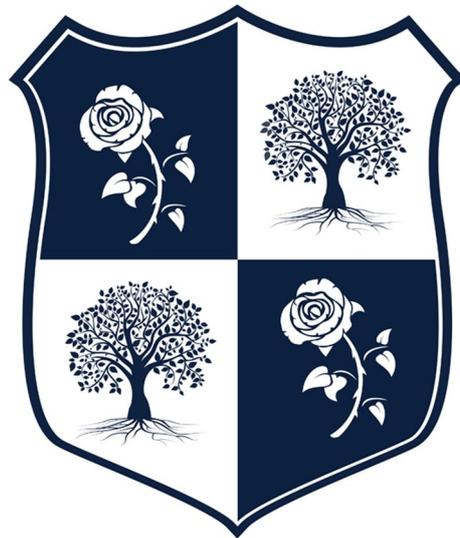


Public Examinations



Sherrardswood School

Centre Name: Sherrardswood School

GUIDANCE FOR STUDENTS AND PARENTS

EXAMINATION YEAR: 2023-2024

Examinations Officer: Mrs E. Smith

Centre Number: 17345

School Telephone No: 01438 714282

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INTRODUCTION

It is the aim of Sherrardswood School to make the examination experience as stress-free and successful as possible for all candidates.

This booklet will hopefully prove informative and helpful for students and parents. Please read it carefully and show it to your parents so that they are aware of the examination regulations and the various procedures to follow.

The main exam season is in May/June.

There are currently no GCSE or A-Level exams available in January. There is an opportunity to re-sit GCSE Maths and GCSE English Language in November.

The information with regard to conduct, equipment and prohibited items applies to all Public Examinations. The information provided with regards to Results Day is applicable to the summer exams. No pre-information for Results Day from the November Exam session is given, since this is within term time and candidates will be in school to receive the results.

The awarding bodies (Exam Boards) set down strict criteria which must be followed for the conduct of examinations and the school is required to follow them precisely. You should therefore pay particular attention to the JCQ leaflet 'Warning to Candidates', which is included in the envelope that you have received.

Some of the questions you may have are answered in this booklet.

If there is anything you do not understand or any question that has not been addressed, PLEASE ASK.

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

The Examinations Officer – Mrs E. Smith

e-mail: examsoffice@sherrardswood.co.uk

BEFORE THE EXAMINATIONS

STATEMENTS OF ENTRY:

- You will receive a statement of entry from school indicating the subjects you have been entered for and the levels of entry, where applicable.
Please check that these are correct. If you think they are incorrect, please check with your teacher.
- Also please check that all personal details (date of birth, spelling of your names) are accurate as these will appear on certificates.

EXAMINATION BOARDS:

- The School uses the following Examination Boards: AQA, Edexcel, OCR, WJEC and CIE.

CANDIDATE NUMBER:

- Each candidate has a unique four-digit candidate number. This is the number you will enter on examination papers.

UCI:

- In addition to this candidate number, each candidate has a Unique Candidate Identifier (UCI), shown on top of statements of entry. Your UCI is used for administration purposes and it is not necessary for you to remember it. Results slips will also show the UCI and any subsequent school/college you attend will need this UCI.

TIMETABLES:

- Your individual timetable will be given to you at the end of the Spring Term for exams in the Summer term.
- Some candidate may have a clash where 2 subjects are timetabled at the same time.
Special timetable arrangements are made for these candidates only, and the candidates will have been informed.
Check your individual timetable. If you think there is a clash that has not been re-solved, please contact the Exams Office immediately.

EQUIPMENT:

- Sherrardswood School will provide a pencil case with all the equipment, **except a calculator**, that you may need for your exams. This pencil case is property of the school and must stay in the exam room.
- **Please ensure that you bring your own calculator to exams when required.**

DURING THE EXAMINATIONS

EXAMINATION REGULATIONS:

- A copy of the “Information for Candidates” is printed at the back of this booklet. Read this carefully and note that to break any of the examination rules could lead to disqualification from all subjects.
The school ***must*** report any breach of regulations to the Awarding Body.

ARRIVAL, EQUIPMENT & BEHAVIOUR:

- **You** are responsible for **checking your own timetable** and arriving at school on the correct day and at the right time, properly dressed and equipped.
- You ***must*** arrive 15 minutes prior to the start time of your examination, to drop your belongings in the study rooms (if applicable) and to be outside your exam room at **least 10 minutes** before the exam starts. Please wait quietly outside your exam room until you are invited to enter by the Exams invigilator.
- Candidates who arrive late for an examination may still be admitted but may not receive any additional time. If special consideration applies then you must speak to the Examinations Officer (see ABSENCE FROM EXAMINATIONS).
- **Full School Uniform** should be worn by all students at school for examinations.
- Make sure your **calculators** conform to the examination regulations. If in doubt, check with your teacher. **Remove covers and instructions**, and make sure batteries are new.
- No watches of any kind are allowed in the exam room. Make sure you leave your watch at home.
- **Do not** attempt to **communicate** with or distract other candidates.
- **Mobile telephones and other types of electronic communication or storage devices MUST NOT BE BROUGHT INTO THE EXAMINATION ROOM.**
If one is found in your possession during an exam (even if it is turned off) it will be taken from you and a report made to the exam board.

- No food or drink is allowed in the examination rooms except one bottle of water (up to 500ml in a transparent plastic bottle with a leak proof spout). There must be no label on the bottle. Bottles not complying with these conditions will be confiscated.
- Please do not write on examination desks. This is regarded as vandalism and you will be asked to pay for any damage.
- Do not draw graffiti or write offensive comments on examination papers – if you do, the examination board may refuse to accept your paper.
- Listen carefully to instructions and notices read out by the invigilators – there may be amendments to the exam paper that you need to know about.
- Check you have the correct question paper – check the subject, paper and tier of entry.
- Read all instructions carefully and number your answers clearly.
- You will not be allowed to leave the examination room early. If you finish your paper early, use any time remaining to check your answers and ensure that you have completed your details correctly.
- At the end of the examination all work must be handed in – remember to cross out any rough work
- Invigilators will collect your exam papers before you leave the room. **ABSOLUTE SILENCE** must be maintained during this time. Remember, you are still under examination conditions until you have left the room.
- Question papers, answer booklets and additional paper must **NOT** be taken from the exam room.
- Remain seated in silence until told to leave the examination room. Please leave the room in silence and show consideration for other candidates who may still be working.
- If the fire alarm sounds during an examination the examination invigilators will tell you what to do. Don't Panic!

INVIGILATORS

- The school employs external invigilators to conduct the examinations. You are expected to behave in a respectful manner towards all invigilators and to follow their instructions at all times.
- Invigilators are in the examination rooms to supervise the conduct of the examination. They will give a briefing at the start of the exam, distribute and collect the examination papers, inform candidates when to start and finish the examination, hand out extra writing paper if required and deal with any problems that occur during the examination.
- **Please note that invigilators cannot discuss the examination paper with you or explain the questions.**
- Pupils who are disruptive or behave in an unacceptable manner will be removed from the examination room by the Exams Officer or a member of the Senior Leadership Team.

ABSENCE FROM EXAMINATIONS

- If you experience difficulties during the examination period (e.g. illness, injury and personal problems), please inform the school at the earliest possible point so we can help or advise you.
- Only in 'exceptional circumstances' are candidates allowed special consideration for absence from any part of an examination.
It is essential that medical or other appropriate evidence is obtained on the day by the candidate/parent and given to the Exams Officer without delay. In cases of absence, a self-certification form (JCQ/ME Form 14) can be obtained from the Examinations Officer which can be countersigned by your doctor.
- For the award of a grade by special consideration, where a student misses part of an examination through illness or personal misfortune, a minimum of 50% of the course (including coursework) must have been completed.
- Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

AFTER THE EXAMINATIONS

NOTIFICATION OF RESULTS

- Results will be available on:

Thursday 15th August 2024 (GCE) Thursday 22nd August 2024 (GCSE)

- No results will be given out by telephone under any circumstance.

POST RESULTS

- Re-marks and Access to Scripts: Full details of this service are in Appendix 5 of this booklet. Deadlines shown there are important and must be adhered to.

CERTIFICATES

- You will be notified by the school when your certificates are ready for collection. When collecting your certificates you will need to ensure you sign the collection register.
- If it is not possible for you to make the collection in person, you must nominate a trusted person to collect your certificates on your behalf. You must inform the Exams Officer beforehand in writing and include the name of your nominated person. The nominated person must bring their own identification.
- We will certificates for a period of 12 months, after which we must destroy them. It is therefore it imperative that you collect these as soon as you can. You might be required to present original certificates at interviews.
- It is your responsibility to collect your certificates. Certificates will not be sent through the post.
- When the certificates have been issued, Sherrardswood School cannot be responsible for any loss or damage to your certificates.

FREQUENTLY ASKED QUESTIONS

Q. 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, then have a 10 minute break in the exam room (under supervision). They will then sit the second subject paper. Correct times should be on your individual candidate timetable. If your exams are split into two sessions (one in the morning, one in the afternoon), you will be supervised in between the exams and are not allowed to communicate with others until both exams are completed. You will also not be allowed to use any form of electronics until the exams are completed.

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

- Invigilators will ask you to check before the exam starts. If you think something is wrong, put your hand up, wait for the invigilator to come to you and then tell the invigilator immediately.

Q. What do I do if I forget my Candidate Number?

- Candidate Numbers are written on your candidate desk card, which is on your desk. It is also mentioned on the attendance registers. Invigilators will be able to help you find your number. Raise your hand and wait for the invigilator to come to you before you ask.

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

- The Centre Number is 17345.
It will be clearly displayed on the whiteboard in the examination room and it is also noted on your candidate desk card.

Q. What do I do if I have an accident or am ill before the exam?

- Inform the school as soon as possible so we can help or advise you. In the case of an accident that makes it impossible for you to write, it may be possible to provide you with a scribe or word processor to write your answers for you, but we will need as much prior notice as possible.
You may need to obtain medical evidence (from GP or hospital) if you wish the school to make an appeal for Special Consideration on your behalf (see below).

Q. What is an appeal for Special Consideration?

- Special Consideration is an adjustment to the marks or grades of a candidate who is eligible for consideration. The allowance for Special Consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for very exceptional cases). Parents 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 or in the production of course-work is affected by adverse circumstances beyond their control.

Examples of such circumstances may be illness, accident or injury, bereavement, or domestic crisis. The Examination Officer must be informed immediately so that the necessary paperwork can be completed (within 7 days of the last exam session for each subject) and the candidate will be required to provide evidence, dated on the day of the exam(s), to support such an application.

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

- Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before or during an exam and you feel this may have affected your performance. You must not wait until you have gone home to let the school know.

Q. If I am late, can I still sit the examination?

- Provided you are no more than 1 hour late, and don't arrive after the scheduled exam finishing time if the exam is of less than 1 hour duration, then it *may* still be possible for you to sit the examination. You should get to school as quickly as possible and report to Reception. The Exams Officer will escort you to the exam room. You must not enter an examination room without permission after an examination has begun. It may not be possible to allow you any extra time if you start an examination late.

Please ensure that you allow enough time to get to school so that if you are delayed (e.g. through transport problems) you will still arrive on time.

Q. If I miss the examination can I take it on another day?

- No. Timetables are regulated by the Exam Boards and you must attend on the given date and time.

Q. Do I have to wear school uniform?

- Yes. Normal school regulations apply to uniform, hair, jewellery, make-up etc.

Q. What equipment should I bring for my exams?

Sherrardswood School will provide a clear pencil case (to be kept in the exam room) which will be filled with a 30cm ruler (marked with cm and mm), 2 pencils, 2 black pens, a sharpener, rubber, compass, protractor and a yellow highlighter. You are responsible for bringing your calculator to your exam, when needed.

Q. What items are not allowed into the examination room?

- Only material that is listed on question papers (e.g. an anthology) is permitted in the examination room and students who are found to have any material with them that is not allowed will be reported to the appropriate examination board. In such circumstances, a student would normally be disqualified from the paper or the subject concerned.
- Bags and coats and any other items not permitted under examination conditions must be left in the dedicated Exam Study rooms. Do not bring any valuables into school with you when you attend examinations.
- No food or drink is allowed in the exam room (apart from water in a clear bottle with labels removed).
- **NO WATCHES OF ANY KIND ARE ALLOWED** in the examination room.
- **MOBILE PHONES ARE NOT ALLOWED** in the examination room.

Q. Why can't I bring my mobile telephone into the exam room?

- Being in possession of a mobile phone, or any other electronic communication device, is regarded as cheating and is subject to severe penalties from the Exam Boards

The **minimum** penalties are as follows:

Device found on you whether turned on or off – Zero marks for that paper.

If you are found to be using the device in any way, then you will be disqualified from all papers in the subject (including any already taken)

If there is an emergency that requires you to bring a mobile phone to school, you must switch it off and hand it in to the Front Office or the Exams Office. The phone will be kept safe, however Sherrardswood School cannot be held responsible for any loss or damage. You are responsible for collecting the phone at the end of the examination.

Q. How do I know how long the exam is?

- The length of the examination is shown on your individual timetable under the heading 'duration'. Invigilators will tell you when to start and finish the exam. The finish time of the exam will also be displayed on the whiteboard at the front of the exam room, including if you have extra time. There will be a clock in all examination rooms.

Q. Can I leave the exam early?

- It is a school policy that you must stay until the end of your exam. If you are entitled to extra time, you can choose to use all the extra time, some of the extra time or none of the time.

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

- The Invigilator will tell you what to do. If you have to evacuate the room, leave everything on your desk and leave the room IN SILENCE in the order dictated by the invigilator. Remember you are under exam conditions during this process. You must not attempt to communicate with any other candidates during the evacuation. You will be escorted to the top car park (first car park on right as you enter the grounds of Sherrardswood) and you will be kept separate from the non-exam students. When you return to the exam room do not start writing until the invigilator tells you to. You will be allowed the full working time for the examination and a report will be sent to the Awarding Body detailing the incident.

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

- You are not allowed to go to the toilet in the first 30 minutes of the exam, and in the last 15 minutes (unless in an emergency). If it is absolutely necessary, you may go to the toilet. You must note though, that this is very disruptive to the other students, so make sure you have been to the toilet before the exam to avoid having to go again. You will be escorted by an invigilator and will not be allowed any extra time.

Q. Why do I need to check the details on the 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.
Certificates must state the names that are on your passport or birth certificate. We do not use short forms or nicknames.

Q. For my A Level exams, what do I do if I don't get the University grades I need?

- Mrs Chamberlin (GCE) and other staff will be available to advise you on Results Day. If you feel strongly that it is necessary to make an enquiry about your result, you should first consult your Head of Department to obtain their advice as to the advisability of requesting a re-mark. You should be aware that your mark could go down, as well as up or even stay the same. Re-mark requests must be submitted to the Examinations office by mid September for Summer exams.
You must complete a Candidate consent form.

POST-RESULTS SERVICES

ENQUIRIES ABOUT RESULTS (EARS)

To help you determine which EAR service you would like, we have included the following information.

Name of Service	Consent needed	What the service provides	Deadline for making EAR
EAR 1 (Clerical re-check)	Yes. We must inform you that your grade may go up as well as down. Written consent is required	A check of all of the clerical procedures leading to the issue of a result (e.g. that all parts of a script have been marked, grade thresholds applied correctly). Is the only EAR service available for multiple choice tests (objective).	To be confirmed
EAR 2 (post results review of marking)	Yes. We must inform you that your grade may go up as well as down. Written consent is required	As above, plus a check that the mark scheme has been applied correctly. For an extra cost, the reviewed script will also be returned. Please ensure you ask for this at the same time.	To be confirmed
Priority EAR 2 (Post results review of marking)	Yes. We must inform you that your grade may go up as well as down. Written consent is required	As above, but only for enquiries about examinations for AS and A-level qualifications and where the candidate's place in higher education is dependent on the outcome.	To be confirmed
EAR 3 (Post results review of moderation)	No	A review of the original moderation sample to ensure that the assessment criteria have been fairly, reliably and consistently applied. If the review of moderation leads to a change in marks awarded by the centre, this may affect the whole cohort. Please note that if your centre's controlled assessment or coursework marks have been accepted without change by an awarding body, this service will not be available. Marks may be lowered but their published subject grades will NOT be lowered in the series concerned. However, centres should be aware that a lowered mark may be carried forward to future certification. For e.g. if a coursework mark which contributes to an AS award is lowered as a result of review of moderation, the AS grade will be protected, but the lower mark will contribute to any subsequent A-Level award.	To be confirmed

Name of Service	Consent needed	What the service provides	Deadline for making EAR
Access to Scripts	Yes	<p>For teaching and learning purposes. Where teaching staff intend to use scripts for teaching and learning purposes or as examples for other students, prior written permission must be obtained from the candidates concerned. Candidates who grant their permission have the right to anonymity of their scripts before use. Once an awarding body has returned an original hard copy script to a centre or a private candidate, its security is compromised and it can no longer be subject to an enquiry about results. A candidate has the right to instruct their centre not to request their scripts.</p>	To be confirmed
Priority Access to Scripts	Yes	<p>Priority access to scripts without a review or clerical check (A photocopy of a marked exam script). This priority service is available for AS and A-level units and GCSE and allows the candidate to decide whether to go on and have their script re-marked.</p>	To be confirmed