EXAMS HANDBOOK

SUMMER 2019

‘Be Prepared’

AQUINAS COLLEGE

We hope you will be successful in all your forthcoming examinations.

Careful preparation and revision are the key to success, the following information is designed to help you avoid any problems and achieve your best on exam days.

PLEASE REMEMBER

FAILURE TO COMPLY WITH EXAM RULES AND REGULATIONS WILL RESULT IN DISQUALIFICATION FROM AN EXAM AND POSSIBLY ALL EXAMS.

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GENERAL INFORMATION

All morning exams normally start at 9:00am and afternoon exams at 1:00pm. Different starting times due to clashes will be shown on your timetable.

- If you have a **CLASH** where two or more exams are scheduled for the same time and total no longer than three hours, the Exams Office will arrange for you to take one after another in the same room with a short supervised break in between. If they exceed three hours in total special arrangements will be made for you to have a longer supervised break usually in a different room.
- Make sure that you are clear about the instructions you receive, if in doubt check with the Exams Office.
- You should **ARRIVE AT THE EXAM ROOM IN PLENTY OF TIME** – at least 15 minutes before the exam is due to start.
- Students can access their individual exam timetable on My Aquinas. These timetables will show the room and seat number for each of your exams.
- Daily Seating Lists will be displayed on noticeboards opposite the Exams Office and outside any rooms that are being used.

Please check your timetable and the Daily Seating list carefully for your room. DO NOT ASSUME that all your exams will be in the Sports Hall.

You should note that Wednesday 26th June has been designated as a 'Contingency Day' by the Joint Council for Qualifications (JCQ) and ALL students will need to be available up to and including this day in case an exam is rescheduled due to sustained national or local disruption during the summer exam period.

ATTENDANCE

LATENESS

Don’t Panic! Report to one of the Invigilators in the exam room, they are there to help.

If you are more than 60 minutes late or arrive after the exam has finished the exam board may not accept your paper unless your lateness was due to exceptional circumstances. Getting up late or forgetting/misreading your timetable are not acceptable excuses.

If you MISS AN EXAM you will be charged for it unless there are exceptional circumstances to explain your absence.

ILLNESS

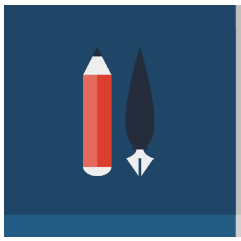
If you are ill telephone Student Information as soon as possible on 483 3237.

Inform the Exams Office **IMMEDIATELY** of any health problems as special arrangements may need to be made to help you sit the exam eg in the case of a broken hand or arm you may need someone to write down your answers.

It is your responsibility to notify College if you are ill, suffer a bereavement or other trauma, or be disadvantaged or disturbed during an exam.

Requests for Special Consideration in these circumstances must be made to the Exams Office within three days of the exam and supported with appropriate evidence eg a letter from your Doctor.

ESSENTIALS



It is your responsibility to arrive with the correct equipment.

College are not obliged to provide any equipment for use in an exam, without it you may be disadvantaged and may not be able to answer some of the questions. It is your responsibility to arrive with the correct equipment.

Check well in advance of the exam and before you come to College each day exactly what equipment you need.

Pencil Cases are not allowed unless they are see-through (clear plastic bags could be used).

Ensure that you have at least 2 good pens which must be BLACK and any other mathematical or specialist equipment you are likely to need (see subject tutors for specific information).

It is your responsibility to produce legible handwriting.

Tippex or any other form of correction fluid or pens are not allowed.

Highlighter Pens are allowed but must not be used to highlight answers only questions.

Food or Sweets are not allowed in exam rooms.

Drinking Water/Juice is allowed but must be in a clear plastic container, with the label removed and preferably with a sports cap – no other type of beverage will be allowed.

Hats, scarves or any other type of head coverings are not allowed in an exam room unless previously approved for religious reasons or health reasons.

Please be aware that in some of the larger venues (Sports Hall) the room temperature is not easily regulated and you should wear clothing appropriate to the weather conditions on the day of your exam.

CONDUCT

You will be refused entry to an Exam room unless you can show PHOTOGRAPHIC proof of your identity (eg your Student ID Card, Photo Driving Licence or Passport)

If you forget your Student ID you should go to the designated points immediately to have your identification verified. For exams in the Sports Hall, go to the Sports Hall Reception. For exams in the main building go to Student Information.

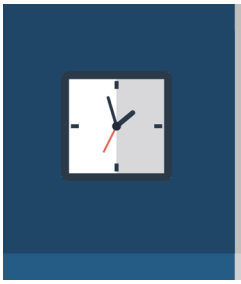
Memorise your **FOUR DIGIT EXAM NUMBER** which is printed on the top of your Exam Timetable, on your Student ID card and also shown on the daily seating lists. You will need to record this on ALL your exam papers.

Quiet, courteous behaviour and SILENCE is expected at all times in any exam room.

You should not enter an exam room without the Invigilator's permission.

Once in the room locate your seat, sit down and await instructions. Do not turn around or speak to any other student. If you cannot find your seat ask an Invigilator.

If you have a problem or need assistance during the exam eg if you drop something, put your hand up and an Invigilator will respond as soon as possible.



You MUST remove any type of wristwatch and place it on your desk in front of you. Failure to do so could potentially be malpractice and you could be disqualified.

DO NOT DISTURB OTHER STUDENTS

If you are late it is important to observe the above to show consideration to those who are already working on their exam paper.

You may not leave an exam room until dismissed by an Invigilator. Students will remain in the room for the full length of their exam.

Do not make any unnecessary or inappropriate comments or draw/doodle on your exam paper as it may not be accepted by the exam board and could lead to disqualification.

When you are dismissed at the end of the exam you should;

1	**Make sure all your answer booklets and any additional answer sheets have been filled in correctly and signed if applicable.**
2	**Place any additional answer sheets inside the answer booklet.**

Take your own equipment or leave any borrowed equipment on your desk.

Leave the room as quietly as possible – Remember there may be other students sitting a longer exam in the same room or in a nearby room(s).

MOBILE PHONES

MOBILE PHONES, Smart Watches, iPods, MP3/4 players or potential technological /web enabled sources of information are

NOT ALLOWED

in an exam. These should be switched off and left in your bag in the area set aside for personal belongings.

If you only bring in your phone and no bag, switch it off and hand it in to the Invigilator at the start of the exam.

If a mobile phone or any of these devices are found in your possession even if it is switched off your exam paper and other exams you have taken may be disqualified.

Your personal belongings remain your own responsibility, College accepts no liability for any loss or damage.

KEY DATES 2019

MAY 13TH

Summer 2019 GCE and GCSE exams begin.

MAY 17TH

Upper Sixth finish.

JUNE 3RD

Summer Term begins.

JUNE 28TH

Summer 2019 GCE and GCSE exams finish.

AUGUST 15TH

Summer 2019 A Level, Extended Project & Level 3 Applied General Business exam results are released.

AUGUST 22ND

Summer 2019 GCSE exam results are released.

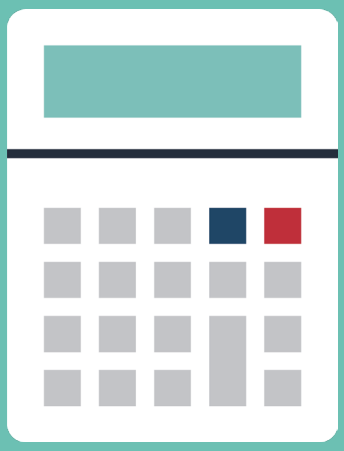
AUGUST 22ND

Deadline for ordering Priority Reviews of Marking for Summer 2019 A Levels exams and priority copies of scripts to support Reviews or Marking decisions.

DECEMBER 16TH

Certificate Presentation Evening.

Deadlines for reviews of marking, photocopies and exam paper returns will be published on My Aquinas and on the website on results days



UCAS POINTS

Details of UCAS points can be found on the UCAS website;

https://www.ucas.com/ucas/tariff-calculator

RESULTS

Results will be available for you to view on My Aquinas from 6.30am on the relevant Results Day;

Thursday 15th August
A Level exams/Extended Project/BTec/L3 App Gen Business

Thursday 22nd August
GCSE exams

Results will not be given out over the phone or by email

They will also not be given to any third party (including your parent/ carer) unless you have given your prior written permission.

POST RESULTS

Following the publication of results the exam boards offer a number of services if you have any queries.

These should only be requested following consultation with a Head of Department or your Subject Teacher.

Further details about these services including fees, deadlines etc will be published on My Aquinas with your results.

Should you decide to proceed you will need to complete an application form (available from the Exams Office) and return with the correct fee within the specified deadline. Requests received outside a deadline or without payment cannot be processed.

CERTIFICATE EVENING

UPPER SIXTH STUDENTS

An invitation to a Certificate Presentation Evening on Monday 16th December will be sent out to you late November/early December. The venue for the ceremony will be confirmed on the invitiation.

If you are unable to attend your Certificates will be available for you to collect from Student Information between 8.30am and 4.00pm after Wednesday 18th December.

LOWER SIXTH STUDENTS

Your Certificates will be available for you to collect from Student Information between 8.30am and 4.00pm after the Wednesday 18th December.

Certificates are legal documents and should be kept in a safe place. It is extremely important that these are collected as Universities and potential employers will want to see them.

IMPORTANT NOTICES

The following notices can be found over the page and also under the Exams tab | Exams Information on My Aquinas and the college website. **It is very important you read these!**

JCQ Information for Candidates – Written Examinations
JCQ Information for Candidates – On-Screen Tests
JCQ Information for Candidates – Social Media
JCQ Warning to Candidates
JCQ Warning Notice – Mobile Phones
JCQ Information for Candidates – Privacy Notice

FIRE: EVACUATION & EMERGENCY PROCEDURE

The Fire/Evacuation alarm is a continuous high pitched tone. On hearing the alarm the Invigilators will;

- Stop the exam and make a note of the time so that suitable additional time can be added when the exam resumes.
- Advise you to leave all question papers and scripts in the exam room and evacuate the building in silence.
- Evacuation routes are displayed on the rear of all classroom doors.
- You must leave your coats, bags and all exam materials in the room.
- Take a register at the assembly point, keep you separate from other students and maintain silence.
- If it is safe to do so you will be instructed to return to the exam room, the exam will be re-started and the time added to the original finishing time of the exam.
- A Special Consideration request form will be completed and submitted to the Exam Board on your behalf to ensure that you are not disadvantaged by the incident.

DO NOT discuss the exam with anyone or attempt to contact any other student – If you do you could be disqualified from the exam!

AQUINAS COLLEGE

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC

Information for candidates
For written examinations – effective from 1 September 2018

This document has been written to help you. Read it carefully and follow the instructions.
If there is anything you do not understand, especially which calculator you may use, ask your teacher.

A	**Regulations – Make sure you understand the rules**
1	Be on time for all your exams. If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the exam.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4	You **must not** take into the exam room: a) **notes;** b) **potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device.** **Any pencil cases taken into the exam room must be see-through**. **Remember:** possession of 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	If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
6	Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
7	Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
8	You **must not** write inappropriate, obscene or offensive material.
9	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
10	Do not borrow anything from another candidate during the exam.
B	**Information – Make sure you attend your exams and bring what you need**
1	Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
2	If you arrive late for an exam, report to the invigilator running the exam.
3	If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
4	Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
5	You **must** write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.
C	**Calculators, Dictionaries and Computer Spell-checkers**
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: a) make sure it works properly; check that the batteries are working properly; b) clear anything stored in it; c) remove any parts such as cases, lids or covers which have printed instructions or formulas; d) do not bring into the exam room any operating instructions or prepared programs.
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
D	**Instructions during the exam**
1	Always listen to the invigilator. Follow their instructions at all times.
2	Tell the invigilator at once if: a) you think you have not been given the right question paper or all of the materials listed on the front of the paper; b) the question paper is incomplete or badly printed.
3	Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4	Fill in all the details required on the front of the question paper and/or the answer booklet **before** you start the exam. Make sure you fill these details in on any additional answer sheets that you use.
5	Remember to write your answers within the designated sections of the answer booklet.
6	Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers. Make sure you add your candidate details to any additional answer sheets that you use.
E	**Advice and assistance**
1	If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	Put up your hand during the exam if: a) you have a problem and are in doubt about what you should do; b) you do not feel well; c) you need more paper.
3	You must not ask for, and will not be given, any explanation of the questions.
F	**At the end of the exam**
1	If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order. Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.
2	Do not leave the exam room until told to do so by the invigilator.
3	Do not take from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.

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AQA	City & Guilds	CCEA	OCR	Pearson	WJEC

Information for candidates
For on-screen tests – effective from 1 September 2018

This document has been written to help you. Read it carefully and follow the instructions.
If there is anything you do not understand, ask your teacher.

A	**Regulations – Make sure you understand the rules**
1	Be on time for your on-screen test(s). If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the on-screen test.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4	Only take into the exam room the materials and equipment which are allowed.
5	You **must not** take into the exam room: a) **notes;** b) **potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device.** Unless you are told otherwise, you **must not** have access to: c) the Internet, e-mail, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks; d) pre-prepared templates. **Remember: possession of 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.**
6	If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
7	Do not talk to or try to communicate with or disturb other candidates once the on-screen test has started.
8	If you leave the exam room unaccompanied by an invigilator before the on-screen test has finished, you will not be allowed to return.
9	Do not borrow anything from another candidate during the on-screen test.
B	**Information – Make sure you attend your on-screen test and bring what you need**
1	Know the date and time of your on-screen test(s). Arrive at least ten minutes before the start of your on-screen test.
2	If you arrive late for an on-screen test, report to the invigilator running the test.
3	If you arrive more than one hour after the published starting time for the on-screen test, you may not be allowed to take it.
4	Your centre will inform you of any equipment which you may need for the on-screen test.
C	**Calculators, Dictionaries and Computer Spell-checkers**
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: a) make sure it works properly; check that the batteries are working properly; b) clear anything stored in it; c) remove any parts such as cases, lids or covers which have printed instructions or formulas; d) do not bring into the examination room any operating instructions or prepared programs.
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
D	**Instructions during the on-screen test**
1	Always listen to the invigilator. Follow their instructions at all times.
2	Tell the invigilator at once if: a) you have been entered for the wrong on-screen test; b) the on-screen test is in another candidate's name; c) you experience system delays or any other IT irregularities.
3	You may be given a question paper or the instructions may be on-screen. In either case, read carefully and follow the instructions.
E	**Advice and assistance**
1	If on the day of the on-screen test you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	Put up your hand during the on-screen test if: a) you have a problem with your computer and are in doubt about what you should do; b) you do not feel well.
3	You must not ask for, and will not be given, any explanation of the questions.
F	**At the end of the on-screen test**
1	Ensure that the software closes at the end of the on-screen test.
2	If you are required to print off work outside the time allowed for the on-screen test, ensure that you collect your own work. You must not share your work with other candidates. Make sure that another candidate does not collect your printout(s).
3	Do not leave the exam room until told to do so by the invigilator.
4	Do not take from the exam room any stationery. This includes rough work, printouts or any other materials provided for the on-screen test.

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Information for candidates
Using social media and examinations/assessments

Image by Patrice Jones

This document has been written to help you stay within examination regulations.

Please read it carefully.

We all like to share our experiences when taking examinations. However, it is important to consider what you say and to think about what information is being shared.

Sharing ideas with others online could be helpful when you're studying or revising.

However, there are limits to the amount of information you can share and you need to be careful not to break the rules. We'd like to ask you to act responsibly when discussing online. If you're in doubt about what you can and can't discuss online regarding your exams, it's always best to check with your teacher.

If you receive what is or what looks to be assessment related information through social media, or any other means, you must tell your teacher or another member of staff. You must show them what you have received. They will then report the matter to the awarding body and it will be investigated.

Where candidates breach the rules for examinations, controlled assessments, coursework or non-examination assessments, awarding bodies have an obligation to investigate and may apply penalties.

Image by Ben Wight

You should be aware that the following might constitute malpractice:

- copying or allowing work to be copied – i.e. posting written work on social networking sites prior to an examination/assessment;
- collusion: working collaboratively with other candidates beyond what is permitted;
- allowing others to help produce your work or helping others with theirs;
- being in possession of confidential assessment related information in advance of the examination;
- exchanging, obtaining, receiving or passing on assessment related information by any means of communication (even if just attempting to);
- failing to report to your centre assessment related information being shared online; or
- passing on rumours of exam content.

Penalties that awarding bodies apply include:

- a written warning;
- the loss of marks for a section, component or unit;
- disqualification from a unit, all units or qualifications; or
- a ban from taking assessments or exams for a set period of time.

Please take the time to familiarise yourself with the JCQ rules:
http://www.jcq.org.uk/exams-office/information-for-candidates-documents

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

©2014

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC

NO iPODs, MOBILE PHONES MP3/4 PLAYERS SMARTWATCHES

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.

©2017 – Effective from 1 September 2017

Produced on behalf of: AQA, City & Guilds, CCEA, OCR, Pearson and WJEC

Information for candidates – Privacy Notice

General and Vocational qualifications

Effective from 1 September 2017

The JCQ awarding bodies will process your personal data in accordance with the Data Protection Act 1998, and from when it comes into force the General Data Protection Regulation, and any regulatory requirements as specified by the qualification regulators of England, Wales, Northern Ireland and Scotland.

Correspondence on any aspect of a candidate's examination or assessment will only be conducted between the awarding body and the head of the centre, a member of the senior leadership team or the examinations officer.

Awarding bodies will undertake the following administrative activities in relation to the processing and exchange of candidates' personal data:

1. Personal data relating to the name(s), date of birth, gender, Unique Candidate Identifier (UCI) or Unique Learner Number (ULN) of an individual candidate will always be collected by an awarding body for the purposes of examining and awarding qualifications. In some cases additional information, which may include sensitive personal data relating to health, will also be collected to support requests for access arrangements and reasonable adjustments and/or special consideration. Such personal data will be supplemented by the results of examinations and assessments undertaken by the respective candidate.

2. A candidate's personal data will only be collected from registered examination centres in the context of examination entries and/or certification claims.

3. Such data collected will not be used by an awarding body other than for examination administration purposes, conducting examinations and assessments and the issuing of examination results and certificates. Candidates' personal data including examination results and outcomes of any reviews of marking, reviews of moderation and appeals may be shared by the awarding body with the centre which entered the candidates, as well as within a consortium or Academy Trust of which the centre is a member.

4. Personal data within candidates' work will be collected and processed by an awarding body for the purposes of marking, issuing of examination results and providing candidates with access to post-results services. Examination results will be retained for a minimum of forty years.

   In order for an awarding body to achieve this, some personal information may be transferred to third parties such as examiners, who may in some instances, reside outside the European Economic Area.

5. Awarding bodies may be required to provide a candidate's personal data to educational agencies such as DfE, WG, DE, The Skills Funding Agency, regulators, HESA, UCAS, Local Authorities, EFA and Learning Records Service (LRS). Additionally, candidates' personal data may be provided to a central record of qualifications approved by the awarding bodies for statistical and policy development purposes.

6. Some of the information candidates supply will be used by the Skills Funding Agency to fulfil its statutory functions, issue/verify a candidate's Unique Learner Number (ULN) and update/check a candidate's Personal Learning Record.

   The Skills Funding Agency may share a candidate's ULN and Personal Learning Record with other education related organisations, such as a careers service, a candidate's school or college, Government Departments and public bodies responsible for education. Further details of how information is processed and shared can be found at:
   http://www.learningrecordsservice.org.uk/

7. Awarding bodies are obliged to confirm what personal data is held, what it is held for, to whom the data is to/may be disclosed to, and disclose the information that they hold about data subjects, (e.g. the candidates) within 40 days of receiving a formal request for disclosure, subject to the application of any relevant exemptions under the Data Protection Act 1998.

   Candidates should make an application to the appropriate awarding body's data protection officer. Awarding bodies may charge a fee for this service.

8. If you have not reached the age of 16, you may first wish to discuss this Privacy Notice with your parent or carer.

Awarding bodies, schools, Department for Education (DfE), Welsh Government (WG), Department of Education Northern Ireland (DE), Local Authorities, regulators, Ofsted, and Skills Funding Agency (SFA) are all 'data controllers' under the Data Protection Act 1998. They will determine the purpose(s) for which 'personal data' (information about living individuals from which they can be identified) is processed and the way in which that processing is undertaken.

It is a requirement for data controllers to provide data subjects (individuals who are the subject of personal data) with details of who they are, the purposes for which they process the personal data, and any other information that is necessary to make the processing of the personal data secure and accurate, including any third parties to whom it may be passed to.