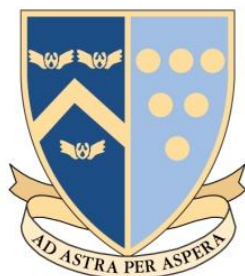


DR CHALLONER'S GRAMMAR SCHOOL



EXAMINATION PROCEDURES

**GCSE, AS and A2
2011-2012**

**INFORMATION
FOR
PARENTS/CARERS and STUDENTS**

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Introduction

Public examinations can be a stressful time for students and parents and it is important that all those involved are as well informed as possible. Well informed students will realise that the rules and regulations are designed to ensure fairness and minimise disturbance and it is in the interest of all that the exams run smoothly.

The school will make every effort to ensure that candidates receive the best possible preparation for their examinations, that the administrative arrangements run smoothly, and that the examinations are conducted in a way that will cause as little stress as possible and help students to achieve their best. Internal exams are run to the same standards and rules in order that students are familiar with the processes beforehand.

This booklet is intended to inform about examination procedures, to answer some of the most frequently asked questions and to help to guide and support students and parents/carers through the examination process. It also contains the formal notices that are required by regulation to be given to each candidate.

If you have any other questions please do not hesitate to contact Julie Dodd, Examinations and Assessment Manager. You can contact the Exams Office by

telephone on **01494 787529**
email to **exams@challoners.com**

Who is responsible for the exams?

The School's Examinations and Assessment Manager is responsible for administering all public examination arrangements and for oversight of students during exams, under direct responsibility from the Head of Centre.

There is a team of adult invigilators who will be present during the exams at all times and who are supervised by the Examinations and Assessment Manager.

The Awarding Bodies or Examination Boards set down strict criteria which must be followed for the conduct of exams, and the school is required to follow them precisely.

Who is entered for external exams?

It is School policy to enter every student who is being taught a subject, for the most appropriate level of Exam.

Coursework deadlines

Many of the subjects have an element of coursework included in them which has to be completed, marked and assessed and the marks and work sent to the Exam Boards' Moderators well before the formal exam sessions take place. The school sets deadlines that allow time for this process and to meet the Board deadlines. These cannot be changed. Students who do not submit coursework on time will not be allocated a mark for this component and their overall grade will suffer. They may also not be eligible for special consideration for the formal exams should they be ill as they will not have completed the minimum percentage of the course.

What arrangements are made for study leave?

Study leave begins for Year 11, 12 and 13 students in May on dates notified by the School. After those dates students are only required to be in school when they actually have examinations. There is also study leave for Year 11 students for approximately 2 weeks at the start of the term in January. For other exams in term time, students in Years 12 and 13 may have the morning before an afternoon exam as study leave.

What information will students receive about their exam entries?

When the entries have been entered on the school's computer system, students will be able to look at their individual pages on the School Intranet and find their exam timetables. These should be checked and you are asked to inform the school if you believe there are any errors or problems.

This document serves two purposes:

- I. to check that all entries have been made and are correct,**
- II. to inform parents/carers that they undertake to pay the entry fees should their son fail to take the examination without good reason.**

Each student will be given a laminated copy of their exam timetable which shows the date, subject, exam code, start and finish times, room location and desk number for each of their exams. This should be kept safely and placed visibly on their desk when they sit each exam for identification purposes.

Where will the exams be held?

The main locations for written papers are the Main Hall, the Loarridge Centre, the Studio, the Upper Sports Hall and IT4. Candidates are asked to be there **10 minutes before** the advertised start time to enable seating procedures to be carried out efficiently, and to allow for any unforeseen room changes. They are asked to wait quietly outside the room until invited to enter. Where a candidate sits will be determined by their laminated timetable. Candidates are asked to find the appropriately numbered desk and then sit in silence to wait for instructions from the invigilators.

How do I know when exams take place?

The main periods for exams are January and from mid May until the end of June, but some oral examinations and practical examinations will take place earlier. All candidates will receive individual timetables, which will give them all of the information required. It is helpful if parents/carers make sure a copy of this timetable is available to them at home.

At what times do the exam sessions begin?

The Exam Boards dictate the permissible start times for exams. Candidates are asked to report no later than **8.40 a.m.** for morning examinations and **13.30 p.m.** for afternoon examinations. The length of examination papers varies and they will sometimes not finish until after school has finished. Students and parents should be aware of this and make appropriate arrangements for getting home. **Students will not be allowed out of an exam early for any reason.**

Some students may also receive an allowance of extra time for the examinations and so their finishing times will be even later. Timings for some papers may deviate from this pattern and the candidates will be made aware of this. It is the candidate's responsibility to be aware of the start time of each exam, but parents should be warned there is a tendency for students to confuse am and pm sessions. Please ensure your son checks his exam commitments for each day on the previous evening.

What happens if a student has more than one exam at the same time?

If a candidate is timetabled to sit two or more exams at the same time this is known as a clash. If these are for the same subject this is intentional on the part of the Board and the exams are meant to run one after another. If not, then this will be identified during the checking process and the Examinations and Assessment Manager will arrange for one of the papers to be taken at a different time on the same day. The candidate will have to remain under supervision between the two papers. In rare cases it may be necessary for a paper to be done the next day and it is a requirement that the candidate is supervised overnight. This is essential to avoid compromising the integrity of the examination and needs to be organised well in advance.

If an exam is delayed from a morning to an afternoon session the candidate will be supervised over lunchtime. They should bring some revision or reading material and their lunch and a drink. Even attempting to communicate with any other candidate will invariably result in the loss of all those exams for all of the candidates involved.

How are students supervised?

Adult external invigilators will supervise students under the direct management of the Examinations and Assessment Manager. Once candidates enter the exam room they must remain supervised and follow the invigilators' instructions at all times. The invigilators are experienced in exam procedures and subject to strict regulation, references and police checks. They usually work in teams and can contact the Examinations and Assessment Manager by mobile phone to resolve any issues.

What happens if a student cannot find his place in the exam room?

Due to a number of circumstances, occasionally students may be allocated a different desk in the exam room from that specified on their timetable. The invigilators will inform the student if his desk number is being changed as soon as he enters the exam room.

What happens if a student is late?

If parents/carers are aware that their son has got the timing of the examination wrong and has missed the starting time, they should telephone the school immediately and get a message to the Examinations and Assessment Manager. Depending on how long the exam has been in progress, it may be possible for the candidate to be admitted. However, we are bound by Examination Board regulations on this matter. Normally candidates with a genuine reason and who are brought straight to school may be admitted within the first 30 minutes of the start time; after this time the Board will decide whether to accept any paper sat.

Candidates who arrive more than 1 hour after the start or after the end of the exam will not be admitted.

What should students bring to the exam room?

Candidates should bring writing equipment, coloured pencils, erasers etc in a **transparent** plastic bag or pencil case. Non-transparent pencil boxes or cases will not be permitted in the examination room. All candidates should have their name clearly marked on their calculators. Pens should be black. No correcting pens, erasable pens, highlighters or gel pens are allowed. Some subject papers will require the use of dictionaries or set texts, and candidates will be advised by their subject teachers about this.

Candidates are responsible for ensuring that they **bring everything they need** to the examination as there will be no spare equipment available.

Some items are **strictly banned** from exam rooms and should not be brought into the examination room under any circumstances. The Exam Boards treat mere possession of these items as an infringement.

Banned items are:

- **Mobile phones**
- **Personal CD/tape/minidisk players** - unless permitted for individual language exams.

These items can be handed to an invigilator before the start of an exam, but the school cannot be responsible for the security of these while the examination is in progress.

The use of **tippex or correction pens** is not permitted. Candidates should cross through work they do not wish to be marked.

Notes, papers and text books etc are only allowed in certain exams and candidates will be informed by the subject teachers in advance.

No food items or chewing gum are allowed.

Are students allowed to bring a drink?

Candidates may bring a drink with them into the exam room. However no more than 750ml of still water may be brought, preferably in a sports cap bottle. The bottle is to be free of all labels. No fizzy drinks, cans or pouches will be allowed due to the risk of spillage. Drinking too much may cause an issue since candidates may not be allowed to use toilet facilities during short exams due to issues of supervision.

Regulations governing the use of calculators

Some subject papers, especially certain Mathematics papers, explicitly prohibit the use of calculators. Candidates must not have on them, or attempt to use, any form of calculator for these.

Also calculators with any of the following facilities are prohibited:

- data banks
- dictionaries
- language translators
- retrieval of text or formulae
- QWERTY keyboards
- built-in symbolic algebra manipulations
- symbolic differentiation or integration
- capability of remote communication with other machines.

The use, or attempted use, of any such calculators will be regarded as malpractice.

Calculators with graphic displays and programmable calculators are permitted if information and/or programs stored in the calculator's memory are cleared before the examination. Retrieval of information and/or programs during the examination is an infringement of the regulations. Candidates are responsible for clearing any information and/or program before the examination.

What are the regulations regarding mobile phones?

The regulations state that mobile phones are not to be brought into examination rooms under any circumstances. This applies to all public and school/mock examinations. They cause disturbance to other candidates if they ring and can present opportunities for malpractice. Any student found to have a phone in the exam room will be reported to the appropriate Examination Board. Should this happen they are likely to be disqualified from that paper and possibly from the whole examination in that subject.

It is a very serious offence and our advice is that phones should not be brought to school. We can take no responsibility for the security of mobile phones brought to school.

What is meant by malpractice?

Malpractice is the term that the Exam Boards use for any irregularity, or breach of the regulations of any form. The Examinations and Assessment Manager is required to, and will, report all infringements to the appropriate body and they will decide on what action to take based on the nature of the infringement. There is a tariff system of actions from which they can decide within limits and some infringements carry automatic loss of marks as a minimum penalty. The Exam Boards take the integrity of exams very seriously and it is important that candidates heed the Examinations and Assessment Manager's instructions carefully.

What happens if a student does not turn up for an exam?

A student who absents themselves from any examination without presenting a doctor's note or a satisfactory reason for a request for special consideration will receive a grade based only on those elements of the examinations which have been marked.

Parents should be aware that the school will seek to recover the exam fees if a student does not turn up for an examination and parents will be asked for a payment in the event of non-attendance. It is in all our interests to ensure that the School's examination budget is not wasted.

How are exams started?

The Head Invigilator will usually announce the exam formally, and candidates cautioned that they are subject to the regulations. Any instructions or board notices, changes to papers etc will be read out and the candidates asked to complete their details on the answer papers.

What standards of behaviour are expected during examinations?

All candidates should read the 'Warning to Candidates' produced by JCQ (Joint Council for Qualifications), which gives general guidelines for conduct and which must be observed. A copy of this is included at the back of this booklet.

The School and the Examination Boards take breaches of examination regulations very seriously. Parents/carers should impress on their sons the importance of good behaviour in an examination because any activities which may disturb or upset other candidates will not be tolerated.

The Head of Centre and Examinations and Assessment Manager have the authority to remove disruptive candidates.

Candidates are asked to wait quietly outside the exam venue, and to enter and leave in silence. This avoids disturbance to other candidates and does help to maintain a calm atmosphere for those students who are nervous about their exams.

Candidates who try to communicate with other candidates inside the venue, or who create a disturbance in the examination room will be asked to leave, and the circumstances will be reported to the Examination Board. This may result in the candidate not receiving a grade for the whole of that examination.

When leaving an examination, students should collect their belongings and leave quietly and quickly so they do not disturb other students who have extra time or students sitting longer exams.

What should students wear for exams?

Examinations are a school activity and students must wear normal uniform. We ask for the co-operation of parents/carers in ensuring candidates are correctly dressed as we wish to avoid causing stress to candidates in the examination room by pointing out when they are not in correct uniform. All students know the uniform rules and it is their responsibility to ensure they observe them.

Jackets, jumpers or other clothing are not allowed over the backs of the chairs. Candidates should not bring coats and bags into the examination room.

What do I do if my son is unwell at the time of one of the exams?

Even if you would not normally visit your doctor's surgery for minor illnesses, it is important that you do so at examination time. Your doctor will advise as to whether your son is fit to sit the examination. If the candidate sits the exam, your doctor should give you a letter which the school can forward to the Examination Board asking for special consideration on the grounds of illness. If the candidate is unable through illness to sit a paper the Board may, after examining the doctor's letter and any evidence of performance on other papers, decide to award a grade. It is unlikely that an AS grade will be awarded if a unit is missed as the candidate will be expected to re-take it in January. It is essential that you see your doctor on the day of the examination or prior to the exam. Retrospective information is not accepted by the Examination Boards and any doctors' letters must be forwarded to the Examinations and Assessment Manager without delay, as there is a tight deadline.

Please telephone the school if your son will not be attending an examination or if he will be present but is unwell. It is often helpful for the invigilator to be aware that a candidate is not feeling well.

Please be aware that any medical certificate must be accompanied by a note detailing the examinations to which it refers and the date on which the papers were sat. We cannot guarantee otherwise that all relevant examinations will be covered. There are guidance notes and a form to complete which are available from the Examinations and Assessment Manager if special consideration is to be requested.

What do I need to do if a student has other problems that may affect his exam performance?

Some candidates are eligible for extra time or special examination arrangements. These are normally identified by the School and appropriate applications made supported by an

Educational Psychologist's report. The Examinations and Assessment Manager and Head of Centre are authorised to grant extra time, only given the correct evidence and at their sole discretion. The Special Educational Needs Department will make arrangements for providing any other special assistance and inform the candidates of any special arrangements.

Any personal or family circumstances, which may affect examination performance, arising shortly before or during the exams, should be notified as soon as possible to the Examinations and Assessment Manager so that an application for special consideration can be made to the Boards. Parents should be aware that any adjustment is likely to be small and that no feedback is ever provided.

What do students do who finish early?

Students should use all of the available time on their exams and spend any time at the end checking their answers. In any event they are not permitted to leave before the duration of the exam. They must sit quietly at their desk so as not to disturb other candidates. They must not lay their heads on the desk as this unsettles other students and the invigilators may believe that the student is unwell.

How can parents/carers best help their son during the exam period?

Examinations are inevitably a stressful time for some candidates and support from both the School and parents/carers can be helpful. The School will provide advice about revision programmes and examination techniques, and if this is followed it should not be necessary for any student to work abnormally long hours during the revision period. It is probably helpful to discuss with your son how he intends to organise revision and to talk through any anxieties about particular techniques or subject matter. Testing knowledge of factual material can benefit the student if such help is requested, but often all that is needed is a quiet place to work and lots of encouragement. Students should get plenty of sleep and some opportunities for relaxation.

What happens about the return of school books and equipment at the end of the exam period

Students will have been informed by their form teachers of the arrangements for return of books etc. Please ensure that all textbooks and equipment are returned promptly to School.

When and how are the results distributed?

A level GCE results will be distributed on 16 August 2012 and GCSE results on 23 August 2012. Results will normally be available for collection from 9.00 am in West Court. Students wishing for a relative or friend to collect their results must send a signed letter of authorisation with the collector or in advance to the Examinations and Assessment Manager. Results will also be available on the School Intranet from approximately 9.30am. Results will not be given over the telephone under any circumstances.

AS and GCSE candidates not intending to collect in person but wishing their results to be posted, should leave a stamped addressed envelope (also bearing their candidate number), with the Examinations and Assessment Manager. Result slips for AS and GCSE examinations not collected or posted on results day will be retained in school for collection at the start of term, again with the necessary authority.

What can I do if my results are substantially different from what I expected?

It must be remembered that examinations can only measure performance on the day, and that candidates can do better or worse than anticipated for a variety of reasons. Details of the procedures for EARs (enquiries about results) and the fees involved are available from the Examinations and Assessment Manager and the process should be started as soon as possible after consultation with the subject team leader or teacher concerned. The students will be informed of the final date for submission of EARs to the Boards.

How do I go about obtaining copies of marked exam scripts?

It is currently possible to have access to marked scripts for most AS/A2 and GCSE units. You will need to complete a form supplied by the School and pay a fee for each subject/unit.

How do candidates apply to re-sit?

It is possible to re-sit modules; requests to re-sit units must be made on the correct form on the School Intranet and accompanied by the appropriate examination fee. Students should discuss their decision to re-sit with their subject teacher or relevant subject team leader.

Fees may vary depending on the subject and must be paid by the deadlines set. Refunds are not normally given.

How should fees be paid?

Where students are requesting a chargeable service, fees should accompany a completed form and given to the Examinations and Assessment Manager. Cheques should be made payable to Dr Challoner's Grammar School.

When do students receive certificates?

The Examining Boards issue certificates from the Summer exams in October. The School distributes those issued for the main Summer's exams during Prize Giving evenings and through Div Tutors during registration periods. A friend or family member may collect certificates but only if they produce a letter of request signed by the candidate and some form of ID.

Certificates not collected after 3 years could be destroyed; they can only be replaced by direct application to the Boards by the candidate, and will require proof of identity such as an original birth certificate and a substantial fee per certificate (£25 - £30 each).

Exam Board List 2011-2012

GCSE	
Subject	Board
Art	AQA
Biology	AQA
Business Studies	OCR
Chemistry	AQA
English Literature	AQA
English Language	AQA
Electronics	WJEC
French	WJEC
Geography	AQA
German	WJEC
Graphics	AQA
History	CIE
ICT	Edexcel GCSE
Mathematics	Edexcel GCSE
Music	Edexcel GCSE
Physical Education	AQA
Physics	AQA/CIE
Religious Studies	OCR
Spanish	WJEC
Theatre Studies	Edexcel GCSE

GCE	
Subject	Board
Art	AQA
Biology	OCR
Business Studies	AQA
Chemistry	Edexcel GCE
Economics	AQA
Electronics	OCR
English Literature	AQA
French	OCR
General Studies	AQA
Geography	OCR
German	OCR
Govt & Politics	Edexcel GCE
Graphics	AQA
History	Edexcel GCE
ICT	AQA
Mathematics	OCR
Music	Edexcel GCE
Physical Education	AQA
Physics	AQA
Psychology	AQA
Religious Studies	OCR
Spanish	OCR
Theatre Studies	Edexcel GCE

AQA	City & Guilds	CCEA	Edexcel	OCR	WJEC
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Warning to Candidates

1. You **must** be on time for all your examinations.
2. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
3. You **must not**:
 - sit an examination in the name of another candidate;
 - have in your possession any unauthorised material or equipment which might give you an unfair advantage.
4. **Possession of a mobile phone** or other unauthorised material **is breaking the rules**, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
5. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
6. You **must** follow the instructions of the invigilator.
7. If you are in any doubt speak to the 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.

Effective from 1 September 2011

AQA	City & Guilds	CCEA	Edexcel	OCR	WJEC
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**NO MOBILE PHONES, IPODs,
MP3/4 PLAYERS.**

**NO PRODUCTS WITH AN
ELECTRONIC
COMMUNICATION/STORAGE
DEVICE OR DIGITAL FACILITY.**

Possession of unauthorised items is an infringement of the
regulations and could result in

DISQUALIFICATION

from the current examination and the overall qualification.
Candidates are advised that mobile phones in particular **must not**
be in their possession whether switched on or not.

This poster must be displayed in a prominent place both inside and outside each examination room.