

Exam Handbook for Students

This booklet should contain the information you need to guide you through the processes of internal (mock) exams and public exams, (GCSEs, BTECs and A levels).

In addition, you can refer to the Exams Policy section under Policies on the School Website.

This document is split into six sections:

1. Before exams
2. Just before exams
3. During an exam
4. Just after an exam
5. After exams
6. General information

Key people:

Head of Centre: Mr Jefferies, the School's headteacher has overall responsibility for the running of public exams.

Head of Department and teachers are responsible for checking you are prepared for exams and that the Exam Team know to enter you.

Exams Officer and Exams Assistant: are responsible for entering the students to the correct exams and for running the exams, dispatching your papers and receiving and distributing the results.

Exams Officer: Mrs Brown

Exams Administrator: Mrs Harvey

SEN Assessor Mrs Weir together with SENCo Mr Mudge are responsible for ensuring that the relevant students receive the Access Arrangements (reader, scribe, extra time etc).

Invigilators: An invigilator is someone who watches over candidates in an examination to ensure that exam conditions are met. You must follow all instructions given by the invigilators.

Students should ensure they are ready for exams.

Before Exams

Access Arrangements:

All arrangements with regards to extra time, rest breaks, separate rooms, the use of a laptop, sit near door, etc, need to go through the Learning Support Department.



If you have been timetabled to attend your exam in a different room, you must arrive to that scheduled room. If you arrive at a different room, we will not be able to accommodate you due to lack of papers/space.

No arrangements will be made until the SENDCo provides the necessary information to the Examinations Department.

Exam Dates:

The examination dates are set by the awarding bodies and **not** by the school. These dates therefore **cannot** be changed.



Contingency date:

The contingency date is put in place in the event of exams being seriously disrupted. The dates are set by the boards and students must be available on those dates.

Timetables:

You will be given your own personal timetable for your exams. You **must** check your personal timetable. This will include changes of times/days to accommodate your clashes. If there are any errors (e.g. name, date of birth, gender, examination entry), you **must** notify the Examinations Office immediately. Dates are given on the timetable(s) issued to you. Check carefully to see if the examination is in the morning or the afternoon – extra time will not be permitted if you misread your timetable. Take special note of any re-arrangements due to a timetable clash.

You, and you alone, are responsible for checking your examination timetable. If you have any queries, then you must contact the Exams Office immediately.

Clashes:

If you have an examination clash involving different subjects, you will be notified of the alternative arrangements.

If you have a clash involving two or more examinations in the same session, you will sit your papers one after the other as long as the total published examination time does not exceed three hours. If the total time does exceed three hours, the papers will be split between the morning and afternoon session. If you are in this position, you will have to go into “**quarantine**” between the two sessions and will, therefore, need to bring a packed lunch and a drink with you. You will be informed of your quarantine arrangements by letter. Here you can use study materials that are paper based only; under no circumstances should electronic devices be in the room.

In the rare situation where you are entered for multiple examinations (three or more examinations) timetabled for the same day and the total duration for those papers is more than:

- six hours for GCE examinations (AS, A2, A-level); or
- five and a half hours for GCSE examinations;

you may be allowed to take an examination the following morning. Your parents/carers will be asked to undertake overnight supervision; you would not be allowed access to any electronic devices.

External Candidates:

At the discretion of the school, former students – in the academic year following the last one in which they were members of the school – can be entered for examinations relating to the courses which they took.

Social Media:

All students are reminded to keep their own work secure at all times and not to share completed or partially completed coursework on-line, on social media or through any other means.

Coursework:

All coursework should be completed and marked 2 weeks prior to the submission date to allow students time to appeal against their marks. Students may request copies of materials and the mark scheme or assessment criteria. See more details in our Internal Appeals Procedure for Internal assessment decisions policy.

Just before exams

Absence from Examinations:

You must attend all examinations to which you are allocated on your personal timetable. Misreading the timetable will NOT be accepted as a satisfactory explanation for your absence.

You may be invoiced if you fail to attend an examination that has been paid for by the school.

If you are absent from an examination due to illness, you must notify the school as early as possible by telephone on **01242 235555**; this number has an answer phone for out-of-hours messages. Please note we will need a doctor's note or other evidence of the reason for your absence!

Late Arrivals:

It is important that you arrive promptly for the exams; this will usually be 20 minutes before the start time. Late arrivals cause disruption to the other students and will be taken seriously by the school.

Any candidate arriving **after 10am or 2:30pm** may **not** be allowed into the exam room. Exam boards need to have evidence you were kept in "exam conditions" by 10am/2:30pm for your late arrival to be accepted.

For these reasons, if you think you will be late, someone must phone the school immediately for advice.

Examination Regulations:

It is your responsibility to familiarise yourself with the awarding bodies' 'Notice to Candidates' regulations. A copy of these regulations will also be displayed outside all examination rooms.

Location of Examinations:

These will be shown on your timetable.

It is essential to check the location of your examination carefully.

You must allow enough time to find the correct room. Once you are invited to enter the room, make sure that you sit down at the correct desk. The seat number is displayed on a white sticker in the corner of the desk. Your candidate card showing your photograph and exam candidate number will also be on your desk. **You must leave this on your desk at the end of an exam; do not deface it.**

Sports Hall:

You must gather for your exam on the Astroturf. You will be called in by seat rows. You must listen out for your row and enter as quickly as possible to enable the exam to start on time. Bags, coats etc should be left in the changing rooms. As soon as you step through the doors you are under exam conditions, and you **must not** communicate with any other candidate. **Ensure your water bottle is full and you everything you need before you head to the Astro.**

Uniform:

School Uniform **must** be worn at all times. Failure to comply with this rule may result in you not being allowed to take the exam.

Times:

Unless otherwise stated, all examinations at this school commence at **8:45 a.m.** (morning papers) and **1.30 p.m.** (afternoon papers).

You should arrive at school at least 30 minutes before the published starting time.

During exams

Permitted items in the exam room

Bags, Briefcases, Notes:

Bags, briefcases, and notes **cannot** be taken into the examination room and must be **left outside the exam room**. Also, any labels on water bottles must be removed before entering the examination room.

The School accepts no liability for items of value (e.g., money, credit cards, mobile telephones) that are left in bags. You **must not** bring valuables with you when you are sitting examinations.

Calculators:

Calculators may be used in some examinations: your subject teacher will tell you if they are prohibited. You will also be informed if you can use a calculator on the question paper at the start of an exam. In all cases, calculators are prohibited if they offer any of the following facilities: *language translators; symbolic algebra manipulation; symbolic differentiation or integration; remote communication with other machines or the World Wide Web; data banks; dictionaries; mathematical formulae or text.*

Calculators must not be larger than the usual hand-held size, and the power supply – which is your responsibility – must not be dependent upon the mains. Calculators must not have noisy keys which would disturb other candidates, use magnetic card input, or have a permanent memory. A fault or operational mistake with a calculator will not normally be considered as justifying an application for special consideration.

No printed instructions for the operation of a calculator or cases are permitted; if you cannot remove the case from your calculator, you must ensure that all instructions are securely covered. **You must bring your own calculator if you need one: you may not use the calculator functions of mobile telephones, which are prohibited in all examination rooms, and you may not borrow a calculator from another candidate.**

The Calculator must not have any function to save previous data or supply any previous information of previous uses. If your calculator has this option, **make sure ALL memory is deleted.**

Stationery:

All students **must** remember to bring their own stationery to any examination. These include pens, pencils, rulers, rubbers, a pencil sharpener, and a calculator where necessary. Borrowing from other candidates during the exam is **not** allowed.

For diagrams, use a **HB pencil** and a **ruler**. Gel pens, highlighters, correcting fluids, and correcting pens may not be used in any answer booklets. However, you may use highlighters on the questions and any supporting text.

Please note that the JCQ regulations state that a BLACK pen must be used in all examinations and only a clear pencil case is allowed into the room

Mobile phones & watches:

Mobile telephones, watches, pagers, other electronic means of communication or electronic organisers are not allowed into examination or quarantine rooms. Any communication devices brought into examination rooms should be handed to an invigilator before the start of the exam. The School and awarding bodies' regulations forbid you to bring in any of these devices into any examination room or any room being used for quarantine, either before or after an examination, so you are strongly advised not to bring such devices with you on examination days. If you do bring in such devices, you must leave them outside the examination room, please remember that the school is unable to take responsibility for their safekeeping. This also includes storage watches that can hold information and recordings etc.

Once in the exam hall, there will be a final reminder to hand in a phone; do this rather than risk a penalty.

No watches at all are permitted in the exam room; digital and analogue clocks will be displayed in the exam room.

Once the exam has been started, if a **mobile telephone, watch or other electronic communication device** is found in your possession in an examination or quarantine room – **even if it is turned off** – it will be taken from you and a report made to the appropriate awarding body. The awarding bodies now operate a no-tolerance policy on all candidates discovered to be in infringement of the regulations and have advised the School that students discovered to have a communications device with them during an examination or quarantine face disqualification from the subject concerned. Please do not risk disqualification: leave your mobile telephone at home.

Prohibited Material:

The following items must not be brought into any examination room:

- Bags, briefcases;
- Books (unless set texts for specific examinations which will be provided by the exam team), **notes**, letters, diaries, or other printed material. **It is best to check your pockets are empty of all paper.**
- Calculator cases or instruction books,
- Mobile telephones, watches, pagers, iPods, MP3/4 players, or another communications device,
- Pencil cases unless transparent;
- Personal music players of any description.

Food and Drink:

Food is **not allowed** into an examination room unless special permission has been given.

You are only allowed to take into the examination room a drink of water. This must be in a clear plastic bottle with no logos or other writing and all **labels must be removed**. You **will not** be able to leave the exam room to refill a bottle of water and invigilators cannot leave the exam room to do this for you. Therefore, you must ensure that you have enough water to last you the whole exam. Any other type of drink is not permitted.

During exams

Candidate Number:

This is a four-digit number unique to each Bournside student. You will be seated, where possible, by subject, in candidate number order. This information will be on your Candidate ID card which will be placed on your desk prior to each exam.

Identity Cards:

An exam ID card will be placed on your desk before each exam. This is the desk you must sit at. You must not deface or otherwise alter your ID card.

Centre:

Centres can be schools, colleges or other establishments that have been approved by an awarding body to offer qualifications.

Cheltenham Bournside School's Centre number is 57309
you will need to write this on all of your exam papers and any continuation paper.

Conduct in the Examination Room:

You must be silent in the examination room, including the times when you come in and go out. Once you have entered an examination room, you are not allowed to leave unescorted until the end of the examination, and only then when you are given permission to do so.

You will not be allowed to leave an exam early even if you have finished as this disturbs other candidates in the room.

Should you require any assistance, you must raise your hand clearly and wait for an invigilator to come to you.



Malpractice:

Malpractice is any, default or practice that break the JCQ (Joint Council for Qualifications) regulations or which; compromises, attempts to compromise, or may compromise the process of assessment, the integrity of any qualification or the validity of an examination result or certificate.

This malpractice can occur during any exam or assessment, including the preparation and authentication of any coursework, the presentation of any practical work, the compilation of portfolios of assessment evidence, and the writing of any exam paper.

Cheating:

Candidates caught cheating in examinations – including being in possession of or using any electronic device, unauthorised aids or notes but also copying from or communicating with other candidates – **will be reported** to the awarding bodies. Cheating = malpractice (see previous entry).

Even if the items are in your pocket and you have no intention of using them you will still be reported to the awarding body concerned.

Check you have no writing on your hands which may be interpreted as cheating.

Penalties include exclusion from School and disqualification from all examinations for up to five years. See the JCQ “Information for Candidates.”

Late Arrivals:

It is important that you arrive promptly for the exams: this will usually be 30 minutes before the start time. Late arrivals cause disruption to the other students and will be taken seriously by the school.

Any candidate arriving **after 10am** (in the case of morning exams) or **2.30pm** (in the case of afternoon exams) may be allowed into the examination room; however, you must be warned that if you do this then the awarding bodies **may not** accept your exam script. Exam boards need to have evidence that you were under “exam conditions” by 10am/2:30pm for your late arrival to be accepted. **If you know you may be late, phone the school immediately for advice.**

Just after exams

End of Examinations:

The invigilators will collect your exam papers before you leave the examination room. Absolute silence must be maintained during this time and until you are outside the building – remember that other examinations may be continuing as you leave – and you must abide by any “No Entry” signs.

You **may not** take any examination materials (additional paper, answer booklets, question papers etc.) from any examination room.

Leaving the area:

It is important that you **remain silent** until you have moved down the corridors and completely left the area where exams are being conducted as there will often be students remaining in the exam hall with longer exams and they need silence.

Special Consideration:

The awarding bodies **will not** apply special consideration for anything other than serious reasons. Special consideration can only be applied for if a **significant event** has affected your performance on the day of the examination and you can provide appropriate evidence. Please see examinations staff immediately if you feel that you may have been affected by a circumstance beyond your control. Examples are that you feel ill, or something has happened at home before the exam. If you are in doubt, talk to the exams team. It is best that we are notified on the day of the difficulty.

After exams

Results:

You **must** produce proof of your identity when you come to collect your results.

A levels (& other qualifications for Y13)

Students may collect their results on the 2nd Thursday in August. Alternatively, if you cannot come to School on results day, you must advise Exams staff via email (exams@bournside.gloucs.sch.uk) if you would like your results to be collected by a nominated person before the end of the summer term. **The date for 2023 is Thursday 17th August.**



GCSE (& other qualifications for Y11)

Students may collect their results from School on typically on the 3rd Thursday in August. Alternatively, if you cannot come to School on results day, you must advise Exams staff via email (exams@bournside.gloucs.sch.uk) if you would like your results to be collected by a nominated person before the end of the summer term. **The date for Summer 2023 is Thursday 24th August**

Certificates:

Certificates are only issued if you achieve grades A – E at AS/A2 level; grades 9-1 at GCSE level and a pass or above in vocational qualifications.



All certificates need to be collected from the school –**you must remember to bring ID.**

A level, BTEC and other certificates will be kept at school for you to collect – Please note they **cannot be posted home.**

Please note that centres may destroy any unclaimed certificates by a secure method (e.g. shredding or incineration) after holding them for a period of 12 months from the date of issue.

Please be aware that some awarding bodies charge for replacements.

TIP: You must keep all your certificates safe for your working life as in some circumstances they cannot be replaced. You may be asked for them at any stage in your working life when applying for college or jobs.

Post-Results Services and Appeals

There are several post-results services available: (fees apply to them all)

1. Review of original marking – may take up to 30 days for completion
 - A clerical check
 - Review of marking by a senior examiner
2. Priority review of marking – may take up to 18 days for completion
 - This service is applicable for A-level examinations and is actioned by in line with advice from the HOD. It is quick in case a place at university depends on the outcome. The deadline for requests is 24th August.
3. Review of original moderation – may take up to 40 days for completion
 - Coursework/controlled assessments marks are checked by an examiner. This is only available for the whole cohort; individual items of coursework cannot be checked.
4. Access to scripts
 - Scripts are made available to Bournside School either in paper or electronically.

Post-results service requests must be made through the centre. You should talk to a teacher if you think you would like to appeal about a grade.

If you wish to contact senior members of the school staff after the publication of results you can obtain their contact details from the school's website.

Appeals against review of marking

Any appeal against the awarding body's decision must be based on the adequacy of the awarding body's procedures and their application.

Appeals must be lodged by the Centre, in writing, within 14 days of receiving the decision on the result enquiry. Appeals from parents or candidates will not be accepted unless supported by the Centre.

If the school does not agree to support the EAR (Enquiry About Result)

When a candidate disagrees with a centre decision not to support an enquiry about a result or appeal, they may appeal to the Headteacher whose decision will be final.

Re-sits:

GCSE Maths and English are taken in November and June for y12 and y13 students who do not yet have a grade 4 or above.

Charging policy

Access to Scripts service is free to all students if requested in the first two weeks of September. There may be a charge or a deadline after that.

Exam Boards make a charge for Reviews of Marking. Where the student is within 20% of the grade boundary, school will pay. For example, if a Grade 5 is 40 marks and a Grade 6 is 50 marks, they'd need to have got 48 or 49 marks for a re-mark; if a grade 5 is 40 marks and a grade 6 is 60 marks, they would need to have got 56,57,58,59 marks for a remark to be paid for by the school. When the student is outside this, we will collect the money by invoicing them before processing the request. If the grade subsequently increases, we will refund the student.

The exams team will be advised by the Head of Departments who will look at the scripts to see if the marks can be found. In rare cases, they may feel the exam paper is in danger of dropping a grade and they will advise against. In that case, the offer of a free review will not be there.

Miss Hanley will make the final decision on whether to submit requests for reviews of marking where these criteria are not met.

General Information:

Awarding Bodies:

These are the organisations that provide qualifications for schools and colleges. The awarding bodies used by Cheltenham Bournside School are; AQA, Edexcel, Eduquas, OCR and WJEC.

Examinations Office:

The Exams Office, situated in the Business Centre, is open Monday – Friday from **8.30am until 4pm**. We will be happy to help students with any queries. exams@bournside.gloucs.sch.uk



Data protection:

Relevant personal data (name, date of birth, gender) will be transferred to the awarding bodies for the purpose of examining and awarding qualifications.

Exam concerns

If you are concerned about anything to do with your exams, please talk to your tutor or to a member of the Exam Team.