



EXAMINATIONS GUIDANCE FOR STUDENTS & PARENTS

2023 - 2024

CANDIDATE NAME:

CANDIDATE NUMBER:

CENTRE NUMBER: 24210

Telephone Number: 01981 250224

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INTRODUCTION

It is the aim of Kingstone High School to make the examination experience as stress-free and successful as possible for all candidates. Examinations can still be stressful, but please ask for help. A problem shared is a problem halved – problems can be solved and are easier to sort out sooner rather than later.

Hopefully, this booklet will prove informative and helpful for both students and parents. Please take some time to read it carefully so that the whole family is aware of the examination regulations and the procedures to follow in the event of any problems that may occur.

The JCQ (Joint Council for Qualifications) set down strict criteria which must be followed for the conduct of examinations and Kingstone High School is required to follow them precisely. You must therefore, pay particular attention to the Notice to Candidates and Warning to Candidates that are included in this Booklet.

Timetabled examinations take place in January, May, June and July. Other examinations, such as Non-examination Assessments and Orals are set by subject teachers throughout the academic year, following awarding body timescales. Mock GCSE examinations will take place in January 2024.

We hope that the questions you have may be answered in this booklet, however **if there is anything you do not understand or any question that has not been addressed, PLEASE ASK.**

If students or parents have any queries or need help or advice at any time before, during or after the examinations please contact the school.

Remember – we are here to help!

GOOD LUCK!

SCHOOL POLICY

There is a presumption that students will be entered for an examination once only at a point when they are considered to be appropriately prepared for it. In ordinary circumstances the school will pay the entry fees for an examination only once. It is therefore the responsibility of the student to ensure that they have prepared thoroughly for the examination and that they attend at the given time.

ATTENDANCE

Attendance is very important in all years at school, but especially in Year 11. Your child should attend regularly right up until the examination date. Students must not put themselves into the position where they miss vital revision hints, coursework, controlled assessments, group work, tests or other deadlines. Examination entry may not be possible if a student's level of attendance is such that it has severely hindered progress in a subject.

ABSENCE

If a student misses an examination or controlled assessment due to avoidable circumstances the cost of the missed examination will be recharged fully to the candidate. There are no longer opportunities to re-sit modules without re-sitting the whole examination. It is therefore important that students avoid absence during their examination years.

DISQUALIFICATIONS

Where a student breaches the code of conduct of the examination and is disqualified as a result, the school will charge the cost of the examination to the candidate.

If you would like a complete copy of the school's examination policy, please contact the examinations officer.

BEFORE EXAMINATIONS

CANDIDATE NUMBERS

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. Write your candidate number on the front of this booklet. **Please learn it.**

In addition to a candidate number, each candidate has a Unique Candidate Identifier (UCI – 12 numbers and 1 letter) which is shown on the top of timetables. This number will usually begin with the Centre Number unless you have transferred from another Centre that has already issued your UCI. This is used for administration purposes and it is not necessary for you to remember it.



CANDIDATE DETAILS

You must check everything on your Timetables very carefully. Particularly check that all personal details (date of birth, spelling of names) are accurate as these will appear on certificates. Candidates must be entered under their **Legal names** to validate their Certificates. These can be very expensive and difficult to change.

Please ensure that the school has up-to-date contact details for you.

TIMETABLES

All candidates receive a Timetable from the school indicating the subjects they are being entered for and the levels of entry, where applicable. Some subjects only have one tier of entry, some have Foundation or Higher tiers.



EXAMINATION BOARDS

There are several boards (Awarding Bodies). Here at Kingstone High School we use AQA, Pearson/Edexcel, OCR and WJEC/Eduqas.

DURING EXAMINATIONS

EXAMINATION REGULATIONS

Copies of the Notices, Warnings and Information for Candidates, which are issued by JCQ, are included with this booklet. These are updated yearly. All candidates must read this carefully and note that to break any of the JCQ Rules and Regulations could lead to disqualification from all subjects. The School are obligated to report any breach of regulations to the Awarding Body.



ATTENDANCE AT EXAMINATIONS

Candidates are responsible for checking their own timetables. Candidates must arrive at least 20 minutes prior to the start time of their examination. Please wait quietly outside your examination room until you are invited to enter by the examination invigilators. In most cases the Performing Hall is used for examinations; you will be required to line up outside the dining room and wait to be called in.

Starting time of examinations are set by the Examination Board; these have a small margin of adjustment. At Kingstone High School we normally start morning examinations at 9:00am and afternoon examinations at 1:00pm.

Candidates are required to stay for the full length of any examination.

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 the Examinations Officer (see ABSENCE FROM EXAMINATIONS).

NO MOBILE PHONES / NO WATCHES / NO POTENTIAL TECHNOLOGICAL / WEB ENABLED SOURCES OF INFORMATION

Mobile telephones **MUST NOT BE BROUGHT INTO THE EXAMINATION ROOM**. If a mobile telephone (or any other type of electronic communication or storage device) is found in your possession during an examination or controlled assessment (**even if it is turned off**) it will be taken from you and a report made to the appropriate examination board. No exceptions can or will be made. There is a very high likelihood that should you have such a device on you during the examination, **your paper will be cancelled** by the examination board and a mark of zero awarded for that paper or the entire subject.

You can hand any device to an invigilator before the examination starts and no penalties will be imposed at this time. The device will be kept safe for you to collect at the end of the examination.



GENERAL RULES FOR EXAMINATIONS

All items of equipment, pens, pencils, mathematical instruments, etc. should be brought to school and 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 only. No correction pens are allowed.

For Mathematics and Science examinations, students should ensure their calculators conform to the examination regulations. If in doubt, check with your teacher. Ensure you are familiar with your calculator; invigilators are not allowed to instruct with calculator usage. Remove any covers or instructions and make sure batteries are new.

You will be asked to hand in any watch, mobile phone and technological/web enabled sources.

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. No food is allowed in the examination rooms. Drinks (water/juice) are only allowed in a clear plastic bottle without any label or writing. Carbonated drinks, including high energy drinks are not permitted.

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 will 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 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). 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 that you have completed your details correctly.

At the end of the examination all work will be collected - remember to cross out any rough work. If you have used more than one answer book or loose sheets of paper, a tag will be provided to fasten them together in the correct order. Ensure your name and candidate number are on all sheets of paper.

Invigilators will collect all your papers and mark the registers 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.

A TYPICAL EXAMINATION DAY

You should arrive at school in the usual way. You are not required to attend registration if you have examinations. Your arrival to the examination will be forwarded to the Attendance Officer and recorded in the usual way. Make your way to the Performing Hall entrance where a member of SLT (Senior Leadership Team) will supervise the entrance into the examination and remind you of your seating number (indicated on your timetable). If you are sitting your examination in another room within the school you can make your way to the appropriate room (indicated on your timetable) and wait outside the room ready to be called in by the Invigilators.

School uniform must be worn during all examinations. Failure to adhere to this rule may result in non-admittance to the School Hall.

You are required to leave your bags and non-essential examination equipment outside the Performing Hall (or the designated area if sitting the examination in another room). At this point you must ensure that you are not in possession of a mobile telephone/ watch/ or any other electronic device. You will be given the opportunity to hand in any devices to the invigilators at the beginning of the examination without any penalty being issued at this point.

Once you enter the examination hall you are immediately under 'Examination Conditions' and must therefore not attempt to communicate to any other student. If you have any questions you must raise your hand to gain the attention of the invigilators.

The Lead Invigilator will tell you the required procedures of the particular examination and hand out the appropriate papers. All required equipment must be visible on your desk. Once all notices are read the examination will be officially started and students will be told that they can begin. The start and finish times will be written on the whiteboard.

These procedures can take approximately 15 minutes. Any missing students will be identified and the Examinations Officer or Attendance Officer will inform parents of their absence.

Once the Lead Invigilator has said that you may start, read your examination paper and underline important and key words in the questions. Read the paper twice – ten minutes now can save errors later on. Plan your time and make sure that you leave five minutes at the end to go over your work. Do not write outside the printed area of the page. Include all your workings – you can pick up valuable marks for this. Above all, don't panic!

You **MUST** stay in the examination hall/ room until the allowed time has elapsed. To ensure the integrity and security of the examination papers all schools must comply with the regulations.

Morning Examinations	KHS Official Arrival Time: 08:40
	KHS Official Start Time: 09:00

Afternoon Examinations	KHS Official Arrival Time: 12:40
	KHS Official Start Time: 13:00

These times may vary and students are asked to check their timetables very carefully for the start times.

INVIGILATORS

Kingstone High School employs specialist trained external staff to conduct the invigilation of examinations. Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.

Invigilators are in the examination rooms to supervise the conduct and uphold the integrity of the examination. They will distribute and collect the examination papers, tell candidates when to start and finish the examination, hand out additional answer papers 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.

Pupils who are disruptive or behave in an unacceptable manner will be removed from the examination room by invigilators and members of the Senior Leadership Team will be informed.



ABSENCE FROM EXAMINATIONS

If you experience difficulties during the examination period (e.g. illness, injury, and personal problems) please inform the 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 Examination Officer within 7 days 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 40% of the examination (including coursework and assessments) must be completed.

Parents and candidates are reminded that the School will require payment of entry fees (average £50 per subject, dependent upon qualification) should a candidate fail to attend an examination without good reason and without notice being received.

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

EMERGENCY PROCEDURES

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 the area outside the canteen. **Leave everything on your desk.** You **must not** attempt to communicate with anyone else during the evacuation as this will be a breach of the examination conditions and will result in a report being sent to the examination board. When you return to the examination 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.



EMERGENCY EVACUATION PROCEDURES DURING EXAMINATIONS

- Remain calm and follow instructions from invigilators
- Leave papers and scripts in the examination room
- Assemble in silence outside the canteen
- Candidates will remain separate to the rest of the school
- Remain under examination conditions
- Do not attempt to communicate with anyone
- Full working time will be allowed for the examination
- Awarding Bodies will be notified of any disturbance which may qualify for special consideration

Non-examination Assessments

Non-examination assessment measure subject-specific knowledge and skills that cannot be tested by timed written papers.

There are three assessment stages and rules which apply to each stage. These rules often vary across subjects. The stages are:

- Task setting
- Task taking
- Task marking

JCQ have regulations for conducting non-examination assessments.

Schools must ensure that candidates:

- understand that information from published sources must be referenced
- receive guidance on setting out references
- are aware that they must not plagiarize other material

The use of resources is tightly monitored during the completion of the non-examination assessment task. The school must ensure that:

- all candidates are within direct sight of the supervisor throughout the session(s)
- display materials which might provide assistance are removed or covered
- there is no access to e-mail, the internet or mobile phones
- there is no access to potential technological/web enabled sources of information
- candidates complete their work independently
- interaction with other candidates does not occur
- no assistance of any description is provided

Note:

Each awarding body specifies detailed criteria for the internal assessment of work. In addition, the awarding body must moderate the assessment and the final judgment on marks awarded is that of the awarding body. Appeals against matters outside the School's control will not be considered in the School's appeals procedure.

Internal Appeals

Assessment Decisions

If a candidate does not agree with the coursework/controlled assessment marks awarded by a teacher, the first step should be to discuss it with that teacher. If the disagreement cannot be resolved by discussion between the teacher and the candidate concerned then the candidate may appeal to the Examinations Officer, who will put into action the agreed appeals process. This will be the final stage in the normal process of considering and resolving disputes. It is expected that it will be used only in exceptional circumstances.

The HOF (Head of Faculty) manages appeals relating to internal assessments.

If a student wishes to appeal about his/her internal assessment marks then the following procedures should be followed:

The appeal should be made in writing to the HOF stating the details of the complaint and the reasons for the appeal. It must be submitted within 5 working days of receiving the marks. The internal review process must be completed prior to an awarding body's date for submitting marks. Any candidates submitting later requests for a review will be out of time.

The teacher(s) concerned in marking the assessment which is the subject of the appeal will respond to the appeal in writing to the HOF and a copy will be given to the candidate.

If the candidate is not happy with the written response they have received, then they can request a personal hearing before an appeals panel.

The appeals panel will consist of the HOF plus a Senior Leadership Team member and the relevant PL (Pastoral Leader). The request for a personal hearing must be made within 2 days of receipt of the written reply to the initial appeal.

The candidate will be given at least 2 days' notice of the hearing date. A breakdown of the marks awarded will be given to the candidate in advance of the appeal. The candidate may bring a parent/guardian to the hearing. The teacher(s) involved will be present at the hearing.

The PL will convey the outcome of an appeal and the reasons for that outcome in writing to the candidate. The School will maintain a written record of all appeals. The School will inform the awarding bodies (examination boards) of any change to an internally assessed mark as a result of an appeal.

AFTER EXAMINATIONS

NOTIFICATION OF RESULTS

You can collect your results from the school on Thursday 22nd August 2024

- Year 11 10:00am - 11:00am
- Year 10 11:00am - 12:00noon

No results will be given out by telephone under any circumstances.

If for any reason you cannot come into the school to collect your results, the school will post them after the collection times.

CERTIFICATES

Certificates will be presented to you at our Celebration Evening held at the school. A letter will be issued towards the end of Year 11 detailing the event. This is usually during November.

* Please notify the School of any address changes immediately.



Reviews Of Marking

External Appeals and Reviews

Where a candidate wishes to appeal against the grade awarded by the Examination Board, all requests must be submitted to the Head of Faculty immediately. If supported by the HOF it will be submitted to the appropriate board.

If a HOF feels that an appeal is appropriate and has not received a request from the candidate, you will be contacted and permission will be sought to appeal on your behalf.

Please be aware that any appeal can, in some cases, result in your grade being lowered.

In cases of Reviews of Marking, where the School does not uphold a request for such an enquiry, the student may pay to have an enquiry carried out.

FAQs

FREQUENTLY ASKED QUESTIONS

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 Officer.

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

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

What do I do if I forget my Candidate Number?

- Candidate Numbers are printed on candidate cards, seating plans, and on attendance registers. Invigilators will be able to help you find your number. Alternatively, you can check with a member of staff before going into the examination room.

What do I do if I forget the Centre Number?

- The Centre Number will be clearly displayed in the examination rooms.

What do I do if I have an accident or am ill before the examination?

- Inform the 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 next question).

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 Examination Officer must be informed immediately, so that the necessary paperwork can be completed (within 7 days of the last examination session for each subject) and the candidate will be required to provide evidence to support such an application.

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 and you feel this may have affected your performance.

If I'm late can I still sit the examination?

- Provided you are not more than 1 hour late, it may still be possible for you to sit the examination. You should get to the School as quickly as possible and report to the office. A member of staff will escort you to the examination room. You **must not enter** an examination room without permission after an examination has begun. It may not be possible to allow you any extra time if you start the examination late.

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 the school so that if you are delayed (e.g. through transport problems) you will still arrive on time.

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.

What equipment should I bring for my examinations?

- At least 2 pens (**black** ink only).
- 2 **HB** pencils.
- For Mathematics **3B** pencils must be used for diagrammatic work.
- For some examinations 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).
- You **must not** attempt to borrow equipment from another candidate during the examination. You will be **told** what items you will need before the examination begins.

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 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 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. If examinations are in the Performing hall or sports hall then bags/belongings must be left outside the examination room in the dining room/foyer. Do not bring any valuables into the school with you when you attend for an examination.
- No food is allowed in the examination room.
- Mobile telephones and electronic storage devices must not be brought into the examination room **even if they are turned off**.

What happens if I have lost part of my uniform?

- You must wear a plain item of identical colour and similar type.

What happens if I come in the wrong uniform?

- You will be asked to go home and change.
- You may be refused entrance to the School Hall.

Why can't I bring my mobile telephone into the examination room?

- Being in possession of a mobile telephone (or any other electronic communication device) 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 for the subject (including any already taken).**

How do I know how long the examination is?

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

Can I leave the examination early?

- It is a requirement of the examination boards that you must stay in the examination room for at least one hour after the published start time of the examination. 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 invigilators.

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.

Can I go to the toilet during the examination?

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

If I have more than one examination on a day can I have lunch at the Centre?

- Pupils who have examinations in both morning and afternoon sessions may obtain lunch in the usual way or bring a packed lunch.
- If you normally receive a Free School Meal, let your tutor know which days you will require a lunch to be ordered.

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.

If 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. 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. In certain situations extra time may result in the examination ending after the end of the normal school day. Should this be applicable you will need to make necessary arrangements to get home as the school buses may have left the site.



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.



AQA

City & Guilds

CCEA

OCR

Pearson

WJEC

NO MOBILE PHONES NO WATCHES

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



**Possession of unauthorised items, such as a mobile phone
or any watch, 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.