Centre Name: Castle View School Academy Trust

GCSE EXAMINATIONS 2017

EXAMINATION HANDBOOK FOR STUDENTS, PARENTS & CARERS

Issued to Students - March 2017

Centre Number: 16205

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Examinations Officer: Miss S Boreham
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INTRODUCTION

It is the aim of Castle View School to make the examination experience as stress-free and successful as possible for all candidates.

Hopefully, this booklet will prove informative and helpful for you and your parents/carers. Please read it carefully and show it to your parents/carers 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 set down strict criteria which must be followed for the conduct of examinations and Castle View School is required to follow them precisely. **You should therefore, pay particular attention to the JCQ Information for Candidates, notices which are printed at the back of the booklet** and also to the examination regulations.

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/carers have any questions or need help or advice at any time before, during or after the examinations please contact:

The Examinations Officer: **Miss S Boreham**

Castle View School telephone number: 01268 696811
Castle View School exams e-mail: exams@castleview.essex.sch.uk

Remember – we are here to help.

**CASTLE VIEW SCHOOL WOULD LIKE TO WISH ALL STUDENTS THE VERY BEST OF LUCK IN THEIR EXAMINATIONS. HOWEVER REMEMBER THERE IS NO SUBSTITUTE FOR HARD WORK.**
EXAMINATION REGULATIONS

1. Students are responsible for checking their own personal timetable and ensuring that they are clear about dates and times of examinations. The school exam timetable is displayed on the examinations notice board in school and is also available on the school website.

2. Morning examinations start at 8.50 am and afternoon examinations begin at 1.30 pm.

3. Examinations. Please line up on the playground area, in candidate number order, according to the seating plan.

4. Please contact school if you are going to be late or are unable to attend an examination due to illness or any other reason. Students who arrive more than 30 minutes late for an examination may **not** be admitted.

5. Full School Uniform **MUST** be worn for all examinations.

6. When entering the examination room you should do so in SILENCE. Outside coats must be removed before you enter the room and left with bags in the designated area.

7. Mobile phones **MUST** be turned off and left in bags or handed to a member of staff when you enter the room. The possession of a mobile phone, MP3/MP4 player, I-pod or a smart watch which has a data storage device is an infringement of Awarding Body regulations and could lead to disqualification from all examination subjects. Students will be given an opportunity to hand electronic devices to invigilators before an examination begins. However, this is an “emergency” facility available for those who have inadvertently brought these items into the examination room. Castle View’s stated policy of not investigating thefts or losses of electronic equipment still applies. We would advise that students do not bring these devices into school on examination days.

8. You must sit at the desk bearing your name and candidate number as shown on the seating plan and your personal timetable. Do not attempt to change your desk, to do so would put you at risk of receiving an incorrect examination paper.

9. Make sure that you have the correct equipment for your examination in a clear pencil case. You **MUST** use a **BLACK BIRO** for all examinations. Please see the Examination Equipment list in this booklet. Do not borrow equipment from or lend equipment to another candidate during an examination.

10. When you enter the examination room you may not speak to or communicate with another student in any way.

11. No food or drink is allowed in the examination rooms other than still bottled water. Labels must be removed from bottles. Fizzy and/or High energy drinks such as Red Bull are not permitted.

12. Question papers and examination stationery must **NOT** be taken from the exam room.

13. At the end of your exam, you should 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.
EXAMINATION EQUIPMENT LIST

Castle View will provide the equipment needed for examinations. However should students prefer to bring their own equipment, please use the list below as a guide to what will be needed.
Students will need the following equipment for each examination:-

- 2 x Black Biros
- 2 x HB Pencils
- A pencil sharpener
- An eraser
- A ruler (graduated in centimetres and millimetres)

All equipment brought into the examination room must be in a see through plastic bag or pencil case.

In addition to the above certain examinations will require:-

- A scientific calculator with new batteries inserted (instruction leaflets must be removed before entering the examination room).
- Coloured pencils (for Media, DT, Textiles and Hospitality & Catering examinations)
- A Geometry kit for Mathematics

Equipment should be brought into the examination room in a clear pencil case or bag. No other kind of case will be allowed.

Students may also bring a small bottle of clear, still water into the examination room; the label must be removed from the bottle. Fizzy/energy drinks are not permitted.

A supply of spare equipment will be made available for emergencies in all examinations. The school will supply clean copies of any texts permitted for use during in examination, e.g. English. Specialist equipment will also be provided.

PROHIBITED ITEMS

The following items are not permitted in the examination room under any circumstances:-

- Revision notes / Books

Any electronic device which has internet connectivity including:-

- Mobile Phones
- MP3/4 players
- iPods
- Smart watches or any wrist watch which has a data storage facility

In order to comply with exam regulations Castle View School will be asking all students wearing a wrist watch to remove it and place it on their examination desk for the duration of the exam.
BEFORE THE EXAMINATIONS

1. STATEMENT OF ENTRY
   - Your Statement of Entry has been given to you with this booklet. You must check everything on your Statement of Entry very carefully. Particularly check that all personal details (date of birth, spelling of names) are accurate as these will appear on certificates and it may be difficult to change them after certificates have been awarded. The Statement of Entry lists all the GCSE examinations you have been entered for, some items listed are needed for certification or represent controlled assessments. The Statement of Entry does not include information about BTEC, City & Guilds, or ECDL qualifications.

2. AWARDING BODIES
   - The school uses the following Awarding Bodies: AQA, City & Guilds, PEARSON (Edexcel), OCR and WJEC.

3. CANDIDATE NAME
   - Candidates are entered under the name format of First Name + One middle initial + (Legal) Surname, e.g. Adam J. Smith. If your legal name is different to the name you are known by in school, the legal name will appear on examination certificates. The name you are known by in school will be used in the examination room, however you must write your legal name on your examination papers.

4. CANDIDATE NUMBER
   - Each candidate has a four-digit candidate number. This is the number you will enter on examination papers. It will appear next to your name on seating plans, examination registers, and on your exam desk. Your candidate number is printed on your Statement of Entry and your personal timetable. Please learn it.

5. UNIQUE CANDIDATE IDENTIFIER (UCI)
   - In addition to a candidate number, each candidate also has a Unique Candidate Identifier (12 numbers and 1 letter) which is shown on the top of the Statement of Entry. This number will usually begin with the school Centre Number (16205) 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. You may need this number when you go on to college or Sixth form.

6. UNIQUE LEARNER NUMBER (ULN)
   - Each student also has a Unique Learner Number (ULN) which is printed at the top of the Statement of Entry. A ULN is a 10-digit reference number which is used to identify an individual learner, and is used to access the Personal Learning Record (PLR) of anyone over the age of 14 involved in UK education or training. Students retain this number throughout their lives, whatever their level of learning and wherever they participate in education, training and learning.

7. SCHOOL CENTRE NUMBER
   - The school centre number is :16205

8. TIMETABLES
   - Your personal timetable showing your own specific examinations with details of date, time, and duration of exam, and seat number has been given to you with this booklet. Seating arrangements and examination rooms may change, so you should look at the notice boards.
and seating plan before each examination. Seating plans will be displayed outside the Celebration Hall and in the examination room. Check your timetable carefully; if you think something is wrong see Miss Boreham immediately. You have also been given a copy of the main school examination timetable – which is also available on the school website.

Some students may have clashes between two exam subjects, most of these have been resolved and the new start time is shown on your personal timetable. **You must check your personal timetable and see Miss Boreham if you are unsure what to do.** If you think there is a clash on your timetable that has not been resolved, please see Miss Boreham immediately. **If we have to change the time of any of your examinations e.g. an examination which should start at 1.30 pm is changed to 11 am, you will have to remain under our supervision until 1.30pm when you will start your next examination.** Please note that the school is only permitted to change the time of an examination when a candidate has a timetable clash. We are not permitted to change the date of any examination under any circumstances.

9. **STUDENT/PARENT/CARER CONTACT DETAILS**
   - Please ensure that the school has your correct address and also that school has at least one up-to-date contact number for you.

10. **EQUIPMENT**
    - Make sure you have all the correct equipment before your examinations. Check the Information for Candidates and the equipment list in this booklet.

**DURING THE EXAMINATIONS**

1. 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.

2. Examinations will take place in either the school’s Sports Hall or the Celebration Hall. Alternative seating arrangements can only be made in very exceptional circumstances. Any request for separate seating on medical or other grounds must be supported by medical evidence giving details of the medical condition and any treatment being received. This will normally need to be provided by the specialist who is treating you. Acceptable evidence includes letters from CAMHS, an NHS Psychiatrist, a qualified counsellor, hospital doctor etc. – a letter from your GP will not be sufficient.

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

4. Read all instructions carefully and number your answers clearly.

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

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

7. At the end of the examination students are reminded to:
   a. Make sure that their answers are correctly numbered
   b. Make sure that their name, candidate number and centre number is on each answer booklet/sheet of paper. This information will be on your examination desk.
   c. Remember to cross out any rough work/mistakes with one straight line
8. Students 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. Students who leave the examination room without permission will not be allowed to return.

9. Invigilators will collect your exam papers and examination materials 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.

10. If the fire alarm sounds during an examination the examination 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 the designated assembly point. Leave everything on your desk, bags and coats etc. must also be left in the exam room. 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**

- The school employs external invigilators to conduct the examinations.
- 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.
- Subject specialist teachers will normally be present at the start of an examination only.
- Please note that invigilators and/or teachers cannot discuss the examination paper with you or explain the questions.
- Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times. Any student who is disruptive or behaves in an unacceptable manner will be removed from the examination room by invigilators and members of the Senior Leadership Team.

**ABSENCE FROM EXAMINATIONS**

If a student fails to arrive for an examination parents/carers will be notified by telephone as soon as possible.

If a student is aware that they are going to be absent from an examination due to illness, school must be informed by 8.30 am on the day of the examination. In ‘exceptional circumstances’ (e.g. illness, bereavement) candidates may be allowed special consideration for absence from any part of an examination (please see next page). It is essential that medical or other appropriate evidence is obtained on the day by the student/parent/carer and given to the Examinations Officer as soon as possible. If a student is unwell a self-certification form (JCQ/ME Form 14),
must be obtained from Miss Boreham. This form must be countersigned by your doctor or practice nurse. Special Consideration cannot be applied for without this form.

Please note that misreading the timetable will not be accepted as a satisfactory explanation for absence and will not give candidates eligibility for Special Consideration.

SPECIAL CONSIDERATION

If you experience difficulties during the examination period (e.g. bereavement, illness, injury, and/or personal problems) please inform school at the earliest possible point so we can help or advise you. We may be able to apply to the Awarding Body for Special Consideration.

Special Consideration is awarded at the discretion of the Awarding Body, and is an adjustment to a candidate’s marks or grades. Special Consideration is given when a student has been fully prepared for an examination and has covered the whole course but is affected by adverse circumstances beyond their control. Examples of such circumstances may be temporary illness, accident or injury, bereavement, domestic crisis or serious disturbance during an examination. The allowance for Special Consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for exceptional cases). Students and their parents/carers should be aware that any adjustment is likely to be small. The awarding body’s decision is final and no feedback is ever provided.

If a student or their parent/carer feels that they may be eligible for Special Consideration the Examinations 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.

For the award of a grade by special consideration, where a student misses part of an examination through illness or personal misfortune, normally a minimum of 50% of the examination (including controlled assessment) must have been completed.

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. Students will normally sit one paper then have a break during which they will be supervised and must not have any contact with other candidates or access to the internet. They will then sit the second subject paper. Correct times should be shown on your personal 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 please speak to Miss Boreham.

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 or to a 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. **What do I do if I have an accident, bereavement or am ill before the exam?**
Inform school 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. Candidates will need to obtain medical evidence (from their GP or hospital) if they wish the school to make an appeal for Special Consideration on their behalf.

Q. **What are ‘exam conditions’?**
As soon as you enter the exam room there must be complete silence; you must not speak, distract or communicate with other candidates in any way. You must face the front at all times.

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 affect your performance.

Q. **If I arrive late can I still sit the examination?**
As long as you are not more than 30 minutes late, it may still be possible for you to sit the examination. You should contact school to let us know you are going to be late and get here as quickly as possible. You should go to student reception when you arrive. A member of staff will escort you to the exam room. You must not enter an examination room without permission after an examination has begun. Where possible you will be given the full examination time.

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 awarding body, it is possible that they 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 awarding bodies and you must attend on the stated date and time. Schools are not permitted to change the date of an examination under any circumstances.

Q. **How do I know how long the exam is?**
The length of the examination is shown on the school examination timetable and on your personal timetable under the heading ‘length’ it is also printed on the front of the exam paper and will be displayed on the board in the exam room. 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 and will give you time checks during the exam. There will be a clock in all examination rooms.

Please note that examinations starting at 1.30 pm may finish after the end of the school day, this is unavoidable.

Q. **I am entitled to extra time – how will this affect the way I take my exams?**
Some students receive an allowance of 25% or more extra time. Where possible students who have additional time will be seated together in the exam room. This will help to minimise disturbance from students who finish the examination earlier.

The invigilators will include the additional time when they display the finishing time of your exam on the board and will place a card on your desk showing your finish time.
Q. **What if I think I have the wrong exam paper?**
   You will be asked to check your paper and tier level before the examination starts. If you think something is wrong put your hand up and tell the invigilator immediately.

Q. **What if I think there is an error on the exam paper?**
   If you think something is wrong with the exam paper, put your hand up and wait for the invigilator to come to you. It may be necessary for the invigilator or the Examinations Officer to contact the awarding body for clarification. If this happens you should continue with the remaining exam questions – the invigilator or the exams officer will inform you of the outcome of the enquiry and of any amendment that may be necessary. If there is an error on the exam paper you will be given special consideration for the questions affected by the error.

**After The Examinations**

**NOTIFICATION OF RESULTS**

Examination Result Letters will be available for collection on:

<table>
<thead>
<tr>
<th>Thursday 24 August 2017</th>
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<tbody>
<tr>
<td>From 10.30 am until 12.00 pm</td>
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- 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. The person you have authorised to collect your results will need to bring proof of their identity with them. Results will not be given to anyone who has not been authorised to collect them.

- Students who do not collect their results by midday on 24 August will be notified of their results by post.

- Examination results will not be given out by telephone/e-mail/text under any circumstances.

- Pass Grades at GCSE are from A* - G with the exception of English and Mathematics for which pass grades are from 9 to 1.

- Pass Grades for BTEC Qualifications, City & Guilds, Cambridge National Qualifications and ECDL are Pass, Merit and Distinction.

**POST EXAM COUNSELLING**

If you need advice after receiving your results, Castle View staff and our school Connexions Adviser will be available at school on Thursday 24 August. We are able to make enquiries about results to the awarding bodies, including requests for papers to be reviewed; you should seek advice from teaching staff before going ahead with this as examination results may go up, down or remain the same. Should you decide to go ahead with a review of your marks against our advice we may have to ask you to pay the awarding body fee for this service before we can go ahead. Details of fees will be available in August. Please note that we cannot process any requests for reviews after Friday 15 September 2017. Information about this will be enclosed with your results.
If you are disappointed with your exam results please do not assume that you will not be able to take up any college places/apprenticeships you have been offered. You should contact the college etc. before making any decisions.

EXAMINATION CERTIFICATES

- Examination certificates will be available from November 2017 – you will be notified about arrangements for collecting your certificates during the autumn term.

- Students who are unable to collect their certificates in person may authorise another family member to collect them. However certificates will not be given to anyone other than the student without the student’s written authorisation, the person collecting must also be able to supply proof of identity.

- Castle View School is only obliged to keep certificates for a period of one year after issue. If students do not collect their certificates within this time (or if they lose their certificates) they can only be replaced by direct application to the appropriate awarding bodies. This will require proof of identity (such as a birth certificate) and a substantial fee per awarding body. Castle View School uses the following awarding bodies:-

  - AQA www.aqa.org.uk
  - OCR www.ocr.org.uk
  - PEARSON http://qualifications.pearson.com
  - WJEC www.wjec.co.uk
  - City & Guilds www.cityandguilds.com