

## Introduction

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

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

The awarding bodies (or examination boards) set down strict criteria which must be followed for the conduct of examinations and Tytherington School is required to follow them precisely. You should therefore, pay particular attention to the Information for Candidates which will be attached to your individual exam timetable. Copies of all the Information for Candidates including the very important 'Information for Candidates/Social Media' are available to read on the school website

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

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

Head of Administration – Mrs Louisa Proctor (in the school Main Office)

Examinations Officer – Mrs Janet Clayton (in the school Main Office)

The school telephone number is: 01625 610220

Remember – we are here to help.

## Statements of Entry

- All Candidates receive a statement of entry from school indicating the subjects they are being entered for and the levels of entry, where applicable. Please check that these are correct. Some subjects only have one tier of entry and some have Foundation or Higher tiers.

## Examination Boards

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

## Candidate Name

- Candidates are entered under the name format of First Name + Middle Name + Legal Surname, e.g. Adam John Smith.

## Candidate Number

- Each 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 examination registers.

## UCI

- In addition to a candidate number, each candidate must have a Unique Candidate Identifier (12 numbers and 1 letter) which is shown on the top of statements of entry. This number will usually begin with the Centre Number (40531) unless you have transferred from another school that had already issued your UCI. Your UCI is used for administration purposes and it is **not** necessary for you to remember it.

## Timetables

- You will also receive an individual timetable showing your own specific examinations with details of date, time, and duration of exam, venue and seat number. Check it carefully. If you think something is wrong see Mrs Clayton or Mrs Proctor in the Main Office immediately.

## Contact Numbers

- Please check that the school has at least one up-to-date contact number for you.

## Equipment

- Make sure you have all the correct equipment before your examinations. Check the regulations in the Notice to Candidates.

## Stationery Kit

This is the minimum amount you should bring with you, all carried in a clear wallet.

- Calculator
- Small Ruler
- Compass
- Protractor
- Pencil Sharpener
- 2 Black Biro's
- 1 Pencil
- Eraser

## Examination Regulations

- A copy of the "Information for Candidates", which is issued jointly by all the Examining Boards, is attached to your individual exam timetable. All candidates must read this carefully and note that to break any of the examination rules or regulations could lead to disqualification from all subjects. The school **must** report any breach of regulations to the Awarding Body.

## Attendance at Examinations

- Candidates are responsible for checking their own timetable and arriving at school on the correct day and time, properly dressed and equipped. Candidates must arrive 10 minutes prior to the start time of their examination. Please wait quietly outside your exam room until you are invited to enter by the examination invigilators.

- 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 must be worn by all students attending school for examinations.
- 6<sup>th</sup> Form students should follow the dress code.
- All items of equipment, pens, pencils, mathematical instruments, etc. should be visible to the invigilators at all times. You must either use a transparent pencil case or clear plastic bag.
- Pens should be black ink or ballpoint. No correction pens are allowed.
- For Mathematics and Science exams, students should make sure their calculators conform to the examination regulations. If in doubt, check with your teacher. Remove any covers or instructions and make sure batteries are new.
- Please make sure that watch and phone alarms are turned off.
- Do not attempt to communicate with or distract other candidates.
- Examination regulations are very strict regarding items that may be taken into the examination room (see FAQs at the end of this page). If you break these rules you will be disqualified from the examination.
- Mobile telephones **SHOULD NOT BE BROUGHT INTO THE EXAMINATION ROOM**. If a mobile phone (or any other type of electronic communication or storage device) is found on your possession during an examination (even if it is turned off) it will be taken from you and a report made to the appropriate exam board. No exceptions can be made.
- Smartwatches should be switched off and left in your bag at the front of the venue. Normal wrist watches must be taken off and placed on the desk in front of you.
- Food is not allowed in the examination rooms and only water in a clear bottle is allowed.
- Please do not write on examination desks. This is regarded as malpractice as well 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.
- Candidates will not be allowed to leave an examination room early. If you have finished the paper use any time remaining to check over your answers and 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. If you have used more than one answer book or loose sheets of paper ask for a tag to fasten them together in the correct order.
- 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. If you have to evacuate the room you will be asked to leave in silence and in the order in which you are sitting. You will be escorted to a designated assembly point (the tennis courts). Leave everything on your desk. You must not attempt to communicate with anyone else during the evacuation. 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.
- Students who are disruptive or behave in an unacceptable manner will be removed from the examination room by members of the Senior Leadership Team.

## Invigilators

- The school employ exam board trained invigilators to conduct the examinations. Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.
- Invigilators are in the examination rooms to supervise the conduct of the examination. They will distribute and collect the examination papers, tell 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, for example if a candidate is feeling ill.
- Please note that invigilators cannot discuss the examination paper with you or explain the questions.

## Absence from Examinations

- If you experience difficulties during the examination period (e.g. illness, injury, personal problems) please inform school at the earliest possible point so we can help or advise you.
- Parents and candidates are reminded that the school will require payment of entry fees (usually £23.00 per subject) should a candidate fail to attend an examination without good reason and without informing the school or failing to produce a Doctor's note.
- Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

## After the Examinations

### Notification of Results

- **A Level results** will be available for collection on: Thursday 16<sup>th</sup> August 2018.
- Year 13 results will be available from 9.00am and Year 12 results will be available from 10.00am.
- **GCSE Results** will be available for collection on: Thursday 23<sup>rd</sup> August 2018 from 9.00am.
- If you wish any other person (including family members) to collect your results on your behalf, you must give your written authorisation to school before results day.
- No results will be given out by telephone or email under any circumstances.
- Pass Grades at GCSE are from 9 – 1 for the new reformed subjects or A\* – G
- Pass Grades at A Level are from A\* - E.

### Post Results

- If you need post-results advice, Tytherington teaching staff will be available on Results Day. The Careers Service will also ask you to complete details of your destination after Tytherington (i.e. further education, employment).

### Presentation of Certificates

- A Presentation Evening will take place in December when it is hoped that you will be able to attend to receive your certificates. Invitations to students and their parents will be sent out with full details nearer the time.

- Students who are unable to attend Presentation Evening will be able to collect their certificates from the school office after Presentation Evening. Certificates will not be given to anyone other than the candidate without the candidate's written authorisation.
- Tytherington School is only obliged to keep certificates for a period of one year after issue. If candidates do not collect their certificates within this time (or if they lose their certificates) they can only be replaced by direct application to the appropriate examination boards. This will require proof of identity (such as a birth certificate) and a substantial fee per examination board. You are therefore urged to collect your certificates on Presentation Evening or as soon as possible thereafter and to keep them safe.
- It is Tytherington School's policy to keep Examination Certificates for 1 year after which they will be destroyed. All other examination data and information held regarding entries, results, post results services will be held for 7 years, after which they will also be destroyed.

## Frequently Asked Questions

### **Q. What do I do if there's 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 short break during, which will be supervised as they must not have any communication with other candidates. They will then sit the second subject paper. Correct times should be on your individual candidate timetable. It may be necessary for you to bring a packed lunch if you have exams in the morning and afternoon as you will have to remain in isolation until both examinations are completed. If this occurs you will receive a memo from the Examinations Office giving you a timetable for that day.

### **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 and tell the invigilator immediately.

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

- Candidate Numbers are printed on seating plans, which are displayed on the Exams Notice Board in the drama corridor, and on attendance registers.

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

- The Centre Number is 40531. It will be clearly displayed in the examination rooms.

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

- Inform school at the earliest possible point so we can help or advise you. In the case of an accident that means you are unable to write it may be possible to provide you with either a word processor or a scribe to write your answers but we will need as much prior notice as possible. You may need to obtain medical evidence (from your 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 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 coursework is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness, accident or injury, bereavement, 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 medical evidence to support such an application.

**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 an exam and you feel this may have affected your performance.

**Q. If I'm late can I still sit the examination?**



- Provided you are not more than 1 hour late, it may still be possible for you to sit the examination. You should get to school as quickly as possible and report to Reception. A member of staff 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 the examination late.
- If you arrive more than 1 hour after the official start time we have to send a report off to the respective exam board. You will have to provide a statement showing that you have not had access to the internet and that you have been escorted at all times. 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?**

- For most exams you should bring at least 2 pens (black ink only).
- For Science you need 2 x HB pencils.
- For Mathematics 3B pencils must be used for diagrammatic work.
- For some exams you will need a calculator (Maths/Science), a 30cm ruler (marked with cm and mm), pencil sharpener and rubber, compasses, protractor, coloured pencil crayons (not gel pens), set texts (e.g. for English Literature).
- You are responsible for providing your own equipment for examinations. You must not attempt to borrow equipment from another candidate during the examination.

**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 examinations 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 regulations must be left in the care of the invigilators at the front of the exam venue. Do not bring any valuables into school with you when you attend for an examination.
- No food is allowed in the examination venue. However, water in a clear bottle, with the label taken off is allowed. The bottle should be kept at the side of the exam desk on the floor.
- Mobile telephones must not be brought into the exam room even if they are turned off.

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

- Being in possession of a mobile phone (or any other web enabled device, e.g. smartwatch, iPod, headphones) is regarded as cheating and is subject to severe penalty from the awarding bodies:

The minimum penalties are as follows:

Device found on you and turned ON – disqualification for the entire subject award.

Device found on you and turned OFF – disqualification from the specific paper you are sitting at the time.

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

- The length of the examination is shown in minutes on your individual timetable under the heading 'duration'. Invigilators will tell you when to start and finish the exam. They will write the finish time of the exam on a flip chart or board at the front of the exam room. There will be a clock in all examination rooms.

**Q. Can I leave the exam early?**

- It is a requirement of the exam boards that you must stay in the examination room for at least one hour after the published start time of the exam (or for the duration of the exam if it is less than one hour). It is not the school's policy to allow candidates to leave the exam room early, as this is disruptive to other candidates. A candidate may not leave the examination room without the permission of the invigilators.

**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 room 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. 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 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. I am entitled to Access Arrangements – how will this affect the way I take my exams?**

- Some students receive access arrangements, these reasonable adjustments are given in order to meet individual candidate needs, be it learning difficulties, physical disabilities or medical needs without affecting the integrity of the assessment. These reasonable adjustments should be the candidate's normal way of working within the school. These access arrangements can include the allowance of 25% extra time, having supervised rest breaks or having a reader or scribe.
- For those in receipt of 25% extra time, the invigilators will include the additional time when they display the finishing time of your exam on the board. The invigilators will ask you at the end of the exam if you require your extra time; if you do not need it then you can finish at the same time as the other candidates.

**Q. What do I do if I don't get the grades I need for college or university?**

- Tytherington 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 the Head of Subject to obtain their advice as to the advisability of requesting a review of marking. You should be aware that your grade could go down as well as up or even stay the same.

