

EXAMINATIONS

GUIDANCE FOR STUDENTS & PARENTS

CENTRE NUMBER: 34277

CENTRE NAME: HOLLY LODGE GIRLS' COLLEGE

SCHOOL TELEPHONE NO: 0151 228 3772

WEBSITE: www.hollylodge.liverpool.sch.uk

Contents

	Page
1. Introduction	2
2. Candidate Number	2
3. Exam Dates & Times	2
4. Exam Regulations	3
5. Equipment	3
6. Prohibited Items	3
7. Malpractice	4
8. Late Arrival/Sickness	4
9. Non-Examination Assessment	4
10. Exam Results	5
11. Result Enquiries	5
12. Exam Certificates	5

Notices/Regulations

**Please take time to read through the
'Important Information for Students' notices and regulations on the
school website (under Examinations).**

INTRODUCTION

It is the aim of Holly Lodge Girls' College to make the examination experience as stress free and successful as possible for all candidates.

Hopefully, this booklet will prove informative and helpful for you. Please read it carefully together with your parents/carers so that they are also 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 regulations for the conduct of examinations and Holly Lodge Girls' College is required to follow them precisely.

You should therefore pay particular attention to the Notices/Regulations that are found at the back of this booklet.

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

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

The school telephone number is: 0151 228 3772

Exams Officer: Mrs Harper

Prior to your exams you will receive an individual exam timetable which must be checked very carefully. Please check that all personal details (date of birth, legal name, spelling of names) are correct as these will appear on certificates and it will be very costly to change them once certificates are awarded. Also check you have been entered for the exams you think you should be taking. Check details of date, time, and duration of exam. If you think something is wrong, speak to the Exams Officer at school.

Keep your exam timetable in a safe place so that you know exactly when your exams are.

CANDIDATE/EXAM NUMBER

Each candidate has a four digit Candidate Number (sometimes called Exam Number) – please try to learn this number. This is the number you will write on your examination scripts together with your **legal** name. Your Candidate Number will be shown on your exam timetable.

EXAM DATES & TIMES

Exam dates are set by the exam boards and dates/start times of exams cannot be changed for any reason unless you have a clash of exams.

Before the exams start you will receive another timetable showing where each exam will take place and also your allocated seat number. It is important that you sit in the correct seat to ensure that you receive the correct exam paper. Seating plans will be displayed outside the main exam room for you to check.

You will need to be at the exam venue at 8.45am for morning exams and 12.45pm for afternoon exams.

The length of exams varies but will be shown on your exam timetable. Some exams may not finish until after the end of the school day. You and your parents/carers should be aware that you may be late arriving home. You cannot leave an exam early for any reason. Students should use all of the available time on their exams and spend any time at the end checking their answers. They must sit quietly at their desk so as not to disturb other students.

EXAM REGULATIONS

It is the responsibility of the Exams Officer to administer all public exam arrangements and to oversee the students during their exams. During every exam there will be a team of invigilators present at all times. The invigilators are there to supervise candidates. You must remain supervised at all times, listen carefully to instructions given to you and respond quickly to any requests made of you. If you have any questions, you must raise your hand and wait in silence for an invigilator to come to you. Invigilators cannot answer any questions regarding the content of the exam paper. You must not write inappropriate, obscene or offensive material on an exam paper or you may be disqualified.

The awarding bodies, AQA, OCR, Edexcel & WJEC set out strict regulations which must be followed at all times during the examinations. These rules apply to all persons entering the exam room. The school has a legal responsibility to follow these rules and to inform the awarding bodies of any irregularities during exams.

Once you enter the room you are officially under exam conditions and should remain in silence until you leave the room after the exam has finished – as stated in the exam regulations.

The Joint Council for Qualifications (JCQ) issue several different notices for candidates and these are also displayed inside and outside the exam room. Copies of these can be found in the back of this booklet.

The Exams Officer and the Head of Centre are legally obliged to remove any student who is disruptive from the exam to prevent other students from being disadvantaged or compromised. Disruptive students or anyone who tries to communicate with another candidate in any way inside the exam room will be reported to the awarding body, which may well result in disqualification.

EQUIPMENT

Please bring with you at least the following essential items:

- 2 **black** pens
 - 2 pencils
 - A ruler
 - An eraser
 - A pencil sharpener
- Pencil cases must be **clear** plastic

PROHIBITED ITEMS

- Mobile phones
- Wrist watches
- I-pods, MP3/4 players, or any other potential technological/web enabled sources of information
- Any revision notes/books or reminders
- Calculator cases/lids
- Food items – (Water is allowed however it must be in a clear plastic bottle with the label removed)

The awarding bodies treat the possession of these items as a serious breach of exam regulations and can lead to disqualification from one or all exams.

The regulations state that candidates must not have their mobile phone in their possession under any circumstances even if it is switched off. Any student found to have any of the above items 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 to have your mobile phone in your possession during an exam (even if it is switched off).

If you choose to bring your mobile phone into school on an exam day, it is your responsibility to ensure that it is switched off, any alarms set are also switched off and the phone is left in your bag at the front/back of the exam room or you can hand it in to an invigilator.

The following items must also not be used –

- Tippex
- Correction pens
- Highlighters (can be used for highlighting questions but must not to be used for answers)

MALPRACTICE

Malpractice is the term that the awarding bodies use for any irregularity or breach of the regulations in any way. The Exams Officer is required to inform the awarding bodies of any suspected irregularities or infringements during exams, such as when a student has had a mobile phone in their possession. The awarding bodies will decide what action is to be imposed. They operate a system whereby the minimum penalty is loss of marks for the particular exam where the incident took place and the maximum penalty is disqualification from the subject, all exams or in extreme cases being able to sit any form of examination for a period of time.

LATE ARRIVAL/SICKNESS

- If your parents/carers are aware that you are going to be late for an exam they should telephone the school immediately and ask for a message to be passed to the Exams Officer/Pastoral Year Leader. If the exam has started and you have missed the start by just a few minutes you will be allowed to sit the exam and where possible you will be entitled to the full exam time. However, exam regulations state that if you arrive very late, the awarding bodies will need to be informed and they will decide whether to accept the exam paper.
- If you sit an exam but are unwell on the day and feel that your performance has been affected, please obtain a doctor's note and give it to your Pastoral Year Leader or the Exams Officer so that we can apply for special consideration for you. Parents/carers and students should be advised that any adjustment in marks will be small and no feedback is given by the awarding bodies.
- If you cannot attend an exam due to sickness we may be able to apply for special consideration depending on whether other components of the qualification have already been completed. If the exam is eligible for special consideration a doctor's note will be needed. If the request is accepted you will be awarded a mark based on the components you have completed. If you do not attend an exam and don't have a doctor's note the exam board may not accept a special consideration request.
- If you are unable to attend an exam because of other circumstances (e.g. family circumstances or bereavement) the Pastoral Year Leader must be informed before or on the day of the exam and medical certification or other proof will be required within 5 days if an application for special consideration is to be made to the awarding bodies.

Parents/carers should be aware that if a student does not sit an exam for which they have been entered without having a very good reason for being absent, they will be invoiced for the entrance fee for the exam.

NON-EXAMINATION ASSESSMENT

Some subjects will have an element of coursework or non-examination assessment within the syllabus which needs to be completed, marked and assessed by your subject teachers. These marks will be reported to students who will be given the opportunity to challenge if they feel they have been unfairly marked. The marks are then sent to the moderators and the exam boards several weeks before the formal written exam takes place. The moderator will then send for a "sample" of work to check that the marking is consistent and in line with the guidelines set out by the awarding bodies. The school is set strict deadlines for the submission of coursework and you will need to complete work by the internal dates set. If a student does not complete a piece of coursework in time they cannot be allocated a mark for that section of the subject and therefore, the overall grade for the subject will be lower. Final marks submitted by the school may be amended by the exam boards during moderation.

Students must read the Information for Candidates from the Joint Council for Qualifications (JCQ) about Non-Examination Assessment Regulations concerning plagiarism and collusion. Irregularities discovered after the signing of the declaration of authentication by the student will be reported to the awarding body which may lead to disqualification from the subject.

A copy of the full Notice to Candidates for Non-Examination Assessment can be found on the school website.

Students will be given further subject specific advice about Non-Examination Assessment by their subject teachers.

EXAM RESULTS

Results of exams which are released during school term time will be distributed to students in school by subject teachers or form tutors.

Summer exam results must be collected by students on the published exam results day. Any student who wishes someone else to collect their results for them must write a letter of authorisation for the person collecting them. The person collecting the results must bring with them proof of ID. Results will not given out over the telephone under any circumstances. Alternatively we can email results to you, however, this must be arranged with the Exams Officer before the end of the summer term.

RESULT ENQUIRIES

It must be remembered that examinations can only measure performance on the day, and that students can do better or worse than anticipated for a variety of reasons. If you are unhappy with a result it is advisable to discuss this with a member of staff as soon as possible, preferably on results day as there are strict deadlines for enquiries about results. If there are serious grounds for concern then the school can initiate an enquiry with the appropriate exam board. It should be noted however, that if an exam paper is reviewed, the mark/grade could go down, up or remain unchanged. Details of the procedures and the fees involved are available from the Exams Officer and the process should be started as soon as possible after consultation with the relevant member of staff.

It is also possible to have access to marked scripts. You will need to complete a form available from the Exams Officer and pay a fee for each subject/paper. Again there is a deadline for this service, so please see the Exams Officer as soon as possible.

EXAM CERTIFICATES

Exam certificates for exams taken before Year 11 will be kept securely by the Exams Officer and distributed with final exam certificates. Summer exam certificates are sent to the school during the autumn term. For students who have returned to the sixth form these will be handed out to you in November. For students who leave at the end of Year 11, certificates must be collected in person from Reception as soon as possible from mid November onwards. In accordance with exam regulations all certificates will be retained by the school for a period of 12 months. Most exam boards charge for replacement certificates in the region of £35 -£40. Some exam boards do not offer a replacement certificate service. **It is in your best interest to make sure that you collect your exam certificates from school as you will need them to provide proof of your qualifications to prospective employers.**

Please take time to read through the 'Important Information for Students' notices and regulations on the school website (under Examinations).