



Pate's Grammar School

Exam Information Booklet 2022-2023

Introduction

Dear Student,

Exams are a crucial part of your life, and it is the aim of Pate's Grammar School to make your exams experience as stress-free and successful as possible for you. Your forthcoming exams can influence what you do in the future, so it is very important to us that you have as much information as possible.

Hopefully, this booklet will prove informative and helpful to you. Please read it carefully and show it to your parent/guardian so they are also aware of the exam regulations and the procedures to follow in the event of any problems occurring.

The Exam Boards set down strict criteria which must be followed for the conduct of exams, coursework and controlled assessments. Pate's Grammar School is required to follow them precisely. You should therefore pay particular attention to the *Warning to candidates* and *Information for Candidates* notices in the Exam Information section on the website and on Sharepoint.

If you or your parent/guardian have any queries, need help or advice at any time before, during or after your exams, please contact the Exams office or your Head of Year.

We wish you the best of luck in all your forthcoming exams.

Ms Graves and Mrs Bourke
exams@patesgs.org

Contents

Introduction

Before Exams:

- Exam Boards & exams series
- Exam regulations
- Statements of entry
- Candidate name
- Exam candidate number & centre number
- UCI (Unique Candidate Identifier)
- Timetables
- Exam clashes
- Special exam arrangements

During Exams:

- Dress code
- Personal belongings
- Seating plans
- Be prepared
- Communication
- Food & drink
- At the end of an exam
- Malpractice (cheating)
- Late arrival
- Invigilators
- Absence from exams
- Emergencies
- Book return

After Exams:

- Notification of results
- Post results
- Certificates

JCQ Instructions for Candidates Information

Before Exams

Exam Board & Exams Series

- The School uses the following Exam Boards: AQA, CIE, Pearson (Edexcel), OCR and WJEC (Eduqas). The main exam series for GCSEs and GCEs are in May/June (summer). Year 11 and Year 13 will have mock exams in January.

Exam Regulations

- Documents relating to exams taken at Pate's can be found listed at the back of the booklet, as well as on the website. We follow strict rules and guidelines as set down by JCQ (Joint Council for Qualifications). You must read these carefully. Remember breaking any of the rules or regulations could lead to disqualification from some or all subjects. The School must report any breach of regulations to the Exam Board.

Statement of Entry

- On the run-up to each exam series, you will receive a **Statement of Entry** from the Exams office indicating the subjects for which you are being entered. You must check: that the entries are correct as some subjects may have different tiers or modules; and check that your personal details (name and date of birth) are correct as this is how they will appear on certificates.
- If you have a query with any of your exam entries or have spotted any mistakes then please go to the Exams office immediately.

Candidate Name

- Your legal forenames and legal surname must appear on your entries and certificates. If you are using a different name and the school is not aware of your legal name, you must inform the Exams office immediately.

Exam Candidate Number & Centre Number

- You will be issued with a four-digit exam candidate number which is valid for the full academic year. This number must be written on all answer booklets and additional sheets – **please remember it**. This number will appear on your statement of entry, your timetable and when you sit the exam the number will be on your desk. The Schools centre number is **57329**.

UCI (Unique Candidate Identifier)

- In addition to an exam candidate number, you have a Unique Candidate Identifier (12 numbers and 1 letter) which is shown on the top of your **Statement of Entry**. This number will usually begin with the centre number unless you have transferred from another school, and they have already issued you with a UCI. Your UCI is used for administration purposes, and it is not necessary for you to remember it.

Timetables

- Once the entries have been confirmed you will be issued with your personal exam timetable. **Remember to check it carefully.** If there are any mistakes, go to the Exams office immediately. **You are responsible for knowing the dates and times of your exams and what equipment you will need.**
- Unfortunately, the Exams office is not able to provide individual timetables prior to exam entries being confirmed. The Exams office will issue individual timetables in plenty of time for the exam series.

Exam Clashes

- Exam clashes can occur at GCE or GCSE level. If you have 2 or more exams, one exam will follow on after the other unless the total exam time in a morning or afternoon session is more than 3 hours. If the total time exceeds 3 hours, the exams will be split between the morning and afternoon sessions. The Exams office will inform you if you have a genuine clash and confirm in writing your individual clash arrangements. Normally, in these circumstances you will be supervised over lunchtime and will not be able to communicate with other students, so it is recommended that you bring a packed lunch and a drink with you.

Special Exam Arrangements

- If you have been granted special arrangements in exams following agreement with the SENDCo, Exams office and the Exam boards, you will be informed of these arrangements separately.

During Exams

Dress Code

- Full School uniform is required for all exams.

Personal Belongings

- Other than the equipment you need, it is advisable not to bring any other personal belongings or valuables with you. **You are not allowed to bring any type of watch into any exam room.** Bags and coats must be left outside the exam room. The school will not accept responsibility for valuables brought into the exam room. Mobile phones, smartwatches and other electronic devices are strictly forbidden in the exam room.

Seating Plans and Candidate numbers

- Seating plans will be posted outside the exam room before each exam commences. It is imperative that you sit in the numbered seat allocated to you for a specific exam. Each desk in the exam room will have a candidate card with your name, photo and candidate number. Only sit at the desk which has your card on it. Do not remove the card.

Be Prepared

- GCSE and A Level Exams start at 9.00am and 1.00pm, but internal exams may start at different times. Make sure you arrive 15 minutes prior to the start time of each exam and wait quietly outside the exam room until invited to enter by a member of staff.
- **It is your responsibility to ensure that you have all the necessary equipment with you. The school is under no obligation to provide equipment during exams.** 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 correcting pens, fluid or tape, erasable pens, highlighters or pale-coloured gel pens are allowed in your answers. You may use a highlighter to highlight the questions but not your answers.
- For maths and science exams, your calculator must conform to exam regulations. If in doubt check with your teacher. Remove any covers or instructions and make sure batteries are new.

- Watches are no longer allowed in the exam room.
- You must listen carefully to instructions and notices read out by the invigilators as there may be amendments to the question paper that you need to know about.
- Check you have the correct question paper – check the subject, unit and tier of entry.
- You must only complete the front of your answer paper when you are instructed to do so.
- Read all instructions carefully and number your answers clearly.
- Write your name and exam candidate number on all answer booklets and additional sheets.

Communication

- Do not attempt to communicate with or distract other candidates.
- **Mobile phones, watches, smartwatches, organisers, music players, headphones and any type of electronic communication or storage device MUST NOT BE BROUGHT INTO THE EXAM ROOM.** If any of these items are found in your possession during an exam (even if it is turned off) it will be taken from you and a report made to the Exam board. No exceptions can be made.
- Having in your possession unauthorised materials (including phones or other electronic equipment or notes) breaks the Exam board rules **even if you do not intend to use them.** You will be reported to the Exam board and will be subject to penalty and possible disqualification.

Food and Drink

- No food or drink is allowed in the exam rooms except **water**. Drinking water should be in clear bottles with sports-cap lids and labels removed. Metal water bottles are **not** allowed.
- Chewing gum is not allowed.

At the End of an Exam

- You must stop writing as soon as you are told to do so by the invigilator.
- At the end of an exam, all work must be handed in – remember to cross out any rough work. If you have used more than one answer booklet or additional sheets, make sure they are all handed in to the invigilator. Make sure you have your name and exam candidate number on all answer booklets and/or additional sheets.
- Invigilators will collect your question papers and completed answer booklets before you leave the room. Absolute silence must be maintained during this time. Remember you are still under exam conditions until you have left the room.
- Question papers, answer booklets and additional sheets must NOT be taken from the exam room.
- You must remain seated until told to leave the exam room. Please leave the room in silence and show consideration to other candidates who may still be working.

Malpractice (Cheating)

If you are caught cheating in an exam you **WILL** be reported to the Exam board. 'Cheating' means doing anything that breaks the rules stated on the *Warning to Candidates* notice and includes:

- Being in possession of a mobile phone or any other unauthorised equipment
- Being in possession of unauthorised materials e.g. revision notes even if you do not intend to use them
- Communicating with other candidates
- Sitting an exam in the name of another candidate.

Penalties for cheating can include disqualification from taking any exam for up to five years.

Late Arrival

- If you know that you are going to arrive late for an exam you must contact the Exams office on 01242 538238 or by emailing exams@patesgs.org and on arrival go immediately to the school reception. The school will do its utmost to ensure you are able to sit the exam in the full allocated time. Be aware that Exam boards warn they may not accept work from students who have arrived very late.

Invigilators

- The school employs external invigilators. You are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.
- Invigilators are in the exam room to supervise the conduct of the exam. They will: distribute and collect the question papers and answer booklets, hand out additional paper if required and deal with any problems that occur during the exam.
- If you are feeling unwell or have any concerns during the exam please raise your hand to attract the invigilators attention.
- Invigilators cannot discuss the exam paper with you or explain the questions.
- If you are disruptive or behave in an unacceptable manner you will be removed from the exam room and dealt with accordingly.

Absence from Exams

- If you are unwell or have been affected by circumstances outside your control at the time of your exam but feel able to sit it, inform the Exams office immediately. Special consideration may be applied for in some cases.
- If you are unable to attend an exam due to illness or some other serious reason, your parent/guardian must contact the Exams office on 01242 538238 before 9.00am on the day of the exam. Medical evidence must be provided stating your illness, specific dates and that you were unfit to take the exam.
- You are reminded that the school will require payment of entry fees should you fail to attend an exam without good reason and without informing the school. If you do not provide medical evidence where

relevant you may be asked to pay for future attempts at those exams missed.

- Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

Emergencies

- If the **fire alarm** sounds during an exam the 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. 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 duration for the exam and a report will be sent to the Exam board detailing the incident.

Book Return

- All textbooks belonging to the school must be returned on the day of your last exam in each subject.

After Exams

Notification of Results

- Results for each exam series will be available to you in school on the following dates:

Summer Series A Level: 17th August 2023
Summer Series GCSE: 24th August 2023

- Results **cannot** be given over the telephone. If you are unable to come into school on results day you must email the Exams office exams@patesgs.org in advance who will arrange to email your results to you. **The Exams office will email your school account.** These requests will only be processed after 11am on results day.
- If you wish someone other than yourself to collect your results, please email exams@patesgs.org to authorise the collector to collect the results on your behalf.
- It is strongly recommended that you keep all your Statement of Results slips for future reference. They are particularly useful for completing UCAS applications.

Post Results

- GCSE and A-Level post results guidance will be on the website, which include the Exam board post-results services available to you (e.g. reviews of marking and the return of scripts). Be aware that the deadlines are non-negotiable, therefore it is imperative that you take advice as soon as possible after you get your results and submit a request promptly.
- If you require advice on results day, Exams office staff, 6th Form Management and the Senior Leadership Team will be available in person.

Certificates

- GCSE certificates for current students will be available for collection during a pre-arranged session such as a lunch break. Notice will be given to students and tutors. If you are no longer a Pate's student, we will email your parents to inform them that your certificates are available for collection, as you will no longer have access to your Pate's email address.

- A Level certificates will be available for collection during a Year 14 reunion organised by the Development Team, usually in early January. Should you not be able to attend this event you can collect your certificates from school after this date.
- If your certificates are to be collected by someone other than yourself, you must email exams@patesgs.org authorising the collector to collect your results.
- Certificates will be held at the school for 12 months only.
- **Remember – your certificates are extremely important documents and must be kept safe.** Replacement certificates can only be issued by Exam boards who will charge a fee for this service.

JCQ Information

- We follow strict rules and guidelines as set down by JCQ (Joint Council for Qualifications). Documents relating to exams taken at Pate's can be found on the Exams Information section of the website (in Parent Portal) and in the Exams section on Sharepoint. Please ensure that you read these documents carefully –

Information for candidates – Coursework assessments
 Information for candidates – Non examination assessments
 Information for candidates – Written examinations
 Information for candidates – On screen tests
 Information for candidates – Privacy notice
 JCQ Social Media
 Warning to candidates poster
 Unauthorised items poster 2022

Data Protection

- A copy of the school Data Protection Policy is available on the school website.