



Kelmscott School

"Putting Learning First"

EXAMINATIONS INFORMATION FOR STUDENTS



INTRODUCTION

These instructions are provided to guide you through the examination period. It is your responsibility to read them carefully to ensure you understand what is expected of you. A copy can be found on the school website and G-Suite, along with various important JCQ notices.

If you can't find the information you need in this booklet, please ask your teacher, form tutor, your Head of Year, or a member of the Exams Team: it is very important that you understand examination information, otherwise you could be breaking rules without even realising you are doing so.

BEFORE THE EXAMINATIONS

TIMETABLE

You have been issued with a personalised timetable for all of your GCSE examinations, and an overall timetable which has all the examinations on for this series. Official GCSE Examinations are scheduled by JCQ and Exam Boards and are not able to be rescheduled. If you have any clashes (two exams scheduled together) you will have to sit your examinations one after the other, or at a different time if applicable. If your timetable is affected, you will be contacted before the written examinations start with full details about what will happen and what you will need to do on the day.

LOCATION OF EXAMINATIONS

Most examinations will take place in the Sports Hall or School Hall. Sometimes different rooms may be used for students with approved special access arrangements. These arrangements and locations will be notified to the appropriate students.

TIME OF EXAMINATIONS

Morning exams will begin **promptly** at **9:00**; afternoon sessions at **13.30**. You **must** make sure that you arrive at school no later than **8.35am** and register with your form tutor before all morning examinations. For afternoon sessions, students must arrive outside the examination venue no later than **13:20**. Please be aware that latecomers must be notified to the Awarding Body (Exam Board), and papers may not be accepted.

SEATING PLANS

All seating plans will be displayed outside the exam venue on the day of an exam. You will also be able to see this information on G-Suite and our school website. **Please ensure you know your seat and which venue you are scheduled to attend before the exam starts to avoid any delays.** Write this information in your journal.

ENTERING THE EXAM VENUE

Students are expected to arrive at the designated exam venue 10 minutes before the scheduled start time. You should line up outside your allocated room under guidance from invigilators/members of staff. At this point you should ensure you are in full school uniform, have all necessary equipment ready and you **must** make sure your mobile phone is switched off and placed inside your bag, along with any watches or calculator lids.

You will be asked to keep your bag and belongings at the side of the exam hall and you will be able to collect them as you leave the examination room.

Please ensure that any unauthorised items, including mobile phones, watches, headphones and revision notes are left in your bag. Anyone found with any unauthorised items, whether they are intended to be used or not, will be notified to the awarding body, who may disqualify you from the paper or subject.

DO NOT TAKE THE RISK!

CANDIDATE AND CENTRE NUMBERS

Candidate numbers are used for all external examinations. Your candidate number is shown on your personal timetable, and is also shown on the exam seating plan. A card giving this information will also be on your desk for every examination.

The school centre number is: **13428**

EQUIPMENT

You are responsible for providing your own equipment for examinations. You should ensure that you bring the following equipment to every examination:

- **at least two black pens**
- **an HB pencil**
- **a ruler**
- **an eraser and a pencil sharpener are also recommended**
- **Scientific calculator (lid left inside your bag)**

Additionally, please check the list below for subject-specific items:

Subject	Equipment required
Maths	Scientific Calculator, Protractor, Compass

Please note that spare equipment is **very limited**. If you do not bring your own, you may have to manage without. All equipment should be in a **transparent** pencil case. Calculator instructions, boxes and lids are not allowed.

Calculators that have a memory/data storage facility must be cleared, and remain cleared, for all of your examinations.

You may take water into all examinations, but it must be in a **clear bottle** with the label removed. No other food, sweets or drinks are allowed.

You must not have any items on your desk other than those required for the examination. If you require tissues, then these must **not** be in a packet and placed on your desk for invigilators to check.

Watches should not be worn during the exam. **You will be asked to remove your watch and place it in your bag.**

DURING THE EXAMINATIONS

REGULATIONS

Make sure you have read the **JCQ Notices**, which are printed at the back of this booklet, carefully, before your exam season starts. **Please remember that any breach of these regulations during an examination could lead to disqualification from one, or all, of your exams.** The school is required to report any breaches of regulations to the relevant Awarding Body.

If a mobile phone, unauthorised type of electronic communication or storage device is found in your possession during an examination (**whether you intended to use it or not**), it will be taken from you and a report made to the relevant Awarding Body. The result of this is usually disqualification of the paper being sat and, in some cases, disqualification from the subject. Outcomes are decided by external verifiers and are not influenced by school decision.

BEHAVIOUR

- Do not speak or communicate in any way with other students in the examination room from the time you enter until the time you leave. Communicating with other students (which includes turning round to attract another student's attention) counts as potential malpractice, and must be reported.
- **Full school uniform must** be worn in all examinations.
- **DO NOT** write, graffiti or deface any notice or the exam desk: this is regarded as vandalism.
- If you finish an examination before the allocated time, you will **not** be allowed to leave the room early. If you think you have finished early, check your paper carefully then sit quietly; there will still be others working around you.

EXAMINATION PAPERS

- **Listen** to the instructions and notices read out at the start of the examination. You will hear these at the start of every examination. You must listen carefully every time, as there could possibly be an amendment to your examination paper that you need to know about.
- **Read** all of the *Instructions* and *Advice* on the front of every examination paper, and make sure your answers are numbered clearly and accurately.
- **All rough work** (including calculations) must be written in your answer book. We are not allowed to give you separate paper specifically for doing rough work. Draw a line through any material you do not wish to be marked. Rough work for multiple choice papers may be done on the question paper.
- **Do not doodle**, draw graffiti, or write comments to the examiner on your examination papers: your paper could be rejected by the Awarding Body
- **Always check** that you have been given the correct question paper for your subject and tier. **Always put up your hand and ask** if you are unsure about your paper or any instructions you have been given. A mistake is always much harder to rectify once you have completed the paper. Invigilators can contact the Exams Officer at any time if you have a problem that cannot be resolved within the examination room.
- **If you think there is an error on the paper, raise your hand and inform an invigilator.** Do not spend a disproportionate amount of time on a question. Continue with the paper and return to the question once your query has been investigated and further instructions have been given to you. It is rare for there to be an error in an examination question, but you should always ask.
- Invigilators are not allowed to explain questions or the meaning of words to you.

TOILET / ILLNESS

Please make sure you go to the toilet **before** every examination. Any such break will be included in your exam time so always make sure you are comfortable before the start.

Anyone with a specific medical condition or long term illness should have reported this well in advance, so the school can make the necessary arrangements and seek approval for any appropriate special arrangements with the Awarding Body.

If you feel unwell on the day or need to leave the examination room for any other reason, raise your hand and inform an invigilator – you will need to be escorted. **You will not be able to re-enter the examination room while the exam is in progress unless you have been accompanied at all times by an invigilator.**

FIRE ALARM

In the event of the fire alarm sounding, stop working immediately and await further instructions. You must follow the instructions of the Invigilators and exams team. Evacuation may or may not be required, but you will be expected to remain under exam conditions so please **remain silent**.

SPECIAL CONSIDERATION / ABSENCE FROM EXAMINATIONS

If you experience any difficulties during the examination period (e.g. illness, injury, personal problems, bereavement) you **MUST** inform, at the earliest possible opportunity, a member of school staff so we can help, support and advise you. It may be possible for the Exams Officer to apply for 'Special Consideration' which means informing the Awarding Body about the incident and possible disadvantage by something that is not your fault, or out of your control. Evidence, such as a doctor's note, will usually be required.

It is essential that you attend all your examinations at the times stated on your examination timetable. GCSE exam dates and times are set nationally by the regulators. If you miss an examination the school cannot let you take it on a different day.

If you are going to be late for an examination for reasons out of your control (e.g. transport problems) then you must contact the school as soon as you are aware of the problem. We are required to let the awarding bodies know which candidates arrive very late.

AFTER THE EXAMINATIONS

NOTIFICATION OF RESULTS

GCSE results day is **Thursday 24th August 2023**. No results will be given out over the telephone **under any circumstances**. Any results not collected on results day will be sent, as 1st class post, to your registered address. Further information regarding collecting results on the 24th August will be published closer to the time.

CHANGE OF ADDRESS

It is very important that you notify the school in writing, **as soon as possible**, after the end of the school year if you change your home address during the summer holiday. Please also ensure that your contact telephone numbers are up to date in case we need to contact you during the summer break.

ENQUIRIES ABOUT RESULTS

When you collect your results, you will receive information about the services and support available to you. These services (such as requesting scripts and applying for a review of marking) must be applied for before the deadlines implemented nationally by the exam regulator.

CERTIFICATES

Certificates are usually dispatched and ready for collection in November. You will be sent a letter to tell you when you may collect your certificates from the school. We are required by the Awarding Body to destroy uncollected certificates. We will retain uncollected certificates for **one year**. It is therefore very important that you collect your certificates as soon as possible. You will have to make applications and pay high fees to the Awarding Body directly to get copies at a later date. A friend or relative may also collect these on your behalf, but the Exams Officer must be notified of this in advance. You will be given specific instructions in the letter sent to you in November 2023.

FURTHER INFORMATION

AWARDING BODY WEBSITES

AQA:	https://www.aqa.org.uk
Pearson/Edexcel:	http://qualifications.pearson.com
OCR:	http://www.ocr.org.uk
WJEC:	http://www.wjec.co.uk

SCHOOL CONTACTS

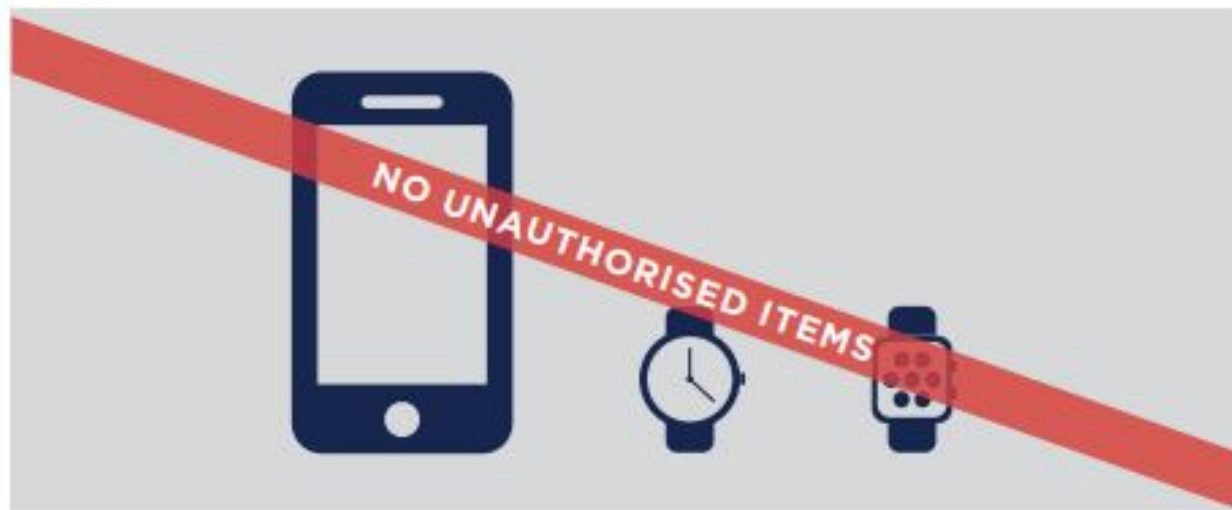
Main Reception: 020 8521 2115 data@kelmscott.waltham.sch.uk
Examinations Officer: Mr Cunningham

Students are expected to read the following JCQ documents on the Kelmscott School website:

- Coursework
- Non-examined Assessments
- On-screen Tests
- Privacy Policy
- Social Media
- Written Exams

NO MOBILE PHONES NO WATCHES

NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION



Possession of unauthorised items, such as a mobile phone
or any watch, is a serious offence and could result in

DISQUALIFICATION

from your examination and your overall qualification.

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



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Warning to Candidates

1. You **must** be on time for all your examinations.
2. **Possession of a mobile phone** or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.
3. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
4. You **must** follow the instructions of the invigilator.
5. You **must not** sit an examination in the name of another candidate.
6. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
7. If you are confused about anything, only speak to an 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.