

Townley Grammar School



**Exam Guidance
for Students**

2019

Centre Number: 14109

Introduction

Townley Grammar School aims to ensure exams run as smoothly as possible for all of our students. We hope this booklet will provide you with informative and helpful advice to assist you in all of your exams.

Please read the booklet carefully so you are aware of the exam procedures and regulations.

The information in this booklet applies to all of your exams, including internal exams. There are a number of rules and regulations for exams that you must be aware which are set by JQC. The school is required to ensure the regulations are followed.

We have tried to answer some of the questions you may have in the 'Frequently Asked Questions' section of this booklet but if you have any more questions or there is something which you do not understand please contact Examinations Officer either in person or via email examinations@townleygrammar.org.uk

Before your examinations

By the end of January you will receive your Statement of Entry, copies of the JCQ warnings and Rules and Regulations you will also find these on the Townley Grammar School website.

Please check your Statement of Entry carefully. If there are any mistakes (e.g. name, exam entry etc.) you must inform the Examinations Officer immediately. After Easter you will receive your Individual Timetable. Again please check this carefully. If there are any mistakes please inform the Examinations Officer immediately.

Clashes

If you have a clash on your timetable (two exams at the same time), arrangements will be made for you to take these subjects one after the other as long as the total time is not more than three hours. If the total time is more than three hours, the exams will be split between morning and afternoon sessions. If this happens an invigilator will supervise you in between exams and you must bring food and drink with you. During this time you will not be allowed access to your mobile phone. However, you will be able to revise for your next exam. You will receive a letter with your Individual time table with details of the clash and the arrangements that have been put in place. If the exams total three hours or less JCQ state you must complete these exams 'back to back' with no more than a 20 minute break. You are not allowed to revise for the following exam during the break.

Candidate Number/ Centre Number

All candidates are given a four-digit number which can be found on your exam timetable. Please memorise this number as you will have to enter it on all answer/question booklets in your exams. You will also be required to enter the school Centre number on all of your exam answer/question booklets. The school Centre number is 14109 this is displayed in every exam room. Your Candidate number will be displayed on your candidate card on your exam desk.

Dates and times of examinations

Examination dates and times are clearly shown on your exam timetable. Make sure you arrive in school at least 20 minutes before the exam is due

to start. Morning exams start at 09.00 and afternoon exams start at 13:30 unless you are informed otherwise. Please check your exam timetable.

Absence

Absence from an exam is extremely serious and may result in the Exam Board withdrawing you from the course.

If you are absent through a genuine emergency or you have been delayed getting to school for the start of an exam please telephone the school on 0208 304 8311. Please ensure you telephone by 8.30am.

Lateness

If you are late for an exam please contact the school, report to Reception on arrival.

Bags and personal belongings

Only items you require for your exam are to be taken into the exam room. Bags and other materials including mobile phones and any electronic devices must be left in your locker.

Mobile Phones and other Electronic equipment

Any unauthorised materials or equipment e.g. iPods, mobile phones, MP3/4 players, pen drives, wrist watches for example iWatches or smart watches are not allowed in the exam room.

Equipment

It is your responsibility to bring your own equipment required to do your exam. Borrowing from other candidates is NOT allowed when you are in the exam venue. You should bring your equipment in **a clear plastic bag or pencil case.**

Equipment you are required to bring to every exam:

- 2 black pens
- 2 HB pencils
- Ruler
- Pencil sharpener
- Rubber
- Calculator (if needed)
- Protractor
- Compass

Food and Drink

You are only allowed to take water into the exam room in an unlabeled clear bottle. Chewing gum and any other food and drink are not permitted. Please ensure you have enough water for the duration of your exam as you will not be allowed to refill your bottle during the exam and invigilators cannot do this for you.

Calculators

A calculator can be used unless you are told otherwise. Your subject teacher will inform you if you are not allowed a calculator for a particular paper. If you are allowed a calculator in an exam check the batteries are working properly, clear anything stored in it, remove the case and ensure it is a size suitable for use on the exam desk. You must bring your own calculator if you need one and you are responsible for making sure your calculator works properly and it meets exam board regulations.

Seating plans

Students will be allocated an exam desk arranged in Candidate Number order. Your seat number is on your exam timetable.

Exam room seating plans will be displayed outside of the exam room on the morning of each exam. The exam desk will have a card with your name clearly displayed.

Please check your Individual Timetable for your seat number.

Blank seating plans are displayed on the Examinations Noticeboard and on the Townley Grammar School website.

Conduct in the Exam Room

As soon as you enter the exam venue you are under exam conditions. You must not communicate with any of your fellow students. You must ensure you sit at the correct desk to ensure you complete the correct question paper. If you need assistance put up your hand and wait for an invigilator to attend to you.

Once you have entered the exam venue, you have to be escorted at all times if you need to leave (for example if you need the toilet or feel unwell).

Listen carefully to instructions and notices that are read out by invigilators – there may be amendments to the exam paper that you need to

know about. Before you start check that you have the correct question paper and an answer booklet if required. Read through the instructions on the front of the exam paper before starting the exam and make sure you are clear as to how many questions you are required to answer. Please put your legal name on your exam paper (not your preferred name). Invigilators are there to help but they cannot help you with any questions in your exam paper. If you have any queries don't be afraid to put your hand up and ask for assistance.

End of the exam

If you finish before the time allowed for the exam, carefully check all your answers. Make sure your name and candidate number are on every piece of paper used. At the end of the exam all work must be handed in. Rough paper is not allowed in exams so all work you have done will be sent to the Exam Board for marking. Therefore, remember to cross through any rough work you do not want to be marked. Invigilators will collect your exam papers before you leave the exam room. You will be dismissed from the exam row by row and will be told which exit to use. You must remain in complete silence until you have left the exam venue and surrounding corridors.

Exam Day Tips

- Eat a good breakfast
- Make sure you know where your exam is being held and what time it starts
- Give yourself plenty of time to get there
- Take all the equipment you need for each exam, including extra pens and pencils.
- Read all the instructions carefully before starting the exam and raise your hand and ask the invigilator if anything is unclear.

Emergency Evacuation

In the event of an emergency for example a fire drill the following must be carried out in complete silence:

- If the fire alarm goes off firstly do not panic. You must stop writing, turn your paper over and remain seated. Listen to the instructions from an invigilator.
- You will be told by an invigilator when to leave and where to assemble. Do not walk to where you usually go in the event of a fire drill as you will not be assembling with the rest of the school
- Leave all your equipment in the exam room
- You must leave the room in complete silence and must not speak to fellow students. When you return to your exam room do not start writing until the invigilator informs you to do so
- The invigilator will make a note of the time of the interruption and how long it lasted
- You will be allowed the full working time set for the examination

Exam Results

If you are unable to collect your results in person and would like someone else to collect them on your behalf (e.g. a parent or a nominated representative) You will need to put your request in writing, giving the named person permission to collect your results on your behalf, that person must show their ID on collection. If for any reason you cannot collect your results personally or send in a nominated representative we are able to post out results upon receipt of an A4 stamped self-addressed envelope which must be given to the Examinations Officer before end of the Summer Term.

Enquiries about Results

Review of Marking: If you would like to query a mark/grade upon receipt of your exam results you should contact the relevant Head of Department or subject teacher by the deadline set by the School. The deadline will be specified in the Examination Results pack given to you on Exam Results day.

You should consult your subject teacher/Head of Department to review your marks/grades, the breakdown of marks and grade boundaries before requesting a Review of Marking. Please be aware that grades can be either raised, remain the same or lowered.

Access to scripts: Following the release of results, you can request a return of an exam script. Please be aware when the Exam Board has returned the original script you can no longer request a Review of Marking of this exam paper.

If you wish to go ahead with any Enquires about Results, payment will be required before requests can be processed. In all cases the consent form must be signed by you before the application can be processed.

Exam Certificates

Please keep an eye on the Townley Website for Certificate collection dates, usually December or January.

Examination Access Arrangements & Special Conditions

Access Arrangements - Joint Council for Qualifications cjc

Access arrangements are agreed before an assessment. They allow candidates/learners with special educational needs, disabilities or temporary injuries to:

- access the assessment;
- show what they know and can do without changing the demands of the assessment.

The intention behind an access arrangement is to meet the particular needs of an individual candidate without affecting the integrity of the assessment. Access arrangements are the principal way in which awarding bodies comply with the duty under the Equality Act 2010* to make 'reasonable adjustment'

These are processed in Townley by our SENCO, you must arrange a meeting with the SENCO to discuss any required Access Arrangement's for the examination period. Access Arrangements require medical evidence and/or an assessors report. A request for Modified Papers, i.e. Braille or coloured papers would also require a request to our SENCO. The exam board's deadline for any Access Arrangement applications is February half term, Modified Papers by end of January.

Special consideration - Joint Council for Qualifications CIC

Special consideration is a post-examination adjustment to a candidate's mark or grade to reflect temporary illness, temporary injury or some other event outside of the candidate's control at the time of the assessment, which has had, or is reasonably likely to have had, a material effect on a candidate's ability to take an assessment or demonstrate his or her normal level of attainment in an assessment.

Special consideration can only seek to go some way to assist a candidate affected by a potentially wide range of difficulties, emotional or physical, which may influence performance in examinations. It cannot remove the difficulty faced by the candidate. There will be situations where candidates should not be entered for an examination. Only minor adjustments can be made to the mark awarded because to do more than this would jeopardize the standard of the examination.

Applications for these are varied and can cover many incidents.

As a guideline:

You need to notify your pastoral team/Learning manager/Examinations Office immediately if anything has changed at home/your health/your family you feel may have an impact on you during your exam, the examination team can then make the lead invigilator aware of any extra needs, this could be to adjust where you sit your exam.

During an exam: If you have a problem in an exam you must make a member of our invigilation team aware by raising your hand. Our Invigilators log everything that happens in their examination room. This log can assist in an application.

For instance, if the school fire bell goes off the Examinations office will make application for all students without hesitation who would have been affected by this.

With all our request Townley Grammar School can only apply, it is completely at the boards discretion if applications are accepted or rejected

"Each application will be considered individually. The response will relate primarily to the effect the requested adjustment might have on the competence and ability being tested in the qualification, as well as the reliability and validity of the assessment." JCQcic 2.10

If you require further information please refer to the JCQ website; www.JCQ.org.uk where you will find 'A Guide to the Special Considerations Process General and Vocational Qualifications'

Frequently Asked Questions

Pre Exams

I have my Statement of Entry but I am not sure if the exam codes are right. How do I find out?

Check with your Subject Leader and discuss with them.

What do I do if there is an error on my Statement of Entry or an exam is listed that I am not taking?

Discuss with your Subject Leader who will inform the Exams Officer immediately.

What do I do if there is a clash?

You don't need to do anything. If you have exams that clash, these will be rescheduled and new times will be shown on your **final** timetable. The exams whenever possible will take place on the same day. You will remain under supervision (isolation) between the two papers.

Exam Day

What do I do if I am late for an exam?

Ring the school immediately. Report to reception on your arrival. Depending on how late you are the Exam Officer will make the appropriate arrangements for you to sit the exam. The exam board will be notified. We do recommend that you plan your journey to school and leave earlier if necessary to ensure that you are on time.

What happens if I am ill/ have a family crisis/ suffer a bereavement of a close family member when taking an exam and feel it has affected my performance?

If you feel that you may be or have been at an unfair disadvantage when taking your exam, then you must let the Exams Officer know immediately before the start of the exam.

What do I do if I fall ill during an exam?

You must raise your hand and an invigilator will assist you. If you feel unwell before the exam you must tell the invigilator as this may affect your performance.

If I miss my exam can I take it on another day?

No. Exams are scheduled by the exam boards so you must attend on the day and time given.

If you have missed an exam through illness you must have visited your Doctor and completed a Self-certification form (JSQ/ME Form 14).

What equipment do I need for my exam?

You are responsible for bringing your own equipment to your exams. This will not be provided for you. Each candidate should have black ink pens, pencils, coloured pencils, erasers, ruler, mathematics equipment etc. in a clear bag or clear pencil case. If you are allowed a calculator the lid must be removed.

Can I go to the toilet during the exam?

You are not allowed to leave the exam unless it is a medical requirement and a medical certificate has been submitted in advance. However, you will be permitted if it is absolutely necessary and will be escorted by an invigilator who will check the cubical before use. You will not be allowed any extra time.

If I finish my exam before the finish time can I leave the room?

No, as this may be disruptive to other candidates.

What do I do if the fire alarm goes off during an exam?

Follow the instructions given by the invigilator. Exit the room leaving all equipment and papers behind. You must remain silent. You will use the normal escape routes but will stand away from rest of the school in silence. You will be told when it is safe to re-enter. The time missed will be added on at the end and the exam board will be informed of the disruption.

Can I bring food and drink into an examination room?

You can bring in a bottle of water, but it must be in a clear plastic bottle with any labels removed. If you are diabetic and normally allowed to have snacks in class, you must inform the invigilator before the exam starts. Any snacks must be removed from packaging and placed in a clear bag on your desk.

Can I bring my Epi-pen in to the examination room?

Yes. It must be placed on your desk.

Do I have to wear school uniform?

Yes. Candidates should wear school uniform unless you are an external candidate then smart/casual attire is expected.

If you have any doubts or questions please pop into Examinations Office or email examinations@townleygrammar.org.uk