



# WOODBIDGE HIGH SCHOOL

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## A GUIDE TO EXAMS – THINGS YOU NEED TO KNOW ~ EXAMS 2019/20

**~ EXAMS 2019/20 ~ THINGS YOU NEED TO KNOW ~**

Exam times are very important times in your life at Woodbridge High School. The exams that you will be taking this year will influence what you do in the future, so it is very important that they run as smoothly as possible. There are a number of rules and regulations for exams that you must be aware of (most of these rules are set by the exam boards, not by school!).

If you do not stick to these rules then it is possible that you could be disqualified from your exams so please make sure that you read the following information carefully. If there is anything you don't understand then ask for a teacher for help.

***Absence from Examinations:***

You must attend all exams that are allocated to you on your individual candidate timetable. Misreading the timetable will not be accepted as a satisfactory explanation for absence. You will receive a bill if you fail to attend an exam that has been paid for by the school. If you miss an exam due to illness, you **must** telephone school on 020 8506 5551 as soon as possible on the morning of the exam, **and** a medical certificate/letter **MUST** be given/sent to Mrs Ellis within **three days** of the exam you missed.

**If you don't do this, you will receive a bill for the entry fee for the missed exam.**

***Bags, Books, Notes and Valuables:***

You are not allowed to keep any bags, books, notes or calculator lids with you in the exam room and these should be left at the front of the room, or preferably at home. Please do not bring valuables with you when you come into school for an exam. Under no circumstances should you leave any money or valuables (including keys) unattended in any bag.

If you do so, it is at your own risk. Woodbridge High School will accept no responsibility for valuable items that are left in bags.

***Mobile Phones, Smart Watches, iPods, Electronic Devices, Music Players:***

Mobile phones, Smart Watches, watches, organisers, music players, headphones and any type of electronic communication or storage device **are not allowed to be on your person in the exam room**. The exam boards and Woodbridge High School **do not allow** you to have any of these items on you in any exam room or into any room being used for 'quarantine', either before or after an exam. You are **strongly advised** not to bring any such devices with you to school when you have an exam, as the School cannot take any responsibility if they are lost or damaged. If your parents wish you to have your mobile phone with you, then you should switch it off (not on silent) before entering the exam room and leave it in your bag. **Invigilation staff will not be responsible for any phones handed in to them. All wrist watches must be placed in your bag before the start of the exam. Failure to do this will be a malpractice.**

**If a mobile phone, Smart or Wrist Watch or other electronic communication device is found in your possession during an exam or quarantine, EVEN IF IT IS TURNED OFF, the device will be taken from you and a report made to the relevant exam board. No exceptions will be made.**

**Minimum penalties imposed by the exam boards are as follows:**

**Device found on you and turned ON: disqualification from the entire subject award**

**Device found on you and turned OFF: disqualification from that component.**

***Cheating:***

If you are caught cheating in any way in an exam, you will be reported to the exam boards. 'Cheating' means doing anything that is against the rules stated on the *Notice to Candidates* (see school website for notice) and includes:

- Being in possession of a mobile phone or any other electronic device
- Using unauthorised aids
- Communicating with other candidates (by talking or otherwise)
- Copying from other candidates

**Penalties for cheating can include disqualification from taking any exam for up to five years.**

### **Equipment:**

It is your responsibility to provide all your own equipment and any resources required for the examination. Borrowing from other candidates is **NOT** allowed under any circumstances; please do not ask invigilators if you may borrow items. Ordinary pencil cases or boxes are not allowed in the exam room. You should bring your equipment in a clear plastic bag or transparent pencil case.

The following equipment should be brought to EVERY exam:

- 2 pens – **black ink or biro only, not gel or erasable pens**
- 2 HB pencils
- Ruler (marked with millimetres)
- Pencil sharpener (preferably one which catches the shavings!)
- Eraser

For certain exams you will also need the following:

- Compasses
- Protractor
- Calculator (lid removed and placed in your bag)
- Coloured pencil crayons
- Set texts (e.g. in English Literature)

You must do any rough work in the answer booklet provided. Cross out anything that you do not wish to be marked. Highlighter pens, erasable or gel pens must not be used in answer booklets, but you are allowed to highlight parts of the printed questions if you wish to. You are not allowed to use correcting fluid, pens or tape, reader pens or blotting paper in any answer booklets. This is to protect you and your exam; if correction devices were allowed then someone could tamper with your exam paper and it would be undetectable.

**You must ensure that your write legibly or your answers may not get marked by the exam boards.**

### **Calculators:**

Calculators may be used in most exams: your subject teachers will tell you if they are not allowed for a particular paper. **You must bring your own calculator if you need one. You are not allowed to use a mobile phone as a calculator and you cannot borrow anyone else's.** Your calculator should be no larger than the regular handheld size and no printed instructions or cases are allowed. The exam boards do not make any allowances for calculator failure or operational mistakes – **you are responsible for making sure your calculator works properly and that it meets exam board regulations.** If you are going to buy a new calculator please check with your Maths teacher to see what they recommend. You are not permitted to borrow a calculator from another candidate during the exam for any reason. The School **does not** have a supply of spare calculators, so please do not ask the invigilation team for one.

Calculators must not:

- be designed or adapted to offer any of the following:
  - language translators
  - symbolic algebra manipulation
  - symbolic differentiation or integration
  - communication with other machines or the internet
- be borrowed from another candidate during an examination for any reason;
- must not have the lid on it during the exam, these should be left in your bag;
- have retrievable information stored in them, this includes
  - databanks
  - dictionaries
  - mathematical formulas
  - text

### **Conduct in the Exam Room:**

You must be silent at all times when you are in the exam room. This includes when you **enter** and **leave**. If you need assistance, put your hand up clearly and wait for an invigilator to attend to you. Once you have entered the exam room, **you have to be escorted at all times if you need to leave** (e.g. if you need to go to the toilet). Please do not write on exam desks. It is regarded as vandalism and you will have to pay for any damage. **You will not be allowed to leave an exam early if you have finished your work** as this disturbs other candidates in the room. The school has the right to remove you from an exam room if your actions are causing a disruption to other candidates. Your actions may be reported to the Exam Board and could lead to you being disqualified from the exam.

### **Dictionaries:**

Dictionaries may not be used in exams unless they are specifically permitted by the subject specification (your teacher will tell you if they are allowed). Electronic translators are not allowed. If English is not your first language, then you may be allowed to use a bilingual translation dictionary in certain exams. However, this must be arranged before the exams begin.

If you think you will be eligible to use a bilingual dictionary, see Mrs Dhillon as soon as possible.

### **Candidate Number:**

You will be given a 4-figure reference number that refers only to you. You will find this number printed on the desk label each time you take an exam. In most exams you will be seated in numerical order within your subject. You are not allowed to write it on your hand, or have it written on a piece of paper on your desk.

### **Timetables:**

Please check your individual candidate timetable carefully. If there are **ANY** mistakes (e.g. name, date of birth, exam entry etc.) you **MUST** tell Mrs Ellis immediately. Mistakes that are not spotted at this stage could mean that your certificate is incorrectly printed later. Check each exam date carefully, and check to see if the exam is in the morning or the afternoon. If there is an exam on the list that you were not expecting to take (e.g. if you know you have already dropped or been withdrawn from a subject) you must tell Mrs Ellis immediately. Make sure you know which **room** you need to go to for each exam. On the day of your exam, your room and seat number will be displayed on the seating plan which can be found in the noticeboard outside Wynndale Hall. Take special note of any re-arrangements due to a timetable clash. The invigilators do not have time at the start of the exam to look up your seat number for you.

### **Clashes and Quarantine:**

If you notice a clash of exams, arrangements will be made for you to take these subjects one after the other, as long as the total published exam time is not more than three hours. If the total time is more than three hours, the exams will be split between the morning and afternoon sessions. If this happens, an invigilator will supervise you over lunchtime (in 'quarantine'), so you will need to bring a packed lunch and a drink with you. Any clashes **SHOULD** have been picked up and resolved before you are given your individual timetable. You will be informed in advance if you have any quarantine time. You will not be allowed to communicate with anyone else and will not be allowed to use your mobile phone (or any other electronic communication device) during quarantine time. Whilst in the quarantine room you will be able to revise for your next exam or talk quietly. You will be informed of any special arrangements involving clashes before your exams.

If you notice a clash on your final timetable that has not been resolved you must tell Mrs Ellis immediately.

### **Dress Code:**

**Year 7 to 11** students are reminded that they must wear full school uniform to all examinations, including shoes (not trainers).

**Year 12 and 13** students are asked to wear clothing appropriate for the occasion. You are asked to refrain from wearing cut away tops, micro skirts or shorts, see through items of clothing or any other revealing items as this may comprise not only you but other people in the examination room. If you wouldn't wear an item of clothing to work then don't wear it to the examination room.

**If you do not comply with this then you will be refused entry to the examination.**

### ***Drinks and Sweets:***

You are allowed to take into the exam room a **drink of water in a clear plastic bottle with the label removed**. Chewing gum and any other food or drink is not allowed. You will not be able to leave the exam room to refill a bottle of water, and invigilators cannot leave to do this for you, so please make sure you have enough for the whole exam time.

### ***During the Exam:***

You must use a black pen to write with. Your **legal forename and surname** must be used when filling in your candidate details on your exam answer booklet. You are responsible for producing legible writing. If an examiner cannot read your handwriting your exam paper may not get marked.

Toilet breaks will not be allowed during the first or last 30 minutes of an exam unless a student is in possession of a toilet pass that has been issued for medical reasons.

### ***End of the Exam:***

The invigilators will collect your exam papers before you leave the exam room. **Absolute silence MUST be maintained during this time**. If there is any communication between any students it will be assumed you are cheating and will be treated accordingly. Question papers, answer booklets and additional paper must NOT be taken from the exam room. You will be dismissed from the exam row by row, and may be told which door to use. **You must remain silent until you are right outside the building**.

### ***Certificates:***

Certificates are issued if you achieve grade 9 to 1 at GCSE, Pass, Merit or Distinction for Cambridge Nationals/Technical/BTEC or A to E at A Level. These arrive in school about three months after you have received your results. If you have left school after your examinations are finished then information about the collection of certificates will be sent to you at the last known address/email address we have recorded on our system. If you do not collect your certificates within 12 months of notification then the School will dispose of them by shredding them. You will then have to pay up to £45 to each exam board for a certifying Statement of Result for every certificate that you need to replace.

### ***Coursework and Controlled Tasks:***

Your teachers will ensure that you understand the exam boards' regulations relating to Non Examined Assessment (NEA) or coursework submissions. The exam boards return coursework after the results have been issued, however it has to remain locked up in school until all enquiries about results have been completed. You will be able to reclaim your coursework approximately three months after you receive your results.

### ***Exam Regulations:***

It is your responsibility to read and understand the exam boards' regulations, copies of which are on the school website. A larger copy of the Warning to Candidates notice will be displayed outside every exam room.

If there is anything you don't understand, ask Mrs Ellis, or one of your teachers, for help.

### ***Location of Exams:***

Most exams will take place in either Wynndale Hall or Gym. Your individual timetable will state where your exams will take place. Please arrive at school **at least 15 minutes** before the start time shown on your timetable so that you are not in a rush before your exam. You will be told when you are allowed to enter the exam room and you **must** sit at the desk that has been allocated to you as indicated on the seating plan, unless the invigilator instructs otherwise. If you do not sit in the correct seat the invigilators could mark you as absent or you could sit the wrong tiered paper. You are **NOT** allowed to enter the exam room before the exam time, even to use the toilets.

### ***Prohibited Material:***

The following items must not be brought into any exam room:

- Mobile phones, iPods, MP3/4 players or any type of electronic communication or any other data storage device such as smartwatches
- Non-transparent pencil cases/boxes

- Correcting pens, fluid or tape
- Erasable pens or gel pens
  
- Calculator cases and instruction books
- Books (except for authorised texts), notes, letters, diaries or other printed material

If you need tissues in the exam room, you must remove them from packets and place them on the desk at the start of the exam. There will usually be a supply of tissues in the exam room, however do not rely on this. If you know you will need them, bring your own.

### **Special Consideration:**

Special consideration can only be applied for if something has seriously affected your performance on the day of an exam. Examples of acceptable reasons for application are bereavement (if a close relative or friend has passed away close to the exam), injury or illness. You will need a doctor's note to support this application. If after an exam you think you have a good reason for applying for Special Consideration you need to see or telephone Mrs Ellis as soon as possible **within three days** of the exam. **No late applications will be accepted.**

### **Malpractice:**

If a member of staff has any cause for concern regarding the authenticity of your coursework or NEA they will discuss this with you in the first instance. Following on from this discussion if they still have any doubts they will refer this to a member of the Senior Leadership team and/or the Examinations Officer. An investigation will be carried out to establish the facts. You will be given the opportunity to respond to the allegations and you will be advised of the course of action that the school will take. This will depend on the nature of the malpractice and at what point in the submission process the malpractice is identified. You will be informed of the outcome of the investigation and any actions that the school undertakes such as reporting this to the relevant exam board. You have the right to appeal the decision. Your appeal must be made in writing within 5 days of the notice of the decision. Your appeal must detail the reason/s why you think the decision is wrong.

### **Times:**

Unless otherwise stated on your timetable, exams start at:

**NOVEMBER/JANUARY**                      **8:45am** for morning papers and **2:10pm** for afternoon papers.

**SUMMER**                                      **8:45am** for morning papers and **1:30pm** for afternoon papers.

You should aim to be at school **no later than 15 minutes** before the start of an exam. If for any reason you are going to be late and will miss the start of the exam, you **MUST** telephone school **on 020 8506 5551**. If you arrive more than 30 minutes after the start of any exam, Mrs Ellis will decide whether you will be able to sit the exam. The Exam Boards will have to be notified.

**Some examinations will finish after normal school hours. Please ensure that you tell your parents/carers when they can expect you home later than usual due to this.**

### **Study Leave:**

Experience shows that students benefit from having access to their teachers as much as possible before examinations. For this reason lessons will continue as follows:

**YEAR 7 - 12**                      No study leave will be granted at any time during the school year.

**YEAR 13**                                      Until Friday 15<sup>th</sup> May 2020. Study leave will begin on Monday 18<sup>th</sup> May 2020. If you have an exam outside the study leave period shown above you may take half a day's study leave beforehand.

### **Instructions for a Fire Drill during the Exams:**

We do hope that no fire alarms go off during the exam period, however if one does go off these instructions must be followed in **COMPLETE SILENCE**.

1. Should the fire alarm go off, firstly do not panic. Do not attempt to finish the sentence you are writing.
2. You will be asked to leave the room in silence and in the order that you are sitting. Leave all equipment 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.
4. If you are in Wynndale Gym or Hall you will be taken to the playground behind the canteen. If you are in Mallards you will be taken to the Tennis Courts. 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.
5. When you return to your exam room, do not start writing until the invigilator tells you to do so.

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

### **Results Day and Enquiries about Results:**

Results days are as follows:

<b>Exams Series</b>	<b>Statement of Results available in school</b>
November	16 <sup>th</sup> January 2020
January	5 <sup>th</sup> March 2020
Summer – GCE	13 <sup>th</sup> August 2020 between 8.30am and 10.30am
Summer – GCSE	20 <sup>th</sup> August 2020 between 9.00am and 10.00am

The statement of results for November and January will be issued to students during the school day. You will be given details of the arrangements closer to the time.

If you are unable to collect your results in person they can be released to a parent or friend only if they have a signed letter from you giving them permission to do this. We will post them to you only if you leave an A4 stamped addressed envelope with Mrs Ellis.

If you wish to make an enquiry about your results there are various services the exam boards offer:

#### **Service 1 Clerical re-check**

This is a re-check of all clerical procedures leading to the issue of a result. This service will include the following checks:

- that all parts of the script have been marked;
- the totalling of marks;
- the recording of marks;
- the application of any adjustments;
- the application of grade thresholds;
- **if requested**, a copy of the re-checked script(s) for those units/components included in the Access to Scripts service.

The outcome of the re-check will be reported along with a statement of the total marks awarded for each unit, or component, included in the enquiry.

**Only Service 1 clerical re-checks can be requested for objective tests (multiple choice tests).**

#### **Service 2 Post-results review of marking**

This is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. The service is available for externally assessed components of both unitised and linear specifications. The target for completion is within 30 calendar days of the awarding body receiving the request. This service will include:

- the clerical re-checks detailed in Service 1;
- a review of marking as described above;

- **if requested**, a copy of the reviewed script(s) for those units/components included as part of the Access to Scripts service. (If the nature of the unit/component is such that access to scripts cannot be arranged, such as externally assessed Modern Foreign Language speaking tests, then a report may be requested.)

### **Priority Service 2 Post-results review of marking**

**This service is as Service 2, but is only available if the following criteria are met:**

- the enquiry is about an examination for a GCE qualification;
- a candidate's place in higher education is dependent upon the outcome.

Any applications not meeting these criteria will be treated as normal Service 2 requests. The target for completion is within 18 calendar days of the awarding body receiving the request.

### **Access to Scripts (ATS)**

Candidate's can request the return of their scripts but you should remember that **once an awarding body has returned an original script you its security is compromised and it can no longer be subject to a Service 2 enquiry .**

### **Requesting priority copies of scripts to support Enquiries about Results**

You will be able to request priority copies of GCE, and some GCSE, scripts before deciding whether to lodge an enquiry about results.

This service is not available if you are requesting a Priority Service 2 enquiry about results of GCE A Level examinations due to the limited time available. Copy scripts will not be returned in time to allow you to move on to a Priority Service 2 request should you decide to do this. This service is not available for any enquiries at GCSE level.

**Each student will have a pro-forma in their results envelope detailing the deadline dates and cost for each service.**

For all Enquiries about Results any requests received after the deadline date **WILL NOT** be accepted by the exam boards under any circumstances. It is your responsibility to make sure any forms are returned to Mrs Ellis by the deadline date shown on the form.

Please be aware that when requesting a review of marking of an exam paper your mark could go down as well as up or even stay the same.

Payment is by cash or online using SCO Pay only. Cheques will not be accepted.

## **WARNING**

All the exam boards have very strict rules and regulations. They make it clear that:

- Their official exam sessions must be run under strictly fair conditions, with no form of deception. This rule severely excludes any form of communication between candidates during an exam, as well as any other practice that could conceivably be seen as an attempt to deceive.
- Anyone attempting unfair practices can expect to be disqualified, as well as possible exclusion from GCSE and A level exams for a period of up to 5 years.
- Your invigilators **HAVE** to stick to the rules; they **HAVE** to report to the Exams Officer **ANYTHING** that they feel could be suspicious.

**DON'T LET IT HAPPEN TO YOU. STICK TO ALL THE RULES. DON'T RISK YOUR FUTURE.**

**~ APPEALS AGAINST INTERNAL ASSESSMENT OF WORK FOR EXTERNAL QUALIFICATIONS ~**

Woodbridge High School is committed to ensuring that whenever its staff marks candidates' non examined assessment or coursework, this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Woodbridge 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.

If a candidate believes that this may not have happened in relation to his/her work, he/she may make use of this appeals procedure.

**N.B. an appeal may only be made against the process that led to the assessment and not against the mark submitted to the awarding body.**

1. Woodbridge High School will ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body.
2. Woodbridge High School will inform candidates that they may request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment.
3. Woodbridge High School will, having received a request for copies of materials, promptly make them available to the candidate.
4. Woodbridge High School will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
5. Woodbridge High School will allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline.
7. Woodbridge High School will ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review.
8. Woodbridge High School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. The candidate will be informed in writing of the outcome of the review of the centre's marking.
10. The outcome of the review of the centre's marking will be made known to the head of centre. A written record will be kept and made available to the awarding body upon request.

The moderation process carried out by the awarding bodies may result in a mark change, either upwards or downwards, even after an internal review. The internal review process is in place to ensure consistency of marking within the centre, whereas moderation by the awarding body ensures that the centre marking is in line with national standards. The mark submitted to the awarding body is subject to change and should, therefore, be considered provisional.

**~ POLICY ON EXTERNAL ASSESSMENTS FOR EXTERNAL QUALIFICATIONS ~**

Any student who wants to query a mark/grade awarded by an Awarding Body upon issue of results should follow the following procedure:

1. Contact the Examinations Officer and the subject teacher as soon as possible (but at least **7 working days before the published deadline for EARs**) in person to discuss the mark/grade. The Examinations Officer will advise on the options available to query the mark/grade and the costs involved.
2. Students should be aware that EARs can result in marks/grades being raised, confirmed or lowered. Students must sign a consent form to confirm that they understand the consequence of an EAR. Consent forms will be issued by the Examinations Officer.
3. The subject teacher will review the student's marks/grades and discuss with the Head of Department, where relevant, on the appropriate action taking into account the breakdown of marks, the grade boundaries and the student's predicted grades.  
If the Department agrees to support the EAR:
  - a. The request, together with the student's consent form, should be made to the Examinations Officer **before the published deadline for EARs**. Responsibility for the cost of the enquiry will be agreed in advance.If the School does not agree to support the EAR:
  - b. A student may appeal against the decision not to support an EAR. Appeals should be made in writing to the Examinations Officer, at least **7 working days before the published deadline for EARs**. The appeal should state, in detail, the reason(s) for the appeal. This appeal should be signed and dated and should include the daytime contact telephone number of the student, parent or guardian. The appeal information will be reviewed by the Examinations Officer and a member of the Senior Management Team; the outcome of the appeal will be communicated by telephone and either email or 1<sup>st</sup> class letter post within 24 hours of receipt. This decision is final.
  - c. If the centre does not support the EAR the student may still proceed with the EAR but all costs involved will be paid by the student at the time the EAR is made. No EARs will be made until fees are paid. Requests must be made in person to the Examinations Officer **before the published deadline for EARs**. If the enquiry is successful the fee will be refunded to the student.
4. Outcomes following EARs will be forwarded to the Examinations Officer to the student as soon as they are received from the Awarding Bodies.