

Examinations Handbook for Students and Parents/Guardians

for Summer 2020 examinations



School details

The Purcell School

Centre Number: 17610

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Before the examinations

Examination Boards

We use the following examination boards: AQA, CIE, Edexcel and OCR.

Exam Times

Morning exam start:	9 am (0900)
Afternoon exam start:	1.30 pm (1330)

Please arrive at the exam venue at least 15 minutes before the start time.

Candidate Name

All entries are made in legal names. The exam certificates will show your legal name and you should make sure you write your legal surname on the exam paper.

Candidate Number

Each candidate will be issued with a four-digit candidate number. It will appear next to their name on the seating plans and individual timetables. It will also be printed on the candidate card which will be placed on the candidate's desk for each exam. This is the number that candidates write on the front of their exam papers.

Unique Candidate Identifier (UCI)

In addition to a candidate number each student will have a UCI number (12 digits and 1 letter) which will be shown on your timetable and statement of results. This usually begins with the Centre Number (17610) unless the student has transferred from another school that has already issued their UCI, it will also incorporate the candidate's 4-digit candidate number. This number is used for administration purposes and candidates are not expected to remember it.

Timetables

Exam times are displayed on the school website. Prior to the start of the exam series students will receive an individual timetable detailing dates, times and duration of their exams. This must be checked very carefully and if a student has any queries they should speak to their subject teacher or the Examinations Officer immediately. Additionally, there may be practical elements / music assessments / language speaking tests and controlled assessments throughout the course.

If a candidate has a clash, where two or more exams are timetabled at the same time, the school will make a special timetable arrangement. If the total duration of the exams is 3 hours or less the two exams will be sat one after another. If the duration exceeds 3 hours, lunchtime supervision may be required. In rare cases, where the total numbers of hours for GCSE exceeds 5.5 hours in one day, or 6 hours in one day for A level, overnight supervision may be required.

Equipment

Students are responsible for ensuring they have all the equipment required before their examination. If they are unsure as to what is required they should check with their subject teacher or with the Examinations Officer.

Exams Notice Board

This is located on the ground floor. Seating plans will be displayed during the exam series. Seating plans will also be displayed on the door of each exam room prior to the exam session commencing. Examination notices will also be placed on the noticeboards of each of the boarding houses during the exam series.



During the examinations

Examination Regulations

Notices to candidates will be on display on the outside and, in the case of CIE, inside of the examinations rooms. They are also attached at the back of this information. Candidates must read these notices very carefully and note that a breach of 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.

Examinations Attendance

Candidates are responsible for checking their own timetable and arriving for their examinations on the correct day and time. Candidates are advised to arrive **at least 15 minutes** prior to the start of the exam. They should wait outside the exam room until instructed to enter by a member of staff.

Candidates who arrive late may still be admitted, at the discretion of the Examinations Officer, depending on the reason. Candidates who arrive more than an hour after the commencement of an exam will usually be admitted to the exam room; however, it is at the discretion of the exam board as to whether or not the paper will be marked.

Instructions for Candidates

All items of equipment should be visible to invigilators at all times. A transparent pencil case or clear plastic bag must be used for these items.

Pens should have black ink. No correction pens or 'tippex' are permitted. Highlighters may be used to mark sections in the questions but must not be used in the answers.

Water bottles must be of clear plastic only, with the label removed. To avoid spillages over exam papers water bottles must be placed on the floor next to the candidate's desk.

Students should make sure their calculator conforms to exam regulations, if in doubt please check with teaching staff. Ensure that calculator covers and instructions are not brought into the exam room and that batteries have been replaced if necessary. The calculator's memory must be cleared before entering the exam room.

Please make sure all alarms are switched off.

Do not attempt to communicate with or distract another student.

Students may bring an analogue wrist watch into the exam room, but it must be placed on the exam desk in full view of the invigilators.

Students must not write on the exam desks, this is regarded as vandalism and any damages must be paid for.

Students must not draw, graffiti or write any offensive comments on examination papers, this could lead to disqualification from the exam.

Candidates are not permitted to bring any potential technological / web enabled sources of information such as a mobile phone, ipod, MP3 / 4 player or a watch that has a storage device into the exam room. These devices must be switched off before candidates enter the exam room and handed to the invigilator before the start of the exam. They will be kept in a bag with the candidate's name on at the front of the exam room until the exam has ended and all question papers have been collected. If any of these devices are found on a candidate during the examination (even if switched off) they will be taken from them and a report will be made to the awarding body and is likely to lead to disqualification. No exceptions can be made.

Students must not commence filling in their personal details, ie name, candidate number, on the examination paper until they are instructed to do so by an invigilator.

Students must listen very carefully to the instructions read out by the invigilators; occasionally there may be amendments to an exam that need to be noted.

Students must check they have the correct question paper – check the subject, paper and tier of entry.

All instructions on the front of the exam paper should be read carefully and answers numbered clearly where necessary.

No candidate will be allowed to leave the examination early. If they have completed the paper they are advised to use any remaining time to check answers they have given and that all details have been filled in correctly. The exception to this is where a candidate has an Access Arrangement permitting extra time they may leave during the extra time period. The candidate should put up their hand to attract the invigilator's attention and should not leave the exam room until their paper has been handed in.

At the end of the examination, all work must be handed in. Any rough work should be neatly crossed through with a single line. If additional answer booklets or sheets have been used, please make sure they have the personal details section filled in.

All exam papers will be collected before students are allowed to leave the room. Absolute silence must be maintained during this time. Candidates are to remain seated in silence until dismissed, row by row by the invigilator. Students may still be working in another room so silence must be maintained until outside the building.

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

Fire Alarms

In the unlikely event of the fire alarm sounding during the exam the invigilators will tell candidates what to do. They should not panic: if they have to evacuate the room they will be asked to leave in silence in the order instructed. Exam papers must be closed and everything must be left on the desk. During the period of evacuation, exam regulations still apply and candidates must not communicate with other candidates or any other person. They will be escorted to a designated area. On return to the exam room, candidates must not start writing until told to do so by the invigilator. The full time will be allowed and a report will be sent to the awarding body.

Invigilators

The school employs a small number of external invigilators to work alongside school staff in carrying out invigilation duties. Students are required to follow the instructions of invigilators at all times.

Invigilators are in the exam room to supervise the conduct of the exam in accordance with the regulations. Any questions should be directed to the invigilators.

Disruption during an Exam

Students are reminded to let the invigilator know if any problems occur during the exam, for example if they feel unwell.

If any student feels they have been disadvantaged during an exam, due to illness, background noise, technical failure, etc., they must bring this to the attention of the invigilator immediately. The invigilator will consult with the Examinations Officer who will decide whether an application for special consideration may be made. Under no circumstances will the Examinations Officer consider any application for special consideration that is not brought to their attention on the day of the examination.

Absence from Examinations

If difficulties are experienced during the examination period (i.e. illness or a personal problem) please inform the Examinations Officer at the earliest possible opportunity so that we can help or advise.

In exceptional circumstances, candidates are allowed special consideration for absence from an exam. It is essential that medical or other appropriate evidence is obtained and given to the Examinations Officer without delay in all cases where an application is to be made for special consideration.

After the examinations

Results Days 2020

Tuesday 11th August 2020: CIE IGCSE and GCE – available to students via CIE login

Thursday 13th August 2020: Edexcel, AQA and OCR GCE, CIE Pre-U

Thursday 20th August 2020: AQA, Edexcel and OCR GCSE

Results will be available on the above dates and will be sent to your school e-mail address.

Any questions or queries regarding results during the summer holidays should be communicated by e-mail to the Examinations Officer on l.canosa@purcell-school.org

Post Results Advice

If you need any post-results advice, school staff will be available to answer your questions on results day. A sheet will be circulated before the day detailing the services that are available and the fees.

Review of Results (RoR)

If a student feels that their examinations do not reflect their performance and are significantly different from what was expected, they may request an enquiry requesting the mark to be reviewed.

All enquiries must be conducted through The Purcell School as candidates are not permitted to contact the exam boards directly. As a result of a review the candidate's mark may be confirmed, raised or lowered. Careful thought and discussion with the subject Head of Department should take place before requesting a review of marking. If a candidate wishes to proceed they will need to sign a form to agree that they will accept the new mark / grade if it changes. Candidates are requested to meet the cost of an enquiry, which will be refunded should their grade improve.

Distribution of Certificates

Certificates arrive in school in early November. They will be distributed at an assembly celebrating students' achievements. They will need to be signed for and the receipt should be forwarded to the Examinations Officer.

Any other student can make an arrangement to come into school and collect their certificate. If no arrangement for collection is made, students will have a payment of £5 added to their final bill have their certificates sent to them by recorded delivery to a UK address. If a former student would like their certificates sent by recorded and tracked mail to an address outside of the UK they will be required to pay a fee of £10.

The school is obliged to keep certificates for a period of one year after students have left. If a student has not collected their certificates, or made arrangements to have them posted, during this time and the school no longer has them they will need to contact the relevant Exam Boards and request replacements.

Frequently asked questions

What do I do if there is a clash on my timetable?

The school will re-schedule papers internally (on the same day) where there is a clash of subjects. Candidates will normally sit one paper and then sit the second paper straight after, depending on the duration of the exams. Occasionally it may be necessary for candidates to be supervised over the lunch break and in very rare cases overnight supervision will be required.

What do I do if I have the wrong paper?

Invigilators will ask you to check this before the exam starts. If you think something is wrong put your hand up and tell the invigilator immediately.

What do I do if I forget my Candidate Number?

Your candidate number will be printed on your candidate card which will be on your desk.

What do I do if I forget the Centre Number?

The centre number is 17610 and this will be displayed on the board and /or the wall of the exam room.

What do I do if I am ill, injured or unable to attend on the day of the exam?

Inform the Examinations Officer immediately who will advise on the best course of action.

What is an Appeal for Special Consideration?

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 is given but addition of marks considered inappropriate) to 5% (reserved for exceptional circumstances). Students should be aware that any adjustment is likely to be small and no feedback is ever provided. Candidates will only be eligible for special consideration if they have been fully prepared and covered the whole course but performance in the examination is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness (affecting performance on the day of the exam), accident or injury, bereavement or domestic crisis. The Examinations Officer must be informed immediately so that the necessary paperwork can be completed. The candidate will normally be asked to provide evidence to support such an application.

What do I do if I feel unwell during an exam?

Put your hand up and an invigilator will assist you. You should tell an invigilator or the Examinations Officer if you feel ill before the exam.

If I arrive late can I still sit the exam?

Students who are not boarders should allow plenty of time to allow them to arrive at least 15 minutes before the start of their exam. However, if due to unforeseen circumstances a student is running late they should contact the Exams

Officer immediately. They will be advised to come to the exams office and will be escorted to the exam room where they will be given the full time. If a student is more than one hour later than the published start time of the exam they can still sit the paper; however the exam board may not accept it.

If I miss an exam can I take it one another day?

No. Most exams are now taken at the end of a two-year course so there will not be opportunity to retake until the following year. You will be awarded 0 marks for the papers you have missed.

What items are allowed into the exam room?

Only material that is listed on the question paper is allowed. No food or drink is allowed with the exception of a small clear bottle of water with the label removed.

How do I know how long the exam is?

The duration of each exam is shown on the student's timetable, it is also published on the front cover of each paper. Invigilators will tell you when to start and finish and will write the start and finish times on the board at the front of the exam room.

Can I leave the exam early?

No. It is school policy not to allow students to leave the exam early as this is disruptive to other candidates. If a student finishes early they should use the time to check their answers and check that all their details are correctly filled in. The exception to this is where a candidate has an Access Arrangement permitting extra time; they may leave during the extra time period.

Can I go to the toilet during an exam?

Yes, if it is absolutely necessary. Raise your hand to attract the invigilator's attention and they will escort you. You will not be allowed the time added on.





AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Information for candidates

For written examinations – effective from 1 September 2019

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) potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device. 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 wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
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 formulas; 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. Follow their instructions at all times.
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	When the invigilator tells you , fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. Make sure you fill these details in on any additional answer sheets that you use.
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 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.



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. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
3. You **must not**:
 - sit an examination in the name of another candidate;
 - have in your possession any unauthorised material or equipment which might give you an unfair advantage.
4. **Possession of a mobile phone** or other 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. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
6. You **must** follow the instructions of the invigilator.
7. If you are in any doubt speak to the 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.

Effective from 1 September 2014



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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**NO IPODS, MOBILE PHONES
MP3/4 PLAYERS
SMARTWATCHES**

**NO POTENTIAL TECHNOLOGICAL / WEB
ENABLED SOURCES OF INFORMATION**

**Possession of unauthorised items, such as a mobile
phone, 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.

©2017 – Effective from 1 September 2017

Appendix 4



Image by Ben Wight

You should be aware that the following constitute malpractice:

- copying or allowing work to be copied – i.e. posting written work on social networking sites prior to an examination/assessment;
- collusion: working collaboratively with other candidates beyond what is permitted;
- allowing others to help produce your work or helping others with theirs;
- being in possession of confidential assessment related information in advance of the examination;
- exchanging, obtaining, receiving (even if not requested) or passing on assessment related information by any means of communication (even if just attempting to);
- failing to report to your centre assessment related information being shared online; or
- passing on rumours of exam content.

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>

JCQ 2018 – Effective from 1 September 2018

JCQ
CIC

Information for candidates Using social media and examinations/assessments



Image by Patrice Jones

This document has been written to help you stay within examination regulations. Please read it carefully.

We all like to share our experiences when taking examinations. However, it is important to consider what you say and to think about what information is being shared.

Sharing ideas with others online could be helpful when you're studying or revising. However, there are limits to the amount of information you can share and you need to be careful not to break the rules. 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.

Notice to Candidates

Make sure you know the rules before you take your examinations.

1. You **must** be on time for all your examinations and any required periods of supervision.
2. You **must** provide what you need e.g. pens, pencils and rulers.
3. You **may** use a calculator unless you are told not to do so. You **must not** use the calculator function of another device.
4. You **must not** become involved in any unfair or dishonest practice before, during or after the examination.
5. You **must not**:
 - sit an examination in the name of another candidate
 - have in your possession any unauthorised material, including electronic devices and mobile phones
 - have in your possession any equipment which might give you an unfair advantage.



6. Possession of **a mobile phone or other** unauthorised material is breaking the rules, even if you do not intend to use it. If found in possession of unauthorised material, you will be subject to penalty and possible disqualification.
7. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
8. You **must** follow the instructions of the invigilator.
9. If you are in any doubt speak to the invigilator.
10. You **must**, when leaving the examination room, leave behind the question paper, your answer book or answer paper, rough work and any other (used or unused) materials.

Appendix 6



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://ccea.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://qualifications.pearson.com/en/about-us/qualification-brands/gdpr.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).