

# The ExamsOffice



Getting you ready  
for the summer  
exam series:  
A student guide

# Summer exams 2024

---

The exam boards have a set of rules which all students must follow when taking their exams. These rules cover:

- Before the exam
  - You need to know which exams you have been entered for, and when they take place
- During the exam
  - You need to know the rules you need to follow in the exam room
- After the exam
  - You need to know when and how you will receive your results, and what to do if you think an error might have been made with your grade(s)





## Exam entries

You will be provided with information about the exams you are taking this summer in the form of a ***Candidate Statement of Entry*** and an ***Exam Timetable***. You must check these documents for:

- Accuracy. Tell the exams officer if:
  - you think we have been entered for an incorrect exam
  - you have not been entered for an exam which you think you should be sitting
  - your personal details are incorrect
- Exam day arrangements
  - Be aware of the date, time and location (room) of all your exams /assessments
- Exam clashes
  - Ensure that know what to do if you have two or more exam papers timetabled at the same time (this is known as a timetable clash)

# Contingency sessions

---

There are no exams taking place on the following days/sessions, but you will be expected to make yourself available at these times in case they are used in the event of an emergency:

- Thursday 6 June (afternoon)
- Thursday 13 June (afternoon)
- Wednesday 26 June (all day)

# June

2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6 ×	7	8
9	10	11	12	13 ×	14	15
16	17	18	19	20	21	22
23	24	25	26 ×	27	28	29
30						

FREE GEDICOM BY SPINERAMA.COM

# Social media poster



**DO NOT COMMENT  
ON OR DISCUSS  
THE CONTENT OF  
THE QUESTION  
PAPER ON SOCIAL  
MEDIA**



## Information for candidates Using social media and examinations/assessments

**While we like to share our experiences online, when it comes to exams, we have to be careful.**

- Sharing ideas online can be helpful when you're studying or revising
- However, sharing certain information (see information on the right) can break the rules and could affect your results
- If you're not sure what you can and can't discuss online, check with your teacher
- If you receive exam content on social media, you must tell your teacher
- Don't be caught out by scammers selling fake exam papers



### Things to do on social media:

- Have fun
- Be responsible
- Report any exam content you see to your teacher



### Things not to do on social media:

- Buy/ask for/share exam content
- Pass on rumours of what's in exams
- Share your work
- Work with others so that your coursework is not your own independent work



### If you do any of the above activities, you may:

- ! Receive a written warning
- ! Lose marks
- ! Be disqualified from a part of or all of your qualifications
- ! Be banned from taking assessments for a number of years



Please take the time to familiarise yourself with the JCQ rules:  
[jqc.org.uk/exams-office/information-for-candidates-documents](https://www.jcq.org.uk/exams-office/information-for-candidates-documents)





# The Exam Day

**You must be aware of the following before your exams:**

- In which room(s) your exams will be taking place
- What time each of your exams will be starting (and finishing)
- Where you will be sitting during each exam
- Where your personal belongings will be kept, for example your bag, mobile phone etc.





# What you need to do if you are late for an exam

**You must be on time for all of your exams**

**However, if you are/you think you will be late for an exam, follow these steps:**

- Step 1: Telephone the school and ask to speak with the exams officer
- Step 2: Follow the instructions given by the exams officer
- Step 3: Turn off your mobile phone and any other communication device
- Step 4: When you arrive at school go to reception and explain that you are late and that you need to see the exam officer immediately
- Step 5: Your exams officer will give you the full instructions for the exam, and answer any questions, before you are allowed to begin your exam



# What you need to do if you are ill on the day of an exam

**If you are feeling unwell on the day of an exam, follow the steps below**

- Step 1: Telephone the school and ask to speak with the exams officer
- Step 2: Follow the instructions given by the exams officer
- Step 3: Try and get some evidence to prove your illness (e.g. a doctor's note)
- Step 4: Add any further steps if applicable





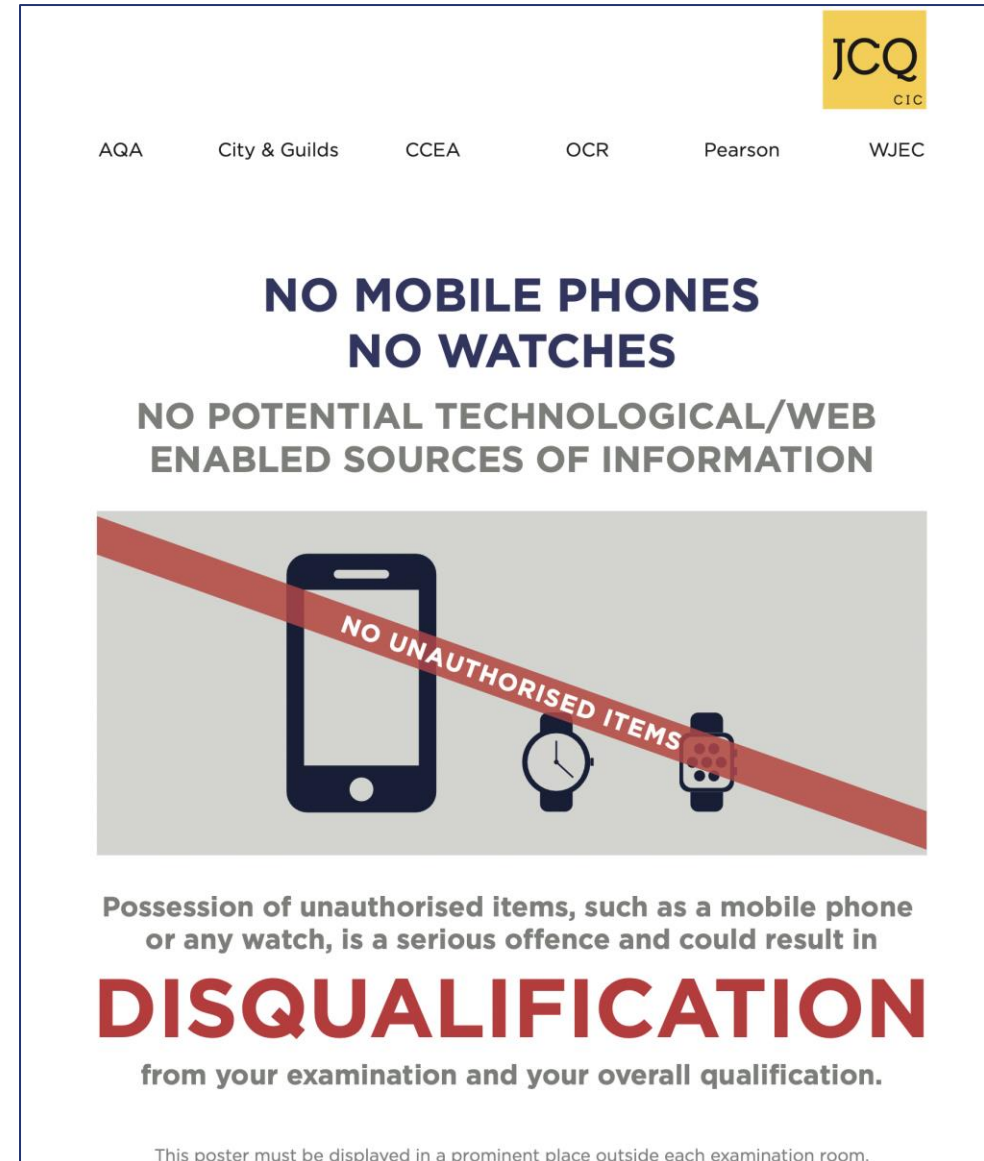
# Access Arrangements

- The special educational needs co-ordinator (SENCo), or the exams officer, will inform you of how your access arrangement will be delivered on the day of the exam
  
- Access arrangements include:
  - Use of a reader
  - Use of a scribe
  - Extra time
  - Supervised rest breaks

# Exam room posters

You are **not** allowed to bring the following into the exam room as they are potential technological / web enabled sources of information:

- Mobile phone/smartphone
- Smartwatch
- Analogue watch
- AirPods
- Earphones/earbuds
- iPod
- MP3/4 player
- Memory sticks



# Exam room posters



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
-----	---------------	------	-----	---------	------

## Warning to Candidates

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

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

In particular, note the following:

- Possession of a mobile phone, even if you do not use it, is not allowed and may be subject to penalty, including possible disqualification
- You are under formal exam conditions from the the moment you enter the room in which you will be taking your examination(s) until the point at which you are permitted to leave
- You must follow the instructions of the invigilator



**If you do not follow these instructions you are committing malpractice**



# What are formal exam room conditions?

- Formal examination/exam room conditions are:
  - Not talking to other candidates
  - Not disturbing other candidates
  - Not communicating with other candidates
- You are under formal examination conditions **from the moment you enter the exam room** in which you will be taking your examination(s) **until the point at which you are permitted to leave**
- If you talk to, disturb and/or communicate with other candidates as you enter or leave the exam room (as well as the whole time you are in the exam room), this is malpractice and will be reported to the awarding body who will decide whether to penalise you which may include disqualification





# The role of the invigilators



- Each exam room will have at least one invigilator
- Awarding bodies insist that invigilators must follow strict rules and regulations during exams
- Invigilators must record any irregular incidents which occur in the exam room (e.g. if someone feels unwell, requires the toilet or falls asleep etc.)
- If you behave in a suspicious manner the invigilator will approach you and ask you to stop
- If you misbehave, the invigilator will warn you that you may be removed from the exam room
- You are committing malpractice if you do not follow the invigilators instructions



**YOU MUST FOLLOW THE INSTRUCTIONS OF THE INVIGILATOR. FAILURE TO DO SO MAY RESULT IN A PENALTY WHICH COULD INCLUDE POSSIBLE DISQUALIFICATION**



# Exam room regulations

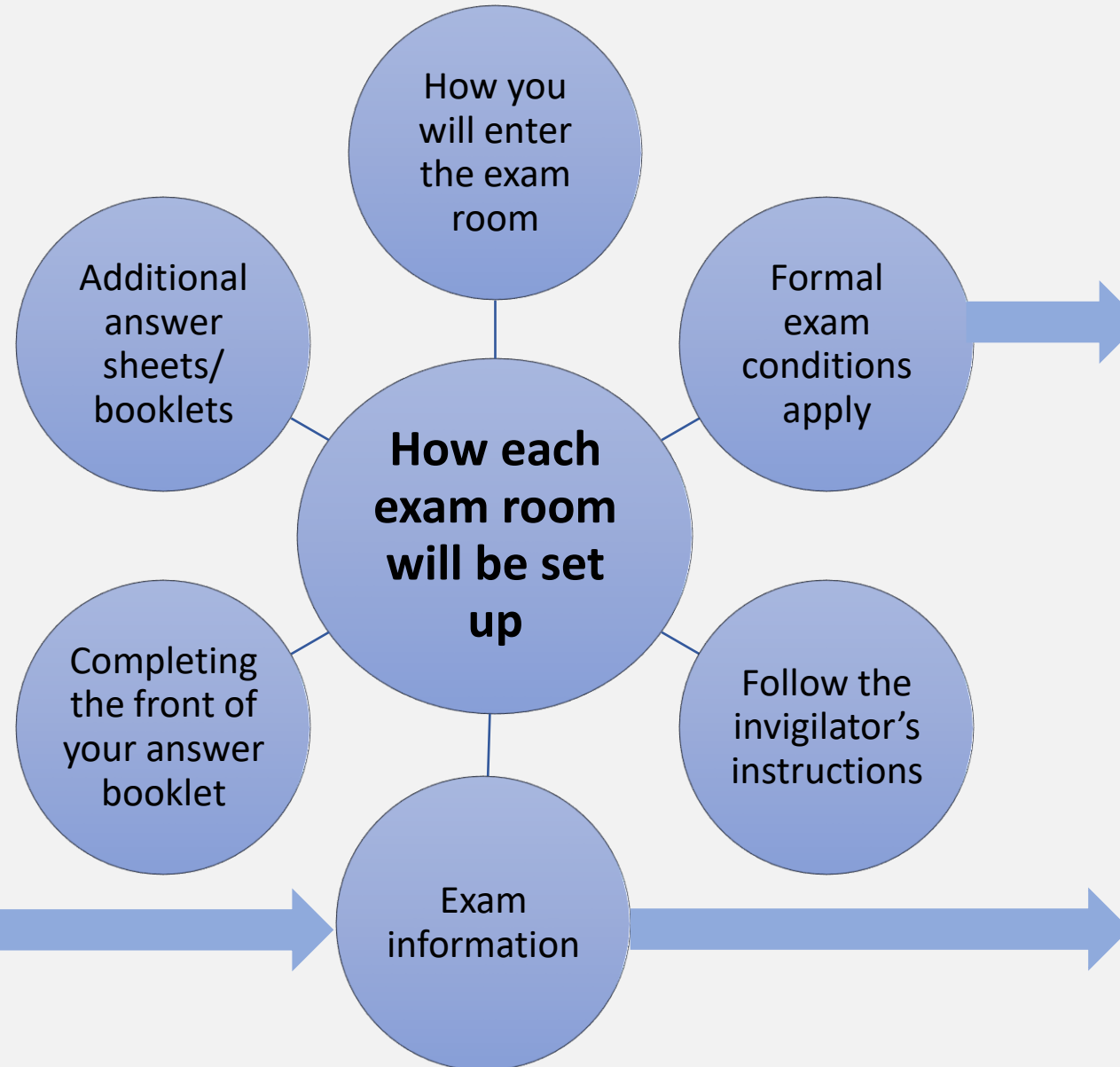
PLAY THE *INSTRUCTIONS FOR CANDIDATES* VIDEO:

<https://youtu.be/xLDe6JDlcjU>

# Exam room conditions

Your invigilator will ensure that the following are in place inside/outside the exam room:

- ✓ Exam room posters
- ✓ Adequate room conditions (heating, lighting, ventilation, noise etc.)
- ✓ Clock
- ✓ Relevant exam information displayed



Once you have entered the exam room:

- ✓ Do not talk to other candidates
- ✓ Do not disturb other candidates
- ✓ Do not communicate with other candidates

- ✓ Centre number
- For each exam:
- ✓ Subject title
  - ✓ Paper number
  - ✓ Starting & finishing times
  - ✓ Date

# What materials should you bring to an exam

You must bring the following materials with you to every examination:



We will provide the following materials:

What material is not allowed in the exam room



# Calculators

## How a calculator can/cannot be used in an exam

During an exam, a calculator **must not** be able to offer any of these facilities:

- ✗ language translators
- ✗ symbolic algebra manipulation
- ✗ symbolic differentiation or integration
- ✗ communication with other machines or the internet



During an exam, a calculator **must not** give access to pre-stored information. This includes:

- ✗ databanks
- ✗ dictionaries
- ✗ mathematical formulae
- ✗ text

**Your Maths teacher will explain how a calculator can/cannot be used in an exam**



# Water bottles

- Water bottles must be transparent with all labels removed
- This includes transparent, reusable plastic bottles



The invigilator may ask you to take off the lid if this is large enough to hide notes

# Emergency evacuation of the exam room



If there is an emergency, such as a fire alarm, the exam room will be evacuated

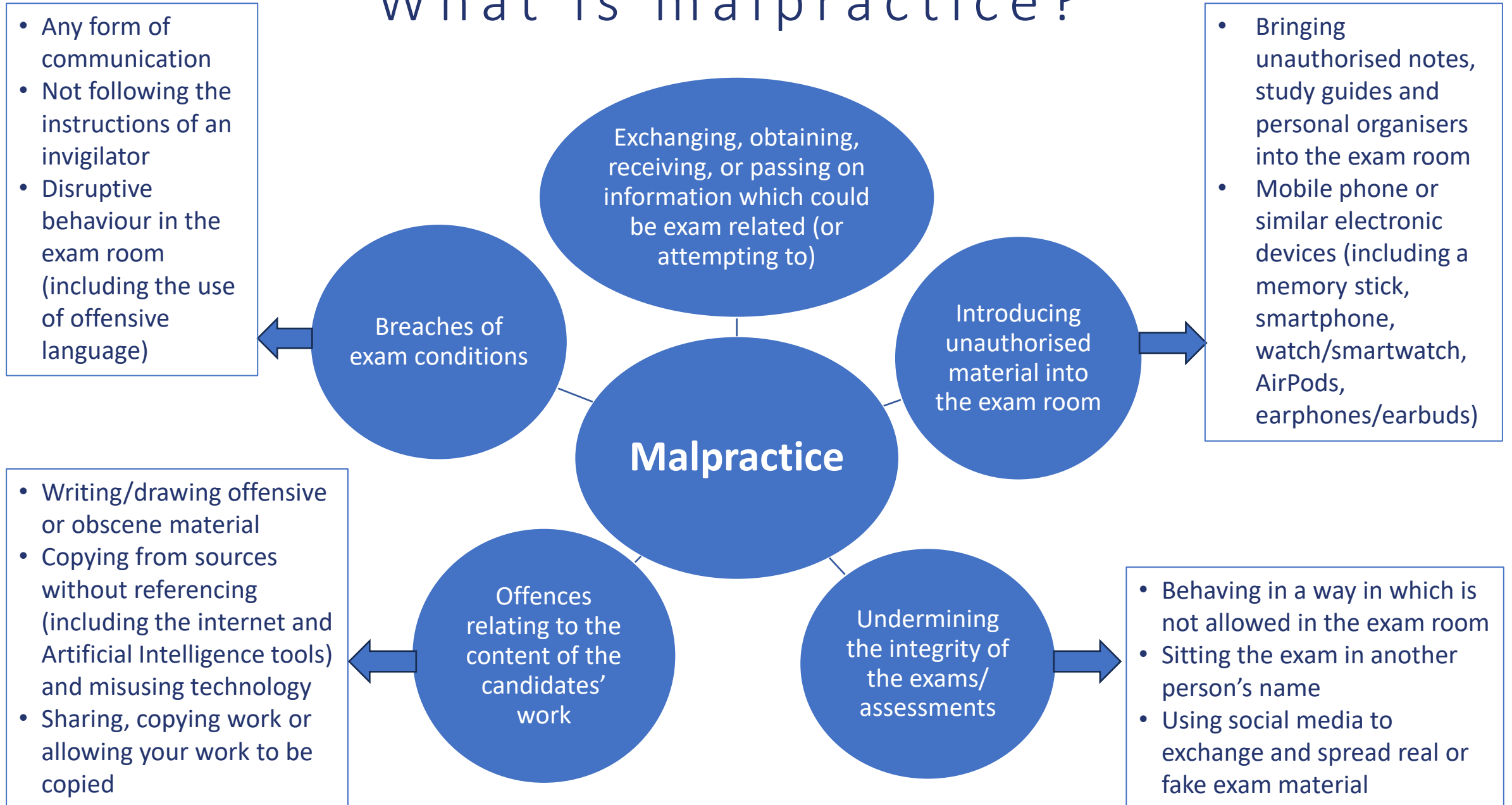
This video shows how your invigilators are instructed to evacuate the exam room

You **must** follow the invigilator's instructions

PLAY THE *DEALING WITH EMERGENCIES* VIDEO:

<https://youtu.be/TxzZhK8R0m0>

# What is malpractice?



# Examples of malpractice and the penalties which may be applied

Offence	Warning	Loss of marks on that paper	Loss of marks on all papers in that subject
<b>Bringing notes in the wrong format or prohibited annotations into the exam room</b>	Notes/annotations go beyond what is permitted but do not give an advantage; content irrelevant to subject	Notes/annotations are relevant and give an unfair advantage	Notes/annotations introduced in a deliberate attempt to gain an advantage
<b>Mobile phone or similar electronic devices (including iPod, MP3/4 player, memory sticks, smartphone, smartwatch, AirPods, earphones and headphones)</b>	Not in the candidate's possession but makes a noise during the examination	In the candidate's possession but no evidence of being used by the candidate	In the candidate's possession and evidence of being used by the candidate

# Examples of malpractice and the penalties which may be applied

Offence	Warning	Loss of marks on that paper	Loss of marks on all papers in that subject
<b>A breach of the instructions or advice of an invigilator, supervisor, or the awarding body in relation to the exam rules and regulations</b>	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 a designated seat; significant amount of writing after being told to stop	Repeated non-compliance
<b>Disruptive behaviour in the examination room or assessment session (including use of offensive language)</b>	Minor disruption lasting a short time; calling out, causing noise, turning around	Repeated or prolonged disruption; unacceptably rude remarks; being removed from the exam room; taking another's possessions	Warnings ignored; provocative or aggravated behaviour; repeated or loud offensive comments; physical assault on staff or property



# Examples of malpractice and the penalties which may be applied?

Offence	Warning	Loss of marks on that paper	Loss of marks on all papers in that subject
<b>The inclusion of offensive or obscene material in scripts, controlled assessments, coursework, non-examination assessments or portfolios</b>	Isolated offensive words or drawings	Frequent offensive words or drawings; isolated obscenity or offensive comments directed at an individual or group	Frequent obscenities; discriminatory language, remarks or drawings directed at an individual or group
<b>Copying from another candidate or allowing work to be copied (including the misuse of technology)</b>	Lending work not knowing it would be copied	Permitting examination script/work to be copied; showing other candidates' answers	Copying from another candidate's script, controlled assessment, coursework, non-examination assessment; borrowing work to copy

# Leaving the exam room

---

- Is only allowed if you have Medical pass FOR A KNOWN MEDICAL REASON OR OTHER ACCEPTABLE REASON
- CANDIDATES WHO DO NOT HAVE AN ACCEPTABLE (e.g. medical) REASON TO TEMPORARILY LEAVE THE EXAM ROOM (e.g. to visit the toilet) you will not be allowed to leave a room.
- If you finish before the end of the exam and you want to leave early, you will not be allowed to leave until the actual finishing time



# Leaving the exam room: Extra time candidates

---

- If you have been granted extra time and you finish before the end of your extra time and you want to leave early, you will only be able to leave after you have signed to confirm that it is your decision to leave the exam room and that you cannot return for this exam. If you do not use your full extra time on a regular basis, you could possibly lose this arrangement for your remaining exams





# Results

**Advanced Level results are published on Thursday 15th August 2024**

**GCSE and equivalent results are published on Thursday 22th August 2024**

On these days, students are invited in to collect their individual provisional result slips from school in person from 9am as follows:

Year 13: 15<sup>th</sup> August from 9.00am - 11.00am in the Sixth Form Study and Common Room

Year 11: 22<sup>th</sup> August from 9.00am - 11.00am in the Main School Hall

School staff will be available to help with queries on both days. Where results cannot be collected in person, the candidate has two options outlined below. To arrange for either of these two options students must complete the results form in the link below: <https://forms.office.com/e/GWp4Qp2jcS>

*Option A:* Results can be emailed to the student's school email address, accessible via office365 and outlook.

*Option B:* Results are nominated to be given to a named person who needs ID on the day.

Results released on results day are provisional, subject to the outcome of potential Post Result Service enquiries.

*I would like to take this opportunity to wish your child success in their examinations.*



# Reviewing your exam results: The options

- **Service 1: A clerical re-check. This includes a check that:**
  - all parts of your script (your answers) have been marked
  - marks have been totalled and recorded correctly
- **Service 2: Review of marking. This includes:**
  - a review of the original marking to ensure that the mark scheme was applied correctly, and to correct any errors
  - a check that all parts of your script (your answers) have been marked, and that marks have been totalled and recorded correctly
- **Service 3: Review of moderation. This applies to non-examination assessments and coursework and includes:**
  - a review of the original moderation and sample of candidates' work to ensure that the assessment criteria was applied fairly, reliably and consistently (this service is not available to individual candidates)
- **Access to scripts**





# Requesting a post-results service

We hope that your results in August will reflect the outcomes you were expecting or better still. Please remember that results remain provisional until all Reviews of Results (RoR) requests have been completed.

Your result envelope includes result slips from the Examination Boards and shows the marks you have been awarded. We also include the Summer 2024 Grade Boundaries.

If you are unhappy with one or more of your results, we strongly advise that you speak to the relevant subject specialist and the Examinations Officer, Mrs Marczak either on the day of receiving your results or as soon as possible thereafter via email to [exams@sydenham.lewisham.sch.uk](mailto:exams@sydenham.lewisham.sch.uk) to explain your concerns.

Mrs Marczak, other staff on results day, or one of her team will be best placed to advise you of the next steps. Please be advised that nothing can be done until the Post Results Services form has been signed by you and returned to the Examinations Officer, Mrs Marczak at the school office or via email to [a.marczak@sydenham.lewisham.sch.uk](mailto:a.marczak@sydenham.lewisham.sch.uk) as soon as possible. Please note that this form can only be signed once you have received your results. We generally advise that a priority copy of the script is requested before a review of marking is applied for, so that subject staff can advise.



# Certificates

Please note that actual certificates are only received in school in late October 2024, and will be ready for collection from Monday, 11<sup>th</sup> November 2024.

Please see the website <https://sydenhamschool.org.uk/exams/> for further details.

I hope this information is useful. Please do not hesitate to contact me if I can be of any further assistance.

We wish you all possible success in your next phase of education