



Headteacher
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Sandhurst School

GUIDANCE FOR STUDENTS & PARENTS/CARERS

EXTERNAL EXAMINATIONS

Centre Number: 51115



This information is to help you with valuable advice for examinations held at Sandhurst School.

You are required to read this document carefully and retain it for future reference

If you have **ANY** questions or problems, please contact Mrs Evans, Exams Officer.

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INTRODUCTION

It is the aim of Sandhurst School 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 and your parents/carers. Please read it carefully and show it to your parents/carers so that they are also aware of the examination regulations and the procedures which must be followed in the event of any problems occurring.

The awarding bodies (examination boards) set down strict criteria which must be followed for the conduct of examinations and Sandhurst School is required to follow them precisely. You should therefore, pay particular attention to the **JCQ (Joint Council For Qualifications) INFORMATION FOR CANDIDATES** that can be accessed on the school website.

Some of the questions you may have are answered at the back of this booklet. If there is anything you do not understand or any question that has not been addressed, **PLEASE ASK NOW!**

CONTACT NUMBERS

- Please check that school has at least one up-to-date contact number and email address for you.
- If you have any queries or need help or advice at any time before, during or after the examinations please speak to Mrs Evans
- The school telephone number is: 01344-775678

Remember – we are here to help.

GOOD LUCK!

BEFORE THE EXAMINATIONS

Statements of Entry/Timetable:

All Candidates will receive a Statement of Entry from school indicating the subjects they are being entered for and the levels of entry, where applicable. Please check that these are correct. Some subjects only have one tier of entry, some have Foundation or Higher Tiers.

Examination Boards

Your School use the following Exam Boards: AQA, OCR, Pearson Edexcel, WJEC, City & Guilds.

Candidate Name:

It is important that you check your name is spelt correctly on your timetable as this will appear on your certificates when they are printed.

Candidate Number:

Each candidate has a four-digit candidate/exam number. This is the number you will enter on your examination papers. Please remember it. This number will also appear on your card which will be placed on your exam desk for each exam.

Final Timetables

Make sure you know the dates and times of your examinations. If you miss a Public Examination **you cannot take that paper at any other time.**

Unless notified otherwise:

- Morning exams start at **9.00am**
- Afternoon exams start at **2.00pm**

ONCE YOU HAVE REGISTERED WITH YOUR TUTOR YOU MUST GO IMMEDIATELY TO THE GYM OR OTHER EXAM ROOM THAT IS ON YOUR TIMETABLE.

It is your responsibility to turn up on time for the examination (a minimum of 15 mins prior) so make sure that you and your parents/carers know the dates and times of each of your exams. If you are late for an exam you may not get the full time and the Exam Board may not accept your paper depending on the circumstances. **If you know that you are going to be late contact the school (01344 775678) so that the Exams Officer and invigilators know that you will be arriving late. On arrival go immediately to reception where the Exams Officer will collect you.**

Your timetable is your proof that you have been entered for a particular exam. If your timetable contains any errors you must see the Exams Officer immediately.

Examination Clashes

A few candidates may have a clash where two subjects are timetabled at the same time. The school will make special timetable arrangements for these candidates only. You must check your individual timetable and see the Exams Officer immediately if you think there is a clash on your timetable.

Equipment

MAKE SURE YOU HAVE ALL THE CORRECT EQUIPMENT BEFORE YOUR EXAMINATIONS. Check the regulations in the JCQ INFORMATION FOR CANDIDATES found on our website and the information on the following pages.

You must provide all your own equipment. Borrowing from other candidates is **NOT** allowed under any circumstances. You must bring your equipment in a transparent pencil case.

The following equipment should be brought to EVERY exam:

- 2 pens – **black** only (erasable or gel pens are not permitted)
- 2 HB pencils
- Ruler (marked with millimetres)
- Pencil sharpener (preferably one which catches the shavings!)
- Rubber

For certain exams you will also need the following:

- Compass
- Protractor
- Calculator (lid removed) – please make sure they comply with exam board regulations
- Colouring pencils

You are not allowed to use correction fluid.

- Highlighter pens are not allowed to be used on your answer booklet but may be used on the questions.

DURING THE EXAMINATIONS

Examination Regulations

A copy of the JCQ 'INFORMATION FOR CANDIDATES', which is issued jointly by all the Examining Boards can be found on the school website under the tab for Parents and the tab for Students under 'Exam Information'. All candidates must read this carefully and note that to break any of the examination rules or regulations could lead to disqualification from all subjects. The school must report any breach of regulations to the Awarding Body.

Special Arrangements

Special arrangements may be approved for candidates with:

- Physical difficulties;
- Language difficulties;
- Specific learning difficulties.

These are managed by the Access Arrangements Co-ordinator and the SENCo.

Attendance at Examinations

Candidates are responsible for checking their own timetable and arriving at school on the correct day and time, properly dressed and equipped. Candidates must register with their tutor and then immediately make their way to their exam room. For afternoon exams go immediately to your exam room to arrive for 1.40pm. Please wait quietly in the gym where you will be given final instructions and then you will be invited to enter the exam hall by the exam invigilators.

- Candidates who arrive late for an examination may still be allowed to enter the exam room and sit the exam. This is entirely at the discretion of the school.
- Full School Uniform must be worn by all students for examinations, summer uniform is acceptable. Hoodies are not permitted. If you wish to wear a mask during the exam please notify the invigilator who will give you a clean mask to wear.
- Do not attempt to communicate with, or distract other candidates. If you are removed from the exam room by an invigilator or the Senior Management Team your paper may be disqualified and you receive zero marks.
- Examination regulations are very strict regarding items that may be taken into the examination room. If you break these rules you will be disqualified from the examination. Mobile phones and/or any other electrical equipment **MUST BE TURNED OFF AND PLACED IN YOUR BAG**, having them on silent is not acceptable. All watches and bracelets must be removed and placed in your bag.
- If you are found with a mobile phone once the exam has started the exam board must be informed and you could be disqualified from this and possible future examinations with zero marks.
- No food is allowed in the exam rooms. However, water bottles are allowed, these **MUST** be clear bottles with a spill-proof cap. There **MUST** be no label on the bottle and must **ONLY** contain water. They must be placed on the floor next to your desk.
- Please do not write on examination desks. This is regarded as vandalism and you will be asked to pay for any damage.
- Do not draw graffiti or write comments on examination papers or on yourself – if you do the examination board may refuse to accept your paper.
- Listen carefully to instructions and notices read out by the invigilators – there may be amendments to the exam paper that you need to know about.
- Check you have the correct question paper – check the subject, paper and tier of entry. Read all instructions carefully and number your answers clearly.
- You will not be allowed to leave an examination room early. If you have finished the paper use any time remaining to re-read the questions, check over your answers and that you have completed your details correctly.
- At the end of the examination all work must be handed in – remember to cross out any rough work that you do not want marked. If you have used more than one answer book or loose sheets of paper make sure you place these carefully inside your exam paper.

- Invigilators will collect your exam papers 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, any communication could result in malpractice and your exam paper being disqualified.
- Remain in silence until you have left the exam room and show consideration for other candidates who may still be working.
- Question papers, answer booklets and additional paper must NOT be taken from the exam room.
- If the FIRE ALARM sounds during an exam the exam invigilators will tell you what to do. If you have to evacuate the room you **MUST** 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 do so. You will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident.

INVIGILATORS

The school employs invigilators to conduct the examinations. Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.

Invigilators are in the examination rooms to supervise the conduct of the examination and to ensure all exam regulations are adhered to. They will distribute and collect the exam papers, tell candidates when to start and finish the exam, hand out extra writing paper if required and deal with any problems that occur during the examination, for example if a candidate is feeling ill.

Please note that invigilators cannot discuss the examination paper with you or explain the questions.

Pupils who are disruptive or behave in an unacceptable manner will be removed from the examination room by invigilators or members of the Senior Leadership Team.

ABSENCE FROM EXAMINATIONS

What to do if you are ill on the day of an exam

If you are ill and are unable to attend an exam it is vital you phone the school first thing in the morning (01344 775678) to inform us.

You must also obtain a letter from your doctor detailing the reason for non-attendance. There is the possibility of submitting this note to the Examinations Board to ask for special consideration. The Board looks at this in conjunction with other exam marks from the student in that particular subject and may adjust the mark accordingly.

If you are feeling unwell, but still able to attend school, you should come to the exam and inform the invigilator or Exams Officer immediately, we can assess the situation then. In most cases it is better to take the exam if you can.

If in doubt – TELEPHONE THE SCHOOL

Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence. Sometimes in the past, students have had problems getting to an exam on time. This can be as a result of car breakdown, traffic jams, buses not turning up etc.

Although we encourage all students to arrive in plenty of time for all exams, so that there is not a last minute panic, it is important that we have up-to-date contact telephone numbers for your parents/carers, or anybody else who might be able to help in an emergency.

If you are late for an exam, we may not be able to get the exam paper accepted by the Exam Board.

We also suggest that your parents save the school telephone number on their mobile phone so you or they can call in if you have a serious problem on your journey to school: **01344 775678**.

Special Consideration

If you are fully prepared for an examination, but are ill on or just before the day of an examination, an application may be made for special consideration for the examination affected. Examination Boards decide on the validity of each application. To support the application for Special Consideration, you will be required to provide a doctor's certificate and medical evidence.

EXAM CHECK LIST

- You must go to the gym or other exam room immediately on arrival at school. For afternoon exams you must arrive at the gym or other exam room for 1.40pm. It is much better to leave yourself a safety margin on timings in case of problems with the journey.
- Phones – Students must not have mobiles phones in their possession (either on or off). They must be powered off and placed in your bag or locker.
- Do not take into the exam any unauthorised electronic devices; stereos, digital equipment, reading pens, electronic communication/storage devices, iPods, MP3/4 players, any type of watch or bracelet or any other products with text/digital facilities.
- You should bring: 2 black biro pens, pencil, rubber and any other writing equipment needed for your exams.
- Only **clear** pencil cases are allowed on your desk, or a clear sandwich bag would be sufficient. Do not use gel pens – this is because many of the exam papers are now scanned and sent electronically for marking – gel pens do not scan.
- In an exam where you have the use of a calculator, you should not have a calculator cover on your desk.
- **Sshh!** There is absolutely no talking or ANY form of communication between students once you enter the exam room. Be respectful of others working. If you have any questions, you should raise your hand once seated and an invigilator will come to you.
- You must not have any writing/drawings of any nature on your hands or arms. This could disqualify your paper.
- Normal School Uniform rules apply. No hoodies allowed.
- No food allowed in the exam hall (if you have a special requirement – please see The Exams Officer before the exams)
- Water bottles are allowed in the exam room. These should be **clear bottles** with a spill-proof cap. There should be **no label** on the bottle and must contain **only water**.



EXAM RESULT DAYS (SUMMER)

A Level Thursday 15th August 2024 for collection 10am-11am
GCSE Thursday 22nd August 2024 for collection 10am-11am

UNDERSTANDING EXAM PAPERWORK

Results

On results day you will receive a 'Statement of Results'. THIS IS NOT YOUR FINAL CERTIFICATE. The statement lists ALL the exams you have taken and any components within the qualification.

Candidate Statement of Results

Season: June Ext 2018 2018

Series: (All)

Name: **Brittany Spears**

Year: (11)

Candidate Number **1000**

Reg Group:

UCI: **000000061000B**

ULN: **0123456789**

Exam Results

Board	Level	Element Code	Title	Grd1	Grd2	Mark Equiv	End1	End2	Points
EDEXL/ GC	GCSE/ 9FC	1HI0D6	History Option D6	5		87			
AQA	GCSE/ 9FC	8300H	Mathematics Tier H	8					
AQA	GCSE/ 9FC	8461H	Biology Tier H	5					
AQA	GCSE/ 9FC	8462H	Chemistry Tier H	6					
AQA	GCSE/ 9FC	8463H	Physics Tier H	7					
AQA	GCSE/ 9FC	8700	English Language	3			M		3
AQA	GCSE/ 9FC	8702	English Literature	4					4
OCR	GCSE/ 9FC	J276	Computer Science	6					

Total marks for the qualification

Overall Result

Spoken Language Result: Pass, Merit, Distinction

JCQ EXAM NOTICES

The following information can also be found on the school website.

<https://sandhurstschool.org.uk/parents-students/exam-information/>

JCQ (Joint Council for Qualifications)

- JCQ Information for Candidates for Written Examinations – please read this fully
- JCQ Preparing to sit Exams
- JCQ Coursework Information for Candidates
- JCQ Non-Examination Assessments
- JCQ No Mobile Phones
- JCQ Using Social Media for Examinations
- JCQ Warning to Candidates
- JCQ Privacy Notice-Information About You

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Warning to candidates

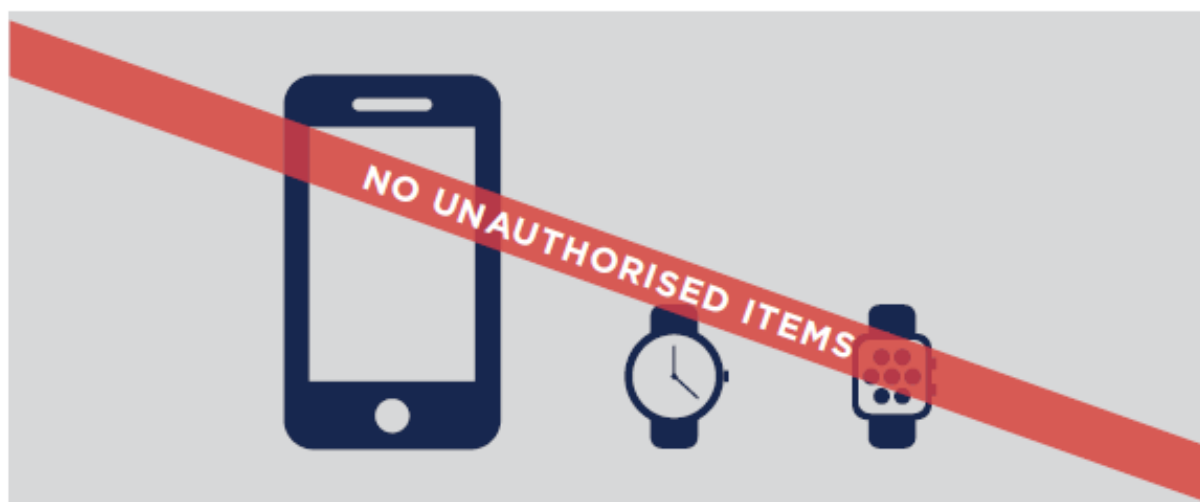
1. You **must** be on time for all your examinations.
2. **Possession of a mobile phone** or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.
3. You **must not** talk to, attempt 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.

Effective from 1 September 2022

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.

While we like to share our experiences online, when it comes to exams, we have to be careful.

- Sharing ideas online can be helpful when you're studying or revising
- However, sharing certain information (see information on the right) can break the rules and could affect your results
- If you're not sure what you can and can't discuss online, check with your teacher
- If you receive exam content on social media, you must tell your teacher
- Don't be caught out by scammers selling fake exam papers




Things to do on social media:

- Have fun
- Be responsible
- Report any exam content you see to your teacher

Things not to do on social media:

- Buy/ask for/share exam content
- Pass on rumours of what's in exams
- Share your work
- Work with others so that your coursework is not your own independent work

If you do any of the above activities, you may:

- Receive a written warning
- Lose marks
- Be disqualified from a part of or all of your qualifications
- Be banned from taking assessments for a number of years

Please take the time to familiarise yourself with the JCQ rules: [jqc.org.uk/exams-office/information-for-candidates-documents](https://www.jcq.org.uk/exams-office/information-for-candidates-documents)