



**Hall Green School**  
**An Academy**

Centre Number: 20103

**Examination Guidance for**  
**Students and Parents**  
**(Y11 – 2018-2019)**

Examinations Officer – Mrs R Dhillon

## **Contents**

- 2. Introduction
- 3. Before the Examinations
- 4-5. During the Examinations
- 6. Absence from Examinations  
Invigilators
- 7-8. Examination Regulations
- 9-10. After the Examinations  
Results  
Certificates
- 11. JCQ: important information about the use of calculators
- 12. Exam Board Information for GCSEs
- 13-14. JCQ: Privacy Notice
- 15-16. JCQ: Non Examination Assessments
- 17. JCQ – Information for candidates
- 18. Contact Information

## **INTRODUCTION**

As you approach this last, and very sizable, “hurdle” and challenge at Hall Green School we aim to make the examination experience as stress-free and successful as possible for all candidates. Bringing all the detailed information re: timings, equipment and required procedures etc. into one place is a small, but vital part of this.

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 (Examination Boards) set down strict criteria which must be followed for the conduct of examinations and we are required to follow them precisely. You should therefore, pay particular attention to the Notice to Candidates that is printed in this booklet.

If you or your parents have any queries or need help or advice at any time before, during or after the examinations please contact:

**Examinations Officer – Mrs Dhillon on 0121 628 8787**

As has been mentioned in Assemblies this year group is facing the longest “examination season” ever at this level and your organisation, revision, general preparation and sheer endurance will be challenged to the maximum. You will be aware of the ongoing revision/preparation support available to you before, and during this period. Please make full use of it as appropriate.

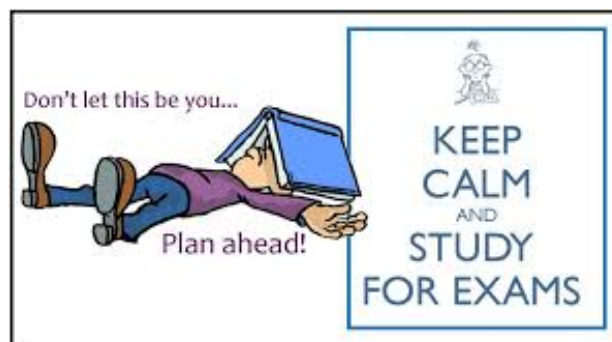
Finally, as ever, in addition to all the above please remember – we are here to help!

GOOD LUCK!

**NB: Results will be released on  
Thursday 22<sup>nd</sup> August 2019**

## **BEFORE THE EXAMINATIONS**

- The timetable you will receive is always subject to change until the end of the exam season. Any amendments will be shown on subsequent timetables printed and given to the student within school, usually via their form tutor (e.g. – change of tier). Any discrepancies or queries on your exam timetable should be reported to the exams office immediately.
- Examinations will normally be held in the Main Hall or classrooms. For exams in the Hall, students will enter through the main doors and leave all belongings, except equipment required for exams outside the hall. Students are expected to act sensibly and move through to the Hall / classroom as quickly as possible.
- All candidates will have received an individual GCSE exam timetable indicating subjects and level of entry where applicable. If you require a further copy, you should visit the exams office. A generic centre timetable has been uploaded to the school website.
- Please note that in the highly unlikely event that there is national disruption to a day of examinations in summer 2019, the exam boards have calendared a contingency day of **Wednesday 26<sup>th</sup> June**. This day will be used to hold any exam which has been unable to take place due to an unfortunate incident which has caused national disruption. You must ensure you are available on this day.



- Candidates are entered under their legal name held on the school system. This should be checked with school immediately, if there are any discrepancies. Candidates must use their legal names on all exam documentation even if they use a different name at school. The reason for this is that exam certificates are legal documents.
- Each candidate has a four digit candidate number. This is the number you will enter on every examination paper. It will be displayed on your individual candidate card which will be placed on your desk prior to the exam starting. Please remember it. The seating plans are usually devised in tiers (if applicable) and candidate number order. It is imperative that you sit at the correct desk assigned to you. Your candidate card must remain visible on your desk at all times during the exam until the invigilator collects it.
- A few candidates may have clashes where two subjects are timetabled at the same time. Special arrangements will be made for those candidates nearer the time. If you identify a clash on your timetable and you have not received any guidance by the end of April, you must see the Exams Officer as soon as possible. If you have a clash, you **MUST** adhere to all regulations otherwise you are at risk of jeopardising your results and possibly those of others. Please see Mrs Dhillon if you are unsure of these arrangements.
- Please ensure that the school has at least one up-to-date contact number for you.

## DURING THE EXAMINATIONS

- Arrive at least 10 minutes prior to each examination starting. Remember: Morning exams start at **8.40am (so arrive by 8.30am at the latest in the dining area).** Afternoon exams start at **1.40pm (so arrive no later than 1.30pm outside rooms 8 and 9).** (Unless otherwise stated).



- You **MUST** wear your full uniform for the entire examination period (even when on study leave).
- You must provide your own basic equipment for examinations such as **BLACK** biro pens, pencil, eraser, 30cm ruler and scientific calculator. Some examinations require drawing equipment and/or mathematical equipment. Do not rely on the school to provide them. It is your responsibility to find out what you need for each exam and to bring it with you.



- **The following items are NOT allowed to be taken into the exam room:**
  - Correction fluid
  - Highlighter pens (may only be used in texts but not in answers)
  - Gel pens
  - Dictionaries (unless specified) – these will be provided by school if required
  - Electronic devices (mobile phones, iPods, smart watches etc.)
  - Smartwatches
  - Calculator lids or instruction leaflets
  - Pencil cases that are not transparent
  - Bottles (unless they are clear with the label removed)
  - Food of any kind (unless for medical purposes – must carry permission slip and any packaging must be checked by an invigilator)
  - Any item that is not listed on the exam paper – as it may be classed as unauthorised and may need to be reported to the Exam Board, who may take disciplinary action
  - Any writing/marks/symbols must be removed from skin before entering the exam room.

THESE ARE REQUIREMENTS FROM THE EXAM BOARDS, AND MUST BE ADHERED TO AT ALL TIMES. These rules are so that exam answer booklets can be scanned clearly by the exam boards and sent to examiners to be marked electronically. Make sure you fill in answer booklets clearly, being particularly careful to number answers accurately and in the style required, and only writing within the marked area. Anything written outside the marked area **may not** be marked.

- Remember that once you enter the examination room, rules of conduct are very strict. Infringement of examination rules could lead to you being disqualified from **ALL** examinations of that exam board.
- MOBILE PHONES/ELECTRONIC DEVICES ARE NOT ALLOWED IN THE EXAMINATION ROOM. CANDIDATES IN POSSESSION OF A MOBILE PHONE/ELECTRONIC DEVICE ARE AT RISK OF DISQUALIFICATION FROM THE SUBJECT (even if the mobile phone is switched off). See Exam Regulations Section for details.



- If you are wearing a wrist watch, you will be asked to remove it, and either keep it on your desk or in your bag outside the exam room.
- For any late arrivals after 10.00am\* for morning exams and 2.30pm\* for afternoon exams - you may be refused admission to the exam. It is likely that the Exam Boards will refuse to mark exam papers after this time, as they will deem that security of the exam has been breached. A written explanation for arriving late has to be made to the board and trivial reasons such as oversleeping, missing the bus or misreading the exam timetable are not deemed as acceptable. Please make appropriate transport arrangements to ensure that you arrive for your exam in plenty of time.  
*\*Sometimes earlier for specific exams with a shorter duration.*
- If you think you are going to be late, please contact school as early as possible informing them that you have an exam and ensure a message is transferred through to the exams office.
- Some afternoon exams may be longer than 1hr 30mins. Sometimes it may not be possible to start the exam on time, or if there is an unexpected delay during the exam additional time may need to be added on to the end. Please ensure that you make the necessary travel arrangements and parents/carers are aware that you may be late home.
- Any appointments, whether they are medical or not; should be re-arranged. The school is not allowed to change the date and/or start times of the exams, except when it is a clash situation (see paragraph on clashes).

## **ABSENCE FROM EXAMINATIONS**

- If you experience difficulties during the examination period (e.g. illness, injury, or personal problems) please inform school at the earliest possible time so we can help and advise you. A parent/carer must contact the Attendance Officer at school by telephone on 0121 325 6904 and specifically ask that the message is also given to Mrs Dhillon, Exams Officer.



- Not attending the exam, even due to illness, has to be the very last resort. All possible attempts must be made to sit the exam even if disadvantaged in some way. **However, please make the Exams Office aware of any such disadvantage before the end of the exam.**
- Only in 'very exceptional circumstances' are candidates granted 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/carer and given to the Exams Office without delay. In all cases where an application can be made for special consideration, it must be submitted within 5 days following the exam. It may be that if you do not sit a particular unit – you may not obtain an overall result for that subject. Where an application for special consideration is submitted to the Exam Board, it is for them to consider - it is not the decision of the school.
- *Please note that misreading the timetable will **not** be accepted as a satisfactory explanation of absence.*

## **INVIGILATORS**

- The school employs external invigilators to conduct the examinations. Candidates are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times, as they would with other members of school staff.
- Invigilators are in the examination room to supervise the conduct of the examination room and to ensure everyone is given a fair chance of the exam. They will distribute and collect the examination papers, tell candidates when to start and finish the examination and deal with any issues that occur during the examination. They are trained with regards the rules and regulations in the conduct of public examinations and perform a highly responsible role.
- They are unable to help with any part of the exam, read any words or provide any explanation other than the instructions on the front of the exam paper. If candidates fail to follow invigilator instructions, this would be classed as malpractice and must be reported to the exam board which may result in sanctions and penalties being issued.

## EXAMINATION REGULATIONS

- A copy of the 'Information for candidates', which is issued jointly by all exam boards, can be found at the end of this handbook, on the school website and on the JCQ website [www.jcq.org.uk](http://www.jcq.org.uk). All candidates must read this carefully and note that to break any of the rules or regulations could lead to disqualification from all subjects. The school must report any breach of regulations to the awarding body.
- Invigilators will ask candidates to check that they have not brought in a mobile phone, any electronic device or revision notes etc. before the exam starts, and may collect these from candidates if a candidate has forgotten to store them elsewhere. However, the school cannot take responsibility for these (potentially valuable) items. You will also be asked to remove your wrist watches and put them on your desks. If any unauthorised item or material is found in your possession during an examination, (even if a mobile phone is turned off and do not intend to use it) it will be taken from you and a report made to the appropriate exam board.

The minimum penalties for mobile phones 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.

**If your phone rings during the exam, wherever it is in the room, the exam board must be informed.**

- As soon as you enter the examination room, you will be under exam conditions and under the rules and regulations of the examination boards. Silence must be adhered to at all times.
- Do not attempt to communicate with or distract other candidates, in any way.
- You must not write on desks or seating cards. This is regarded as vandalism and you will be asked to pay for any damage. Do not write on your hands or arms.
- Do not draw graffiti or write offensive comments on examination papers – if you are found to do so, the examination board may refuse to accept your paper.
- Check you have the correct question paper – check the date, subject, paper and tier of entry. Put your hand up and tell the invigilator immediately if something is wrong.
- Read all instructions carefully. **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.**
- The length of the examination is shown on the front of the paper and on your individual timetable under the heading 'duration'. Invigilators will tell you when to start and finish



the exam. They will display the finish time of the exam on a flip chart or board at the front of the exam room. There will be a clock visible in all examination rooms.

- Do not leave written answers on the floor or hold up your answer paper because other candidates may be able to read your answers and you could be accused of cheating.
- If you finish the examination early you must continue to face the front and avoid any eye contact with other candidates. Use any time remaining to check over your answers, your numbering of the answers and that you have completed your details correctly. It is a requirement of the exam boards that you must stay in the 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). It is **not** the school's policy to allow candidates to leave the exam early, as this is disruptive to other candidates.
- A candidate may not leave the examination room without the permission of the invigilators. If absolutely necessary you will be allowed to leave, escorted by an invigilator, to go to the toilet. You will not be allowed any additional time. Therefore, make sure that you have been to the lavatory prior to the start of an examination.
- At the end of the exam **all** work must be handed in – remember to cross out any rough work neatly if you do not want it marked. If you have used more than one answer book or additional sheets of paper, you must ensure that your name and other relevant information is completed.
- 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.
- You must remain seated until you are told to leave. After exiting from the room it is important to leave the area quickly and in silence. You may want to discuss your answers with your friends; however some pupils may still be working in other rooms so they must not be disturbed.
- If the fire alarm sounds during an exam the invigilators will tell you what to do. Do not panic! If the room is to be evacuated, you will be asked to leave everything on your desk and exit **in silence**. You will be escorted to a designated assembly point, which is outside the PA block. **You must not attempt to communicate with anyone else during the evacuation.** When you return, do not start writing until the invigilator tells you to. You will be allowed the full working time for the exam and a report will be sent to the awarding body detailing the incident.
- Candidates who are disruptive or behave in an unacceptable manner will be removed from the examination room by invigilators or members of the Senior Leadership Team and a report will be made to the relevant exam board.

## AFTER THE EXAMINATIONS

### RESULTS

- Provisional results are available in school on Thursday 22<sup>nd</sup> August 2019 from 9.00am for all year 11s. Results can be obtained up to 1.30pm. Year 11 will receive print-outs of exams taken during their time at Hall Green School.
- Please be aware that you will require evidence of ALL of your qualifications obtained at Hall Green to enable you to enrol onto your courses at your desired Post-16 centre/college. You should check that you have received evidence of everything taken at Hall Green.
- These provisional Statement of Results are NOT certificates and will not be sufficient for proof of qualifications for potential employers (please see 'Certificates' section).
- Results can NOT be given over the telephone to anyone under any circumstances. Pupils should collect their own results in person ideally.
- If a pupil is unable to collect their own results in person, the following is required:
  - Written consent, signed by the pupil, with full details of the nominated person authorised to collect the results. The results belong to the pupil and to protect pupil confidentiality, we will be unable to release results without such consent and evidence. This can be via email to the exams officer/deputy headteacher or a hand written note.
- If you are on holiday or cannot come into school for your results you can leave a stamped addressed envelope (with sufficient postage) with the Exams Office for your results to be posted to you on the Results Day. This can be done at any time during the summer term.
- Any results not collected on results day will be kept in the exams office until school re-opens in September. Therefore if you are looking to enrol onto a post 16 course at the end of August, please ensure you collect your results or make the necessary arrangements.

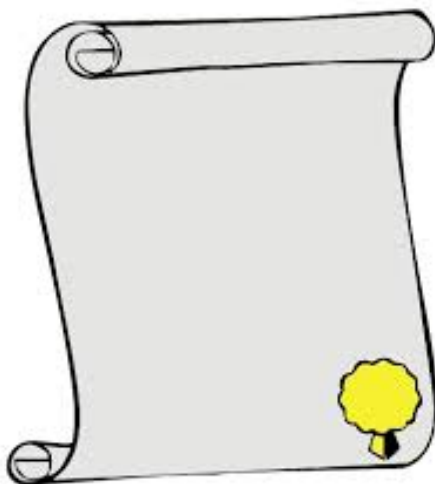


### POST RESULTS SERVICES

- If you would like to request an exam paper review this is called 'Enquiries about results' (EAR) services, you will need to speak to your Exams Officer, who will ask the Exam board to review the marking of your question paper on your behalf.
- Any request for a review must be supported by a member of the teaching staff and accompanied by a **consent form signed by the candidate**.
- A cost may incur for this service. Please speak to the Exams Officer for more information.

## CERTIFICATES

- Certificates usually arrive into school by mid-November. They are available for collection on certificate evening whereby you will be invited to celebrate your successes. You will be given ALL of your certificates gained for qualifications taken at Hall Green.
- If you are unable to attend certificate evening, you will be able to collect your certificates in person during school hours. You should bring in I.D with you and you will be asked to sign to prove you have collected them.
- Certificates will **NOT** be issued to any person other than yourself unless that person has a signed, written consent from you to collect certificates on your behalf. They must also bring their own I.D with them and sign the collection register.
- Once issued, certificates cannot be replaced by the school if lost or damaged and duplicates are rarely issued by exam boards. It is very expensive and time consuming to obtain a 'certifying statement of results' and you must obtain them by contacting the exam boards directly.
- IT IS VITAL THAT YOU COLLECT YOUR CERTIFICATES. The school is obliged to hold certificates for a minimum of 12 months. After 12 months, the school has a duty to confidentially destroy any uncollected certificates due to data the new GDPR laws. It is your responsibility to ensure these are collected and kept safe. You will need to provide certificates to colleges, training providers and employers as proof of your qualifications.



## **JCQ - Important information about the use of calculators in exams**

For question papers where the use of calculators is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations.

The instructions set out in this section apply to all examinations unless stated otherwise in the appropriate awarding body's subject-specific instructions.

<p><b>Candidates should be told these regulations beforehand.</b></p> <p><b>Calculators must be:</b></p> <ul style="list-style-type: none"><li>• of a size suitable for use on the desk;</li><li>• either battery or solar powered</li><li>• free of lids, cases and covers which have printed instructions or formulas</li></ul>	<p><b>Calculators must not:</b></p> <ol style="list-style-type: none"><li>1. be designed or adapted to offer any of these facilities: -<ul style="list-style-type: none"><li>• language translators;</li><li>• symbolic algebra manipulation;</li><li>• symbolic differentiation or integration;</li><li>• communication with other machines or the internet.</li></ul></li><li>2. be borrowed from another candidate during an examination for any reason; *</li><li>3. have retrievable information stored in them - this includes: -<ul style="list-style-type: none"><li>• databanks;</li><li>• dictionaries;</li><li>• mathematical formulas;</li><li>• text.</li></ul></li></ol>
<p><b>The candidate is responsible for the following:</b></p> <ul style="list-style-type: none"><li>• the calculator's power supply;</li><li>• the calculator's working condition.</li></ul>	

**Advice:**\* An invigilator may give a candidate a replacement calculator, if available.

Calculator lids and instruction leaflets are not allowed in the exam room; all students must leave them in their bags or hand them in to an invigilator before entering the exam room.

Pencil cases and spectacle cases that are not transparent must NOT be taken into the exam room.

## Exam Boards for all GCSE Exams 2018-19

### AQA ([www.aqa.org.uk](http://www.aqa.org.uk))

Subject	Specification Code
Art, Craft and Design	8201
English Language	8700
English Literature	8702
Food Preparation and Nutrition	8585
French	8658
German	8668
Geography	8035
History	8145
Spanish	8698

### Edexcel ([www.edexcel.com](http://www.edexcel.com))

Subject	Specification Code
Biology	1BIO (Set 1 ONLY)
Business Studies	1BS0
Chemistry	1CH0 (Set 1 ONLY)
Combined Science	1SC0 (Set 2-8)
Health and Social Care	BTEC L1/2 Tech Award
Maths	1MA1
Physics	1PH0 (Set 1 ONLY)
Religious Studies	1RB0

### OCR ([www.ocr.org.uk](http://www.ocr.org.uk))

Subject	Specification Code
Computer Science	J276
Music	J536
Creative iMedia (L1/2 Certificate)**	J817 (Cambridge Nationals)
Sports Science**	J812 (Cambridge Nationals)
Sports Studies**	J813 (Cambridge Nationals)

### WJEC Eduqas ([www.eduqas.co.uk](http://www.eduqas.co.uk))

Subject	Specification Code
Design and Technology	C600QS

All GCSE results will be issued on the new 9 – 1 grading scale.

\*\* Cambridge Nationals will be reported as L1Pass/Mer/Dis/L2Pass/Mer/Dis/Dis\*

If you have any queries relating to the examinations process, please come and see Mrs Dhillon in the Exams Office.



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Tel: 0121 6288787

Email: [exams@hallgreen.bham.sch.uk](mailto:exams@hallgreen.bham.sch.uk)