

# Examinations Handbook for Students and Parents/Guardians

for Summer 2023 examinations



## School details

The Purcell School

Centre Number: 17610

Examinations Officer: Miss L Canosa

E-mail: [l.canosa@purcell-school.org](mailto:l.canosa@purcell-school.org)

Telephone numbers:

01923 331100 (school office)

# Contents

	page
<b>Before the Examinations</b>	<b>4</b>
Exam Boards	
Candidate Number	
UCI Number	
Timetables	
Equipment	
Exams Notice Board	
<b>During the Examinations</b>	<b>5</b>
Examination Regulations	
Examination Attendance	
Invigilators	
Absence from Exams	
<b>After the Examinations</b>	<b>8</b>
Results Day	
Post Results Advice	
Enquiries about Results	
Certificates	
<b>Frequently Asked Questions</b>	<b>10</b>
<b>Appendix 1</b>	<b>11</b>
Warning to candidates notice (JCQ)	
<b>Appendix 2</b>	<b>12</b>
Mobile Phones notice (JCQ)	
<b>Appendix 3</b>	<b>13</b>
JCQ Information to Candidates using social media	
<b>Appendix 4</b>	<b>14</b>
Warning to Candidates notice (CIE)	

## Before the examinations

### Examination Boards

We use the following examination boards: AQA, Cambridge International Education, Pearson, Eduqas and OCR.

### Candidate Name

All entries are made in legal names and all exam certificates will show your legal name.

### 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

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 Cambridge International Education, inside of the examination 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 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/fitbit 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 kept with their belongings or in their lockers. If a device is still with a student in the exam room prior to the start of the exam this must be switched off and handed to the Invigilator immediately where it will be kept 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 and 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 exam room.

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.

## Candidate Malpractice

Candidate malpractice' means malpractice by a candidate in connection with any examination or assessment, including the preparation and authentication of any controlled assessments, coursework or non-examination assessments, the presentation of any practical work, the compilation of portfolios of assessment evidence and the writing of any examination paper.

Malpractice includes but is not limited to:-

Introduction of unauthorised material into the examination room, breaches of examination conditions, exchange, obtaining, receiving, or passing on information which could be examination related (or the attempt to) and undermining the integrity of the examinations/ assessments

Each case will be dealt with individually by the awarding bodies and the Indicative sanctions are listed below:-

1. warning; 2. loss of all marks gained for a section; 3. loss of all marks gained for a component; 4. loss of all marks gained for a unit; 5. disqualification from the unit; 6. disqualification from all units in one or more qualifications taken in the series; 7. disqualification from the whole qualification; 8. disqualification from all qualifications taken in that series; 9. barred from entering for examinations for a set period of time.



## After the examinations

### Results Days 2022

Cambridge International AS & A Level Results Day: **Thursday 10th August 2023**

Cambridge International iGCSE **Wednesday 16<sup>th</sup> August 2023**

Cambridge International Pre U Results Day: **Thursday 17th August 2023**

JCQ AS/A Level Results Day: **Thursday 17th August 2023**

JCQ GCSE Results Day: **Thursday 24th August 2023**

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](mailto: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, there is fee payable to the exam board for this service and needs to be paid directly to the school prior to the application being submitted.

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 for the students that are still studying here. They will need to be signed for and the receipt should be forwarded to the Examinations Officer.

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. The Exams Officer will speak to you individually after the Easter Break if this affects you directly.

### 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 Application 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 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 and no toilet breaks can be taken in the first and last 15 minutes of the exam.



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
-----	---------------	------	-----	---------	------

## Warning to Candidates

1. You **must** be on time for all your examinations.
2. **Possession of a mobile phone** or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.
3. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
4. You **must** follow the instructions of the invigilator.
5. You **must not** sit an examination in the name of another candidate.
6. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
7. If you are confused about anything, only speak to an invigilator.

**The *Warning to Candidates* must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.**



AQA

City &amp; Guilds

CCEA

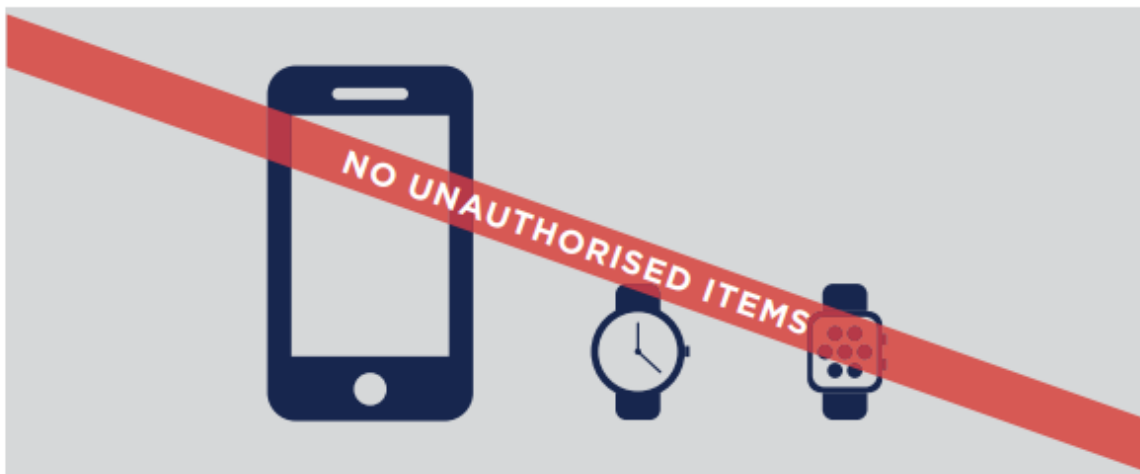
OCR

Pearson

WJEC

## **NO MOBILE PHONES NO WATCHES**

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



**Possession of unauthorised items, such as a mobile phone  
or any watch, is a serious offence and could result in**

# **DISQUALIFICATION**

**from your examination and your overall qualification.**

This poster must be displayed in a prominent place outside each examination room.

## Appendix 3

## Information for candidates Using social media and examinations/assessments



Image by Parice Jones

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

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

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

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

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

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



Image by Ben Wright

### You need to know that the following would be malpractice:

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

### Penalties that awarding bodies apply include:

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

### Please take the time to familiarise yourself with the JCQ rules:

<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>





# Notice to Candidates

## You must:

- be on time for all exams and any periods of Full Centre Supervision
- follow the instructions of the invigilator
- leave all used and unused exam materials in the exam room.

## You must not:

- have any unauthorised materials in your possession
- talk to, attempt to communicate with, or disturb other candidates once you have entered the exam room
- be involved in any unfair or dishonest practice before, during, or after the exam.

If you are in any doubt speak to an invigilator.

**If you break any of the rules you could be  
DISQUALIFIED**

This poster must be displayed both inside and outside each exam room and be visible to all candidates



Version 3