

SOHAM VILLAGE COLLEGE

Class of 2021

A Useful Guide to the
GCSE Exam Process
(For students & their parents/carers)



Happy to help

Check the school website 'Examinations' section for information about your exams, results and certificates

This booklet is for both students and their parents/carers to enable you to understand the forthcoming GCSE examinations. It answers all the most frequently asked questions.

As Examinations Officer, I am responsible for administering all public examination arrangements and for oversight of students during exams.

I have an experienced team of invigilators who are present during all examinations under my supervision. Not only are they there to ensure that examinations are run correctly, but also to help you during the exam should you have a problem.

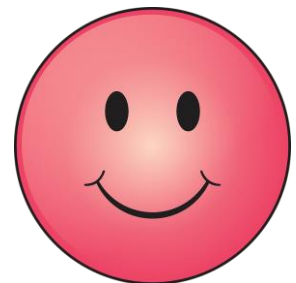
Please take a few minutes to read through this booklet. If there is anything that you are unsure about, then please ask me. My office is upstairs in Beechurst along from room B4, near the stairwell.

This booklet contains information about collecting results, coursework and certificates, please keep for your reference until certificates have been collected.

Thank you.

E Everitt

Mrs Liz Everitt
Examinations Officer



Standards of Behaviour

Soham Village College expects the highest standards of behaviour during **all** examinations from **every** student.

Strict guidelines are set by the Examination Boards, which the College have to implement. Any misconduct **will** be reported to the Exam Boards and will be dealt with severely. You may lose marks or even be disqualified from all further GCSE examinations.

Uniform

The College's uniform rules apply and all candidates must wear the correct uniform during examinations. In hot weather blazers may be removed. Students who are not dressed properly may not be admitted to the examination.

Legal Surnames/Forenames

All students will be entered for exams using their legal names. It is possible to use a 'preferred' name, but this must be clearly indicated on the exam statement of entry, issued in January, and returned by the stated deadline otherwise penalty fees may apply.

Exam Timetables – Summer Series

You will be given a provisional timetable, printed on WHITE paper, before the Easter holidays. This will give you the dates of your exams and allow you to plan your revision.

A full final timetable, printed on GREEN paper, will be issued as soon as possible after Easter. I will speak to you personally should anything change on your final timetable.

Your timetable is **important!** Look after it! On the day before each exam, make sure you double-check that you have read the information correctly, and ensure that you turn up at the correct time. Don't miss an exam just because you made a mistake – it's YOUR future that it could affect.

If you do lose your timetable then you need to ask me for a re-print. Don't try and guess or ask a friend as timetables are individual to you. A clipboard will be placed on my desk to which you should add your name. I will re-print as soon as I can and will leave your timetable in a named envelope for you to collect later. It's your responsibility to return to collect it.

Clashes

Each year there are students who have exams scheduled at the same time. I will sort the exam clashes out and contact individuals to fully explain the arrangements that I have made for them.

'Start' time is NOT 'arrival' time

Please note that the 'start' time as stated on your timetable is when you should be putting pen to paper – it is **not** the time to arrive. You must arrive 10/15 minutes beforehand and line up in your subject sets as you normally do.

Equipment

Remember it is **YOUR** responsibility to bring the correct equipment to your exams. Think carefully about what you need.

What should I bring into the exam room?

- ✓ Writing materials **and** spares in a clear plastic pencil case or bag
- ✓ **Black** biro/pen (you **must** write in BLACK as papers are scanned)
- ✓ Ruler
- ✓ Eraser
- ✓ Calculator – (refer to JCQ Information for Candidates on Page 9)
- ✓ Any specific equipment for the exam you are sitting
- ✓ Bottle of water (if required) - no labels or writing allowed
- ✓ Tissues (sniffing can disturb other candidate's concentration)

What shouldn't I bring into the exam room? ...

- ✗ Coats & Bags
- ✗ Unauthorised books or rough paper
- ✗ Calculator lid or calculator instructions/formulas (JCQ Info Page 9)
- ✗ Correcting fluid – you mustn't use it
- ✗ iPods, Mobile phones, MP3/4 players, Smartwatches or any other technological/web enabled sources of information.

Start of Exam

You must enter the exam venue quietly and sit at the desk which has your named exam slip on it.

YOU MUST NOT START WRITING UNTIL TOLD TO DO SO.

The Chief Invigilator will formally start the exam by announcing that you are subject to exam regulations. Unauthorised items will be collected in and students asked to remove wrist watches. Candidates will be asked

to complete their details on the answer paper/booklet. Legal surnames/forenames must be used, unless previously agreed with me. Exam board erratum notices will be read out if applicable. Your answers must be written clearly and in black ink.

LISTEN CAREFULLY TO THE INSTRUCTIONS GIVEN TO YOU

What if I have a problem before the exam starts? ...

Headache, unwell, upset at home, wrong paper? You **MUST** speak to me or an invigilator **BEFORE** the exam starts. I will do all I can to help, but I cannot help after the exam has finished and you have gone home.

What if I feel ill during the exam? ...

If you feel unwell, raise your hand and wait for an invigilator to come to you. You can leave the room under supervision and return when you feel able to do so. You will be allowed to make up the time lost.

What if the fire or lockdown alarm sounds? ...

The Chief Invigilator will stop the exam and tell you to close your papers. You will be led out of the exam room, in silence and in an orderly manner. If anyone is suspected of talking about the contents of the exam, this will have to be reported to the relevant Exam Board as it would be considered malpractice. After returning to the room you will re-start your exam and will be allowed the time missed.

What happens when the exam finishes?

Use all the available time in your exam. Check your answers and instructions carefully. Don't forget that questions appear on the back page too sometimes! You cannot leave the exam early. No-one may leave the exam room until all papers have been collected.

You will be dismissed a row at a time. You will still be under exam conditions until you are completely out of the exam room. Remember some students may still be working. Do not disturb the rest of the school.

Mobile Phones / iPods / Smartwatches / MP3/4 Players

Technological / Web enabled sources of information

Calculator lids containing formulas / Non see-through pencil cases

The Examination Boards wish to make it clear to all students that the taking of the above mentioned items into an examination room is **STRICTLY FORBIDDEN** and these items are considered 'unauthorised'.

MALPRACTICE

The consequences for ignoring any of the exam regulations can be severe, this may be bringing in unauthorised equipment as mentioned above, ignoring instructions from an invigilator, communicating with other students or causing a disruption in the exam room.

Students have lost marks in the past, do not risk this happening to you.

LEAVE YOUR ELECTRONIC EQUIPMENT AT HOME!

If you do bring them to an exam, then please be aware that the school cannot be held responsible for the safe keeping of these items during exams.

You will be asked to hand in any unauthorised items at the beginning of the exam. These items will be placed in plastic boxes and kept at the front of the exam room. It is strongly advised that you put your items into a named envelope/plastic bag to enable quick identification upon retrieval and to avoid the possibility of someone taking the wrong items.

Items which are left behind at the end of the exam will be placed in a large secure zipped wallet and taken to the Finance Office for safe-keeping. Students may retrieve items from there.

MOBILE PHONES MUST BE SWITCHED OFF!

What if I forget to come for a GCSE exam?

- Exam dates and times are set by Exam Boards and cannot be re-arranged; therefore, you will have missed the exam and will receive 'zero' marks for that particular paper.
- You may be charged for any exam you miss unless there is a good reason why you missed it.

What if I arrive late for my GCSE exam?

- ***DON'T PANIC!***
- Report immediately to Student Services, The Finance Office or the Admin Office in Beechurst – near B8. **DO NOT ENTER THE EXAM ROOM!** I will be asked to attend.

- I will always do my best to accommodate you, although I cannot guarantee this.
- IMPORTANT - If you are very late, you **must** be accompanied to school by a parent/carer. Report to reception with your parent/carer and say you have a GCSE exam. Wait until I arrive to collect you. A report may have to be completed, which you and your parent/carer will need to sign, this will be sent to the Exam Board and it is at their discretion as to whether or not they accept your work.
- If you arrive when the exam has finished, you will **not** be admitted.

What if I'm ill or have injured myself and cannot write?

- I need to know as soon as possible in order to make suitable arrangements. If you cannot write, then you may be allocated a scribe. Make sure that I know **well before** you enter the exam room. If you cannot find me, ask Student Services or the Finance Department to contact me on the radio.
- If you really are so unwell that you cannot attend, then your parents/carers **MUST** phone the Principal's PA on **01353 724102** by 8.30am on the morning of the exam you're unable to attend. You must speak to someone in person, do not leave a message.

Your Parents/Carers **must** contact your GP's surgery **on the day** of the missed exam. You do not necessarily need to visit the doctors, but a phone call **must** be made to state the symptoms and receive advice.

A self certification form will be sent to you, this has to be signed by the doctor's surgery, your parent/carer and yourself as the student. This will then be sent to the Exam Board for their consideration.

Retrospective information is not accepted by the Examination Boards, therefore it is important that advice or a visit to the doctors is made **on the day** of the missed exam.

The Exam Board may award a grade to students who are absent for an acceptable reason as long as 25% of the total assessment has been completed.

What if I have problems that may affect my examination performance?

- Headaches, stomach aches, general upset, etc, speak to me **before** the exam so that I am aware. A phone call after the exam from your parents/carers cannot be acted upon.
- More serious illness, or family circumstances which may affect examination performance, arising shortly before or during the exams, should be reported as soon as possible to me so that an application for **special consideration** can be made to the Examination Boards. A letter from the Doctor may be required. It should be understood, however, that the maximum amount of consideration given is only 5% and this is entirely at the discretion of the Exam Boards.

Personal Data and Freedom of Information

Relevant personal data (name, date of birth, gender) will be transferred to the awarding bodies for the purpose of examining and awarding qualifications. This personal data, together with the examination results and outcomes of any reviews of marking, reviews of moderation and appeals may be shared within the Academy Trust

Awarding bodies may be required to provide a candidate's personal data to educational agencies such as the DfE, The Skills Funding Agency, UCAS, Local Authorities, EFA and Learning Records Service (LRS). Additionally, candidates' personal data may be provided to a central record of qualifications approved by the awarding bodies for statistical and policy development purposes. Awarding bodies maintain a comprehensive archive record of candidates' examination results. The purpose is to provide an audit trail of the results certificated and to maintain an accurate record of an individual's achievements.

USEFUL INFORMATION ON WEBSITE

- Copies of this booklet
 - Exam Survival Guide
 - Mind Booklet – How to Manage Stress
 - Special Arrangement Students - Notes
 - Information about collecting your exam results
 - Information about collecting your coursework
 - Information about collecting your exam certificates
 - Policy on Internal Assessments for External Qualifications
 - Enquiries about Results, Access to Scripts, Appeals
 - Complaints & Appeals procedure
 - Simplified version of the GCSE Timetable (when available)
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JCQ (Joint Council for Qualifications)

JCQ sets out regulations for the conducting of and the taking of examinations. It acts as a single voice for the six largest qualification providers in the UK

You **MUST** make yourself familiar with the documents listed below. They can all be found on the school website, details as above.

- JCQ Information for Candidates – Coursework assessments
- JCQ Information for Candidates – Non-Examination Assessments
- JCQ Information for Candidates – On-Screen Tests
- JCQ Information for Candidates – Privacy Notice
- JCQ Information for Candidates – Social Media
- JCQ Information for Candidates – Written Examinations
- JCQ Unauthorised Items Poster
- JCQ Warning to Candidates Poster



RESULTS DAY

Thursday 27 August 2021

Results will be available from Beechurst Hall from 10.00am until 12noon.

Go4Schools – results will usually be available after 12noon.

If you would like your results posting to a different address, then please inform me before the end of the summer term.

If you are unable to collect your results in person, but have a relative or friend who is willing to do so on your behalf, please provide them with a letter of authorisation.

It is not possible to give results by e-mail or telephone. Please make suitable alternative arrangements if you cannot collect in person.

Results not collected by 12noon will be posted out first class that day.

Results not as expected?



Want to see a copy of your script?

Examinations measure only your performance on the day, and candidates can do better or worse than anticipated for all sorts of reasons. If you have **serious** concerns about your received grade, please contact me as soon as possible either on Results Day or the start of term. Enquiries about results (EARs) can be made with the appropriate Examination Board, copies of scripts may also be obtained. The final date for submission of enquiries to the Boards is around 20 September, so don't delay. Post-results service requests can only be made by me, the Exams Officer. Please note there is a cost involved. Further information can be found on the exams tab on the website 'Enquiries about Results, Access to Scripts, Appeals'.

CERTIFICATES & COURSEWORK

When you receive your results, there will be a letter in the envelope as well explaining the procedure for obtaining your coursework and certificates.

Certificates will be available for collection from Lodeside Reception from the middle of November.

Coursework will be destroyed at the end of December if not claimed.

Your certificates are valuable documents, many of you will be asked by Universities or future employers throughout the whole of your working life for your original certificates.

Please make sure you have collected your certificates by November 2022 as they may be destroyed after this date. Exam boards will issue a certifying statement of results, but they will charge upwards of £45.00 for this service for each certificate.



AND FINALLY ...

These exams represent the end of five years' hard work. Do not jeopardise your chances or those of other students in the exam room by behaving badly. Even eye contact can be taken as communication.

Examination Board rules are strict and must be followed to the letter.

Any misbehaviour **MUST** be reported to the Board and will **ALWAYS** be dealt with very severely.

REMEMBER, if you feel unwell or something is wrong, you need to speak to me or an invigilator as soon as possible.

EXAM QUESTIONS

Read them carefully – check the back page.

Revise and behave sensibly and you won't have any problems.

Remember it's YOUR future.

GOOD LUCK!