

Lawnswood School Candidate Exam Handbook

Date of Last Review – October 2017

Review frequency – 1 Year

**Review date – October 2018
[2018/2019 JCQ ICE issued]**

Contents

Introduction	3
Written Exam Timetable	3
Exam Clashes	3
Exam Rooms – Where to find Seating Information	3
Exam Invigilation	3
Exam Start Times	4
Exam conditions	4
Where you will sit in the exam room	4
At the end of the exam.....	4
Equipment	5
What you should not bring into the exam room	5
Food and drink in exam rooms	6
What you should wear for your exams	6
Where your personal belongings will be stored during your exam	6
What to do if you arrive late for an exam	6
What to do if you are unwell on the day of an exam	7
What happens in the event of an emergency in the exam room	7
Results	8
Results Days	8
Year 13	8
Year 12	8
Year 11	8
Post-Results Services	8
Certificates	9
JCQ Exam Board Guidelines	9
JCQ Information for Candidates	10
JCQ Information for candidates – Privacy Notice	11
JCQ Exam Room Poster	13
JCQ Warning to Candidates	14

Introduction

Lawnswood School is committed to ensuring that candidates are fully briefed on the exam and assessment process in place in the centre and are made aware of the required JCQ awarding body and CIE instructions and information for candidates.

Written Exam Timetable

- Candidate Timetable – your timetable has been posted home. Please contact Miss Marsden (Exams Officer) if you have not received it or have mislaid it.
- If you feel that any of the information on your timetable is incorrect see Miss Marsden in G02 immediately.

Exam Clashes

If you have an exam clash (more than one exam scheduled at the same time) Miss Marsden will discuss with you about how that clash will be resolved.

Your clash will either be where you will do one after the other or a where you will take one exam in the morning and one in the afternoon.

Where an exam is moved from morning to afternoon or afternoon to morning

- you will be kept under supervision in between your two exams
- during this time you can revise, however you cannot have any internet access
- during this time you cannot have contact with other pupils, except those pupils who are being supervised in the same room as you
- you must bring a packed lunch as you will not be allowed to go to the diner.
- you will be collected from your morning exam room by a member of staff and returned to your afternoon room by a member of staff

If you do not understand your clash instructions please speak to Miss Marsden or your Head of Year.

Exam Rooms – Where to find Seating Information

Exam seating information is on your individual candidate timetable and will be posted and on the diner wall before each exam.

Exam Invigilation

- Exams are supervised by a team of invigilators made up of experienced external invigilators
- Our invigilators must follow strict rules laid down by JCQ and for the conduct of examinations

Exam Start Times

The start times for exams at Lawnswood School are:

- 9am for morning exams [internal exams 8.30, 8.45, 11.05, 12.05]
- 2pm for afternoon exams [internal exams 13.45]
- You should aim to arrive at school at least half an hour before the start of your exam, and make your way to the diner once you have checked the seating information.
- Remember to hand in your mobile phone
- You must remain seated in the exam room until the end of normal time.
- If you are entitled to extra time you will be allowed to leave the room at the end of normal time if you wish to.

Exam conditions

An exam briefing for all candidates will be given by the pastoral team outside the exam room before the exam begins. Candidates must not enter the exam room until directed to do so by the Lead Invigilator/pastoral team/SLT.

Remember:

- You are under exam conditions from the moment you enter the exam room until you are given permission to leave by the invigilator
- You must listen to and follow the instructions of the invigilators at all times in the exam room
- You must not communicate with other candidates
- You should write clearly and legibly
- Put your candidate number/exam number on all exam papers and additional sheets
- The Centre Name and Number (37645) will be displayed at the front of the room
- The exam title and the start and finish times will also be written on the white board.

Where you will sit in the exam room

- A candidate card with your name, candidate number and photograph will be on your desk. Candidates will be seated in candidate number order – try to find your desk as quickly and quietly as possible and sit down.
- If you cannot see your card speak to an invigilator who will help you.

At the end of the exam

An invigilator will let you know when you have 5 minutes remaining, and when your time is up.

- No candidate will be allowed to leave the room until the end of normal time.
- If you are entitled to extra time you will be allowed to leave the room at the end of normal time if you wish to.
- Candidates must remain seated until all papers have been collected and the Senior Invigilator instructs you to leave.
- When you leave the exam room you should walk out in complete silence, collect your bag, and refrain from talking until you are well away from the room so that you do not disturb other students who are still working.
- Collect your mobile phone from student reception before returning to class or going home.

Equipment

- Only authorised material can be brought into the exam room
- Remember that you need to write in **BLACK INK**
- Do **not** use any of the following in your answers:
 - Correcting pens, fluid or tape
 - Erasable pens
 - Highlighters*
 - Gel Pens
- Your pencil case must be see through
- Your water bottle must be see through and have no label or writing on it

You may use coloured pens or inks for diagrams, maps, charts etc. if your exam allows them. The instructions at the front of your paper will tell you if these are not allowed.

*Highlighter pens may be used on the question paper but not in your answers.

If you forget your equipment on the day of your exam, tell an invigilator as soon as possible so that they can provide you with spares.

Using calculators

You must be aware of awarding body instructions regarding the use of calculators in your exams which state:

Candidates may use a calculator in an examination unless prohibited by the awarding body's specification. Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations

What you should not bring into the exam room

Do not bring any unauthorised items/material into the exam room. These include:

- Mobile Phones
- MP3 Players
- iPad
- Wrist watches of any kind (this includes both smartwatches/Fitbits and analogue watches)
- Any internet enabled device
- Revision notes / Text Books
- Bags must be at the front of the exam hall

You will be reminded about this during the exam briefing and the Lead Invigilator will carry out spot-checks before every exam to check for these items. If you are found to be in possession of any type of phone or internet-enabled device, or notes or any kind, once you have entered the exam room, we will be obliged to report this to the exam board.

Food and drink in exam rooms

Water bottles are allowed in the exam room, as specified before.

No other drinks or food are allowed in the exam room unless there is evidence of a medical need. If this is the case please speak to Ms Gallagher (SEnCo) as early as possible before the start of the exam season so that we can ensure we have everything in place for you.

What you should wear for your exams

It is a requirement that normal school uniform must be worn for exams.

Where your personal belongings will be stored during your exam

Any personal belongings will be left outside the exam room. You will not be permitted to take anything in with you.

What to do if you arrive late for an exam

It sounds obvious, but.....ensure that you know which date your exams are taking place and whether they are morning or afternoon exams.

A register is taken at the start of each exam to check that all candidates are here - **if you are running late for your exam, you or your parents must call the school absence line on 0113 2844020 as soon as possible** so that we are aware of what is happening. Do not leave a voicemail message – please ensure that you speak to someone.

If you are running late don't panic! When you arrive at School you should report to student reception and you will be sent to the exam room.

If you arrive for your exam within one hour of the EXAM BOARD PUBLISHED START TIMES you will be allowed to take your seat and begin your exam, and you will be given the full amount of time for that exam. This means before 10am for a morning exam and before 2.30pm for an afternoon exam.

What to do if you are unwell on the day of an exam

If you feel unwell on the day of your exam:

- You or your parent/guardian should call ahead to the absence line and let us know so that we can help you as best we can when you arrive
- Once you are here, speak to the exam officer or the Senior Invigilator before your exam and update them on how you are feeling
- We will do what we can to help you – for example seat you close to an exit in case you need to leave the room or place a sick bucket next to your desk.
- If evidence is provided special consideration may be applied for but is not guaranteed to be accepted by the exam boards.

If you start to feel unwell during an exam:

- Let the invigilators know as soon as possible what is wrong so that they can take any measures possible to assist you.
- If evidence is provided special consideration may be applied for but is not guaranteed to be accepted by the exam boards

If you are unable to attend an exam

You must make every effort to attend every exam

If evidence is provided special consideration may be applied for but is not guaranteed to be accepted by the exam boards.

What happens in the event of an emergency in the exam room

In the event of the emergency bell sounding the following will happen:

- The invigilator will ask you to stop writing, close your answer booklet and put your pen down
- The invigilator will evacuate the room if there is clear danger
- If there is no clear danger to candidates the invigilator will await instructions from senior School staff, who will be with you very quickly
- In the event of a false alarm:
 - The exam will be re-started once the alarm bell has stopped ringing
 - You will be given a few minutes to compose yourself and get ready to start again
 - The amount of time lost will be added on to your exam finish time so that you do not lose out The new finish time will be clearly written on the whiteboard at the front of the room
- If an evacuation is necessary:
 - The invigilator will instruct you to line up in complete silence and leave the exam room without talking to one another, or to any other pupil you may see during the evacuation
 - You will not be evacuated to the same area as the rest of the School
 - If your exam is in the Sports Centre you will be evacuated to South Field
 - If your exam is taking place in any other School building you will be evacuated to North Field
 - During the whole evacuation time you cannot speak to any other pupil as this may compromise exam security and will mean that the exam may have to be abandoned
 - Once you have returned to the exam room your new finish time will be calculated and you will be given time to compose yourself before the exam is re-started.

Results

Results Days

Year 13

A Level will be published on **Thursday, 16th August 2018** and made available at school between **8.30 and 11.30 am in the hall via the quad** when staff will be here for advice and consultation. We strongly advise that you collect your results in person.

If you don't achieve the required grades for your chosen university, you must seek advice immediately. Swift action can often enable you to obtain a place through UCAS Clearing. Increasingly it is possible to secure excellent places through Clearing and Adjustment, and further guidance will be provided for those students who wish to make use of these services. Here, as elsewhere, we will be doing everything we can to obtain the best possible outcome for all pupils. It is essential that you maintain and update your personal details on UCAS so that you are contactable throughout this period.

Year 12

AS Levels will be published on **Thursday, 16th August 2018** and made available at school between **10.00 and 11.30 am in the hall via the quad** when staff will be available for advice and consultation. We strongly advise that you collect your results in person.

Year 11

GCSE results will be available on **Thursday 23rd August 2018 and made available at school** between **9.30 and 11.30 am in the hall via the quad**. We strongly advise students to attend to collect results and discuss Sixth Form options if necessary.

Post-Results Services

Once you have received your results you will need to discuss these further with the relevant Head of Department or your Head of Year if you have not achieved the grades you need for university or entry into the Sixth Form, or if you feel have not achieved the grades you expected to.

Heads of Department, Heads of Year and senior staff will be here to advise you on Post Results Services and tell you what the next step is. Enquiries About Results should not be applied for without first speaking to the Head of Department or a senior member of staff, such as your Head of Year, because remarks can result in grades going down as well as up. Senior staff and Heads of Department are very experienced in advising students in these matters.

- The post-results services available to you include “Enquiries About Results” (also referred to as “EARs” or “Remarks”) and Access to Scripts (in other words you may request a copy of your exam script if you wish to).
- All requests for post-results services must be made through School – the exam boards will not deal directly with candidates.
- EAR Request Forms will be made available to you when you collect your results and you will be given information about the deadlines, fees and charges for these services. It is extremely important that Upper Sixth students whose university places may depend on a grade increase act swiftly and **in consultation with senior teaching staff**.
- We can only apply for a remark if you give us written permission

Certificates

- Exam Certificates will arrive at School in the Autumn term, usually by the beginning of November.
- Certificates will be available from Lawnswood School for one year.
- Certificates can be posted to you on request, at your risk and if you provide a large envelope SAE.
- Certificates for students still at Lawnswood will be available to collect from the Exams Officer and must be signed for. Your form tutor will let you know when you can collect them.

JCQ Exam Board Guidelines

At Lawnswood we enter pupils for exams with four different exam boards (AQA, Edexcel WJEC and OCR). If you are taking an exam with AQA, Edexcel or OCR, your exams are regulated by a body called the **Joint Council for Qualifications (JCQ)** and we are obliged to follow their examination rules and regulations when we run Public Exams. On the next few pages you will find documents for candidates from the JCQ.

JCQ Information for Candidates



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
-----	---------------	------	-----	---------	------

Information for candidates For written examinations – effective from 1 September 2017

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.

A	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	Do not 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 must not take into the exam room: <ul style="list-style-type: none"> • notes; • potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player, a smartwatch or a wrist watch which has a data storage device. <p>Any pencil cases taken into the exam room must be see-through.</p> <p>Remember: 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.</p>
5	If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
6	Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
7	Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
8	You must not write inappropriate, obscene or offensive material.
9	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
10	Do not borrow anything from another candidate during the exam.
B	Information – Make sure you attend your exams and bring what you need
1	Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
2	If you arrive late for an exam, report to the invigilator running the exam.
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 need for the exam.
5	You must write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.
C	Calculators, Dictionaries and Computer Spell-checkers
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: <ul style="list-style-type: none"> • make sure it works properly; check that the batteries are working properly; • clear anything stored in it; • remove any parts such as cases, lids or covers which have printed instructions or formulas; • do not bring into the exam room any operating instructions or prepared programs.
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
D	Instructions during the exam
1	Always listen to the invigilator. Follow their instructions at all times.
2	Tell the invigilator at once if: <ul style="list-style-type: none"> • you think you have not been given the right question paper or all of the materials listed on the front of the paper; • the question paper is incomplete or badly printed.
3	Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4	Fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. Make sure you fill these details in on any additional answer sheets that you use.
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.
E	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.
2	Put up your hand during the exam if: <ul style="list-style-type: none"> • you have a problem and are in doubt about what you should do; • you do not feel well; • you need more paper.
3	You must not ask for, and will not be given, any explanation of the questions.
F	At the end of the exam
1	If you have used more than one answer booklet and/or any supplementary answer sheets, 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	Do not leave the exam room until told to do so by the invigilator.
3	Do not 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.



Produced on behalf of: AQA, City & Guilds, CCEA, OCR, Pearson and WJEC

Information for candidates – Privacy Notice

General and Vocational qualifications

Effective from 1 September 2017

The JCQ awarding bodies will process your personal data in accordance with the Data Protection Act 1998, and from when it comes into force the General Data Protection Regulation, and any regulatory requirements as specified by the qualification regulators of England, Wales, Northern Ireland and Scotland.

Correspondence on any aspect of a candidate's examination or assessment will only be conducted between the awarding body and the head of the centre, a member of the senior leadership team or the examinations officer.

Awarding bodies will undertake the following administrative activities in relation to the processing and exchange of candidates' personal data:

1. Personal data relating to the name(s), date of birth, gender, Unique Candidate Identifier (UCI) or Unique Learner Number (ULN) of an individual candidate will always be collected by an awarding body for the purposes of examining and awarding qualifications. In some cases additional information, which may include sensitive personal data relating to health, will also be collected to support requests for access arrangements and reasonable adjustments and/or special consideration. Such personal data will be supplemented by the results of examinations and assessments undertaken by the respective candidate.
2. A candidate's personal data will only be collected from registered examination centres in the context of examination entries and/or certification claims.
3. Such data collected will not be used by an awarding body other than for examination administration purposes, conducting examinations and assessments and the issuing of examination results and certificates. Candidates' personal data including examination results and outcomes of any reviews of marking, reviews of moderation and appeals may be shared by the awarding body with the centre which entered the candidates, as well as within a consortium or Academy Trust of which the centre is a member.



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
-----	---------------	------	-----	---------	------



**NO IPODS, MOBILE PHONES
MP3/4 PLAYERS
SMARTWATCHES**

**NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION**

Possession of unauthorised items, such as a mobile phone, 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.

©2017 – Effective from 1 September 2017



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
-----	---------------	------	-----	---------	------

Warning to Candidates

1. You **must** be on time for all your examinations.
2. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
3. You **must not**:
 - sit an examination in the name of another candidate;
 - have in your possession any unauthorised material or equipment which might give you an unfair advantage.
4. **Possession of a mobile phone** or other 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. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
6. You **must** follow the instructions of the invigilator.
7. If you are in any doubt speak to the 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.

Effective from 1 September 2014

©2014