



# Clifton High School

co-educational nursery pre-school to sixth form



Joint Council for  
Qualifications



Cambridge Assessment  
Admissions Testing



## Taking Examinations at Clifton High School

A guide for candidates

2020-2021

The Diamond Edge Model  Realising Individual Brilliance

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Clifton High School is committed to child protection and safeguarding children and young people and expects all staff, visitors and volunteers to share this commitment.  
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# Examination Organisations

Joint Council for Qualifications (JCQ): <http://www.jcq.org.uk/>



Joint Council for Qualifications

JCQ is the regulatory body for many of the examination boards (awarding bodies). To offer and run examinations from these examination boards Clifton High School must comply with all the JCQ and board rules and regulations. These rules change every year and the School must ensure they are familiar with and meet all of the criteria before the examination seasons start. Every year, every school is inspected to check that all the rules are being adhered to.

All the documents are available on the JCQ website and we republish many of them on the School website for ease of use <http://www.cliftonhigh.bristol.sch.uk/Public--Examinations>

AQA: <http://www.aqa.org.uk/>



GCE (A'level) General Certificate of Education  
GCSE General Certificate of Secondary Education  
iGCSE International General Certificate of Secondary Education

OCR: <http://www.ocr.org.uk/>



GCE (A'level) General Certificate of Education  
GCSE General Certificate of Secondary Education

Pearson (Edexcel): <http://qualifications.pearson.com/en/home.html>



Pearson | Qualifications

GCE (A'level) General Certificate of Education  
GCSE General Certificate of Secondary Education  
iGCSE International General Certificate of Secondary Education

Cambridge International (CiE): <http://www.cambridgeinternational.org/>



iGCSE International General Certificate of Secondary Education

Cambridge Assessment Admissions Testing (CAAT): <https://www.admissionstesting.org/>



CAAT run the 'Oxbridge' entrance examinations.

Policies and further information can all be found on the Clifton High School website in the [Our Parents](#) tab in the [Academic | Public Examinations folder](#)

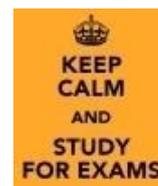


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## Introduction

This handbook has been designed to guide candidates through the public examination process at Clifton High School.



## Examination Seasons



Clifton High School runs one mock examination season in January and one public examination season in the summer. A few examinations are taken outside of these, such as the Project Qualifications which can be submitted at several times during the year.

The Clifton High School mock season generally lasts one week and consists of three sessions a day 8:45am, 11:15am and 2:15pm. When not in examinations, students who do not have study leave, should go to the Senior Library to study.

The summer public examination season runs throughout May and June. The JCQ regulated examination boards have made an agreement that the season will not start before the 10<sup>th</sup> May to ensure there is time to teach a whole course however this is not the case with international boards such as CiE.



There are two sessions per day and at Clifton High School the morning examinations usually start at 9:00am and examinations that last for an hour or less must not start until 9:00am. The afternoon examinations usually start at 1:30pm and examinations that last for an hour or less must not start until 1:30pm.



Candidates should arrive in good time for their examinations but no less than half an hour before the start to allow time for administration, such as signing in.

## JCQ Contingency

Please be aware that the awarding bodies have designated **2021 day still to be confirmed** as a 'contingency day' for the 2021 examination season. This is consistent with the qualification regulator's examination system contingency plan - England, Wales and Northern Ireland: <https://www.gov.uk/government/publications/examsystem-contingency-plan-england-wales-and-northern-ireland>. This means that candidates should be available *up to and including* that day, regardless of their examination timetable. Please take this into account when planning any summer holiday.

## Access Arrangements



'Access Arrangements' is the term used when a candidate has some form of special need to enable them to access the examinations in the same way as everyone else. For example, a partially sighted candidate might have a modified paper with a larger font or a candidate whose handwriting is so poor an examiner might not be able to read it, might be permitted to use a word processor. There are very strict rules about how the tests are performed to determine whether a candidate qualifies for an Access Arrangement and this procedure then has to be their 'normal way of working' and available to the candidate for all the work they do in school. Access arrangements should be in place for the entire 2 year course. Late requests will be subject to enhanced scrutiny by the JCQ.

At Clifton High School the Head of Enhanced Learning is fully qualified to test for Access Arrangements. However, parents may prefer to have the testing completed by an Educational Psychologist. It is also the Head of Enhanced Learning's role to apply for the Access Arrangement to the examination boards.

## Preparation

Some subjects will require coursework/non-examined assessments to be completed before the start of the examination season. These may be in the form of written projects, science or creative practicals or spoken examinations. Some courses may be entirely practical based e.g. Art or Drama.

Mock examinations are a good way to determine the level of knowledge and revision achieved to date, before the summer examination season. For Years 11-13 these will be run just like the public examinations in the summer. It is at this time that candidates will be given a copy of the relevant JCQ rules and regulations for candidates for the first time.

A timetable of the summer public examinations expected to be taken at Clifton High School is usually published on the website late in the autumn term.

Entries for these are made from mid-November. Subject teachers will submit their intentions for each student to the examinations office. Once these have all been entered into the system a Statement of Entry will be produced for each candidate. It contains details of the examinations for which the candidate has been entered. It is the responsibility of the candidate and their parents to check these details to make sure they have been entered for all of the papers and correct tiers that they expected. The statement then needs to be signed by the parents and returned, confirming the details and agreeing to meet the fees (which will be added to the school bill). Discrepancies must be reported to the examinations office immediately so that amendments can be made without incurring late fees. Final entries must be made by mid-February although amendments for some boards can still be submitted up to mid-April. After that the cost, known as late fees, doubles or triples.

**Individual Candidate Timetable**

Season : Domestic Season 2015 Candidate Number : 50807  
 Name : Freire Camacho, Anna Year : 13  
 Candidate Number : 3013 Prep Group : 13-3  
 UCL : UCLM

Date	Exam	Board	Level	Element	Element Title	Component Code	Component Title	Candidate Room	Exam
Thu 19 Nov	113004	0204	Lat09	Lat04	History A2	IND041	History A2 Mock Paper 1	10.004	0204
Fri 20 Nov	113004	0204	Lat09	Lat04	History A2	IND042	History A2 Mock Paper 2	10.004	0204
Fri 20 Nov	113004	0204	Lat09	Lat04	History A2	IND043	History A2 Mock Paper 3	10.004	0204
Mon 22 Nov	113004	0204	Lat09	Lat04	History A2	IND044	History A2 Mock Paper 4	10.004	0204

Once all entries have been made the seating can be sorted and individual timetables produced usually by the end of February. The timetable will detail the date, time, paper, length, room and seat number of each examination.

Shortly before the start of the examination season Years 11-13 will have a brief session with examinations staff. During this session candidates will have the rules and regulations explained to them and will be given another copy of the relevant JCQ rules and regulations for candidates.

## Equipment



Some examinations require specific equipment, for example calculators for Mathematics and the sciences. It is the candidate's responsibility to ensure that they have all of the correct equipment and that it is in good working order.

Any pencil case must be



transparent.



At Clifton High School we allow candidates to have both water, which must be in a transparent bottle with no label, and sweets or dried fruit. These must not be in wrappers but in a transparent pot or non-rustling plastic bag.



Wi-Fi enabled devices including smart watches are *strictly forbidden* in the examination room. Candidates should not take any bags or mobile telephones to the examination room however if this is unavoidable a place will be provided to put them until after the examination. Mobile telephones must be switched off – not put on silent as they still buzz! All valuables must be put in the box where candidates gather before the examination. This box will then be securely stored in the School Office from where candidates may retrieve their items after their examination. Candidates will also be asked to

remove wrist watches and place them on the desk in front of them.

## Registration

There will be no formal registration for examination pupils. For health and safety reasons, it is vital that candidates sign in and out using the signing in sheets whenever they arrive at or leave school. The location of these will usually be in the School Office.

Name	In	Out	In	Out	In	Out
Name						
Name						
Name						
Name						
Name						
Name						
Name						

## Gathering before an examination

A room will be allocated into which candidates should gather half an hour before the start of the examination. This allows time for instructions to be given, books to be checked to ensure they are a clear copy, any notices to be passed on, transfer to the room and any administration required as examinations must start on time. Candidates should *not* go directly to the examination room under any circumstances as this is considered malpractice.

The gathering room will have copies of the seating plans, invigilation and all rules and regulations.

The invigilators will collect candidates from the gathering room and take them to the allocated examination room.

## Accommodation

Most examinations will be taken in the School Gymnasium. Candidates with certain access arrangements will have their own individual room usually situated at the top of Woods House. Occasionally other rooms in school will be used particularly where acoustics matter e.g. Music and Modern Foreign Languages listening examinations.



Each room will have a board on which the start and finish times of the examinations are written, a note of the school centre number (50407), and a clock. There will also be a copy of the examination rules and regulations, examinations timetable, invigilator timetable and seating plans. Outside each room are the JCQ and CiE regulatory posters and 'please be silent' signs.

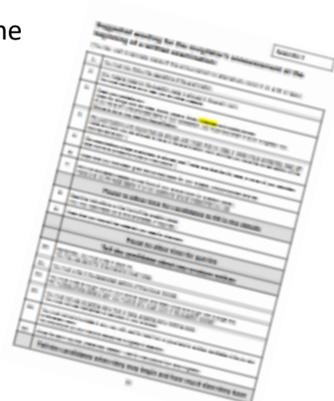
Candidates should enter the examination room in silence and make their way to their numbered seat. Speaking to anyone, other than an invigilator, in the examination room is considered malpractice.

## Invigilation

At Clifton High School examinations are invigilated by an employed invigilator or by the teaching staff. A subject teacher is not allowed to invigilate an examination for their own subject. Invigilators may change partway through the examination. There is a minimum of one invigilator to thirty candidates.

## Starting an examination

The invigilator or examinations staff will start by giving out papers together with answer books, if relevant. Candidates will be asked to complete the front of their answer booklets and to read the instructions. They must not do a brain dump on the paper until the examinations has started as this is considered malpractice. The JCQ script, will then be read to the candidates formally opening the examination session. Once the invigilator is sure all candidates are ready they will make a note of the time and ask candidates to start. The start and end time of the examination will be noted on the board including the adjustments for those candidates with Access Arrangements such as extra time.



### During the examination

If a candidate needs extra paper, needs to use the lavatory, or feels unwell, etc. they should put up their hand and an invigilator will help. They *must not* leave their seat without permission as this constitutes malpractice.

Invigilators will patrol the room to insure the integrity of the examination is maintained.



If the fire alarm sounds candidates will be asked to stop writing, put their pens down and close their papers. The invigilator will note the time of the interruption, collect the register and lead the candidates out of the examination room and onto the school lawn. The examination papers will remain on the candidates' desks.

Candidates must remain silent. The invigilator will take the register and watch the candidates to ensure that the integrity of the examination is maintained. Once the all clear is given the candidates will be taken back to the examination room. They will be given time to gather themselves and then the examination will be restarted. The end time of the examination will be adjusted accordingly. Examinations staff will notify the board that the candidates have been interrupted and request that Special Consideration be applied.

### Finishing the examination

The policy at Clifton High School, in line with the guidance from JCQ, is *not* to give any warning that the examination is about to end however for CiE examinations a 5 minute warning will be given. Once the time is up the invigilator will ask the candidates to stop writing and put their pen down. No allowance is given to finish the sentence.

The invigilators will then gather in the examination papers, answer books, rough notes etc. Word processor users will have their answers printed and will need to sign to confirm they are complete. Once everything has been collected in the candidates will be released from the examination room in an orderly fashion. Candidates must leave in silence. They should not talk until they are well away from the examination room in consideration of those still working (e.g. those with extra time).

### What to do if.....

If a candidate is going to be late they must contact the school immediately. If they arrive within an hour candidates will be permitted to join the examination and every effort will be made to ensure that they are given the full time. If a candidate arrives more than an hour late they will still be permitted to sit the examination but the examination board will be informed and it is at their discretion whether they accept the paper or not.

If a candidate is unwell but able to attend they should let examinations staff know immediately and a request for Special Consideration will be submitted to the board.

If a candidate is too unwell to attend, the school must be notified as soon as possible so the awarding body may also be notified. The board may still give a mark based on the work so far submitted.

Any queries should be directed to examinations staff. Communication is the key and the sooner the examinations office knows of any problem the easier it is to arrange contingency plans.

## Results Days



Candidates are expected in school on results days. These are normally the 2<sup>nd</sup> Thursday of August for A level and the 3<sup>rd</sup> Thursday for GCSE. Exact timings can be found on the Clifton High School website.

### Results days for 2021 –

**Tuesday** 24<sup>th</sup> August 2021 for A/AS level at 8:00am

**Friday** 27<sup>th</sup> August 2021 for GCSE at 9:00am

Failure to attend results days may put candidates at a disadvantage, particularly if an 'Enquiry About Results' (EAR) is required or assistance with obtaining or confirming a place at university is needed. At Clifton High School we pride ourselves on the service and support given on results days. Staff members are available for advice and support on the day but may not be available after that until the start of term. Some enquiries are *time critical*.

Candidates that really cannot attend may ask for their results to be emailed to them. They must send an email to [examinations@cliftonhigh.co.uk](mailto:examinations@cliftonhigh.co.uk) from their *personal* email address requesting this service (a parental email address will not be accepted). Candidates may ask for their parents to be copied into the email. The School will make every effort to send these on results day but cannot guarantee it.

### Enquiries About Results (EAR)/Post Results Services

Enquiries About Results are also known as Post Results Services. These terms are interchangeable.

There are various types of PRS

- **A Review of Marking** (often erroneously referred to as a remark)

The paper is reviewed to ensure that the examiner has marked the paper in line with the Mark Scheme. If an error is found the marks may be changed. Marks can go DOWN as well as up. Subject teachers will be able to guide candidates as to whether a request for a review is advisable or not.

- **A Clerical Check**

A check will be made that the marks awarded for each question have been added up correctly.

- **Access to Script - Copy**

The board will photocopy the examination paper and send it either electronically or as a hardcopy to the school. It is possible to ask for a priority copy for **some** papers so that they can be reviewed by the Head of Department with a view to also asking for a Review of Marking. The deadline for this is one week after Results Day. The start of term is too late.

- **Access to Script – Original**

The board will send the original examination paper back for teaching and learning purposes. The paper will only be dispatched after the deadline for other EAR enquiries.

Requests for PRS must be submitted using the form that will be enclosed with a candidate's results. Requests will not be accepted by telephone or by email (unless a scan of a completed form is attached). The form requires a signature from the candidate acknowledging that they understand the risks that a mark may go down as well as up; a signature from the Head of Department confirming that they have discussed the possible outcomes with the candidate and a signature from a parent guaranteeing that they will pay for the PRS. If the candidate is not returning to Clifton High School to study, then payment must be made at the time of the request. This can be by cheque/cash/credit card (through the secure payment system on the Clifton High School website). Parents may not request a PRS without the consent of the candidate.

The absolute deadline for a PRS is usually the 20<sup>th</sup> September. If this date falls at the weekend Clifton High School will not guarantee to submit any requests after the preceding Friday.

Once a reply to a request has been received it will be sent to the candidate and the Head of Department so they can discuss any further action. Examinations Support will not discuss the result of any PRS.

### Examination Certificates

The school usually receives the examination certificates in **November**. Candidates still studying at Clifton High School will be requested to collect their envelope from the School Office where they will have to sign for it. Candidates who have left will have their certificates sent by post as 'signed for' mail requiring a signature on receipt, unless they have made a previous arrangement with Examinations Support. On receipt the candidate should check the certificate/s to ensure they are complete and grade changes, following a review of marking, are correct.



Candidates must keep the certificates somewhere safe. Examination boards no longer issue replacement certificates. They will only provide an official letter confirming results, for a fee.

Clifton High must not retain any certificates. If they are returned to school as undelivered they will be returned to the examination boards.

