

Benton Park School

EXAM GUIDANCE



Student guide to external
examinations

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INTRODUCTION

Dear Student,

The purpose of this booklet is to provide information and support 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 for the conduct of examinations that must be followed and Benton Park School is required to follow them precisely. You should therefore pay particular attention to the **Notice to Candidates**.

If there is anything you do not understand, or you are worried about any aspect of the examinations that has not been addressed, PLEASE ASK your subject teacher, Miss Dobby, Mr Marsh, Mr Hackshaw or Mrs Firth (Exams Officer).

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 Officer - Mrs Firth Tel: 0113 250 2330, email: rachel.firth@bentonpark.net

BEFORE THE EXAMINATIONS

Statements of entry

All candidates have received a statement of entry from school indicating the subjects they are being entered for and the levels of entry, where applicable. These should have now been checked, signed and returned to school.

Examination boards

The School uses the following Examination Boards: AQA, Pearson, OCR and WJEC.

Candidate name

Candidates are entered with legal names. Please check your details carefully including the spelling of your name: **remember that the name that appears on all correspondence will also appear on your GCSE certificates.**

Candidate number

Each candidate has a four-digit candidate number and this is the number you will enter on all your examination papers. It will appear on the examination registers and seating plans that will be placed on the glass windows on the Dining Hall and the Sports Hall corridor before each exam. The seating plans will also tell you which room you will be taking your examination in. Your candidate number is on the front of this booklet. Please learn it.

UCI

In addition to your 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 and on your individual timetable. This number will usually begin with the Centre Number (37685) 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

You will receive an individual timetable showing your own specific examinations with details of date and time of examination. Check it carefully. If you think something is wrong, see Mrs Firth immediately.

Morning exams will start at 8:45am, you need to be **ready to go into the exam hall at 8:30am**

Afternoon exams will start at 1:15pm, you will need to be **ready to go into the exam hall at 1:00pm**

It is important that you are on time for your exam as exams cannot be taken again at another point in the summer. If all students that are present at the entry times (in bold above) are seated in the hall quickly, the exam may start before the stated start time, so it is important to make sure you give yourself enough time to get to school ready for the times in bold above.

COVID

We understand that the past few years have been impacted by COVID. The Department for Education (DfE) and Ofqual have confirmed that the full equations and formulae sheets will be provided for GCSE Maths, GCSE Physics, and GCSE Combined Science exams in 2024 only.

Final date of Exams

Once students have completed the examinations that apply to them, they technically end this academic year. There may be events taking place in school in the summer term that students are invited to attend. Students should be aware that there are a number of 'Exam Contingency Dates' placed in this year's exam calendar. These will only be used should there have been 'severe national or local disruption preventing an examination from taking place'. This can only be used nationally, and not for those individuals that fail to attend. The dates for these are the afternoon of 6th June and 13th June 2024 and the morning and afternoon of 26th June 2024.

Equipment

Make sure you have all the correct equipment before your examinations. Check the regulations in the Notice to Candidates and the information on the following pages.

Study leave

In line with most schools, Y11 students will remain in school through to their final core exam. This is to ensure maximum support is given to all students in preparation for these important exams. Y13 students will receive agreed study leave – for further details, speak with a member of the sixth form team.

Exam Clashes

Occasionally, students will be timetabled to sit two examinations at the same time, this is called a clash.

The advice you receive will depend on whether the exam clash is in the morning or the afternoon exam session. At some point, you will be isolated from other students and supervised by a member of staff. If this applies to you, then you need to bring a drink and some food. Clash students will receive separate information in the weeks following the publication of this booklet, explaining what will happen on the day of your clash.

DURING THE EXAMINATIONS

Examination regulations

- A copy of the "Notice to Candidates" that is issued jointly by all the Examining Boards is printed at the end 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 in school uniform.
- Candidates who arrive late for an examination, dependent upon the circumstances will still be admitted as long as the examination regulations have not been breached. If special consideration applies, then

you must speak to Mrs Firth (see ABSENCE FROM EXAMINATIONS).

- Full school uniform must be worn by all students attending school for examinations.
- All items of equipment including pens, pencils, mathematical instruments, should be visible to the invigilators at all times. You must use either a transparent pencil case or clear plastic bag.
- Pens should be black ink. No erasable or correction pens are allowed.
- For mathematics and science exams, students should make sure that 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 and memory banks cleared.
- 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. If you break these rules, you will be disqualified from the examination.
- **Mobile telephones and watches MUST NOT BE ON YOUR PERSON.** If a mobile phone or any other type of electronic communication or storage device (including MP3 players, iPod's, smart watches etc) is found on you, even if it is turned off, it will be taken from you and a report made to the appropriate exam board. No exceptions will be made. You could lose all of your examination marks in that paper or even the entire subject. **Last year, 40% of malpractice cases made involved the use of mobile phones.**
- No food or sweets etc are allowed in the examination rooms.
- Water bottles are allowed but these must be clear and have no labels on them.
- 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 that you have completed your details correctly and that you have answered the questions in full.
- 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, place inside the front cover of the exam paper.
- Invigilators will collect your examination papers before you leave the room. Absolute silence must be maintained during this time and you must remain seated and in silence until told to leave the examination room. Please show consideration for other candidates who may still be working and remember that 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.
- If the **fire alarm** sounds during an examination the invigilators will tell you what to do. If you have to evacuate the room, you will be asked to leave everything on your desk and vacate the room in **silence** and in the order in which you are sitting. You will be escorted to a designated assembly point. 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. 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

- The school employs external invigilators to conduct the examinations and students are expected to listen carefully and follow their instructions at all times.
- 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.
- 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.

Absence from examinations

- If you experience difficulties during the examination period (e.g. illness, injury, 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, where an application is to be made for special consideration, a medical certificate or other appropriate evidence is obtained on the day of the examination by the candidate or parent and given to Mrs Firth without delay. It is important to note that if special consideration is granted by the examining body the maximum allowance given will be 5% of the total raw marks available in the component concerned, including coursework, and will be reserved for the most exceptional cases.
- 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 15% of the examination (including coursework) must be completed.
- **Parents and candidates are reminded that the school will require payment of entry fees (usually around £50.00 per subject at GCSE level, A-level subjects are over £100) should a candidate fail to attend an examination without good reason and without informing the school.**
- Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

Special requests

The examination season has many rules that must be followed by all schools and institutions running exams. No special arrangements can be granted should a student request them unless they have already been assessed as requiring specific exam access arrangements to be put in place. It is quite normal for students to feel nervous or anxious before their exams, however, the JCQ guidance is clear: ***'Nervousness, low-level anxiety or being worried about examinations is not sufficient grounds for separate invigilation within the centre. Alternative rooming arrangements must reflect the candidates' normal and current way of working in internal school tests and mock examinations.'*** **It is important that students understand there cannot be any special adjustments made on the day of exams, including moving seats.**

AFTER THE EXAMINATIONS

Notification of results

- GCSE results will be available for collection on **Thursday 22nd August from 10.00am to 12.00pm.**
- A-Level results will be available for collection on **Thursday 15th August from 10.00am to 12.00pm**
- If you wish any other person (including family members) to collect your results on your behalf, you must give your written authorisation to school before results day.
- No results will be given out by telephone under any circumstances.

Collection of certificates

- Candidates must be aware that certificates will only be kept for a period of one year after issue. If you do not collect your certificates within this time (or if you lose your certificates) they cannot be replaced. The examination boards will **not re-issue certificates** unless you have evidence that they have been destroyed (e.g. fire, theft or flood) and have written evidence from the appropriate body of either an insurance claim, fire or police report. The examination board will be able to issue you with a certifying statement of results for a fee.

FREQUENTLY ASKED QUESTIONS

Q. 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.

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 must 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). **If you are ill on the day of the examination phone school as soon as possible.**

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 ranges 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 may be eligible for Special Consideration only 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 Officer must be informed immediately, so that the necessary paperwork can be completed (within 7 days of the last examination session for each subject). 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 examination and you feel this may have affected your performance.

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

- Yes, you can still sit the examination. If you arrive more than one hour after the published starting time, the school must inform the exam board and they will make the decision whether to accept the paper or not.
- You should get to school as quickly as possible and report to Reception. 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. 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. **There are no resit opportunities and exam boards do not use mock results for missed exams. The only resits are GCSE Maths and English that students take in their next year of study.**

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 exams?

- For most examinations you will need: two pens (black ink only), two pencils, calculator (Mathematics/Science), a 30cm ruler (marked with cm and mm), pencil sharpener, rubber, compasses, protractor, coloured pencil crayons (**not** gel pens).

- 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 items are not allowed into the examination room?

- Only material that is listed on question papers 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 at the back of the examination room on entrance. CCTV is in operation and this will provide some security but the school does not have a completely secure area where bags can be left. Students should, therefore think carefully about whether they need to bring a bag into school and what they will do with valuable personal property. No food or drink is allowed in the examination room.
- Mobile telephones must not be on your person in the examination room even if they are turned off. Students should consider whether they need to bring a mobile phone into school on examination days.

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

- Being in possession of a mobile phone (or any other electronic communication device, e.g. ipod, headphones, MP3/4 player or smart watch) is regarded as cheating and is subject to severe penalty from the awarding bodies

Q. 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 on a flip chart or board at the front of the exam room. There will be a clock in all examination rooms.

Q. Can I leave the examination early?

- No. It is not the school's policy to allow candidates to leave the exam room early, as this is disruptive to other candidates.

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

- The 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?

- Only if it is absolutely necessary. You will be escorted by an invigilator.

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 or college/university at some time in the future. You should also check that the subjects and tiers of entry are correct and that no subjects are missing.

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

- Careers Advisers and Teaching staff will be available to advise you on results day. If you feel strongly that it is necessary to make an enquiry about your result you should first consult the Head of Subject to obtain their advice as to the advisability of requesting a review of marking. You should be aware that your mark could go down as well as up or even stay the same. Requests must be submitted to the Examinations Officer by **Friday 6th September**. You must complete a Candidate Consent Form and return it with a cheque to cover the cost. (The cost of a review of marking is usually between £40-£50 per paper. £60 for a priority A-level review.

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) an iPod, a mobile phone, a MP3/4 player or similar device, a watch, AirPods or earphones/earbuds.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 have a watch, the invigilator will ask you to hand it to them.
- 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. Do not start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and/ or the answer booklet before you start the exam. Do not open the question paper until you are instructed that the exam has begun.
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, including those used 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. For CCEA examinations, any loose additional answer sheets should be placed behind your script.
2. Do not leave the exam room until told to do so by the invigilator.
3. Do not take any stationery from the exam room. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.



On your exam day

This checklist will help you to be as prepared as possible for your exams, so that on the day itself you can focus on doing your best.

Before sitting your exams, ensure you know:

- ☐ the date, time and location of your exams – you might find it helpful to write this information in a calendar or planner
- ☐ who to contact at school or college in case there's an emergency that makes you late or unable to sit your exam

What you will need:

- ☐ a clear pencil case
- ☐ at least two black ink pens – blue pens are not acceptable
- ☐ an approved calculator for relevant exams
- ☐ appropriate apparatus such as a ruler or protractor for relevant exams
- ☐ a clear water bottle if you wish to take one in – it must not have a label



What you cannot take into exams:

- ☐ any type of phone
- ☐ revision notes
- ☐ any type of watch (this includes analogue, digital and smart watches)



Other important information:

- ☐ Listen carefully to the invigilator's instructions which will be specific to your exam. If you are unsure of anything, please raise your hand and wait for the invigilator.
- ☐ Fill in your details on the front of your answer booklet.
- ☐ If you need additional answer sheets, raise your hand and wait for an invigilator who will provide you with one. Remember to add your details to this booklet too.
- ☐ If you need to use the toilet or feel unwell, raise your hand and wait for an invigilator who will escort you from the exam room.
- ☐ Make sure you stay silent – talking to a fellow candidate could result in disqualification from all your exams.

Contingency sessions:

- ☐ There are contingency sessions within the Summer 2024 exam timetable – the afternoon of 6 June and 13 June 2024 and the morning and afternoon of 26 June 2024. Make sure you are available on all three dates even if you do not have an exam.

If you have any questions about your exams, please ask your teacher or exams officer.



You can also find useful information about preparing for exams at www.jcq.org.uk/exams-office/information-for-candidates-documents

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.

Information for candidates Using social media and examinations/assessments

While we like to share our experiences online, when it comes to exams, we have to be careful.

- Sharing ideas online can be helpful when you're studying or revising
- However, sharing certain information (see information on the right) can break the rules and could affect your results
- If you're not sure what you can and can't discuss online, check with your teacher
- If you receive exam content on social media, you must tell your teacher
- Don't be caught out by scammers selling fake exam papers




Things to do on social media:

- Have fun
- Be responsible
- Report any exam content you see to your teacher

Things not to do on social media:

- Buy/sell or share exam content
- Pass on rumours of what's in exams
- Share your work
- Work with others so that your coursework is not your own independent work

If you do any of the above activities, you may:

- !! Receive a written warning
- !! Lose marks
- !! Be disqualified from a part of or all of your qualifications
- !! Be banned from taking assessments for a number of years

Please take the time to familiarise yourself with the JCQ rules:
jcq.org.uk/exams-office/information-for-candidates-documents

JCQ Information – Appendices

The following pages include documents that must be shared with candidates, these relate to the following areas:

- Coursework
- Non-Examination Assessment (NEA)
- On-Screen Tests
- Privacy Notice