



St Gregory the Great Catholic School



A-Z of Exams

This document contains all the information you need to sit your exams at school.

If you have any questions please come and see Mrs Conway, Exams Officer

Office Hours: 08:00-15:30

A

Absence from Exams

- You must attend all the exams you have entered.
- Misreading the timetable is **NOT** accepted as a satisfactory reason for your absence.
- If you are ill on the day of the exam, please ensure that your parent/carer contacts the school office by 08:30 to report your absence. You will need to see the Exams Officer on your return to discuss the situation.

Access Arrangements

- All arrangements regarding extra time, the use of a laptop, scribe or reader must go through the SENCo. if this process is accepted and is your normal way of working.
- If you have medical issues or an emergency (injury) during your exams, please see the Exams Officer.

Access to Corridors and Rooms

- To provide the best possible conditions for sitting exams, please obey the exams notices and keep noise to a minimum.

B

Bags and Notes

- Bags and notes (only for certain exams) must be removed and cannot be taken to your exam desk. They must be left at the back of the exam room as instructed by the invigilators.

Behaviour

- You must be silent in the exam room, including times when you come in and go out. Once you have entered the exam room, you will not be allowed to leave unless escorted by an invigilator and this includes toilet breaks.
- You will not leave an exam early even if you have finished. This is a JCQ regulation that states all students must sit their allocated time for each exam.
- Talking during an exam is not acceptable. Invigilators will immediately report any incident to the Exams Officer who, after contacting the relevant board, may disqualify you from that exam.

BTEC

- St Gregory the Great Catholic School offer BTECs in Business, ICT, PE, Science and Sport. These consist of coursework, online exams and written papers. Please speak to you tutor/Exams Officer.

C

Calculators

- Calculators may only be used in exams where stated on the paper; your subject teacher will tell you if you are allowed. St Gregory's will supply a calculator but, if you want to bring your own then please ensure that all memory is cleared from the calculator and cases are removed before entering the exam room. Please inform Invigilators if you have your own.

Clashes

- If you have an exam clash involving different subjects, please come and see the Exams Officer as soon as possible to resolve the situation.
- You may need to go into quarantine between exams and will therefore need to bring a packed lunch with you. You will need to hand in your phone to the invigilator at the start of your exams on the day and this will be given back to you at the end of the day after you have finished all your exams.

Cheating

- Candidates caught cheating in exams, including being in possession of or using a mobile phone, mp3 player, iPod and smart watch or any other unauthorised aid or notes, will be reported to the Exams Officer immediately.
- In addition, copying or communicating with other candidates will immediately be reported to the Exams Officer. The awarding body will then be informed and you may be disqualified from the exam.

Centre and Candidate Numbers

- Your Centre is **St Gregory the Great Catholic School**. We are an approved Centre by the awarding bodies to offer qualifications, enter students and conduct exams. **Our Centre Number is: 62349**. You will need to enter this on all your exam papers.
- Your Candidate Number is unique to you. You will need to remember this number and write it on all your exam papers.

D

Daily Times

- The seating plans for each day of an exam season will go up outside the Sports Hall and Conference Room in our Main Reception. They list all the exams taking place that day, their time, location and the students who have entered.
- **Morning exams start at 0900 prompt.**
- **Afternoon exams start at 1330 prompt.**

This means being seated and ready to start at the stated times.

E

End of the exam

- The invigilators will collect your exam papers before you leave the exam room. You must remain silent until you leave the exam room, as other students may still be sitting other papers. You must not take any exam materials or question papers out of the exam room.

Exam Dates

- The formal examination dates are set by the awarding bodies well in advance and can be found on their websites- these dates therefore cannot be changed. Appointments, sporting events, (unless you are representing your country), auditions, special occasions will not be accepted by the awarding bodies as a reason for a candidate not attending an exam.

Exams Office

- The Exams Office is open 08.00-15:30 Monday to Friday and is located by the main staff room.

Exam Regulations

- It is your responsibility to familiarise yourself with the exam rules and regulations that are on display outside the exam room. These rules and regulations are in line with those issued by the awarding bodies.

Exam Day

- On the day of your exam there is a lot of information to remember and it is important to familiarise yourself with the documentation provided by JCQ, 'Information for Candidates'. This documentation can be found on our School website.

F

Food and Drink

- No food is permitted in an exam room.
- Clear water bottles with sports caps are permitted but all labels **MUST** be removed. No other drink or bottle is permitted and may be taken from you by the invigilators.

G

Good Practice

- Have a good breakfast at home before you come to school for exams and remember to top up your lunch account or bring in a packed lunch if you have exam clashes or afternoon exams. Your brain cannot work properly if your blood sugars are low.

I

Invigilators

- An Invigilator is someone who makes sure you are aware of the rules and regulations set by JCQ. Please follow these rules throughout the exam.
- The invigilator is also there to assist you. Raise your hand if you have a problem during an exam and the invigilator will assist.

L

Late Arrivals

- Should you arrive later than the official start time for an exam you will still be able to sit the full time.
- Anyone who arrives more than 30 minutes late must see the Exams Officer before entering the exam room. Be warned that if you are very late for a formal exam, the awarding bodies may not accept your exam script. Forms will need to be completed if you are more than 15 minutes late.

Location of Exams

- The location of your exams is detailed on your candidate timetable **and** on the seating plans outside the venue. Sitting exams in a room on your own is an exam access arrangement. This can only be arranged by the Exams Office/SENCo and only in specific circumstances. Please allow enough time to get to your exam room and ensure you sit in the correct seat allocated to you or you may be reported as absent.

M

Malpractice

- Malpractice is any action that is a breach of the JCQ regulations or that compromises the integrity of a qualification or exam. It can occur in the course of an exam, assessment, coursework or creating a portfolio. Any incident of suspected malpractice is recorded on an information sheet and reported to the Exams Officer who, in turn, contacts the exam board.

Mobile Phones

- Mobile phones, mp3 players, iPods, tablets, smart watches, earphones or any other electronic devices **MUST NOT** be taken into the exam room. Any student caught in possession of these items, even if it is switched off and in your pocket, may be disqualified from their exam. All such items should be turned off (NOT on vibrate) and left in your bags at the back or side of the room. 'I forgot' is not acceptable!

O

Overnight Supervision

- An overnight supervision order will be required if:

You have exams totalling more than 6 hours in one day if you are an AS/A2 student or you have exams totalling more than 5 ½ hours if you are a GCSE student.

- You may have to sit one of your papers the following day. This includes a Saturday. Your parent/carer will have to sign a declaration order to state that they will collect you from the Exams Officer and deliver you back the following morning. You must not take public transport. Neither are you allowed to access any internet or social media for the time you are at home i.e. no television, mobiles, telephones, tablets or iPod. This form will be emailed to the awarding body who may scrutinise your exam paper for any indication of cheating.

P

Preparation

- **PLEASE BRING YOUR OWN BLACK PEN TO USE DURING YOUR EXAMS.** The school will supply all the other relevant equipment this year for your exam. Please leave everything on the exam desk after you have finished. If you wish to bring your own equipment, please remember that you can only use a black pen, HB pencil and Hi-lighters on the question papers. These must be in a clear plastic pencil case.

Prohibited Materials

- Books are NOT permitted (unless set text for a specific exam).
- Notes or any other printed material are NOT permitted (unless specified by exam paper).
- Calculator cases are NOT permitted.
- Mobile phones or any other electronic devices are NOT permitted.
- Please refer to the malpractice section for further information.

Q

Quarantine

- If you have a clash situation, you will be required to go into supervised isolation during the break between exams where you will have no contact with any other students. You must hand in you mobile phone to the Exams Officer until the end of the day. You must also bring in a packed lunch. Whilst in isolation you are allowed to revise for your next subject using notes/book.

R

Re-marks

- The awarding bodies offer the option of having your exam script re-marked if you or your teacher is unhappy with the grade. There is a choice of three different types of re-marks: clerical check, full re-mark and priority re-mark. The window of opportunity for re-marks is very limited, therefore, any student considering this should speak to their Head of Year or the Exams Officer on results day or the following morning from 0800 - 1200. A fee is payable for any re-mark and this must be paid before an application can be sent to the Board.

Re-sits

- There is an opportunity to re-sit GCSE, AS and A2 papers for any student who has not achieved their desired grade. These re-sits can be taken in the November series for GCSE Maths and English Language or the following year if available. Please discuss this with your class teacher. Students may need to cover the cost of their exam entry (unless agreed in advance with the subject teacher) and any fees MUST be paid using ParentPay before we can enter you for the exam.

Results Day

- Results Day dates in August each year for GCSE and A level students are on the school website well in advance. If you wish to have your results posted to you, please provide the Exams Officer with a stamped addressed envelope by the end of the summer term. If you wish someone else to collect your results then you must give the Exams Officer a signed letter or email notification stating who will be collecting on your behalf. The nominated person must bring photo I.D. with them on the day.

Results Day Dates 2019

Thursday 15th August and Friday 16th August (if required)

GCE / Extended Project / BTEC

Thursday 22nd August

GCSE

Conference Room from 9am to 1pm.

S

Seating Plans

- Seating plans will be located outside the Sports Hall and Conference Room on a daily basis. Please check your seat number before entering as changes may occur between your timetable and the day of the exam.

Special Consideration

- The awarding bodies will not apply for special consideration except in exceptional circumstances. Special consideration may only be applied for if a significant event or illness has affected your performance on the day of the exam and you must be able to provide the appropriate evidence. Please speak to the Exams Officer immediately if you feel you have are affected by circumstances beyond your control.

T

Times

- Unless otherwise stated on your timetable, exams at St Gregory the Great will start at 0900 in the morning or 1330 in the afternoon.

Timetables

- For each formal and mock exam you will be issued with an Individual Candidate Timetable that details the date, time, location and the exam paper that you are due to sit. **YOU** are responsible for checking your exam timetable. Misreading information is **NOT** an excuse for absence.

U

UCI Number

- This is a “Unique Candidate Identifier” and is a 12-digit number followed by a letter. This is assigned to you by the school entering you for an exam. This number follows you if you move schools, so any exams you sit can be banked under your name by the awarding bodies.

Uniform

- Our school uniform rules must be adhered to for all GCSE students taking exams even if you are on study leave.

University Tests

- Many universities require you to take an admissions test as well as having A Levels if you are applying to study certain courses. St Gregory the Great Catholic School can enter you and the exams take place in October / November. Check the UCAS website to see if you need to sit an admissions test and then speak to your Head of Sixth Form and the Exams Officer.

W

Warning to Candidates

- Please ensure that you read and are familiar with the ‘Warning to Candidates’ sign displayed outside every exam location.

Word of Advice

- Remember to have a good breakfast on exam day and to bring plenty of water with you. A banana eaten ½ hour before an exam can boost your concentration levels.

Z

Zzzzzzzz

- Your brain does not function at its best if you have had insufficient sleep! Get an early night before your exams.

If you have any further questions or queries, please come and see me. Otherwise, I wish you all the best in your exams this year.

Mrs Conway