

Plymouth  
School of  
Creative Arts

make  
discover  
perform

# **EXAMINATION INFORMATION FOR STUDENTS & PARENTS 2017 - 2018**

## **Centre Number: 53628**

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Date of next review	

# CONTENTS

- **Introduction** - 2017-2018 Internal exam schedule
- **Before the Examinations**
  - Examination Boards
  - Candidate Name
  - Candidate Number
  - Unique Candidate Identifier (UCI)
  - Timetables
  - Contact Numbers
  - Equipment
- **During the Examinations:**
  - Examination Regulations
  - Attendance at Examinations
  - Invigilators
  - Absence from Examinations
- **After the Examinations**
- **Frequently Asked Questions**
- **Copies of JCQ notices**

It is the aim of PSCA to make the examination experience as successful and stress-free as possible for all candidates and their parents.

Hopefully, this booklet will prove informative and helpful. 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 PSCA is required to follow them precisely. You should therefore, pay particular attention to the **JCQ Information for Candidates** which is issued to each candidate via their school email address and also posted on the school website, the **JCQ Warning to Candidates & JCQ Mobile Phone warnings** which are displayed outside of each exam venue.

Some of the questions you may have are answered at the end 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:

- Your Tutor
- Your Phase Leader, Simon Risdon
- The Examinations Officer, Holly Pinion

Please refer to the school website for contact details

Remember – we are here to help.

**Good Luck!**

# 2017-2018 INTERNAL EXAM SCHEDULE

**November 2017**                      Internal Exams start 20th November 2017  
Internal Exams finish 22nd November 2017

**June 2018**                              Internal Exams start 25th June 2018  
Internal Exams finish 29th June 2018

## SUMMARY

- You must arrive 10 minutes before your exam.
- You must be in correct school dress code.
- You need a black pen.
- You will be given a unique 4 digit number. You will need to remember this but there will be two places you can find it - Progresso and on seating plans.
- You must not be in the possession of a mobile phone, ipods, MP3/MP4 player, a wristwatch or any other device.
- You must not talk once in the exam room.
- You must not become involved in any cheating.
- You must respect the equipment.
- You must follow the instructions of the Teacher.
- If you need help in the exam room, raise your hand. The Teacher will come to you.

## BEFORE THE EXAMINATIONS

### INDIVIDUAL EXAM TIMETABLE

- All candidates can view their exam timetable via Progresso, 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. If you are unsure of how to access on progresso please speak to your tutor in the first instance.
- You must check this very carefully.

### EXAMINATION BOARDS

- The School currently uses the following Examination Boards: AQA, Edexcel, OCR, UAL and BTEC.

### CANDIDATE NAME

- Candidates are entered under the name format of (Legal/Official) First Name + Middle name + Legal Surname, e.g. Adam John Smith. You must always use your legal name for examination purposes.

### CANDIDATE NUMBER

- Each candidate has a four-digit candidate number. This is the number you will enter on your examination papers and coursework/controlled assessments, it is found on all statements of entry and exam timetables. It will appear next to your name on seating

plans and examination registers. **This number will stay with you during your time at PSCA. Please learn it & remember it.**

## **UCI**

- In addition to a candidate number, each candidate must have a Unique Candidate Identifier (12 numbers and 1 letter) which is shown on the top of statements of entry. This number will usually begin with the Centre Number (53628) unless you have transferred from another school that had already issued your UCI. Your UCI is used for administration purposes and it is not necessary for you to remember it.

## **TIMETABLES**

- A copy of the GCSE timetables for 2017 can be found on the website. You will also receive an individual timetable showing your own specific examinations with details of date, time, and duration of exam, room and seat number - this can be viewed on Progresso. Check it carefully. If you think something is wrong see the Examinations Officer immediately.

## **CONTACT NUMBERS**

- Please check that school has at least one up-to-date contact number for your parent/carer.

## **EQUIPMENT**

- Make sure you have all the correct equipment before your exam, please check with individual subjects what you will need for your exam ie black pen, pencil. Check the regulations in the JCQ Information to Candidates and on the following pages.

## **OTHER**

- Please make sure you have gone to the toilet before the exam.

## **DURING THE EXAMINATIONS**

### **EXAMINATION REGULATIONS**

- A copy of the JCQ "Information for Candidates", which is issued jointly by all the Examining Boards, is issued to all candidates via school email addresses and is also available on the school website. All candidates must read this carefully and note that to break any of the examination rules or regulations could lead to disqualification. The school must report any breach of regulations to the Awarding Body.

### **ATTENDANCE AT EXAMINATIONS**

- Candidates are responsible for checking their own timetable and arriving at school on the correct day and time, properly dressed and equipped. Candidates must **arrive at least 10 minutes prior to the start of their examination.**
- For the purpose of these internal exams, all morning exams start at 9am, candidates are required to be in the large atrium by 8.50am and afternoon exams start at 2.00pm, candidates are required to be in the large atrium by 1.40pm. For the purpose of the walkthrough on Monday, please report to Core and Connections after lunch at 1.35pm. Year 10 students will then meet at 2.20pm in the large atrium, after Core and Connections.
- Candidates who arrive late for an examination may still be admitted and we will try to give them the full time allowance wherever possible. If you know you are going to be late please notify the school as soon as possible.

- **SCHOOL DRESS CODE must be adhered to by all candidates attending school for examinations.**
- All items of equipment, pens, pencils, mathematical instruments, etc. should be visible to the invigilators at all times. You must either use a transparent pencil case or clear plastic bag.
- Pens should be **black** ink or **black** ballpoint. Correction pens, fluid or tape are not allowed. Highlighter or gel pens must not be used in your answer books. The use of black ink is important, as it allows the Exam boards to scan examination papers to be marked.
- For Mathematics, Science and other exams where calculators are allowed, candidates should make sure that they conform to the examination regulations. If in doubt, check with your teacher. Remove any covers which have instructions on them, clear anything stored on it and make sure batteries are new.
- Please make sure that any watches are removed prior to the exam and placed in your bag. These will not be allowed in the exam room.
- Do not attempt to communicate with or distract other candidates.
- Examination regulations are very strict regarding items that may be taken into the examination room (see FAQs at the end of this booklet). If you break these rules you may be disqualified from the examination.
- **MOBILE PHONES, IPODS, MP3/4 PLAYERS, A WRISTWATCH OR ANY OTHER PRODUCT WITH TEXT/DIGITAL FACILITIES must not be brought into any exam room.** If a mobile phone is found in your possession during an exam, even if it is turned off, it will be taken from you and a report made to the appropriate exam board. No exceptions can be made. Possession of unauthorised items is an infringement of the regulations and could result in **DISQUALIFICATION** from the examination and the overall qualification.
- **Food is not allowed in the examination room**, unless there is a valid medical reason and the exams officer has been informed. Water is allowed but this must be in a clear plastic bottle (with labels removed) ideally fitted with a sports cap. This must be placed on the floor and not on the desk. If tissues are to be taken in, all packaging is to be removed.
- **Do not write on examination desks.** This is regarded as vandalism and you may 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.
- 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 been given the correct question paper – check the subject, paper and tier of entry.
- Read all instructions on the front of the question paper carefully and number your answers clearly. Remember that questions can appear on all pages of a question paper, **including the final page.**

- Candidates must stay in the examination room for the whole duration of the exam. You will not be allowed to leave an examination room early. If you have finished the paper use any time remaining to check over your answers and that you have completed your details correctly.
- If you have a question, remain seated. Raise your hand and allow time for the invigilator to come to you.
- 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 additional paper make sure your details are filled in on each sheet and 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.
- If the **fire alarm** sounds during an examination the invigilators will tell you what to do. Do not 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.

## **INVIGILATORS**

- For the purposes of these internal exams, this will be your Teachers. Candidates 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.
- Students who are disruptive or behave in an unacceptable manner will be removed from the examination room by invigilators and members of the Leadership Team.

## **ABSENCE FROM EXAMINATIONS**

- If you experience difficulties during the examination period (e.g. illness, injury, and personal problems) please inform the Examinations Officer 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 Examinations 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 Holly which can be countersigned by your doctor or nurse.

- For the award of a grade by special consideration, where a candidate misses part of an examination through illness or personal misfortune, a minimum of 50% of the qualification (including coursework) must be completed.
- Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

## **AFTER THE EXAMINATIONS**

- Students will have a short break and return to lessons as per their normal timetable

## **FREQUENTLY ASKED QUESTIONS**

### **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 displayed on the seating plans (which are displayed outside the exam rooms), 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 **53628**. It will be clearly displayed in all examination rooms.

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

- Inform the Examinations 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 will 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 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 am late can I still sit the examination?**

- Please contact school if you know you are going to be late. Provided you are not more than 1 hour late, it should still be possible for you to sit the examination (see Attendance in Examinations). You must get to school as quickly as possible and report to Reception. A member of staff will usually escort you to the exam room. You must not enter an examination room without permission after an examination has begun.

If you arrive more than 1 hour after the scheduled start time you may still be allowed to sit the exam but you should also be aware that 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 in case of delays (e.g. through transport problems)

**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 dress code applies

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

- You should bring at least 2 pens (black ink only). The use of black ink is important, as it allows the Exam boards to scan examination papers to be marked.
- For some exams you will need a calculator, a ruler (marked with cm and mm), pencil, pencil sharpener and eraser, compasses, protractor, coloured pencils (not gel pens), set texts (for some English and Drama and Theatre Studies exams)
- You are responsible for providing your own equipment for exams. You must not attempt to borrow equipment from another candidate during the exam.

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

- Only material that is listed on question papers is permitted in the examination room and candidates 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 candidate could be disqualified from the paper or the subject concerned.
- Bags and coats and any other items not permitted under examination regulations should be left outside of the exam room. Please do not bring valuables into school with you when you attend for an examination.
- **Food is not allowed in the examination rooms**, unless there is a valid medical reason and the exams officer has been informed. Water may be taken into the exam but this must be in a clear plastic bottle (with labels removed) ideally fitted with a sports top. This must be placed on the floor and not on the exam desk.
- If you want to take tissues into the Exam room, please remove all packaging, take single tissues only.
- **Mobile telephones must not be brought into the exam venue even if they are turned off.**

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

- Being in possession of a mobile phone (or any other electronic communication device, e.g. iPod, MP3/4 player, wristwatches with data storage devices etc) even if it is switched off, is regarded as cheating and is subject to severe penalty from the awarding bodies:
- The best advice about Mobile phones is not to bring one to school during exams.

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

- The length of the examination is shown on your individual timetable under the heading 'duration'. It is also printed on the front of the question paper. 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?**

- **No.** 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 invigilator.

**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.



**NO IPODS, IWATCHES,  
MOBILE PHONES,  
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.



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