



The Cottesloe School

Information on GCE Examination Procedures Summer 2017

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Important JCQ Exam Notices and Information Documents are on the School website – please read them.

Examination Information for students in Y12 and Y13

All students in Y12 – Y13 sit their external exams in specified venues. These could be the Main Hall, Gym or held in designated classrooms. Whatever the venue, public exam rules apply to everybody in the room. These rules are displayed on the outside of the exam venues throughout the whole of the external exam sessions.

GCE module exams take place in May and June each year. Some students are studying subsidiary subjects to GCSE level and these exams will take place in May or June each year.

Year 12 students sit an internal test in each of their subjects in November. These take place during lesson time in the classrooms and the results will be given to students during lessons and reported to parents/guardians in the Y12 reports.

Exam Timetables

GCE and GCSE candidates will receive from their form tutor a personal and itemised timetable for the Summer exam season with their name, date of birth and exam candidate number on it. All exams for which you have been entered will be listed on your copy of the timetable. Please check this list very carefully and if there is an error – your timetable does not show an exam you are expecting to take or you have been entered for an exam you were not expecting to take, please see your subject teacher **immediately**.

It will also tell you the date of your exam and whether it is in the morning or afternoon - highlight your exams in two different colours, one colour for the morning exams and one for the afternoon exams so you can see at a glance when you should be in school.

Exam timetables can be found in the Examinations section of The Cottesloe School website but you should always refer to your candidate timetable as the first point of reference as some website information may not be up to date.

Please do not lose your timetable. A reprint can be obtained from the Exam Office if you do lose it but there will be a charge of £2 (which will be donated to one of our charitable funds) for each reprinted timetable.

Punctuality

Morning exams - Candidates must be outside the correct venue before **8.45 am** and waiting in silence. All morning exams **start by 09:00 am**.

Afternoon exams - Candidates must be outside the correct venue before **12:30pm** and waiting in silence. All afternoon exams **start by 12.45** (unless you have been told otherwise).

When staff arrive to call candidates into the exam room everybody must be silent. Disobeying this instruction can cause delays and mistakes. Candidates are reminded that disobeying the instructions of invigilators can result in sanctions being applied.

Lateness

Arriving late for an exam is discourteous to the exam invigilators and causes problems at the start of the exam which is disruptive to the other candidates taking the exam.

Sometimes late arrival may be caused by such unforeseen circumstances such as the school bus running late and if this should happen you should telephone the school immediately on 01296 688264 and leave your name and a message that you may be late for your exam.

All exam boards do not permit candidates who arrive later than 9.30 am or 2.00 pm to sit their examinations.

Seating Arrangements

Candidates for external exams are usually seated in alphabetical order.

Illness

Anybody who is too ill to attend an exam (both internal and external) must telephone the school as early as possible in the morning and candidates taking external exams must bring a doctor's note to the Exams Office as soon as possible.

It is not possible to reschedule GCSE or GCE exams during the exam series, but Y12 GCE modules may be retaken at a later date. This school does not recommend retaking GCSE exams as Y12 students are usually heavily involved in working for their AS modules and having to revise and work towards a GCSE at the same time may be detrimental to their work, especially as GCSE exams usually involve a controlled assessment element.

Exam Equipment and prohibited items

Candidates may only take necessary equipment into the exam room – remember to use a transparent pencil case/plastic bag. You must not use correction pens, correction fluid, gel pens or highlighter pens on your answer sheets. Bags should also be safely stored away at the front of the exam room. Mobile phones will be collected by the invigilators prior to the start of the exam.

Anybody taking a mobile phone, ipod, iwatch or any potential technological/ web enabled source of information into an exam room is likely to be disqualified – candidates can be disqualified from future exams if the exam boards think the offence is serious enough.

Candidates are responsible for bringing all the equipment they need to each exam. This includes calculators, batteries and ink cartridges. Candidates cannot share equipment during an exam. Items such as keys, glasses cases, calculator cases, purses etc must be placed on the floor under your desk for the duration of the exam.

You may only write in black ink on your exam papers.

You may bring a drink – STILL WATER ONLY – into the examination halls but it should be in a clear plastic bottle **with the label removed** and have a sports top. No food substances/sweets/chewing gum are permitted in the exam halls (Students who have a medical need i.e. diabetes should talk to the Special Educational Needs team before exam season begins). No drink or food whatsoever may be taken into the school laboratories during practical exams.

Please do not doodle on the exam paper/answer booklet. Examiners can and do disallow defaced papers.

So - to summarise the above 'do not' points:

- **don't** be late
- **don't** bring your mobile phone, ipod, mp3 player etc into the exam hall
- **don't** use tippex, corrector pens, gel pens, or highlighter pens on your answer sheet (if you have to answer questions in spaces on the question paper, do not use highlighter pens on the answer part of the paper)
- **don't** ask to borrow equipment from the school or other candidates
- **don't** bring food/sweets/chewing gum into the exam hall (unless by prior arrangement with SEN team)
- **don't** bring coke, orange squash etc into the exam hall - only **still water** in a sports top bottle is permitted
- **don't** doodle on your exam paper.

During the exam

You must enter the exam hall in silence and remain that way until you are released at the end of the exam. At the beginning of all external GCSE and GCE exams the invigilator will read out the starting announcement listing exam rules and regulations. Please listen to them. You will then be asked to check you have the correct paper and if you have any other questions or queries – if you need to ask a question, no matter how trivial you may think it is, put up your hand and an invigilator will come and answer it for you. You will be told of any specific instructions for your exam paper and then the exam session will be started. The exact starting and finishing time of your exam will be written on the board at the front of the exam venue.

You will know if you are entitled to extra time in exams as this will have been discussed with Special Educational Needs team well in advance of your exams. The extra time candidates will have their finishing times displayed on the board as well.

NB: There are some GCE exam modules where extra time is not considered appropriate; these are AS & A2 Art & Design modules, AS Music modules and AS & A2 PE Practical modules.

If you need another piece of paper, drop your pencil case or have a query please put up your hand and an invigilator will come to you. Invigilators cannot help with the content of the question paper and are not allowed to explain any part of the paper to you but can assist in other matters.

If, exceptionally, you need to use the toilet or feel unwell, raise your hand and you will be escorted to the toilet. GCE and GCSE candidates are only allowed to use the toilet one at a time and have to be escorted to and from it by an invigilator.

I am sure we do not need to remind you that GCE exams last between 1 hour 30 mins and 3 hours it is best not to drink too much before an exam - for obvious reasons!

Exam Clashes

When you have two or more exams that are timetabled at the same time on the same date; this is called an 'exam clash'. The Exams Officer will have worked out in advance the order in which you are sitting your subjects and this will be shown on your timetable.

GCE clash candidates will need to have a supervised break or supervised lunch when they have two or more exams timetabled at the same time on the same date. They need to be kept isolated from other students taking these exams so the security of the exams is maintained and information cannot be passed between students on the content of the exam papers. There will be a designated room for every supervised break or lunch, an invigilator will collect you from your exam venue and take you to a room where you can:

- Read
- Revise
- Talk to other students in the designated room (quietly)
- Eat or drink
- Move around the supervised area
- Visit the toilet (supervised)

During a supervised break or lunch, students may not:

- Leave the designated room or area (except to visit the toilet under supervision)
- Use or have in their possession a mobile phone
- Go to the school canteen (you must bring a packed lunch and drink with you)
- Talk to anybody outside the designated supervision area
- Talk to any other students, apart from those sharing the supervised break or lunch, on the way to or before they enter their next exam venue

All students are considered to be under examination conditions while they take their supervised break or lunch.

At the end of the supervised break/lunch you will be taken to your next exam venue and you will have to wait inside the hall with the invigilators. You will not line up with the other candidates outside the hall as you must not speak with any students before you take your exam.

If you have three lengthy exams scheduled for the same day you may need to have a supervised overnight break. This happens rarely, but if it is necessary then your parents/guardians will have been contacted in advance and asked if they will ensure that for that night only they will guarantee in writing that you will not contact any person who may have seen the exam paper, use the telephone (mobile or landline), internet or go outside your home unescorted. You will have to be collected from school by your parents/guardians and they will have to bring you into school the next morning and 'hand you over' to a member of the school staff.

GCE and GCSE Exam timings

At this school we start exams at 9.00 am in the morning and 12.45 pm in the afternoon.

Candidates are not permitted to leave the exam hall until 10.00 am during morning exams and 2.30 pm during afternoon exams.

It is not possible to start the exams before 12.45pm in the afternoon and, as exams do vary in length, you may not be able to return home on the school bus because your exam has not ended until after 3.00 pm. This is particularly relevant to students who have extra time in exams, so if you have a late running exam please ensure that you have made arrangements to get home safely.

Leaving the Exam Hall(s)

At the end of the exam, once all the papers have been collected the candidates will be dismissed in silence one row at a time– candidates must not talk until they are away from the exam room especially if others are still sitting exams. For the Main Hall and Gym this means leaving the corridor in silence. Candidates are also reminded that ordinary lessons will still be taking place in the rest of the school and they should only use designated revision rooms.

GCE/GCSE Exam entries for subjects not studied in school

Each year requests are received from students who wish to take a GCE or GCSE exam in a subject that is not studied at school (e.g. Italian, Chinese, Urdu etc). We are happy to discuss these requests but students who wish to take any foreign language exam not studied at the school must first discuss this with Mr Bandy or Mrs McMinn, who will make the candidate aware of all the implications regarding the exam (e.g. exam boards, subject specification, orals etc) and they will then discuss the matter with the Exams Officer.

Requests for entry to foreign language exams will not be processed without Mr Bandy's or Mrs McMinn's authorisation.

If you wish to sit an examination in any other subject apart from MFLs you must first discuss the matter with the Head of Department (your form tutor can tell you who that is) and they will discuss your request with the Exams Officer. Requests for exam entry will not be processed without authorisation from the Head of Department.

Problems/Queries

If you have problems or queries relating to exams please see your subject teacher as soon as possible – **do not leave it until the morning of the exam or the beginning of the Summer term.**

Contact details

The Exams Office is in the office corridor to the left of the school's main reception.

The Cottesloe School Reception: 01296 688264

Special Consideration for External Examinations

Every year we receive a number of requests for Special Consideration from parents of students taking public exams and it might be helpful to clarify the school's position on these requests.

In the case of illness, the school will support requests for sudden and serious conditions that apply **on the day of the examination only**. The exam boards do not consider illnesses affecting revision time prior to examinations to be an appropriate reason for special consideration.

If a candidate suffers from ongoing conditions e.g. **hay fever, glandular fever, anorexia, depression etc**, please let us know, in writing, how they have been affected mentioning the symptoms and effects of any medication on the date of the actual exam. e.g. *'On Thursday 14 June Sarah was badly affected by symptoms of her hay fever causing puffy and sore eyes, difficulty in breathing and lack of concentration'*.

This can then be sent electronically to the exam board requesting Special Consideration for Sarah's exam on Thursday 14 June.

If a candidate is affected for more than one day e.g. for exams on Monday 11, Thursday 14 and Friday 15 June in one week, the note, **which should be brought to Mrs Featonby early in the following week**, should still relate the symptoms and effects of any medication to the date of the exams. e.g. *'Sarah has suffered from severe hay fever symptoms during this week (week commencing Monday 11 June) which has caused her to have puffy and running eyes, difficulty in breathing and sleeping at night which will have affected her in her exams'*.

Exam boards will not accept 'blanket' notes for the whole of the exam series. These are notes that do not specify dates and just have comments such as *'Sarah suffers from hay fever/glandular fever/anorexia which is affecting her exams'*

Any medical condition that might flare up can only be considered with a letter or equivalent relating to the specific dates(s). ***This letter must be received by the school within 5 days of the exam so it can be submitted to the exam board within their deadline of 7 days from the date of the exam.*** It is strongly recommended that medical advice regarding the control of symptoms for such illnesses as hay fever, glandular fever etc is sought well in advance of the examination session.

In the case of sudden or unforeseen family circumstances, such as bereavement during the examination period, special consideration may be applied for.

In all cases, the Examinations Officer, Mrs Featonby, must be informed on the day or days of the paper affected; late notification cannot be supported.

Please note that Special Consideration exam mark adjustments are only relatively minor, so that they do not compromise the integrity of the standard. The usual adjustment made for candidates who are unwell on the day of the exam is between 1-2% of the mark achieved, (e.g. if a candidate scores, say 90/120, her adjustment will only be 0.9 - 1.8 of a mark). It is important to note that Special Consideration is not intended to compensate for all difficulties and some candidates may be simply too ill or distressed to cope with exams.

Exam Results

Your results will be collated from each exam board and put into an envelope which can be collected from school on results day.

If you are not able to collect your envelope in person on results day you may authorise, in advance, someone else to collect it for you, but this authorisation must be in writing (even if the person collecting your results is your parent/guardian) and it will be attached to your results envelope. Give the letter to the Exams Office and ensure you have signed it. If a different person has to come and collect it, you must write another letter to the Exams Office giving that person permission to collect your results.

We are not allowed to release results to any third party (this includes your parents/guardians or relatives) without a signed letter or authorisation from YOU.

If you want your results posted, please put a 1st class stamp on the letter together with the address you want your results sent to. Unstamped envelopes and uncollected envelopes will be taken to the school Reception desk and can be collected.

We do not give out results of exams over the telephone or by email.

External Exam Dates - Summer 2017

First GCE exam on timetable Monday 15 May 2017 (*Art and MFL Oral exams are usually held prior to this date*)

Last GCE on timetable Tuesday 27 June 2017
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GCE Results Thursday 17 August 2017

GCSE Results Thursday 24 August 2017

Examination Boards

These are the exam boards that we use for each subject. Their website is also shown. Dates for external GCE and GCSE exams can be found on these websites together with subject information.

GCE exam boards

EDEXCEL

(www.edexcel.org.uk)

Art and Design
English Literature
PE
Core Mathematics
Further Pure Maths
D & T in Practice
Statistics

OCR

(www.ocr.org.uk)

Chemistry
Physics
Geology
Law
Health & Social Care
Religious Studies

AQA

(www.aqa.org.uk)

Business Studies
French
Geography
German
History
Psychology
Drama & Theatre Studies
English Language
Physical Education
Sociology
Biology
Creative Writing

WJEC

(www.wjec.co.uk)

Travel & Tourism

FREQUENTLY ASKED QUESTIONS

Q. Why do I need to check the details on my Statement of Entry?

The details on your Statement of Entry will be used when certificates are printed. If the name or date of birth on your certificates does not match your birth certificate it could cause you problems if you are asked to show your certificates to a potential employer or for college/university at some time in the future. You should also check that the subjects and tiers of entry you are entered for are correct and that no subjects are missing.

Q. What do I do if I think I have the wrong paper?

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

Q. What if I forget my Candidate Number?

Candidate numbers are printed on your timetable and on a card on the desk in the examination room. You will have the same candidate number for all your exams at The Cottesloe School, from Y10 right up to Y13, so it will help if you can memorise it.

Invigilators will be able to help you find your number.

Q. What do I do if I forget the school Centre Number?

The Centre Number is 52141. It is clearly displayed in the examination venues.

Q. What do I do if the fire alarm goes?

The examination invigilators will tell you what to do. If you have to evacuate the examination venue leave everything on your desk and leave the room in silence. You must not attempt to communicate with any other candidates during the evacuation.

Q. Can I go to the toilet during the exam?

If it is absolutely necessary. You will be escorted by an invigilator and will not be allowed any extra time.

Q. What do I do if I feel ill during the exam?

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

Q. What should I wear during the exams?

Y7 – Y11 should wear full school uniform for all exams, including school shoes.

Apart from clothing items worn for religious reasons, Y12 & Y13 should not wear scarves, gloves, hats, coats, gilets or jackets (including denim) into the exam halls. Fleecy type zip jackets are permitted. Please remember

that the exams halls, and in particular the gym, can get cold, so do wear appropriate clothing for all exams – layers of clothing are recommended.

Q. What is an Appeal for Special Consideration?

In the case of illness, the school will support requests for sudden and serious conditions that apply on the day of the examination only. In the case of sudden or unforeseen family circumstances, such as bereavement during the examination period, special consideration may be applied for.