

Public Exams Guidance for Students, Parents and Guardians

Summer 2024



Introduction

It is the aim of Purcell School to make the examination experience as smooth and successful as possible for all candidates.

We are committed to ensuring that candidates are fully briefed on the examination and assessment process and are made aware of the Joint Council for Qualifications (JCQ) & Cambridge (CIE) regulations. The examination boards (awarding bodies) set down strict criteria, which must be followed, and Purcell School must follow them precisely. You should therefore pay particular attention to the JCQ & CIE information in this booklet. The information is emailed to all students during the autumn term.

Examination information is available on the 'Exams Office' notice board and on the school website.

<https://www.purcell-school.org/examinations/>

If you have any queries or need advice at any time before, during or after the examinations please contact:

Examinations Officer - Ms Caroline Murphy

E-mail: c.murphy@purcell-school.org

Exams Office location: next to UPR1

Director of Teaching & Learning - Mr Michael Long

Email: m.long@purcell-school.org

Head of Sixth Form – Mr Ziggi Szafranski

Email: z.szafranski@purcell-school.org

Head of Learning Support– Ms Sally-Ann Whitty

Email: s.whitty@purcell-school.org

Vice Principal – Mr Thomas Burns

Email: t.burns@purcell-school.org

Purcell School use the following examination boards:

AQA <https://www.aqa.org.uk/>

OCR <https://ocr.org.uk/>

Edexcel <https://qualifications.pearson.com/en/home.html>

Eduqas(WJEC) <https://www.eduqas.co.uk/>

Cambridge International (CIE) <https://www.cambridgeinternational.org/>

Joint Council for Qualifications (JCQ) <https://www.jcq.org.uk/exams-office/information-for-candidates-documents/>



Exam Dates 2024

Purcell's written exam timetable runs between 8th May - 21st June 2024

JCQ Contingency Days - Thursday 6th June PM, Thursday 13th June PM & Wednesday 26th June AM & PM

You need to be available to come into school up to and including this date. You will not be eligible to apply for special consideration if you miss an exam on the contingency date due to a holiday, social event or similar.

You will be informed if you need to attend an exam on the contingency date as early as possible.

Statement of Entry

All candidates are issued with a statement of entry in the spring term. It shows your name, exam number, UCI number and the subjects you have been entered for. The statement of entry shows your legal name and is the name that will be on your certificates. You must carefully check the information shown and inform the Exams Officer of any errors, without delay.

Centre Number

The Purcell School's centre number is **17610**. The centre number will be displayed in the exam room and must be written on all of your exam papers.

Candidate Number

Every candidate is allocated a four-digit exam number. You must remember your number. You will need to write it on all of your exam papers.

Unique Candidate Identifier (UCI)

Every candidate is allocated a UCI number (12 digits & 1 letter). Your UCI is for administration purposes and you do not need to write it on your exam papers. Your UCI will be on your statement of results and any subsequent school, college or university you attend will need this number.

Examination Timetable

You will receive a personal timetable. You must ensure that you know the dates, start times and venues for all of your examinations. It is your responsibility to arrive on time.

A few candidates will have a 'clash' where two subjects are timetabled at the same time. The school will amend the timetable accordingly for these candidates only. These candidates will be under formal supervision between exams.

Examination Regulations

All candidates must read and understand the JCQ and/or CIE information provided in this booklet. Anyone caught breaking any of the examination rules could be disqualified from all subjects. The Purcell School will report any breach of regulations to the exam board immediately.

Access Arrangements

If you have a disability, learning difficulty or health issue, any allowance must be agreed in advance with the Head of Learning Support, who will liaise with the Exams Officer.

If you need to take medication during your exams, arrangements must be made with the Exams Officer.

Attendance

Examinations usually start at 09.00 and 13.30 unless otherwise indicated on your timetable. It is your responsibility to know the date, start time and location for each exam.

Registration will take place outside your exam room, 20 minutes before the exam start time. You must arrive on time for registration.

If you miss a public examination, you **cannot** take the exam paper at another time.

If you know that you are going to be late you must contact the school immediately on 01923 331100 and leave a message for your Head of Year and the Exams Officer.

Candidates who arrive late may still be allowed to sit the examination. The exam will start without you. If you are a little late, you will be allowed to sit the examination and will be given the full time, but it will be at the discretion of the exam board whether they accept your work.

If you are seriously ill and special arrangements need to be made for you to sit the exam in isolation, you must contact the school as a matter of urgency. The exam board will require medical evidence to justify any special

arrangements. If you are too unwell to take your exam, the exam board will make a decision about what happens next.

Absence from Examinations

If you experience difficulties prior to or during the examination period, e.g., illness, injury or personal problems, please inform your Head of Year at the earliest opportunity so they can help and advise you.

If you do not attend an exam due to illness, it is essential that you inform the school as soon as possible prior to the start of the exam. You must obtain medical, or other appropriate evidence, detailing the reason for non-attendance and this must be given to the Exams Officer without delay.

If you miss an exam, you will not be allowed to sit it at a later date. The exam timetables are regulated by the examination boards.

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

Exam Room Equipment

It is your responsibility to ensure that you arrive with the correct equipment which must be placed in a transparent pencil case. Do not overfill your pencil case. All equipment must be visible to the invigilator at all times.

All examinations require a black pen; this is because exam scripts are scanned.

You should have pencils, spare black pens, an eraser, ruler and sharpener together with specialised equipment, e.g., mathematical equipment, such as a protractor or compass.

You are **not** permitted to:

- ☐ Airpods; earphones/earbuds
- ☐ bring a mobile phone, watch or any type of technological, storage or web-enabled device into the exam room
- ☐ borrow equipment from another candidate once the exam has started
- ☐ use any type of correction fluid or pen
- ☐ use your own tissues. Tissues will be available in the room
- ☐ bring food into the exam room
- ☐ bring a bag into the exam room
- ☐ have any design of Henna tattoo

You may bring a bottle of water in a logo-free transparent container with a spill proof cap and all labels removed.

If you are found to have an unauthorised item during an exam (even if turned off), it will be taken from you and you will be reported to the examination board. There are **no** exceptions to this rule.

Make sure your calculator conforms to the examination regulations. If in doubt, check with your teacher.

Remove the cover/lid and instructions before going into the exam room. Ensure the batteries are new.

Calculators – Exam Use

Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations.

Calculators must be:

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

Calculators must not:

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

The candidate is responsible for the following:

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

**Examination Day**

- Arrive for registration, as advised.
- Store your belongings in the designated area.
- Line up by subject, and in candidate number order outside of the exam room.
- You will be called in by subject & seat number.
- You are under exam conditions as soon as you enter the exam room.
- Infringement of the rules could lead to you being disqualified.
- Your candidate identification photo card will be on the desk.
- Listen carefully to the notices and instructions read out by the invigilators.
- Check you have the correct question paper. Alert the invigilator if you think you have the wrong paper.
- Only when instructed, fill in the details on the front of the question paper.
- You must read the information on the front of the exam paper before you open the paper.

- Communication of any kind, verbal or non-verbal, is not allowed. Any attempt to do so may result in your paper being disqualified. You must not turn around to look behind you; it may be conceived as an attempt to communicate and may distract other candidates.
- If you have a problem or concern during the exam, you must let the invigilator know so it can be resolved while your exam is still in progress.
- You will not be allowed to leave the examination early. If you finish your paper early, use any time remaining to check over your answers.
- At the end of the examination all work must be handed in – remember to cross through rough work with a neat single line.
- If you have used more than one answer book/sheet, you must complete the front cover of each book/sheet.
- Question papers, answer booklets and additional paper must not be taken from the exam room.
- You will be dismissed by the invigilator and must remain silent until you leave the room.
- If you are being supervised between exams due to a resolved clash, you must remain seated until your supervisor collects you.
- The general rule is that you will not be allowed to go to the toilet. Special requests must be made to the Exams Officer in advance. Otherwise to the Exams Officer or Invigilator on the day of the exam.
- If the emergency alarm is activated during an examination, the invigilators have been informed that they must take action in accordance with the JCQ regulations.
- If you have to evacuate the room, follow the instructions of the invigilator. Do not panic.
 - Leave everything on your desk.
 - You must remain silent. Do not attempt to communicate with anyone during the evacuation.
 - You will be escorted to the assembly point which will be away from the rest of the school.
 - You will be escorted back to the exam room.
 - On your return, do not start writing until you have been asked to do so.
 - You will be allowed the full duration for the examination and a report will be sent to the exam board detailing the incident.

Invigilators

The school employs external invigilators to conduct the examination in accordance with the regulations of the examination boards. You are expected to behave in a respectful manner towards the invigilators and to follow their instructions, at all times.

Invigilators will distribute and collect the examination papers; tell candidates when to start and finish the exam; hand out additional paper; deal with any problems, which may occur.

Invigilators cannot discuss the examination paper, read or explain any of the questions to candidates. If you fail to follow the invigilator's instructions it will be classed as Malpractice and must be reported to the exam board. This may result in sanctions being issued.

All exams staff and invigilators are governed by strict guidance from the examination boards to ensure that all exams are conducted in a regulated way in fairness to all candidates.



Notification of Results 2024

Results will be available on the dates below and will be sent to your school email address.

Cambridge International A-level & IGCSE	Tuesday 13th August
JCQ A-level	Thursday 15th August
JCQ GCSE / IGCSE	Thursday 22nd August

If, due to circumstances beyond your control, you are unable to collect your results in person:

- Your results will **not** be given out on the telephone under any circumstances.

Any questions or queries regarding results during the Summer break should be communicated via email to Ms C Murphy, Examinations Officer, c.murphy@purcell-school.org

Post Results Services

Full details of these services and charges will be available on the school's website.

<https://www.purcell-school.org/examinations/>

All mark-reviews and access to script requests must be made through the school by the Exams Officer. Exam boards will not accept applications from candidates or their parents/guardians and the deadlines must be adhered to. Candidates are requested to meet the cost of an enquiry, which will be refunded should their grade change.

Careful thought and discussion with the subject Head of department should take place before requesting a review of marking. Candidates must be aware that if the:

- original mark is lowered; the final grade may be lower than the original grade received.
- original mark is confirmed as correct; there is no change to the grade.
- original mark is raised; the final grade may be higher than the original grade received.

Certificates

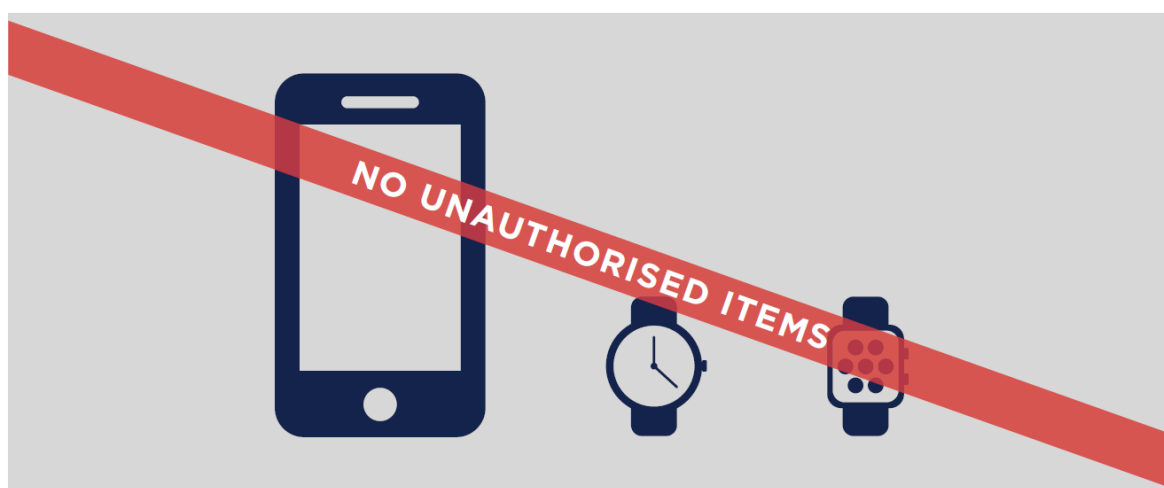
Your statement of results is not a certificate. Certificates usually arrive towards the end of the autumn term.

Certificates are legal documents. It is your responsibility to ensure that these are kept in a safe place. Certificates must be signed for.

You may need to provide your certificates as proof of your qualifications, to colleges, universities and employers. Purcell School is only obliged to keep certificates for a period of one year after issue. If you do not collect your certificate or are unable to find it, you must contact the exam board directly. The examination boards have details on their websites showing the costs for their services and replacement certificates.

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.



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. **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.

While we like to share our experiences online, when it comes to exams, we have to be careful.

- Sharing ideas online can be helpful when you're studying or revising
- However, sharing certain information (see information on the right) can break the rules and could affect your results
- If you're not sure what you can and can't discuss online, check with your teacher
- If you receive exam content on social media, you must tell your teacher
- Don't be caught out by scammers selling fake exam papers




Things to do on social media:

- Have fun
- Be responsible
- Report any exam content you see to your teacher

Things not to do on social media:

- Buy/ask for/share exam content
- Pass on rumours of what's in exams
- Share your work
- Work with others so that your coursework is not your own independent work

If you do any of the above activities, you may:

- ! Receive a written warning
- ! Lose marks
- ! Be disqualified from a part of or all of your qualifications
- ! Be banned from taking assessments for a number of years

Please take the time to familiarise yourself with the JCQ rules:
jqc.org.uk/exams-office/information-for-candidates-documents

AI and Assessments

A quick guide for students



What is AI?

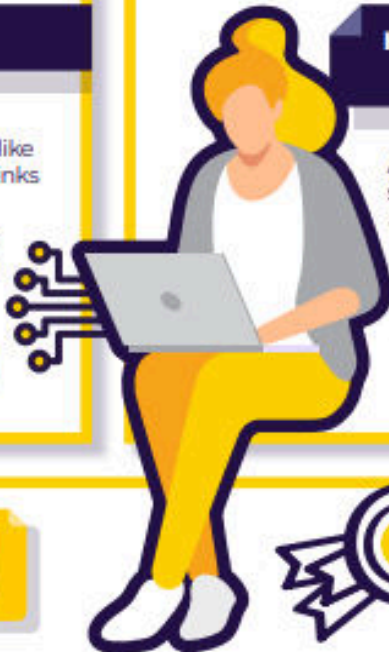
- AI stands for artificial intelligence and using it is like having a computer that thinks
- AI tools like ChatGPT or Snapchat My AI can write text, make art and create music by learning from data from the internet, but watch out – they can also make things up and be biased



How can AI be misused in assessments?

AI misuse is when you take something made using AI and say it's your own work.

THIS IS CHEATING!



How do I make sure I don't misuse AI?



1 Know the rules

- You're **not allowed** to use AI tools when you're in an exam
- Your teachers will tell you if you're allowed to use AI tools when doing your coursework – the rules will depend on your qualification
- Even if you're allowed to use AI tools, you can't get marks for content just produced by AI – your marks come from showing your own understanding and producing your own work

2 Reference reference reference!

- If you're allowed to use AI tools, you must reference them clearly
- Name the AI tool you used
 - Add the date you generated the content
 - Explain how you used it
 - Save a screenshot of the questions you asked and the answers you got

3 Declare it's all your own work

When you hand in your assessment, you have to sign a declaration. Anything without a reference must be all your own work. If you've used an AI tool, don't sign the declaration until you're sure you've added all the references

REMEMBER

Misusing AI is cheating!

Know the rules

Talk to your teachers

Reference clearly

What happens if I misuse AI?

If you've misused AI, you could lose your marks for the assessment – you could even be disqualified from the subject.

DON'T RISK IT!



Notice to candidates

You must:

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

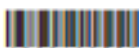
You must not:

- have any unauthorised materials with you
- communicate with, try 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 not sure, 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 4



**Cambridge Assessment
International Education**