



# Saffron Walden County High School

## EXAMINATIONS HANDBOOK 2021/2022

### INSTRUCTIONS & INFORMATION FOR PARENTS AND STUDENTS

EXAMINATIONS OFFICER: Miss A Price (aprice@swchs.net)

It is the aim of Saffron Walden County High School to make the examination experience as stress-free as possible for all candidates. We hope that this booklet will prove to be informative for both the student and their parents/carers.

The Exam Boards set down strict criteria, which must be followed, for the conduct of examinations and the school is required to follow them exactly. **Please read the JCQ notices for student on the Exam page of the SWCHS website.**

If there is anything you do not understand, or any question that has not been addressed, please contact the Exams Office.

If you have any concerns during the exam period, please speak to the Exams Officer or send an email. We will always explore all options available to us to alleviate problems for students, if we are informed there is an issue.

#### EXAM & RESULT DATES

Dates	Results
Thursday 12 <sup>th</sup> May – Wednesday 29 <sup>th</sup> June 2022	A-Level – Thursday 18 <sup>th</sup> August 2022
Please note that all candidates must be available to sit exams up to and including 29 <sup>th</sup> June (this is the exam board designated contingency date)	GCSE – Thursday 25 <sup>th</sup> August 2022
	More information about these will be issued in due course.

Please note that exam dates for practical exams (or for BTEC/CTEC/Functional Skills exams) may fall outside of this time – if so, notification will be given out to students accordingly.

**Unless otherwise stated on the timetable all morning exams start at 8.45am and afternoon exams start at 1.30pm. Many exams will run beyond the normal end of school. Even for those due to finish before 3.20pm, we cannot guarantee that students will be out of the exam room on time for the buses so you will need to be prepared to make alternative arrangements for getting home after exams.**

## EXAMINATION INSTRUCTIONS & INFORMATION FOR PARENTS AND STUDENTS 2021/2022

### Key Dates

**By the end of April** - Final version of timetable issued (yellow individual timetable containing rooms, seat number and any clashes will have been resolved)

**12<sup>th</sup> May – 29<sup>th</sup> June – Exams**

**18<sup>th</sup> August** – GCE (A-Level) results day – please see letter from Mrs Kennedy for details

**Within 1 week** – Please check the post-results form to find out the exact deadline date to apply for a priority review of marking or a priority copy of your exam script.

**25<sup>th</sup> August** – GCSE results day – please see letter from Miss Gilbert for details

**Mid-September** – Please check the post-results form to find out the exact deadline date for all Review of marking requests

**4<sup>th</sup> October** – Deadline for ordering Exam Scripts

**End of November onwards** – Certificates should be available for collection, if not attending the GCSE or A-Level presentation events (dates tbc)

## EXAMINATION INSTRUCTIONS & INFORMATION FOR PARENTS AND STUDENTS 2021/2022

### **BEFORE THE EXAMINATIONS**

#### **CANDIDATE NUMBER & CANDIDATE NAME**

Each candidate has a four digit candidate number. This will be shown on their personalised exam timetable and there will be a card on their exam desk showing this number. This number is entered on all examination papers and coursework submissions.

It is a requirement of the Exam Boards to **use your full legal forename and surname on your exam papers**. Please make sure you write your name as it appears on the candidate ID card on your desk during exams. You must not remove or deface the photo candidate ID card, which must be visible on your desk at all times.

#### **TIMETABLES**

You will be issued with two versions of your timetable:

- a first draft (on white paper) containing the dates and default start times and,
- an individual copy (on yellow paper) showing rooming and seating and new start time(s) if you have an exam clash.

If there is an error on either version, you must contact the Exams Office as soon as possible. Please take a photo of your yellow timetable on your phone so that you have a copy if you lose the original. New copies of the timetable can be requested from the Exams Office – if the office is shut, fill in the chart on the Exams Office door and return the next day to collect a new form.

#### **INTERNALLY ASSESSED WORK**

Non-Examination Assessment (NEA), Coursework and Controlled Assessment are internally marked by subject staff in accordance with awarding body specifications and subject-specific associated documents. After submitting marks to the awarding body, an external examiner moderates a sample of work. The moderator can adjust centre marks. Therefore, all marks are provisional until the results days in August.

Your subject teacher will inform you of the provisional mark for a centre-assessed component/unit by the dates shown in the table below. You can appeal against your mark and request a review of centre marks. You must request a copy of the internal appeals procedure from the Exams Officer. You can request materials from staff to help you decide whether you have grounds to make an appeal against your mark.

**All requests for a review of centre marks must be submitted to the exams officer by the date shown in the table below.** No late requests will be accepted. There is a £30 fee payable to SWCHS to cover the costs of the review. If the review is upheld, the fee will be refunded. The review will take place before the deadline to submit marks to the awarding body and you will be informed of the outcome of the review in writing. The mark may move up or down or remain the same. Even if your mark is changed as a consequence of a review of centre marks, it will still need to go through the external moderation process so can still be changed by the awarding body.

## EXAMINATION INSTRUCTIONS & INFORMATION FOR PARENTS AND STUDENTS 2021/2022

Type of exam/subject	Informed of NEA mark by the end of	Request a review of marking by 8am on	Informed of the outcome of the review by:
AQA GCSE subjects And Music GCSE	20 <sup>th</sup> April	27 <sup>th</sup> April	6 <sup>th</sup> May
All other NEA	27 <sup>th</sup> April	3 <sup>rd</sup> May	13 <sup>th</sup> May
A-Level History	4 <sup>th</sup> May	11 <sup>th</sup> May	13 <sup>th</sup> May
GCSE or A-Level Art	19 <sup>th</sup> May	23 <sup>rd</sup> May	27 <sup>th</sup> May

### DURING THE TIME OF THE EXAMINATIONS

#### EQUIPMENT

- Black pens
- Pencil
- Rubber
- Ruler
- Calculator (without lid or cover)
- Clear pencil case/clear plastic bag

All answers **MUST** be written using **BLACK** ink with diagrams completed in pencil if the instructions on the exam paper direct you to do so. This is because exam papers are scanned by the exam boards and **only black ink** gives a legible result. No correction fluid/pens or gel pens are allowed. **Highlighters must not be used in your answers** but can be used on question papers and sources/inserts.

Remember to bring a **calculator** to any exam in which you are permitted to use them. We only have a small stock of spare calculators for those whose calculator fails during the exam. **We cannot guarantee to provide you with a calculator if you fail to bring one to the exam.**

**NO MATHS TINS OR NON-TRANSPARENT PENCIL CASES ALLOWED.**

**ANY REUSABLE WATER BOTTLES MUST BE TRANSPARENT WITHOUT LOGOS OR WRITING ON THEM.**

**IF YOU WEAR CONTACT LENSES, PLEASE BRING YOUR GLASSES WITH YOU JUST IN CASE.**

**WATCHES (EVEN ANALOGUE ONES) ARE NOW BANNED FROM EXAMS SO MUST NOT BE WORN INTO THE EXAM ROOM.**

#### ATTENDANCE AT EXAMINATIONS

Candidates are responsible for checking their own timetable and arriving at school on the correct day and time. Candidates must arrive at the examination room **10 minutes before** the published start time.

(If you are the only student missing at the start, we may begin a couple of minutes early, as it is unfair to make the rest of the cohort wait.)

Do not enter the room until told to do so by the invigilators.

Candidates who arrive late for an examination **must report Reception and ask them to summon the Exams Officer** who will make all the arrangement for you to complete the exam.

(If you arrive more than one hour after the published start time you may not be able to sit the exam.)

**DO NOT COMMUNICATE WITH OR DISTRACT ANY OTHER CANDIDATE.**

**MOBILE PHONES/ANY ELECTRONIC DEVICE MUST NOT BE TAKEN INTO AN EXAM ROOM.**

**This cannot be stressed enough.** If a mobile phone or any other type of web enabled technological equipment is in your possession during an examination (even if turned off) the matter has to be reported to the Exam Board. The Exam Board will disqualify you from that paper and may even disqualify you from that entire subject. You will then have to wait a year to retake the exam.

You may bring one bottle of water into the examination room but the label must be removed from the bottle, and the bottle should be kept on the floor under the desk.

Candidates will not be allowed to leave the exam room until the exam is finished. If you have finished the paper, please check over your answers. This applies to mock exams too.

Candidates must not put inappropriate, offensive or obscene material into their answer booklet. The penalty for doing so is disqualification from the exam.

At the end of the exam check that you have completed the front sheet correctly and numbered all your answers. If you have used extra sheets of paper, please check that you have filled in your details on the top and fasten them together in the correct order. Make sure you fill in the box on the front of the answer sheet saying how many booklets you have used.

You must not remove question papers or answer booklets from the exam room.

Remain seated in silence until all papers have been collected in. When directed by the invigilator, please leave the room in silence.

**Please show consideration for other candidates who may still be working by not talking until you are well away from the examination room.**

If the fire alarm sounds during an exam, you will be instructed by the invigilators regarding the evacuation procedure. When you return to the exam room, you will be allowed the full working time. The Exams Officer will then apply for Special Consideration for the cohort and a report will be sent to the relevant Exam Board.

**INVIGILATORS**

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

**If you have any problems or concerns during an exam, please raise your hand and ask an invigilator.** Part of their role is to make sure that any problems that arise during the exam are solved. If you tell us about it at the time, we might be able to solve the problem; if you wait until after the exam, there is often very little that we can do.

**ABSENCE FROM EXAMINATIONS**

Parents and candidates are reminded that the school will require payment of entry fees (**usually £45 per GCSE/£80+ per A-Level subject**) should a candidate fail to attend an exam without good reason and without informing the school.

## EXAMINATION INSTRUCTIONS & INFORMATION FOR PARENTS AND STUDENTS 2018/2019

Please note that misreading the timetable is not accepted by the Exams Boards as a satisfactory explanation of absence. The Exam Boards do not allow exams to be held at any other time than that designated on the timetable. If a student has two exams timetabled at the same time, this is a timetable clash - the Exams Officer will issue instructions to the candidate as to the timing of the exams and whether or not the student has to be supervised in an isolation session between the morning and afternoon exams.

### **SPECIAL CONSIDERATION IN 2022**

The Joint Council for Qualifications (JCQ) has published updated [guidance](#) on the special consideration process this year.

In the first section of the document, the JCQ explains that special consideration is given to a candidate who has temporarily experienced illness, injury or some other event outside of their control **at the time of the assessment**. It provides a list of potential circumstances that would, and would not, mean that the candidate would be eligible for special consideration. Special consideration is applied when the exam board deems that issue or event has had, or is reasonably likely to have had, a material effect on a candidate's ability to take an assessment or demonstrate his or her normal level of attainment in an assessment.

It is important for candidates and parents to be aware that the **maximum allowance given will be 5% of the total raw marks available in the component concerned**.

Special consideration **must be applied for at the time of the assessment**. If a candidate feels that they have been adversely affected, they must report this to the invigilator immediately (if it occurs during an exam) and **by email to the exams officer, Miss Price ([aprice@swchs.net](mailto:aprice@swchs.net)) within 2 days of the relevant assessment**.

If a candidates (or all candidates) experience a significant disruption during the taking of the exam (eg a fire alarm), the invigilators will inform the exams officer who would then make the special consideration application. Please note that special consideration is not cumulative so if a student already has an application for an issue with a higher tariff than significant disruption, they would be excluded from the disruption group application.

**If a candidate is experiencing an issue during an exam, it is vital they tell the invigilator immediately**, so they can seek to remedy the issue. If they do not raise the issue at the time, it is unlikely that any consideration would be given, if the matter could have been resolved (eg headphones not working during a listening exam). **If a candidate feels they have experienced a significant disruption while they were taking the exam, they must inform the invigilator at the time and before leaving the exam room.**

The guidance explicitly says that special consideration **cannot be given due to staff shortages or for difficulties during the course**. Our understanding is therefore that Special consideration will not be applied to candidates solely because they have suffered significant learning loss during their study due to Covid, either due to their own absence or their teachers'.

In addition, in light of the situation with Covid-19, the JCQ has provided an additional section to explain the process this summer in the event of a candidate missing part of their exams. The update is in appendix 1 (from page 17).

## EXAMINATION INSTRUCTIONS & INFORMATION FOR PARENTS AND STUDENTS 2018/2019

The guidance says that the awarding of a grade through the special consideration process can only be made where **a candidate is absent from an examination or non-examination assessment component for an acceptable reason**. They say that a candidate who is staying at home and avoiding contact with others, in line with UKHSA guidance, at the time of the examination, is considered to be absent from the examination for an acceptable reason. This includes candidates who are displaying the symptoms described in the UKHSA guidance as advising them to stay at home (e.g. a high temperature for those aged 18 and under) as well as those with a positive COVID-19 test result. The exam boards will require **self-certification** for candidates who have missed an examination. In the event of a student missing an examination, we will expect parents/carers/guardians and candidates to complete the relevant sections of the **form, which will be available on the school website in the examinations section**.

Candidates should be aware that their **results can be withdrawn, or they can be disqualified, if they provide false information on eligibility for special consideration**.

The JCQ points out that a range of measures have been put in place this summer to support candidates taking GCE AS, A-level and GCSE examinations. These measures include advance information on the focus of examinations for most subjects to help candidates revise; provision of support materials for some examinations (formulae and equation sheets); changes to non-examination assessment and fieldwork requirements in some subjects; optional content in some GCSE specifications; generous grading in comparison to the June 2019 examination series, providing a safety net for candidates.

The JCQ also points out that they have scheduled the exams this summer with **a minimum of ten days between the first and last examination in each A-level and GCSE specification. They feel this will reduce the chance of a candidate missing all examinations in a subject because of illness**.

### **AFTER THE EXAMINATIONS**

Results will be available on the dates given on the front page of this booklet. Details about how and when students will be informed of their results will be sent by Mrs Kennedy for Year 12 and Year 13 and Miss Gilbert for Year 11.

If someone is collecting results from school on your behalf, they will need to bring written permission from you (the student) with them and will be asked to show ID. There will be a form available on the website that you can fill out and give to them (or if you don't have access to a printer you can write the same information onto a piece of paper for the person collecting to bring with them).

### **INFORMATION REGARDING RESULTS**

If you need post results advice, staff will be available on Results Day. If you wish to query any marks you receive, you must do so through the Exams Officer. You may request a review of marking or ask to receive a copy of your examination paper but there will be a charge for these services. Please be aware that, when requesting a review of marking, your mark could go down as well as up, or stay the same.

**If a university place is dependent on an enquiry about results application, you will have less than a week following the publication of results to make your application for a priority review of marking.**

Post Results information will be emailed to students/parents in July and the application form will also be available on the SWCHS website. The Exams Office will be open 10am to 2pm on results day and the Friday 19<sup>th</sup>, Monday 22<sup>nd</sup> and Tuesday 23<sup>rd</sup> August to deal with post results application for A-Level students. The Exams Office will not be open to students on Wednesday 24<sup>th</sup> August. The Exams Office will then be open periodically until the end of the holidays and the Exams Officer will be available by email.

No applications for post results services will be made without payment by Wisepay, cheque or cash.

### **CERTIFICATES**

Certificates are received from the Exam Boards during October and November. As there is a large volume of certificates to be collated, they will not be available to collect until the end of November. A letter of notification will be sent out in November informing you how your certificates can be picked up.

Certificates for exams taken during Year 10 will be held securely and given out at the end of Year 11. If a student needs a Year 10 certificate for a specific reason, they may collect it from the Exams Office.

If certificates are not collected at one of the above events, the student must collect personally during January or give written authority to another person to collect them. That person must bring photo ID with them to confirm who they are. Certificates are legal documents and are owned by the student. We are only able to send certificates by Special Delivery (guaranteed Next Day Delivery) and so we ask for a cheque for £8.25\* to cover the cost of this service. (\*This will change if postal charges change.)

If you (or someone on your behalf) is coming into school to collect certificates, please ring or email in advance to ensure that your certificates have been retrieved from storage and left at reception. If you just turn up, there is no guarantee that the Exams Officer will be available to get your certificates out of the secure storage.

Please note that certificates do not legally have to be held by the school for longer than 12 months. Therefore, it is important that certificates are collected from January – July of the year following the summer that they take their exams. If the student needs the certificates after this time, they will have to contact the exam boards independently and purchase a certifying statement of results. This costs approximately £50 per statement. We will not keep certificates indefinitely. Periodically



## EXAMINATION INSTRUCTIONS & INFORMATION FOR PARENTS AND STUDENTS 2018/2019

uncollected certificates will be securely destroyed and an announcement will be made via the exams section of the SWCHS website that certificates older than a particular date will be destroyed.

**REMEMBER TO COLLECT YOUR CERTIFICATES AND STORE THEM SAFELY – YOU WILL NEED THEM IN THE FUTURE.**

**Please read the following information for JCQ regarding calculators. If you are in any doubt as to whether your calculator is suitable, please ask your Maths teacher.**

<b>Calculators must be:</b>  of a size suitable for use on the desk; either battery or solar powered; free of lids, cases and covers which have printed instructions or formulas.	<b>Calculators must not:</b>  be designed or adapted to offer any of these facilities: - language translators; symbolic algebra manipulation; symbolic differentiation or integration; communication with other machines or the internet; be borrowed from another candidate during an examination for any reason;  have retrievable information stored in them – this includes: databanks; dictionaries; mathematical formulas; text.
<b>The candidate is responsible for the following:</b>  the calculator's power supply; the calculator's working condition; clearing anything stored in the calculator.	