

# CLYST VALE COMMUNITY COLLEGE

## EXAM BOOKLET



**NAME:**

**Centre No: 54203**

**College Telephone No: 01392 461407**

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*"All talk and no action doesn't get you anywhere."*

*Aesop's Fable*

# INTRODUCTION

This booklet contains information to help you before, during and after your examinations.

The examination boards set out strict rules for the conduct of all examinations and Clyst Vale Community College must follow them exactly. Every year we, like all exam centres, are subject to visits by examinations' inspectors, who have the power to remove our examination centre status if we do not follow the rules. Please read the Warning to Candidates and Information for Candidates on the following pages, so that you know what is expected of you.

At the back of the booklet are answers to some of the most frequently asked questions. We are here to help you, so if there is anything you or your parents do not understand **please ask**.

The College has one centre number for all GCE & GCSE Exams:

**54203**

You must use this number for all your examinations.

The Exams Officer is:

**Mrs Dominy**  
**01392 463920**  
**dominyr@clystvaled.org**

The college telephone number is:

**01392 461407**

Exams email address for queries and messages during the exam periods only eg for absences/emergencies on the day of an exam:

**exams@clystvaled.org**

**Good luck in all your exams.**

*"I am a great believer in luck, and I find the harder I work the more I have of it."*

*Stephen Leacock*



**NO IPODS, MOBILE PHONES  
MP3/4 PLAYERS  
SMARTWATCHES**

**NO POTENTIAL  
TECHNOLOGICAL/WEBENABLED  
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.

## Warning to Candidates

1. You **must be** on time for all your examinations.
2. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
3. You **must not**:
  - sit an examination in the name of another candidate;
  - have in your possession any unauthorised material or equipment which might give you an unfair advantage.
4. **Possession of a mobile phone** or other 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.
5. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
6. You **must** follow the instructions of the invigilator.
7. If you are in any doubt speak to the invigilator.

The **Warning to Candidates** must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.

Effective from  
1 September 2014

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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**Information for candidates**  
**For written examinations – effective from 1 September 2016**

**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.**

<b>A Regulations – Make sure you understand the rules</b>	
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	You <b>must not</b> take into the exam room: <ul style="list-style-type: none"> <li>• notes;</li> <li>• potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player, a smartwatch or a wrist watch which has a data storage device.</li> </ul> <b>Any pencil cases taken into the exam room must be see-through.</b> <b>Remember:</b> 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.
5	Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
6	Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
7	You <b>must not</b> write inappropriate, obscene or offensive material.
8	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
9	Do not borrow anything from another candidate during the exam.
<b>B Information – Make sure you attend your exams and bring what you need</b>	
1	Know the dates and times of all your exams.
2	Arrive at least ten minutes before the start of each exam.
3	If you arrive late for an exam, report to the invigilator running the exam.
4	If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
5	Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
6	You <b>must</b> write clearly and in black ink. 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.
<b>C Calculators, Dictionaries and Computer Spell-checkers</b>	
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: <ul style="list-style-type: none"> <li>• make sure it works properly; check that the batteries are working properly;</li> <li>• clear anything stored in it;</li> <li>• remove any parts such as cases, lids or covers which have printed instructions or formulas;</li> <li>• do not bring into the exam room any operating instructions or prepared programs.</li> </ul>
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
<b>D Instructions during the exam</b>	
1	Always listen to the invigilator. Follow their instructions at all times.
2	Tell the invigilator at once if: <ul style="list-style-type: none"> <li>• you think you have not been given the right question paper or all of the materials listed on the front of the paper;</li> <li>• the question paper is incomplete or badly printed.</li> </ul>
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 <b>before</b> 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.
<b>E Advice and assistance</b>	
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	Put up your hand during the exam if: <ul style="list-style-type: none"> <li>• you have a problem and are in doubt about what you should do;</li> <li>• you do not feel well;</li> <li>• you need more paper.</li> </ul>
3	You must not ask for, and will not be given, any explanation of the questions.
<b>F At the end of the exam</b>	
1	If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order. Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.
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.



## Preparing your work- good practice

If you receive help and guidance from someone other than your teacher, you must tell your teacher who will then record the nature of the assistance given to you.

If you worked as part of a group on an assignment, for example undertaking field research, you must each write up your own account of the assignment. Even if the data you have is the same, the description of how that data was obtained and the conclusions you draw from it should be in your own words.

This notice has been produced on behalf of:

AQA, CCEA, OCR, Pearson and WJEC

## Information for candidates – GCSE controlled assessments

This document tells you about some things that you must and must not do when you are completing your work.

When you submit any work for marking, you will be asked to sign an authentication statement confirming that you have read and followed these regulations.

If there is anything that you do not understand, you must ask your teacher or lecturer.

Controlled assessment will provide you with an opportunity to do some independent research into a topic. The research you do may involve looking for information in published sources such as textbooks, encyclopedias, journals, TV, radio, and on the internet.

Using information from published sources (including the internet) as the basis for your assignment is a good way to demonstrate your knowledge and understanding of a subject. You must take care how you use this material though - you cannot copy it and claim it as your own work.

### The regulations state that:

"the work which you submit for assessment must be your own";

"you must not copy from someone else or allow another candidate to copy from you".

If you use the same wording as a published source, you must place quotation marks around the passage and state where it came from. This is called "referencing". You must make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number. For example: (Morrison, 2000, pg.29).

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: (<http://www.bbc.co.uk/schools/16/sosteacher/16/149766.shtml>), downloaded 5 February 2017.

You may be required to include a bibliography at the end of your work. Your teacher or lecturer will tell you whether a bibliography is necessary. Where required, your bibliography must list the full details of publications you have used in your research, even where these are not directly referred to, for example: Morrison, A. (2000) 'Mary, Queen of Scots', London: Weston Press.

If you copy the words or ideas of others and don't show your sources in references and a bibliography, this will be considered as cheating.

You must meet the deadlines that your teacher gives you. Remember - your teachers are there to guide you. Although they cannot give you direct assistance, they can help you to sort out any problems before it is too late.

Take care of your work and keep it safe. Don't leave it lying around where your classmates can find it. You must always keep your work secure and confidential whilst you are creating it. Do not share it with your classmates. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you don't need.

Don't be tempted to use essays from on-line essay banks - this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

You must not write inappropriate, offensive or obscene material.

## Plagiarism

Plagiarism involves taking someone else's words, thoughts or ideas and trying to pass them off as your own. It is a form of cheating which is taken very seriously.

Don't think you won't be caught; there are many ways to detect plagiarism.

Markers can spot changes in the style of writing and use of language.

Markers are highly experienced subject specialists who are very familiar with work on the topic concerned - they may have read the source you are using (or even marked the essay you have copied from).

Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources, and to detect changes in the grammar and style of writing or punctuation.

## Penalties for breaking the regulations

If your work is submitted and it is discovered that you have broken the regulations, one of the following penalties will be applied:

the piece of work will be awarded zero marks;

you will be disqualified from that unit for the examination series in question;

you will be disqualified from the whole subject for that examination series;

you will be disqualified from all subjects and barred from entering again for a period of time.

Your awarding body will decide which penalty is appropriate.

**REMEMBER- IT'S YOUR QUALIFICATION SO IT NEEDS TO BE YOUR OWN WORK**



### Preparing your work- good practice

If you receive help and guidance from someone other than your teacher, you must tell your teacher who will then record the nature of the assistance given to you.

If you worked as part of a group on an assignment, for example, undertaking field research, you must each write up your own account of the assignment. Even if the data you have is the same, you must describe in your own words how that data was obtained and you must independently draw your own conclusions from the data.

You must meet the deadlines that your teacher gives you. Remember - your teachers are there to guide you. Although they cannot give you direct assistance, they can help you to sort out any problems before it is too late.

Take care of your work and keep it safe. Don't leave it lying around where your classmates can find it. You must always keep your work secure and confidential whilst you are preparing it; do not share it with your classmates. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you don't need.

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Markers are highly experienced subject specialists who are very familiar with work on the topic concerned — they may have read or seen the source you are using (or even marked the essay you have copied from!).

Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

### Penalties for breaking the regulations

If your work is submitted and it is discovered that you have broken the regulations, one of the following penalties will be applied:

the piece of work will be awarded zero marks;

you will be disqualified from that component for the examination series in question;

you will be disqualified from the whole subject for that examination series;

you will be disqualified from all subjects and barred from entering again for a period of time.

Your awarding body will decide which penalty is appropriate.

**REMEMBER - IT'S YOUR QUALIFICATION SO IT NEEDS TO BE YOUR OWN WORK**

©2016 - Initiative from 1 September 2016

This notice has been produced on behalf of:

AQA, OCR, Pearson and WJEC

### Information for candidates: non-examination assessments

This document tells you about some things that you must and must not do when you are completing your work.

When you submit your work for marking, the awarding body will normally require you to sign an authentication statement confirming that you have read and followed these regulations.

If there is anything that you do not understand, you must ask your teacher or lecturer.

In some subjects, you will have an opportunity to do some independent research into a topic. The research you do may involve looking for information in published sources such as textbooks, encyclopedias, journals, TV, radio, and on the internet.

Using information from published sources (including the internet) as the basis for your assessment is a good way to demonstrate your knowledge and understanding of a subject. You must take care how you use this material though - you cannot copy it and claim it as your own work.

### The regulations state that:

**"the work which you submit for assessment must be your own";**

**"you must not copy from someone else or allow another candidate to copy from you".**

When producing a piece of written work, if you use the same wording as a published source you must place quotation marks around the passage and state where it came from. This is called "referencing". You must make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: (Morrison, 2000, pg.29).

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: ([http://www.bbc.co.uk/1/health/2017/02/170205\\_bbc\\_sport\\_1615\\_sport\\_teacher\\_history\\_49766.shtml](http://www.bbc.co.uk/1/health/2017/02/170205_bbc_sport_1615_sport_teacher_history_49766.shtml)), downloaded 5 February 2017.

You may be required to include a bibliography at the end of your piece of written work. Your teacher or lecturer will tell you whether a bibliography is necessary. Where required, your bibliography must list the full details of publications you have used in your research, even where these are not directly referred to, for example: Morrison, A. (2000) 'Mary, Queen of Scots', London: Weston Press.

**If you copy the words or ideas of others and don't show your sources in references and a bibliography, this will be considered as cheating.**



**Information for candidates**  
**Guidelines when referring to examinations/assessments through the Internet**

**This document has been written to help you. Please read it carefully.**

We all like to share our experiences when taking examinations. However, it is important to consider what you say. Your comments may lead to an investigation for malpractice and result in the application of a penalty.

Awarding bodies monitor social media and websites. They do not wish to see candidates jeopardise their marks or grades as there are significant consequences for anyone caught breaching the rules for examinations, controlled assessment or coursework.

The rules are set by the Joint Council for Qualifications [jcq \(JCQ cic\)](http://www.jcq.org.uk) on behalf of all the awarding bodies and can be found at: <http://www.jcq.org.uk/exams-office/malpractice>

Examples of statements or activities that will lead to a malpractice investigation include:

- 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 material in advance of the examination;
- exchanging, obtaining, receiving or passing on information by any means of communication (even if just attempting to);
- passing on rumours of exam content from another candidate.

**This list is not exhaustive. Other instances of candidate malpractice may be considered by an awarding body.**

If you are found guilty of breaching any of these rules you could find yourself facing:

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

**You must familiarise yourself with the rules:**

<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

Take care to avoid possible malpractice and the application of a penalty.





Produced on behalf of: AQA, City & Guilds, CCEA, OCR, Pearson and WJEC

## Information for candidates – Privacy Notice General and Vocational qualifications

Effective from 1 September 2016

The JCQ awarding bodies will process your personal data in accordance with the Data Protection Act 1998 and the Code of Practice issued by the qualification regulators of England, Wales and Northern Ireland.

Correspondence on any aspect of a candidate's examination or assessment will only be conducted between the awarding body and the head of the centre, a member of the senior leadership team or the examination's officer.

Awarding bodies will undertake the following administrative activities in relation to the processing and exchange of candidates' personal data:

1. Personal data relating to the name(s), date of birth, gender, unique candidate identifier (UCI) and unique learner number (ULN) of an individual candidate will always be collected by an awarding body for the purposes of examining and awarding qualifications. In some cases additional information, which may include sensitive personal data relating to health, will also be collected to support requests for access arrangements and reasonable adjustments and/or special consideration. Such personal data will be supplemented by the results of examinations and assessments undertaken by the respective candidate.
2. A candidate's personal data will only be collected from registered examination centres in the context of examination entries and/or certification claims.
3. Such data collected will not be used by an awarding body other than for the administration of the examinations process, conducting assessments and the certification of results claims.
4. Personal data within candidates' work will be collected and processed by an awarding body for the purposes of marking, issuing of examination results and providing candidates with access to post-results services. Examination results will be retained for a minimum of forty years.  
In order for an awarding body to achieve this, some personal information may be transferred to third parties such as examiners, who may in some instances, reside outside the European Economic Area.

5. Awarding bodies may be required to provide a candidate's personal data to educational agencies such as DfE, WG, DENI, The Skills Funding Agency, QAA, HESA, UCAS, Local Authorities, LTA and Learning Records Service (LRS). Occasionally, candidates' personal data may be provided to a central record of qualifications approved by the awarding bodies for statistical and policy development purposes.

6. Some of the information candidates supply will be used by the Skills Funding Agency to fulfil its statutory functions, issue verify a candidate's Unique Learner Number (ULN) and update check a candidate's Personal Learning Record.

The Skills Funding Agency may share a candidate's ULN and Personal Learning Record with other education related organisations, such as a candidate's school or college, Government Departments and public bodies responsible for education. Further details of how information is processed and stored can be found at: <http://www.learningrecordservice.org.uk/>

7. Awarding bodies are obliged to confirm what personal data is held, what it is held for, to whom the data is to/may be disclosed to, and disclose the information that they hold about data subjects, (e.g. the candidates) within 40 days of receiving a formal request for disclosure, subject to the application of any relevant exemptions under the Data Protection Act 1998.

Candidates should make an application to the appropriate awarding body's data protection officer. Awarding bodies may charge a fee for this service.

8. If you have not reached the age of 16, you may first wish to discuss this Privacy Notice with your parent or legal guardian.

Awarding bodies, schools, Department for Education (DfE), Welsh Government (WG), Department of Education Northern Ireland (DENI), Local Authorities, the Office of the Qualifications and Examinations Regulation (Ofqual), Ofsted, and Skills Funding Agency (SFA) are all 'data controllers' under the Data Protection Act 1998, in that they determine the purpose(s) for which 'personal data' (information about living individuals from which they can be identified) is processed and the way in which that processing is undertaken.

It is a requirement for data controllers to provide data subjects (individuals who are the subject of personal data) with details of who they are, the purposes for which they process the personal data, and any other information that is necessary to make the processing of the personal data secure and accurate, including any third parties to whom it may be passed to.

# BEFORE THE EXAMINATIONS

## STATEMENTS OF ENTRY

In February you will receive a Statement of Entry. It is vital that you check this carefully. The statement shows your name, date of birth, exam number and details of the exams and controlled assessments for which you have been entered. Please see Mrs Dominy if there are any mistakes or queries. Queries relating to tiers (Foundation/Higher should be referred to subject teachers).

## CANDIDATE NAME

Candidates are entered under the format of (**legal**) first name + middle initial + (**legal**) surname, e.g. Adam J. Smith. You **MUST** write your legal name on your exam papers, not your preferred name.

## CANDIDATE NUMBER

Each candidate has a four figure exam number. This is the number you enter on all your exam papers. Please learn it. If for any reason you do forget it, you will find it on your identity card on your exam desk during formal written exams.

## TIMETABLES

Towards the end of the Spring term you will receive your final individual timetable. This will show you the date, time, venue and seat number for all your examinations. Please check it carefully and if something is wrong please see Mrs Dominy in the Exams Office.

It is **your responsibility** to attend the **correct examinations** at the **correct times** on the **correct days**.

## CLASHES

There are always a few **exam clashes** and if you are affected you will receive separate details regarding the arrangements for these. It is very important that you follow these carefully – see Mrs Dominy if you are uncertain as to what is expected of you.

## UNIFORM

**You must wear college uniform to all examinations – you will not be admitted to the examination room if you are out of uniform. Trainers, unauthorised jewellery, t-shirts or outdoor clothing are not permitted in the examination rooms. Remember that the temperature in the exam room can fluctuate enormously during May/June. So bring a jumper with you as you can always take it off if you get too warm.**

## CONTACT NUMBERS

Please check that the college has at least one up-to-date contact number for you and your home.

## **EQUIPMENT**

Make sure that you have all the correct equipment before your examinations. Check the information on the following pages.

**All answers in all examinations must be made using a BLACK ink pen or biro.**

## **EXAM PREPARATION TIME/STUDY LEAVE**

Lessons will run as normal until the end of Friday 26<sup>th</sup> May. Students should continue to be in college throughout the day, either in an exam or in their timetabled lessons. Where examinations for a subject have all been taken you must bring suitable revision to do during the lesson.

Study leave will thus start on Monday 5<sup>th</sup> June. However, staff will be running revision sessions during normal timetabled slots up until the last exam in that subject has been taken.

**Check your timetable very carefully so that you do not miss an examination.**

## **STUDY FACILITIES**

These will be provided in school throughout the day during study leave. If you remain on site during the day and do not have an exam or a revision session, you must go to the allocated study room and not wander around the site. It is your responsibility to bring revision work, or to access the appropriate revision websites. Students who do not wish to work in the study room must sign out and go home until the time of their next exam. Further details will be communicated to students in a separate document.

## **REGISTRATION DURING THE EXAM PERIOD**

Whenever you are in College for a morning or afternoon session (or part thereof) you must be marked present in the register. During the exam period this becomes a complicated procedure because not everyone arrives at the same time.

You are therefore required to **mark the register yourself**. This is very important for Health & Safety reasons. The register will be outside the Giraffe House, under the stairs. You will need to mark in the time you arrive and the time you leave.

## **CAREERS ADVICE**

If you need post-results advice various members of staff will be available to talk to you on Results Day.

You can also contact Careers South West for advice:

37/39 Queen St, Exeter. EX4 3SR Telephone: 01392 203603. Email: [exeter@careerssw.org](mailto:exeter@careerssw.org).

Opening times: Mon – Fri 10 am – 4 pm. Their Adviser Online service is available from midday to 6 pm, Monday to Friday.

# DURING THE EXAMINATIONS

## EXAMINATION REGULATIONS

The Examining Boards issue Warning to Candidates and Information to Candidates sheets which are printed at the front of this booklet. Please read them carefully and note that the breaking of any of the regulations could lead to disqualification from **all** subjects. The college MUST report any breach of regulations to the Examining Board.

## ATTENDANCE AT EXAMINATIONS

It is the candidate's responsibility to arrive **FIFTEEN MINUTES** before the start of the exam in full college uniform and with the proper equipment.

## WHAT TO BRING TO EXAMINATIONS

All students are required to bring the following equipment to each examination in a colourless see-through pencil case (the zip may be coloured by not the main body of the pencil case) or see-through plastic bag. **No other pencil cases are allowed.**

- **At least two BLACK ink pens or Birs.** (Not gel pens, erasable pens or highlighters.)
- **At least two HB pencils** (e.g, for graphs, but make sure the lines are dark enough to be picked up by a scanner).
- **Ruler.**
- **Rubber.**
- **Appropriate instruments e.g. protractors, compasses, crayons etc when necessary.**
- **Calculator** (see below).

You may bring water in a clear plastic bottle. Bottles must have labels removed.

**Unauthorised Material.** You may **not** bring unauthorised materials into the examination room. When taking exams in the hall, bags, coats, calculator cases/instruction leaflets and non see-through pencil cases must be left in the changing rooms. These are locked during the exam. If your exam is in a small room, bags and coat should be left at the back of the room (but don't forget to make sure your mobile phone has been switched off).

**Calculators.** You may use one unless you are told that you must not do so. If you do use a calculator it must be silent, cordless and non-programmable. You may not share a calculator with anyone else. You are not allowed to take instruction booklets for your calculator into the exam room. No allowance can be made by the examiners for the breakdown of calculators and you are advised to bring spare batteries or a spare calculator with you. In calculations you are advised to show all steps in your working, giving your answer at each stage – marks are often given for working out and, even if you get the final answer wrong, you may still receive some marks if part of what you have done is correct.

**Spell Checkers.** You must not use a dictionary or computer spell checker unless you are told you may do so by the invigilator of that examination.

**Watches.** Please make sure that any watch alarms are turned off. Apple/Smart watches will **not** be permitted in the Exam Room. Watches should be taken off and placed on the desk during the exam.

## **EXAMINATION DESKS**

Please do **not** write on examination desks. This is regarded as vandalism and you will be expected to pay for any damage or replacement.

## **PROCEDURES FOR ALL EXAMINATIONS**

Your individual timetables will tell you the room and desk numbers where you will sit. Check your timetable in advance of the exam so that you know where you need to go for each exam. Seating lists will be placed outside the Sports Hall each day for you to check if you need to.

**You must not talk or make any contact with another candidate whilst in the examination room - if you do, your paper will be cancelled. Any attempt to cheat will be reported to the Examination Board and may lead to disqualification.**

If you drop anything on the floor, do not attempt to pick it up. Raise your hand and ask an invigilator to retrieve it for you.

Do not draw graffiti or write offensive comments on examination papers – if you do the Examination Board may refuse to accept your paper.

Read all instructions carefully.

You will not be allowed to leave the examination room early. If you have finished the paper use any remaining time to check your answers and make sure you have completed your details correctly.

You must hand in all work at the end of the exam. Put a neat line through any rough work you do not want marked.

All exam papers will be collected before you leave the room. No exam materials must be taken from the room. Remember you are still under exam conditions until you have left the room. Once your exam is over and everything has been collected in you will be dismissed from the room row by row. Please leave in silence in an orderly fashion so as not to disturb any candidates who may still be working.

If the **fire alarm** sounds during an examination the examination invigilators will tell you what to do. Don't panic! If you have to evacuate the room you will be asked to leave **in silence** and in the order in which you are sitting. You will be escorted to a designated assembly point on the tennis courts. Leave everything on your desk. You must not attempt to communicate with anyone else during the evacuation. When you return to the exam room do not start writing until the invigilator tells you to. You will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident.

## **INVIGILATORS**

The college employs external invigilators to conduct the examinations. Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.

Invigilators are in the examination rooms to supervise the conduct of the examination. They will distribute and collect the examination papers, tell candidates when to start and finish the examination, hand out extra writing paper if required and deal with any problems that occur during the examination, for example if a candidate is feeling ill.

Please note that invigilators cannot discuss the examination paper with you or read/explain the questions.

Pupils who are disruptive or behave in an unacceptable manner will be removed from the examination room and dealt with appropriately under college rules. Their conduct may be reported to the Examination Board which could result in disqualification.

## **LATENESS**

If you arrive after the examination has started **see Mrs Dominy**. Exam boards do not usually accept work done by candidates who arrive more than an hour late; less for shorter exams. Please phone the college on **01392 461407** as soon as possible if you are having problems and think you will arrive late. If possible, please also email [exams@clystvale.org](mailto:exams@clystvale.org) as this will be received quickly by the Exams Officer.

Make plans to get to college early and take into account problems which may occur with transport etc.

## **NON-ATTENDANCE**

If you fail to turn up for an examination without good reason you will be charged the entry fee. Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence. If you are ill you will need a letter from a responsible adult and/or a doctor's note. Please see Mrs Dominy regarding this so that we may appeal to the Examination Board on your behalf. You may **not** sit the examinations at any times other than those shown on the timetable. If you miss more than 40% of the whole qualification (this includes controlled assessments) you will not receive an overall grade, even if you are ill.

If you are unable to attend college through illness on a day when you have an examination it is essential that an adult from home contacts college on 01392 461407 before 8.30a.m. to explain the reason for your absence. If you can, please email [exams@clystvale.org](mailto:exams@clystvale.org) so that the Exams Officer knows as soon as possible.

It is your responsibility to be on time, on the right day and properly prepared for your examinations.



# AFTER THE EXAMINATIONS

## SPECIAL CONSIDERATION

There are many things which can affect your performance during examinations such as recent illness, bereavement, family trauma, and some accidents. If you are badly affected by any of these the college can apply for special consideration from the examination boards. However, you must be able to support your appeal by a letter from someone in authority. Speak to Mrs Dominy for advice.

## IMPORTANT – RETURNING BOOKS!

Textbooks must be returned on, or before, the day of your last exam in each subject. Return them directly to the subject teacher and obtain their signature on the Leavers' Form (see page ). If there are any books outstanding or monies owing there may be a delay in receiving your exams results until clearance is finalised. The final deadline for receipt of the completed Leavers' Form is Friday 30<sup>th</sup> June 2017.



## Year 11 Prom

This will take place on Thursday 29<sup>th</sup> June 2017.



## RETURN OF COURSEWORK

It **may** be possible for you to have your coursework back from some subjects after the results are published. Please speak to your individual subject teachers for further details.

## RESULTS

The college will be open as follows for the collection of exam results:

<b>GCSE results    Thursday 24<sup>th</sup> August    9.00 a.m. to 10.30 a.m</b>
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Any results not collected will be posted to you provided you have completed the clearance procedure. If we do not have a completed Leavers' Form for you this will delay the issue of your results. Please make sure that you let Mrs Dominy have details if you need your results sent to a different address (in UK only). **We do not email results to students or parents, nor do we ever give out results over the phone.**

If you need someone else to collect your results they must have a letter of authorisation from you, **even if this is a parent.**

It is our practice to celebrate achievement by publishing exam results. **If you do not wish us to publish your results please let us know in writing by 30<sup>th</sup> June.**

## APPEALS

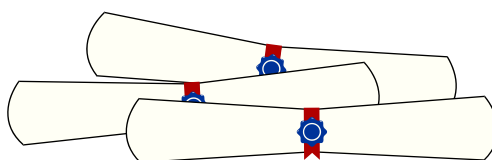
If, when you receive your results, you find some of your grades are unexpectedly poor (two or more grades below your predicted grade) it is possible to have your work checked by the examination board again. This costs money (approx. £35 per paper) but may be worth doing, although remember that marks can go down as well as up!

If you wish to make an appeal you must complete an appeal form (see page - further copies will be available on Results Day) and hand them into the college **by Friday 8<sup>th</sup> September**.

## CERTIFICATES

Certificates are usually issued by the Exam Boards around the end of October. If you do not collect these at the GCSE Presentation Evening in November, you may collect them in person from the reception after this date or write a letter of permission for someone else to collect them for you. Clyst Vale Community College is only obliged to keep certificates for a period of one year after issue but in practice keep them for 3 years. If candidates do not collect their certificates within this time (or if they lose their certificates) they can only be replaced by direct application to the appropriate exam boards. This will require proof of identity and a substantial fee per examination board. You are therefore urged to collect your certificates promptly and keep them safely.

The GCSE Presentation Evening will take place in November and invitations will be issued closer to the date. We hope that as many students as possible will be able to make the evening.





## FREQUENTLY ASKED QUESTIONS

### **Q. What do I do if there's a clash on my timetable?**

- The college will re-schedule papers internally (on the same day) where there is a clash of subjects. Candidates will normally sit one paper then have a break during which they will be supervised and must not have any communication with other candidates. They will then sit the second subject paper. Correct times should be on your individual candidate timetable. It may be necessary for you to bring a packed lunch if you have exams in the morning and afternoon as you will have to remain in isolation until both examinations are completed. If in doubt ask Mrs Dominy.

### **Q. What do I do if I think I have the wrong paper?**

- Invigilators will ask you to check before the exam starts. If you think something is wrong put your hand up and tell the invigilator.

### **Q. What do I do if I forget my Candidate Number?**

- Candidate Numbers are printed on your Exam Identity Card which you will find on your exam desk.

### **Q. What do I do if I forget the college Centre Number?**

- The Centre Number is **54203**. It will be clearly displayed in the examination rooms and is printed on your Exam Identity Card.

### **Q. What do I do if I have an accident or I am ill before the exam?**

- Inform the college as soon as you can so that we can help and advise you. In the case of an accident that means you are unable to write it may be possible to provide you with a scribe to write your answers, but we will need as much prior notice as possible.

You may need to obtain medical evidence (from your GP or hospital) if you wish the college to make an appeal for Special Consideration on your behalf (see below).

### **Q. What is an Appeal for Special Consideration?**

- Special Consideration is an adjustment to the marks of a candidate. The allowance for Special Consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for exceptional cases). You should be aware that any adjustment is likely to be small and no feedback is ever provided. Candidates will only be eligible for Special Consideration if they have been fully prepared and covered the whole course but performance in the examination is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness, accident or injury, bereavement and domestic crisis. The Examination Officer must be informed immediately, so that the necessary paperwork can be completed (within 7 days of the last exam session for each subject) and the candidate will be required to provide evidence to support such an application.

### **Q. What do I do if I feel ill during the exam?**

- Put your hand up and an invigilator will assist you. You should also inform an invigilator if you feel ill before or during an exam and you feel that this may have affected your performance.

**Q. If I'm late can I still sit the examination?**

- Provided you are not more than 1 hour late (unless the paper is less than one hour long!), it may still be possible for you to sit the examination. You should get to college as quickly as possible and report to Reception. A member of staff will escort you to the exam room. You must not enter an examination room without permission after an examination has begun.

You should also be aware that if you start the exam more than 30 minutes after the published starting time, the college must inform the exam board and it is possible that the board may decide not to accept your work. Please ensure that you allow enough time to get to college so that if you are delayed (e.g. through transport problems) you will still arrive on time.

**Q. If I miss the examination can I take it on another day?**

- No. Timetables are regulated by the exam boards and you must attend at the given date and time.

**Q. Do I have to wear college uniform?**

- Yes.

**Q. How do I know how long the exam is?**

- The length of the examination is shown in minutes on your individual timetable under the heading 'duration' and also on the front of the exam paper. Invigilators will tell you when to start and finish the exam. They will display the finish time of the exam on a screen at the front of the exam room. There will be a clock in the exam room.

**Q. Which equipment should I bring for my exams?**

- For most exams you should bring at least 2 pens (black ink only).
- For some exams you will need a calculator (e.g. Maths/Science), a 30cm ruler (marked with cm and mm), pencil sharpener and rubber, compasses, protractor, coloured pencil crayons (not gel pens).
- You are responsible for providing your own equipment for examinations. You must not attempt to borrow equipment from another candidate during the examination.

**Q. Which items are not allowed into the examination room?**

- Only material that is listed on question papers is permitted in the examination room and students who are found to have any material with them that is not allowed will be reported to the examination board. In such circumstances, a student would normally be disqualified from the paper or the subject concerned.
- Bags and coats and any other items not permitted under examination regulations must be left in the changing rooms. Do not bring any valuables into college with you when you attend for an examination.
- Only water in a see-through plastic bottle is allowed in the exam room. Any labels must have been removed.
- Mobile telephones must not be brought into the exam room **even if they are turned off**.

**Q. Why can't I bring my mobile telephone into the exam room?**

- Being in possession of a mobile phone or any other electronic communication device (e.g. i-pods, smart watches, headphones) is regarded as cheating and is subject to severe penalties from the awarding bodies:

The minimum penalties 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.

Phone rings during the exam **wherever it is in the room** - you will be **disqualified from all subjects with that exam board.**

**Q. Can I leave the exam early?**

- No.

**Q. What do I do if the fire alarm goes off?**

- The examination invigilators will tell you what to do. If you have to evacuate the room leave everything on your desk and leave the room in silence. You must not attempt to communicate with any other candidates during the evacuation.

**Q. Can I go to the toilet during the exam?**

- If it is absolutely necessary. You will be escorted by an invigilator and will not be allowed any extra time.

**Q. If I have more than one exam on a day can I get lunch at college?**

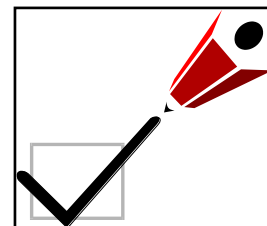
- Pupils who have examinations in both morning and afternoon sessions may obtain lunch from the dining hall in the usual way, or bring a packed lunch.

**Q. Why do I need to check the details on the Statement of Entry?**

- The details on your Statement of Entry will be used when certificates are printed. If the name or date of birth on your certificates does not match your birth certificate it could cause you problems when you are asked to show your certificates to a potential employer or college/university at some time in the future. You should also check that the subjects and tiers of entry you are entered for are correct and that no subjects are missing.

# CHECK LIST

1. Read this booklet carefully.
2. Discuss this booklet with your parents/guardians.
3. Read and use the Exam Revision Guide to help prepare you for your exams.
4. Check your Statement of Entry and Individual Timetable sheets for errors.
5. Sort out your calculator, batteries, pens etc.
6. Hand back your text books and library books, complete your Leavers' Form and hand it in.
7. Make sure that the College Office has your correct home address and telephone number on file.
8. Turn up on time, in the correct college uniform and be well prepared for your exams.
9. Tell your form tutor, your Head of School or Mrs Dominy if you have a problem. Ask if you have a question.
10. Make a note of Results Day or make arrangements for someone else to collect your results and provide them with a letter of permission.



Give all your examinations 100% effort and good luck!

Mrs R Dominy  
Examinations Officer

Mrs J Turner  
Senior Invigilator

## Enquiry and Appeals Process

### Information for candidates

If you achieve a surprising result in an exam you may be able to make an appeal to the Exam Board. This must be done via your college and can take several formats;

1. You can ask for a clerical check to be made (ie a check that the marks were added up correctly).
2. You can ask for the paper to be re-marked.
3. You can ask for a copy of the exam paper. (Once returned the paper cannot be re-marked).

If your mark changes, up or down, the new mark is the final mark and supersedes all previous marks. You cannot appeal against a re-mark or ask for the previous mark to be reinstated.

If you would like to request an appeal, please complete this form and enclose the appropriate fee. If the overall grade is amended the fee will not be charged.

In order to initiate the appeals process the college **MUST** have the student's consent. The consent form must therefore also be completed and sent to the college before the appeals deadline. Please note that the exam boards can take over 30 days to inform us of enquiry results. Once we know the outcome we will notify you.

**Candidate Consent Form**    Centre: **Clyst Vale Community College**    Centre No: **54203**

Candidate name: ..... Candidate No: .....

Level (please tick as appropriate):    GCSE .....    Alevel .....    BTEC .....    Other .....

Exam board (please tick as appropriate) :    AQA .....    OCR .....    Edexcel .....    Other .....

Subject Title: ..... Paper/Unit Code: .....

Service Requested (see PRS Information sheet\*): .....

Fee payable (see PRS Information sheet\*): ..... (Please make cheques payable to Clyst Vale Community College)

I give my consent to the Exams Officer to make an enquiry about the result in the above exam paper on my behalf. In giving consent I understand that the final subject grade awarded to me may be lower than, higher than or the same as the grade which was originally awarded to me.

Signed: ..... Date: .....

\*Post-results Services Information Sheet will be available on Results Day when the Exam Boards have published their deadline and fees information for Summer 2017 exams.



## Year 11 Leavers Form

**Name:** \_\_\_\_\_

**Tutor:** \_\_\_\_\_

Please complete this form before you leave at the end of Year 11.

The final date to hand this in is: **Friday June 30<sup>th</sup> 2017.**

Take the form to your teachers once you have finished your exams. Your Head of School should be the last person to sign.

Hand completed forms to the **Assistants to the Heads of School**

Return any books, equipment, money owed to the appropriate person and ask them to sign your form.

Items not returned will be charged to your parents, so sort it all out now and see all your teachers as soon as you possibly can.

Subject	Staff: please enter details of books, equipment, money owing	Staff: please sign once all items returned
<b>Maths</b>		
<b>English (Lang and Lit)</b>		
<b>Science</b>		
<b>B &amp; V</b>		
<b>PE</b>		
<b>ICT</b>		
<b>Options</b>		
a)		
b)		
c)		
<b>Library</b>		
<b>Tutor</b>		
<b>Head of School</b>		

