



**EXAMINATION ARRANGEMENTS 2019/20**

**GUIDANCE FOR  
STUDENTS & PARENTS**

**GCE/BTECS/OCR  
Cambridge Technical**

**Centre Number:37221**

School Telephone No: 01535 210212  
Email:- [hfcshool@holyfamily.ngfl.ac.uk](mailto:hfcshool@holyfamily.ngfl.ac.uk)

## **INTRODUCTION**

It is the aim of Holy Family Catholic School to make the examination experience as stress-free and successful as possible for all our candidates.

Hopefully, this booklet will prove informative and helpful to you and your parents. Please read it carefully and show it to your parents so that they are also aware of the examination regulations and the procedures to follow in the event of any problems occurring.

The awarding bodies (or examination boards) set down strict criteria which must be followed for the conduct of examinations and Holy Family Catholic School is required to follow them precisely. You should therefore, pay particular attention to the **JCQ Warning to Candidates** and **JCQ Notice to Candidates as** well as the information supplied regarding **Controlled Assessments**. These can be found at the back of this booklet.

Some of the questions you may have are answered at the back of this booklet. **If there is anything you do not understand or any question that has not been addressed, PLEASE ASK.**

If you or your parents have any queries or need help or advice at any time before, during or after the examinations please contact:

The Examinations Officer - **Mrs Joanne Ridehalgh**

The school telephone number is: **01535 210212**

Exams Office Ext: **437**

Remember – we are here to help.

## 1. THE AWARD GRADES TABLE

Successful Candidates will be awarded a grade for each subject. Details are listed below.

GCE	A* - E
BTEC Level 3	Pass/Merit/Distinction/Distinction*
OCR Cambridge National Level 3	Pass/Merit/Distinction/Distinction*

## 2. EXAM TIMETABLE FOR THE YEAR 2020

Summer GCE/GCSE Exams: - 11<sup>th</sup> May – 17<sup>th</sup> June

There will also be external examinations in all BTEC / OCR Cambridge National qualifications. Students involved in these will be given written notice of when these are scheduled.

## 3. CONTINGENCY EXAM DAY

For the Summer 2020 exam series a “contingency” exam day has been arranged by the examination awarding bodies which all students need to be aware of.

This contingency day for GCSE and/or A Level (or equivalent) examinations has been put in place “in the event of widespread, sustained national or local disruption to examinations during the June 2020 examination series.” The decision comes following the tragic events of last summer, namely the Manchester attacks and the Grenfell Tower fire.

The Joint Council for Qualifications (JCQ) have decided that they need the option to postpone an exam (or exams) in the event of an incident and rearrange them for a later date to allow all students a fair and equal chance. The date that has been set aside as the contingency day is Wednesday 24 June 2020.

**This means that all exam candidates must be available to sit exams from the date of their first exam until Wednesday 24 June 2020. This decision is not a school decision and does apply to all candidates in all schools.**

## 4. CANDIDATE DETAILS

It is really important that the details we hold in school are the same as on official documents such as birth certificates or passports as this will be the name printed on your examination certificates. If personal details are incorrect on your statement of entry or candidate timetable, please let the examination officer know as soon as possible.

It may be difficult to change details once certificates have been issued.

## 5. STATEMENT OF ENTRY

All Candidates receive a statement of entry from school prior to the examination timetable being issued. This indicates the subjects they are being entered for and the levels of entry, where applicable. Please check that these are correct. Some subjects only have one tier of entry, some have Foundation or Higher tiers.

Candidates may also receive statements of entry from the Exam Boards.

## 6. CANDIDATES TIMETABLES

Candidate's individual timetables are issued approximately 4 weeks prior to the start of the examinations. These timetables show your own specific examinations with details of date, time, and duration of exam, venue and seat number. **Check it carefully.** If you think something is wrong see Mrs Ridehalgh immediately.

You cannot take the examinations at any other time unless special arrangements have been made prior to the start of the examination and with the awarding bodies consent.

A few candidates may have a clash where two subjects are timetabled at the same time. The school will make special timetable arrangements for these candidates only. You must check your individual timetable and see Mrs Ridehalgh if you are unsure what to do. If you think there is a clash on your timetable that has not been resolved, please see Mrs Ridehalgh immediately.

All examinations will start at:-

**Morning 9am**

**Afternoon 1.45pm**

You should arrive at the examination room at least **20 minutes** before the specified starting time so that everyone can start writing at 9am or 1.45pm.

Occasionally there may be an occasion for an examination to begin before 9.00am or 1.45pm. If this is the case you will receive notice in writing.

## 7. EXAMINATIONS ROOMS

Two rooms will be used for the majority of examinations, Dance Studio and Resource Centre. The Dance Studio will be used for all Year 11 and Post 16 Examinations. Post 16 will also take some of their examinations in Resource Centre. In some instances other rooms may be used but these will be indicated on your examination timetable.

## 8. LATE ARRIVAL OF CANDIDATES

If you arrive late for an examination you must tell the Exams Officer why you are late and complete a written statement at the end of your examination, as we have to inform the Examination Board. The Examination Board reserves the right not to accept your script. You may also not be allowed the full working time.

## 9. ILLNESS/INJURY

If you are ill on the day of an examination you should do your best to come to school and inform Mrs Ridehalgh of your illness. If you are too ill to take the examination, please telephone Mrs Ridehalgh before the official start time of the exam for guidance.

If you sustain an injury, such as a broken arm, please inform Mrs Ridehalgh as soon as possible so that arrangements can be made for you to take the examination. (E.g. by dictating your answers to a member of staff.)

## 10. DRESS, VALUABLES ETC

Please wear suitable clothing avoiding low cut tops and shorts. No outdoor wear (such as coats) will be permitted. A small bottle of water (in a clear bottle, without the label) may be taken into the examination room.

**Strict regulations are in force regarding ANY electrical device in examinations, i.e. mobile phones, iPod, iwatches, MP3 players, reading pens and any other products with text or digital facilities. They are unauthorized material. They must be switched off and handed to the invigilator before the start of the examination.**

**All watches now need to be removed from wrists and can be handed in with mobile phones.**

***To avoid any potential problems, please just leave these items at home.***

## 11. EQUIPMENT

It is your responsibility to provide writing equipment, rulers, calculators, coloured pencils etc. **You should write in black ink or biro only unless otherwise stated on the examination paper.** Pencil cases should be of a clear type. Correction fluid/pens/tape must not be used.

Calculators – Calculators are regarded as standard equipment except where their use is expressly prohibited. The calculator must be of the silent type and it is your responsibility to clear any information or programmes stored in it before the examination. The working of the calculator is your responsibility – be careful of solar powered calculators. They do not always work in the examination hall.

## 12. AT THE START OF THE EXAMINATION

Listen carefully to instructions and notices read out by the invigilators – there may be amendments to the exam paper that you need to know about.

Check you have the correct question paper – check the subject, paper and tier of entry.

Read all instructions carefully and number your answers clearly

**Please do not write on examination desks.** This is regarded as vandalism and you will be asked to pay for any damage.

**Do not draw graffiti or write offensive comments on examination papers** – if you do the examination board may refuse to accept your paper.

## 13. DURING THE EXAMINATION

**You must not communicate in any way with other candidates. You should always face the front of the examination room. If you need anything during the examination put your hand up and the invigilator will come to you.**

## 14. AT THE END OF THE EXAMINATION

At the end of the examination all work must be handed in – remember to cross out any rough work. If you have used more than one answer book or loose sheets of paper ask for a tag to fasten them together in the correct order.

Invigilators will collect your exam papers before you leave the room. Absolute silence must be maintained during this time. Remember you are still under examination conditions until you have left the room.

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

Remain seated in silence until told to leave the examination room. Please leave the room in silence and show consideration for other candidates who may still be working.

## 15. FIRE ALARM

If the **fire alarm** sounds during an examination the invigilators will tell you what to do. Don't panic. If you have to evacuate the room you will be asked to leave **in silence** and in the order in which you are sitting. You will be escorted to a designated assembly point. Leave everything on your desk. You must not attempt to communicate with anyone else during the evacuation. When you return to the exam room do not start writing until the invigilator tells you to. You will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident.

## 16. INVIGILATORS

The school employs external invigilators to conduct the examinations. Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.

Invigilators are in the examination rooms to supervise the conduct of the examination. They will distribute and collect the examination papers, tell candidates when to start and finish the examination, hand out extra writing paper if required and deal with any problems that occur during the examination, for example if a candidate is feeling ill.

Please note that invigilators cannot discuss the examination paper with you or explain the questions.

Pupils who are disruptive or behave in an unacceptable manner will be removed from the examination room by invigilators, Exams Officer or a member of the Senior Leadership Team.

## 17. ABSENCES FROM EXAMINATION

If you experience difficulties during the examination period (e.g. illness, injury, personal problems) please inform school at the earliest possible point so we can help or advise you.

Only in 'exceptional circumstances' are candidates allowed special consideration for absence from any part of an examination. It is essential that medical or other appropriate evidence is obtained on the day by the candidate/parent and given to the Examination Officer without delay in all cases where an application is to be made for special consideration. A self-certification form (JCQ/ME Form 14) can be obtained from the Examinations Officer which can be countersigned by your doctor or nurse.

For the award of a grade by special consideration, where a student misses part of an examination through illness or personal misfortune, a minimum of 35% of the examination (including coursework) must be completed.

Parents and candidates are reminded that the school will require payment of entry fees should a candidate fail to attend an examination without good reason and without informing the school. Failure to pay may result in your examination results being withheld.

Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

## 18. AFTER THE EXAMINATIONS

### NOTIFICATION OF RESULTS

Results will be available for collection on:

Thursday 13 August 2020

Between 8.30am – 9.30am

**If you wish any other person (including family members) to collect your results on your behalf, you must give your written authorisation to school before results day. Results will not be posted unless written authorisation has been received.**

**No results will be given out by telephone under any circumstances.**

## **POST RESULTS**

If you need post-results advice which includes remarks, Holy Family Catholic School SLT will be available on Results Day to advise.

## **EXAMINATION CERTIFICATES**

Certificates are normally available for collection in December. All certificates must be signed for whether you collect them in person or send someone on your behalf. Certificates are not posted out as they could become lost in the post. The examination boards do not issue replacements! Therefore once your certificates have been collected, they need to be kept in a safe place for future reference.

Holy Family Catholic School is only obliged to keep certificates for a period of one year after issue. If candidates do not collect their certificates within this time, they can only be replaced by direct application to the appropriate examination boards. This will require proof of identity (such as a birth certificate) and a substantial fee per examination board. You are therefore urged to collect your certificates as soon as possible in January and to keep them safely.

## **FREQUENTLY ASKED QUESTIONS**

### **Q. What do I do if there's a clash on my timetable?**

- The school will re-schedule papers internally (on the same day) where there is a clash of subjects. Candidates will normally sit one paper then have a break during which they will be supervised and must not have any communication with other candidates. They will then sit the second subject paper. Correct times should be on your individual candidate timetable. It may be necessary for you to bring a packed lunch if you have exams in the morning and afternoon as you will have to remain in isolation until both examinations are completed. If in doubt consult the Examinations Officer.

### **Q. What do I do if I think I have the wrong paper?**

- Invigilators will ask you to check before the exam starts. If you think something is wrong put your hand up and tell the invigilator immediately.

### **Q. What do I do if I forget my Candidate Number?**

- Candidate Numbers are printed on your timetable, seating plans (which are displayed outside the exam rooms), on the candidate card on each desk and on attendance registers. Invigilators will be able to help you find your number.

### **Q. What do I do if I forget the school Centre Number?**

- The Centre Number is **37221**. It will be clearly displayed in the examination rooms.

### **Q. What do I do if I have an accident or am ill before the exam?**

- Inform the Exams Officer at the earliest possible point so we can help or advise you. In the case of an accident that means you are unable to write it may be possible to provide you with a scribe to write your answers but we will need as much prior notice as possible. You may need to obtain medical evidence (from your GP or hospital) if you wish the school to make an appeal for Special Consideration on your behalf (see below).

### **Q. What is an Appeal for Special Consideration?**

- Special Consideration is an adjustment to the marks or grades of a candidate who is eligible for consideration. The allowance for Special Consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for exceptional cases). Parents should be aware that any adjustment is likely to be small and no feedback is ever provided. Candidates will only be eligible for Special Consideration if they have been fully prepared and covered the whole course but performance in the examination or in the production of coursework

is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness, accident or injury, bereavement, domestic crisis. The Examination Officer must be informed immediately, so that the necessary paperwork can be completed (within 7 days of the last exam session for each subject) and the candidate will be required to provide evidence to support such an application.

**Q. What do I do if I feel ill during the exam?**

- Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before or during an exam and you feel this may have affected your performance.

**Q. If I'm late can I still sit the examination?**

- Provided you are not more than 30 mins late, it may still be possible for you to sit the examination (see Attendance in Examinations). You should get to school as quickly as possible and report to Reception. A member of staff will escort you to the exam room. You must not enter an examination room without permission from the Exams Officer after an examination has begun.

You should also be aware that if you start the exam more than 30 minutes after the published starting time, the school must inform the exam board and it is possible that the Board may decide not to accept your work. Please ensure that you allow enough time to get to school so that if you are delayed (e.g. through transport problems) you will still arrive on time.

**Q. If I miss the examination can I take it on another day?**

- **No.** Timetables are regulated by the exam boards and you must attend on the given date and time.

**Q. Do I have to wear school uniform?**

- Yes. Normal school regulations apply to uniform, hair, jewellery, make-up, etc.

**Q. What equipment should I bring for my exams?**

- For most exams you should bring at least 2 pens (black ink only).
- For Science Modules you need a **black** pen.
- For Mathematics 3B pencils must be used for diagrammatic work.
- For some exams you will need a calculator (Maths/Science), a 30cm ruler (marked with cm and mm), pencil sharpener and rubber, compasses, protractor, coloured pencil crayons (not gel pens), set texts (e.g. for English Literature).
- You are responsible for providing your own equipment for examinations. You must not attempt to borrow equipment from another candidate during the examination.

**Q. What items are not allowed into the examination room?**

- Only material that is listed on question papers (e.g. an anthology) is permitted in the examination room and students who are found to have any material with them that is not allowed will be reported to the appropriate examinations board. In such circumstances, a student would normally be disqualified from the paper or the subject concerned.
- Bags and coats and any other items not permitted under examination regulations must be left in the care of the invigilators at the front/back of the room. Do not bring any valuables into school with you when you attend for an examination.
- No food or drink is allowed in the exam room.
- **Mobile telephones must be switched off and placed in your bag or handed in before entry to the exam room. Mobile telephones handed in will be taken directly to the student office and placed in the school safe. It is your responsibility to retrieve it at the end of your exam.**

**Q. Why can't I bring my mobile telephone into the exam room?**

- **NO** - Being in possession of a mobile phone (or any other electronic communication device, e.g. i-pod, MP3 player, headphones, etc.) is regarded as cheating and is subject to severe penalty from the awarding bodies:



The **minimum penalties** are as follows:

- Device not in your possession, but makes a noise in the exam – **Penalty 1 – Warning.**
- Device found in your possession and turned **OFF** – **Penalties 2 - 4 - loss of all marks from the specific paper** you are sitting at the time.
- Device found in your possession and turned **ON** - **Penalty 5 - disqualification for the entire subject award up to Penalty 9 - barred from entering examinations for a set period of time.**

- The best advice about Mobile phones is not to bring one to school during exams. If there is an emergency that requires you to bring one to school, you must switch it off and put it in your bag or hand it in before entering the examination room.

**Q. How do I know how long the exam is?**

- The length of the examination is shown in minutes on your individual timetable under the heading 'duration'. Invigilators will tell you when to start and finish the exam. They will write the finish time of the exam on a board at the front of the exam room. There will be a clock in all examination rooms.

**Q. Can I leave the exam early?**

- It is a requirement of the exam boards that you must stay in the examination room for at least one hour after the published start time of the exam (or for the duration of the exam if it is less than one hour). It is not the school's policy to allow candidates to leave the exam room early, as this is disruptive to other candidates. A candidate may not leave the examination room without the permission of the invigilators.

**Q. What do I do if the fire alarm goes?**

- The examination invigilators will tell you what to do. If you have to evacuate the room leave everything on your desk and leave the room in silence. You must not attempt to communicate with any other candidates during the evacuation.

**Q. Can I go to the toilet during the exam?**

- If it is absolutely necessary. You will be escorted by an invigilator and will not be allowed any extra time.

**Q. If I have more than one exam on a day can I get lunch at school?**

- Pupils who have examinations in both morning and afternoon sessions may obtain lunch for the dining hall in the usual way or bring a packed lunch.

**Q. Why do I need to check the details on the Statement of Entry?**

- The details on your Statement of Entry will be used when certificates are printed. If the name or date of birth on your certificates does not match your birth certificate it could cause you problems if you are asked to show your certificates to a potential employer for college/university at some time in the future. You should also check that the subjects and tiers of entry you are entered for are correct and that no subjects are missing.

**Q. I am entitled to extra time – how will this affect the way I take my exams?**

- Some students receive an allowance of 25% extra time. Where possible such candidates will be seated together to minimize disturbance from other candidates who finish earlier. The invigilators will include the additional time when they display the finishing time of your exam on a pink slip.

**Q. What do I do if I don't get the grades I need for college?**

- Teaching staff will be available to advise you on results day. If you feel strongly that it is necessary to make an enquiry about your result you should first consult the Head of Subject to obtain their advice as to the advisability of requesting a re-mark. You should be aware that your mark could go down as well as up or even stay the same. Re-mark requests must be submitted

to the Examinations Officer by 11<sup>th</sup> September. You must complete a Candidate consent form and return it with a cheque to cover the cost (nb. the cost of a clerical re-mark in September 2019 was Approx. £45.00).