



# Student Exam Guide

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2023/24

## Your Examinations

Sitting your GCSE examinations is a very important time of your life. The exams you will be taking this year will influence what you do in the future, so it is very important they run as smoothly as possible.

There are a number of rules and regulations for examinations that you must be aware of which are set by the exam boards and are designed to ensure fairness.

This guide is intended to set out the examination procedures and to support you and those at home through the process. **Please read it carefully.** If there is anything you do not understand, ask one of your teachers or the Examinations Officer.

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## Entries

On receiving your Exam Timetable, please check that all levels of entry and exam information is correct. If there is an exam on the list that you were not expecting to be taking, or one missing, you **MUST** confirm with your subject teacher and tell the Examinations Officer immediately.

If amendments have to be made after the deadline for submission, a cost will be incurred, which may be passed on to you. If you are in doubt about your entries, please speak to your subject teacher.

Even spelling mistakes not spotted at this stage could mean that your certificate is incorrectly printed later and once a grade is awarded, changes to your name cannot easily be made.

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## Timetable

The start times for exams at PCSA are:

- 9.00 am for morning exams;
- 1.00 pm for afternoon exams (some shorter exams may start at 1.15pm)

You should aim to be at the venue at least **15 minutes before the start time**. We cannot wait for you if you are late, although we may be able to admit you into the exam depending on the circumstance. Extra time will **NOT** be allowed simply because you misread the timetable.

Please be aware that there may be different exams taking place in the same exam room, which may have a different duration, and you may have to leave the exam room quietly while others finish.

Take note of any re-arrangements due to a timetable clash (two exams at the same time). If this occurs, you will receive a letter with the schedule for the day.

## **Absence from the Examination**

You must attend all exams that are allocated to you on your exam entry list. Misreading the timetable will not be accepted as a satisfactory explanation for absence. You may receive an invoice for the cost of an exam that has been paid for by the school if you fail to attend.

If you miss an exam due to illness, you **MUST** telephone the school on 01934 511411 as soon as possible on the morning of the exam **AND** a medical certificate must be given to the Examinations Officer within two days of the exam.

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## **Timetable Clashes**

If you notice you have more than one exam at the same time (this is called a timetable clash), arrangements will be made for you to take these subjects one after the other. The exams may have to be split between the morning and afternoon sessions. If this happens, an invigilator will supervise you over the lunchtime period. You will be in isolation, so you will have to bring a packed lunch with you. You will be told if you have any periods requiring supervision.

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## **Conduct in the Exam Room**

You must be silent at all times when you are in the exam room. This includes when you **ENTER** and **LEAVE**. If you need assistance, put your hand up and wait for an invigilator to come to you. Do not try to distract other candidates during the exam. Please do not write on the exam desks.

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## **Equipment**

You will require:

- A clear pencil case
- At least two **black** ink pens – blue pens are not acceptable
- An approved calculator for relevant exams – free of lids or cases
- 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**

You must do any rough work in the answer booklet and cross out anything that you do not wish to be marked. Highlighter pens must **NOT** be used in your answer books, but you are allowed to use them if you have a separate booklet of text (insert).

You are **NOT** allowed to use:

- Correcting Fluid/Pens/Tape
- Gel Pens
- Erasable Pens

## **At the End of the Exam**

The invigilator will collect your exam papers **BEFORE** you leave the room. Absolute silence **MUST** be maintained during this time.

Question papers, answer booklets and additional paper must **NOT** be taken from the exam room.

You will be dismissed from the exam room row by row. You **MUST** remain silent until you are outside the building.

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## **In the Exam Room**

If you bring a bag with you, it must be placed where instructed by the invigilators. The same rule applies to phones, Airpods/earbuds or watches. They **MUST** be removed and switched off. If you are found in possession of such a device during an exam, it will be taken from you and a full report made to the Exam Board.

If a device is found on you and turned **ON** = disqualification from the entire subject award.

If a device is found on you and turned **OFF** = disqualification from that component.

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## **Cheating/Malpractice**

To maintain the integrity of qualifications, strict regulations are in place.

Malpractice means any act or practice which is in breach of the regulations.

Any alleged, suspected, or actual incidents of malpractice will be investigated and reported to the relevant awarding bodies.

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## **Contingency Days**

The awarding bodies have designated a number of dates in July as 'contingency days' for examinations.

For the June 2023 exams, the awarding bodies have scheduled two half-day contingency sessions. These are due to be held on **Thursday 6 June 2024 (PM)** and **Thursday 13 June 2024 (PM)**. A full contingency day is scheduled for **Wednesday 26 June 2024**.

We must remind students that they **must remain available on these dates** in case of unforeseen disruption to the common exam timetable. Should exam contingency plans need to be put into place, these dates will be used.

## Exam Boards

### GCSE

Subject	Exam Board	Code
Art & Design - Fine Art	AQA	8202
Art & Design - Photography	AQA	8206
Citizenship	AQA	8100
Combined Science - Higher and Foundation	AQA	8464
English Language	AQA	8700
English Literature Option NM	AQA	8702
French - Higher and Foundation	AQA	8658
Further Mathematics	AQA	8365
Geography	AQA	8035
Media Studies	AQA	8572
Religious Studies	AQA	8062
Sociology	AQA	8192
Spanish - Higher and Foundation	AQA	8698
Triple Science - Biology	AQA	8461
Triple Science - Chemistry	AQA	8462
Triple Science - Physics	AQA	8463
History	Edexcel	1H10FR
Mathematics - Higher and Foundation	Edexcel	1MA1
Statistics - Higher and Foundation	Edexcel	1ST0
Computer Science	OCR	J277

### CAMBRIDGE NATIONAL

Subject	Exam Board	Code
Child Development	OCR	J809
Enterprise and Marketing	OCR	J837
Health and Social Care	OCR	J835
IT	OCR	J836
Sport Science	OCR	J828
Sport Studies	OCR	J829

### L1/2 VOCATIONAL AWARD

Subject	Exam Board	Code
Construction and the Built Environment	WJEC	E819QA
Engineering	WJEC	5799QA
Hospitality and Catering	WJEC	5409QA
Performing Arts	WJEC	5639QA

### BTEC TECH

Subject	Exam Board	Code
Music Practice	Edexcel	CMP01

## **External Examination Routine**

Seating plans will be put on the exam notice board outside the Main Hall prior to the exam.

Please line up outside the exam room, quietly and according to the rows you will be sitting in. You will be called into the exam room one row at a time.

### **Full school uniform must be worn for all examination sessions.**

Candidates must read the specific Rules and Regulations relating to all exams. These are posted outside the examination rooms and are on the PCSA Website.

**Remember:** Exam regulations start when you enter the exam room and are not lifted until you are outside the exam room at the end.

It is advisable for you to bring a clear bottle containing water into the exam room – **labels on bottles must be removed.** **No fizzy drinks please.**

**Please note:** no candidate may leave the examination room until the end of the examination.

If you are ill during the examination period or miss an examination for any reason, the school must be informed as soon as possible. Please make every attempt to 'phone Student Services before the exam is due to start.

Candidates are reminded that failure to attend any examination unless supported by a doctor's certificate will result in parents being asked to pay the examination Fee.

# EXAMINATION RESULTS DAY

## Thursday 22<sup>nd</sup> August 2024

1. Result slips will be available for collection from the school hall.
2. Some members of staff will be in school until around 11.30am in the event of any need for immediate discussions.
3. If you wish someone to collect the results on your behalf because you are unable to attend in person, they will need to produce written permission from yourself

We will not release results to another person without this permission. If you know that you will be unable to have your results collected you can provide a personal email address to our Exams Officer and request that they are emailed to you.

## EXAMINATION CERTIFICATES

Certificates arrive in school during late October/November; you will be invited to the school to collect your certificates.

If you nominate someone to collect the certificates on your behalf, they will need to produce written permission from yourself.

Any unclaimed certificates will be retained by the school for one year, after which time they may be securely shredded. An exam board will charge a fee of around £45 per certificate to replace.

## CANDIDATE PERMISSION FORM

### Results collection

Thursday 22<sup>nd</sup> August 2024

The normal arrangements for collecting results are: **Collection from the school hall.**

If you require your results by one of the methods below, please tick the relevant box and complete the required information.

CANDIDATE NAME: .....

- Results should be posted to my home address
- Results should be emailed to my personal email address.....
- I give permission for my representative ..... to collect my results on my behalf. I confirm that my representative will provide photographic ID on collection.

Candidate Signature: .....

Date: .....

\*Any change of address should be notified through the official change in details process. The centre does not take any responsibility for results information sent out to addresses where this process has not been followed.



## CANDIDATE PERMISSION FORM

### Certificate Collection

November 2024

The normal arrangements for collecting certificates: **Collection between 4pm and 6pm from school hall (date will be on website and in results envelope in August)**

If you are unable to collect certificates in person, you can complete the required information below and your nominated person can collect for you.

CANDIDATE NAME: .....

- I give permission for my representative ..... to collect my certificates on my behalf. I confirm that my representative will provide photographic ID on collection.

Candidate Signature: .....

Date: .....





## Information for Candidates

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.

### 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	<b>Do not</b> 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 <b>must not</b> have certain items in the exam room: a) notes; b) mobile phones, Airpods/earbuds, a smartwatch or wrist watch.  Any pencil cases taken into the exam room <b>must</b> be see-through.  <b>Remember:</b> 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.
5	If you have a watch, the invigilator will ask you to hand it to them.
6	<b>Do not</b> use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
7	<b>Do not</b> talk to or try to communicate with, or disturb other candidates in the exam room.
8	You <b>must not</b> write inappropriate, obscene or offensive material.
9	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you <b>will not be</b> allowed to return.
10	<b>Do not</b> borrow anything from another candidate during the exam.

### Information – Make sure you attend your exams on time

1	Know the dates and times of all your exams. Check Exam Notice Board outside Main Hall for your Room. Arrive at least 15 minutes before the start of each exam.
2	If you arrive late for an exam, report to Student Services.
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 will need for the exam.
5	You <b>must</b> write in black ink. Coloured pencils / pencils may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.

### Calculators, Dictionaries and Computer Spell-checkers

1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: a) <b>make sure it works properly; check that the batteries are working;</b> b) <b>clear anything stored in it;</b> c) remove any parts such as cases, lids or covers d) do not bring into the exam room any operating instructions or prepared programs.
2	Do not use a dictionary or computer spell checker unless you are told otherwise.

### Instructions during the exam

1	Always listen to the invigilator. Follow their instructions at all times.
2	Tell the invigilator at once: <ul style="list-style-type: none"><li>• if you think you have not been given the right question paper or all of the materials listed on the front of the paper;</li><li>• if the question paper is incomplete or badly printed.</li></ul>
3	Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4	<b>Do not</b> start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and/ or the answer booklet before you start the exam. <b>Do not</b> open the question paper until you are instructed that the exam has begun.
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, including those used for rough work.

### 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 or Exams Officer.
2	Put up your hand during the exam if: <ul style="list-style-type: none"><li>• you have a problem and are in doubt about what you should do;</li><li>• you do not feel well;</li><li>• you need more paper</li></ul>
3	<b>You must</b> not ask for and will not be given, any explanation of the questions / words.

### At the end of the exam

1	If you have used more than one answer booklet and/or any loose sheets of paper, 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	<b>Do not</b> leave the exam room until told to do so by the invigilator.
3	<b>Do not</b> 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.


# On your exam day

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

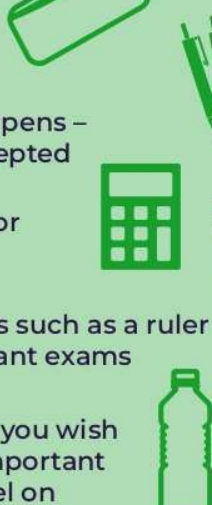
## Before sitting your exams, ensure:

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

## What you cannot take into the exam:

- 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 accepted
  - 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 is important it does not have a label on
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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 exam paper
- If you need additional answer sheets, please raise your hand and wait for an invigilator who will provide you with one. Remember to add your details to this booklet as well
- If you need to use the toilet or feel unwell, please raise your hand and wait for an invigilator who will escort you from the examination room if possible
- Make sure you stay silent – talking to a fellow student could result in disqualification from all your exams

If you have any questions about the format on the day, please ask your teacher or exams officer.



**While we like to share our experiences online, when it comes to exams, we have to be careful.**

- Sharing ideas online can be helpful when you're studying or revising
- However, sharing certain information (see information on the right) can break the rules and could affect your results
- If you're not sure what you can and can't discuss online, check with your teacher
- If you receive exam content on social media, you must tell your teacher
- Don't be caught out by scammers selling fake exam papers



**JCQ Things to do on social media:**

- Have fun
- Be responsible
- Report any exam content you see to your teacher

**JCQ Things not to do on social media:**

- Buy/ask for/share exam content
- Pass on rumours of what's in exams
- Share your work
- Work with others so that your coursework is not your own independent work

**JCQ If you do any of the above activities, you may:**

- ! Receive a written warning
- ! Lose marks
- ! Be disqualified from a part of or all of your qualifications
- ! Be banned from taking assessments for a number of years

Please take the time to familiarise yourself with the JCQ rules:  
[jqc.org.uk/exams-office/information-for-candidates-documents](http://jqc.org.uk/exams-office/information-for-candidates-documents)