



# Exam Handbook

Information for Parents/Carers

2019

## **Exam Timetables**

Your child will have been given a copy of their GCE or GCSE Exam Timetable (on orange paper). These should be checked and they should inform the school if you believe there are any errors or problems. Students should keep them safe.

**PLEASE CHECK NAME AND DATE OF BIRTH CAREFULLY AS THEIR CERTIFICATES WILL BE PRINTED USING THIS INFORMATION. YOU WILL HAVE TO PAY TO REPLACE ANY INCORRECT CERTIFICATES.**

## **Coursework/controlled assessments/non-examination assessments**

Many subjects have an element of coursework included in them which has to be completed, marked, moderated and sent to the Exam Board's Moderators well before the formal exam sessions take place. The school sets deadlines that allow time for this process and to meet the Board deadlines. These cannot be changed. Students who do not submit coursework on time will not be allocated a mark for this component and their overall grade will suffer.

Candidates will be given their mark for any internally marked components. Please refer to the Internal Appeals procedure if you believe an error has been made in the marking.

## **Standards of Behaviour Expected**

All students should read the 'Warning to Candidates' which has been emailed to them and is also on the school website.

Candidates who try to communicate with other candidates inside the exam room, or who create a disturbance will be asked to leave. Such candidates will be reported to the Examination Board and this may result in them not receiving a grade. The Head of Centre and the Examinations Officer have authority to remove candidates.

Candidates must enter and leave the exam room in silence.

## **What to do if you have two or more exam papers timetabled at the same time (an exam clash)**

Students are allowed to sit up to 3 hours of exams in any one session (morning or afternoon). If students are timetabled to sit more than 3 hours of exams, the exams will be scheduled such that the longer exam is sat in the morning and the shorter exam sat in the afternoon. Otherwise both exams will be sat straight after each other with no break.

All clashes have been resolved prior to printing their timetable, and rescheduled exams are shown on their personal timetable. If you believe there to be any errors or problems with the timetable contact the Exams Office as soon as possible.

If your child has a clash, they will be supervised in isolation between the exams. They may not have access to a phone, a computer or the internet, but may revise from notes. If your child will be in supervised isolation, please either send them with a packed lunch or make sure they have money on their canteen account. They should also bring some revision material for the afternoon exam.

## **What time will their exams start and finish. Where do I need to go?**

All exams are scheduled to start at 9:00am or 13:30pm. Please make sure your child is in school in good time for their exam and no later than 08:40am for morning exams and 13:10pm for afternoon exams.

Students need to line up before exams. Year 11 by the covered way, Sixth Form outside the D&T Block.

Seating plans are placed in the relevant exam notice boards and should be checked before each exam.

## **What equipment do I need to bring to my exam**

Students must bring black pen(s), coloured pencils, eraser etc in a transparent pencil case or plastic bag. Non-transparent pencil cases will not be allowed in the examination room. Highlighters may be used on the exam questions but not the candidates responses. Gel pens, erasable pens, tippex or correcting fluid may not be used and should not be bought into the exam room.

Specialist equipment such as calculators, compasses and protractors are the responsibility of the student. Some examinations require the use of set texts. Students will be advised by their teachers but it is the student's responsibility to bring everything they need for the examination.

### Using calculators

You must be aware of JCQ awarding body instructions regarding the use of calculators in their exams which state:

*Candidates may use a calculator in an examination unless prohibited by the awarding body's specification. Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations*

<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> <ul style="list-style-type: none"> <li>● 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>● be borrowed from another candidate during an examination for any reason;*</li> <li>● 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> </ul>
<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> <li>○ clearing anything stored in the calculator.</li> </ul>	

### What should not come into the exam room

Mobile phones, smart devices, (such as iWatches and Fitbits) and MP3 players are strictly forbidden in all examination rooms. **Possession of any of these items in the examination room will be reported to the examination board.**

### Food and drink in exam rooms

Candidates may only bring a bottle of water into exams. It must be free of all labels. No other drinks are allowed. Food will only be allowed with prior arrangement for medical needs.

### What should students wear for exams

Students must be in full school uniform for all exams. We ask for the co-operation of parents/carers in ensuring candidates are correctly dressed as we wish to avoid causing stress to candidates in the examination room by making them correct their uniform. Candidates should not bring coats or bags into the examination room.

### Where should their personal belongings be stored during an exam

Students should store all their belongings in their locker. Some tutors may have given permission to leave items in their form room but this must have been agreed beforehand.

Sixth Form may leave items in their Head of Year's Office.

Please note the school is not responsible for any valuables brought into school, left in form rooms or in Head of Year Offices.

### **What if they finish early?**

If students finish before the end, they should spend this time checking their work. It is school policy not to allow candidates to leave exams early. They must not lay their heads on the desk.

### **What to do if students arrive late for an exam**

As soon as a student realises they will be late for an exam, immediately contact the school reception or the Exams Office. Depending on how long the exam has been in progress it may be possible for the student to be admitted. Students should be kept supervised and away from internet enabled technology whilst travelling late to an exam.

There are strict regulations regarding the circumstances of late arrivals, but generally if within 1 hour of the official start time, the candidate will be admitted.

### **What to do if students are unwell on the day of an exam**

Contact the school as soon as possible and explain the problem. Even if you would not normally visit the doctor's surgery for minor illnesses, it is important that they do so at examination time. The doctor will advise as to whether your son/daughter is fit enough to sit the exam. If the candidate is not well enough to sit an exam, your doctor should give you a letter which the school can forward to the Examination Board asking for special consideration on the grounds of illness. It is essential that you see your doctor on the day of your exam or prior to it. Exam Boards will not accept retrospective information.

If your son / daughter will be attending the exam but is feeling unwell, please telephone the school as it is often to make the invigilators aware of any issues.

### **Medication**

Students needing to take medication during the exam season should follow the normal school procedures. A letter giving permission should accompany the medication which should be left with the School Welfare Officer.

### **What happens if students have an unauthorised absence from an exam**

An unauthorised absence is one where the student failed to attend their exam without a medical or other valid reason for non-attendance. Parents will be charged the exam fees for any unauthorised absence, and examination boards will not consider requests for special consideration under these circumstances.

### **What happens in the event of an emergency in the exam room**

Students will be given clear instructions should an emergency arise. If the invigilators and Examinations Officer are satisfied that exam conditions have been maintained then the exam may be restarted. A report will be submitted to the exam board explaining the disruption.

### **Candidates with access arrangements**

Candidates with authorised access arrangements will have a green card placed on their desk detailing what arrangements are in place. Invigilators are then able to see them and make sure they are applied to the candidate.

### **Results Days**

GCE A-level results will be issued in the hall on Thursday 16<sup>th</sup> August between 9:00am and 11:00am

GCSE results will be issued in the hall on Thursday 23<sup>th</sup> August between 9:00am and 11:00am.

Candidates not intending to collect their results in person may leave a stamped self-addressed A5 envelope with their Head of Year. If the correct postage is not used the results will not be delivered. Alternatively students may authorise a friend or relative to collect their results on their behalf, but they must present a signed letter of authorisation from the student or such authorisation must be left with the Head of Year in advance.

It is not possible to email results to candidates or for them to be given out over the telephone so please do not ask.

## Post-results services

After the results have been published, candidates can request to recall their exam paper (Access To Script ATS) or have the marking reviewed (EAR). Priority services are available to candidates who have a University place at stake. All requests must go through the Examination Office. The relevant request forms can be found on the school website under Academic Life, Examinations and either GCSE Exams or A level exams and must be paid for via ParentPay.

## Resits

Students may request to resit examinations. Resits requests should be made initially via email to [exams@joa.herts.sch.uk](mailto:exams@joa.herts.sch.uk) so the relevant forms can be completed. The deadline for resit forms is mid January following the results.

## Exam Certificates

GCSE Certificates will be presented at our annual Celebration Evening in October.

A-level certificates can be collected in the last week of the Winter term, details will be on the school website nearer the time..

Certificates cannot be posted (with the exception of students who have returned to another country after their studies). Any student who knows they will not be in the country when the certificates are available will need to come and see the Examinations Officer to receive further information.

Any GCSE certificates not collected on the Celebration Evening will be held at the school reception for collection between the hours of 8:00am and 4:00pm daily. Students can ask someone else to collect their certificates but they must give them written permission.

Any A Level certificates not collected before Christmas will be held at the school reception for collection between the hours of 8:00am and 4:00pm daily.

All certificates will be archived after two months and students will then need to provide 48 hours notice to collect them.

The school is only required to keep certificates for one year following the exams. Replacement certificates cost approximately £45 per exam board.

## Current Exam Boards

GCSE	
Subject	Board
Biology	AQA
Chemistry	AQA
Child Development	OCR National
Computer Science	OCR
Design & Technology	AQA
Drama	Edexcel
English Lang	AQA
English Literature	AQA
French	AQA
Geography	Edexcel
History	AQA
Italian	AQA
Maths	Edexcel
Music	Eduqas
PE	OCR
Physics	AQA
Polish	AQA
Portuguese	OCR
Religious Studies	Eduqas
Science (Combined)	AQA
Spanish	AQA

GCE A Level	
Subject	Board
Art	Edexcel
Biology	OCR
Business	AQA
Chemistry	OCR
Computer Science	OCR
Drama & Theatre Studies	Edexcel
Economics A	Edexcel
English Lang & Lit	AQA
English Literature A	AQA
EPQ	AQA
Film Studies	OCR
French	AQA
Geography	AQA
History A	OCR
Italian	Edexcel
Maths / Further Maths	Edexcel
Music	Eduqas
PE	OCR
Physics	AQA
Politics	AQA
Portuguese	OCR
Psychology	AQA
Religious Studies	Eduqas
Sociology	AQA
Spanish	Edexcel