



**EXAMS 2017/2018**

**GUIDANCE FOR  
STUDENTS AND PARENTS**

**Exams office telephone no: 01277 238 350  
01277 238 321**

**School Website : [www.st-martins.essex.sch.uk](http://www.st-martins.essex.sch.uk)**

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## **INTRODUCTION**

It is the aim of St Martin's School to make the exam experience as stress-free and successful as possible for all candidates.

Hopefully, this booklet will prove informative and helpful for you and your parents. Please read it carefully and show it to your parents so that they are also aware of the exam regulations and the procedures to follow in the event of any problems occurring. It would be beneficial to keep this booklet as it provides useful information from exam entry through to the issue of results, grade boundaries and post results services.

A copy of this booklet is also available on the St Martin's School website under the 'Exams' section.

The exam boards set down strict criteria which must be followed for the conduct of exams and St Martin's School is required to follow them precisely. You should therefore, pay particular attention to the Information for Candidates that is printed on the following two pages.

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 questions that have not been addressed, PLEASE ASK.**

If you or your parents have any queries or need help or advice at any time before, during or after the exams please contact:

Exams Officer - **Ms Carly Adams** ([cadams@st-martins.essex.sch.uk](mailto:cadams@st-martins.essex.sch.uk))

Exams Assistant – **Mrs Clare Bates** ([cbates@st-martins.essex.sch.uk](mailto:cbates@st-martins.essex.sch.uk))

The Exams Office telephone number is: **01277 238 350 or 01277 238 321**

Remember – we are here to help.

**GOOD LUCK!**



**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 exam 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 exams officer.**

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

- 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 exams and assessments undertaken by the respective candidate.
- A candidate's personal data will only be collected from registered exam centres in the context of exam entries and/or certification claims.
- Such data collected will not be used by an awarding body other than for exam administration purposes, conducting exams and assessments and the issuing of exam results and certificates. Candidates' personal data including exam 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.
- Personal data within candidates' work will be collected and processed by an awarding body

for the purposes of marking, issuing of exam results and providing candidates with access to post-results services. Exam 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.

- 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.
- 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/>
- 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.
- 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.

## 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.

### **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.



|     |               |      |     |         |      |
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### Information for candidates

#### For written exams – effective from 1 September 2017

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.

| <b>A Regulations – Make sure you understand the rules</b>                      |   |
|--|---|
| 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 <b>must not</b> take into the exam room: <ul style="list-style-type: none"> <li>• <b>notes;</b></li> <li>• <b>potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player, a smartwatch or a wrist watch which has a data storage device.</b></li> <li>• <b>Any pencil cases taken into the exam room must be see-through.</b></li> </ul> <b>Remember:</b> 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 <b>must not</b> 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>B Information – Make sure you attend your exams and bring what you need</b> |   |
| 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 <b>must</b> write clearly and in black ink.<br>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.   |
| <b>C Calculators, Dictionaries and Computer Spell-checkers</b>                 |   |
| 1  | You may use a calculator unless you are told otherwise.   |

|                                       |  |
|---------------------------------------|--|
| 2                                     | <p>If you use a calculator:</p> <ul style="list-style-type: none"> <li>• make sure it works properly; check that the batteries are working properly;</li> <li>• clear anything stored in it;</li> <li>• remove any parts such as cases, lids or covers which have printed instructions or formulas;</li> <li>• do not bring into the exam room any operating instructions or prepared programs.</li> </ul> |
| 3                                     | Do not use a dictionary or computer spell checker unless you are told otherwise.   |
| <b>D Instructions during the exam</b> |  |
| 1                                     | Always listen to the invigilator. Follow their instructions at all times.  |
| 2                                     | <p>Tell the invigilator at once if:</p> <ul style="list-style-type: none"> <li>• you think you have not been given the right question paper or all of the materials listed on the front of the paper;</li> <li>• the question paper is incomplete or badly printed.</li> </ul>   |
| 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 <b>before</b> 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.  |
| <b>E Advice and assistance</b>        |  |
| 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                                     | <p>Put up your hand during the exam if:</p> <ul style="list-style-type: none"> <li>• you have a problem and are in doubt about what you should do;</li> <li>• you do not feel well;</li> <li>• you need more paper.</li> </ul>   |
| 3                                     | You must not ask for, and will not be given, any explanation of the questions.   |
| <b>F At the end of the exam</b>       |  |
| 1                                     | <p>If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order.</p> <p>Place any loose additional answer sheets inside your answer booklet.</p> <p>Make sure you add your candidate details to any additional answer sheets that you use.</p>  |
| 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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## Warning to Candidates

- You **must** be on time for all your exams.
- You **must not** become involved in any unfair or dishonest practice in any part of the exam.
- You **must not**:
  - sit an exam in the name of another candidate;
  - have in your possession any unauthorised material or equipment which might give you an unfair advantage.
- **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.
- You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the exam room.
- You **must** follow the instructions of the invigilator.
- If you are in any doubt speak to the invigilator.

The Warning to Candidates **must be displayed in a prominent place outside each exam 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



**This notice has been produced on behalf of:**

**AQA, CCEA, OCR, Pearson and WJEC**

**Information for candidates – GCSE controlled assessments**

**This document tells you about some things that you must and must not do when you are completing your work.**

**When you submit any work for marking, you will be asked to sign an authentication statement confirming that you have read and followed these regulations.**

If there is anything that you do not understand, you **must** ask your teacher or lecturer.

Controlled assessment will provide you with an opportunity to do some independent research into a topic. The research you do may involve looking for information in published sources such as textbooks, encyclopedias, journals, TV, radio and on the internet.

Using information from published sources (including the internet) as the basis for your assignment is a good way to demonstrate your knowledge and understanding of a subject. You must take care how you use this material though - you cannot copy it and claim it as your own work.

**The regulations state that:**

**the work which you submit for assessment must be your own; you must not copy from someone else or allow another candidate to copy from you.**

When producing a piece of work, if you use the same wording as a published source you must place quotation marks around the passage and state where it came from. This is called “referencing”.

You must make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: Morrison, 2000, pg.29.

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: [\\_http://www.geocases2.co.uk/rural1.htm](http://www.geocases2.co.uk/rural1.htm) downloaded 5 February 2018.

You may be required to include a bibliography at the end of your work. Your teacher or lecturer will tell you whether a bibliography is necessary. Where required, your bibliography must list the full details of publications you have used in your research, even where these are not directly referred to, for example: Morrison, A. (2000) 'Mary, Queen of Scots', London: Weston Press.

**If you copy the words or ideas of others and don't show your sources in references and a bibliography, this will be considered as cheating.**

## **Preparing your work – good practice**

If you receive help and guidance from someone other than your teacher, you **must** tell your teacher who will then record the nature of the assistance given to you.

If you worked as part of a group on an assignment, for example undertaking field research, you must each write up your own account of the assignment. Even if the data you have is the same, you **must** describe in your own words how that data was obtained and **you must independently draw your own conclusions from the data.**

You must meet the deadlines that your teacher gives you. Remember - your teachers are there to guide you. Although they cannot give you direct assistance, they can help you to sort out any problems before it is too late.

Take care of your work and keep it safe. Do not leave it lying around where your classmates can find it. You must always keep your work secure and confidential whilst you are preparing it; do not share it with your classmates. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you do not need.

Do not be tempted to use essays from on-line essay banks — this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

You must not write inappropriate, offensive or obscene material.

## **Plagiarism**

Plagiarism involves taking someone else's words, thoughts or ideas and trying to pass them off as your own. **It is a form of cheating which is taken very seriously.**

Do not think you will not be caught; there are many ways to detect plagiarism.

- Markers can spot changes in the style of writing and use of language.
- Markers are highly experienced subject specialists who are very familiar with work on the topic concerned — they may have read the source you are using (or even marked the essay you have copied from!).
- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of

writing or punctuation.

### **Penalties for breaking the regulations**

If your work is submitted and it is discovered that you have broken the regulations, one of the following penalties will be applied:

- the piece of work will be awarded zero marks;
- you will be disqualified from that unit for the exam series in question;
- you will be disqualified from the whole subject for that exam series;
- you will be disqualified from all subjects and barred from entering again for a period of time.

The awarding body will decide which penalty is appropriate.

**REMEMBER – IT'S YOUR QUALIFICATION SO IT NEEDS TO BE YOUR OWN WORK**

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**This notice has been produced on behalf of:**

**AQA, OCR, Pearson and WJEC**

**Information for candidates: non-exam assessments**

**This document tells you about some things that you must and must not do when you are completing your work.**

**When you submit your work for marking, the awarding body will normally require you to sign an authentication statement confirming that you have read and followed these regulations.**

If there is anything that you do not understand, you **must** ask your teacher or lecturer.

In some subjects you will have an opportunity to do some independent research into a topic.

The research you do may involve looking for information in published sources such as textbooks, encyclopedias, journals, TV, radio and on the internet.

Using information from published sources (including the internet) as the basis for your assignment is a good way to demonstrate your knowledge and understanding of a subject. You must take care how you use this material though - you cannot copy it and claim it as your own work.

**The regulations state that:**

**the work which you submit for assessment must be your own; you must not copy from someone else or allow another candidate to copy from you.**

When producing a piece of work, if you use the same wording as a published source you must place quotation marks around the passage and state where it came from. This is called "referencing".

You must make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: Morrison, 2000, pg.29.

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example:  
<http://www.geocases2.co.uk/rural1.htm> downloaded 5 February 2018.

You may be required to include a bibliography at the end of your piece of written work. Your teacher or lecturer will tell you whether a bibliography is necessary. Where required, your bibliography must list the full details of publications you have used in your research, even where these are not directly referred to, for example: Morrison, A. (2000) 'Mary, Queen of Scots', London: Weston Press.

**If you copy the words or ideas of others and do not show your sources in references and a bibliography, this will be considered as cheating.**

## **Preparing your work – good practice**

If you receive help and guidance from someone other than your teacher, you **must** tell your teacher who will then record the nature of the assistance given to you.

If you worked as part of a group on an assignment, for example undertaking field research, you must each write up your own account of the assignment. Even if the data you have is the same, you **must** describe in your own words how that data was obtained and **you must independently draw your own conclusions from the data.**

You must meet the deadlines that your teacher gives you. Remember - your teachers are there to guide you. Although they cannot give you direct assistance, they can help you to sort out any problems before it is too late.

Take care of your work and keep it safe. Do not leave it lying around where your classmates can find it. You must always keep your work secure and confidential whilst you are preparing it; do not share it with your classmates. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you do not need.

Do not be tempted to use essays from on-line essay banks — this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

You must not write inappropriate, offensive or obscene material.

## **Plagiarism**

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Do not think you will not be caught; there are many ways to detect plagiarism.

- Markers can spot changes in the style of writing and use of language.
- Markers are highly experienced subject specialists who are very familiar with work on the topic concerned — they may have read or seen the source you are using (or even marked the essay you have copied from!).
- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

## **Penalties for breaking the regulations**

If your work is submitted and it is discovered that you have broken the regulations, one of the following penalties will be applied:

- the piece of work will be awarded zero marks;
- you will be disqualified from that component for the exam series in question;
- you will be disqualified from the whole subject for that exam series;
- you will be disqualified from all subjects and barred from entering again for a period of time.

The awarding body will decide which penalty is appropriate.

**REMEMBER – IT'S YOUR QUALIFICATION SO IT NEEDS TO BE YOUR OWN WORK**

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**Information for candidates**

**GCE, ELC and Project qualifications - coursework assessments**

**This document tells you about some things that you must and must not do when you are completing coursework.**

**When you submit any coursework for marking, you will be asked to sign an authentication statement confirming that you have read and followed these regulations.**

If there is anything that you do not understand, you **must** ask your teacher or lecturer.

Coursework provides you with an opportunity to do some independent research into a topic. The research you do will involve looking for information in published sources such as textbooks, encyclopedias, journals, TV, radio and on the internet.

Using information from published sources (including the internet) as the basis for your coursework is a good way to demonstrate your knowledge and understanding of a subject. You must take care how you use this material though - you cannot copy it and claim it as your own work.

**The regulations state that:**

**“the work which you submit for assessment must be your own”;**

**“you must not copy from someone else or allow another candidate to copy from you”.**

If you use the same wording as a published source, you must place quotation marks around the passage and state where it came from. This is called “referencing”. You must make sure that you give detailed references for everything in your work which is not in your own words. A reference from a

printed book or journal should show the name of the author, the year of publication and the page number, for example: (Morrison, 2000, pg.29).

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line.

For example:

(<http://www.bbc.co.uk/schools/16/sosteacher/history/49766.shtml>), downloaded 5 February 2018.

You must also include a bibliography at the end of your work. This **must** list the full details of publications you have used in your research, even where these are not directly referred to, for example: Morrison, A. (2000) "Mary, Queen of Scots", London: Weston Press.

**If you copy the words or ideas of others and do not show your sources in references and a bibliography, this will be considered as cheating.**

## **Preparing your coursework – good practice**

If you receive help and guidance from someone other than your teacher, you **must** tell your teacher who will then record the nature of the assistance given to you.

Your parent/carer may provide you with access to resource materials and discuss your coursework with you. However, they must not give you direct advice on what should and should not be included.

If you worked as part of a group on an assignment, for example undertaking field research, you must each write up your own account of the assignment. Even if the data you have is the same, the description of how that data was obtained and the conclusions you draw from it should be in your own words.

You must meet the deadlines that your teacher gives you. Remember - your teachers are there to guide you. Although they cannot give you direct assistance, they can help you to sort out any problems before it is too late.

Take care of your work and keep it safe. Don't leave it lying around where your classmates can find it. You must always keep your coursework secure and confidential whilst you are preparing it; do not share it with your classmates. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you do not need.

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- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

## **Penalties for breaking the regulations**

If your work is submitted and it is discovered that you have broken the regulations, one of the following penalties will be applied:

- the piece of work will be awarded zero marks;
- you will be disqualified from that unit for that exam series;
- you will be disqualified from the whole subject for that exam series;
- you will be disqualified from all subjects and barred from entering again for a period of time.

The awarding body will decide which penalty is appropriate.

**REMEMBER – IT'S YOUR QUALIFICATION SO IT NEEDS TO BE YOUR OWN WORK**

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# **BEFORE THE EXAMS**

## **STATEMENTS OF ENTRY**

All Candidates receive a Statement of Entry from school indicating the subjects they are being entered for and the levels of entry, where applicable. Please check that these are correct. Some subjects only have one tier of entry; some have Foundation or Higher tiers.

You must check everything on your Statement of Entry very carefully. Particularly check that all personal details (date of birth, spelling of names and legal name) are accurate as these will appear on certificates and it may be difficult to change them once certificates are awarded. The awarding body may charge a fee to amend this information and it could cost up to £50 per awarding body. Statements of Entry will be handed out in form and students are required to sign to acknowledge receipt and are asked to provide a mobile phone number for themselves, this is so that the exams office can contact students in an emergency on days they are due to be in an exam.

Statements of Entry are also available to view on 'Insight' which is accessible through the school website. [www.st-martins.essex.sch.uk](http://www.st-martins.essex.sch.uk). Once logged into Insight you will need to open the Assessments tab which will show more options. Once the 'Exam Entries' tab is selected you will be able to see all entries that have been made, including PPE's.

## **EXAM BOARDS**

The School uses the following Exam Boards: AQA, Edexcel, WJEC, Eduquas and OCR.

## **CANDIDATE NAME**

Candidates are entered under the name format of first name, one middle initial and (Legal) surname, e.g. Adam J Smith. This format cannot be altered in anyway.

## **CANDIDATE NUMBER**

Each candidate has a four-digit candidate number. This is the number you will put on every exam paper. This identifies you to each exam board. It will appear next to your name on seating plans, desk slips and exam registers. If you do not know your candidate number, you can locate it on the notice board in the North Foyer. **PLEASE LEARN IT.**

## **UCI**

In addition to a candidate number, each candidate must have a Unique Candidate Identifier (12 numbers and 1 letter) which is shown on the top of statements of entry. This number will usually begin with the Centre Number (16126), unless you have transferred from another school that had already issued you with a UCI number. Your UCI number is used for administration purposes and it is not necessary for you to remember it.

## **EXAM TIMETABLES**

A copy of the school's exam timetables for 2017/2018 will be available on the school's website. You will also receive an individual timetable showing your own specific exams with details of the date, time and duration of every exam. **Check it carefully.** This timetable will also show which room you will be sitting your exams in and your seat number. This timetable must be brought with you to **EVERY** exam. If you think something is wrong, please see the Exams Office immediately. If you have lost your timetable you can get a new one from Insight.

Some candidates may experience a clash of exams, where two subjects are timetabled at the same time. The school will make special provisions for these candidates. Clashes will be resolved and will appear on individual timetables. If you think there is a clash on your timetable that has not been resolved, please see the Exams Office immediately.

## **CONTACT NUMBERS**

Please check that the school has at least one up-to-date contact number for you. It is sometimes useful to have a mobile telephone number for the candidate.

# **DURING THE EXAMS**

## **EXAM REGULATIONS**

A copy of the "Notice to Candidates", which is issued jointly by all the Examining Boards, is printed at the front of this booklet. All candidates must read this carefully; any exam rules or regulations that are not adhered to could lead to disqualification from all subjects. The school must report any breach of regulations to the Awarding Body.

## **IDENTIFYING CANDIDATES**

Lower School candidates are required to wear school uniform for exams. A senior member of staff will be present at every exam to ensure the identity of candidates.

Sixth Form students are required to bring photo identification to every exam. You will not be allowed to enter the exam venue without producing this for inspection. If you have forgot your identification you will need to go to the sixth form office and request for one to be printed. Please be aware that this may make you late for your exam, so it is always best to bring your identification with you.

## **ATTENDANCE AT EXAMS**

Candidates are responsible for checking their own timetable and arriving at school on the correct day and time, properly dressed and equipped.

All candidates must arrive 20 minutes prior to the start time of their exam. Please queue on the tennis courts in front of the relevant sign for your exam, and try to arrange yourselves into

alphabetical order. You will then be taken to the venue by a teacher. Exams may start slightly earlier or slightly later than the published time, so please ensure that you arrive in plenty of time.

**It is important that students bring their individual timetables, which contain the exam venue and seat number, to each and every exam.**

Candidates who arrive late for an exam may still be admitted but may not receive any additional time. If special consideration applies, then you must speak to the Exams Officer (see ABSENCE FROM EXAMS).

**Full School Uniform must be worn by all students attending school for GCSE exams.**

**Correct Sixth form dress code must be adhered to.**

**If you have exams in the winter series, please dress accordingly. No hoodies, coats, scarves etc. are permitted in the exam room.**

All items of equipment, pens, pencils, mathematical instruments, etc. should be visible to the invigilators at all times. You must either use a transparent pencil case or clear plastic bag. Pens should be black ballpoint. Correction pens/fluids are not permitted. For mathematics and science exams, students should make sure their calculators conform to the exam regulations. If in doubt, check with your teacher. Remove any covers or instructions from calculators and make sure batteries are new.

Exam regulations are very strict regarding items that may be taken into the exam room (see FAQs at the end of this booklet). If you break these rules you may be disqualified from the exam. **Mobile telephones and smart watches MUST NOT BE BROUGHT INTO THE EXAM ROOM.** Please make sure that you place any watches on your desk and turn off any watch alarms. If a mobile phone (or any other type of electronic communication or storage device) is found in your possession during an exam (even if it is turned off or the battery is not inserted) it will be taken from you and a report made to the appropriate exam board. No exceptions will be made. We do offer to store electrical devices while the exam is in progress, and you will be provided with a numbered ticket, which you can then exchange for your items at the end of the exam. The school provide racks for coats, bags and personal items. Property left is done so at the owner's risk and St Martin's School does not take any responsibility for theft, loss or damage to these items.

No food is permitted in the exam rooms. Bottled water in a clear bottle with no label is allowed.

Please do not write on exam desks. This is regarded as vandalism and you will be asked to pay for any damage. If you are seen writing on the desks you will be reported to the Exams Officer, you may not be informed that you have been caught. Invigilators thoroughly check all exam desks for graffiti prior to each exam. Each student is pre-allocated a desk, so if vandalism can be identified immediately.

Do not draw graffiti, write offensive comments, or anything apart from your answers on your exam papers – if you do, the exam board may refuse to accept your paper or may penalise you.

Listen carefully to instructions and notices read out by the invigilators – there may be amendments to the exam paper that you need to know about. Check you have the correct question paper – check the subject, paper and tier of entry. Read all instructions carefully and number your

answers clearly.

Once you have entered an exams room you cannot leave until the end. Please ensure you have everything that you need to take the exam before entering the room. Candidates must stay in the exam room. You will not be allowed to leave an exam 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.

At the end of the exam all work must be handed in – remember to cross out any rough work. If you have used more than one answer book or loose answer sheets make sure they are arranged in the correct order and placed inside your exam paper/answer booklet.

Invigilators will collect your exam papers before you leave the room. Absolute silence must be maintained during this time. Remember, you are still under exam conditions until you have left the room.

Question papers, answer booklets and additional paper must NOT be taken from the exam room. Remain seated in silence until told to leave the exam room. Please leave the room in silence and show consideration for other candidates who may still be working in rooms close by.

If the **fire alarm** sounds during an exam the invigilators will tell you what to do. Do not panic! If you have to evacuate the room you will be asked to leave **in silence** and in the order in which you are seated. You will be escorted to a designated assembly point. Leave everything on your desk. You must not attempt to communicate with anyone during the evacuation. When you return to the exam room do not start writing until instructed. You will be allowed the full working time for the exam and a report will be sent to the awarding body detailing the incident.

## **INVIGILATORS**

The school employs external invigilators to conduct the exams. They are provided with training twice a year to be kept up to date with the JCQ regulations.

Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times. Invigilators are in the exam rooms to supervise the conduct of the exam. They will distribute and collect the exam papers, tell candidates when to start and finish the exam, hand out extra writing paper if required and deal with any problems that occur during the exam, for example if a candidate is feeling ill. Please note that invigilators cannot discuss the exam paper with you, read any part of the exam paper or explain the questions. Pupils who are reported to the exams office by the invigilators for disruptive behavior or behave in an unacceptable manner will be removed from the exam room by a member of the Senior Leadership Team.

## **ABSENCE FROM EXAMS**

The Exams Office will call/text the student on the mobile number provided. If there is no answer, the home phone number will be called. Failing this the contact numbers of parents/carers will be called. Students will have 30 minutes from the start time of the exam to guarantee entry.

If a student arrives 30 minutes after the start time of the exam they will be allowed to enter the exam room and attempt the paper. You may be given the full time of the exam as this depends on exam logistics for the day and is at the discretion of the exams office. A late form will be sent

to the exam board who will decide whether to accept the paper to be marked.

Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

If you experience difficulties during the exam period (e.g. illness, injury or personal problems) please inform the Exams Office at the earliest possible point so we can help or advise you. Only in 'exceptional circumstances' are candidates allowed special consideration for absence from any part of an exam. 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 in all cases where an application is to be made for special consideration. For the award of a grade by special consideration, where a student misses part of an exam through illness or personal misfortune, a minimum of **50%** of the exam (including coursework) must be completed.

Parents and candidates are reminded that the school will require payment of entry fees (usually £40.00 per subject) should a candidate fail to attend an exam without good reason and without informing the school. Failure to pay may result in the student being unable to sign off.

### **ACCESS ARRANGEMENTS (Extra Time, Reader, Scribe, laptop, rest breaks, prompt)**

In line with the JCQ regulations, a privately commissioned assessment carried out without prior consultation with the centre cannot be used to award access arrangements.

Access arrangements must be overseen by the SENDCO.

They are not intended to give candidates an unfair advantage over their peers, nor do they exist to 'maximise the potential' of a given candidate.

If you think you require access arrangements, please contact Mrs Negri-Brown on 01277 238 379.

### **SEPARATE INVIGILATION**

Students will not be entitled to sit in a separate room unless there is a specific history of need.

If the request for separate invigilation is due to a medical condition, background evidence will be required from a qualified professional. A letter from the GP will not suffice.

For example: Students suffering from anxiety close to exam period with no previous history, will not be permitted separate invigilation.

### **SPECIAL CONSIDERATIONS**

Special Consideration is a post-exam adjustment to a candidate's mark or grade to reflect temporary illness, temporary injury or other indisposition at the time of the assessment, which has, or is reasonably likely to have had, a material effect on a candidate's ability to take an assessment or demonstrate his or her normal level of attainment in an assessment.

Candidates will NOT be eligible for Special Consideration if preparation for or performance in the exam is affected by long term illness.

When an application for special consideration is accepted by the exam boards an adjustment to the marks or grades of a candidate who is eligible for consideration is made. The allowance for Special Consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for exceptional cases). Parents should be aware that any adjustment is likely to be small and no feedback is ever provided. Candidates will only be eligible for Special Consideration if they have been fully prepared and covered the whole course but performance in the exam or in the production of coursework is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness, accident or injury, bereavement, domestic crisis. The Exams Officer must be informed immediately, so that the necessary paperwork can be completed (within seven days of the last exam session for each subject) and the candidate will be required to provide evidence to support such an application.

### **BEHAVIOUR IN EXAMS**

We take behaviour in exams very seriously.

The Exams Office is at liberty to report every incident to the exam boards, no matter how big or small. Penalties from the exam boards can range from a warning to being barred from taking any exams for a set period of time (please see table overleaf).

PPE exams are treated in line with JCQ regulations. If a candidate is caught talking, passing items, or an invigilator has any reason to believe that you are communicating/behaving in a manner that is unreasonable, you will be reported to the Exams Officer who may disqualify you from the exam.

| <b>Type of offence</b>   | <b>Warning</b><br><br>(Penalty 1)  | <b>Loss of marks</b><br><br>(Aggregation Still Permitted)<br><br>(Penalties 2 – 4)  | <b>Loss of aggregation or certification opportunity</b><br><br>(Penalties 5 – 9)  |
|--|--|---|---|
| Own blank paper  | used for rough work  | used for final answers  |   |
| Calculators, dictionaries<br>(when prohibited)   | not used   | used or attempted to use  |   |
| Bringing into the exam room notes in the wrong format or prohibited annotations  | notes/annotations go beyond what is permitted but do not give an advantage   | notes/annotations are relevant and give an unfair advantage   | notes/annotations introduced in a deliberate attempt to gain an advantage   |
| Notes, study guides and personal organisers  | notes irrelevant to subject  | notes relevant to subject   | notes relevant to subject and evidence of use   |
| Mobile phone or other similar electronic devices (including iPod, MP3/4 player, Smartphone Smartwatch)   | not in the candidate's possession but makes a noise in the exam room   | in the candidate's possession but no evidence of being used by the candidate  | in the candidate's possession and evidence of it being used by the candidate  |
| A breach of the instructions or advice of an invigilator, supervisor, or the awarding body in relation to the exam rules and regulations         | minor non-compliance; e.g. sitting in a non-designated seat; continuing to write for a short period after being told to stop | major non-compliance; e.g. refusing to move to designated seat; significant amount of writing after being told to stop  | repeated non-compliance   |
| Disruptive behavior in the exam room or assessment session (including the use of offensive language)   | minor disruption lasting short time; calling out, causing noise, turning around  | repeated or prolonged disruption; unacceptably rude remarks; being removed from the room; taking another's possessions  | warnings ignored; provocative or aggravated behavior; repeated or loud offensive comments; physical assault on staff or property      |
| talking  | isolated incidents of talking before start of exam or after papers have been collected                                       | talking during exam about matters not related to exam;<br>accepting exam related information  | talking about exam related matters during the exam;<br>whispering answers to questions  |
| written communication  | passing written communications (notes) which clearly have no bearing on the exam   | accepting exam-related information  | passing exam related notes to other candidates; helping one another; swapping scripts   |
| The inclusion of inappropriate, offensive or obscene material in scripts, controlled assessments, coursework, non-exam assessments or portfolios | isolated words or drawings, mildly offensive, inappropriate approaches or responses  | frequent mild obscenities or drawings; isolated strong obscenity; isolated mild obscenities or mildly offensive comments aimed at the examiner or member of staff | offensive comments or obscenities aimed at a member of staff, examiner or religious group; racist, lewd or sexist remarks or drawings |

|   |   |  |   |
|---|---|--|---|
| Theft (where the candidate's work is removed or stolen)   |   |  | taking somebody else's work (e.g. project/coursework) to pass it off as one's own   |
| Personation   |   |  | deliberate use of wrong name or number; impersonating another individual; arranging to be impersonated  |
| Collusion: working collaboratively with other candidates beyond what is permitted   | collaborative work is apparent in a few areas, but possibly due to teacher advice; candidate unaware of the regulations | collaborative work begins to affect the examiner's ability to award a fair mark to an individual candidate   | candidates' work reflects extensive similarities and identical passages, possibly due to a deliberate attempt to share work   |
| Plagiarism: unacknowledged copying from or reproduction of published sources (including the internet); incomplete referencing   |   | plagiarism from published work listed in the bibliography <b>or</b> minor amount of plagiarism from a source not listed in the bibliography  | plagiarism from published work not listed in the bibliography <b>or</b> plagiarised text consists of the substance of the work submitted and the source is listed in the bibliography |
| Making a false declaration of authenticity  |   | sections of work done by others, but most still the work of the candidate  | most or all of the work is not that of the candidate  |
| Copying from another candidate (including the misuse of technology)   | lending work not knowing it would be copied   | permitting exam script/work to be copied; showing other candidates the answers   | copying from another candidate's script, controlled assessment, non-exam assessment borrowing work to copy  |
| The deliberate destruction of work  |   | defacing scripts; destruction of candidate's own work  | significant destruction of another candidate's work   |
| <b>Standard penalties:</b>  |   |  |   |
| <ul style="list-style-type: none"> <li>• warning;</li> <li>• loss of marks gained for a section;</li> <li>• loss of all the marks gained for a component;</li> <li>• loss of all the marks gained for a unit;</li> <li>• disqualification from the unit;</li> </ul> |   | <ul style="list-style-type: none"> <li>• disqualification from all units in one or more qualifications taken in the series;</li> <li>• disqualification from the whole qualification;</li> <li>• disqualification from all qualifications taken in that series;</li> <li>• barred from entering for exams for a set period of time.</li> </ul> |   |

**ST MARTIN'S SCHOOL**  
**EXAMS FIRE EVACUATION PROCEDURES**

In the event of a fire alarm during an exam, the following procedures must be followed.

1. Candidates are to stop writing and put pens / pencils down.
2. Invigilators will note the time that the fire alarm went off.
3. BEFORE candidates leave the venue, a reminder will be given that you are still under exam conditions and under NO CIRCUMSTANCES should you talk to one another, attempt to communicate with one another or use a mobile phone. A breach of these regulations could result in disqualification.
4. If evacuation is necessary, all exam papers and materials should be left on the candidate's exam desk and **NOT** taken out the venue. Bags & personal belongings should be left behind.
5. UNDER NO CIRCUMSTANCES are candidates to take their mobile phone or other electronic devices outside with them. This will be a breach of exam board regulations and they will risk being disqualified from their exam.
6. Candidates should leave the venue in an orderly fashion via the fire exits and will be escorted to the field. Candidates will be supervised by an invigilator at all times.
7. Candidates should line up as they were seated in the exam room (seating plan).
8. The exam registers will be taken out with the invigilators and once all candidates are lined up in seating plan order, a roll-call, to ensure that all candidates are present and accounted for, will be taken.
9. Upon re-entry to the exam room, the invigilators will note the time of re-starting the exam and change the finish time.
10. At the end of the exam, Invigilators will ensure that the Exams Officer has **FULL** details of the incident, so that special considerations can be applied for, for all students concerned.

**Please remain calm!**

# **AFTER THE EXAMS**

## **NOTIFICATION OF RESULTS**

- Results will be available for collection on:

**GCE – Thursday 16<sup>th</sup> August 2018  
Year 13 - 8.00 – 9.00 am**

**GCSE – Thursday 23<sup>rd</sup> August 2018  
Year 11 - 8.00 – 9.00 am**

- If you wish any other person (including family members) to collect your results on your behalf, you must give your written authorisation to the exams office **before** results day.
- Results that are not collected will remain in the exams office until collected.
- If you wish for your results to be posted, you must provide the exams office with a stamped address envelope before results day.
- No results will be given out by telephone or email under any circumstances.
- Pass grades at GCSE are from A\* - G for some old style GCSEs and 9 - 1 for new style GCSEs. Pass grades at GCE are A\* - E.

## **CERTIFICATES**

A presentation evening in November will take place for all Year 11 leavers. Invitations to students and their parents will be sent out with full details of the event in September.

Year 13 leavers will be asked to come to the exams office to collect their certificates during specified opening times. If the certificates are to be collected by someone other than the student, written confirmation must be sent in prior to collection and must be from the student.

St Martin's School is only obliged to keep certificates for a period of one year after issue. If candidates do not collect their certificates within this time they will be destroyed in line with JCQ guidelines. Certificates can only be replaced by direct application to the appropriate exam boards where there will be a fee of approximately £50 per certificate. Please note that most exam boards will not issue replacement certificates and will instead send a certified statement of results.

## Non-Exam Assessment (NEA) Appeals Procedure

The school is committed to ensuring that whenever staff assesses students' work for external qualifications; this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments should be conducted by staff that has the appropriate knowledge, understanding and skills. Students' work should be produced and authenticated according to the requirements of the exam board. Where a set of work is divided between staff, consistency should be assured by internal moderation and standardisation. If a student believes that this may not have happened in relation to his/her work, he/she may make use of this appeals procedure.

### **The centre will:**

- inform candidates with an entry for centre assessed work of the mark(s) awarded You may request copies of materials to assist you in considering whether to request a review of the centre's marking of the assessment†;
- having received a request for copies of materials, promptly make them available to the candidate;
- make any necessary changes to marks and inform the candidate of the outcome, all before the awarding body's deadline;
- 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 outcome of the review‡;
- instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre;
- inform the candidate promptly in writing of the outcome of the review of the centre's marking.

†These materials could include a copy of their marked work, the relevant specification and associated subject-specific documents.

‡This may be a third party, provided that they meet the conditions defined above.

Appeals should be made, in writing to the exams office within one week of receiving notification of your NEA result.

A written record of the appeal will be kept and made available to the awarding body at their request. Should the appeal bring any significant irregularity to light, the awarding body will be informed.

After work has been assessed internally it is moderated by the awarding body to ensure consistency between centres. **Such moderation frequently changes the marks awarded for internally assessed work. That is outside the control of the school and is not covered by this procedure.**

# **POST RESULT SERVICE**

Please find below details of the services that are offered by the exam boards in relation to your results. If you wish to use any of these services please obtain an 'enquiries about results' form from the exams section of the school website, complete and return to the exams office with the relevant fee by the deadline date stated on the letter issued with your results.

## **Service 1: Clerical re-check**

This service will include the following checks:

- that all parts of the script have been marked;
- the totalling of marks;
- the recording of marks;

The outcome of the re-check will be reported along with a statement of the total marks awarded for each unit, or component, included in the enquiry.

Candidates' grades or uniform mark score (UMS) can go up or down.

The exam boards aim to complete the enquiry within 10 days of acknowledging the request.

Only Service 1 clerical re-checks can be requested for objective tests (multiple choice tests).

## **Service 2 (Review of marking)**

This is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. **It is not a re-marking of the candidate's script.**

The awarding body will have trained its reviewers to conduct reviews of marking accurately and consistently. **Reviewers will not re-mark the script.**

This service will include:

- the clerical re-check detailed in Service 1
- the review of marking as described above

Candidates' grades or uniform mark score (UMS) can go up or down.

The exam boards aim to complete the enquiry within 20 days of acknowledging the request.

## **Priority Service 2 (Review of marking)**

This is a priority post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. **It is not a re-marking of the candidate's script.**

The awarding body will have trained its reviewers to conduct reviews of marking accurately and consistently. **Reviewers will not re-mark the script.**

It is only available if a GCE A-level candidate's place in higher education is dependent on the outcome.

Any applications not meeting this criteria will be treated as normal Service 2 requests.

The deadline for completion is within 15 calendar days of the awarding body receiving the request.

Candidates' grades or uniform mark score (UMS) can go up or down.

### **Service 3: Review of moderation**

This is a review of the original moderation to ensure that the assessment criteria have been fairly, reliably and consistently applied. It is not a re-moderation of candidates' work. The awarding body will have trained its reviewers to conduct reviews of moderation accurately and consistently.

Please note that if your centre's internally assessed marks (controlled assessment, coursework or non-exam assessment) have been accepted without change by an awarding body, this service will not be available.

A review of moderation cannot be undertaken upon the work of an individual candidate or the work of candidates not in the original sample.

### **Access to Scripts (ATS)**

Where possible, the ATS service is available for all GCE and GCSE externally assessed components. Components excluded from this ATS service have a report service. Components may be excluded due to their ephemeral nature or due to other special characteristics.

Once scripts have been dispatched or sent electronically as requested, scripts cannot be returned to the exam board with a request for a refund.

### **Priority scripts**

Priority scripts are only available if the following criteria are met:

- For centres which have GCE/AEA requests for EAR purposes to allow them to make a decision on whether to go ahead with an Enquiry about Results.
- Please note that these advance photocopy services are not available if requesting Priority Service 2 Enquiries about Results.  
Photocopies for GCSE scripts are available if also requesting an EAR

### **Non Priority scripts**

- Non Priority scripts are available for all components with an ATS facility.
- Please note that the exam boards cannot provide an original script for papers that were marked online. These may come in a photocopied format, but are still considered as an original script.
- Please note that once an original script has been returned to a centre, an EAR request cannot be carried out.
- Please also note that, once an EAR Service 1 or 2 has been completed, original scripts are no longer available.

### **Fees and Deadlines**

Please refer to the 'Exams' section of the school website for all fees and deadlines. You will also be able to print the relevant forms from here.

## GRADE BOUNDARIES

### GCSE

|                | Maximum Uniform Mark | A*  | A   | B   | C   | D   | E   | F   | G  |
|----------------|----------------------|-----|-----|-----|-----|-----|-----|-----|----|
| <b>Unit</b>    | 50                   | 45  | 40  | 35  | 30  | 25  | 20  | 15  | 10 |
|                | 60                   | 54  | 48  | 42  | 36  | 30  | 24  | 18  | 12 |
|                | 70                   | 63  | 56  | 49  | 42  | 35  | 28  | 21  | 14 |
|                | 80                   | 72  | 64  | 56  | 48  | 40  | 32  | 24  | 16 |
|                | 90                   | 81  | 72  | 63  | 54  | 45  | 36  | 27  | 18 |
|                | 100                  | 90  | 80  | 70  | 60  | 50  | 40  | 30  | 20 |
|                | 120                  | 108 | 96  | 84  | 72  | 60  | 48  | 36  | 24 |
|                | 180                  | 162 | 144 | 126 | 108 | 90  | 72  | 54  | 36 |
|                | 300                  | 270 | 240 | 210 | 180 | 150 | 120 | 90  | 60 |
| <b>Subject</b> | 100                  | 90  | 80  | 70  | 60  | 50  | 40  | 30  | 20 |
|                | 200                  | 180 | 160 | 140 | 120 | 100 | 80  | 60  | 40 |
|                | 300                  | 270 | 240 | 210 | 180 | 150 | 120 | 90  | 60 |
|                | 400                  | 360 | 320 | 280 | 240 | 200 | 160 | 120 | 80 |

### ICT OCR

|             | LEVEL TWO       |               |         |        | LEVEL ONE     |         |        |
|-------------|-----------------|---------------|---------|--------|---------------|---------|--------|
| Maximum UMS | Distinction* A* | Distinction A | Merit B | Pass C | Distinction D | Merit E | Pass F |
| 60          | 54              | 48            | 42      | 36     | 30            | 24      | 18     |
| Z           | *2              | D2            | M2      | P2     | D1            | M1      | P1     |

### A Level

|             | Maximum Uniform Mark | A   | B   | C   | D   | E   |
|-------------|----------------------|-----|-----|-----|-----|-----|
| <b>Unit</b> | 60                   | 48  | 42  | 36  | 30  | 24  |
|             | 80                   | 64  | 56  | 48  | 40  | 32  |
|             | 90                   | 72  | 63  | 54  | 45  | 36  |
|             | 100                  | 80  | 70  | 60  | 50  | 40  |
|             | 105                  | 84  | 74  | 63  | 53  | 42  |
|             | 110                  | 88  | 77  | 66  | 55  | 44  |
|             | 120                  | 96  | 84  | 72  | 60  | 48  |
|             | 140                  | 112 | 98  | 84  | 70  | 56  |
|             | 150                  | 120 | 105 | 90  | 75  | 60  |
| <b>AS</b>   | 200                  | 160 | 140 | 120 | 100 | 80  |
|             | 300                  | 240 | 210 | 180 | 150 | 120 |
|             | 400                  | 320 | 280 | 240 | 200 | 160 |
| <b>A2</b>   | 600                  | 480 | 420 | 360 | 300 | 240 |

The general rule for the award of an A\* at A-Level in the old style is an A grade at A-Level and 90% of the maximum uniform mark on the aggregate of the A2 units

X = No Result, indicates that a result is not being issued because of an absence from all parts of the exam or because of a decision not to issue a result for any other reason.

Q = Pending, indicates that no result has been issued as the marks for one or more components of the exam are not available.

# = Candidate was absent from part of the exam and was awarded zero marks for this part/unit.

Grading new GCSEs from 2017

| New grading structure | Current grading structure |
|-----------------------|---------------------------|
| 9                     | A*                        |
| 8                     |                           |
| 7                     |                           |
| 6                     | B                         |
| 5                     |                           |
| 4                     |                           |
| 3                     | D                         |
| 2                     |                           |
| 1                     |                           |
| U                     | U                         |

## **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. For exams that exceed three hours, candidates will sit one paper then have short break during which they will be supervised and must not have any communication with other candidates. They will then sit the second subject paper. If the exams that clash do not exceed three hours there will be no break given. It may be necessary for you to bring a packed lunch if you have exam(s) in the morning and afternoon as you will have to remain in isolation until both exams are completed. If in doubt consult the Exams Officer.

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

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

### **Q. What do I do if I forget my Candidate number?**

Candidate numbers are printed on your desk slip which will be stuck to the left hand corner of your desk. Invigilators will be able to help you find your number.

### **Q. What do I do if I forget the school Centre Number?**

The Centre Number is **16126**. It will be clearly displayed in the exam rooms.

### **Q. What do I do if I have an accident 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.

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 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'm late can I still sit the exam?**

Provided you are not more than one hour late, it may still be possible for you to sit the exam. You should get to school as quickly as possible and report to the exams office. A member of staff will escort you to the exam room. You must not enter an exam room without permission after an exam has begun. It may not be possible to allow you any extra time if you start the exam late.

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 exam board and 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 exam can I take it on another day?**

No. Timetables are regulated by the exam boards and you must attend on the given date and time.

### **Q. Do I have to wear school uniform?**

Yes. Normal school 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 only**).
- For science modules you need 2 x **HB** pencils.
- For mathematics, **3B** pencils must be used for diagrammatic work.
- For some exams you will need a calculator (maths/science), a 30cm ruler (marked with cm and mm), pencil sharpener and rubber, compasses, protractor, coloured pencil crayons (not gel pens), set texts (e.g. for English Literature).
- You are responsible for providing your own equipment for exams. You must not attempt to borrow equipment from another candidate during the exam.

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

Only material that is listed on question papers (e.g. an anthology) is permitted in the exam room and students who are found to have any material with them that is not allowed will be reported to the appropriate exams board. In such circumstances, a student would normally be disqualified from the paper or the subject concerned. Bags and coats and any other items not permitted under exam regulations must be left outside the exam room. Do not bring any valuables into school. Food is not permitted in the exam room. Mobile telephones and smart watches must not be brought into the exam room.

**Q. What happens if I continue to write when we have been told to stop at the end of an exam?**

The incident will be reported to the relevant exams board. And you could face disqualification.

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

The length of the exam 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 whiteboard at the front of the exam room. There will be a clock in all exam rooms. There will not be a 5-minute warning at the end of exams.

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

Being in possession of a mobile phone, smart watch (or any other electronic communication device, e.g. iPod, headphones) is regarded as cheating and is subject to severe penalty from the exam boards:

The minimum penalties are as follows:

Device found on you and turned **ON/OFF**

**-disqualification from the paper**

Found using device

**-disqualification from qualification**

If there is an emergency that requires that you bring a mobile telephone to school, you must switch it off and hand it in when entering the exam room. You will be given a number to collect your phone. You are responsible for collecting it at the end of the exam and St Martin's School will not be held responsible for theft, loss or damage.

**Q. Can I leave the exam early?**

It is a requirement of the exam boards that you must stay in the exam room for at least one hour after the published start time of the exam (or for the duration of the exam if it is less than one hour). It is the school's policy that we do not allow candidates to leave the exam room early, as this is disruptive to other candidates. A candidate may not leave the exam room without the permission.

**Q. What do I do if the fire alarm sounds?**

Stay calm and stay seated until you are given further instructions. If you have to evacuate the room leave everything on your desk and leave the room in silence. You must not communicate with anyone during the evacuation. Special consideration will automatically be applied for anyone that experiences a fire alarm in their exam.

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

If it is absolutely necessary, but not within the last 30 minutes of an exam. You will be escorted by an invigilator. You will not be allowed any extra time.

**Q. If I have more than one exam on a day can I get lunch at school?**

Pupils who have exams in both morning and afternoon sessions may obtain lunch from the dining hall in the usual way, or bring a packed lunch. If you have a clash between exams and you have to be supervised during your break, you will not be able to go the common room or south hall. This is to ensure the exam regulations are not in breach.

**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 college/university at some time in the future. You should also check that the subjects and tiers of entry 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 extra time. Where possible such candidates will be seated together 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?**

If you feel that it is necessary to make an enquiry about your result, you should first consult the Head of Subject to obtain their advice regarding a review of marking. You should be aware that your mark could go down as well as up or even stay the same. Review of marking requests must be submitted to the Exams Officer by the deadline published on results day. You must complete an Enquiry about Results form and return it with a cheque to cover the cost.

**Q. How many marks was I away from the next grade?**

For the old style GCSEs and A-Levels grade boundaries are printed on the reverse of your results slip. For new style GCSEs (9-1) and A-Levels you will need to contact the exams office in person; results cannot be given out or discussed over the telephone. As you can understand this is a very busy time of year for the exams office and it is also sometimes very hard to get through on the phones.

**Q. How do I achieve an A\* in A level?**

For the old style A-Level, the general rule for the award of an A\* is an A grade at A-Level and 90% of the maximum uniform mark on the aggregate of the A2 units.