



The
Beaconsfield
School

A Specialist Arts College



Exam guidance for students and parents

Summer 2019

You are required to read this document carefully and retain it for future reference

Introduction

It is the aim of The Beaconsfield School to make the examination experience as stress free as possible for our students and hopefully this booklet will provide information and advice that will be helpful to you and your parents as well as some helpful hints for the written examinations.

Attendance contributes directly to the grade a student achieves. Parents are reminded that the taking of holidays during term times can have a considerable impact on students' performances and these should be avoided.

Written examinations - the examination boards set down strict criteria which the school must follow precisely in the conduct of examinations. Please ensure you read and fully understand the JCQ Information for Candidates at the back of this booklet. Students have had plenty of practice abiding by these regulations in internal exams.

26th June 2019 - Contingency day for GCSE and/or GCE examinations should sustained national or local disruption arise during the June 2019 examination series. Students must be available up to and including Wednesday 26th June in case their planned timetable is disrupted.

Some of the questions you may have are answered further on and if there is anything you do not understand, please ask.

Further information is available on the school website under Curriculum, Exams and Study Information.

[Exam Information](#)

Exams Officer: Mrs Hawkins
Exams Assistant: Mrs Brosnan

01494 687960

exams@beaconsfield.school

Sequence of events

The main examination season commences in **May 2019** and prior to this students' non-examination assessments will have been assessed and dispatched to the exam boards for moderation. The main sequence of events in preparation for the summer exam season is as follows:

February 2019 – exam entries are made by the subject teacher and the entries are sent to the exam boards.

February 2019 - students will receive a personalised timetable showing the dates and times of their examinations. The timetable will be emailed to both the student and parent. This must be checked carefully to ensure all personal information and exam entries are correct.

May 2019 – the first written examinations begin.

Exam regulations

The Information for Candidates is produced by the examination boards and should be read very carefully by students and parents. Your attention is drawn to the following important points:

Mobile phones, MP3/4 players, Ipods, Smartwatches – under no circumstances may these be brought into the examination hall. If a mobile phone or any other electronic communication device is found in a student's possession in the exam hall this will, without exception, be reported to the exam board. The penalty imposed by the exam boards for possession of a mobile phone in the exam room is zero marks for the paper.

Watches – If you wear a wristwatch, you will be asked to remove it and place it on your desk.

Late arrival for an examination – a student who arrives after the start of the examination may be allowed to enter the exam room. Students will not be allowed to enter the exam room after 10am or 2:30pm unless the student has been under the supervision of a member of school staff. Students are allowed the full time for their exam but are warned that their exam paper may not be marked. The time of arrival has to be reported to the awarding body and the awarding body must be satisfied that the security of the examination has not been breached. It is advisable for parents to have a back-up plan in the event of problems with transport. **If a student knows he/she is going to be late they must contact the school at the earliest opportunity.**

Leaving the examination room - students will only be allowed to leave the examination room during the exam for medical grounds. Students will not be allowed to leave for toilet breaks as this is extremely disruptive to the other candidates.

Food and drink – are not permitted in the exam hall with the exception of water contained in a clear plastic bottle, without a label.

Equipment – students must write in **black** ink or ballpoint pen. It is recommended that this practice is adopted in school immediately so that there are no mistakes on the day of the examination. Students must bring pens, pencils, mathematical instruments and a calculator in a transparent holder. **It is a student's responsibility to bring the equipment needed for each exam.**

Using Calculators

You must be aware of JCQ awarding body instructions regarding the use of calculators in your exams.

“Candidates may use a calculator in an examination unless prohibited by the awarding body's specification.

The instructions on the question paper will say whether calculators are not allowed or if they are expected to be used in the examination. If the instructions do not include either of these statements, calculators are treated as standard equipment and may be used by candidates.

Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations..."

Calculators must be: <ul style="list-style-type: none">○ of a size suitable for use on the desk;○ either battery or solar powered;○ free of lids, cases and covers which have printed instructions or formulas.	Calculators must not: <ul style="list-style-type: none">• be designed or adapted to offer any of these facilities: -<ul style="list-style-type: none">○ 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;• have retrievable information stored in them - this includes:<ul style="list-style-type: none">○ databanks;○ dictionaries;○ mathematical formulas;○ text.
The candidate is responsible for the following: <ul style="list-style-type: none">○ the calculator's power supply;○ the calculator's working condition;○ clearing anything stored in the calculator.	

Non- examination assessments

- Candidates will be informed of their centre assessed marks before marks are submitted to the awarding body in early May. If candidates believe their work has not been marked in accordance with the exam board specification it is possible to request a copy of the work along with the markscheme. For further information please see the Internal appeals procedure on the school website.

[Exam Information](#)

- Work may be returned to students after October half term.

After the examinations

Notification of results – results will be available for collection from 09:00am on **Thursday 15 August 2019**. If you wish for anyone else (including a parent) to collect your results, written authorisation must be sent or emailed to the exams office. Results not collected on this day will be posted to the student’s home address. Results will not be given out over the telephone or emailed to students.

Post results – if you have a query about your results or if you have not achieved your expected results, staff will be in school on **Thursday 15 and Friday 16 August 2019** to advise you.

Certificates – will be available to collect from reception from mid-November. If you wish for anyone else (including a parent) to collect your certificates, written authorisation must be sent or emailed to the exams office. Unclaimed certificates will be kept for one year.

Post results Services

There are a number of options and services available to help you - copies of scripts, original scripts, and a Review of Results.

KEY DATE	Reviews of Results (RoRs)	Access to Scripts (ATS)
15 August	<ul style="list-style-type: none">• Issue of GCE AS and A-level results• Issue of Extended Project results• RoRs may be requested now	GCE AS and A-level scripts <ul style="list-style-type: none">• Centres may request copies of GCE AS and A-level scripts to support reviews of marking and/or teaching and learning
22 August	<ul style="list-style-type: none">• DEADLINE for Priority Service 2 reviews of marking (GCE A-level qualifications only):	<ul style="list-style-type: none">• DEADLINE for awarding bodies to receive requests for copies of GCE AS and A-level scripts to support reviews of marking
5 September		<ul style="list-style-type: none">• Latest date by which centres will receive copies of scripts to support reviews of marking (GCE AS, GCE A-level and GCSE scripts)
19 September	<ul style="list-style-type: none">• DEADLINE for Reviews of Results: Last date for awarding bodies to receive applications	
26 September		<ul style="list-style-type: none">• DEADLINE for awarding bodies to receive requests for copies of scripts to support teaching and learning

- **copies of scripts** – this will enable you and your teachers to have a look at your answers and decide whether it is worth requesting a “Review of Results” for your script.
Deadline – the final date to request a copy of a script is **22nd August 2019**
- **original scripts** – you can apply via the Exams Office for the return of your original scripts to use them as a reference for future exams. **If you ask for the original script, you cannot then ask for a Review of Marking.** Original scripts will be sent to the school in October.
- **Review of marking** –This is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. It is not a re-marking of the candidate’s script. You cannot, however, have coursework reviewed which has been internally marked

(marked by your teachers) and externally moderated (marks checked by an independent external examiner). If your subject teacher believes that coursework which has had the marks lowered by the moderator, has been incorrectly lowered, they can ask for a re-moderation.
Deadline – the final date to request a review of marking is **19 September 2019**.

- **Fees** - these will be published in the Summer term.

Application forms for copies of scripts, original scripts and a review of marking, **which must be signed and dated by you**, can be obtained from the Exams Office. In the case of a review of marking, you must sign a declaration acknowledging that there are three possible outcomes;

- Your original mark is lowered, so your final grade may be lower than the original grade you received.
- Your original mark is confirmed as correct, so there is no change to your grade.
- Your original mark is raised, so your final grade may be higher than the original grade you received.

All applications for these services must be paid for at the time the form is submitted to the Exams Office.

Frequently asked questions

What do I do if two of my exams are timetabled at the same time?

- This is known as a timetable clash. Where the total time is less than 3 hours you will sit the exams one after another.
- Where the exams run over 3 hours in a session (a morning or afternoon) one of the exams may be moved to an earlier or later session the same day. This means you will be under supervision from the end of the first exam until the start of the final exam. Therefore, you need to bring a packed lunch and anything you wish to read.

What if I am ill on the day of the exam?

- Phone the school before 8:30 and let them know you are unable to attend. Obtain a medical certificate and then special consideration can be applied for.

What do I do if I am ill during the exam?

- Put up your hand and an invigilator will assist you. If you have to leave the exam hall and are well enough to return later, you will be allowed the full time for your exam. You must be under centre supervision. If you are unable to return to the examination, you may be eligible for special consideration.

What is special consideration?

- Special consideration is a post-examination adjustment to a candidate's mark or grade to reflect temporary illness, temporary injury or some other event outside of the candidate's control at the time of the assessment, which has had, or is reasonably likely to have had, a material effect on a candidate's ability to take an assessment or demonstrate his or her normal level of attainment in an assessment. Only minor adjustments can be made to the mark awarded and no feedback from the exam board is ever provided.
The maximum allowance is 5% and is reserved for the most exceptional cases. Students will only be eligible for special consideration if they have been fully prepared and covered the whole course. Examples include illness, medical condition, accident, injury, bereavement, domestic crisis. The exams office must be fully informed at the earliest opportunity so that the necessary paperwork may be prepared.

What do I do if I miss the school bus or the bus is late on the day of an examination?

- Parents are advised to have alternative transport arrangements to cater for this. If you are going to be late, please phone the school. Lateness has to be reported to the examination board and there is no guarantee your paper will be marked. When you arrive in school, you must report to reception and you will be escorted to the exam room.

What equipment should I bring for my exams?

- Students will need to bring at least 2 pens (black ink), pencils, mathematical instruments, calculator and coloured pencils where required. Only clear plastic pencil cases are allowed in the exam room. A bottle of water is also advised (this must be in a clear bottle without a label).

Why can't I bring my mobile phone into the examination hall?

- Possession of a mobile phone or any other form of electronic communication device is regarded as cheating and subject to severe penalties.

Can I leave the exam early?

- No, only in a medical emergency.

Can I go to the toilet during an exam?

- This is extremely disruptive to other students and you should therefore ensure you go to the toilet before the examination.

Can I bring a drink into the exam?

- You can bring a bottle of water into the exam room but you must remove the label.

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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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	You must not take into the exam room: <ul style="list-style-type: none"> a) notes; 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>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	You must 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.
C Calculators, Dictionaries and Computer Spell-checkers	
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: <ul style="list-style-type: none"> a) make sure it works properly; check that the batteries are working properly; b) clear anything stored in it; c) remove any parts such as cases, lids or covers which have printed instructions or formulas; d) do not bring into the exam room any operating instructions or prepared programs.
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	Tell the invigilator at once if: <ul style="list-style-type: none"> a) you think you have not been given the right question paper or all of the materials listed on the front of the paper; b) the question paper is incomplete or badly printed.
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	Put up your hand during the exam if: <ul style="list-style-type: none"> a) you have a problem and are in doubt about what you should do; b) you do not feel well; c) you need more paper.
3	You must not ask for, and will not be given, any explanation of the questions.
F At the end of the exam	
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.

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.



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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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

Information for candidates Using social media and examinations/assessments



Image by Patrice Jones

This document has been written to help you stay within examination regulations.

Please read it carefully.

We all like to share our experiences when taking examinations. However, 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 (if available). 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.



Image by Ben Wight

You should be aware that the following 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 (even if not requested) 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>

