



**Alde Valley
Academy**

GCSE Examinations

**Guidance for
Pupils and Parents**

Centre Number: 19127

School Telephone Number: (01728) 830570

GCSE Examinations Guidance for Pupils & Parents

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Introduction

It is the aim of Alde Valley Academy to make the examination experience as stress-free and successful as possible for all pupils.

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 Alde Valley Academy 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 and on our 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.

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 (01728) 830570 and ask for our examinations officer.

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 your 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, LiBF, NCFE, WJEC, ASDAN.

Candidate Name:

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

Candidate Number:

Each candidate has a four-digit candidate number. This is the number you will enter on examination papers. It will appear on your examination candidate 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 your proposed entry list. This number will usually begin with the Centre Number (19127) unless you have transferred from another school that had already issued your UCI. Your UCI is used for administration purposes and it is not necessary for you to remember it.

Timetables:

A copy of your exam timetable will be issued prior to exams.

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 before your examinations.

Exams starting at 1pm:

Please be aware that some of the exams will start at 1pm. If this is the case with an exam that you are sitting, you will be able to have an earlier lunch break. We will arrange for the canteen to open earlier for you on these days. Or you may wish to bring with you a packed lunch or purchase food at break time.

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 note that breaking any of the examination rules or regulations, could lead to disqualification from 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 15 minutes prior to the start time of their examination. You must enter the exam room in silence and sit in the allocated seat and will have your candidate card on the desk. Prior seating plans are visible outside the Hall for you to familiarize yourself with prior to the exam.

Do not attempt to communicate with or distract other candidates.

Candidates who arrive late for an examination may still be admitted. But the Examination Officer may have to submit a form to the Examination board explaining the reason for the candidate arriving late.

Warning - The awarding body may not accept their paper

Full school uniform must be worn when attending school for 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 gel, erasable or correction pens are allowed.

Glasses' cases and Apple watches/smart watches are **NOT** allowed.

No correcting pens, fluid or tape.

For mathematics and science examinations, pupils 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.

Listen carefully to 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.

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.

There will be a visible clock in every exam room. A board will be visible at the front of the exam room which shows the date and actual start & finish time.

Candidates who have been granted extra time should continue to the additional time if required.

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 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 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.

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 unwell.

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

If you need to communicate to an invigilator please raise your hand in silence and remain seated an invigilator will come over to you.

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:

GCSE Results for Year 11 will be available for collection between 9.00am and 11.00am; on Thursday 26th August 2021.

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 results day.**

Post Results:

If you need post-results advice, teaching staff and our careers advisor will be available on results day. (Post Result Services Form attached, see appendix 7.)

Certificates:

Year 11 examination certificates will be available for collection once they have all been received from the exam boards.

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 not be able to revise or look at any notes. 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. No exam session must exceed three hours (with the exception of extra time candidates).

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

The invigilator will ask you to check your paper before the examination starts. If you think something is wrong, put your hand up and in silence tell the 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 19127 (and for NCFE exams is 8466357). It will be clearly displayed in the examination room.

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, please advise school as soon as possible. It may be possible to provide you with a laptop or if absolutely necessary, with a scribe to write your answers, but we will need as much prior notice as possible.

You will 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 in silence 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 9.30am or by 1.30pm, 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 or Invigilator 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 30 minutes 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, hair, jewellery, make-up, etc.

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 pupils 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 pupil 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.

No mobile telephones – these must be switched off and handed in on entry to the examination room.

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, Apple Watch/any smart watches) 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?

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 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 - Please put your hand up and an invigilator will escort you. You will not be able to take anything with you to the toilet.

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 pupils 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 and careers advisor 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 teacher 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 requests must be submitted to the Examinations Officer by the date on the form.



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.



Joint Council for
Qualifications^{CIC}

Information for candidates

On-screen tests

With effect from 1 September 2020

Produced on behalf of:



**This document has been written to help you.
Read it carefully and follow the instructions.**

If there is anything you do not understand ask your teacher.

A. Regulations – Make sure you understand the rules

- 1 Be on time for your on-screen test(s). If you are late, your work might not be accepted.
- 2 Do not become involved in any unfair or dishonest practice during the on-screen test.
- 3 If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
- 4 Only take into the exam room the materials
- 5 You must not take into the exam room:
 - (a) notes;
 - (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.

Unless you are told otherwise, you must not have access to:

- (c) the internet, e-mail, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks;
- (d) pre-prepared templates.

Remember: 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.

- 6 If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
- 7 Do not talk to or try to communicate with or disturb other candidates once the on-screen test has started.
- 8 If you leave the exam room unaccompanied by an invigilator before the on-screen test has finished, you will not be allowed to return.
- 9 Do not borrow anything from another candidate during the on-screen test.

B. Information – Make sure you attend your on-screen test and bring what you need

- 1** Know the date and time of your on-screen test(s). Arrive at least ten minutes before the start of your on-screen test.
- 2** If you arrive late for an on-screen test, report to the invigilator running the test.
- 3** If you arrive more than one hour after the published starting time for the on-screen test, you may not be allowed to take it.
- 4** Your centre will inform you of any equipment which you may need for the on-screen test.

C. Calculators, dictionaries and computer spell-checkers

- 1 You may use a calculator unless you are told otherwise.
- 2 If you use a calculator:
 - (a) make sure it works properly; check that the batteries are working properly;
 - (b) clear anything stored in it;
 - (c) remove any parts such as cases, lids or covers which have printed instructions or formulae;
 - (d) do not bring into the examination room any operating instructions or prepared programs.
- 3 Do not use a dictionary or computer spell checker unless you are told otherwise.

D. Instructions during the on-screen test

- 1 Always listen to the invigilator. Always follow their instructions.
- 2 Tell the invigilator at once if:
 - (a) you have been entered for the wrong on-screen test;
 - (b) the on-screen test is in another candidate's name;
 - (c) you experience system delays or any other IT irregularities.
- 3 You may be given a question paper or the instructions may be on screen. In either case, read carefully and follow the instructions.

E. Advice and assistance

- 1 If on the day of the on-screen test 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 on-screen test if:
 - (a) you have a problem with your computer and are in doubt about what you should do;
 - (b) you do not feel well.
- 3 You must not ask for, and will not be given, any explanation of the questions.

F. At the end of the on-screen test

- 1 Ensure that the software closes at the end of the on-screen test.
- 2 If you are required to print off work outside the time allowed for the on-screen test, ensure that you collect your own work. You must not share your work with other candidates. Make sure that another candidate does not collect your printout(s).
- 3 Do not leave the exam room until told to do so by the invigilator.
- 4 Do not take from the exam room any stationery. This includes rough work, printouts or any other materials provided for the on-screen test.



Joint Council for
Qualifications^{CIC}

Information for candidates

Written examinations

With effect from 1 September 2020

Produced on behalf of:



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**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.

A. Regulations – Make sure you understand the rules

- 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 must not take into the exam room:
 - (a) notes;
 - (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.

Any pencil cases taken into the exam room must be see-through.

Remember: 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.

- 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 must not 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. Information – Make sure you attend your exams and bring what you need

- 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 must 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.

C. Calculators, dictionaries and computer spell-checkers

- 1 You may use a calculator unless you are told otherwise.
- 2 If you use a calculator:
 - (a) make sure it works properly; check that the batteries are working properly;
 - (b) clear anything stored in it;
 - (c) remove any parts such as cases, lids or covers which have printed instructions or formulae;
 - (d) do not bring into the exam room any operating instructions or prepared programs.
- 3 Do not use a dictionary or computer spell checker unless you are told otherwise.

D. Instructions during the exam

- 1 Always listen to the invigilator. Always follow their instructions.
- 2 Tell the invigilator at once if:
 - (a) you think you have not been given the right question paper or all of the materials listed on the front of the paper;
 - (b) the question paper is incomplete or badly printed.
- 3 Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
- 4 When the invigilator tells you, fill in all the details required on the front of the question paper and/or the answer booklet before 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 for rough work.

E. Advice and assistance

- 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:
 - (a) you have a problem and are in doubt about what you should do;
 - (b) you do not feel well;
 - (c) you need more paper.
- 3 You must not ask for, and will not be given, any explanation of the questions.

F. At the end of the exam

- 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.