



**COLEG CYMUNEDOL
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EXTERNAL EXAMINATIONS (A LEVEL, AS LEVEL, GCSEs ETC)

INFORMATION BOOKLET FOR CANDIDATES AND PARENTS SEPTEMBER 2023– JUNE 2024

PLEASE READ CAREFULLY AND KEEP FOR FUTURE USE

EXAMINATIONS OFFICER:

Mrs. S Howells

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EXAMINATIONS SLT LINK:

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GENERAL INFORMATION

- External examinations are carried out according to instructions issued by the EXAMINATION BOARDS. The school is regularly inspected (without prior notification) to ensure that these regulations are being implemented.
- All candidates are expected to turn up to all parts of an examination. Absences due to illness will require a doctor's note, otherwise a payment to cover the cost of the examination entry fee will be requested from the candidate. **Should a candidate not turn up for an exam without a valid reason, you will be expected to pay for the exam you failed to attend.**
- All candidates will be expected to turn up to the examinations wearing full school uniform. The school reserves the right to exclude a pupil from the examination room until properly dressed. This includes the policy on jewellery, make up, hair, piercings, trainers etc.
- It is the responsibility of each candidate to turn up on the correct day at the correct time to the correct venue for the correct examination! **It may not be possible to phone the homes of missing candidates.**
- Candidates are not allowed to leave the examination room until the end of the examination. **Do not make doctor/dentist/hospital appointments etc. before the finishing time of your examination. Afternoon examinations will often finish after the school day ends.**
- Toilet breaks during the examination will not be allowed, unless there is an underlying medical condition, for which a note must be provided by your parents/guardians. **Make sure you go to the toilet before you enter the examination room.**
- Please note that any form of disruptive behaviour will not be tolerated, the school reserves the right to exclude any candidate whose behaviour is considered unsatisfactory. **Talking and turning around could be considered as 'unfair practice' as defined by the Exam Boards and could result in the cancellation of the candidate's examination paper.**

CANDIDATES CAUGHT IN ANY UNFAIR PRACTICE MAY NOT BE AWARDED A CERTIFICATE IN ANY SUBJECT – EVEN FOR THOSE SUBJECTS WHICH HAVE ALREADY BEEN COMPLETED.

- Candidates must sit at the desk allocated to them for that exam and not simply sit where they wish. Attendance registers will be displayed outside the main hall, which will inform you of your seat number. It is extremely important that candidates sit in the correct seat. We are required by the Examination Boards to provide them with seating plans and it also ensures that candidates receive the correct examination paper.
- Each candidate is responsible for bringing the correct equipment to their exam, such as pens, pencils, rulers, protractors, calculators, texts (where allowed) etc. The school cannot guarantee to provide such equipment to candidates who turn up without them. Also, the Examination Boards do not allow borrowing of such items during the exam so candidates must ensure they bring all required items. **(Remember that calculators are also required for Science & Business Studies exams as well as Maths!)**
- Answers should be written in black ink only and not in any other colour or pencil unless specifically told to do so. Gel pens are not allowed. **Coloured inks should never be used as examiners use these to mark scripts. (Do not even underline headings in red).**
- All Examination Boards have banned the use of any form of correcting fluid or tape (eg Tippex.) Any mistakes should simply be crossed out.
- Candidates must NOT bring mobile phones, any type of wrist watch or smart watch, iPods or similar devices, headphones, pencil cases (unless of the clear type), calculator cases/lids, sweets or food into the examination room.

- A drink (water) is permitted as long as it is in a clear plastic bottle with the label removed.
- All candidates will be issued with personal timetables. **These must be checked very carefully!**

**All morning exams will start at 9am All afternoon exam will start at 1pm
(unless otherwise stated on your personal examination timetable)**

- Candidates must be outside their examination venue at least 15 minutes before the scheduled start of their exam. This allows time for all candidates to look for their seat number, proceed into the exam room in an orderly manner and be seated before the start of the examination.

The exam will start on time. We will not wait for candidates who are late.

CALCULATORS: The Examination Boards issue the following instructions –

- Calculator cases, instruction leaflets or instruction and formulae printed on the lid or cover must not be brought into the examination room.
- Calculators having data banks, dictionaries, language translations, ability to retrieve written material (text), QWERTY keyboards, built in symbolic algebra manipulations, symbolic differentiation or integration, or having a capability of remote communication with other machines are **NOT ALLOWED**. Their use will be regarded as malpractice.
- As a centre we do not have to provide a calculator, it is a candidate's responsibility. An invigilator may give a candidate a replacement calculator.

IMPORTANT POINTS TO NOTE

PERSONAL TIMETABLES

These must be checked very carefully for

- Mistakes in the spelling of the candidate's names and/or date of birth.
- This information will appear on the Examination Certificate(s) awarded by the Examination Boards and is difficult to get altered afterwards.

Clashes between subjects, i.e. having more than one exam at the same time!

Any such clashes must be reported to the Examinations Officer immediately – do not wait until the day of the exam to tell us! We may have to ask the Exam Boards in advance before making any alternative arrangements to remedy such clashes.

The day and time of the examination.

The Examination Boards' rule will not allow candidates who turn up in the afternoon, for an examination which took place in the morning to sit the exam.

Candidates who arrive late – after the exam has started – may, or may not, be given extra time. However, the Examination Boards do reserve the right to refuse to accept or mark answers written after the official finishing time of the paper.

INSTRUCTIONS FOR THE DAY

- Examinations will be held in the Main Hall, Gym and Dance Studio, during larger exams classrooms will also be used. Actual venues for specific exams will be published at a later date and will be found on the atrium wall and on the examinations notice board on the top stairwell of E block.

Check carefully well before the time that you are outside the correct venue.

ILLNESS

- If a candidate is too ill to attend an examination, please telephone the school as soon as possible (01656 815 920). Then obtain a sickness certificate from that day from your doctor and send it into school. We MAY then be able to ask the Examination Board for special consideration when the grades are awarded. Please note that without a medical certificate we cannot do anything to assist candidates and you may well be charged the entry fee for the examination.

REMEMBER

Make sure you have a good breakfast or lunch before your exam. This will give you the energy you need to complete your examination.

WHAT DO I DO IF THE FIRE ALARM RINGS DURING AN EXAMINATION?

We do hope that no fire alarms go off during the exam period, however, if it does happen these instructions must be followed in **COMPLETE SILENCE**.

1. Should the fire alarm go off, do not panic. Candidates will be asked to stop writing and leave question papers and scripts on their desks.
2. Listen carefully to instructions from the examination invigilators, who will establish whether the examination room is to be evacuated.
3. You may be asked to leave the room in silence and in the order that you are sitting. Leave all equipment in the exam room.
4. If you leave the room you **MUST NOT TALK** to any other candidate in front or behind you. To do so would be considered a breach of examination rules, and your paper could be cancelled.
5. When you return to your exam room, do not start writing until the invigilator tells you to do so. You will be allowed the full working time set for the examination.
6. Emergency evacuation notices are on display in each examination venue.

LISTEN CAREFULLY TO INSTRUCTIONS AND DO NOT PANIC

Suspected Candidate Malpractice

All candidates will have been informed of their individual responsibilities and rights. If a candidate is/or candidates are accused of malpractice:

- The candidate will be informed of the allegation made against them.
- The candidate is advised that a copy of the JCQ publication Suspected Malpractice in Examinations and Assessment; Policies and Procedures can be found on the JCQ website.
- The candidate will be informed what evidence there is to support the allegation.
- The candidate will be informed of the consequences should the allegation be proven.
- The candidate will have the opportunity to consider their response to the allegation and have the opportunity to provide a supplementary statement if they require.
- The candidate will be informed of the appeals procedure should a decision be made against them.
- The candidate is advised of the possibility that information relating to a serious case of malpractice may be shared with other awarding bodies, the regulators and or the police.

USEFUL CONTACTS

Assistant Headteacher

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