

HITCHIN GIRLS' SCHOOL

EXAMS BOOKLET 2019-20



A GUIDE FOR ALL STUDENTS

INTRODUCTION

Dear Student,

Exam times are very important times in your life. The exams that you will be taking this academic year will influence what you do in the future, so it is very important that they run as smoothly as possible. This booklet has been produced to help you organise and prepare yourself for your examinations.

There are a number of rules and regulations for exams that you must be aware of, these are set by the Joint Council for Qualifications (JCQ), not by the school, copies all these are on our school website. Please make sure you read these.

Please see the end of this booklet for notices, guidance and information from JCQ. These are very important documents for you to read. **It is your responsibility to read and understand these.**

**IF YOU DO NOT ABIDE BY THESE RULES,
THEN IT IS POSSIBLE THAT YOU COULD BE
DISQUALIFIED FROM YOUR EXAMS, SO
PLEASE MAKE SURE THAT YOU READ THE
FOLLOWING INFORMATION CAREFULLY**

**IF THERE IS ANYTHING THAT YOU DO NOT
UNDERSTAND ASK A TEACHER FOR HELP**

THINGS YOU NEED TO KNOW

Candidate Number

You have been allocated a 4 figure reference number that refers only to you. You can find this on your exam timetable, or on the seating plan that will be posted on the noticeboard outside M block at the beginning of every day whilst the exams are on. At every exam your allocated desk will have a slip of paper giving your forename, surname, candidate number, and the paper reference for the exam you are sitting. When completing the information on each answer paper, you **MUST** use your legal names, not those you like to go by.

Timetables

You will receive in January 2020 a statement of entry showing all the exams you are entered for. It is your responsibility to check this very carefully and inform the exams office of any missing exams, such as re-sits. If there are **ANY** mistakes (e.g. name, date of birth, exam entry wrong tier, etc.) you **MUST** inform the exams office immediately. Mistakes that are not spotted at this stage could mean that you may not be entered for all your exams or that your certificate is incorrectly printed later.

Your exam timetable will be issued to you during the latter part of the spring term. Please check your individual timetable very carefully. Check each exam date carefully and check to see if the exam is in the morning or the afternoon. If there is an exam on the list that you were not expecting to take (e.g. if you know that you have already dropped or been withdrawn from a subject) you **MUST** tell the exams office immediately. Make sure you know which room and seat you need to go to for each exam. Extra time will not be permitted if you have simply misread your timetable.

If you have a clash with two exams being held at the same day and same time you will be contacted and informed of the arrangements for your supervision between exams. If in doubt please go and speak to the Exams Officer.

If you are sitting exams at other schools you **MUST** check that you do not have a clash. Please inform the Exams Officer immediately if you do.

You alone are responsible for checking your Exam Timetable
If you lose it go to the exams office for a replacement

Location of Exams

Most exams will take place in the main hall, but not all of them. Please check your individual timetable to make sure you know where you are supposed to be. Do not enter an exam room until instructed to do so by the invigilator or a member of staff. Make sure that you are sat in the correct seat to avoid you being marked as absent or sitting the wrong exam paper.

Absence from Exams

You must attend all exams that are on your timetable. Misreading the timetable will not be accepted as a satisfactory explanation for absence. You will receive an invoice if you fail to attend an exam that has been paid for by the school. If you miss an exam through illness you will not be charged. Please refer to the "What to do if you are ill?" page in this booklet for further instructions.

Banned Items

I cannot stress enough the importance of not bringing into the exam room any unauthorised material or equipment which might give you an unfair advantage such as notes, calculator cases, bags, mobile telephones, smart watches, iPods, MP3/4 players, correcting fluid. You are strongly advised against bringing any of these items to school with you on exam days as the school cannot take responsibility if they are lost or damaged.

IF A MOBILE PHONE, PAGER, IPOD, SMART WATCH, OR OTHER ELECTRONIC COMMUNICATION DEVICE IS FOUND IN YOUR POSSESSION DURING AN EXAM, EVEN IF IT IS TURNED OFF, THE DEVICE WILL BE TAKEN FROM YOU AND A REPORT MADE TO THE APPROPRIATE EXAM BOARD. NO EXCEPTIONS WILL BE MADE.

MINIMUM PENALTIES IMPOSED BY THE EXAM BOARDS ARE AS FOLLOWS (WITHOUT EXCEPTION).

Device found on you and turned ON: disqualification from entire subject award.

Device found on you and turned OFF: disqualification from that component.

Cheating

If you are caught cheating in any way during an exam, you **WILL** be reported to the Exam Board. “Cheating” means doing anything that is against the rules as stated on the *Information to Candidates* (included with this booklet). In severe cases, you could be disqualified from taking any exams for **UP TO 5 YEARS**.

Conduct in the Exam Room

You must be silent at all times. This includes when you enter and leave. If you need assistance, put your hand up clearly and wait for an invigilator to attend to you. Please do not write on exam desks, it is regarded as vandalism and you may have to pay for any damage. **You will not be allowed to leave before the scheduled finish time, even if you have finished your exam.**

End of the Exam

The invigilators will collect your papers before you leave the room. **ABSOLUTE SILENCE MUST BE MAINTAINED DURING THIS TIME.** Question papers, answer booklets and additional paper **MUST NOT** be taken from the exam room. You will be dismissed row by row **IN SILENCE**. Please do not congregate outside the exam room to chat to your friends – there may well be other exams still in progress around you.

Special Consideration

If your performance in an exam has been affected by, for example, illness, bereavement or injury, we can make an application for Special Consideration which is a post examination adjustment. If, after an exam, you think you have a good reason for applying for special consideration, you need to come to the exams office without delay. There are very many rules when applying for Special Consideration, only genuine cases will be pursued and any adjustments deemed necessary are not the decision of the school, but the Examination Board itself.

EXAMS CHECKLIST



Aim to arrive at your lining up point at least 15 minutes prior to an exam **AT THE LATEST**. If you arrive late, report to the main reception as soon as you arrive. If you are more than 30 minutes late, it is highly likely that you will not be able to sit the exam.



When taking exams, bags and coats should be put in your school locker. Bags are not allowed inside the exam room.



SMART WATCHES and ELECTRONIC DEVICES are not permitted in the exam room, if found on you they will be classed as unauthorised material and reported to the exam board. Wrist watches must be removed and placed in front of you on the exam desk.



Phones – **Students must not have mobile phones in their possession** (either on or off). They are to be left, **TURNED OFF**, in bags during the exam. This is very important – if a phone is found, there is a good chance that your whole exam will be cancelled.



You should bring **BLACK** pens, pencil, rubber, calculator and any other equipment needed for your exams. Do **NOT** rely upon the school to provide these for you. Only clear pencil cases are allowed on your desk. **Do not use gel pens, correcting fluid or erasable pens.**



There is absolutely no talking or communication between students once you enter the exam hall. If you have any questions, you should raise your hand once seated and an invigilator will come to you.



No food (including chewing gum) is allowed in the exam hall (if you have a special requirement – please see the Exams Officer before the exams). Make sure you eat a good breakfast before your exams – it will help you concentrate.



Water only is allowed to be drunk in the exam room, clear bottles preferably with a screw top as the “sports” style bottle can be noisy and disturb others around you. Please bear in mind that if spilt they can spoil your exam papers. There should be no label on the bottle.



Students are not permitted to leave the examinations room until the scheduled finish time of the examination. You will be advised when you are free to leave by the invigilator.



If you need to go to the toilet during an exam you must put your hand up and you will be escorted to the toilet by an invigilator. Please do not wait until you are desperate to go – we may need time to bring in someone to escort you. **YOU WILL NOT BE ALLOWED TO LEAVE DURING THE LAST 10 MINUTES OF YOUR EXAM**



Check that you have been given the question paper that you are expecting to take. Also check if there should be any additional materials you need as listed on the front of the question paper if not, put your hand up and speak to the invigilator. We cannot give you extra time if you realise half way through a paper that you are doing the wrong one or the wrong tier.



If you feel ill during the examination please bring this to the attention of the invigilator as soon as you can.



**Remember – Stay Calm
And The Very Best of
Luck To You All**

What to do if you are ill on the day of the exam



- If you are ill and are unable to attend an exam it is vital you phone the school first thing in the morning (01462 621300) to inform us.
- You must obtain a note from your doctor detailing the reason for non-attendance. We may be able to contact the Examinations Board to ask for special consideration.
- If you are feeling unwell, but still able to travel, I suggest you come in to school and we can assess the situation then.
- If in doubt – **PHONE THE SCHOOL**

If you do not attend an exam without a valid reason, you will be charged for that exam.

REVIEWS ABOUT RESULTS

Once you have received your results, you may feel that you wish to request a review of marking.

You need to speak with the Head of Department to voice your concerns as soon as possible. They will be able to offer you advice on the way forward. If they feel that you have achieved the grade they expected you to it would not be something that the school would pursue or pay for. If you are unhappy with the decision, you are able to pursue an enquiry yourself through the school.

If you wish to make an enquiry yourself, we must have your written consent before anything can be submitted to the Examination Board. You will need to complete the Candidate Consent Form obtainable from the Examinations Office. This must be returned to the Examinations Office by the deadline specified on the form along with the respective payment. No enquiries will be made without the completed form and payment being received.

Should the school feel that your result warrants an enquiry, we will pay for it, however, we still need your written permission and you will be asked to complete the form accordingly if you wish us to proceed.

A WORD OF WARNING!

If you request a review of marking, there are 3 possible outcomes:

- *Your original mark is lowered, so your final grade may be lower than the original grade you received.*
- *Your original mark is confirmed as correct, and there is no change to your grade.*
- *Your original mark is raised, so your final grade may be higher than the original grade you received.*

Deadline is 17th September 2020 to request a review of results. This date is to be confirmed in April 2020.

RESULTS

Results from the Summer Exams 2020 exams are available as follows:

**GCE – Thursday 13th August
8.00 am**

**GCSE – Thursday 20th August
8.30am**

If you know that you will be unable to collect your results on these days there are 2 options available to you;

- Provide a stamped addressed envelope to the exams office (A4 size), with the correct postage, **this must be given in prior to the last day of May half-term (many of these to not arrive home as incorrect postage is put on)**

or

- Send a letter to the exams office giving your authority for your results to be collected by a third party. You must give the name and address of the person that you authorise to collect your results and they **MUST** provide identification on collection.

The letter giving authority for a third party to collect your results MUST be from you and not your parent/s

Under no circumstances will results handed over to anyone other than the candidate (including parents/guardians) without the exams office having prior written consent.

Results will not be emailed out under any circumstances.

Any results that are not collected/posted as above will remain in school and can be collected once school returns for the new term in September.

EXAM CERTIFICATES

You will be invited back in the Autumn term to a Celebration Afternoon (Year 13) or a Presentation Evening (Year 11). At these events you will be awarded your Exam Certificates.

If you are unable to attend then you **MUST** contact the Examinations Office to arrange a time, after these events, to collect your certificates.

WE ONLY KEEP EXAM CERTIFICATES FOR ONE YEAR

AFTER THIS TIME THE CERTIFICATES WILL BE SHREDDED.

THEREFORE IT IS YOUR RESPONSIBILITY TO ARRANGE TO COLLECT YOUR CERTIFICATES



Extract from the Internal Appeals Procedure

Appeals against internal assessment decisions (centre assessed marks)

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Hitchin Girls' School is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

On being informed of their centre assessed marks, if a candidate believes that the above procedures were not followed in relation to the marking of his/her work, or that the assessor has not properly applied the mark scheme to his/her marking, then he/she may make use of the appeals procedure below to consider whether to request a review of the centre's marking.

Hitchin Girls' School will

- 1 ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body.
- 2 inform candidates that they may request copies of materials (for example, a copy of their marked work, the relevant specification, the mark scheme and any other associated subject-specific documents) to assist them in considering whether to request a review of the centre's marking of the assessment. Candidates have 2 calendar days from receiving their centre assessed marks to request copies of materials. Requests **must** be made in writing to the Exams Officer, email request to; exams@hgs.herts.sch.uk.
- 3 having received a request for copies of materials, make them available to the candidate within 2 working days via the Exams Officer.
- 4 requests must be made in writing within 5 calendar days of receiving copies of the requested materials. Requests **must** be made in writing to the Exams Officer, completing the **internal appeals form (see Appendix 1)**. No requests will be accepted after the deadline, email request to; exams@hgs.herts.sch.uk.

- 5 allow 5 calendar days from the date of the request being received by the Exams Officer, for reviewing the request and deciding upon whether a review is necessary. Where this is the case, the 5 calendar day period will be used for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, in writing, all before the awarding body's deadline.
- 6 ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review.
- 7 instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
- 8 inform the candidate in writing of the outcome of the review of the centre's marking.

The outcome of the review of the centre's marking will be made known to the head of centre. A written record of the review will be kept and made available to the awarding body upon request.

The moderation process carried out by the awarding bodies may result in a mark change, either upwards or downwards, even after an internal review. The internal review process is in place to ensure consistency of marking within the centre, whereas moderation by the awarding body ensures that centre marking is in line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.