

THE HAYLING COLLEGE



Happy, Healthy, High Performing

GCSE EXAMINATION INFORMATION

THIS BOOKLET IS DESIGNED TO HELP YOU IN THE RUN UP TO AND DURING YOUR EXAMINATIONS. PLEASE READ IT **CAREFULLY**

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DATA PROTECTION

Information on candidates will be stored according to GDPR regulations.

Information held includes exam entries, details of any access arrangements, special consideration requests, exam results, post results and certificates.

Our Data protection policy can be found on the College website.

Data will be shared with appropriate organisations:

- Awarding Bodies
- Joint council for Qualification (JCQ)
- Department for education; Local Authority

BEFORE THE EXAMS

STATEMENTS OF ENTRY

- CHECK ALL INFORMATION PRINTED ON YOUR STATEMENT OF ENTRY. A mistake in the spelling of your name or an incorrect date of birth cannot be corrected after the certificates are printed.

PLANNING

Read all Exam notices given to you, these include:

- Examination Timetable
- Statement of Entry
- Instructions to Candidates (Google classroom)

Instructions to candidates are very important. Any breach of the rules (malpractice) could mean that you are disqualified from examinations by the Exam Board.

- Check all dates and times carefully and arrive on time.
- Be here at 8.40am for morning sessions and 1.15pm for afternoon sessions.

EXAM CLASHES

IF YOU DISCOVER THAT YOU ARE SCHEDULED FOR TWO OR MORE EXAMS AT THE SAME TIME, PLEASE SEE MRS WEATHERLEY IN THE EXAMS OFFICE.

Please remember the timings and dates of the exams are set nationally and not by the school. There are rules as to how exams that clash have to be rescheduled. We cannot as a school deviate from these rules.

EXAM REGULATIONS

It is important that candidates understand the importance of exam regulations that are set out by the Joint Council for Qualifications (JCQ). Please ensure you carefully read the Information for Candidates paying particular attention to the Information for Candidates – Written Exams.

All other 'Information for candidates' can be found on your Google classroom page.

REMEMBER – YOU ARE RESPONSIBLE FOR ATTENDING ON THE CORRECT DAY AT THE CORRECT TIME.

IF YOU ARRIVE MORE THAN 30 MINUTES AFTER THE EXAM START TIME YOU MAY NOT BE ABLE TO SIT THE PAPER.

IF YOU MISS THE EXAM COMPLETELY, YOU WILL NOT BE ABLE TO SIT THAT PAPER AT A LATER DATE.

EQUIPMENT

All candidates are reminded that it is **their responsibility** to bring the following equipment with them for all their forthcoming examinations.



- Black biro
- Pencil
- Pencil sharpener
- Ruler
- Rubber

All these items should either be carried in a clear pencil case or a small clear plastic bag.

In addition, the following equipment will also be required for specialist exams e.g. mathematics, science (biology, chemistry and physics), geography, design and technology.

- Protractor
- Compass
- Colouring pencils
- Scientific calculator – These can be ordered and purchased directly from the College if not already done so.



Failure to have the correct equipment is the sole responsibility of the candidate; the College cannot accept responsibility for missing pieces of equipment.

You are allowed a water bottle in the exam, but this has to be clear, see through plastic and must not have any labels on it.

JCQ REGULATIONS FOR THE USE OF CALCULATORS IN EXAMINATIONS

Candidates may use a calculator in an examination unless prohibited by the awarding body's specification.

The instructions on the question paper will say whether calculators are not allowed or if they are expected to be used in the examination. If the instructions do not include either of these statements, calculators are treated as standard equipment and may be used by candidates.

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

The instructions set out in this section apply to all examinations unless stated otherwise in an awarding body's specification.

Candidates must be told these regulations beforehand and be familiar with the Information for candidates documents.

Calculators must be: • of a size suitable for use on the desk;	Calculators must not: • be designed or adapted to offer any of these facilities: -
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• either battery or solar powered; • free of lids, cases and covers which have printed instructions or formulas.	• 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: - o databanks; - o dictionaries; - o mathematical formulas; - o text.
The candidate is responsible for the following: • the calculator's power supply; • the calculator's working condition; • clearing anything stored in the calculator.	

An invigilator may give a candidate a replacement calculator.

Where access is permitted to a calculator for part of an examination, it is acceptable for candidates to place their calculators on the floor under their desks in sight of the invigilator(s) for the non-calculator portion of the examination.

DURING THE EXAMS

IMPORTANT INFORMATION ABOUT EXAMINATIONS

- In the Exam Hall/Room the desks will be arranged in **Candidate Number order**
- Sit at the one which has your name and number on it
- You must know your candidate number which is printed on the examination timetable, statement of entry, etc
- Should you have any problems during the examination, raise your hand to attract the attention of a member of staff
- In general, students will not be allowed to leave before the end of any exam to avoid disturbing others in the room
- Please be as quiet as possible and behave considerately at all times during the examination period. When you finish your exam it is unlikely to be at the same time as lesson changeover; there may be others still working and normal lessons going on in the school.

**ANY STUDENT WHO DISPLAYS ANTI-SOCIAL OR DISRUPTIVE BEHAVIOUR
WILL BE REFUSED ENTRY TO FUTURE EXAMINATIONS**

ATTENDANCE/ILLNESS

- If you do not attend an exam or are delayed in arriving for any reason, contact the school immediately and do not panic. Ask to speak to a member of staff in the Exams department or leave a message with the school office. Messages left on a voicemail may not be picked up until after the exam has started.
- If you miss an exam because of illness, again, contact the school as soon as possible. A doctor's certificate will be required if you wish to apply for Special Consideration as a result of your illness.

ON THE DAY OF THE EXAMINATION

All students will have been provided with an examination timetable, detailing which exams you have on what days, times and where you will be sitting.

All students taking exams in the Sports Hall, will need to line up In front of the Sports Hall in the line you are to be seated in (row A,B,C etc).

On entering the Sports Hall, you will need to promptly put your bag, coat and any other materials not permitted in the exam room into the changing rooms, where the doors will then be locked. You must then quietly make your way to your seat and wait for instruction.

Those students NOT taking examinations in the Sports Hall, will need to line up outside their designated room and wait to be invited in.

Students are reminded that mobile phones, watches, mp3 players, ipods, any electrical devices are not to be brought into any examination room. Any one found in possession of such items, whether used or not, will be reported to the exam board and run the risk of having their paper disqualified.

Explanation of Seating Plan

Seating Plan Report
Date: Thursday 22 November 2007

Start Time: 9.15am

Gymnasium Capacity 195

Front of Gym

This is the date of the examination

Your Name

This is the code for the examination

This is the room that the examination will take place

This is the START TIME of the examination

This is your candidate/exam number

This is the FINISH TIME Of the examination

This person is sitting in seat E8

	A	B	C	D	E	F
1	Candidate Name 5003 CHY1B 9.45am		Candidate Name 5123 BY1B 9.45am	Candidate Name 6100 PHY1B 9.45am	Candidate Name 6119 PHY1B 9.45am	Candidate Name 6120 PHY1B 9.45am
2	Candidate Name 5004 CHY1B 9.45am		Candidate Name 5124 BY1B 9.45am	Candidate Name 6101 PHY1B 9.45am	Candidate Name 6118 PHY1B 9.45am	Candidate Name 6121 PHY1B 9.45am
3	Candidate Name 5005 CHY1B 9.45am		Candidate Name 5125 BY1B 9.45am	Candidate Name 6102 PHY1B 9.45am	Candidate Name 6117 PHY1B 9.45am	Candidate Name 6122 PHY1B 9.45am
4	Candidate Name 5006 CHY1B 9.45am		Candidate Name 5126 BY1B 9.45am	Candidate Name 6103 PHY1B 9.45am	Candidate Name 6116 PHY1B 9.45am	Candidate Name 6123 PHY1B 9.45am
5	Candidate Name 5006 CHY1B 9.45am		Candidate Name 5127 BY1B 9.45am	Candidate Name 6104 PHY1B 9.45am	Candidate Name 6115 PHY1B 9.45am	Candidate Name 6124 PHY1B 9.45am
6	Candidate Name 5007 CHY1B 9.45am	Candidate Name 5016 CHY1B 9.45am	Candidate Name 5128 BY1B 9.45am	Candidate Name 6105 PHY1B 9.45am	Candidate Name 6114 PHY1B 9.45am	
7	Candidate Name 5008 CHY1B 9.45am	Candidate Name 5015 CHY1B 9.45am	Candidate Name 5129 BY1B 9.45am	Candidate Name 6106 PHY1B 9.45am	Candidate Name 6113 PHY1B 9.45am	
8	Candidate Name 5009 CHY1B 9.45am	Candidate Name 5014 CHY1B 9.45am	Candidate Name 5130 BY1B 9.45am	Candidate Name 6107 PHY1B 9.45am	Candidate Name 6112 PHY1B 9.45am	
9	Candidate Name 5010 CHY1B 9.45am	Candidate Name 5013 CHY1B 9.45am		Candidate Name 6108 PHY1B 9.45am	Candidate Name 6111 PHY1B 9.45am	
10	Candidate Name 5011 CHY1B 9.45am	Candidate Name 5012 CHY1B 9.45am		Candidate Name 6109 PHY1B 9.45am	Candidate Name 6110 PHY1B 9.45am	

CHY1B AQA Chemistry 0h 30m (30)
BY1B AQA Biology 0h 30m (30)
PHY1BP AQA Physics 0h 30m (30)

This is the Examination Code, Awarding Body, Title & Duration of the exam

Please Note - Candidates are sat in Exam Number order for each examination.

EVACUATION PROCEDURES DURING AN EXAMINATION

In the event of a fire alarm ringing, candidates must:

- Stop writing and put all pens and materials down on the desk.
- Close the exam paper and leave on the desk.
- Maintain complete silence and wait for further instructions from the Invigilator, who will be informed as to whether it is a false alarm or a real emergency.

In the case of a false alarm the exam will be resumed when the alarm has ceased to ring. Lost minutes will be added on to the end of the exam.

In the case of a real emergency follow the Invigilator to the examination assembly point for registration. This is on the field behind the tennis courts. Line up in the examination group in candidate order. This will be as per seating plan. Maintain complete silence.

When it has been ascertained that it is safe to return to the building, follow the Invigilator back to the examination room in silence.

The exam will resume and the time lost added on to the end.

Examination conditions will apply throughout this process. Any candidate found to be speaking or communicating during this time will be reported to the JCQ for malpractice. They will then decide whether or not to accept that candidate's script.

PROCEDURES DURING AN EXAMINATION IN THE EVENT OF A LOCKDOWN

In the event of a lockdown alarm, candidates must:

- Stop writing and put all pens and materials down on the desk.
- Close the exam paper and leave on the desk.
- Maintain complete silence and wait for further instructions from the Invigilator, who will be informed as to whether it is a false alarm or a real emergency.

In the case of a false alarm the exam will be resumed once the lead invigilator has received confirmation from SLT / member of the exams team.

In the case of a real emergency leave all examination materials on your desk and get under the exam desk. Maintain complete silence. Staff will lock all windows, doors, close curtains/blinds and switch off lights. When it has been ascertained that it is safe an alarm will sound and you will receive instructions from a member of staff.

The exam will resume and the time lost added on to the end.

Examination conditions will apply throughout this process. Any candidate found to be speaking or communicating during this time will be reported to the JCQ for malpractice. They will then decide whether or not to accept that candidate's script.

AFTER THE EXAMS

RESULTS

Results will be released on THURSDAY 24 AUGUST 2023 for GCSE exams (to be confirmed). Results may be collected from school from 8.30am until 12.00pm on that day from under the cover outside of the canteen.

If you are unable to collect results yourself, a nominated person can collect on your behalf, providing they have ID and a letter signed by yourself giving permission. You will also need to email the exams officer to let them know of the arrangements.

Results WILL NOT be released without a letter.

POST RESULT SERVICES

Access to Scripts (ATS)	Access to a copy script prior to review of marking or to support teaching & learning
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Return of original script post results	Allows you to request the original script after / with a post-result service amendment
Clerical Check of Marks (Service 1)	A check of all clerical procedures which lead to a result being issued. Checks include: all parts of script has been marked; totalling of marks; recording of marks.
Clerical Check with Copy of Checked Script (Service 1)	As previously described plus a copy of the script
Review (Service 2)	A check that the examiners have marked externally assessed components correctly. Changes to marks will only be made where there is an administrative or marking error but not where the original mark is reasonable. This is in line with Ofqual's review of marking guidance. Marking errors can occur as a result of: an admin error; a failure to apply the mark scheme where a task has a 'right' or 'wrong' answer; an unreasonable exercise of academic judgement. The checks will also include the clerical rechecks detailed in service 1. IMPORTANT: GRADES CAN GO DOWN AS WELL AS UP - YOU COULD END UP WITH A LOWER GRADE. REVIEWERS WILL NOT REMARK THE SCRIPT. THEY ONLY ACT TO CORRECT ANY ERRORS IDENTIFIED IN THE ORIGINAL MARKING.
Review with copy of post results amended script (service 2)	As previously described plus a copy of the reviewed script.

CERTIFICATES

Certificates will be available to collect from late-November, details of which will be emailed out to parents.

If you are unable to collect certificates yourself, a nominated person can collect on your behalf, providing they have ID and a letter signed by yourself giving permission. You will also need to email the exams officer to let them know of the arrangements.

Certificates WILL NOT be released without a letter.

All others will be kept in the Examination Officer's Office for a period of time and will then be disposed of. If you need to order replacement copies after this period, you will need to contact the Examination boards direct and pay a fee.

COURSEWORK

Coursework can be collected from your subject teacher (unless retained by the Examinations Board) between November and January. After this time, it will be disposed of to preserve storage space.



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.

Information for candidates

Written examinations

With effect from 1 September 2023

**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) an iPod, a mobile phone, a MP3/4 player or similar device, a watch, AirPods or earphones/earbuds.

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 have a watch, the invigilator will ask you to hand it to them.
- 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 formulae;
 - (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. Always follow their instructions.
- 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 **Do not** start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. **Do not** open the question paper until you are instructed that the exam has begun.
- 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, including those used for rough work.

E. Advice and assistance

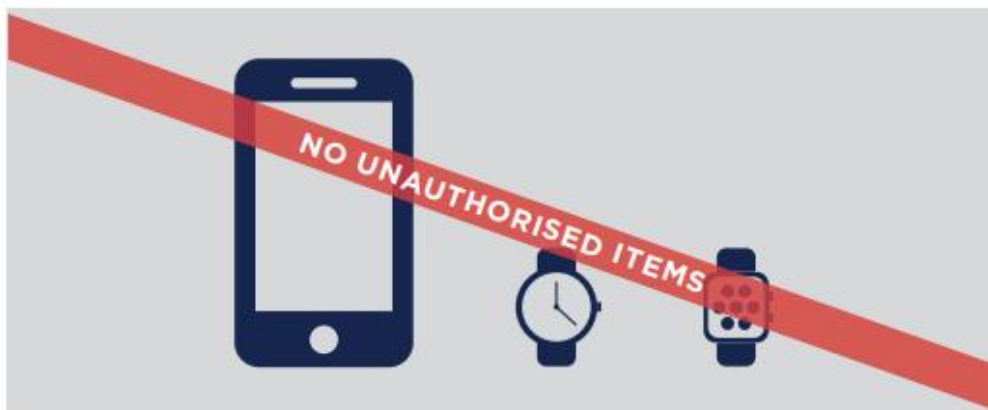
- 1 If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
- 2 Put up your hand during the exam if:
 - (a) you have a problem and are in doubt about what you should do;
 - (b) you do not feel well;
 - (c) you need more paper.
- 3 **You 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 any stationery from the exam room. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.

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.