



## Introduction

All students must read this booklet and the JCQ notices, a copy of these are at the end of this booklet. Please would parents ensure that their sons/daughters have read the guide carefully? Sitting public exams can be stressful, both for students and for their parents. Understanding the examination process will go some way towards alleviating this anxiety. It is important that all those involved are as well informed as possible about examination rules and regulations. These rules and regulations are designed to ensure fairness and to minimise disturbance. It is in the interest of all that the exams run smoothly.

The school makes every effort to ensure that students receive the best possible preparation for their exam, that the administrative arrangements run smoothly and that the exams are conducted in a way that will cause as little stress as possible. This helps students to achieve their best. Mock exams are also run to the same standards, in order that students are familiar with the process before they experience it for 'real'.

This guide is intended to inform you about all exams procedures, and to answer some of the most frequently asked questions about exams and to support students and parents through the exam process. It also contains the formal notices that we are required by awarding bodies and the regulatory authorities to issue to students.

If you have any questions that are not answered within this guide, please feel free to contact the Exams Officer, Mr Williams at <[gwyn.williams@ryeacademytrust.org](mailto:gwyn.williams@ryeacademytrust.org)>.

**ON EXAM DAYS IT IS BEST TO CONTACT THE SCHOOL RECEPTION ON 01797 222545 OR LEAVE A MESSAGE, SINCE THE MAIN PRIORITY FOR THE EXAMS OFFICE STAFF WILL BE TO START THE EXAM SESSION ON TIME.**

## Who is responsible for public exams?

The Exams Officer is responsible for administering all public exam arrangements and for the oversight of students during exams, under the direct control of the Principal, who is known as the Head of Centre by Exam Boards.

**The Awarding Bodies (or Exam Boards) set down strict criteria for the conduct of all exams and the school is required to follow them precisely.**

## Can dates of exams be altered, at the school's discretion, because of holidays or other commitments?

The dates of exams are fixed by the exams boards, and can only be altered by a school because of exam date clashes or because of a student's international sporting commitments, and then only within strict criteria and with the prior permission of the Boards.

No alteration can be made because a student is away on holiday for example. Parents should refer to the school's policy with regard to taking children away on holiday during school time.

Provisional exam dates, as soon as they are available, will be communicated in writing or via the school website.

## What information will students receive about their exam entries?

- After the summer exam entries are processed on the school's computer system, students receive a Statement of Entry detailing the subjects/units for which they have been entered.
- These statements should be carefully checked for errors and/or omissions and the Exams Office should be informed of any problems immediately.

**It is the student's responsibility to ensure that they are entered for the correct exams.**

- The Statement of Entry also gives students initial details of their exam timetable.
- Please note that if an exam is detailed on a Statement of Entry, the Exams Office is expecting the student to sit the exam. If they do not, they will be charged a withdrawal fee.
- Once all seating has been done, clashes resolved and exam rooms booked, students and parents/carers will be issued with their Final Exam Timetable in. This will also include venue and seat information.

## What happens if a student is late for the start of an exam?

If a student is going to be late for a start of an exam, they or their parents should telephone the main school number 01797 222545 immediately and ask for an urgent message to be passed to the Exams Officer, Mr Williams.

- Depending on how long the exam has been in progress when the student arrives at school, it may be possible for them to be admitted to the exam room.
- We are, however, bound by exam board regulations on this matter as mentioned previously.
- Normally students with a genuine reason for being late and who are brought straight to school will be admitted within the first 45 minutes of the start time.
- Any time lost by their late arrival will be added to the end of the exam period, so they will have the same length of exam as all other candidates.
- A student who is more than 45 minutes late may be allowed to enter the exam hall and sit the paper, however, delays of this length have to be reported to the exam boards and it will be at their discretion whether they accept the paper for marking.
- One of the key responsibilities of the invigilators is to check attendance of all students before an exam commences. If a student is missing, Mr Williams is informed as a matter of urgency. We will then endeavour to get in contact with the missing student or their parents, so we can try to get the student to the exam within the prescribed time limits. **It is vital that the school has up to date contact telephone numbers on record to assist this process.**

## What should candidates bring to exams?

Year 11 students are expected to provide their equipment to complete their exams. The school provides an exams wallet for maths exams only. The following rules apply:

- All writing equipment must be in a transparent plastic bag or pencil case.
- No opaque pencil boxes or cases will be permitted in the exam room.
- Pens should ideally be biro types but must be black ink only. Many exam papers are electronically scanned for marking purposes, so using black ink improves the quality of reproduction.
- Students will be permitted to bring calculators into any exam that does not specifically prohibit their use, e.g maths (non-calculator) exams.
- Certain medication will be allowed in the exam room but will need to be checked by the exams staff. Please make the exams staff aware you have this with you. Please be aware that some medication might need to be left at the front of the exam hall.

## What should candidates NOT bring to exams?

What should candidates NOT bring with them? Some items are strictly banned from exam rooms and should not be brought into the exam under any circumstances. Infringement of these rules will always be reported the exam board:

- Mobile Phones – these should be left in lockers or bags well away from the exam room.
- Any electrical equipment – unless permitted for individual language or music exams.
- The use of correction fluid, correcting tape or correction pens is not permitted. Students should cross through work they do not wish to be marked, neatly, with one line.
- Use of highlighters is also strictly controlled and can only be used on question papers and not in any answer papers.
- Notes, papers and text books etc. are only allowed in certain exams and students will be informed by the subject teachers if this is the case.
- Students should not bring lucky mascots into the exam room. Sweets may be allowed but please seek permission from a member of the Exams team.
- Students may bring a drink with them into the exam room, water only. All labels must be removed from bottles, if the label cannot be taken off, the bottle will be taken away from you.
- Absolutely no smart phones will be permitted in the exam room.
- Absolutely no digital watches will be permitted in the exam room.
- You may bring an analogue watch into the exam room. All permitted watches will need to be taken off your wrist and placed on your exam desk.

## What happens if a student doesn't attend an examination for which they have been entered for?

A student, who is absent from any examination without presenting a doctor's note or a satisfactory reason for a request for special consideration, will receive a grade based only on those elements of the exams which have been marked, i.e. if a student misses an exam they will get no marks without special consideration. Parents/Carers should be aware that the school will seek to recover any examination fees incurred from students who fail to attend exams without good reason.

## What should candidates wear for exams?

Exams are a school activity and students must wear their normal school uniform as stipulated in the school policy. All students know the uniform rules and it is their responsibility to ensure they observe them. Students should not bring coats and bags into the exam room. Items of jewellery such as bracelets should not be worn as they are not part of the uniform policy and make a noise on desks and can cause disruption for other students. Watches are to be removed and placed on the exam desk.

### What do I do if my child is unwell at the time of the exam?

You will need to provide a medical note from your doctor and Mr Williams will then complete the relevant form and send the evidence to the exam board asking for special consideration on the grounds of illness.

Please telephone the school as soon as possible to advise us that your child will be absent from an exam through illness. If you are concerned that your child is under the weather but still intends to sit an exam, let us know before the exam is due to take place.

If the student is unable to sit a paper as a result of serious illness, the board may, after reviewing the medical evidence, and any evidence of the candidate's performance on other papers, decide to award a grade.

### What happens if the exam room needs to be evacuated?

- You must remain in exam conditions and wait for instructions from the invigilator.
- You will be asked to stop the exam and the invigilators will note the exact time this occurs.
- All examination materials, answer papers, writing equipment etc. should be placed on your exam desk.
- You will be asked to calmly leave the exam room, leaving all equipment and papers behind. You will be asked to exit from the nearest fire exit on instructions from the invigilator.
- You will remain under exam conditions at all times while exiting the building and assembling outside the building. You cannot talk to anyone throughout the whole period of evacuation. A breach of this regulation will be reported to the relevant examination board and may result in your disqualification.
- The invigilators will conduct a roll call using the exam attendance sheets.
- **You will remain in silence at all times.**
- When the invigilators are given clearance to re-enter the exam room, you should follow their instructions. Once in the exam room you should find your seat and wait for further instructions.
- The invigilators will formally announce the restart of the exams and a revised finish time will be written on the exam board or given to candidates who have extra time.
- The Exams Officer will apply for special consideration for all students who are disrupted by an evacuation of an exam room.

## When and how are the exam results distributed?

### GCSE Results Day Thursday 22 August 2019 10am

If you are unable to collect your results you can nominate another person to collect on your behalf. The following forms must be completed and brought with them to be exchanged for the results.

[https://ryecollege.co.uk/files/exam-information/Permission to Collect EXAMS RESULTS on behalf of a student at RYE COLLEGE.pdf](https://ryecollege.co.uk/files/exam-information/Permission%20to%20Collect%20EXAMS%20RESULTS%20on%20behalf%20of%20a%20student%20at%20RYE%20COLLEGE.pdf)

The nominated person will be asked for identification before results are released to them. You can also have your results emailed to you at your school email address which remain active until the new school year. Please email the Exams Officer from your official school email address requesting this arrangement by 7th July. No results will be issued over the phone and no results will be issued to any other person without written permission from you, the candidate.

## Post Results, Support and information

If you are unhappy with the results of your exams, you may be permitted to put in an appeal to the exam boards. All appeals and post results services must be made via the school as exam boards do not accept them from individual candidates. These services vary in cost, and the costs are to met by the candidate if the school does not support the appeal.

### Access to scripts

- ATS (Priority copy) = Priority Access to an electronic version of the exam script prior to an EAR
- ATS (non-priority copy) = Access to script to support teaching & learning.

### Enquires about results (EARs)

- EAR 1 = Clerical check; this is when we apply for the marks to be recounted.
- EAR 2 = Review of marking; this is when we request that the exam board checks that the exam has been marked correctly following the governing bodies guidelines.
- EAR 2P = A review of the marking and a copy of the script (GCE AS/Advanced only)
- EAR 3 = Post results review of moderation. This is not available for individual candidates.

**PLEASE BE AWARE THAT FOLLOWING A CLERICAL CHECK AND REVIEW OF MARKING MARKS AWARDED CAN GO DOWN AS WELL AS UP. AN EAR APPLICATION CANNOT, UNDER ANY CIRCUMSTANCES, BE CANCELLED ONCE THE OUTCOME HAS BEEN ISSUED BY THE EXAM BOARD.**

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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## Information for candidates For written examinations – effective from 1 September 2018

This document has been written to help you. Read it carefully and follow the instructions.  
If there is anything you do not understand, especially which calculator you may use, ask your teacher.

<b>A Regulations – Make sure you understand the rules</b>	
1	Be on time for all your exams. If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the exam.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4	You <b>must not</b> take into the exam room: <ul style="list-style-type: none"> <li>a) <b>notes;</b></li> <li>b) <b>potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device.</b></li> </ul> <p><b>Any pencil cases taken into the exam room must be see-through.</b></p> <p><b>Remember:</b> possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.</p>
5	If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
6	Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
7	Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
8	You <b>must not</b> write inappropriate, obscene or offensive material.
9	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
10	Do not borrow anything from another candidate during the exam.
<b>B Information – Make sure you attend your exams and bring what you need</b>	
1	Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
2	If you arrive late for an exam, report to the invigilator running the exam.
3	If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
4	Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
5	You <b>must</b> write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.
<b>C Calculators, Dictionaries and Computer Spell-checkers</b>	
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: <ul style="list-style-type: none"> <li>a) make sure it works properly; check that the batteries are working properly;</li> <li>b) clear anything stored in it;</li> <li>c) remove any parts such as cases, lids or covers which have printed instructions or formulas;</li> <li>d) do not bring into the exam room any operating instructions or prepared programs.</li> </ul>
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
<b>D Instructions during the exam</b>	
1	Always listen to the invigilator. Follow their instructions at all times.
2	Tell the invigilator at once if: <ul style="list-style-type: none"> <li>a) you think you have not been given the right question paper or all of the materials listed on the front of the paper;</li> <li>b) the question paper is incomplete or badly printed.</li> </ul>
3	Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4	Fill in all the details required on the front of the question paper and/or the answer booklet <b>before</b> you start the exam. Make sure you fill these details in on any additional answer sheets that you use.
5	Remember to write your answers within the designated sections of the answer booklet.
6	Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers. Make sure you add your candidate details to any additional answer sheets that you use.
<b>E Advice and assistance</b>	
1	If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	Put up your hand during the exam if: <ul style="list-style-type: none"> <li>a) you have a problem and are in doubt about what you should do;</li> <li>b) you do not feel well;</li> <li>c) you need more paper.</li> </ul>
3	You must not ask for, and will not be given, any explanation of the questions.
<b>F At the end of the exam</b>	
1	If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order. Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.
2	Do not leave the exam room until told to do so by the invigilator.
3	Do not take from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.



**This notice has been produced on behalf of:**

**AQA, OCR, Pearson and WJEC**

**Information for candidates: non-examination assessments**

**This document tells you about some things that you must and must not do when you are completing your work.**

**When you submit your work for marking, the awarding body will normally require you to sign an authentication statement confirming that you have read and followed these regulations.**

If there is anything that you do not understand, you **must** ask your teacher or lecturer.

In some subjects you will have an opportunity to do some independent research into a topic. The research you do may involve looking for information in published sources such as textbooks, encyclopedias, journals, TV, radio and on the internet.

Using information from published sources (including the internet) as the basis for your assignment is a good way to demonstrate your knowledge and understanding of a subject. You must take care how you use this material though - you cannot copy it and claim it as your own work.

**The regulations state that:**

**the work which you submit for assessment must be your own;**

**you must not copy from someone else or allow another candidate to copy from you.**

When producing a piece of work, if you use the same wording as a published source you must place quotation marks around the passage and state where it came from. This is called "referencing". You must make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: Morrison, 2000, pg.29.

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: <http://www.geocases2.co.uk/rural1.htm> downloaded 5 February 2019.

You may be required to include a bibliography at the end of your piece of written work. Your teacher or lecturer will tell you whether a bibliography is necessary. Where required, your bibliography must list the full details of publications you have used in your research, even where these are not directly referred to, for example: Morrison, A. (2000) 'Mary, Queen of Scots', London: Weston Press.

**If you copy the words or ideas of others and do not show your sources in references and a bibliography, this will be considered as cheating.**

## Preparing your work – good practice

If you receive help and guidance from someone other than your teacher, you **must** tell your teacher who will then record the nature of the assistance given to you.

If you worked as part of a group on an assignment, for example undertaking field research, you must each write up your own account of the assignment. Even if the data you have is the same, you **must** describe in your own words how that data was obtained and **you must independently draw your own conclusions from the data.**

You must meet the deadlines that your teacher gives you. Remember - your teachers are there to guide you. Although they cannot give you direct assistance, they can help you to sort out any problems before it is too late.

Take care of your work and keep it safe. Do not leave it lying around where your classmates can find it. You must always keep your work secure and confidential whilst you are preparing it; do not share it with your classmates. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you do not need.

Do not be tempted to use essays from on-line essay banks — this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

You must not write inappropriate, offensive or obscene material.

## Plagiarism

Plagiarism involves taking someone else's words, thoughts or ideas and trying to pass them off as your own. **It is a form of cheating which is taken very seriously.**

Do not think you will not be caught; there are many ways to detect plagiarism.

- Markers can spot changes in the style of writing and use of language.
- Markers are highly experienced subject specialists who are very familiar with work on the topic concerned — they may have read or seen the source you are using (or even marked the essay you have copied from!).
- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

## Penalties for breaking the regulations

If your work is submitted and it is discovered that you have broken the regulations, one of the following penalties will be applied:

- the piece of work will be awarded zero marks;
- you will be disqualified from that component for the examination series in question;
- you will be disqualified from the whole subject for that examination series;
- you will be disqualified from all subjects and barred from entering again for a period of time.

The awarding body will decide which penalty is appropriate.

## **REMEMBER – IT'S YOUR QUALIFICATION SO IT NEEDS TO BE YOUR OWN WORK**



**NO IPODS, MOBILE PHONES  
MP3/4 PLAYERS  
SMARTWATCHES**

**NO POTENTIAL TECHNOLOGICAL/WEB  
ENABLED SOURCES OF INFORMATION**

**Possession of unauthorised items, such as a mobile  
phone, 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. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
3. You **must not**:
  - sit an examination in the name of another candidate;
  - have in your possession any unauthorised material or equipment which might give you an unfair advantage.
4. **Possession of a mobile phone** or other unauthorised material **is breaking the rules**, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
5. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
6. You **must** follow the instructions of the invigilator.
7. If you are in any doubt speak to the 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 2014