

Exam Guidance

This Document contains:

- Notices from the exam boards about the conduct of examinations – it is very important that you are familiar with these as there are severe penalties for breaking the exam board rules.
- Additional QE information, for example key dates
- Further guidance that you will find useful.
- This document is also available on Moodle: <http://moodle.qeliz.ac.uk>

2018 / 2019

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Introduction

During your time here in college you will put in a huge amount of work in class, in the library and at home. Your aim is to gain qualifications. The assessments for your qualifications are through coursework and examinations. Of course you will aim to do your best and gain the highest marks for these. However, each year there are a small number of students who lose marks or fail their whole qualification by making simple mistakes such as forgetting to turn up for an exam.

The exam boards have rules for the conduct of examinations – rules for the college and rules for students as candidates. If you break the exam rules, even if this is by accident or you didn't know the rule, you can be disqualified from that part of the assessment, the whole qualification or in really serious cases all of your qualifications for the year.

Hence it is really important that you know, understand and follow the rules. Included in this document are the official 'exam board notices' for the conduct of examinations. There is also QE guidance and information to help you follow the rules and meet all the exam board and QE requirements.

If you need further guidance ask your teachers or Chris Prager, the Exams Officer, (room 117)

Important Note: external exams and internal college 'end of first year' exams

The pattern of exams will be different depending on the courses that you follow. Your teachers will make sure you understand the examination requirements of your course.

- Courses with external exams during the summer (May/June) exam series start on Monday 13 May and continue until 26 June.
- On some linear A Level courses a small number of students may be taking an external AS this year
- Students in first year classes for A Levels will take an internal 'end of first year' college exam in the third full week of June (Wednesday 19 to Friday 21 June).
- This is to evaluate your progress during the first year of the course.
- Your results in these internal exams will be very important as your grades will affect your progress to the second year of the course and will be reflected in you predicted grades for UCAS and other applications.
- Second year classes for A Levels will take an internal college exam in November (Monday 19 to Wednesday 21) and in March (Monday 11 to Wednesday 13).
- The format of the internal exams is a three-day exam period.

QE Guidance and Information on Examinations

Exam Timetables

You must take the responsibility for knowing when and where your exams are taking place. You will be given a personal timetable for the main exam sessions in May/June. This also includes your candidate number. Don't lose this important document. You can also view your timetable via Student Voyager. Check this regularly.

The locations where exams will take place are given on the noticeboard next door to Room 118 and on the exam timetable on Moodle. There will be important procedures (e.g. supervision) to ensure that the exams remain secure. You may be disqualified if you don't follow these rules and procedures.

Make sure you know exactly when your exams are scheduled – it is your responsibility to get to the right place at the right time. To help you with this:

- Add your exams to your planner or diary.
- It can also be helpful to use a smartphone calendar or an on-line diary like Google Calendar.
- Set alarms on your phone to remind you an hour or so in advance of each exam.
- Make sure someone else at home knows when your exams are and can remind you.
- It's a good idea to copy your exam timetable and stick it on the fridge door at home.
- Check your exam timetable on a regular basis via Voyager.

Exam Sessions

- Exams normally start at 9.00 a.m. or 1.15 p.m. Make sure you arrive in good time - at least 10 minutes early. If something goes wrong just before the exam, e.g. if you are ill or oversleep, you must ring the exams office straight away - 01325 376452.
- If you arrive late, you must report to the Exams Office (Room 117) immediately before going anywhere else.
- Take all the equipment you may need, e.g. pens, ruler, calculator if needed, including spares. These should be in a transparent pencil case or plastic bag with no labels or any writing on it (apart from your name).
- You must write with a black pen. Pencils and other colours are only allowed for diagrams.
- You are allowed to bring water in a clear plastic bottle with no label – no other drinks are allowed.
- Make sure you know your candidate number – it is on your exam timetable.
- You should not normally need to interrupt your exam time with a ‘trip to the loo’ – please remember to ‘go’ before the start of the exam.
- It is best if you don’t bring your mobile phone, smart watch, etc. into college on your exam days as you will be breaking the rules if you accidentally take your phone into the exam room. If you do bring in any of these items to college you must leave them in your locker. If you forget to do this and bring them to the exam they must be handed in before the start of the exam. They will be stored as safely as possible but you will be leaving them at your own risk.
- It is best if you do not take bags, coats etc. to the Exam room. Use a locker instead. If you do bring them, they will be stored as safely as possible but this is at your own risk.
- You are not permitted to leave the exam early – you must wait until the end of the examination.
- Please note that if an afternoon exam finishes earlier than 2.30 p.m. you must remain in the exam room until 2.30 p.m. due to Exam Board regulations to ensure the security of the exam.
- If you have 3 hours of exams in the afternoon these might run on to 4.30 p.m. or later. If you go home by bus you may need to make alternative arrangements. If you use one of the college buses make sure you contact the finance office at least a week in advance so that they can make arrangements for you.
- If there is an emergency, such as a fire alarm, you must follow the invigilator’s instructions. If you fail to do this you may be disqualified.

May and June 2019: Exams and Study Leave

First year courses (Year 1 of linear A Levels, Year 1 of Applied General and GCSE)

- There is no study leave for these courses apart from the actual session of an external exam and the last period in the morning if you have an afternoon exam (so you can get some lunch). You should return to your classes for the rest of the day after any exams.
- If you are taking an AS exam as part of a linear course make sure you know your teachers expectations regarding lessons after the exam.
- Students in first year classes for linear A levels will have internal exams from 19 to 21 June. The following week 24 - 28 June is work experience week.

Second year courses (Year 2 of linear A Level, GCSE and Applied General)

- There is no study leave for these courses before the May half term holiday.
- After the half term holiday lessons are suspended for A2 and second year linear A level classes and you will have study leave to revise for your exams.
- Many subjects organise revision sessions to help you prepare so you should attend these wherever possible.
- You should plan your own schedule of revision and practice to build up towards each of your external exams. In addition to all the notes and materials from your lessons, homework and assessment subject teams will provide you with revision guidance and resources.
- On Applied General courses (e.g. Cambridge Technical) you will work on coursework until you have successfully met all your teachers’ requirements.

Main Results Days

Examination period: November 2018 GCSE	Results day: Thursday 17 th January 2019
Examination period: January 2019 Cambridge Tech	Results day: Thursday 7 th March 2019
Examination period: May/June 2019 A Level	Results day: Thursday 15 th August 2019
Examination period: May/June 2019 GCSE	Results day: Thursday 22 nd August 2019

Collecting Your Results in August 2019

You can collect your results from the 'Main Hall' from 9.00am to 1.00pm and the Exams Office from 2.00pm to 4.30pm. After the set day you can collect your results from the Exams Office during normal office hours.

Alternatively, your results can be posted to you if you have left a stamped, addressed envelope with the Exams Office (Room 117) before the end of the summer term. Results can also be viewed on Student Advantage after 2.30pm.

Please do not telephone to ask for your results. We are not able to give out personal information including exam results over the phone. If you would like another person to collect your results, they must bring a letter of authority, or the completed Results Collection Request form, signed by you and identification for themselves.

Your Certificates

The college normally receives students' certificates from the exam boards during the Autumn Term.

- If you were a second year student in 2018-19, you will be notified in December when the certificates are available for collection. This will be in the form of a letter/postcard. This information will also be displayed on the college website.
- If you are unable to collect your certificates and would like someone else to collect them on your behalf, we would require a written letter of authority signed by you. A request template can be found on the college website. Certificates will not be released without the required documentation. Unfortunately we cannot accept emails as authorisation for someone to collect them.
- If you would like your certificates to be posted, you will need to provide a cheque for £2.70 made payable to QESFC, as we are required to send exam certificates 1st Class Recorded Delivery.
- If you have not received your certificates by the beginning of January 2020 you must contact the Exams Office at the college.
- Please note that uncollected certificates are destroyed after 12 months from issue in line with awarding body regulations.

Payment for Exams

If you are following a full course of study leading towards a prescribed exam, during or at the end of the course, you will normally be entered for the prescribed exams without charge. For modular courses you will be entered for each module once, during or at the end of the course, without charge. Following this standard exam entry if you choose to resit an exam you will have to pay an appropriate fee to the College to cover the cost of the entry.

The College can, on educational grounds, exclude you from entry for an exam (e.g. if you have a poor attendance record or you have regularly failed to produce work without good reason). If this applies to you, you should have been warned and your parents kept informed. You may be allowed to enter the exam at your own expense.

If you fail to complete exam or coursework requirements (e.g. by not submitting coursework or failing to attend the exam) you will normally be charged for the cost of the exam entry, unless there are extenuating circumstances.

Review of Marking of Exams Scripts

If you are concerned that a disappointing result could be due to an error made by the exam board, poor marking etc. please collect a copy of the guidance document 'Request for a Review of marking' from the Exams Office (Room 117) as soon as possible. If you need a rapid review in the summer, perhaps because your entry to university is at stake, you will need to submit your request at the earliest opportunity and certainly within a few days of results day. The cost for a rapid review can be as much as £55. There is also a cheaper, less urgent service with a request deadline of about mid-September but the response time for this service can be up to 30 days.

Reviews of marking need to be considered very carefully as your mark can ***go up, down or stay the same***. You should consult your teacher or subject leader about any proposed review and get their support. If your request for a review is not supported you can appeal against this decision.

Access to Marked Scripts

By you as the candidate: If you wish to see your marked exam scripts (about £12+) then please ask for the College guidance document 'Request for Access to scripts' at the Exams Office (Room 117).

By the college: Your teachers may use your marked exam scripts to help them to help other students in the future. Teachers may use them to improve their understanding of the assessment criteria and perhaps show them to future students. Any reference to your name and number would be removed before they are shown to other students. If you would prefer the College not to use your scripts in this way, please inform the Exams Officer in writing, no later than a week after receiving your results.

Access Arrangements

If you have a disability that means you may need special arrangements these should have been raised earlier in the year for your needs to be assessed. If something unfortunate happens, such as breaking a finger or an arm, contact the exams office as soon as possible.

Special Consideration

If you are experiencing circumstances that might adversely affect your exam performance, you should contact the exams office immediately.

Examinations - Rules & Guidance

Exam Guidance

The following pages show information produced by the Joint Council for Qualifications (JCQ) on behalf of all the exam boards. Make sure you are familiar with and follow all the rules and guidance. If you break the rules the penalty can be serious. Please take the time to familiarise yourself with the JCQ rules (<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>). There is also a 10 Key Points list on the back page that has been produced by the college for further guidance.

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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AQA

City & Guilds

CCEA

OCR

Pearson

WJEC

Information for candidates

For written examinations – effective from 1 September 2018

This document has been written to help you. Read it carefully and follow the instructions.

If there is anything you do not understand, especially which calculator you may use, ask your teacher.

A Regulations – Make sure you understand the rules	
1	Be on time for all your exams. If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the exam.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4	<p>You must not take into the exam room:</p> <p>a) notes;</p> <p>b) potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device.</p> <p>Any pencil cases taken into the exam room must be see-through.</p> <p>Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.</p>
5	If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
6	Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
7	Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
8	You must not write inappropriate, obscene or offensive material.
9	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
10	Do not borrow anything from another candidate during the exam.
B Information – Make sure you attend your exams and bring what you need	
1	Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
2	If you arrive late for an exam, report to the invigilator running the exam.
3	If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
4	Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
5	<p>You must write clearly and in black ink.</p> <p>Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.</p>
C Calculators, Dictionaries and Computer Spell-checkers	
1	You may use a calculator unless you are told otherwise.
2	<p>If you use a calculator:</p> <p>a) make sure it works properly; check that the batteries are working properly;</p> <p>b) clear anything stored in it;</p> <p>c) remove any parts such as cases, lids or covers which have printed instructions or formulas;</p> <p>d) do not bring into the exam room any operating instructions or prepared programs.</p>
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
D Instructions during the exam	
1	Always listen to the invigilator. Follow their instructions at all times.
2	<p>Tell the invigilator at once if:</p> <p>a) you think you have not been given the right question paper or all of the materials listed on the front of the paper;</p> <p>b) the question paper is incomplete or badly printed.</p>
3	Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4	Fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. Make sure you fill these details in on any additional answer sheets that you use.
5	Remember to write your answers within the designated sections of the answer booklet.
6	Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers. Make sure you add your candidate details to any additional answer sheets that you use.
E Advice and assistance	
1	If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	<p>Put up your hand during the exam if:</p> <p>a) you have a problem and are in doubt about what you should do;</p> <p>b) you do not feel well;</p> <p>c) you need more paper.</p>
3	You must not ask for, and will not be given, any explanation of the questions.
F At the end of the exam	
1	<p>If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order.</p> <p>Place any loose additional answer sheets inside your answer booklet.</p> <p>Make sure you add your candidate details to any additional answer sheets that you use.</p>
2	Do not leave the exam room until told to do so by the invigilator.
3	Do not take from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.

Information for candidates
Using social media and examinations/assessments

This document has been written to help you stay within examination regulations. Please read it carefully.

It is important to consider what you say and to think about what information is being shared.

Sharing ideas with others online could be helpful when you're studying or revising.

However, there are limits to the amount of information you can share and you need to be careful not to break the rules. We'd like to ask you to act responsibly when discussing online. If you're in doubt about what you can and can't discuss online regarding your exams, it's always best to check with your teacher.

If you receive what is or what looks to be assessment related information through social media, or any other means, you must tell your teacher or another member of staff. You must show them what you have received. They will then report the matter to the awarding body and it will be investigated.

Where candidates breach the rules for examinations, controlled assessments, coursework or non-examination assessments, awarding bodies have an obligation to investigate and may apply penalties.

You should be aware that the following might constitute malpractice:

- copying or allowing work to be copied – i.e. posting written work on social networking sites prior to an examination/assessment;
- collusion: working collaboratively with other candidates beyond what is permitted;
- allowing others to help produce your work or helping others with theirs;
- being in possession of confidential assessment related information in advance of the examination;
- exchanging, obtaining, receiving or passing on assessment related information by any means of communication (even if just attempting to);
- failing to report to your centre assessment related information being shared online; or
- passing on rumours of exam content.

Penalties that awarding bodies apply include:

- a written warning;
- the loss of marks for a section, component or unit;
- disqualification from a unit, all units or qualifications; or
- a ban from taking assessments or exams for a set period of time.

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

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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NO IPODS, MOBILE PHONES

MP3/4 PLAYERS

**SMARTWATCHES NO POTENTIAL TECHNOLOGICAL/WEB ENABLED
SOURCES OF INFORMATION**

**Possession of unauthorised items, such as a mobile phone,
is a serious offence and could result in**

DISQUALIFICATION

from your examination and your overall qualification.

This poster must be displayed in a prominent place outside each examination room.

10

key points

..... about exams

1. Make sure someone else at home knows your exam timetable and will remind you. Pin a copy of your exam timetable up somewhere obvious at home – e.g. on the fridge
2. Your exam timetable can be viewed on Voyager. Make sure you check it regularly. Parents / Carers can also see your exam timetable on Parent Advantage.
3. Find out where the exam is taking place in advance (at least the day before). Don't leave this until the morning of the exam.
4. Look after yourself so that you can perform at your best in every exam – make sure you get enough sleep the night before and eat something in the morning.
5. If something goes wrong just before the exam, for example if you are ill or oversleep, ring the exams office at college straight away - 01325 376452.
6. Make sure you go to the loo beforehand.
7. Get to your exam early. You should aim to be there by 8.50 or 1.05., for exams starting at 9.00 a.m. or 1.15 p.m.
8. Don't take your phone or smartwatch etc. into the exam.
9. Take all the writing kit, calculator etc. that you need with you in a clear pencil case or a clear plastic bag.
10. If you think something is wrong when you are in the exam, for example you think you might have been given the wrong exam paper, put your hand up and ask the invigilator straight away. Do not wait until halfway through the exam or until the end.

Work hard to get yourself ready for your exams, plan your revision in advance and make sure you practise using past exam papers and answer schemes.

Good luck!

QE