

# GCSE EXAMINATION BOOKLET 2016-2017

GUIDANCE FOR  
STUDENTS &  
PARENT/CARERS

**Centre Number: 10485**

School Telephone No: 020 3489 4240

**This booklet contains essential information and the rules and regulations about examinations. Read through this booklet carefully and please do not lose it.**

**The exam period is an important time for you. Knowing and understanding the information, and following the advice in this booklet, will help you approach all your examinations in an organised manner**

CONTENTS

	Page
Introduction	3
Before the Examinations:	5
Statements of Entry	
Examination Boards	
Candidate Name	
Candidate Number	
Unique Candidate Identifier	
Timetables	
Contact Numbers	
Equipment	
During the Examinations:	6-8
Examination Regulations	
Attendance at Examinations	
Invigilators	
Absence from Examinations	
After the Examinations:	9
Book Return	
Notification of Results	
Post Results	
Certificates	
Mobile Phones, Pods, MP3s	10-11
Frequently Asked Questions	12-14

## INTRODUCTION

It is the aim of Queensgate College to make the examination experience as stress-free and successful as possible for all candidates.

Hopefully, this booklet will prove informative and helpful for you and your parents. 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 Queensgate College is required to follow them precisely. You should therefore, pay particular attention to the Information for Candidates notice that is printed at the back 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:

The Examinations Manager – **Patricia Shodimu**

The Exams Office telephone number is: **020 3489 4240**

Remember – we are here to help.

**GOOD LUCK!**

## BEFORE THE EXAMINATIONS

### STATEMENTS OF ENTRY:

- All Candidates receive a statement of entry from school indicating the subjects they are being entered for and the levels of entry, where applicable. Please check that these are correct. Some subjects only have one tier of entry and some have Foundation or Higher tiers.
- Candidates also receive statements of entry from the Exam Boards. You must check everything on your statements of entry 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 and Pearson Edexcel

### CANDIDATE NAME:

- Candidates are entered under the name format of First Name + One middle initial + (Legal) Surname, e.g. Adam J. Smith.

### CANDIDATE NUMBER:

- Each candidate has a four-digit candidate number. This is the number you will enter on examination papers. It will appear next to your name on seating plans and examination registers.

### UCI:

- In addition to a candidate number, each candidate must have a Unique Candidate Identifier (12 numbers and 1 letter) which is shown on the top of statements of entry. This number will usually begin with the Centre Number (10485) 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 the school's GCSE timetable 2017 will be given to you alongside this booklet. The timetable shows details of date, time, and duration of exam. Check it carefully. If you think something is wrong, please see/contact Patricia Shodimu immediately.
- A few candidates may have a clash where two subjects are timetabled at the same time. The school will make special timetable arrangements for these candidates only. You must check your timetable and see Patricia Shodimu, if you are unsure what to do. If you think there is a clash on your timetable that has not been resolved, please see Patricia Shodimu immediately.

### 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. Check the regulations on the JCQ Information for Candidates sheet and also on the following pages.

## DURING THE EXAMINATIONS

### EXAMINATION REGULATIONS

- A copy of the "Information for Candidates" notice, which is issued jointly by all the Examining Boards, is printed at the back of this booklet. All candidates must read this carefully and note that to break any of the examination rules or regulations could lead to disqualification from all subjects. The school must report any breach of regulations to the Awarding Body.

### ATTENDANCE AT EXAMINATIONS

- Candidates are responsible for checking their own timetable and arriving at school on the correct day and time, properly dressed and equipped. Candidates must arrive at least 10 minutes prior to the start time of their examination. Please wait quietly outside the exam room until you are invited to enter by the examination invigilators.
- Candidates who arrive late for an examination may still be admitted but may not receive any additional time. If special consideration applies then you must speak to Patricia Shodimu, Exams Manager. (See ABSENCE FROM EXAMINATIONS).
- All items of equipment, pens, pencils, mathematical instruments, 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 ballpoint. No erasers, gel pens or correction pens are allowed.
- For Mathematics and Science exams, 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.
- Please make sure that any watch alarms are turned off.
- Do not attempt to communicate with or distract other candidates.
- 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 will be disqualified from the examination.
- **Please see the information regarding Mobile Phones, iPods, MP3s etc. on pages 10 and 11. 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 exam board. No exceptions can be made.**
- No food or drink is allowed in the examination rooms. Water is allowed in bottles with sports tops that have had all labels removed.
- Please do not write on examination desks. This is regarded as vandalism and you will be asked to pay for any damage.
- Do not draw graffiti or write offensive 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 exam paper that you need to know about.

- Check you have the correct question paper – check the subject, paper and tier of entry.
- Read all instructions carefully and number your answers clearly.
- You will not be allowed to leave an examination room early. If you have finished the paper use any time remaining to check over your answers and also that you have completed your details correctly.
- At the end of the examination all work must be handed in – remember to cross out any rough work. 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 exam 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 exam 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. Don't 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 exam room do not start writing until the invigilator tells you to. You will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident.
- If you do need to go to the toilet during the exam, you must put up your hand and ask the invigilator. If they think that it is acceptable that you are allowed to go, you will be escorted there and back. Please make sure that you have been to the toilet before entering the exam room as it can be very disruptive to working candidates.

## INVIGILATORS

- The school provides invigilators to conduct the examinations. Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.
- Subject specialist teachers will normally be present at the start of an examination only.
- Invigilators are in the examination rooms to supervise the conduct of the examination. They will distribute and collect the examination papers, tell candidates when to start and finish the examination, hand out extra writing paper if required and deal with any problems that occur during the examination, for example if a candidate is feeling ill.
- Please note that invigilators cannot discuss the examination paper with you or explain the questions.
- Candidates who are disruptive or behave in an unacceptable manner will be removed from the examination room by a Senior Invigilator, the Examinations Manager or a member of the Senior Management Team. A report of malpractice will be sent to the Board and it is highly likely that the candidate will be disqualified from the examination and possibly subsequent examinations.

## ABSENCE FROM EXAMINATIONS

- If you experience difficulties during the examination period (e.g. illness, injury, or personal problems) please inform Patricia Shodimu 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 Manager without delay in all cases where an application is to be made for special consideration.
- For the award of a grade by special consideration, where a student misses part of an examination through illness or personal misfortune, a minimum of 50% of the examination (including coursework) must be completed.
- Parents and candidates are reminded that the school will require payment of entry fees (approx. £36.00 per subject) should a candidate fail to attend an examination without good reason and without informing the school. Failure to pay may result in examination results being withheld.
- Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

## AFTER THE EXAMINATIONS

### BOOK RETURN

You should return any text books that belong to the school before the end of the summer term. If you forget bring them when you collect your results, but please make sure that they are returned.

### NOTIFICATION OF RESULTS

- Results will be available for collection from on:

Thursday 24<sup>th</sup> August 2017  
10.00 AM – 1200 PM

- If you want another person (including family members) to collect your results on your behalf: you must give your written authorisation to school either before or on results day.
- Students who do not collect their results on 24<sup>th</sup> August 2017 will be able to collect notification in September 2017, when the new term begins.
- No results will be given out by telephone under any circumstances.

### POST RESULTS

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

### CERTIFICATES

- Certificates will be available for collection from School upon release from examination board in November 2017
- Certificates will not be given to anyone other than the candidate without the candidate's written authorisation.
- If you would like your certificates to be posted home by recorded delivery, please send a £2.50p for postal charges.
- Queensgate College is only obliged to keep certificates for a period of one year after issue. If candidates do not collect their certificates within this time (or if they lose their certificates) they can only be replaced by direct application to the appropriate examination boards. This will require proof of identity (such as a birth certificate) and a substantial fee per examination board. You are therefore urged to collect your certificates and to keep them in a safe and secure place.
- PLEASE NOTE THAT THE STATEMENT OF RESULTS THAT YOU RECEIVE ON RESULTS DAY IS NOT YOUR CERTIFICATE.

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
-----	---------------	------	-----	---------	------



**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.**

## MOBILE PHONES ETC.

JCQ RULES CLEARLY STATE THAT MOBILE PHONES,

IPODS, MP3/4S, SMARTWATCHES ETC. ARE NOT

ALLOWED IN THE EXAMINATION ROOM.

If one were to ring during an examination the owner could be disqualified from that examination and possibly other examinations also.

YOU ARE STRONGLY ADVISED TO LEAVE YOUR MOBILE  
PHONES, IPODS, MP3S ETC. AT HOME ON EXAM DAYS.

If you do bring one to the examination room you will be required to hand it in to the invigilators at the start of the exam and it will be taken to the Exams Office for the duration of the exam. Phones must be collected from the Exams Office only after you have been dismissed from the exam room by the invigilators.

PLEASE BE AWARE THAT THE SCHOOL WILL NOT BE

RESPONSIBLE FOR ANY MOBILE PHONES, IPODS,

MP3S ETC. LOST, STOLEN OR BROKEN.

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
-----	---------------	------	-----	---------	------

## 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.

## FREQUENTLY ASKED QUESTIONS

### **Q. What do I do if there's 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 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. It may be necessary for you to bring a packed lunch if you have exams in the morning and afternoon as you will have to remain in isolation until both examinations are completed. If in doubt consult the Examinations Manager.

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

- Invigilators will ask you to check before the exam starts. If you think something is wrong put your hand up and inform an invigilator immediately.

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

- Candidate Numbers are printed on seating plans and on the label that will be on your desk. Invigilators will be able to help you find your number.

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

- The Centre Number is **10485**. It will be clearly displayed in the examination rooms.

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

- 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 an adjustment to the marks or grades of a candidate who is eligible for consideration. The allowance for Special Consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for 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 examination or in the production of coursework is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness, accident or injury, bereavement, domestic crisis. The Examinations Manager must be informed immediately, so that the necessary paperwork can be completed (within 7 days of the last exam session for each subject) and the candidate will be required to provide evidence to support such an application.

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

- Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before or during an exam and you feel this may have affected your performance.

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

- If you are more than 1 hour late you can still sit the exam but the Board has to be informed and it is highly likely that it will not accept your script as the security of the exam could have been breached.

- If you are late you should get to school as quickly as possible and report to the Exams Office. A member of staff will escort you to the exam room. You must not enter an examination room without permission after an examination has begun.
- It is very important that you allow enough time to get to school so that if you are delayed (e.g. through transport problems) you still arrive on time.

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

- **NO.** Timetables are regulated by the exam boards and you must attend on the given date and time.

Q. What equipment should I bring for my exams?

- For most exams you should bring at least 2 pens (black ink only), 2 HB pencils and for diagrammatic work 3B pencils.
- For some exams you will need a calculator (Maths/Science), a 30cm ruler (marked with cm and mm), pencil sharpener and rubber, compasses, protractor, coloured pencil crayons (not gel pens), set texts (e.g. for English Literature).
- You must not attempt to borrow equipment from another candidate during the examination.

Q. What items are not allowed into the examination room?

- Only material that is listed on question papers (e.g. an anthology) is permitted in the examination room. 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 or the subject concerned.
- Bags and coats and any other items not permitted under examination regulations must be left in the care of the invigilators at the front/back of the room. Do not bring any valuables into school with you when you attend for an examination.
- No food or drink is allowed in the exam room except for water in a bottle with a Sports top with all labels removed.
- Mobile telephones, iPods, MP3s etc. must be switched off and handed to the invigilator. They are not allowed in the room during an examination.

Q. Why are mobile telephones not allowed in the exam room?

- Being in possession of a mobile 'phone (or any other electronic communication device, e.g. ipod, headphones) 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.

Phone rings during the exam **wherever it is in the room** the exam board must be informed and you may be **disqualified from all papers for the subject (including any already taken)** .

- If there is an emergency that requires that you bring a mobile telephone to school, you must switch it off and hand it to an invigilator before the exam. You are responsible for collecting it at the end of the examination.

Q. How do I know how long the exam is?

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

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

- It is a requirement of the exam boards that you must stay in the examination room for at least one hour after the published start time of the exam (or for the duration of the exam if it is less than one hour). However it is the school's policy **NOT** to allow candidates to leave the exam room early, as this is disruptive to other candidates.

**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 exam?**

- If it is absolutely necessary. You will be escorted by an invigilator and will not be allowed any extra time.

**Q. If I have more than one exam on a day can I get lunch at school?**

- Pupils who have examinations in both morning and afternoon sessions should bring a packed lunch.

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

- The details on your Statement of Entry 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 for college/university at some time in the future. 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 exams?**

- Some students receive an allowance of 25% extra time. The invigilators will include the additional time when they display the finishing time of your exam on the board and will also put a piece of paper on your desk with your finishing time on.

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

- School staff should 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 your teacher to obtain their advice as to the advisability of requesting a re-mark. You should be aware that your mark could go down as well as up or even stay the same.

Re-mark requests must be submitted to the Examinations Manager by Monday 4<sup>th</sup> September, 2017. You must complete a Candidate consent form and return it with a cheque to cover the cost. A detailed sheet with information about enquiries about results, fees and deadlines will be included with the candidate's results on Results Day.