

**Summer 2018**



**Centre No: 33455**

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**Exam Guidance and  
Information  
for  
Students and Parents**

Contact: Mrs Robson, Examinations Manager

Phone: 0161 432 7727

Email: [exams@priestnall.stockport.sch.uk](mailto:exams@priestnall.stockport.sch.uk)

All examinations are run by the rules and regulations laid down by the joint awarding bodies. All schools must adhere to these rules. These rules exist to ensure fair and equal conditions for all students.

The JCQ Information for Candidates is included in this pack, please read it so that you don't ruin your chances of a good grade in your examinations. This outlines your responsibilities as a candidate and informs you of the rules you have to follow.

All instances of misconduct must be reported to the examination board.

## Exam Check List

Make sure you set your alarm clock to get you into school on time. Don't leave home at the last minute, delays can happen and you don't want to arrive at school in a panic and flustered. Morning exams start at 9.00 am; you need to be in Café Mersey for 8.40. Afternoon exams will start at 1.30 OR 2:00 CHECK THE EXAM BOARDS FOR STARTING TIMES, SEAT NUMBERS AND EXAM ROOMS



Bags are not allowed near you in the exam room, please make arrangements to leave them somewhere secure, if possible, otherwise they will be left in Café Mersey for the duration of the exam. When practical they will be taken into the exam room and left in a designated area

Mobile phones, ipods, iwatches, technological/web enabled sources of information, or any other electronic devices are not permitted in the exam room.

IF SUCH A DEVICE IS FOUND IN A STUDENT'S POSSESSION, EVEN IF TURNED OFF, THIS CAN RESULT IN A DISQUALIFICATION FROM THE EXAMINATION – IN SOME CASES YOU CAN BE DISQUALIFIED FROM SITTING THE EXAM FOR UP TO 5 YEARS



**You should not bring any notes into the exam hall with you. Please empty your pockets before entering an exam room. Anything you require during the exam must stay visible on your desk – do not put your hands in your pockets, this can be interpreted as an attempt at cheating and would have to be reported to the exam board. Equipment should not be put away until all papers have been collected as this can disturb others around you.**

If you have a medical condition that requires medication during an exam, you will be sat in the Gym where this can be placed on your desk and be in full view of an invigilator at all times.

It is your responsibility to make sure that you have the correct equipment required for each of your exams. All equipment must be visible. If using a pencil case this must be clear (you can use a plastic bag). Pens must be **BLACK ink** or biro **no** gel pens are permitted or correcting pens, fluid or tape.

If you wear glasses, or are in an exam that permits the use of a calculator and maths equipment you must not have a case or cover on your desk.

**No** luck charms

No Jewellery, especially around your wrist. If you are going to tie your hair up, do it before you enter the exam room.

**There is absolutely no talking or communication between students once you enter the examination room, until you leave. Any incidences must be reported to the exam board. If you have a question, you should raise your hand and an invigilator will assist you.**

**School** uniform is compulsory. The temperature can fluctuate enormously in the sports hall during May and June, please bear this in mind and use your uniform accordingly.

Water bottles are allowed in the exam hall if necessary, . No other food or drink is allowed (including sweets and chewing gum). Water bottles must be clear, with a spill proof cap and no labels. Water bottles will be allowed in an exam taking place in an IT room IF it has a spill proof sports cap



**Do not** jot notes (or your seat number) onto your hand – even if these are not related to the exam as this will have to be reported to the exam board and can result in your paper being cancelled.

Please make sure that you check your exam papers before you start the exam. Have you the right paper – is it the correct tier (the one shown on your timetable)? If not raise your hand and an invigilator will help you. Read all the instructions on the front, fill in all your details correctly so that the exam board can identify your paper and allocate your marks. Take time to read and understand all your questions. The name you write onto your exam papers must be your full legal name - no abbreviations – an

examiner may choose not to mark your work if your name does not match the information they are provided with. Memorise your candidate number, this goes on all your exam papers. No one else is allowed to do this for you.

# WATCHES

Due to the new regulations and the difficulty in identifying smart/web enabled watches, we are asking you to put your watch in your bag. If, however, you find it difficult to see the clocks in the exam room and do not want to have to put glasses on and off to check the time, we will allow you to put an analogue watch on the right hand corner of your exam desk. The watch must be checked with an invigilator first, this can be done when entering the exam room, or when the register is being taken. No digital, or web enabled watches are permitted.

## Exam Rooms & Designated Waiting Areas

Most exams will take place in the Sports Hall or Gym. Others may take place in classrooms. Exam rooms and seat numbers will be displayed in Cafe Mersey and the exam notice board near the exam office.

All morning examinations start at 9.00 am. Afternoon starting times may vary. The official starting time is 1:30 but we are allowed 30 minutes either side, so please check. Longer exams may start at 1.15 and one hour ones will start at 2:00pm.

You will be required to line up on the astro turf in row order:

<b>A</b>	<b>1</b>	<b>I</b>	<b>9</b>	<b>Q</b>	<b>17</b>
<b>B</b>	<b>2</b>	<b>J</b>	<b>10</b>	<b>R</b>	<b>18</b>
<b>C</b>	<b>3</b>	<b>K</b>	<b>11</b>	<b>S</b>	<b>19</b>
<b>D</b>	<b>4</b>	<b>L</b>	<b>12</b>	<b>T</b>	<b>20</b>
<b>E</b>	<b>5</b>	<b>M</b>	<b>13</b>	<b>U</b>	<b>21</b>
<b>F</b>	<b>6</b>	<b>N</b>	<b>14</b>	<b>V</b>	<b>22</b>
<b>G</b>	<b>7</b>	<b>O</b>	<b>15</b>	<b>W</b>	<b>23</b>
<b>H</b>	<b>8</b>	<b>P</b>	<b>16</b>	<b>X</b>	<b>24</b>

You must be in Cafe Mersey for 8:40 am or 1:10pm for a 1:30 start or end of lunch for a 2:00pm start

If you are unsure about anything, please ask.

Email: [exams@priestnall.stockport.sch.uk](mailto:exams@priestnall.stockport.sch.uk)

## Contact Details

**complete & return**

Sometimes students have had problems getting to an exam on time. This can be the result of car breakdown, traffic jams, buses not turning up etc. It is important that we have up-to-date contact telephone numbers for both you and your parents/carers – or anybody else who may be able to help in an emergency.

If you are late the exam board may still accept your paper (it is their decision not ours). Therefore we need to move fast if there is a genuine problem.

Please make sure that you have the school phone number with you, so that you can phone and let us know if you are having a problem. Make sure the office understand that you have an exam and that the message must go to Mrs Robson, Examination Officer. **0161 432 7727**.

Can you please complete the relevant information in the table below. This will be kept confidentially within the exam office throughout the examination period.



<b>Student Name and Form</b>	
<b>Home phone number</b>	
<b>Student mobile number</b>	
<b>Other contact</b>	
<b>Other contact</b>	
<b>Other contact</b>	

*Please return this form to Mrs Robson, exams officer, direct or in the boxes provided in student reception*



## What to do if you are ill or injured on the day of an exam

If you are ill or injured and are unable to attend an exam it is vital that you contact school BEFORE 8:30 am. Please email [attendance@priestnall.stockport.sch.uk](mailto:attendance@priestnall.stockport.sch.uk). **Please put exam in the subject line.** If you need to speak to someone for advice please ring the school on **0161 432 7727** and select option 3.

- You must obtain proof of illness or injury and hand this to Mrs Robson, detailing the reason for non-attendance. There is the possibility of submitting this note to the examination board to ask for special consideration if you have already completed over 25% of the subject's exams/controlled assessments. This will then sometimes enable them to adjust the mark and grade accordingly. The exam boards use a formula based on National Attainment to issue grades. Please note that if you have not completed over 25% of your exam/CA the exam board will not be able to issue a grade.
- If you are feeling unwell but still able to travel, I suggest you come to the exam and we can assess the situation then.
- If in doubt – PHONE THE SCHOOL and ask to speak to Mrs Robson
- If you are able to attend your exam but an injury prevents you from writing, contact Mrs Robson **immediately** – a doctor's note will be required and arrangements can be made to facilitate your exam, once permission has been obtained from the exam board.
- If you do not attend an exam without a valid reason, you will be charged for that exam. There are **no** opportunities to take the missed exam at another time.

# Results

## GCSE results are issued on Thursday 23 August 2018

Year 11 students will be able to collect their results in person between 10.00am– and -12.00. Any results that have not been collected at that time will be put in the post to the home address held on our system – please inform the school if this has changed.

### Under no circumstances will results be given out over the phone

**If you wish results to be collected by somebody else, or if you want them to be posted to a different address, please complete the form below and return it to Mrs Robson, Examination Manager.**

Results will **NOT** be given to any other person without this written consent. Could you please inform your nominated person that they will need to bring ID with them.

Teaching staff will be on hand to deal with any queries you may have following your results.



Name of Student: \_\_\_\_\_

Name of person collecting results on my behalf:

\_\_\_\_\_

Address to which results should be sent (if not home address):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed \_\_\_\_\_ Date: \_\_\_\_\_

*Please cut out this section and return to Mrs Robson, Examination Manager*



Please read all of the JCQ Notices, Information and Warnings to Candidates

These can be found on the school website, or on the student and parents dashboards on the VLE

It is important that all students are aware of the regulations as any malpractice must be reported to the examination boards and can result in the loss of marks, grades or even all awards.

# NOTICE TO GCSE EXAMINATION CANDIDATES

## Internal Assessment Procedure – Appeals

Please refer to Priestnall School Assessment Policy which outlines roles, responsibilities and procedures for training in marking and standardisation procedures.

If, once you have been issued with your mark for an internally assessed element of your GCSE and believe that the full procedures have not been carried out and this has adversely affected your mark, you have the right to request of Review of Marking. This is to let you know how to appeal about the **procedures** used in internal assessment for work that contributes to a GCSE award.

- The procedure at this examination centre, Priestnall School, will be supervised by a member of the Senior Management team (Mr T Clarey). Information will be available from the Examinations Officer. The Head Teacher will be aware of the details of all appeals in progress, and advised of their outcome.
- You will have two working days and no later than 24 April, from being issued with your mark to request a Review of Marking and you must complete and submit a form within this deadline, explaining your reasons why you believe the correct procedures were not carried out. This form is available on the school website and from the Exam Office.
- Any request received after the 24 April will be refused
- The review must take place and be completed before the Exam boards deadline for submitting Centre Assessed Marks, or Non Examination Assessments.
- You can request the following:
  - A copy of your marked work (not the original)
  - A copy of the markscheme
  - Proof that teachers have standardised and attended training in marking
- You will be allowed to be supported in the presentation of your case by a parent, carer, guardian, or friend.
- Your review will be carried out by an independent, competent teacher of the subject, who did not mark your work
- A written record of all Appeals will be held in the Examinations Office. This will include a record of the outcome, including the reasons for that outcome. A copy will be sent to you.
- All Appeals will include a review of the procedure used at Priestnall School to award marks for internal assessments to ensure that this complies with the requirements of the Awarding Body, and the published Code of Practice.
- If the school incurs any charges during the Review process these will have to be paid by the student's parent/carer

### ***How do I make an Appeal?***

- ✓ You should seek advice from your subject teacher, or Director of Learning.
- ✓ If you wish to make an Appeal, please fill in the 'FORM FOR THE LOGGING OF STUDENTS' COMPLAINTS'. A blank copy of this will be available from the Examinations Office.
- ✓ Return the completed form to the Examinations Office.

Please note that marks following the Review can:

- Stay the same
- Go up
- Go down

The mark that is agreed upon following the Review is the mark that will be submitted to the Exam Board, by their deadline. Moderation will then take place and marks can then be adjusted by the moderator. Please note that during the moderation process marks can:

- Stay the same
- Go up
- Go down

The exam board do not issue information on any adjustments to marks until Results Day on the 23 August 2018

## **INSTRUCTIONS FOR FIRE DRILL DURING EXAMS**

We do hope that no fire alarms go off during the exam period, however be aware of the following instructions should you be asked to evacuate:

1. Should the fire alarm go off you should remain in your seat until the invigilators inform you that they must evacuate the room.
2. Should you be asked to leave the room this must be in silence and in the order that you are sitting. You must follow all instructions given to you by invigilators. Leave all exam papers, equipment and personal possessions in the exam room.
3. When you leave the room you **MUST** be at least one metre away from the students in front and behind you. There must be **NO** communication between candidates.
4. You will be taken to a separate area by the Recreation Centre. Do **NOT** walk to where you would usually go, you will be told where to stand. You will have to be kept separate from the rest of the school and supervised at all times to ensure there is no communication between candidates.
5. When you return to you exam room, do not start writing until the invigilator tells you to do so.

**LISTEN CAREFULLY TO INSTRUCTIONS AND DO NOT  
PANIC**

## Frequently Asked Questions

### **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 up your hand and inform the invigilator immediately. You will already have checked that your entries are correct, so this is just about making sure that the invigilators have placed the correct paper on your desk. Tier changes cannot be made at this stage

### **Q. What do I do if I forget my candidate number?**

- Candidate numbers are printed on your Statement of Entry, exam timetables, seating plans which are displayed in Café Mersey, the Main Corridor, the exam rooms and on attendance registers. Invigilators will be able to help you find your number. You will be issued with a small card showing your details, including your candidate number and UCI number. Sometimes your candidate number may be referred to as 'exam number' – if in doubt please put up your hand and ask.

### **Q. What do I do if I forget the school centre number?**

- The school centre number is **33455**. It will be clearly displayed in the examination room. The centre number is on the front of this booklet.

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

- Inform school at the earliest possible moment so we can help or advise you. We may have to move your exam seat, or make other arrangements for you. In the case of an accident that prevents you from writing it may be possible to provide you with a scribe or word processor to write your answers, medical evidence will be required and as much notice as possible. Medical evidence is required for any special consideration the school may make on your behalf. Please make sure that you contact the Exam Manager.

### **Q. What is an Appeal for Special Consideration?**

- Special Consideration is an adjustment to the marks or grade of a candidate who is eligible for consideration. The allowance for Special Consideration is from 0% (consideration given but addition of marks 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 Manager must be informed immediately, so that the necessary paperwork can be completed (within 7 days of the last exam session for that 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?**

- Raise your hand 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. Please let the Exam Manager know before an exam as it may be possible for you to take your exam in another room.

**Q. If I am late can I still sit the examination?**

- This depends on the length of the exam and the time that you arrive. Generally if you are not more than 1 hour late, it **may** still be possible for you to sit the examination. You will have to provide a reason to the Examination Manager and she will apply to the exam board, on your behalf, for your paper to be marked. The exam board will have to be satisfied that no contact has been made with anyone sitting the exam, that you have been supervised until handed over to a member of staff and a statement signed as to the supervision arrangements before arrival at the exam room. It is the exam board's decision, not ours and they will consider the reason given and the possibility of having spoken to someone who may already have seen the question paper. If you are late please report to the main school 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 may not be possible to allow you any extra time if you start the examination late.

**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. Do I have to wear school uniform?**

- Yes. Normal school regulations apply to uniform, hair, jewellery, make-up etc. There must be nothing worn on your wrists.

**Q. What equipment should I bring for my exams?**

- for most exams you should bring at least 2 ink or biro pens (black ink only)
- For Mathematics 3B pencils must be used for diagrammatic work
- For some exams you will need a calculator, a 30cm ruler (marked with cm and mm), pencil sharpener, eraser, compasses, protractor, coloured pencils (not gel pens), set texts (eg Eng Lit provided by school)
- You are responsible for providing your own equipment for examinations. You must not attempt to borrow equipment from another candidate during an examination.
- Please check with your subject teacher, or via the exam boards website what equipment is required for each exam

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

- Only materials that are listed on question papers eg an anthology (this will be provided by the school on the day and collected back in at the end of the exam), is permitted in the exam room. Any student found to have any material with them that is not allowed will be reported to the appropriate exam board. In such circumstances, a student would normally be disqualified from the paper or the subject concerned.
- Bags, coats, mobile phones, ipods and any other electronic, digital, or web enabled device. Anything that may contain notes or information.
- Food or drink, except for water in a clear unlabelled bottle.

**Q. Why can't I bring my mobile phone into the exam room?**

- Being in possession of a mobile phone (or any other electronic communication or data storage device) is regarded as cheating and is subject to severe penalties from the awarding bodies.

**THE MINIMUM PENALTIES ARE:**

*Device found on you and turned **ON** – disqualification for the entire subject award, if used can be disqualified for sitting for 5 years.*

*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 will be disqualified from all papers for the subject (including any already taken)*

- If there is an emergency that requires that you bring your mobile phone to school, you must switch it off and leave it in a plastic bag with your name and seat number clearly written on a piece of paper inside and handed to an invigilator.

**Q. How do I know how long the exam 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 exam. They will write the start and finish time of the exam on the board at the front of the exam room. There will be a visible clock in all exam rooms. **CHECK THE EXAM NOTICE BOARDS**

**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 starting time of the exam (or the duration of the exam if it is less than one hour). It is **not** the school's policy to allow candidates to leave the exam room early as this is disruptive to other candidates. Candidates may not leave the room without the permission of the invigilators.. All papers must be collected in and accounted for before candidates can leave the exam room. You will not be allowed to return to the exam room once you have left.

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



- The invigilators will tell you what to do. If the examination room has to be evacuated leave EVERYTHING on your desk and leave the room in silence. You must not attempt to communicate with any other candidate throughout the evacuation.

**Q. Can I go to the toilet during an exam?**

- Only if absolutely necessary. You will have to be escorted by an invigilator, the time you left the room and the time you returned will be recorded and this extra time will be added at the end of your exam. Please bear in mind that going to the toilet creates a disturbance for other students and can only be allowed if there are sufficient invigilators.

**Q. If I have an exam starting at 1:30pm will I still be able to get a lunch?**

- Pupils who have examinations can obtain lunch from Café Mersey. Please make sure that you clear your plates away quickly as the dining rooms are used as designated areas. If you have an exam clash you will not be allowed into the dining areas. You will need to bring in food and drink, which must be given to the invigilator at the start of your first exam; you will be supervised throughout your break.

**Q. I am entitled to extra time – how will this affect the way I take my exams?**

- Students with extra time will take their exams in a separate room to minimise disturbance when other students have finished. Please be aware that you may finish later than other students.

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

- Staff will be available to advise you on results day.
- Contact the colleges and speak to them

**Q. What if I think there is a problem with my grade?**

- If you feel that there is a mistake with your mark and would like to make an enquiry about your result you should first consult the Director of Learning/Curriculum Leader to obtain their advice as to the advisability of requesting a re-mark. Some of the exam boards offer a copy script service so that a teacher can look at your paper and advise you. You will have to give us your written permission for this. Some exam boards charge, some offer this as a free service.
- You should be aware that if you do request a review of marking, your mark may go down as well as up, or even stay the same. Re-mark requests must be submitted to the Examinations Manager (please check for deadlines). You must complete a Candidate Consent Form and return it with payment to cover the cost.

# Remember:

- ✓ to arrive on time
- ✓ to bring the correct equipment to each exam
- ✓ there should be nothing on your exam desk apart from the correct equipment and your exam paper
- ✓ you may bring in water in a clear bottle with non-spill lid – NO label
- ✓ NO CALCULATOR LIDS
- ✓ absolute silence until you have left the exam room
- ✓ no chewing gum
- ✓ no turning around
- ✓ if you have finished your paper early go through it again
- ✓ if your exam finishes earlier than another taking place in the same room, please leave your chair - do not drag it back to get up and do not push it under the desk as you are leaving.
- ✓ Exams may finish later than 3:15. You must make appropriate arrangements for getting home.