



# **GCE/GCSE Examinations 2019-20**

## **Guidance for Students and Parents**

**Theale Green School  
Centre Number: 51235**

**School Telephone Number: 0118 930 2741**



## GCE/GCSE Examinations 2019-20 Guidance for Students & Parents

	<b>Page</b>
<b>Introduction</b>	3
<b>Before the Examinations:</b>	
Statements of Entry	4
Examination Boards	4
Candidate Name	4
Candidate Number	4
Unique Candidate Identifier (UCI)	4
Timetables	4
Exam Fees	5
Contact Numbers	5
Equipment	5
<b>During the Examinations:</b>	
Examination Regulations	6
Attendance at Examinations	6-7
Invigilators	8
Absence from Examinations	8
<b>After the Examinations:</b>	
Notification of Results	9
Post Results	9
Certificates	9
<b>Frequently Asked Questions</b>	10-13
<b>JCQ Warning to Candidates</b>	Appendix 1
<b>JCQ Information for Candidates - Written Exams</b>	Appendix 2
<b>JCQ Information for Candidates - Privacy Notice</b>	Appendix 3
<b>JCQ Information for Candidates – On-screen Tests</b>	Appendix 4
<b>JCQ Information for Candidates – Non-Examination Assessment</b>	Appendix 5
<b>JCQ Information for Candidates - Internet/Social Media Guidelines</b>	Appendix 6

### Introduction

It is the aim of Theale Green School to make the examination experience as stress-free and successful as possible for all Students.

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

The awarding bodies (or examination boards) set down strict criteria which must be followed for the conduct of examinations and Theale Green School is required to follow them precisely. You should, therefore, pay particular attention to the Joint Council for Qualifications (JCQ) notices in the appendices of this booklet.

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.

If you or your parents have any queries or need help or advice at any time before, during or after the examinations, please contact school on 0118 930 2741 and ask for:

Mrs Sharron Stevens  
SIMS Manager and Examinations Officer  
Email: [sstevens@thealegreen.w-berks.sch.uk](mailto:sstevens@thealegreen.w-berks.sch.uk)

Mrs Charlotte Badarello  
Deputy Headteacher  
Email: [cbadarello@thealegreen.w-berks.sch.uk](mailto:cbadarello@thealegreen.w-berks.sch.uk)

Dr Anne Richards  
Head of Sixth Form  
Email: [ARichards@thealegreen.w-berks.sch.uk](mailto:ARichards@thealegreen.w-berks.sch.uk)

All the best and good luck!

## **Before the Examinations**

### **Statements of Entry:**

All candidates will receive a proposed entry list from the school indicating the subjects they are being entered for and the levels of entry, where applicable. You should check everything on the proposed entry list very carefully. Particularly, check that all personal details (date of birth, spelling of names) are accurate as these will appear on certificates and it may be difficult to change them once certificates are awarded.

### **Examination Boards:**

The school uses the following examination boards: AQA, OCR, Pearson Edexcel and WJEC.

### **Candidate Name:**

Candidates are registered using legal names, not preferred names and should be the same as their birth certificates and passports.

### **Candidate Number:**

Each candidate has a four-digit candidate number. This is the number which will be entered on examination papers. It will appear on the examination candidate ID card in the exam room.

### **Unique Candidate Identifier (UCI):**

In addition to a candidate number, each candidate has a Unique Candidate Identifier (12 numbers and 1 letter), which is shown on the proposed entry list. This number will usually begin with the Centre Number (51235) unless you have transferred from another school that had already issued your UCI. The UCI is used for administration purposes only.

### **Unique Learning Number (ULN):**

The Unique Learner Number (**ULN**) is a 10-digit reference number which is used to access the Personal Learning Record of anyone over the age of 13 involved in UK education or training.

### **Timetables:**

A copy of the Full Examination timetable will be available on the school's website. All candidates will receive an individual timetable showing their own specific examinations with details of date, time and duration of their examinations. Check it carefully. If you think something is wrong, speak to Mrs S Stevens immediately.

**Exam Fees:**

**Exam Fees are paid** for by the School, unless a student is re-sitting a paper. Any fees must be paid before an exam entry can be made. These fees may be passed on if a student fails to sit an exam.

**Contact Numbers:**

Please check that school has at least one up-to-date contact number for you.

**Equipment:**

Make sure you have all the correct equipment in a clear pencil case, including a calculator, before your examinations. We only have limited stocks of calculators and maths packs, so we will be unable to supply any during these examinations.

## During the Examinations

### Examination Regulations:

JCQ issues rules and regulations that have to be strictly followed by all schools – these are attached to the back of this booklet. All candidates must read these carefully and please note that to break any of the examination rules or regulations could lead to disqualification from any or all subjects. The school has to report any breach of regulations to the awarding body.

### Attendance at Examinations:

Candidates are responsible for checking their own timetable and arriving at school on the correct day and time, properly dressed in **school uniform** and **fully equipped**. Candidates must arrive at least 10 minutes prior to the start time of their examination. Please go to the examination room entrance and wait quietly until you are escorted into the exam room by a member of staff.

Do not attempt to communicate with or distract other candidates. You are under exam conditions as soon as you walk through the door of the exam room.

Candidates who arrive late for an examination may still be admitted. If special consideration applies then you must speak to the Examinations Officer (see Absence from Examinations).

### Candidates must be in full school uniform when sitting their examinations.

All items of equipment, pens, pencils, mathematical instruments (do not bring calculator lids), 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 erasable or correction pens are allowed. Glasses case and AppleWatches/smartwatches are **NOT** allowed. **Watches must be placed on desk and stay there for the duration of the exam.**

For mathematics and science examinations, Students should make sure their calculators conform to the examination regulations. If in doubt, check with your teacher. Remove any covers or instructions and make sure batteries are new.

No item may be borrowed from another candidate.

Examination regulations are very strict regarding items that may be taken into the examination room (see FAQs at the end of this booklet). If you break these rules you may be disqualified from the examination.

Mobile telephones **must not** be brought into the examination room unless they are handed in and switched off. If a mobile phone (or any other type of electronic communication or storage device) is found in your possession during an examination (even if it is turned off) it will be taken from you and a report made to the appropriate examination board. No exceptions can be made.

No food or drink is allowed in the examination rooms, with the exception of water, which must be in a **clear unlabeled see-through bottle**.

Do not draw graffiti or write comments on examination papers – if you do, the examination board may refuse to accept your paper. Do not draw graffiti or write comments on Candidate ID Cards. Do not draw graffiti or write comments on examination desks.

Listen carefully to the instructions and notices read out by the invigilators – there may be amendments to the examination 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. Please make sure your name, Exam number and school information is clearly written on the examination answer book and every other piece of paper being handed in.

Access to time – it is important that students use the time allocated and make sure they pace themselves. Clocks are visible in every venue.

Candidates must stay in the examination room for the duration of the examination. You will not be allowed to leave an examination room early without the express permission of the Examinations Officer. If you have finished the paper, use any time remaining to check over your answers and ensure you have completed your details correctly.

If you have an exam in the afternoon which starts at 1pm and lasts for one hour or less, you will be required to remain in the exam room until 2.30pm.

At the end of the examination all work must be handed in. Remember to cross out any rough work. If you have used more than one answer book or loose sheets of paper ask for a tag to fasten them together in the correct order. Invigilators will collect your examination papers before you are allowed to leave the room. Absolute silence must be maintained during this time. Remember you are still under examination conditions until you have left the room.

Question papers, answer booklets and additional paper must **not** be taken from the examination room.

Remain seated in silence until you are told to leave the examination room. Please leave the room in silence and show consideration for other candidates who may still be working.

If the fire alarm sounds during an examination the invigilators will tell you what to do. Do not 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 examination 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.

The designation of a 'contingency day' within the common examination timetable is in the event of national or local disruption to examinations. It is part of the awarding bodies' standard contingency planning for examinations. Where candidates choose not to be available for the rescheduled examination(s) for reasons other than those traditionally covered by special consideration, they **will not** be eligible for enhanced grading arrangements. Centres **must** therefore ensure candidates and parents are aware of this contingency arrangement so that they may take it into account when making their plans for the summer.

### **Invigilators:**

Invigilators are in the examination rooms to supervise the conduct of the examination. They will 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 candidates or explain the questions.

When in an exam venue, please raise your hand if you require the assistance of an invigilator.

### **Absence from Examinations:**

If you experience difficulties during the examination period (e.g. illness, injury, or personal problems), please inform school at the earliest possible point so we can help or advise you.

Only in 'exceptional circumstances' are candidates allowed special consideration for absence from any part of an examination. It is essential that medical or other appropriate evidence is obtained on the day by the candidate/parent and given to the Examinations Officer, without delay. Your doctor or nurse must have signed the documentation.

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



## After the Examinations

### Notification of Results:

GCE Results for Year 13 will be available for collection between 9am and 11.00am on Thursday 13<sup>th</sup> August 2020 .

GCSE Results for Year 11 will be available for collection between 9am and 11.00am on Thursday 20<sup>th</sup> August 2020.

If you wish any other person (including family members) to collect your results on your behalf, **you must give your written authorisation to the Examinations Officer before the School summer break.**

If you wish the results to be emailed, please confirm this in writing to the Examinations Officer before the School summer break and include the email address you would like the results sent to. Results will be emailed out from 12noon.

### Post Results:

If you need post-results advice, teaching staff will be available on results day.

### Certificates:

Year 13 and Year 11 examination certificates will be presented to students at the Awards Evening held in December. Students who don't attend can collect their certificates from the school in the weeks after the Awards Evening.

If you wish any other person (including family members) to collect your certificates on your behalf, **you must give your written authorisation to the Examinations Officer.**

If you would like the certificates to be posted, please write to the Examinations Officer and supply a large stamped addressed envelope. These will then be posted after the awards evening. The school accepts no liability in the event of the certificates being lost in the post.

## Frequently Asked Questions

### **Q. What do I do if there is a clash on my timetable?**

The school will re-schedule papers internally (on the same day) where there is a clash of subjects. Candidates will normally sit one paper then have a break during which they will be supervised and isolated, as they must not have any communication with other candidates. They will then sit the second subject paper. Correct times should be on your individual candidate timetable. If in doubt, please consult the Examinations Officer.

### **Q. What do I do if I think I have the wrong paper?**

The Examinations Officer/Invigilator will ask you to check your paper before the examination starts. If you think something is wrong, put your hand up and tell the Examinations Officer/Invigilator immediately.

### **Q. What do I do if I forget my Candidate Number?**

Candidate Numbers are printed on candidate cards, which are displayed on your desk in the examination rooms.

### **Q. What do I do if I forget the School Centre Number?**

The Centre Number is 51235. It will be clearly displayed in the examination room and on individual Candidate ID Cards.

### **Q. What do I do if I have an accident or am ill before the examination?**

Inform school at the earliest possible point so we can help or advise you. In the case of an accident that means you are unable to write it may be possible to provide you with a scribe to write your answers, but we will need as much prior notice as possible.

You may need to obtain medical evidence (from your GP or hospital) if you wish the school to make an 'Appeal for Special Consideration' on your behalf (see below).

### **Q. What is an Appeal for Special Consideration?**

Special Consideration is a post examination adjustment to a candidate's mark to reflect temporary illness, injury or other indisposition at the time of the assessment. The allowance for Special Consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for very exceptional cases). Parents should be aware that any adjustment is likely to be small and no feedback is ever provided. Candidates will only be eligible for Special Consideration if they have been fully prepared and covered the whole course, but performance in the actual examination or assessment is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness, accident or injury, bereavement or domestic crisis at the time of the examination/assessment. The Examinations Officer must be informed immediately so that the necessary paperwork can be completed. The candidate will be required to provide evidence to support such an application.

**Q. What do I do if I feel ill during the examination?**

Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before or during an examination.

**Q. If I'm late, can I still sit the examination?**

Provided you arrive at school by 9.55am or by 2.15pm, it may still be possible for you to sit the examination. You should get to school as quickly as possible and report to Reception. A member of staff will inform the Examinations Officer who will escort you to the examination room. You must not enter an examination room without permission after an examination has begun.

You should also be aware that if you start the examination more than 1hour after the published starting time, the school must inform the examination board and it is possible that the board may decide not to accept your work. Please ensure that you allow enough time to get to school so that if you are delayed (e.g. through transport problems) you will still arrive on time.

**Q. If I miss the examination can I take it on another day?**

**No.** Timetables are regulated by the examination boards and you must attend on the given date and time.

**Q. Do I have to wear school uniform?**

**Yes.** Normal school regulations apply to uniform.

**Q. What equipment should I bring for my examinations?**

For most examinations you should bring at least two pens (black ink only), two HB pencils, a 30cm ruler (marked with cm and mm), a pencil sharpener and a rubber. For some examinations you will need a calculator (Maths/Science), a compass, a protractor and coloured pencils (not gel pens). Your teacher should be able to advise you prior to the examinations.

**You are responsible for providing your own equipment for examinations. You must not attempt to borrow equipment from another candidate during the examination.**

**Q. What is allowed in the examination room?**

Only material that is listed on question papers is permitted in the examination room and Students who are found to have any material with them that is not allowed will be reported to the appropriate examinations board. In such circumstances, a Student would normally be disqualified from the paper of the subject concerned.

Items not permitted under examination regulations must be left in the care of the invigilators. Do not bring any valuables into school when you attend for an examination.

No food or drink is allowed in the examination room, with the exception of water which must be in a clear, unlabeled see-through bottle.

Mobile telephones – If you have to bring a mobile, it must be switched off and left in your bag. Please note that some mobile telephones have an alarm/alert system that activates even when the telephone is switched off. Check your telephone and cancel any alarms/alerts.

**Q. Why can't I have my mobile telephone on me in the examination room?**

Being in possession of a mobile telephone (or any other electronic communication device, e.g. iPod, headphones, AppleWatch/any smartwatches) is regarded as cheating and is subject to severe penalty from the awarding bodies.

The minimum penalties are as follows:

Device found on you and turned ON – disqualification for the entire subject award.

Device found on you and turned OFF – disqualification from the specific paper you are sitting at the time.

Telephone rings during the examination wherever it is in the room – the examination board must be informed and you will be disqualified from all papers (including any already taken).

**Q. How do I know how long the examination is?**

The length of the examination is shown on your individual timetable under the heading 'duration'. Invigilators will tell you when to start and finish the examination. They will display the finish time of the examination on the white board at the front of the examination room. There will be a clock in all examination rooms.

**Q. Can I leave the examination early?**

**NO** - It is not the school's policy to allow candidates to leave the examination room early, as this is disruptive to other candidates. A candidate may not leave the examination room until the full exam time has finished or without the permission of the Examinations Officer.

**Q. What do I do if the fire alarm goes?**

The examination invigilators will tell you what to do. If you have to evacuate the room, leave everything on your desk and leave the room in silence. You must not attempt to communicate with any other candidates during the evacuation.

**Q. Can I go to the toilet during the examination?**

Only if it is absolutely necessary. The Examinations Officer has to be sent for to cover the absence. Once the Examinations Officer has arrived, an invigilator will escort you.

**Q. Why do I need to check my details on the Statement of Entry?**

The details on your Proposed Entry List will be used when certificates are printed. If the name or date of birth on your certificates does not match your birth certificate it could cause you problems if you are asked to show your certificates to a potential employer. You should also check that the subjects and tiers of entry you are entered for are correct and that no subjects are missing.

**Q. I am entitled to extra time – how will this affect the way I take my examinations?**

Some Students receive an allowance of up to 25% extra time. Where possible such candidates will be seated together to minimise disturbance from other candidates who finish earlier. The invigilators will include the additional time when they display the finishing time of your examination on the board.

**Q. What do I do if I don't get the grades I need/expect?**

Teaching staff will be available to advise you on results day. If you feel strongly that it is necessary to make an enquiry about your result you should first consult the Head of Department to obtain their advice as to the advisability of requesting a review of the paper. You should be aware that your mark could go down as well as up or even stay the same. Review of marking requests must be submitted to the Examinations Officer by the date on the form.