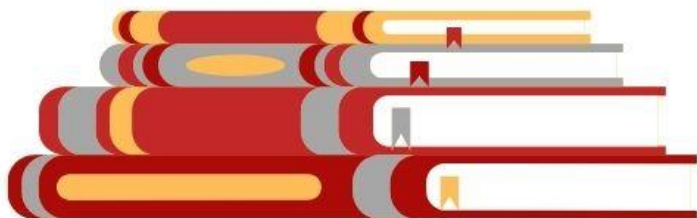


Candidate Name:

Candidate No:

Taking Exams

@ Crickhowell High School



2022 / 2023

Centre Number: 68618

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

Examinations Officer: Miss Jay Shipley

Introduction

This booklet is intended to be informative and helpful. Please read it carefully and show it to your parents so that they are also aware of the examination regulations.

Pay particular attention to the Warning to Candidates that are printed on pages 3 + 4.

Finally, as ever, remember — we are here to help!
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

Good Luck!



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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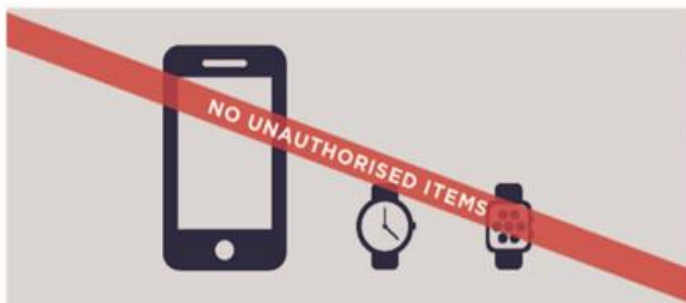
Warning to Candidates

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.

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.

Before the Examination:

- The timetable that you have received is always subject to change up until the end of the exam season. Any queries about your exam timetable should be reported to the exams office immediately.
- Examinations will normally be held in the Sports Hall with specialised ones (eg Listening Tests) being held elsewhere. You will be notified by subject staff well in advance. For exams in the Sports Hall students will enter through the main door. Except equipment required for exams, leave all belongings, including in the corridor or in your locker. It's your responsibility to make arrangements to leave phones, watches and electronic, internet enabled kit safely away from the examination rooms. For exams in other rooms, leave all bags and coats neatly outside the room or in your locker.
- Check the examination notice board outside the staff work room and 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 at 8:45/12:45. This will help towards a prompt start to the exam – 9:00am / 13:00pm.
- Candidates are entered under their legal name, i.e. the name that is held on the school system. Check the information on your exam entry sheets. Notify the school's main office immediately, if there are any discrepancies.
- Each GCSE candidate has a four-digit candidate number. It will appear next to your name on seating plans and on examination registers. Please write it on the front of this booklet. It is important that you sit at the desk with your name on it.

- 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 Exams Officer as soon as possible. If you have a clash, you **MUST** adhere to all regulations. Please see Miss Shipley if you are unsure of these arrangements.
- Ensure that the exams officer has at least one up-to-date contact phone number for you.
- Make sure you arrive with all the correct equipment before your examination. This will consist of at least two **BLACK** pens, a pencil, pencil sharpener, rubber, ruler, maths equipment, such as a protractor and pair of compasses, drawing equipment and calculator (no lids or instructions). Use a clear plastic pencil case or poly bag

During the Examination

- Arrive at least 15 minutes early for each examination. Remember, morning exams start at 9.00am, so arrive at the latest by 8.45am. Afternoon exams start at 1.00pm so arrive at the latest by 12.45pm, unless otherwise stated.
- **DO NOT DISPOSE OF YOUR SCHOOL UNIFORM UNTIL AFTER YOUR FINAL EXAMINATION. YOU NEED TO WEAR YOUR UNIFORM FOR THE ENTIRE EXAMINATION PERIOD.**
- 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.

- Unlabelled clear water bottles may be brought with you into the room.

-



The following items are **NOT** allowed to be taken into the exam room:-

- Correction fluid.
- Gel pens/ erasable pens/ blotting paper.
- Dictionaries (unless specified) — these will be provided by school if required.
- Phones, electronic devices (mobiles, iPods, earphones, watches etc). CD/MP3 players/earphones will be provided by school if required.
- Calculator lids with instruction leaflets.
- Pencil cases that are not transparent.

- Bottles, unless they are clear with the label removed and only containing still water.
 - Food of any kind, unless for medical purposes. Candidates must carry a permission slip and any packaging must be checked by an invigilator.
 - Any item that is not listed on the exam paper, may be classed as unauthorised and may need to be reported to the Exam Board.
 - Any writing/marks/symbols must be removed from skin before entering the exam.
-
- 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 REQUIREMENTS OF THE EXAM BOARDS, AND MUST BE ADHERED TO, AT ALL TIMES.**
 - Remember that once in the examination room, rules of conduct are very strict and must be obeyed totally.
 - **MOBILE PHONES, ELECTRONIC DEVICES, WATCHES, IPODS, AIRPODS, FIT BITS ETC ARE NOT ALLOWED IN THE EXAMINATION ROOM. CANDIDATES IN POSSESSION OF A MOBILE PHONE/WATCH/ ELECTRONIC DEVICE ARE AT RISK OF DISQUALIFICATION FROM THAT SUBJECT.**

Use of Calculators in Exams 2022/23

- You should bring and use their own scientific calculators for exams and make sure the memory has been cleared. You 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. There are very few calculators available to borrow in the exam room and you may be disadvantaged if you fail to bring your own equipment.

Calculator lids 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.

Pencil cases and cases for glasses that are not transparent must **NOT** be taken into the exam room.

NEA'S / Controlled Assessments

- Spoken Exams / Online Exams / Coursework

Remember these are all exams. They count towards your grade **AND** have their own exam rules. Your teachers will explain these.

Information for candidates Using social media and examinations/assessments



This document has been written to help you stay within exam regulations. Please read it carefully.

We all like to share our experiences when taking exams and sharing ideas with others online can be helpful when you're studying or revising.

However, it is important to consider what you say and to think about what information is being shared as there are limits to what you can share and you need to be careful not to break the rules. The rules are in place to ensure that exams are fair to everyone, students don't become worried about false rumours and any real issues can be sorted out quickly by the right people.

We'd like to ask you to act responsibly when discussing online. If you're in doubt about what you can and can't discuss online regarding your exams, it's always best to check with your teacher.

If you receive what is or what looks to be assessment related information through social media, or any other means, you must tell your teacher or another member of staff. You must show them what you have received (if available). They will then report the matter to the awarding body and it will be investigated.

Where candidates breach the rules for examinations, controlled assessments, coursework or non-examination assessments, awarding bodies have an obligation to investigate and may apply penalties.



You need to know that the following would be malpractice:

- copying or allowing work to be copied – e.g. posting written work on social networking sites prior to an examination/assessment;
- collusion: allowing others to help produce your work or helping others with theirs;
- asking others about what questions your exam will include (even if no one tells you);
- having or sharing details about exam questions before the exam - whether you think these are real or fake; or
- not telling exam boards or your school/college about exam information being shared.

Penalties that awarding bodies apply include:

- a written warning;
- the loss of marks for a section, component or unit;
- dequalification from a unit, all units or qualifications; or
- a ban from taking assessments or exams for a set period of time.

Please take the time to familiarise yourself with the JCQ rules:
<http://www.jcq.org.uk/exams-office/information-for-candidates/documents>





Invigilators

- 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.
- Invigilators are in the examination room to supervise the conduct of the examination room and to ensure everyone is given a fair chance to complete 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 perform a highly responsible role.
- Candidates who are disruptive or behave in an unacceptable manner may be removed from the examination room escorted by 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.

Absence from Examinations

- Very late arrivals may be refused admission to the exam. If you are allowed to sit the exam it is possible that the Exam Boards will refuse to award a mark. Make appropriate transport arrangements to ensure that you arrive for your exam in plenty of time.
- If you are unavoidably going to be late, contact school as early as possible, informing them that you have an exam and ensure a message is transferred through to the exams office. **DO NOT** use your mobile phone after 9.00 am or 1.00 pm. Ensure it is then switched off and given to a parent/guardian then they hand it to the school office. This may sound strange, but the Exam Boards will need to ensure that the security of the exam paper is not compromised.
- You will be expected to arrange alternative transport home where exams are scheduled to finish beyond 3.30pm, as the school buses cannot be held. Some afternoon exams may be longer than 1 hr 30mins.
- Any appointments, whether it is medical or not, should be re-arranged. The school is not allowed to change the start times of the exams, except when it is a clash situation (see paragraph on clashes).

- If you experience difficulties during the examination period (e.g. illness, injury, or personal problems), inform school at the earliest possible time, so we can help and advise you. A parent/carer must contact the Office at school by telephoning 01873 813500 and specifically ask that the message is also given to Miss Shipley, the Exams Officer. We must receive a call for **EVERY** exam missed.
- 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, however please make the Invigilator/Exams Officer is aware of any such disadvantage before the exam.
- 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/parent/carer and given to the Exams 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 Exam Board, it is for the Board to decide. It is not the decision of the school.
- Parents and candidates are reminded that the school will require payment for entry fees (approximately £42.00 per subject, depending on the subject and the Exam Board) should a candidate fail to attend an examination without good reason. Medical evidence is usually required. Please check with the Exams Officer.
- Misreading the timetable will not be accepted as a satisfactory explanation of absence.

Results

- Provisional results for GCSEs will be emailed to your school email account at 9am on results day 24th August 2023.
- Provisional results for AS / A2 will be emailed to your school email account at 9am on results day 17th August 2023.
- The provisional Statement of Results released in August is **NOT** a certificate and may not be sufficient as proof of qualifications for potential employers (please see 'Certificates' section).
- Results **CANNOT** be given over the telephone. Results will be sent to your CHS email account.
- The results belong to the pupil and to protect pupil confidentiality, we will be unable to release results without prior written consent.

Certificates

- Certificates can be collected from the school from 1st December onwards.
- If you wish for your certificates to be posted home, please make a parent pay payment of £4.00 to cover postage and packing for signed for delivery by Royal Mail. Remember to give the school your correct address before you leave.
- **IT IS VITAL THAT YOU KEEP YOUR CERTIFICATES SAFE.** It is your responsibility to ensure these certificates are kept safe. You will need to provide certificates to universities, colleges, training providers and employers as proof of your qualifications. Once issued, certificates cannot be replaced by the school, if lost or damaged. Replacements are issued by exam boards. You can purchase replacements by contacting the exam boards directly.



Results will be released to your school email, remember to check and print off:

