

ISLEWORTH·&· SYON SCHOOL

Examinations Handbook Guide for Students & Parents/Carers Examinations 2018-19

Centre Number: 13140

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1. Introduction

1.1. This handbook has been produced for all students taking public examinations. It aims to give you and your parents/carers a clear understanding of the rules and regulations set by the school and by the relevant examination bodies. These rules also apply to internal school examinations, which are run under the same conditions. Please take the time to read it so that you are clear about the examination process and what to expect when you come into the examination room. It also clarifies what is expected of you during the examinations. If you have any queries please contact the Examinations Office - contact details are on the front cover. Awarding bodies (examination boards) have strict criteria for the conduct of examinations and, as an examination centre, Isleworth & Syon School is required to adhere to them.

1.2. TECHNOLOGICAL SOURCES OF INFORMATION

1.2.1. No mobile phones, smartwatches, MP3/4 players, or any other potential technological sources of information are permitted in examinations.

1.2.2. If you are found with these in your possession (even if turned off), the school must report it to the Examination Board; the likely result is disqualification.

1.3. BAGS AND COATS

If you are taking an examination in the Hall or Sports Hall, your bags and coats will go on trollies that will remain in a corridor outside. In other rooms, bags and coats may be placed at the front or back, away from you. Do not bring valuables with you when sitting an examination; Isleworth & Syon School accepts no liability for items of value left in bags.

2. Before the Examination Period Begins

2.1. INDIVIDUAL EXAMINATION TIMETABLE

2.1.1. All candidates will receive an individual examination timetable in a timely manner before their examinations. It will show the date, time, duration, subject, and tier (where appropriate) of all the examinations for which you have been entered. It also sets out personal details, including your name, date of birth, candidate number, UCI, etc.

2.1.2. Please check the timetable very carefully. If you have any concerns, contact the Examinations Office immediately. In particular you must check:

- Your name (note: these details appear on examination certificates and are expensive to change; fees are payable by parents/carers).
- Your date of birth.
- That you have been entered for all the correct examinations.
- That where applicable you have been entered for the correct tier: Foundation or Higher.

2.2. EXAMINATION CLASHES

2.2.1. If a 'clash' - where two or more examinations are timetabled at the same time - appears on the timetable, special arrangements will be made so that the examinations will follow on from one another. Taking two examinations in the same subject does not count as a clash. If you have examinations of more than three hours in any session, it

may be possible to schedule one examination earlier or later on the same day. Contact the Examinations Office if you have any queries.

2.2.2. If you are taking examinations at another school, you must check whether there are clashes with examinations taken here. Collect a timetable from that school and speak to the Examinations Office immediately if there is a problem.

2.2.3. Students will also receive a second examination timetable showing the room and seat number for their examinations. Students are expected to know these seat numbers on arrival to an examination. If a clash has been identified, the changes will be shown.

2.2.4. Every effort will be made to ensure there are enough breaks during the day, but clash candidates may need to bring a packed lunch, as they will not be allowed to mix with other students between examinations.

2.3. SCHOOL EXAMINATION TIMETABLE

If you need to check details of examinations, a copy of the timetable will be on the school website and on the noticeboard outside the Examinations Office.

2.4. CENTRE NUMBER

This number must be entered on all examination papers, in case papers get lost after they leave the school. The centre number (13140) will be displayed in the examination room.

2.5. CANDIDATE NUMBER (OR EXAMINATION NUMBER)

This number is personal to each candidate. Students must enter their candidate number on all examination papers. Candidate numbers will be on the desk labels in examination rooms.

2.6. CONTACT DETAILS

Make sure the school has up-to-date contact details: home, mobile, parents/carers' daytime telephone numbers, etc.

3. On the Day of an Examination

3.1. BE ON TIME AND BE ATTIRED CORRECTLY

3.1.1. Arrive in school in plenty of time and be at the designated meeting point at least fifteen minutes before the start of the examination. Morning examinations start at 08:30 and afternoon examinations at 13:45. Go to the toilet before the examination starts; you may not be allowed to go during the examination, as this will disturb other candidates.

3.1.2. All students, except those in the Sixth Form, must be in full school uniform. Sixth Form students must ensure that they adhere to the Sixth Form Appearance Policy, as outlined in the 'Sixth Form' page on the school's website and contained within the Sixth Form Handbook and wear their photo id for all examinations. Failure to adhere to these rules will result in students being sent home to change, before they can sit their examination.

3.2. ENTERING AN EXAMINATION

3.2.1. Students must line up silently outside the examination room - wait until instructed to enter by an invigilator or teacher who will direct you towards the correct area of the examination room. You must be in silence as you enter the examination room.

3.2.2. There is a seating plan for each examination which places candidates in candidate number order in a snake pattern. For the most part, candidate numbers put students in alphabetical order, but if you have taken an examination early or joined the school late, you may not be in alphabetical order.

3.2.3. If more than one examination is taking place in the same room, candidates for each examination will be seated together. Similarly, where different tiers apply, each tier will be seated together.

3.2.4. Each desk will have a label on it, showing the candidate name and number. You must sit at the correct desk, to ensure that you are given the right examination paper.

3.3. EQUIPMENT

3.3.1. Students are welcome to bring their own equipment, which must be in a transparent plastic pencil case or bag. Invigilators provide pencil cases with the basic equipment shown below but you will need to bring specialist equipment - for example, coloured pencils for design and technology subjects - with you.

BASIC EQUIPMENT	NOT PERMITTED
<ul style="list-style-type: none"> • Black pens • HB pencils • Sharpener • Eraser • Ruler, protractor, pair of compasses • Calculator (if permitted in examination) 	<ul style="list-style-type: none"> • Gel pens • Correction fluid/pens

3.3.2. You will not be able to borrow equipment from another candidate during an examination. This could result in disqualification.

3.3.3. Most written examination scripts are scanned and sent to examiners electronically. The scanner reads black ink best. Write within the box as anything outside it will not be scanned. The scanner cannot read highlighted words, so you may highlight items in the question paper, but do not use it in your answers. Scanners cannot read gel pen ink.

3.3.4. Calculators must not connect with the internet, contain language translators or have retrievable information (dictionaries, formulae, etc). Calculator lids must not be brought into an examination room.

3.4. MOBILE PHONES / ELECTRONIC DEVICES

3.4.1. No mobile phones, smartwatches, MP3/4 players, or any other potential technological/web-enabled sources of information are permitted in examinations. Watch alarms must be turned off.

3.4.2. If you have a device on your person, hand it to an invigilator. Ensure that it is switched off, including any alarms which sound even if the phone is turned off. Under no circumstances keep it in your pocket; if it is found on your person, or goes off in your bag, you will be reported to the Examination Board and you risk disqualification.

3.5. NOTES, SET TEXTS, ETC

You must not have notes on your person, whether or not they are relevant to the examination. If you are allowed to bring set texts into the examination, you must check that they have nothing written in them.

4. During the Examination

4.1. INVIGILATORS

4.1.1. Invigilators are employed by the school to conduct examinations. Students are expected to behave respectfully towards them and follow their instructions at all times, as they are trained to ensure full compliance with JCQ regulations.

4.1.2. They are there to help candidates by enforcing the rules. They will ensure that there are no disruptions which could disturb candidates; that no malpractice or cheating takes place; and to assist if candidates drop papers or equipment, need extra answer sheets, or are unwell. They will move quietly around the examination room and be vigilant to what is going on.

4.1.3. If you need any help, raise your hand and an invigilator will come to you. They are not allowed to give guidance on questions in the examination paper or comment on your work. They cannot explain the meaning of words or phrases in the question paper, or give advice on which questions to attempt.

4.2. COMMUNICATION / SILENCE

4.2.1. Communication of any kind with any other candidates, verbal or non-verbal, is not allowed in the examination room at any time. Failure to comply with this may result in disqualification.

4.2.2. Work quietly so that you do not disturb others - do not turn around or look behind you. This may be perceived by the invigilators as an attempt to communicate or distract, which must be reported to the Examination Board.

4.3. FOOD AND DRINK

You may bring a bottle of water into the examination room in a clear see-through bottle. The label on the bottle must be removed. Food is not permitted unless you have a prior agreement with the Examinations Office, usually when a medical condition applies.

4.4. VERBAL INSTRUCTIONS

Listen carefully to all instructions and notices - there may be amendments to the examination paper that candidates need to know about. If you cannot hear instructions clearly, raise a hand and advise an invigilator immediately.

4.5. CHECK THE EXAMINATION PAPER

4.5.1. An invigilator or teacher will ask you to confirm that you have the correct examination paper. Check both the subject and the tier. Sometimes more than one examination takes place in an examination room, so be sure your paper is the right one.

4.5.2. Check the instructions on the front of the examination paper. Check how many questions to answer and from which sections of the paper, and whether any are compulsory.

4.5.3. When told to do so, write all your details on your answer paper: name (this must be your full name, including middle name(s) and both parts of any double-barrelled name), centre number, candidate number and any unit or component codes. Some Examination Boards ask for a signature too.

4.6. STARTING THE EXAMINATION

Examinations Office staff or a teacher will officially start the examination. They will remind you of the duration of the examination and the start time. They will use the clock displayed in the examination room; so, if you are using your own watch, check that it tells the same time as the examination clock. The start and finish times will be written up in the examination venue.

4.7. COMPLETING YOUR ANSWERS

4.7.1. In some subjects, you write your answers in the examination question paper. For others, you will be given a separate answer sheet or booklet. The size of the answer book is determined by the Examination Board's assessment of how much writing you will need to do.

4.7.2. If you need more space, raise your hand and an invigilator can give you additional answer sheets. Ensure that you write all the necessary details - name, centre number, candidate number, examination code, etc - in the new answer book, and attach it to the original answer book with a string tag, which the invigilator will give you.

4.7.3. For long answers (those written in a separate answer book), write the number of the question you have chosen to answer in the margin and also on the front of the answer book. Always use a two-digit number (for example, 01, 02, etc). Leave a space of two lines before starting a new question. Do not use section and topic numbers.

4.7.4. If you have started a new question and wish to add something to a question previously finished, leave two lines blank then write the original question number again in the margin. When you have finished, leave two more lines blank and write the next question number in the margin and continue with that answer.

4.7.5. You may write a short plan of your answer, or bullet points of what you want to include, before beginning your written answer. You can put a line through it at the end but it will help you to be organised in your answer. Do any rough work in your answer book and show your workings; you may gain marks for it.

4.7.6. On a multiple-choice answer sheet, do any workings in the question paper.

4.7.7. See Appendix 1: Good Examination Practice, which gives tips on how to approach examination questions and avoid any pitfalls.

4.8. FINISHING EARLY

Students may not leave the examination room even if they finish the paper before the end of the examination. Use the time that you have left to check that all the relevant questions have been answered, and to check answers and spelling.

4.9. COMFORT BREAKS

No-one may leave the examination room to go to the toilet, so visit the toilet before the examination. In an emergency, the Examinations Officer has to come to the examination room to escort you. No extra time is given to compensate for the time out of the examination.

4.10. GRAFFITI

Anyone defacing an examination desk will have to stay behind and clean it off. If it cannot be removed, the candidate will have to pay for the cost of professional cleaning or repair.

4.11. FIRE PROCEDURES

- 4.11.1. If the fire alarm sounds during an examination, do not panic. Wait for the invigilator to issue instructions. If the examination room has to be evacuated, leave everything on the desk. Do not collect bags or coats. You must not have access to a mobile phone.
- 4.11.2. Leave in silence and in the order in which you are sitting. Candidates will be escorted to the designated assembly point in the school car park. A roll call will be taken.
- 4.11.3. Students are still under examination conditions even when evacuated and must not attempt to talk or communicate with anyone else in any way, or they risk disqualification. You must stand a metre apart from other candidates.
- 4.11.4. When re-entering the examination room, do not start writing until told to do so. An invigilator will note the time that the examination was stopped and re-started. The full time for the examination will be allowed and a report sent to the Examination Board.
- 4.11.5. Anyone recorded as communicating with someone else during the evacuation must be reported to the Examination Board, which could result in both candidates being disqualified.

5. Absence/Late Arrival

5.1. CONTACT SCHOOL

- 5.1.1. Telephone the main school switchboard (020 8568 5791) and leave an urgent message and your contact number for the Examinations Officer if you are:
 - unable to be present at an examination through illness
 - absent due to a genuine crisis or emergency
 - delayed getting to school for the start of an examination.
- 5.1.2. Ensure that you call by 08:30 for morning examinations and 13:30 for afternoon examinations.
- 5.1.3. Candidates who arrive late must wait at Reception and wait to be escorted to the examination.

5.2. ABSENCE

- 5.2.1. If a candidate has difficulties during the examination period (for example due to illness, injury, or personal problems) you must inform the Examinations Office as soon as possible. Staff will advise you and liaise with the Examination Board.
- 5.2.2. An authorised medical note must be supplied to the Examinations Office within five days for an examination board to accept absence from illness. Additionally, without a medical note parents/carers will have to pay the costs of the examination entry.
- 5.2.3. Examination Boards do not accept oversleeping or misreading the timetable as a satisfactory explanation of absence or late arrival. Students will not receive marks for papers missed for such reasons.
- 5.2.4. If an examination is missed, candidates will not be allowed to take it at another time or on another day. Examination timetables are regulated by Examination Boards and do not allow changes.

5.3. LATE ARRIVAL

- 5.3.1.** If you are delayed, candidates arriving before 10:00 for morning examinations or 14:30 for afternoon examinations will be allowed to sit the examination (except for examinations which last less than 60 minutes), although they may not have the full time for the examination.
- 5.3.2.** Any candidate arriving later than that will not normally be allowed to sit the examination. The school is required to inform Boards of candidates arriving very late, and the Board has the right to refuse to accept the scripts.

6. At the End of an Examination

6.1. CLOSING THE EXAMINATION

- 6.1.1.** You may be given five minutes' notice before the end of an examination. However, this may not happen if there are other examinations in the room, with different finishing times.
- 6.1.2.** Stop writing immediately when instructed to do so. Students with extra time will continue working until their finish time.
- 6.1.3.** Invigilators will collect all the answer papers in first. Then, they will collect the question papers. Only after that will students be dismissed.
- 6.1.4.** Stay in your seat until told to leave by invigilation staff. Remain in silence whilst in the examination room and collecting bags. Be considerate of other candidates who may still be working by keeping silent until well away from the room.

6.2. SPECIAL CONSIDERATION

- 6.2.1.** If there was a disruption during the examination, the Examinations Officer will make a report to the Examination Board requesting special consideration for the students who were disturbed. The Examination Board has the final say.
- 6.2.2.** Similarly if a personal problem, illness or bereavement has occurred during the examinations period, speak to the Examinations Officer, who can process a special consideration request, if appropriate.

7. Examination Regulations

7.1. JCQ INFORMATION

- 7.1.1.** Candidates in Years 10 to 13 are directed to information supplied by the Joint Council for Qualifications (JCQ) on behalf of Examination Boards. The information is on the school website, and contains:
- Information for candidates taking written examinations and onscreen tests
 - A notice and information regarding coursework, controlled assessments and non-examined assessments.
- 7.1.2.** It is the School's responsibility to report any breach of these regulations to the relevant Examination Board. The Examination Board will decide, depending on the severity of the breach, on what action to take. This may be cancellation of the paper being taken at the time, cancellation of all papers in that subject, or even cancellation of all papers for the examination season in all subjects.
- 7.1.3.** The regulations regarding coursework and controlled assessments are as strict as for examinations. The guidelines are explicit about what is expected of candidates. Candidates and parents/carers should read the notices and be confident that any work submitted is the student's own. Plagiarism is a serious offence and measures are in place to detect when work has been copied. The penalties are set out in the Notice.
- 7.1.4.** Coursework/assessments must have the candidate's name, candidate number and the centre number (13140) on each page.

8. Getting Your Results

8.1. COLLECTING YOUR RESULTS

- 8.1.1. GCE (A-Level) provisional results should be available to collect from school on Thursday 15 August 2019 at 09:00, in the Library.
- 8.1.2. GCSE provisional results should be available from school on Thursday 22 August 2019. Year 11 can collect them at 09:00, in the Library. Other year groups taking GCSEs can collect them at 10:30.
- 8.1.3. Results must be collected in person, unless you have arranged in advance with the Examinations Office for someone else to pick them up for you - this person will need ID to be allowed to take your results.
- 8.1.4. Any results not collected by 14:00 will be posted to the home address.
- 8.1.5. Results cannot be given out over the telephone or via email.

8.2. SIXTH FORM PLACES

The Head of Sixth Form and other members of SLT and teaching staff will be available, to discuss future options with you. There will also be representatives from Connexions available to offer post-16 education and careers advice.

8.3. ENQUIRIES ABOUT RESULTS

The Examination Boards offer a number of Post-Results Services. There is a fee for these services, details of which can be obtained from the Examinations Office. They include:

8.3.1. Clerical check

A check of the examination script to ensure that the examiner has marked every question and has added the marks up correctly.

8.3.2. Review of Marking

Grade boundaries for each examination are available on the Examination Board websites. If your marks give you a grade that is very close to the next grade up, you could consider paying for the marking to be reviewed. This means that the Examination Board appoints a Senior Examiner to review the marking of the examination script. Marks (and therefore grades) can go down as well as up, so you should only consider this if the mark is very close to the next grade up. If the new mark means that the overall grade goes up, the fee will be refunded. If the overall grade remains the same (even if the mark for that paper goes up), the fee is payable. You need to sign a form to request this service.

8.3.3. Priority Review of Marking

This is only available for A-level and other Level 3 results where students' university or college places depend on the outcome. You need to sign a form to request this service.

8.3.4. Access to Scripts

This allows you to see the answers actually written in the examination script. If you are thinking of re-sitting an examination to improve your grade, this can offer useful information. However, scripts are returned after the deadline for Enquiries about Results, so you cannot look at your script to see whether it is worth selecting another service. If you choose another service and also want to see your examination script, you must request this at the same time. You need to sign a form to request this service.

9. Appendix 1: Good Examination Practice

You will feel nervous when lining up outside the examination. However, once you are in there and working on your answers, you will probably forget your fears and just get on with the job. These tips will remind you how to approach the examination paper. Breathe deeply as you turn your paper over and...

READ

- all the instructions carefully so that you know how many questions to answer, how many marks they carry, and which ones are compulsory;
- all the questions and then decide which to answer. Avoid jumping into the first familiar subject you spot;
- carefully - beware of questions that you think you recognise from past papers; they may be subtly different.

PLAN

- which questions you want to answer and in what order.
- how much time to give to each question. Stick to your timings. If necessary, leave some space and come back to it at the end if you have spare time.
- a few bullet points to give you a handy structure for essay questions, and to ensure that you don't forget to include key issues.
- to use any time you have at the end of the examination for checking through your answers.

WRITE

- answers to the questions that have actually been set, not the ones that you'd hoped to see.
- as concisely as possible - keep to the point!
- as neatly and as quickly as you can. Try not to spend too long on any single question, however much you get into it.
- a concise list of what you would have covered if you find yourself running out of time; that way you should still score some points.

AVOID

- Panicking - sometimes your brain takes time to find facts. Calmly re-read the paper, take some deep breaths, and you'll soon get back into gear.

GOOD LUCK!



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