

EXAMINATIONS 2024

Information for Students
and Parents/Carers

CONTENTS

	Page
Introduction	4
Warning Notice to Candidates	5
Before the Examinations:	
Statements of Entry	6
Examination Boards	6
Candidate Name	6
Candidate Number	6
Unique Candidate Identifier	6
Timetables	6
Contact Numbers	6
Equipment	6
During the Examinations:	
Examination Regulations	7
Attendance at Examinations	7-8
Invigilators	8
Absence from Examinations	9
After the Examinations:	
Notification of Results	10
After the Results	10
Certificates	10
Frequently Asked Questions	11-13
No Mobile Phones Poster	14
Examination Timetable	15

INTRODUCTION

St. Ives School aims to make the examination experience as positive and successful as possible for all candidates.

We hope that this booklet will prove informative and helpful for students and parents/carers.

The Awarding Bodies (or Examination Boards) set down strict criteria that govern the organisation of examinations and St. Ives School is required to follow them precisely. Please pay particular attention to the Notice to Candidates printed on the following page.

If there are any examination queries or students need help or advice at any time please contact:

Ms Sara Farrington – (Exams Officer)

01736 795608 extension 7021
sfarrington@stives.tpacademytrust.org

GOOD LUCK!



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Warning to Candidates

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

The *Warning to Candidates* must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.

BEFORE THE EXAMINATIONS

STATEMENTS OF ENTRY

- All Candidates receive a statement of entry showing the subjects for which they are being entered. These should be checked very carefully. In particular, students must check that all personal details (date of birth, spelling of names) are accurate as these will appear on certificates and it is difficult to change them once certificates are awarded. Check that entries are correct. Some subjects only have one tier of entry, some have Foundation and Higher tiers.

EXAMINATION BOARDS

- The School uses the following Examination Boards: AQA, OCR, Edexcel and WJEC

CANDIDATE NAME

- Candidates' names will be in the format of First Name + (Legal) Surname, e.g. Adam Smith. Candidates can only be entered under their Legal Forename and Surname.

CANDIDATE NUMBER

- Each candidate has a four-digit candidate number (examination number). This is the number students will enter on examination papers. It is on their desk card.

UCI

- In addition to a candidate number, each candidate has 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 (53843). The UCI is used for administration purposes and it is not necessary for students to remember it.

TIMETABLES

- A copy of the school's GCSE timetable 2024 is included at the back of this booklet. Students will also receive an individual timetable showing specific examinations with details of date, time and duration of exam. Check it carefully. Please see Ms Farrington if there are any questions.
- Occasionally candidates may have a clash where two subjects have exams scheduled for the same time. The school will make special timetable arrangements for these candidates only.

CONTACT NUMBERS

- Please check that the school has the candidate's correct address and contact numbers.

EQUIPMENT

- Students must bring all the correct equipment to each exam. Check the regulations in the Notice to Candidates and the information on the following pages.

DURING THE EXAMINATIONS

EXAMINATION REGULATIONS

- A copy of the “Warning to Candidates”, which is issued jointly by all the Examining Boards, is printed on page 5 of this booklet. All candidates must read this carefully and note that to break any of the examination rules or regulations could lead to disqualification from all subjects. The school must report any breach of regulations to the Awarding Body. Further information on exam regulations can be found on the school website and should be read carefully by students and parents/carers.

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 wait quietly outside the examination room until invited to enter by the examination invigilators.
- **Candidates must arrive on time, at least 10 minutes before the start of the exam.** Candidates who arrive late are significantly disadvantaged. Late students must report to Reception upon arrival.
- **Full School Uniform must be worn by all students during examinations.**
- All items of equipment, pens, pencils, calculators, mathematical instruments, etc. should be visible to the invigilators at all times. Students must either use a transparent pencil case or clear plastic bag.
- **Pens must be black ink or ballpoint.** Gel pens should not be used. No Tipp-ex or correction pens are allowed.
- Students should make sure their calculators conform to the examination regulations. **Calculators with internet access, databanks or dictionaries are not allowed.** Remove any covers or instructions and clear the memory before the start of the exam.
- Students are not permitted to wear a watch during the exams: **watches must be not be brought into the exam room.**
- Students must 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). Failure to follow these rules could lead to disqualification from the examination.
- **Mobile telephones MUST NOT BE BROUGHT INTO THE EXAMINATION ROOM.** If a mobile phone or any other type of electronic communication or storage device, (including smart watches and calculators with internet access) is found on a student during an examination (even if it is turned off) it will be removed and a report made to the appropriate examination board. No exceptions can be made. This could result in disqualification from all examinations.

- No food or drink is allowed in the examination rooms except **still water in a transparent bottle (label removed)**.
- Students must not write on examination desks. This is regarded as vandalism.
- Students must not draw graffiti or write comments on examination papers – the examination board may refuse to accept the paper or may deduct marks.
- Students must listen carefully to instructions and notices read out by the invigilators – there may be amendments to the exam paper.
- Candidates must check they have the correct question paper – check the date, time, subject, paper and tier of entry where applicable.
- Students must read all instructions carefully and number answers clearly.
- Candidates are not allowed to leave an examination room early. Use any time remaining to check over answers.
- At the end of the examination all work must be handed in – remember to cross out any rough work. All extra pages must be named and these must be securely tagged to the exam paper.
- Invigilators will collect exam papers before candidates 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.
- Candidates must remain seated in silence until dismissed.
- If the **fire alarm** sounds during an examination the invigilators will provide instructions. Remain seated and in silence until given further instruction. If an evacuation is required, candidates will be asked to leave **in silence** and in an orderly fashion. Candidates must not attempt to communicate with anyone else during the evacuation.

INVIGILATORS

- The school employs external invigilators to conduct the examinations. Students 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 unwell.
- Please note that invigilators cannot discuss the examination paper with candidates or explain the questions.

ABSENCE FROM EXAMINATIONS

- If a candidate experiences difficulties during the examination period (e.g. illness, injury, personal problems) please inform the school at the earliest possible opportunity so we can help and provide advice.
- 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 Exams Officer without delay.
- Parents and candidates are reminded that the school will require payment of entry fees (usually around £50.00 per subject) should a candidate fail to attend an examination without good reason and without informing the school.

AFTER THE EXAMINATIONS

NOTIFICATION OF RESULTS

**Thursday 22nd August 2024
from 8.30 am until 10.00 am**

- Results will be available for collection on:
- If any other person (including family members) is required to collect results on a candidate's behalf, written authorisation must be given to the school, and if the person is not a member of the school population they must provide photo ID as proof of identity.
- Candidates who are unable collect their results on 22nd August will be able to collect results in September.
- Results cannot be given out over the telephone or via email.

AFTER THE RESULTS

- St. Ives School teaching staff will be available on Results Day to offer support and guidance.
- There is a limited time after the results are published during which the school can make enquiries about the results. This includes obtaining a copy of the script or requesting a review of marking. Please be aware that when a review of marking of an exam paper is completed the outcome can result in grades being lowered, raised or staying the same.
- Please speak with a subject teacher to discuss any queries about results. The Post-Results Reviews and Appeals Policy can be found on the school website.

EXAM CERTIFICATES

- A collection evening will be scheduled in the Autumn term (late November) for students to receive their certificates. Invitations will be sent out with full details nearer the time.
- Certificates have to be signed for on receipt. Certificates will not be given to anyone other than the candidate without the candidate's written authorisation, and if not a member of the school population they must provide photo ID as proof of identity.
- St. Ives School is obliged to keep certificates for a period of one year after issue. If candidates 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 examination boards. This will require proof of identity (such as a birth certificate) and a substantial fee per examination board. Students are therefore urged to collect certificates, and to keep them safely.

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. Candidates will normally sit one paper then have a break during which they will be supervised and must not have any communication with other candidates. They will then sit the second subject paper. Correct times will be on individual candidate timetables. It may be necessary to bring a packed lunch.

Q. What do I do if I think I have the wrong paper?

- Invigilators will ask you to check the paper before the exam starts. If you think something is wrong, put your hand up and inform the invigilator immediately.

Q. What do I do if I have an accident or feel ill before an exam?

- Inform school at the earliest possible point so we can help or advise you. You may 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 is an Appeal for Special Consideration?

- Special Consideration is an adjustment to the marks or grades of a candidate who is eligible for consideration. The allowance for Special Consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for exceptional cases). Parents/carers should be aware that any adjustment is likely to be small and no feedback is ever provided by the awarding body. Candidates will only be eligible for Special Consideration if they have been fully prepared and covered the whole course but their performance in the examination is affected by adverse circumstances beyond their control. Examples of such circumstances could be illness, accident or injury, bereavement or a domestic crisis. The Examination Office staff must be informed immediately so that the necessary paperwork can be completed, and the candidate will be required to provide evidence to support such an application.

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 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. If I'm late can I still sit the examination?

- It may still be possible for you to sit the examination. You should get to school as quickly as possible and report to Reception. You must not enter an examination room without permission after an examination has begun.

Q. Do I have to wear school uniform?

- Yes. Normal school regulations apply to uniform, hair, jewellery, make-up, etc.

Q. What equipment should I bring for my exams?

- For most exams you should bring at least 2 pens (black ink or ballpoint only).
- 2 x **HB** pencils.
- For some exams you will need a calculator (Maths/Science etc), a 30cm ruler (marked with cm and mm), pencil sharpener, eraser, compass, protractor, coloured pencil crayons (not gel pens).
- You are responsible for providing your own equipment for examinations. You must not attempt to borrow equipment from another candidate during the examination.

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 students who are found to have any material with them that is not allowed will be reported to the appropriate examination board. In such circumstances, a student would normally be disqualified from the paper or the subject concerned.
- Bags, coats and any other items not permitted under examination regulations, must be left outside of the exam room. Do not bring any valuables into school with you when you attend for an examination.
- No food or drink is allowed in the exam room except still water in a transparent bottle.
- Mobile telephones/ipods/MP3-players or watches must not be brought into the exam room 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, watch, unauthorised calculator or any other digital device is regarded as cheating and is subject to severe penalty and likely disqualification from the awarding bodies.

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

- The length of the examination is shown in minutes on your individual timetable under the heading 'duration'. Invigilators will tell you when to start and finish the exam. They will write the finish time of the exam on a flip chart or 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, you must stay in the exam room for the full duration of the exam. A candidate may not leave the examination room for any reason unless accompanied by an 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.

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

- Only if it is absolutely necessary. Please make sure you go before the exam starts. You will be escorted by an invigilator and will not be allowed any extra time.

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 problems when you are asked to show your certificates to a potential employer or college/university 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. I am entitled to extra time – how will this affect the way I take my exams?

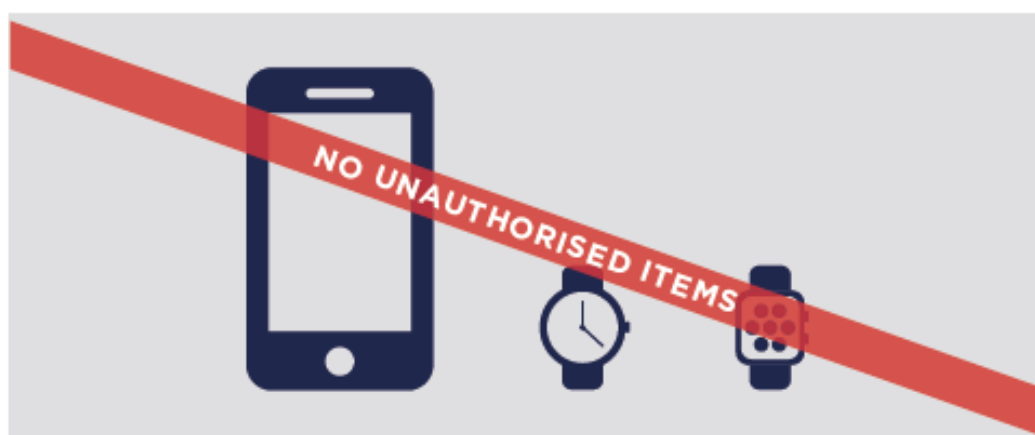
- Some students receive an allowance of up to 25% extra time. Where possible such candidates will be seated together at the front or side of the room to minimise disturbance from other candidates who finish earlier. The invigilators will include the additional time when they display the finishing time of your exam on the board.

Q. What do I do if I don't get the grades I need for college?

- Teaching staff will be available to advise you on Results Day. If you feel strongly that it is necessary to make an enquiry about your result, you should first consult the Subject Leader to obtain their guidance as to the advisability of requesting a review of marking. You should be aware that your mark could go down as well as up or even stay the same. All requests must be submitted to the Exams Officer by Monday 4th September. You will need to complete a Candidate Consent Form and return it with your payment. If your grade is changed then the fee will be refunded to you.

NO MOBILE PHONES NO WATCHES

NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION



Possession of unauthorised items, such as a mobile phone
or any watch, 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.

Thursday 9th May	am	AQA	Religious Studies	1hr 45
	pm	OCR	Drama	1hr 30
Friday 10th May	am	AQA	Biology/Combined Science	1hr 45/1hr 15
	pm			
Monday 13th May	am	AQA	English Literature	1hr 45
	pm	OCR	Sport Studies	1hr 15
Tuesday 14th May	am	AQA	French Listening/Reading F/H	1hr 15/1hr 45
	pm	WJEC	Film Studies	1hr 30
Wednesday 15th May	am	PEARSON	History	1hr 15
	pm	OCR	Computer Science	1hr 30
Thursday 16th May	am	AQA	Maths	1hr 30
	pm	AQA	Religious Studies	1hr 45
Friday 17th May	am	AQA	Chemistry/Combined Science	1hr 45/1hr 15
	pm	AQA	Geography	1hr 30
Monday 20th May	am	AQA	English Literature	2hr 15
	pm			
Tuesday 21st May	am			
	pm	OCR	Computer Science	1hr 30
Wednesday 22nd May	am	AQA	Physics/Combined Science	1hr 45/1hr 15
	pm			
Thursday 23rd May	am	AQA	English Language	1hr 45
	pm	WJEC	Film Studies	1hr 30
Friday 24th May	am	AQA	French Writing F/H	1 hr/1hr 15
	pm			
HALF TERM				
Monday 3rd June	am	AQA	Maths	1hr 30
	pm	PEARSON	Russian Listening/Reading H	1hr 50
Tuesday 4th June	am	AQA	Spanish Listening/Reading F/H	1hr 15/1hr 45
	pm	PEARSON	History	1hr 45
Wednesday 5th June	am	AQA	Geography	1hr 30
	pm			
Thursday 6th June	am	AQA	English Language	1hr 45
	pm			
Friday 7th June	am			
	pm	AQA	Biology/Combined Science	1hr 45/1hr 15
Monday 10th June	am	AQA	Maths	1hr 30
	pm	AQA	Spanish Writing F/H	1hr/1hr 15
Tuesday 11th June	am	AQA	Chemistry/Combined Science	1hr 45/1hr 15
	pm	PEARSON	History	1hr 20
		AQA	Further Maths	1hr 45
Wednesday 12th June	am	PEARSON	Astronomy	1hr 45
Thursday 13th June			No exams	
Friday 14th June	am	AQA	Geography	1hr 15
	pm	AQA	Physics/Combined Science	1hr 45/1hr 15
Monday 17th June	am	PEARSON	Russian Writing H	1hr 25
	pm	OCR	Music	1hr 30
Tuesday 18th June	am	AQA	Design & Technology	2hr
	pm	PEARSON	Astronomy	1hr 45
Wednesday 19th June	am	AQA	Food Preparation & Nutrition	1hr 45
		AQA	Further Maths	1hr 45
Wednesday 26th June			Contingency Day	