunds are not normally given.

### *How should fees be paid?*

Where students are requesting a chargeable service, fees should accompany the completed form and returned to the Examinations Officer. Cheques should be made payable to Kineton High School.

## *When do students receive certificates?*

The Examining Boards issue certificates well after the examinations have taken place.

Certificates for qualifications taken in May/June are issued in November 2018.

Students are required either to collect in person, or to have the certificates posted by recorded delivery for which there is a charge of £2.50 to cover costs.

A friend or family member may collect them but only bearing a letter of request signed by the candidate and some form of ID

Certificates uncollected after 1 year are destroyed; they can only be replaced by direct application to the Boards by the candidate, and will require proof of identity such as an original birth certificate and a substantial fee per certificate.

