

Ysgol Aberconwy

Student Information Booklet Exams 2021/2022



Introduction

Please read this booklet carefully so that you are aware of the examination regulations and procedures.

Any up-to-date information, including exam timetables, can be found on the school website and exam notice board.

All examination candidates must:

1. Read and understand the JCQ notices to candidates which are on the school website:
 - Information for candidates – written exams
 - Information for candidates – on-screen tests
 - Information for candidates – coursework
 - Information for candidates – non-examination assessments
 - Information for candidates – social media
 - Information for candidates – Privacy Notice
2. Check individual timetables carefully. If you have any concerns about the examinations that you have been entered for, see Mrs Baxter, the Examinations Officer.
3. Ensure that the school has an up-to-date telephone number for you.
4. Inform the school if you are unwell during your preparation for exams or during the exam period as we may be able to apply for special consideration.

Frequently asked questions:

1. What are Non-Examined Assessments (NEA)?

They were introduced for GCSEs in 2009 and form part of the overall assessment. They are slightly different from coursework, as the completion of the final task has to take place under controlled conditions in lesson time under supervision of the subject teacher.

2. Why are Mock exams run as though they are real exams?

This is to give you the chance to practice for the real exams, including bringing the correct equipment, understanding your timetable, understanding the exam room seating plan, and following the JCQ notices and instructions to candidates.

The last two exam seasons, mock exams were a part of the evidence of learning and were used towards the final qualification grade.

It is important to use the mock exams to help you prepare for the real exams in November, June and July.

- Identify why you got the results you did (either positive or negative) For
- Identify areas of weakness
- Seek help – speak to your teachers
- Practice different revision strategies.

3. What is my candidate number (exam number)?

Each candidate has a four-digit candidate number which is used by all the exam boards to identify you. You must write this number on all your examination papers and coursework/controlled assessments. Your candidate number forms part of your Unique Candidate Identifier or UCI which is shown on the top of your individual candidate timetable. The number begins with the centre number where you took your first GCSEs. If you go onto sixth form or further education elsewhere you will need your UCI there.

4. What is a statement of entry?

It is a printout of all the external written exams which you have been entered for in a particular exam series. When you receive this, you need to check it carefully for any mistakes. You also need to check that your personal details are correct, such as your legal name and the spelling of it. Also check your date of birth is correct.

5. What do I do if I notice a clash on my timetable?

Clashes happen when two or more subjects are timetabled at the same time. You will either sit one paper after the other depending on the length of the exams; or you may have a break between each exam. During this time, you will be held in isolation and will not be able to communicate with other pupils or have access to the internet or mobile phone. You will receive a letter alongside your statement of entry explaining the order of your exams. Mrs Baxter will also speak to you personally about the exams.

6. Why does school need an up-to-date contact number for me?

All GCSEs and A Levels are National exams and are very carefully regulated. Each exam takes place at the same time all over Wales, England and abroad. We need to be able to contact you if you are not in school as very late arrival to an exam could compromise the security of the exam.

7. Must I wear school uniform during exams?

As you are aware full school uniform must be worn when sitting exams.

8. What are invigilators?

Invigilators are specifically trained members of staff. They are in all exam rooms to conduct the examinations and deal with any issue that may occur.

Invigilators cannot discuss the examination paper with you or explain the questions. You are expected to behave in a respectful manner towards them and follow their instructions at all times.

9. What if I am ill or have an accident before the exam?

You will need to inform the school immediately so that we can help or advise you.

You must obtain medical evidence (from GP or hospital) if you would like the school to apply for special consideration for you.

Special Consideration can be applied for to the exam board if you are unable to be re-entered for the exam at a later date.

10. What time must I arrive for an exam?

You must arrive outside an examination room at least 15 minutes before the scheduled exam start time. All start times are on your individual timetable; make sure you check the time because you could have a different start time to someone else. **Morning exams start at 9am. Afternoon exams start at 1pm/1.15pm**

11. Where are the seating plans located?

All seating plans are displayed outside all exam venues.

12. What are exam conditions?

As soon as you enter the exam room there must be complete silence; you must not speak or communicate with any other candidates in any way. You must face the front at all times. If you need anything you must attract the invigilator's attention by putting your hand up.

13. What equipment should I take into the exam room?

- Clear (see-through) pencil case
- **Black** pens – no gel or blue pens allowed
- Pencil, sharpener and eraser
- Ruler, protractor, compass
- Highlighter pens – for highlighting text or questions – **not to be used on answers.**
- Calculators with the lid removed
- Clear bottle with label removed and containing water only.

YOU ARE RESPONSIBLE FOR PROVIDING YOUR OWN EQUIPMENT FOR EXAMINATIONS. ONLY MATERIALS LISTED ON THE QUESTION PAPER ARE ALLOWED IN THE EXAMINATION ROOM. YOU MUST NOT HAVE, OR NEAR YOU, ANY OTHER MATERIAL.

14. Mobile phones

You are not allowed to have a mobile phone or electronic equipment on you in the exam room. Please leave them in your bag outside of the examination room.

You will be warned about this at the start of every exam

If you are found to have anything on you which is not allowed, even if you didn't intend to use it, this will be reported to the exam board.

15. Watches

Wrist watches/smart watches/ fitness watches are not allowed in the exam room. They must be left in your bag, outside of the exam room.

16. What if I think I have the wrong exam paper?

You will be asked to check your paper and tier level before the exam starts. If you think something is wrong put your hand up and tell the invigilator.

17. What if I think there is an error on the exam paper?

If you think there is something wrong with the exam paper, put your hand up and tell the invigilator.

18. Can I go to the toilet during the exam?

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

19. What if I feel ill during the exam?

Put your hand up and an invigilator will assist you. If your performance is affected because of feeling unwell during the exam we may be able to apply for special consideration to the exam board.

20. What if I finish the exam early?

You will not be allowed to leave the exam room early. If you are sure you have finished the paper, use any spare time remaining to check over your answers.

21. What happens at the end of the exam?

The invigilator will announce 5 minutes before the exam is due to end and when the exam has ended. Invigilators will collect all questions and answer booklets. You will be dismissed row by row in silence. Remember you are still under exam conditions until you are dismissed and have left the room.

22. What is special consideration?

Special consideration is an adjustment to the marks of a candidate who is eligible for consideration. This is decided by the exam board and not by the school. Parents should be aware that any adjustment is likely to be small and no feedback is ever provided.

23. If I am late can I still sit the exam?

You should come to school as quickly as possible and report to reception. If it is still possible for you to sit the examination a member of staff will escort you to the exam room. You must not enter an examination room without permission once the exam has started. It may be possible to allow you the full time for the exam.

24. If I miss an examination can, I take it on another day?

No. Timetables are regulated by the Exam Board and you must attend on the given date and time. If you miss an exam without good reason you will be charged the entry fee.

25. What happens if there is a fire alarm during an exam?

If the fire alarm sounds during an examination the invigilators will tell you what to do. Don't panic. Leave everything on your desk. You will be evacuated in silence to a designated assembly point away from the rest of the school. You must not attempt to communicate with anyone else during this time. When you return to the exam room follow the invigilators' instructions. You will be allowed the full working time for the examination and report will be sent to the Exam Board with details of the incident.

	Ci & Guilds	CCEA	OCR	Pearson	WJEC
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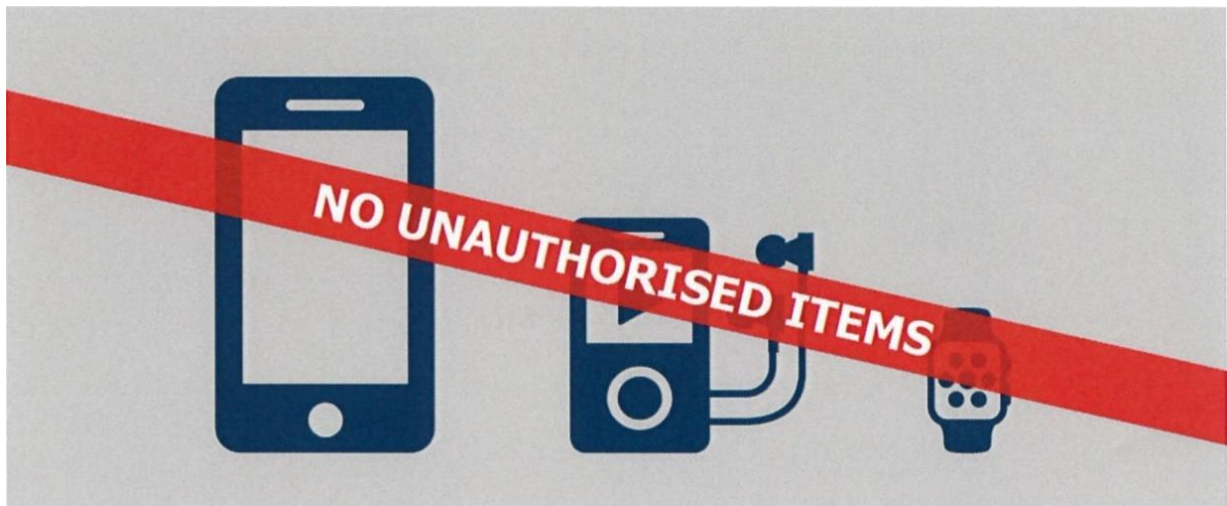
Warning to Candidates

1. **You must** be on time for all your examinations.
2. Possession of a mobile phone or other unauthorised material is not allowed - even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.
3. **You must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
4. **You must** follow the instructions of the invigilator.
5. **You must not** sit an examination in the name of another candidate.
6. **You must not** become involved in any unfair or dishonest practice in any part of the examination.
7. If you are confused about anything, only speak to an 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.

NO MOBILE PHONES
SMARTWATCHES
MP3/4 PLAYERS

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.