



Crickhowell High School

Ysgol Uwchradd Crughywel

**A Comprehensive Guide to
Examinations at
Crickhowell High School
2018 / 2019**

Candidate Name: _____

Candidate No: _____

CENTRE NUMBER: 68618

Examinations Officer: Miss Jay Shipley

Email: exams@crickhowell-hs.powvs.sch.uk

Introduction

As you approach this very sizeable exam challenge at Crickhowell High School, we aim to make the experience as stress-free and successful as possible for all candidates. Bringing all the detailed information together in one place, is a small, but vital part of this.

Hopefully, this booklet will be informative and helpful for you and your parents. Please read it carefully and show it to your parents so that they are also aware of the examination regulations and the procedures to follow in the event of any problems occurring.

The Examination Boards set down strict criteria for the conduct of examinations, and Crickhowell High School is required to follow them precisely. You should therefore pay particular attention to the Notice to Candidates that is printed in this booklet.

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

Examinations Officer — Miss Jay Shipley

Tel: 01873 813543

Email: exams@crickhowell-hs.powys.sch.uk

As has been mentioned in Assemblies, your particular year group is facing the longest examination season

ever at this level and your organisation, revision, general preparation and sheer endurance will be challenged to the maximum. You will be aware of the ongoing revision / preparation support available to you before, and during, this period. Please make full use of it as appropriate.

Finally, as ever, in addition to all the above, please remember — we are here to help!

GOOD LUCK!

Results will be released on:

AS / A2 Thursday 15th August 2019

GCSE Thursday 22nd August 2019

Provisional Results Slips will be printed in school for collection on the above dates. (See times later on in this booklet). They will include everything required for moving on to post-16 education.

Certificates arrive in school in November and should be collected in school from December onwards. You will be given all certificates for all achievements gained throughout your time at Crickhowell High School.

1.0 Before the Examination

- 1.1 The timetable that you have received is always subject to change up until the end of the exam season. Any discrepancies or queries on your exam timetable should be reported to the examinations office immediately.
ALL EXAMINATIONS ARE HELD IN SCHOOL.

- 1.2 Examinations will normally be held in the Sports Hall with those specialised examinations, such as Listening Tests, being held elsewhere, or as otherwise advised. For examinations in the Sports Hall students will enter through the main door and leave all belongings, except equipment required for the examination, in the corridor or in your locker. For examinations in other rooms,

leave all bags and coats neatly outside the room or in your locker.

1.3 Check the examination notice board outside the main hall. Any last minute instructions will appear there, as will your seating arrangements for the next examination. Make sure you know where to go and you know your seat number **BEFORE** entering the exam venue. This will help towards an efficient staff to the exam.

1.4 All candidates will have received and checked an individual exam timetable indicating subjects and level of entry where applicable. Your seating arrangements timetable will be published after Easter.

TIP: Take a photograph of it on your phone. If you require a further paper copy, you should visit the examinations office.

1.5 Candidates are entered under their legal name, i.e. the name that is held on the school system. This should be checked with the school's main office immediately, if there are any discrepancies.

1.6 Each GCSE candidate has a four digit candidate number. This is the number you will enter on examination papers. It will appear next to your name on seating plans and on examination registers. Please remember it. Write it on the front of this booklet. The seating plans are usually created with candidates in tiers (if applicable) and in candidate number order. It is

imperative that you sit at the correct desk designated to you.

- 1.7 Ensure that the school has at least one up-to-date contact number for you. Your Group Tutor will collect these.
- 1.8 Make sure you arrive with all the correct equipment before your examination. This will consist of two **BLACK** pens, pencil, pencil sharpener, rubber, ruler, maths equipment, such as a protractor and pair of compasses, drawing equipment and calculator (no lids or instructions).
- 1.9 If you have borrowed textbooks from school, they should be brought back no later than the day of that subject examination and handed back to your teacher, otherwise you may be charged.

2.0 Examination Clashes

- 2.1 A few candidates may have clashes where two subjects are timetabled at the same time. Special arrangements will be made for these candidates nearer the time. If you identify a clash on your timetable and you have not received any further guidance by the end of April, you must see the Examinations Officer as soon as possible. If you have a clash, you **MUST** adhere to all regulations, otherwise you are at risk of jeopardising your results and possibly those of others. Please see Miss Shipley if you are unsure of these arrangements.

- 2.2 A 'false clash' can happen in Languages, Music, Geography, AS and A2 Maths. This is where the exam paper is in two parts and one exam follows on straight after the other. It may be that you have requested a re-sit and one paper follows the other e.g. GCSE Science. In these cases stay in your exam seat. You will still be under formal exam conditions and all the standard rules apply.
- 2.3 A true 'clash' is where there are different subjects scheduled in the same session and you are taking both subjects (on rare occasions three examinations on the same day!). If this applies to you, you will be supervised in the time between examinations. You *may* use revision notes you *may not* have access to a phone, computer or electronic devices. Where candidates are taking two or more examinations in a session and the total time is *three hours or less*, school can decide the order in which to hold them. Candidates may have a supervised break of no more than twenty minutes between papers within a session. This must be conducted within the examination room, under formal examination conditions at all times. *This does not apply to candidates with approved supervised rest breaks.

3.0 During the Examination

- 3.1 Arrive at least 15 minutes early for each examination. Remember, morning examinations start at 9.00 am, so

arrive at the latest by 8.45 am. Afternoon examinations start at 1.00 pm so arrive at the latest by 12.45 pm, unless otherwise stated.

3.2 **DO NOT DISPOSE OF YOUR SCHOOL UNIFORM UNTIL AFTER YOUR FINAL EXAMINATION. YOU NEED TO WEAR YOUR UNIFORM FOR THE ENTIRE EXAMINATION PERIOD.** If you do not attend in full school uniform you may be refused entry to the examination room to sit the exam.

3.3 You must provide your own equipment for examinations, such as **BLACK** pens, pencils and rulers. Some examinations require drawing equipment and / or mathematical equipment. Do not rely on the school to provide them. It is your responsibility to find out what you need for each exam and to bring it with you.

3.4 The following are **NOT** permitted in the examination room:-

- Correction fluid
- Gel pens
- Dictionaries, unless specified. These will be provided by school if required.
- Electronic devices, such as mobile phones, iPods, earphones, headphones and smart watches. **Candidates found in possession of such electronic devices are at risk of disqualification from that subject.** Earphones / headphones will be provided by school if required.

- Wrist watches, if worn, must be placed on the desk in front of the candidate once inside the examination room.
- Long hair must be tied back.
- Calculator lids or calculator instruction leaflets.
- Pencil cases that are not transparent.
- Bottles, unless they are clear with the label removed, and contain still water only.
- Food of any kind, unless for medical purposes. Candidates must carry a permission slip and any packaging will be checked by an invigilator.
- Any item that is not listed on the exam paper, as it may be classed as unauthorised and may need to be reported to the Exam Board, who may take disciplinary action.
- Any writing / marks / symbols must be removed from skin before entering the exam.

3.5 If you carry a toilet / medical pass as normal practice within school, make it visible on your desk, as it is **NOT** normal practice to allow students to go to the toilet once the exam has started.

THESE ARE THE REQUIREMENTS OF THE EXAMINATION BOARDS AND MUST BE ADHERED TO AT ALL TIMES.

3.6 Remember that once in the examination room, rules of conduct are very strict and must be obeyed totally. Infringement of examination rules could lead to you being disqualified from all examinations of that Board.

3.7 Very late arrivals i.e. after 10.00 am for morning examinations and after 2.30 pm for afternoon

examinations, may be refused admission to the exam. It is likely that the Examination Boards will refuse to mark exam papers of candidates arriving after these times, as they will deem that security of the Board and trivial reasons, such as oversleeping, missing the bus or misreading the exam timetable, are not deemed acceptable. An in-depth explanation is required to prove the security of the exam paper has not been compromised. Please make appropriate transport arrangements to ensure that you arrive for your examinations in plenty of time, sometimes earlier for specific examinations with a shorter duration.

- 3.8 If you are likely to be late, please contact the school as early as possible, informing them that you have an exam and ensure a message is transferred through to the examinations office. **DO NOT** use your mobile phone after 9.00 am or 1.00 pm. Ensure it is then switched off. This may sound strange, but the Exam Boards will need to ensure that the security of the exam paper is not compromised and if you have spoken to anyone after these times, it is likely that your paper will not be marked and your phone log will be checked.
- 3.9 You will be expected to arrange alternative transport home where examinations are scheduled to finish beyond 3.30 pm, as the school buses cannot be held. Some afternoon examinations may be longer than 1 hour 30mins. Sometimes it is not possible to start the exam on time, or if there is an unexpected delay during the exam, additional time may need to be added on to the end.

- 3.10 Any appointments, whether medical or otherwise, should be re-arranged. The school is not allowed to change the start times of the examinations whatsoever, except in the event of a clash situation (see Section 2.0).

4.0 Invigilators

- 4.1 The school employs external invigilators to conduct the examinations. Candidates are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times, as they would with other members of school staff.
- 4.2 Invigilators are in the examination room to supervise the conduct of the examination room and to ensure everyone is given a fair chance of the exam. They will distribute and collect the examination papers, tell candidates when to start and finish the examination and deal with any issues that occur during the examination. They are trained with regards to the rules and regulations in the conduct of public examinations and perform a highly responsible role.
- 4.3 They are unable to help with any part of the exam, read any words or provide any explanation other than the instructions on the front of the exam paper. If candidates fail to follow invigilator instructions, this would be classed as malpractice and must be reported to the Headteacher, who may report this to the Examination Board. This may result in sanctions and penalties being issued.

- 4.4 Candidates who are disruptive or behave in an unacceptable manner may be removed from the examination room and escorted to a member of the Leadership Team. These candidates face disqualification from the exam and may well be asked to reimburse the school for the entry fee.

5.0 Absence from Examinations

- 5.1 If you experience difficulties during the examination period e.g. illness, injury, or personal problems, please inform school at the earliest possible time, so we can help and advise you. A parent / carer / guardian must contact the School Office by telephone on 01873 813500 and specifically ask that the message is also given to Miss Shipley, the Examinations Officer. We must receive a call for **EVERY** exam missed.
- 5.1 Not attending the exam, even due to illness, has to be the very last resort. All possible attempts must be made to sit the exam, even if disadvantaged in some way. However, please make the Invigilator / Examinations Officer aware of any such disadvantage before the exam.
- 5.3 Only in ***very exceptional circumstances*** are candidates granted 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 / carer and given to the Examinations Officer without delay. In all cases where an application can be made for special consideration, it should be submitted within 5 days following the exam. It may be that if you

do not sit a particular unit, you may not obtain an overall result for that subject. Where an application for special consideration is submitted to the Examinations Board, it is for the Board to consider. It is not the decision of the school.

- 5.4 Parents and candidates are reminded that the school will require payment for entry fees (approximately £35.00 per subject, depending on the subject and the Examinations Board) should a candidate fail to attend an examination without good reason. Medical evidence is usually required. Please check with the Examinations Officer.
- 5.5 Misreading the timetable will not be accepted as a satisfactory explanation of absence.

6.0 After the Examination Results

- 6.1 Provisional results for GCSEs are available in school on Thursday 22nd August 2019 from 9.00 am.
- 6.2 Provisional results for AS / A2 will be available in school on Thursday 15th August 2019 from 8.30 am..
- 6.3 Be aware that you will require evidence of **ALL** of your results obtained at Crickhowell High School to enable you to enrol onto your courses at your desired post-16 centre / college. You should check that you have received evidence of everything taken at Crickhowell High School.

- 6.4 The provisional Statement of Results released in August is **NOT** a certificate and will not be sufficient for proof of qualifications for potential employers (please see Section 7.0).
- 6.5 Results **CANNOT** be given over the telephone or via email to anyone under any circumstances, without prior arrangement. Ideally, students should collect their own results, in person.
- 6.6 If the student is unable to collect their own results in person, written request is required, signed by the student, with full details of the nominated person authorised to collect the results. Please use the form in Appendix A.
- 6.7 The results belong to the pupil and to protect pupil confidentiality, we will be unable to release results without such consent and evidence.
- 6.8 If you are on holiday or cannot come into school for your results, you may leave an A4 stamped addressed envelope (with sufficient postage) with the Examinations Officer for your results to be posted to you on the Results Day. This may be done at any time during the remainder of the summer term.

7.0 References

If you need an official school reference for employment or other purpose, you should ensure that under normal circumstances the prospective employer contacts the

Headteacher at the school address and not individual teachers.

8.0 Certificates

- 8.1 Certificates usually arrive by mid-November. They are available for collection from 1st December onwards. You will be given **ALL** of your certificates gained for all qualifications taken at Crickhowell High School.
- 8.2 You will be able to collect your certificates in person during school hours and you will be asked to sign to prove you have collected them. You may leave £3.50 to cover postage and packing for signed for delivery by Royal Mail. Remember to leave correct contact details with the Office.
- 8.3 Certificates will **NOT** be issued to any person other than yourself unless that person has a signed, written authorisation from you to collect certificates on your behalf. They must also sign the collection register. Please use the form in Appendix B for this purpose.
- 8.4 Once issued, certificates cannot be replaced by the school, if lost or damaged, and duplicates are rarely issued by exam boards. It is very expensive and time consuming to obtain a certifying statement of results and you must obtain them by contacting the exam boards directly.
- 8.5 **IT IS VITAL THAT YOU COLLECT YOUR CERTIFICATES.** The school is obliged to hold certificates for a minimum of 12 months. It is your responsibility to ensure these

certificates are collected and kept safe. You will need to provide certificates to colleges, training providers and employers as proof of your qualifications.

9.0 The Use of Calculators in Examinations

- 9.1 Crickhowell High School advises that students bring and use their own scientific calculators for examinations. They should ensure that they are familiar with the use of the calculator, which will save time during the exam. Candidates who need to borrow calculators, may waste valuable time during the exam, as they may be unfamiliar with them. There *may* be a few calculators available to borrow in the examinations room, but students should not rely on this and they should also be aware that they may be disadvantaged if they fail to bring their own equipment.
- 9.2 For question papers where the use of calculators is allowed, candidates are responsible for making sure that their calculators meet the awarding Examinations Board regulations.
- 9.3 The instructions set out in this section apply to all examinations unless stated otherwise in the appropriate awarding body's subject-specific instructions. Candidates should be told these regulations beforehand.
- 9.4 Calculators must be a size suitable for use on the desk. They must be either battery or solar powered.

- 9.5 Calculators must not be designed or adapted to offer:
- language translators
 - symbolic algebra manipulation
 - symbolic differentiation or integration
 - communication with other machines or the internet.
- 9.6 Calculators must not be borrowed from another candidate during an examination for any reason.
- 9.7 Calculators may not have retrievable information stored in them. This includes databanks, dictionaries, mathematical formulae or text.
- 9.8 An invigilator may lend a candidate a replacement calculator, if available. Where access is permitted to a calculator for part of an examination, it will normally be acceptable for candidates to place their calculators on the floor under their desks in sight of the invigilator(s) for the non-calculator section of the exam.
- 9.9 Calculator lids / covers / cases and instruction leaflets are not allowed in the exam room. All students must leave them in their bags or hand them in to an invigilator before entering the exam.
- 9.10 Pencil cases and spectacle cases that are not transparent must **NOT** be taken into the exam room and must certainly not be on the candidate's desk.

GCSE RESULTS DAY!

GCSE - THURSDAY 22nd
AUGUST 2019 FROM 9.00
AM ONWARDS IN THE LRC

Results should be collected in person ideally by the student themselves.

Any representative collecting results on their behalf will need an authorisation form from the student (see Appendix A). Results cannot be released otherwise.

The results you will be given on this date are not certificates (see Section 8.0).

AS / A2 RESULTS DAY!

GCE AS / A2 - THURSDAY 15th
AUGUST 2019 FROM 8.30 AM
ONWARDS IN THE LRC

Results should be collected in person ideally by the student themselves.

Any representative collecting results on their behalf will need an authorisation form from the student (see Appendix B). Results cannot be released otherwise.

The results you will be given on this date are not certificates (see Section 8.0).

Appendix A



Exam Results Collection Authorisation Form

NAME:	
I hereby give my permission for the above mentioned person to collect my exam results on my behalf.	
STUDENT NAME:	
STUDENT SIGNATURE:	
DATE:	

Appendix B



Exam Certificates Collection Authorisation Form

NAME:	
I hereby give my permission for the above mentioned person to collect my exam certificates on my behalf.	
STUDENT NAME:	
STUDENT SIGNATURE:	
DATE:	