



2016/17
Exam
Regulations

Introduction

John Willmott School is committed to ensuring that candidates are fully briefed on the exam and assessment process in place in the centre, and are made aware of the required JCQ awarding body instructions and information for candidates. This handbook provides students and parents/carers with all necessary information surrounding examinations held at John Willmott School.

Where you will take your examinations

All examinations are held at John Willmott School. Your exam timetable will provide the room in which you will take your exam. This may change and it is important that you check the exams notice board prior to every exam you sit to locate your seat. If your name does not appear on the seating plan please contact Miss Lewis – Examinations Officer.

What to do if you identify you have two or more exam papers timetabled at the same time (an exam clash)

Unless the total time of your exams exceeds three hours, you will normally sit papers back to back. Where your clashed exams exceed three hours in total, then arrangements will be made for you to sit one of the exams at an alternative time. You will be made aware of any arrangements in advance of your exam.

What time your examinations will start and finish

All exams start at 9:00am for morning sessions and 1:00pm for afternoon sessions. Please ensure that you are in school at least 15 minutes prior to the start of any exam.

Exam conditions

Once you enter the exam room you are under exam conditions and should behave appropriately. Until your exam has finished, and you have been given permission to leave by the invigilator, you should remain in silence. All candidates must listen to, and follow the instructions of the invigilator at all times in the exam room. Candidates must not communicate with other candidates at any time and breach of these conditions may result in your disqualification from the exam.

Where you will sit in the exam room

You will be seated with other candidates taking the exam, in alphabetical order. You may not be in the same seat for each exam, so it is important to check the seating plan prior to every exam you take. Desk cards listing your name, exam and centre details will be on your desk for each external exam. Ensure you check you are in the right seat before you sit down.

What equipment you need to bring to your exams

Black biro or ballpoint pens only. Make sure you do not use gel pens of any kind, exam question papers are scanned by awarding bodies and the heat of these machines can completely erase work written in gel pen. Highlighters can only be used on question papers, do not highlight any written work as this will not show up once scanned. Correcting fluids or tape should not be used on written work, instead neatly cross through any incorrect work. Ensure you have adequate equipment for each exam, rulers, compass, protractor, calculator, coloured pencils etc.

Using calculators

You must be aware of JCQ awarding body instructions regarding the use of calculators in your exams which state:

“Candidates may use a calculator in an examination unless prohibited by the awarding body’s specification. Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies’ regulations”

Calculators must be: <ul style="list-style-type: none">○ of a size suitable for use on the desk;○ either battery or solar powered;○ free of lids, cases and covers which have printed instructions or formulas.	Calculators must not: <ul style="list-style-type: none">• be designed or adapted to offer any of these facilities: -<ul style="list-style-type: none">○ language translators;○ symbolic algebra manipulation;○ symbolic differentiation or integration;○ communication with other machines or the internet;• be borrowed from another candidate during an examination for any reason;*• have retrievable information stored in them - this includes:<ul style="list-style-type: none">○ databanks;○ dictionaries;○ mathematical formulas;○ text.
The candidate is responsible for the following: <ul style="list-style-type: none">○ the calculator’s power supply;○ the calculator’s working condition;○ clearing anything stored in the calculator.	

[Taken from [JCQ Instructions for conducting examinations 2016-2017](#), Chapter 3]

Food and drink in exam rooms

Food is not allowed in exam rooms unless a medical requirement has been approved, prior to your examinations. Water is allowed, providing you remove any labels from bottles.

What you should wear for your exams

Candidates should be in full school uniform for all examinations – except for sixth form.

What to do if you arrive late for an examination

If you are going to be late for your exam, you must phone the school as soon as possible. Where there is a genuine reason for your late arrival, you will be allowed to sit your exam within the first half an hour of the start time. Any arrivals after the first half an hour are at the school's discretion, and you may not be given the full time to complete your exam. Arrivals after one hour of the start time are classed as 'very late arrivals', and awarding bodies will be informed. Awarding bodies use their discretion as to whether they will mark any very late arrival exam papers.

What to do if you are ill on the day of an examination

If you are ill and unable to attend an exam you must contact the School as soon as possible – before 8:00am where possible – on **0121 378 1946**. Parents/Carers should write a letter to the Examinations Officer detailing the reasons for the examination absence. You may be asked to provide medical evidence and complete JCQ medical statements.

The relevant Awarding Body will be contacted to ask for special consideration where appropriate. In most cases it is better to take the exam if you can!

Malpractice (cheating)

It is important that you are aware of the rules regarding malpractice in examinations. If you are suspected of any malpractice you may be removed from the examination room and have your paper disqualified. Depending on the seriousness of the incident you may be disqualified from the entire examination series.

Mobile phones, electronic storage devices including but not limited to, iWatches, Bluetooth enabled devices and music players. Candidates found with disallowed material may face disqualification from the examination.

Bringing unauthorised material into the examination room, *even if you did not intend to use it*, can be considered malpractice. If you are unsure what you can and can't bring into exams with you then check with your subject teacher or the Exams Officer.

Other forms of malpractice include:

- *Being in possession of unauthorised materials e.g. revision notes
- *Communicating with other candidates
- *Copying from other candidates, either in non-examined assessment work, or in exam conditions
- *Sitting an exam in the name of another candidate

Any form of malpractice is a very serious offence and you will be subject to penalty and possible disqualification under the *JCQ Suspected Malpractice Procedures*.

Results

Results will be available to collect in school on the dates below. If you are away on holiday or are unable to come into school to collect your results, someone else may collect your results provided you have given written permission. Due to data-protection regulations we are unable to issue any results by telephone.

GCE RESULTS DAY - 17 August 2017

GCSE RESULTS DAY - 24 August 2017

Post-results services

In the envelope with your results slip will be a document detailing post-results services.

These include reviews of marking, copies of scripts and clerical checks.

If you have any queries about any of these services you can contact Miss Lewis - Exams Officer for further details.

Certificates

Certificates are sent to school around Christmas time of the year in which they were awarded. They are normally available to collect in the following January. If you have left the school following your exams, please contact us in January to arrange collection – you will need to personally sign for any certificates you collect, or provide written permission for someone to collect them on your behalf. All students remaining in school will be allocated a morning on which they can sign for and collect their certificates.

Any other queries

For any other queries please feel free to contact Miss Lewis – Examinations Officer.

JCQ No Mobile Phones Poster

This poster will be displayed outside each exam room. You **must** note that “*Possession of unauthorised items, such as a mobile phone, is a serious offence and could result in **DISQUALIFICATION** from your examination and your overall qualification.*”

[\[JCQ No Mobile Phones Poster 2015/16\]](#)



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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**NO IPODS, MOBILE PHONES
MP3/4 PLAYERS
SMARTWATCHES**

**NO POTENTIAL
TECHNOLOGICAL/WEB ENABLED
SOURCES OF INFORMATION**

Possession of unauthorised items, such as a mobile phone, is a serious offence and could result in

DISQUALIFICATION

from your examination and your overall qualification.

This poster must be displayed in a prominent place outside each examination room.

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JCQ Warning to Candidates

This poster will be displayed outside each exam room. You **must** note all the warnings.

[\[JCQ Warning to Candidates\]](#)



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Warning to Candidates

1. You **must** be on time for all your examinations.
2. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
3. You **must not**:
 - sit an examination in the name of another candidate;
 - have in your possession any unauthorised material or equipment which might give you an unfair advantage.
4. **Possession of a mobile phone** or other unauthorised material is **breaking the rules**, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
5. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
6. You **must** follow the instructions of the invigilator.
7. If you are in any doubt speak to the invigilator.

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

Effective from 1 September 2014

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