



CANDIDATE BOOKLET

EXAMINATIONS INSTRUCTIONS 2018 - 2019

Examinations can be a very stressful time. Being prepared for your examinations can help to reduce stress levels and enable you to concentrate on doing your best to fulfil your potential.

This booklet gives you instructions to help you prepare for all of your external examinations, including controlled assessments, coursework and on-screen tests, taking place from September 2017 to August 2018.

All external examinations are governed by Joint Council for Qualifications (JCQ) regulations which Outwood Academy City Fields must adhere to. Failure to follow these regulations could lead to you being reported to the examination boards for malpractice, which could result in you being disqualified from your examination. Therefore, please read this information carefully and pay particular attention to the JCQ notices which are at the end of this book.

If you have any questions or if you need help and advice at any time before, during or after the examinations, please contact the Academy on 01924 298752

Good luck with your examinations.

Mr Chippindale
Examinations Officer
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NON-EXAMINATION ASSESSEMENT (CONTROLLED ASSESSEMENT AND COURSEWORK)

As well as examinations in the halls you may also have to take some non-examination assessments (NEAs). JCQ rules apply to NEAs as much as they apply to scheduled examinations taken in halls.

YOU MUST NOT DISCUSS ANY ASPECTS OF NON-EXAMINATION ASSESSMENTS ON SOCIAL MEDIA. EXAMINATION BOARDS CAN DISQUALIFY YOU FROM YOUR EXAMINATIONS IF YOU ARE FOUND TO DO SO.

You must not copy work from books or the internet and try to pass it off as your own. Your teachers can usually recognise work which is not your own and if they do not, examination boards have computer software they can run scripts through to see if this work has been published on the internet or in books. If you are caught submitting work that is not your own, you will be reported to the examination board and you will be disqualified from your examination.

Appeals

When you have completed your NEA your teacher will tell you your mark. Please note, the teacher will not be able to tell you the exact grade that this is equivalent to, as grade boundaries change every year and for the new 9 – 1 GCSEs there are no grade boundaries available.

If you feel that your work should have been awarded a higher mark you have the right to appeal.

In order to do this you must speak to your teacher in the first instance, explaining why you feel you deserve a higher mark. They will then issue you with the mark scheme and explain why you received the mark you were awarded.

If you still feel you deserve a higher mark then you must fill in the form which is at the end of this booklet requesting a review of your mark.

THIS MUST BE DONE WITHIN A WEEK OF YOUR RECEIVING YOUR MARK. ANY REQUESTS AFTER A WEEK CANNOT BE PROCESSED AS THIS WILL CAUSE DELAYS IN MARKS BEING SUBMITTED TO THE EXAMINATION BOARDS AND COULD AFFECT YOUR OVERALL GRADE.

Once an application for a review has been received, your work will be reviewed either by another member of staff at Outwood Academy City Fields or a member of staff within the Outwood Grange Academies Trust.

After a review has been completed you will receive notification as to whether your grade has increased, decreased or remained the same.

No further appeals can be made as this would cause a delay in marks being submitted to the examination board.

Moderation

Your marks are submitted to the examination boards, who request a sample to be sent to a moderator. The moderator reviews the marks submitted by your teacher, and they can either agree with those marks, reduce the marks or increase the marks. This means, the mark given to you by your teacher is subject to change. We do not know if marks have been amended by the moderator until results day.

BEFORE THE EXAMINATIONS

Timetables

An individual provisional timetable will be issued as soon as all examination entries have been made to the examination boards.

You must carefully check the following:

- All examinations you are expecting to be entered for appear on the timetable.
- The tier (eg higher or foundation) of entry for an examination is correct.
- The name which will appear on your certificates is correctly spelt and is your legal name.
- Your date of birth is correct.

If any of the entry information is incorrect please see your subject teacher immediately. Please note, sometimes teachers will amend tiers of entry closer to the examination period. If you are unsure if you are entered for the correct tier please speak to your teacher in the first instance and then check with the exams office if necessary.

If any of your personal information is incorrect please come to the exams office with relevant identification documents and we will update our records. Please note, mistakes which are not spotted at this stage could result in your certificates being incorrectly printed and the examination boards will charge a fee to amend a certificate.

A final timetable will be issued to you closer to the examinations. This timetable will have information regarding your examination venue and seating, however, you must still check seating plans on the day of the examination as there are sometimes changes at short notice.

You must keep your timetable in a safe place as replacements may not be available.

Examination clashes

Unfortunately there are sometimes clashes of examinations, where two or more papers are scheduled for the same time on the same date.

If the total time for the clash is less than 3 hours, you will sit one examination followed straight away by the next one.

If the total time for the clash is greater than 3 hours you will sit one examination in the morning and the second examination in the afternoon, but you will be supervised under examination conditions for the period in between. Full information regarding the amended timetabling of your examinations will be on your final timetable.

Equipment

It is your responsibility to bring your equipment to every examination.

You must bring the following to **every** single examination:

- Black ink pen.
JCQ regulations are that all examinations must be written in black ink only. We would recommend that you bring spare pens.

- Pencil.
- Ruler.
- Eraser.
- Pencil sharpener.
- Calculator if applicable.
- Coloured pencils if applicable.

In addition, for maths exams please bring:

- Compass.
- Protractor.

Highlighter pens may be used on the question parts of the examination paper or on any resource material. They may not be used on any written answers. Please be aware that highlighter can sometimes bleed through examination papers which may affect the scanning of papers. Therefore, you may wish to consider underlining key words in questions on papers where questions and answers are in the same booklet. This could be done in coloured pen or pencil but you must always remember to change back to a black ink pen when writing your answers.

Equipment must be kept in a clear, transparent bag/pencil case (not coloured plastic).

ON THE DAY OF THE EXAMINATION

REMEMBER, IT IS YOUR RESPONSIBILITY TO MAKE SURE YOU ARRIVE AT THE CORRECT PLACE AT THE CORRECT TIME ON THE CORRECT DAY.

ACADEMY UNIFORM MUST BE WORN TO ALL EXAMINATIONS

Years 10 & 11

Check the seating plans, which will be displayed in the corridor next to the toilets, for any changes or amendments. Seats are usually allocated in candidate number order.

All candidates, including students with Access Arrangements (unless otherwise advised) must be in Academy Hall at 8.25 am for morning sessions and 1.00 pm for afternoon sessions for their attendance mark.

All students will then be escorted to their examination rooms directly from Academy Hall.

All students taking an afternoon examination must have had lunch by 1.00 pm.

Illness

If you are not able to attend an examination due to illness, the Academy must be advised before 8.25 am.

If you fail to take an examination because you are ill, you will not be able to sit the examination at a later time during the examination series.

If you are unable to take an examination due to illness it may be possible for the examination board to award you a grade based on your performance in other examinations for the same subject. In order to apply for special consideration, the exams team will require either a note from a medical professional or the completion of a JCQ form.

The decision to award a grade is entirely at the examination board's discretion and the Academy will not be aware of the decision until results have been received.

Special Consideration

Every year students are affected by situations which are beyond their control, such as serious illness, bereavement or difficult domestic situations. If you believe a situation has affected you for either individual or all of your examinations please come to the exams office after the examination to discuss this further. If the exams team believe that the situation has had an adverse effect on your immediate examination preparation or the examination itself, an application for special consideration may be made to the examination board. If accepted, the examination board will apply a percentage of between 1% and 5% to your overall result. Please note, special consideration is granted at the discretion of the examination board and the Academy are not advised the level of special consideration if granted.

Special consideration cannot be applied for:

- Long term medical conditions, unless there is a flare up on the day of the examination.
- Bereavements occurring more than 6 months before the examination.
- Domestic inconvenience such as moving house or taking a holiday.
- Misreading the question paper.
- Minor illnesses.

The Academy will only apply for special consideration for absent and disadvantaged students if we are satisfied the reasons stated are genuine and have evidence that there has been an impact on the candidate immediately prior to the examination or on the examination day itself.

ENTERING THE EXAMINATION ROOM

MOBILE PHONES, PAGERS, TABLETS, I-PODS, SMARTWATCHES (INCLUDING FITBITS), MP3/4 PLAYERS OR ANY TECHNOLOGICAL/WEB ENABLED DEVICES ARE STRICTLY FORBIDDEN AT THE EXAMINATION DESK. THEY MUST BE SWITCHED OFF AND LEFT IN BAGS OR HANDED IN TO AN INVIGILATOR BEFORE THE EXAMINATION HAS STARTED. THEY MUST NOT BE IN BLAZER OR TROUSER POCKETS, EVEN IF THEY ARE SWITCHED OFF.

IF YOU ARE CAUGHT WITH ANY OF THESE ITEMS IN YOUR POSSESSION AFTER THE EXAMINATION HAS STARTED, YOU WILL BE REPORTED TO THE EXAMINATION BOARD AND IN MOST INSTANCES YOU WILL BE DISQUALIFIED FROM YOUR EXAMINATION. PLEASE CONSIDER HOW THIS WILL JEOPARDISE YOUR FUTURE.

As soon as you enter the examination room you are under JCQ examination conditions.

There should be no communicating with any other student within the room.

No books, coats, hats, scarves, sweets, bags, glasses cases or other materials may be taken to your examination desk. All bags and coats must be left at the back of the room. Please listen carefully to the invigilator who will direct you as to where you should leave your belongings. You may not wear hats in the examination room unless you have a medical reason to do so. Scarves may only be worn for religious purposes.

You must not have any writing on your hands, arms, legs, not even your seat number.

Water

A small bottle of water, no larger than 500ml, may be taken into the examination room. It must be clear (non-coloured), see through bottle with a non-spill sports cap. All labels must be removed before you enter the examination room.

You may not have:

- Fruit juice.
- Fruit infused water.
- Semi filled bottles larger than 500ml.

Bottles not fitting this description will not be allowed at examination desks.

Food

Food is not permitted at the examination desk unless there are medical reasons for doing so. If you think you need to have food at your desk, please come to the exams office prior to the examinations to discuss this further.

Calculators

You are expected to provide your own calculator for all examinations where they are permitted.

Calculator lids must not be taken to desks.

Calculators must not have any writing on them.

Calculators must not:

- have retrievable information stored in them – this includes:
 - databanks;
 - dictionaries;
 - mathematical formulas;
 - text.
- be designed or adapted to offer any of these facilities:-
 - language translators;
 - symbolic algebra manipulation;
 - symbolic differentiation or integration;
 - communication with other machines or the internet.

If you are unsure as to whether your calculator is suitable please check with your maths teacher.

AT THE START OF THE EXAMINATION

Sit at your desk and listen to the senior invigilator's instructions.

On your examination desk there will be a card with your name, the date, the title of the examination and the tier of the examination. Ensure you sit at the correct desk and check that you have the correct paper. If you are uncertain please raise your hand and advise an invigilator.

Have a final check of your pockets and hand any forbidden materials to an invigilator. Anything handed in will be returned at the end of the examination. It will not be confiscated.

Please do not write anything until the senior invigilator instructs you to.

Please be aware that sometimes examination boards become aware of errors on the examination paper in advance of the examination date. An erratum notice is then issued by the examination board and it is read out by the senior invigilator. You may be required to amend some information. Listen carefully to the instructions and if you are uncertain as to what you need to do please ask.

DURING THE EXAMINATION

If you have any doubt about anything on the examination paper, please raise your hand and ask an invigilator.

Please note, an invigilator cannot:

- advise you on which questions to answer;
- comment on the content of the paper;
- read a word or words printed on the paper (unless you have a reader);
- rephrase a question;
- explain any subject-specific or technical terms;
- explain the meaning of a word;
- advise you of the time you have remaining.

If you need to borrow any equipment or require extra paper please raise your hand to attract the attention of the invigilator.

If you need to leave the examination room for any reason, raise your hand to attract the attention of an invigilator. You must not leave the examination room and return, unless accompanied by a member of staff.

Toilet breaks will not be allowed unless you have a toilet pass or in an extreme emergency. Please ensure you use the facilities before the examination starts.

You must stay in the examination room for the duration of the examination. If you have finished early you will not be allowed to leave.

Fire alarm

Should the fire alarm sound during your examination please stop writing and listen to the instructions of the senior invigilator.

If the examination halls are evacuated you must not speak to any other candidate during the evacuation or at the assembly point. If you are caught communicating to another candidate you will be reported to the examination board and you may lose your marks for that paper.

When you return to your desk you will be given full time to complete your examination and a special consideration request will be submitted to the examination board.

Late candidates

If you are going to be late for an examination please contact your learning manager or the exams office as soon as possible.

You may still be eligible to sit the examination depending on how late you are or the circumstances which caused you to be late. A member of the exams team will give you further advice regarding this. If you are over an hour late, even if the Academy allows you to sit the examination, the examination boards must be advised and they reserve the right to reject your work.

AT THE END OF THE EXAMINATION

You must stop writing when instructed to do so.

Please check that you have filled in your personal details on the front of the answer booklet and any additional booklets you have used.

Additional booklets must be placed inside your answer booklets, treasury tagged if applicable.

You must not communicate with anyone in the examination hall, even after your paper has been collected.

When dismissed, please collect your belongings quietly and leave the examination room in silence. Once outside the examination room, please move away from the room quickly and quietly. Remember, there may still be students working and it would be unfair to disturb their examinations.

You must either make your way back to your lessons or leave the Academy premises depending on the finish time of your examination.

Remember to make alternative arrangements for getting home if your examination finishes after normal school time.

SOCIAL MEDIA AND ONLINE NETWORK GROUPS

You must be very careful when discussing examination content on social media. The information below has been taken directly from the AQA examination board website which shows how seriously they take this matter.

'Social media and online forums can be helpful for revision, exam preparation and connecting with teachers and subject experts. We encourage you to use these online tools, but remember that all exam boards monitor social media sites and online forums for malpractice.

There are rules and boundaries on what you can share about your exams online. They're followed by all exam boards. Take care when talking about exams on social networking sites including Facebook and Twitter, as well as group chat apps such as WhatsApp.

Examples of social media activities that could lead to a malpractice investigation include:

- posting your written work online before an exam or assessment;
- allowing others to help produce your work, or helping others with theirs;
- sharing information if you've sat your exam earlier than other students;
- passing on rumours from others about exam content;
- accepting exam-related information without reporting it to the exam board.

Make sure you're not caught out. If you're unsure about anything above, speak to your teachers.'

RESULTS

Results are available from the Academy on the following dates:

GCSE

Thursday 22nd August 2019

If you are unable to collect your results personally you may nominate someone to collect them on your behalf. **We are unable to give results out to anyone, including parents, without authorisation from the student.**

We are unable to issue results over the telephone or via e-mail.

If you are aware that you are not going to be present to collect your results please make alternative provision.

Any uncollected results will be sent via first class post.

POST RESULTS SERVICES

If you are unhappy with your results, you may be able to request one of the following post results services:

Clerical re-check

Deadline: 21 September 2018

This is a re-check of all clerical procedures leading to the issue of a result. This service will include the following checks:

- that all parts of the script have been marked;
- the totalling of the marks;
- the recording of the marks.

Review of marking

Deadline: 21 September 2018

Reviewers will not re-mark the script.

This is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. This service will include:

- a clerical re-check;
- a review of marking as described above.

Review of marking – Priority service

Deadline: 24 August 2018

This service is only available if a GCE A Level candidate's place in higher education is dependent on the outcome.

Review of moderation

Deadline 21 September 2018

This is a review of the original moderation for coursework or controlled assessments to ensure that the assessment criteria have been fairly, reliably and consistently applied.

Please note: this service is not available to individual candidates

Access to scripts – Priority copy

Deadline: 26 August 2018 – GCE

31 August 2018 - GCSE

This service is to request a copy of a script to assist in deciding whether a review of marking should be applied for

Please note: not all examination boards offer this service for GCSEs.

Access to scripts – Original script

Deadline: 28 September 2018

This service is to request a script to support with teaching and learning.

Post results services may only be applied for by the Academy. Direct applications to an examination board are not permitted.

There may be a charge to apply for these services.

Before you request a post results service please contact the head of department to see whether a post results service would be beneficial and if so, which service may be the best option for you. Some teachers and heads of department may not be available until the start of term. If you have an urgent matter, please contact the exams office who will endeavour to answer your query.

For all post results services, apart from a review of moderation, your consent is required before an application is made. You may be asked to sign a consent form on results day.

The deadlines quoted are set by JCQ and cannot be extended.

The deadlines stated were correct at the time of going to press. Please check on results day for any amendments.

If you are uncertain as to whether an application has been submitted please contact the exams office well in advance of the deadline to check.

CERTIFICATES

Certificates arrive at the Academy in November. They are usually collated and ready for collection in December.

Please check on the website that certificates are ready for collection. When they are ready, please come to reception between 8.30 am – 3.30 pm (3.00 pm on Fridays) and your certificates will be brought over to you. If you are unable to collect your certificates personally you may nominate someone to collect them on your behalf but they must have a letter of authorisation from you before we are able to issue the certificates.

Uncollected certificates will be returned to the examination boards after 3 years.

REQUEST FOR A REVIEW OF NON ASSESSED EXAMINATION

Information for candidates

This is a request for a review of your non-assessed examination. Before submitting this request you should have discussed the reasons why you believe your mark is incorrect with your teacher, with reference to the mark scheme.

All requests must be submitted within a week of receiving your mark.

Name:	Candidate Number:
Subject	

I give my consent for my non-assessed examination to be reviewed.

I understand that:

- My mark may increase.
- My mark may remain the same.
- My mark may decrease.

- My work may be reviewed by a member of staff from another institution.
- My mark may change upon moderation by the examination board.

Signed: Date:

For Centre Use Only

Received by	
Date Received	
Review Completed	
Review outcome	
Student advised	

