



Heston

COMMUNITY
SCHOOL



**STUDENT
EXAM HANDBOOK**

The aim of this booklet is to make sure that you fully understand all the rules and regulations that you must follow during examinations. If there is anything you do not understand you must ask a teacher or invigilator for help.

If you fail to follow these rules you put yourself at risk of being disqualified from your exams.

Exam Timetable

1. When you receive your personalised exam timetable you must check that you have been entered for all of your subjects and that you are doing the correct tier – if you have any concerns you must speak to the Curriculum Leader
2. It is your responsibility to know your seat number and room for each exam

Equipment

1. You must bring all your own equipment in a clear pencil case or plastic bag
2. You must have;
 - 3 black pens
 - 3 sharp pencils
 - Rubber
 - 30cm Ruler
 - Protractor [Maths and Science]
 - Scientific Calculator – remove the lid [Maths and Science]
3. Do not bring tippex or gel pens
4. You will not be allowed to take any food or drink in to the exam except water in a clear plastic bottle

Calculator rules

During an examination a calculator must not be able to offer any of these facilities:

- language translators
- symbolic algebra manipulation
- symbolic differentiation or integration
- communication with other machines or the internet

It must not give access to pre-stored information. This includes:

- databanks
- dictionaries
- mathematical formulae
- text

Some calculators have an 'exam mode'. This is acceptable in examinations where the exam mode is activated and the exam mode results in the calculator becoming compliant with the above requirements

Mobile Phones and Watches

1. You must not bring Mobile Phones, Watches or any other device that accesses the internet into the exam room under any circumstances
2. AirPods and earphones/buds are also banned
3. We strongly advise that you do not bring these into school
4. All bags will be locked away in secure container before the exam starts
5. If you discover that you have accidentally brought in your phone or watch you must give this to the invigilator at the start of the exam
6. Please read the JCQ [Joint Council for Qualifications] Poster at the end of this booklet for further clarification



Conduct in Exam Room

1. You must not communicate with any other candidates in any way – this includes turning around, trying to make eye contact, attract their attention or talking
2. If there is any communication, it will be assumed that you are cheating and the exam boards will be notified
3. **You can be disqualified from the paper, subject or all exams**
4. If you believe another candidate is trying to contact you, you must notify the invigilator immediately
5. Do not write on or graffiti the examination desks as this may be seen as a method of communication
6. Do not draw graffiti on your exam paper as the exam boards can refuse to accept it.
7. Do not borrow anything from another candidate

Start of the Exam

1. Listen very carefully to the instructions as there are occasionally amendments to the paper that you must be aware of
 2. You must check the paper, date and tier and alert the invigilator if you have any concerns by raising your hand
 3. Only fill out the front of your paper when you are instructed to
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End of Exam

1. You must stop writing when instructed by the invigilator
2. You must not communicate until you are out of the exam room
3. If you have any additional pieces of paper, ensure you have written your name and candidate number on each piece. Ensure you have also clearly labelled the question number
4. You must not take any answer booklets or additional paper out of the exam room
5. You will not be allowed to leave the exam room early even if you have finished

Toilet

1. You must go to the toilet before the exam
2. If you really have to go to the toilet or feel unwell you must raise your hand and wait for an invigilator
3. You will be escorted to a toilet
4. You will not receive any extra time

Lateness

1. You must arrive before 08:25 for a morning exam
2. You must arrive before 13:25 for an afternoon exam
3. If you are late for the exam you must ring the school in advance, with a reason, on **0208 572 1931**
4. Whether you will be allowed to sit the exam is at the discretion of the Exams Officer and will be dependent on how late you are
5. The exam board will also be notified
6. If you are allowed to take the exam, you will be given the full amount of allocated time

Illness

1. If you miss an exam, the exam board may use your other papers within that subject to give you a grade, but this is not guaranteed
 2. You must contact the school on the day of the exam on **0208 572 1931**
 3. You must get a doctor's certificate as evidence
 4. The Exam Officer will liaise with the exam board
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Special Consideration

1. If you have taken the exam but feel you have a very good reason why you may have underperformed e.g. broken arm, food poisoning, bereavement of close relative, you can apply for Special Consideration by contacting the Exam Officer within 3 days of the exam
2. You should provide a doctor's certificate [if appropriate]
3. It is at the discretion of the exam board if this will have any effect on your result

Fire Alarm

1. If the alarm sounds, you will be instructed to stop writing and turn over the paper
2. You will be kept separate from the rest of the school and escorted to the Courts in absolute silence
3. You must stay in silence and not communicate in any way with other candidates
4. When you return to the exam hall wait to be told when you may start the exam again
5. You will be given the full allocated time for the exam
6. The exam board will be informed of the incident

Lock Down Alarm

1. If the alarm sounds you will be instructed to stop writing and turn over the paper
2. You must stay in your seats unless you are instructed otherwise by the invigilators
3. You must stay in silence and not communicate in any way with other candidates
4. Wait to be told when you may start the exam again
5. You will be given the full allocated time for the exam
6. The exam board will be informed of the incident

Using Social Media

1. If you receive what is or what looks to be any assessment related material, via social media, you must tell your teacher
 2. This includes controlled assessments, coursework or non-examined assessments
 3. Further information can be found on the School Website – Information for Candidates – Social Media
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Non-Examined Assessments

In some subjects you have a Non-Examined Assessment e.g. Speaking Assessment in GCSE English Language or the A-Level Science Practical Endorsements.

Always make sure you reference your work correctly.

You will be informed of your mark before these are submitted to the Exam Board.

If you wish to appeal your mark, you should contact Ms Hart within 5 School Days of receiving your grade and complete an Internal Appeals Form. Further details can be found in the Internal Appeals Examinations Policy available upon request.

You will need to state the grounds on which you are appealing, as a review will only focus on the quality of your work in meeting the published criteria. You may request copies of your marked work and the assessment criteria.

Reviews of marking and moderation, appeals

1. If you believe a result may not be accurate you should initially contact the Curriculum Leader for that subject
 2. If your results are very close to the grade boundary above, then the Curriculum Leader or a member of the Senior Leadership Team will contact you to get permission to check your paper. There are the following options:
 - We get your script returned to check the marking
 - We ask for your score to be recounted
 - We ask for your paper to be remarked
 3. This will not be done without your permission
 4. **You must understand the grades can also go down**
 5. You will also be asked to sign a confirmation that the School may access your scripts in order to improve teaching and learning for future students
 6. You will be asked to pay for paper to be recounted or remarked. Full details will be available on results day.
 7. There will be Senior members of staff including Ms Hart, and the Exam Officer, Ms Aslam if you need help with this process, after your exams.
 8. Schools and colleges can also appeal decisions on access arrangements and reasonable adjustments, special consideration, malpractice and review of marking and moderation decisions.
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Contingency Dates

The Contingency Dates when students must be available for Summer 2024 are:

June 2024 sessions

Contingency afternoon session	6 June
Contingency afternoon session	13 June
Contingency day	26 June

Top Tips for Day of Exam

1. Do not stay up late to revise – Get a minimum of 8 hours of sleep
2. Have breakfast/lunch
3. Leave plenty of time to get to School
4. Ensure you have all your equipment, water and some tissues
5. Go to the toilet before the exam
6. It is normal to feel anxious – try to breathe slowly and deeply
7. If you get stuck on a question just move on and come back to it later
8. A good tip is to circle any question you know you want to come back to
9. Always guess an answer – it is better than leaving it blank
10. Read the questions carefully - especially looking at the command words such as describe, evaluate, compare
11. Have a rough time strategy – e.g. I want to be up to Q5 by the half way point
12. Give yourself 10 minutes to check that you have not missed any questions or misread a task
13. You should never finish early – you can always rewrite an answer or check your calculations
14. Try not to dissect the exam afterwards –it will just make you stressed. Better to focus on your next exam.

Appendices

Please read the JCQ documents

1. Warning to candidates poster
2. Mobile Phone Disqualification poster

The following can also be found on the School Website and you will be emailed this information too.

1. Exam board Privacy Notices – “Information about you and how we use it”
 2. Information for Candidates for written and on-screen tests
 3. Information for candidates – coursework
 4. Information for candidates – Non-examined assessments
 5. Information for candidates – Social media use
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AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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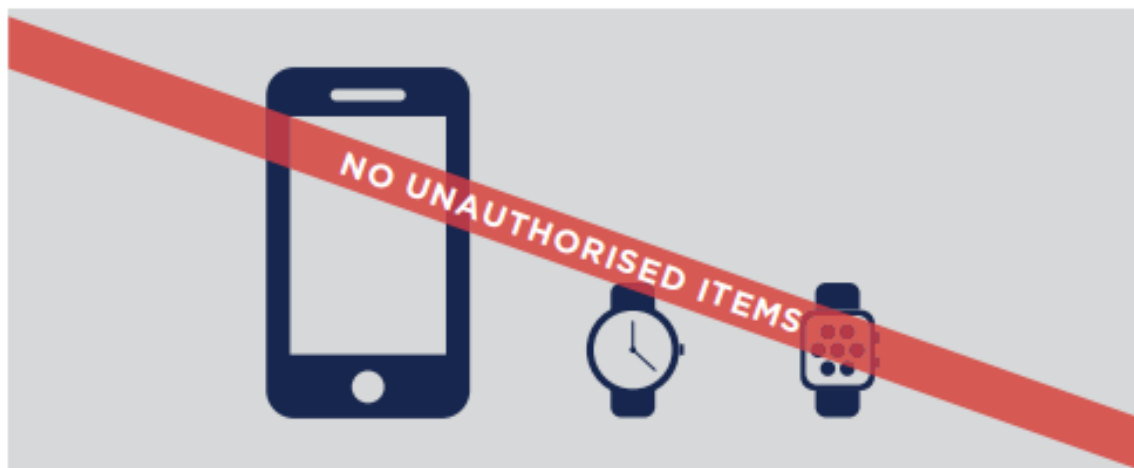
Warning to Candidates

1. You **must** be on time for all your examinations.
2. **Possession of a mobile phone** or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.
3. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
4. You **must** follow the instructions of the invigilator.
5. You **must not** sit an examination in the name of another candidate.
6. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
7. If you are confused about anything, only speak to an 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.

NO MOBILE PHONES NO WATCHES

NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION



Possession of unauthorised items, such as a mobile phone
or any watch, 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.


On your exam day

This checklist will help you to be as prepared as possible for your exams, so that on the day itself you can focus on doing your best.

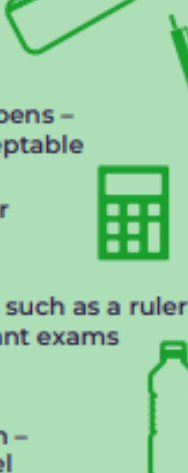
Before sitting your exams, ensure you know:

- the date, time and location of your exams – you might find it helpful to write this information in a calendar or planner
- who to contact at school or college in case there's an emergency that makes you late or unable to sit your exam

What you cannot take into exams:

- any type of phone
 - revision notes
 - any type of watch (this includes analogue, digital and smart watches)
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What you will need:

- a clear pencil case
 - at least two black ink pens – blue pens are not acceptable
 - an approved calculator for relevant exams
 - appropriate apparatus such as a ruler or protractor for relevant exams
 - a clear water bottle if you wish to take one in – it must not have a label
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Other important information:

- Listen carefully to the invigilator's instructions which will be specific to your exam. If you are unsure of anything, please raise your hand and wait for the invigilator.
- Fill in your details on the front of your answer booklet.
- If you need additional answer sheets, raise your hand and wait for an invigilator who will provide you with one. Remember to add your details to this booklet too.
- If you need to use the toilet or feel unwell, raise your hand and wait for an invigilator who will escort you from the exam room.
- Make sure you stay silent – talking to a fellow candidate could result in disqualification from all your exams.

Contingency sessions:

- There are contingency sessions within the Summer 2024 exam timetable – the afternoon of 6 June and 13 June 2024 and the morning and afternoon of 26 June 2024. Make sure you are available on all three dates even if you do not have an exam.

If you have any questions about your exams, please ask your teacher or exams officer.

