

Oakbank School

A — Z

**of
Examinations
and
Qualifications**

Oakbank School

2021 – 2022

**A guide to everything you could possibly want to know about the
examination process and more!**

A

Absence from Examinations:

You must attend all examinations to which you are allocated on your personal timetable. Misreading the timetable will **NOT** be accepted as a satisfactory explanation for your absence.

YOU MAY BE INVOICED IF YOU FAIL TO ATTEND AN EXAMINATION THAT HAS BEEN PAID FOR BY THE SCHOOL.

If you are absent from an examination due to illness, please notify the School as early as possible by telephone on 0118 9883616 this number has an answer phone for out-of-hours messages. We shall advise you if a formal medical certificate will be required.

Access Arrangements:



All arrangements with regards to extra time, reader, scribe, rest breaks and the use of a laptop, etc., need to go through the Learning Support Department. These concessions must be the students 'Normal Way of Working' in class and progress tests etc.

NO ARRANGEMENTS WILL BE MADE UNTIL LEARNING SUPPORT CONTACT THE EXAMINATIONS DEPARTMENT.

Access To Scripts (ATS):

Candidates are able to request access to their examination scripts from the awarding bodies for general interest or to help with future learning. There are two types of access to script services available to candidates; these are:

- Original scripts
- Photocopied scripts

Many candidates often wish to see their examination script in order to decide whether or not to have the paper reviewed. If this is the case, then **you must request a photocopy of the script.** You are unable to choose the original script option because once a script has been returned to a centre from the awarding bodies then its security has been compromised. If, however you are not planning on requesting a review of marking then you can request the original script.

IF YOU WANT TO REQUEST A SCRIPT THEN YOU MUST COLLECT THE RELEVANT FORM FROM THE EXAMINATIONS OFFICE AND RETURN BY THE APPROPRIATE DEADLINE.

PLEASE NOTE: GCSE STUDENTS ARE ONLY ABLE TO REQUEST ORIGINAL SCRIPTS.

Attendance at the Examinations:

Punctuality is important. Exams start at 9.00am or 1.30pm you must be outside the exams room at least 15 minutes before.

Authentication Form:

Students must complete and sign an awarding body authentication form and attach it to any coursework produced for their final qualification. Awarding bodies will refuse to mark any work not accompanied by the signed forms.

Awarding Bodies:

These are the organisations that provide qualifications for schools and colleges. Awarding bodies used by Oakbank School are; AQA, Pearson (Edexcel), OCR, Cambridge Nationals and WJEC

B

Bags:

Bags must be placed in a designated room. You are not allowed to keep them with you at your desk during the exam.

Please **do not** bring valuables with you when you are sitting examinations.

Bilingual Dictionaries:

Students wishing to use a bilingual dictionary must seek approval through the Learning Support Department. Students must provide their own clean copy for use in exams.

Black Pens:

Awarding bodies request that students use black ink to complete their answer papers, this is because they now scan scripts onto a computer to send to the examiners for marking. Black ink is the only colour their scanners can read. Please do not use Blue, Red, Green or Pencil (unless otherwise instructed) to do your exam, or it may not be marked.

C

Calculators:

Calculators may be used in some examinations: your subject teacher will tell you if they are not allowed. In all cases, calculators are not allowed if they offer any of the following facilities: *language translators; symbolic algebra manipulation; symbolic differentiation or integration; remote communication with other machines or the World Wide Web; data banks; dictionaries; mathematical formulae or text.*



No printed instructions or cases are allowed; You cannot bring the lid of your calculator into exams. **You must bring your own calculator if you need one: you may not use the calculator functions on mobile telephones, which are not allowed in all examination rooms, and you may not borrow a calculator from another candidate.**

Please note that the first GCSE Mathematics paper is a non-calculator examination – do not take a calculator into your examination room for these papers.

Candidate Number:

Your candidate number is the four-digit number printed on your student card. You will be seated, by subject, in candidate number order. It must be clearly visible on your desk at all times.

Centre:

Centres can be schools, colleges or other establishments that have been approved by an awarding body to offer qualifications, enter students for exams and conduct the awarding bodies' exams.

OUR CENTRE NUMBER IS 51206
YOU WILL NEED TO WRITE THIS ON ALL OF YOUR EXAM PAPERS.

Certificates:

Certificates are only issued if you have achieved a pass grade ie 9 to 1, Distinction to Pass etc.



Certificates will not be posted home unless you pay £3.50 towards the cost of Recorded Delivery. Postage abroad will be more, please see the exams department for details.

Certificates can normally be collected from the school reception Mid December. Certificates will not be given to a 3rd party unless written permission from the student is given to the 3rd party.

Certificates for students not leaving will be retained by the exams department for safe keeping until they leave school completely.

An email will be sent home when the certificates are ready for collection.

Please note that centres may destroy any unclaimed certificates by a secure method (e.g. shredding or incineration) after holding them for a period of 12 months from the date of issue.

TIP: YOU MUST KEEP ALL YOUR CERTIFICATES SAFE AS IN MOST CIRCUMSTANCES THEY CANNOT BE REPLACED

Change of Address:

It is important that you tell Mrs Green as a matter of urgency if you move address. Letters about results etc. may not reach you.

Change of Name:

It is important that you tell Mrs Green as a matter of urgency if you change your name. Evidence to confirm this must be brought at the time ie Passport, Birth Certificate Deed Poll certificate. Awarding bodies will charge approx. £47 per certificate to change them.



Cheating:

Candidates caught cheating in examinations – including being in possession of or using a mobile telephone, smart/apple watches, pagers, mp3 players, ipods, unauthorised aids or notes but also copying from or communicating with other candidates – **will** be reported to the awarding bodies.

Even if the items are in your pocket and you have no intention of using them you will still be reported to the awarding body concerned.

PENALTIES INCLUDE EXCLUSION FROM SCHOOL AND DISQUALIFICATION FROM ALL EXAMINATIONS FOR UP TO FIVE YEARS. SEE THE JCQCIC "NOTICE TO CANDIDATES".

Clashes:

If you have an examination clash involving different subjects, a letter will be attached to your personal timetable when posted home.

ALL INFORMATION ON A CLASH LETTER OVERRIDES ALL OTHER INSTRUCTIONS

If you have a clash involving two or three examinations, you will sit your papers one after the other as long as the total published examination time does not exceed three hours. A 20 minute, rest break under exams conditions will be given. If the total time does exceed three hours, the papers will be split between the morning and afternoon session. If you are in this position, you will have to go into quarantine between the two sessions and will, therefore, need to bring a packed lunch and a drink with you.

For GCSE the total is 5 ½ hours is the maximum amount of total exam time that the exam boards recommend you sit in one day. If you have multiple clashes where the combined total is more than these hours, then you will require overnight supervision.

Conduct in the Examination Room:

You must be silent in the examination room, including the times when you come in and go out. Once you have entered an examination room, you are not allowed to leave unescorted until the end of the examination, and only then when you are given permission to do so.

YOU WILL NOT BE ALLOWED TO LEAVE AN EXAM EARLY EVEN IF YOU HAVE FINISHED

Should you require any assistance, please raise your hand clearly and wait for an invigilator to come to you.

Please do not write on your examination desk: this constitutes vandalism and you will be charged for the removal of graffiti.

Controlled Assessment:

Tasks or Assignments set by the awarding bodies with defined control levels for each stage. GCSE controlled assessments are done under exam conditions.



Coursework:

All GCSE coursework will be carried out during the academic year. All deadlines are issued by departments and if you have any problems with regards to these you must speak to the relevant department staff. The awarding bodies will return most coursework during October. Students wishing to reclaim coursework should apply to their teachers after the October half term break.

D

Data Protection Form:

All students who have been granted access arrangements must complete and sign this form with Learning Support department before concessions can be put in place with the awarding bodies.

Declaration Sheet: (See Authentication Form)

Dictionaries:



You may not use a dictionary in an exam unless dictionaries are specifically permitted by the subject specification or special arrangements have been approved by the awarding bodies.

If you think you might be entitled to the use of a dictionary, please see the Learning Support department.

E

Enquiries About Results (EARs):

The awarding bodies offer the option of having a script reviewed, at a fee, if a candidate or member of teaching staff is unhappy with the marks. There is a choice of two different types of reviews; these are:

- Clerical check
- Full review

A clerical check is simply when the relevant awarding body checks that the number of marks given has been added up correctly.

A full review of marking the awarding body reviews that the mark scheme has been correctly applied to your script.

If you're not satisfied with the grade you have achieved the first thing you may think about is getting your papers reviewed, however, a review of marking is very costly and not often effective. Therefore, it is important to consider the following:

- **ARE YOU CLOSE TO THE GRADE BOUNDARY?**

Review of marking usually only alters a grade by a few marks, if any at all. If you are therefore very close to a higher grade boundary a review may be worth considering but if you require a substantial amount of marks to achieve a higher grade, then the likelihood is that your mark will not change.

- **YOUR GRADE CAN GO DOWN AS WELL AS UP**

Review of marking means having your entire paper reviewed, therefore your grade can quite easily go down as well as up. If your grade does get lowered, you cannot refuse it and ask for the original higher grade to stand. You must be aware that this is the chance you take when asking for a review of marking.

- **COST**

Reviews of marking are very expensive and the likelihood is that your mark will not change.

IF YOU WANT TO REQUEST A REVIEW OF MARKING THEN YOU MUST COLLECT THE RELEVANT FORM FROM THE EXAMINATIONS OFFICE AND RETURN BY THE APPROPRIATE DEADLINE.

End of Examinations:

The invigilators will collect your exam papers before you leave the examination room. Absolute silence must be maintained during this time and until you are outside the building – remember that other examinations may be continuing as you leave.

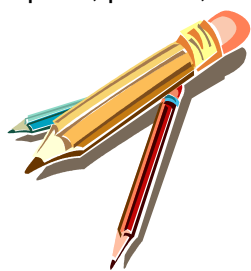
You may not take any examination materials (additional paper, answer booklets, question papers etc.) from any examination room.

Equality Act 2010:

Facilities exist for students with disabilities to access the curriculum and all relevant areas of the School. The School recognises its responsibility to provide equal access to education for all students' irrespective of disability and confirms its commitment to ensure that no student will be treated less favourably as a result of disability. (The EA – Policy in relation to Exams can be found on the School web site).

Equipment:

All students must remember to bring their own equipment to any examination that they have. These include pens, pencils, rulers, rubbers and a pencil sharpener. Borrowing from other candidates is **not** allowed.



Please note that the JCQ regulations state that a BLACK pen must be used in all examinations.

For diagrams, use an **HB pencil** and a **ruler**. Gel pens, highlighters, correcting fluids and correcting pens may not be used in any answer booklets.

Exam rooms do have limited supply of equipment but these are limited and for emergencies only.

TIP: Equipment for students who fail to come prepared is no longer available

Examination Dates:

The examination dates are nationally set by the awarding bodies and **NOT** by the School.



THESE DATES CAN THEREFORE NOT BE CHANGED

Examinations Office:



The Exams Office (GD43) is open Monday – Friday from 8.00 am until 4.00pm./3.30pm Fridays. We will be happy to help with any queries that you have during this time.

Examination Regulations:

It is your responsibility to familiarise yourself with the JCQ 'Notice to Candidates' regulations, a copy of which is given to you with your statements of entry. A copy of these regulations is also available on the School website and will also be displayed outside all examination rooms.

Extra Time:

Will only be granted to an individual if they have evidence of a learning difficulty or disability. Students can be assessed by the Learning Support Department, who will identify whether there is a need for students to have up to 25% or in extreme circumstances up to 50% extra time.



Food and Drink:

Food is not allowed into an examination room unless special permission has been given.



You are only allowed to take into the examination room a drink of water. This must be in a clear plastic bottle and all **labels must be removed.** You will not be able to leave the exam room to refill a bottle of water and invigilators cannot leave the exam room to do this for you. Therefore, please ensure that you have enough water to last you the whole exam.

Any other type of drink is not permitted – this is in case you spill your drink over your exam paper. If only water is spilt there is a greater chance that your exam paper can be saved.



Headwear:

Only headwear worn for religious beliefs can be left on during the exam. Sports caps, woolly hats, bandanas etc. will not be allowed.



Illness:

If you become ill during your exams, advise the invigilator. They will inform the exams department so that advice can be given on the best course of action.

Invigilator:

An invigilator is someone who watches over candidates in an examination to ensure that JCQ exam conditions are met. You must follow all instructions and orders given to you by an invigilator.



JCQ Joint Council for Qualifications:

Represents all the awarding bodies that offer general qualifications ie GCSE. JCQ ensures that learners of all ages and level of ability have access to qualification and is responsible for producing administration rules for general qualifications e.g. regulations on access arrangements.

JCQ Inspectors:

On the spot adhoc inspections are made to all centres during the examinations period to ensure that all centre staff and students are adhering to the general regulations laid down by all awarding bodies.

K

Knowledge:

“Knowledge is power. Information is liberating. Education is the premise of progress, in every society, in every family”. [Kofi Annan](#)

Work hard, learn your subjects and excel in your exams/qualifications.

L

Late Arrivals:

Any candidate arriving after 10.00am or 2.30pm may be allowed into the examination room; however, you should be warned that if you do this then the awarding bodies may not accept your exam script.

Location of Examinations:

These will be shown on your examination timetable; they will also be displayed on the exams notice board.

It is essential to check the location of your examination carefully.

Please allow enough time to find the correct room/location.

M

Malpractice:

Malpractice is any practice which is a breach of the JCQ regulations or which; compromises the integrity of any qualification or the validity of an examination result or certificate.

This malpractice can occur in the course of any exam or assessment, including the preparation and authentication of any coursework, the presentation of any practical work, the compilation of portfolios of assessment evidence and the writing of any exam paper.

FOR MORE INFORMATION ON MALPRACTICE SEE THE EXAMINATION AND ASSESSMENT MALPRACTICE LEAFLET
PRODUCED BY THE EXAMS OFFICE.

Mobile Telephones & other Electronic Equipment:

Mobile telephones, Smart Watches and, other electronic equipment are not allowed into examination or quarantine rooms. The School and awarding bodies' regulations forbid you to bring in any of these devices into any examination room or any room being used for quarantine, either before or after an examination, so you are strongly advised not to bring such devices with you on examination days. If you do bring in such devices, please leave them switched off in your bags, if you do not have a bag hand it to the invigilator who will give you a ticket for its return.



If a **mobile telephone or other electronic device** is found in your possession in an examination or quarantine room – **even if it is turned off** – it will be taken from you and a report made to the appropriate awarding body. The awarding bodies now operate a no-tolerance policy on all candidates discovered to be in infringement of the regulations and have advised the School that students discovered to have a communications device with them during an examination or quarantine face disqualification from the subject concerned, see penalties section for more details. In addition, the School Principal is likely to take action against you under the School's disciplinary procedures. Please do not risk disqualification: either leave your mobile telephone at home or hand it in to the invigilators.

Module Marks:

A copy of each module mark can be found on your official statements, these are given to you on Results Day.

The Exams Office does not have this information readily available.

N

Newsletter:

An examinations newsletter together with a copy of a student's exam timetable is posted home for parents and students to read and understand the process of exams taking place in the summer.

O

Overnight supervision:

Overnight supervision will be required if you have examinations totalling more than 5 ½ hours if you are a GCSE student.

You will be required to be kept under supervision by your parents until the following morning when you will sit the rest of your examinations that should have been sat the previous day.

Overnight supervision is required so that you do not come into contact with anyone else who has already sat exams which you have not. Therefore, whilst in supervision you will not be able to have a mobile phone in your possession, use the internet or have any contact with the outside world.



A parental declaration form must be completed in the presence of the Principal and Examinations Manager 7 days before the examination in question.

P

Penalties:

The JCQ issues the following penalties depending on the offence that was committed:

1. Warning
2. Loss of all the marks gained for a single piece of coursework
3. Loss of all the marks gained for a component
4. Loss off all marks gained for a unit
5. Disqualification from the unit
6. Loss of all the marks gained from all components/units in all qualifications taken during the exam series.
7. Disqualification from the whole qualification
8. Disqualification from all qualifications taken in that exam series
9. Barred from entering for one or more examinations for a set period of time.

The table below shows the types of offences for possession of a mobile phone and what number penalty you may be awarded as a result.

<u>Offence</u>	<u>Warning</u> (Penalty 1)	<u>Loss of marks</u> (Aggregation still permitted) (Penalty 2-4)	<u>Loss of certification opportunity</u> (Penalties 5-10)
Mobile Phones	In the Examination or quarantine room but not in the candidate's possession, and rings or beeps	In the candidates possession, but no evidence of being used or being active	In the candidates possession and evidence of it being used or active (rings, beeps, used as calculator)

Plagiarism:

There are many definitions of plagiarism, but they all have in common the idea of taking someone else's intellectual effort and presenting it as one's own. The Joint Council's *Guidelines for Dealing with Instances of Suspected Malpractice* defines plagiarism as: "*The failure to acknowledge sources properly and/or the submission of another person's work as if it were the candidate's own.*"

Prohibited Material:

The following items must not be brought into any examination room:

- bags, etc.;
- books (unless set texts for specific examinations – please note, post-its and excessive annotations are not permitted in open book exams - **ALL BOOKS WILL BE CHECKED PRIOR TO THE EXAM BEGINNING**), notes, letters, diaries or other printed material;
- calculator cases/Lids or instruction books;
- mobile telephones, or other electronic devices;
- Any watches
- Coloured pencil cases (use a transparent plastic bag as a substitute);
- glasses cases
- personal stereos of any description.

Q

Quarantine:

If you are required to go into quarantine over a lunch period, you must bring a packed lunch and a drink with you on that day as you will not be allowed to use the canteen. Mobile telephones, pagers and electronic devices are not allowed into any quarantine room.

YOU WILL BE NOTIFIED ON YOUR CLASH FORM OF YOUR QUARANTINE ARRANGEMENTS.

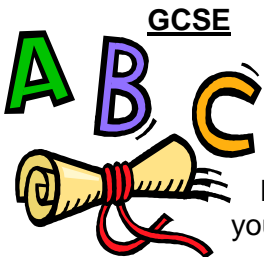
You will be supervised immediately after your examination until the end of your quarantine period. In quarantine, you may revise for your next examination. Please be respectful of invigilators and ensure that classroom furniture and/or equipment and books are left as they were found – neat, clean and tidy. You must take your litter with you or place it in the bins provided.

R

Readers:

Students with learning difficulties and/or disabilities may be entitled to a reader. A reader is someone that will read information from the exam paper and your own written work when requested. A reader is not allowed to read the English Language paper other than the questions. This is because this paper tests your reading skills.

Review of marking: (See Enquiries about results)



Students may collect their results from School on Friday 27th August 2021 (TBC). Results for students will be available for collection on that morning in the Hall, from 10 am until 11 am

Results will not be handed to a 3rd party unless written permission is given to them by you and brought in.

Results not collected will be posted home in due course **(Also see Change of Address).**



Seating Plans:

Seating plans are displayed on exams notice boards 24hrs before each examination.

Scribe:

Is a person who writes down what a candidate dictates when the candidate is unable to write? Permission is required from an awarding body in advance, though it can be given at short notice for unexpected occurrences. Also known as an 'amanuensis'.

Source Referencing:

Students must acknowledge the sources from which they have accessed information whilst undertaking the controlled assessment/coursework. This must include detailed references (web page, author, page numbers etc.) of any source material. **(Also see Plagiarism).**

Special Consideration:

The awarding bodies will not apply special consideration for anything other than serious reasons. Special consideration can only be applied for if a significant event has affected your performance on the day of the examination and you can provide appropriate evidence. Please see Examinations staff immediately if you feel that you may have been affected by a circumstance beyond your control.

Statements of Entry:

Produced by School, statements of entry list all the exam units that you are entered for in a particular examination series. It is essential that you check all details on these statements very carefully to ensure that:

- a) you have been entered for the right examinations – in particular if you have applied for re-sits or if there are several different tiers available.
- b) all of your personal details are correct, in particular with regards to spelling, as this information will be printed on your examination certificates. Whilst it will be relatively simple to change now once certificates have been issued substantial costs will be involved if you notice any errors.

Study Leave:

There is no fixed period of study leave during the summer. Students will be expected in class until exams in that subject are finished.

T

Times:

Unless otherwise stated, all examinations at this School commence at **9.00 am** (morning papers) and **1.30 pm** (afternoon papers).



YOU SHOULD BE READY TO ENTER THE EXAMINATION ROOM AT LEAST 15 MINUTES BEFORE THE PUBLISHED STARTING TIME.

If you arrive one hour after the published start time for examinations, you will not be permitted to sit the examination.

Timetables:

You will be given your own personal timetable for November and February Mock/Summer exams. Please check your personal timetable carefully – the top copy of your examinations timetables has been produced by the Exams Office and is personal to you ONLY. This will include changes of times/days to accommodate your clashes. If there are any errors (e.g. name, date of birth, sex, examination entry), please notify the Examinations Office immediately. Dates are given on the timetable(s) issued to you. Check carefully to see if the examination is in the morning or the afternoon – extra time may not be permitted if you are late. Take special note of any re-arrangements due to a timetable clash.

YOU, AND YOU ALONE, ARE RESPONSIBLE FOR CHECKING YOUR EXAMINATION TIMETABLE. IF YOU HAVE ANY QUERIES THEN PLEASE CONTACT THE EXAMS OFFICE IMMEDIATELY.

Mock Examinations in November and February and Summer:

All GCSE students will sit January mock exams in the subjects that they are studying. These are a valuable experience for both staff and students to gauge the level at which students' progress has reached.

ULN Number:

A ULN (unique learner number) is a 10-digit number allocated to learners which will be theirs for life. Each learner will need a ULN so that they and educational providers, government agencies and awarding bodies can follow their learning progress.

V

Valuables:

Candidates must leave valuables (including calculators, keys, credit cards, cash or mobile telephones, smart watches) in the examinations cages for safe keeping.



W

Warning:

All the awarding bodies make it clear that:

- their official examination sessions must be run under strictly fair conditions, with no form of deception. This rule includes any form of communication between students during an examination, as well as any other practice that could conceivably be seen as an attempt to deceive.
- anyone attempting unfair practices can expect cancellation of examination entries and possible exclusion from GCSE examinations for a period of up to five years.

(see Cheating, Malpractice, Penalties and Plagiarism)

Word of Advice:

Remember to have something to eat and drink before taking your examinations, especially on hot days, when we do experience a number of students who become dehydrated and are unable to complete their exams due to a lack of fluid intake. A banana eaten half an hour before the start of an exam can boost your concentration levels.



Word Processors:

Students who have been granted the use of a word processor in their written exams will use a School lap top that has had spell check/grammar removed as a condition of the JCQ Adjustments for Candidates with Disabilities and Learning Difficulties Regulations.

X

X Marks:

On your results could indicate that you were absent, withdrawn from your unit or transferred to another centre.

Y

Year End:

The last day of school for GCSE students is to be advised.



Zero Mark:

In accordance with the penalty recommendations in the JCQ document *Suspected Malpractice in Examinations and Assessments*; the award of a zero mark is awarded for the unit in question, when a student is suspected of Malpractice.