



# **EXAMINATIONS BOOKLET**

## **2023 - 24**

**INFORMATION AND INSTRUCTIONS**  
**FOR CANDIDATES**  
**School arrangements**  
**Exam Board Notices**

**Exam Board Contingency Days – 26<sup>th</sup> June 2024**

**And afternoons of 6 & 13<sup>th</sup> June 2024**

**Students must be available from the date of their last exam until 26<sup>th</sup> June 2024.**

**Please note that this booklet contains important information regarding your examinations during the year. Please read this carefully and keep it in a safe place so that you can refer to it later.**

**Updated October 2023**

The Joint Council for Qualifications (JCQ) requires students to have been given certain information during their courses and prior to taking external examinations. These documents are included on the website and students are expected to familiarise themselves with them.

Information for candidates – Coursework

Information for candidates - Non-examination assessments

Information for candidates – On-screen tests

Information for candidates - Privacy Notice

Information for candidates – Social Media

Information for candidates – Written exams

Welcome to the Hanley Castle High School Exams Booklet which outlines the policies and procedures to ensure the smooth running of both our internal (mock) and external (GCE/GCSE) exams and non-examined assessments and to ensure that candidates are aware of the required JCQ instructions and information for candidates. It is designed to answer many of the frequently asked questions we receive.

## Result Days 2024

<b>GCE (A Level)</b>	Thursday 15 <sup>th</sup> August 2024
<b>GCSE</b>	Thursday 22 <sup>th</sup> August 2024
<b>GCSE Retakes</b> English/Maths Nov 2023	Thursday 11th January 2024
<b>January Btec</b>	Thursday 21st March 2024

Senior members of staff will be available on these dates to provide guidance to students on their results and to assist Year 13 with UCAS decisions.

Results will be given out in school. The Exam Board Awarding Bodies do not permit results to be given out over the phone for security reasons.

## Certificates

Certificates for the summer results will be available from school from the first week in December. If you are in school at that time you will receive them in tutor time. Students that have left school will have to make arrangements to collect them from reception. They must be signed for and cannot be posted. If you wish someone else to collect them on your behalf, the student must send a letter or email giving permission. The person collecting the certificates must produce ID.

Certificates for the November GCSE maths & english exams will be available by the end of March and will be available from the exam's office.

Any unclaimed certificates will be kept for 5 years after which they will be securely destroyed. Some awarding bodies do not offer a replacement certificate service and in such circumstances the awarding body will issue a Certifying Statement of Results which will provide an accurate and complete record of results for all qualifications covered by the original certificate.

## Exams in very bad weather

In the case of severe weather conditions, we will endeavour to run exams, even when the school is forced to close to students. Parents have the following options in terms of finding out about school closures

- Check the school website: [www.hanleycastle.worcs.sch.uk](http://www.hanleycastle.worcs.sch.uk)
- If the school has had a power cut, the website will be unavailable. In which case, go to our "snow blog" at [www.hanleysnow.blogspot.com](http://www.hanleysnow.blogspot.com)
- Listen to the local radio station (radio stations have been asked to monitor the local authority website to announce closures as they occur)

# IMPORTANT INFORMATION

## Examinations Office

The Examinations Office is based in the passage between the English corridor/Staffroom and the Key Stage corridor. Should you have any queries please see the Exams Officer, Mrs Yapp.

## Statement of Entries

Your tutor will give you your **Statement of Entry** sheet which will show all your details, exam entries, dates and times. You must check these statements to ensure that all the information is correct, as the spelling of your name and your date of birth will be printed on any certificates issued. Your legal name will be shown on all certificates. Any incorrect details or errors in the subjects for which you have been entered should be reported to Mrs Yapp in the Exams Office as soon as possible.

## Exam Timetable

You will receive a timetable for all your internal (mock) and external (public exams). This timetable must be followed for starting times, **NOT** your statement of entry. This is because the timetable is correct for Hanley Castle, and the start times may be different to the general time on the statement of entry. Check this carefully. Changes to the timetable are unlikely, but circumstances may alter starting times or result in room changes. Alterations will be published on the notice board by the exams office. Remember the exam sessions are generally as follows but may vary to accommodate exam clashes.

### Internal (Mock) Exams

Morning start at 9.00am

Mid-Morning 11.45 am

Afternoon start at 1.45 - 2.15pm.

### External (Public) Exams

Morning start from 9.00am

Afternoon start at 1.30 pm

**Make sure you know which exam room you are in and ensure you arrive at least 10 minutes before the start of each examination. (8.50am for morning exams)**

## Transport

Check your timetable. If you have an afternoon external (public) exam that finishes after 3.15pm, you will be responsible for making your own arrangements for getting home. There will be no bus provided. It is your responsibility to arrange transport to get to your exam in plenty of time. If you catch the normal morning school bus you may work in the nominated study room whilst waiting for a later exam.

## Exam Clashes

Should you have any exam clashes you must report to Mrs Yapp immediately who will resolve this for you. This may mean that you have to sit one exam and then another immediately but all this will be explained and discussed with you.

## Candidate & Centre Number

Learn your candidate four-digit number. However, it will be on your candidate card on your exam desk. Note that if you have joined the school since year 9 or in year 12 you will have a new candidate number given to you, which is different to your previous school. Our centre number is **24105** which is displayed at all times in the exam room and on your candidate card.

**You must read all of the attached notices from the Joint Council for Qualifications. If there is anything you do not understand please ask Mrs Yapp in the Exams Office.**

# On the Day

## ➤ Bring with you

- ✓ **Black pen(s) pencil(s) rubber 30cm ruler**
- ✓ Calculator (no lid or formulas on the case), memory must be cleared
- ✓ Protractor and compasses for Maths and Science
- ✓ Coloured pencils - technology exams only
- ✓ Any prescribed text books (for A Level only)

These must be in a see-through pencil case or a clear plastic



## It is your responsibility to have the correct equipment on the day

- Normal school regulations apply to uniform, hair, jewellery, make-up etc.
- Be outside the exam room 10 minutes before your exam is due to start.
- Remember to organise your lift home if your external exam finishes after 3.15pm.
- Remember to go to the toilet before the exam. Once the exam has started, toilet trips distract you and other candidates. For exams of less than one hour there will be no toilet breaks and in exams lasting over one hour there will be no toilet breaks in the final 30 minutes of an exam.
- Listen carefully to the instructions and notices read by the invigilator making sure you have the correct paper and tier (foundation or higher tier) before you start. If you think something is wrong put your hand up and tell the invigilator immediately when they come to you. **Do not start writing on your exam paper until told to do so.**
- If you feel ill during the exam, tell an invigilator straight away. (Put up your hand and they will come to you).
- If you are late, don't panic, call the key stage office to let them know. **They will tell you what to do. You must switch off your phone and give it to your parent/carer.** You will be allowed to sit the exam but:
  - You might not be given the full time.
  - For external public exams the exam board might not accept your script.
  - You should get to school as quickly as possible and report to your Key Stage Office.
  - You must see the Exams Officer immediately after the exam to explain why you were late. A formal submission may need to be made to the exam board by the Exams Officer.
- In the unlikely event that you are seriously ill and cannot attend, get someone to call the school on 01684 593241 and speak to the Exams Officer to let them know. If you miss a public exam you must speak to the Exams Officer on your return to school. No alternative arrangements can be made for you to re-sit this exam. If you are ill and are still able to sit an exam we may consider an application to the board for special consideration. You must contact the Exams Officer immediately if you feel that you have a case, a doctor's note may be required to support this.
- If you **miss an exam**, you will not get a result for that subject. If you are absent without a good reason you will be charged the entry fee for the examination.
- If the fire alarm sounds during an exam the invigilator will tell you what to do. You must stop writing and put down your pen. You must not talk to anyone. You will be given extra time at the end of the exam to compensate for the time lost.

**GOOD LUCK**

# Examination Rules (set by Exam Boards)

MOBILE PHONES, Watches, Web enabled-technology such as smart watches  
FOOD/DRINK (except water in a clear sports top bottle), BAGS, COATS  
ARE **NOT** ALLOWED IN THE EXAM ROOM

Whilst you are in the exam room:

- Mobile phones/Watches/Smart Watches may not be brought into the exam hall. You should leave these at home. School policy states that personal possessions are brought to school at your own risk. If mobile phones are left in the trays on the way in to the exam room it is at your own risk and the school takes no responsibility in the event of theft.
- You may bring a bottle of water into the exam room to drink providing that it is in a clear, plastic bottle with **no labels** and that it has a sports cap not a screw top.
- You must empty your pockets of all notes, books, MP3/4 players, iPods, and mobile phones before you enter the exam room. This also now includes smart watches which have a data storage device. You may leave them at the back of the exam hall at your own risk.
- No bags or coats are allowed alongside your desk; they must be left outside the examination room.
- You must use black ink on your exam papers. Do NOT use erasable Frixion pens.
- The use of a highlighter pen is not allowed in your answers. However, you may use one to mark your question paper, eg to highlight key words.
- You must not communicate in any way with another candidate.
- You may not borrow any equipment from another candidate.
- You must not write on the desk surfaces.
- You will not be allowed to leave the exam room until the end of each examination session.
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The penalties for having a mobile phone on you whilst in the exam room, whether turned off or not, are severe and will result in **disqualification from the paper or the entire subject award.**

Any malpractice/improper behaviour will be reported to the exam board and may result in disqualification, not just from that exam but from the whole series you are taking e.g. all of your GCSEs or A Levels.

## Appeals against internal assessment decisions (centre assessed marks)

Certain components of GCSE and GCE (legacy GCE coursework, GCE and GCSE non-examination assessments) and other qualifications that contribute to the final grade of the qualification are internally assessed (marked) by the centre. The marks awarded (the internal assessment decisions) are then submitted by the deadline set by the awarding body for external moderation.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Hanley Castle High School is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking

*Within 5 days of being informed of their centre assessed marks*, if a candidate believes that the above procedures were not followed in relation to the marking of his/her work, or that the assessor has not properly applied the mark scheme to his/her marking, then he/she may make use of the appeals procedure to consider whether to request a review of the centre's marking. Copies of the Appeals against Assessment procedure is available from the Exams Officer.

Students will be informed of their centre assessed marks by their teacher. Students may request a review of the centre's marking before marks are submitted to the awarding body. They may request copies of materials (for example, a copy of their marked work, the relevant specification, the mark scheme and any other associated subject-specific documents) to assist them in considering whether to request a review of the centre's marking of the assessment.

## Reviews of Results

Following the issue of results, Awarding Bodies make post-results services available. If the centre or a candidate (or his/her parent/carers) has a concern and believes a result may not be accurate, a review of results may be requested.

*Reviews of Results (RoRs)* offers three services.

### ➤ **Service 1 – clerical re-check**

A clerical re-check is carried out by the exam board. They will check that all parts of your script have been marked, the totalling of the marks and recording of the marks.

### ➤ **Service 2 – review of marking**

A post-results review of the original marking to ensure that the agreed marks scheme has been applied correctly. This service includes the clerical checks as described above. Reviewers will not re-mark the script. ***Please be aware that marks and subject grades may go down as well as up. They may also stay unchanged.***

### ➤ **Service 3 – review of moderation**

**(this service is not available to an individual candidate)**

## Access to Scripts

- **PHOTOCOPIED Script to support reviews of marking** For A Level & GCSE if you want a copy of your script. You may request a review of marking after you have seen a copy of your script. These are only available for a short period after your results day

Full details of these services, internal deadlines for requesting a service and fees charged are provided by the exams officer and will be available on results days.