



Student Exam Guide

2023

Your Examinations

Sitting your GCSE examinations is a very important time of your life. The exams you will be taking this year will influence what you do in the future, so it is very important they run as smoothly as possible.

There are a number of rules and regulations for examinations that you must be aware of which are set by the exam boards and are designed to ensure fairness.

This guide is intended to set out the examination procedures and to support you and those at home through the process. **Please read it carefully.** If there is anything you do not understand, ask one of your teachers or the Examinations Officer.

Entries

On receiving your Exam Timetable, please check that all levels of entry and exam information is correct. If there is an exam on the list that you were not expecting to be taking, or one missing, you **MUST** confirm with your subject teacher and tell the Examinations Officer immediately.

If amendments have to be made after the deadline for submission, then a cost will be incurred, which may be passed on to you. If you are in doubt about your entries, please speak to your subject teacher.

Even spelling mistakes not spotted at this stage could mean that your certificate is incorrectly printed later and once a grade is awarded, changes to your name cannot easily be made.

Timetable

The start times for exams at PCSA are:

- 9.15 am for morning exams;
- 1.00pm for afternoon exams (some shorter exams may start at 1.15pm)

You should aim to be at the venue at least **15 minutes before the start time.** We cannot wait for you if you are late, although we may be able to admit you into the exam depending on the circumstance. Extra time will **NOT** be allowed simply because you misread the timetable.

Please be aware that there may be different exams taking place in the same exam room, which may have a different duration, and you may have to leave the exam room quietly while others finish.

Take note of any re-arrangements due to a timetable clash (two exams at the same time). If this occurs, you will have a letter with the arrangements on.

Absence from the Examination

You must attend all exams that are allocated to you on your exam entry list. Misreading the timetable will not be accepted as a satisfactory explanation for absence. You may receive an invoice for the cost of an exam that has been paid for by the school if you fail to attend.

If you miss an exam due to illness, you **MUST** telephone the school on 01934 511411 as soon as possible on the morning of the exam **AND** a medical certificate must be given to the Examinations Officer within two days of the exam.

Timetable Clashes

If you notice you have more than one exam at the same time (this is called a timetable clash), arrangements will be made for you to take these subjects one after the other. The exams may have to be split between the morning and afternoon sessions. If this happens, an invigilator will supervise you over the lunch time. You will be in isolation, so will have to bring a packed lunch with you. You will be told if you have any periods requiring supervision.

Conduct in the Exam Room

You must be silent at all times when you are in the exam room. This includes when you **ENTER** and **LEAVE**. If you need assistance, put your hand up and wait for an invigilator to come to you. Do not try to distract other candidates during the exam. Please do not write on the exam desks.

Equipment

All the necessary equipment will be provided by the school. There is no need to bring anything into the exam room at all. Please make sure that you leave **ALL** the school property on the desk at the end of the exam.

You must do any rough work in the answer booklet and cross out anything that you do not wish to be marked. Highlighter pens must **NOT** be used in the answer books, but you are allowed to use them if you have a separate booklet of text (insert).

You are NOT allowed to use:

- Correcting Fluid/Pens/Tape
 - Gel Pens
 - Erasable Pens
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At the End of the Exam

The invigilator will collect your exam papers **BEFORE** you leave the room. Absolute silence **MUST** be maintained during this time.

Question papers, answer booklets and additional paper must **NOT** be taken from the exam room.

You will be dismissed from the exam room row by row and you **MUST** remain silent until you are outside the building.

In the Exam Room

If you bring a bag with you, it must be placed where instructed by the invigilators. The same rule applies to phones, wireless headphones or watches and they **MUST** be switched off. If you are found in possession of such a device during an exam, it will be taken from you and a full report made to the Exam Board.

If a device is found on you and turned **ON** = disqualification from the entire subject award.

If a device is found on you and turned **OFF** = disqualification from that component.

Cheating/Malpractice

To maintain the integrity of qualifications, strict regulations are in place.

Malpractice means any act or practice which is in breach of the regulations.

Any alleged, suspected, or actual incidents of malpractice will be investigated and reported to the relevant awarding bodies.

Contingency Days

The awarding bodies have designated a number of dates in July as 'contingency days' for examinations.

For the June 2023 exams, the awarding bodies have scheduled two half-day contingency sessions. These due to be held on **Thursday 8 June 2023 (PM)** and **Thursday 15 June 2023 (PM)**. A full contingency day is scheduled for **Wednesday 28 June 2023**.

We must remind students that they **must remain available on these dates** in case of unforeseen disruption to the common exam timetable. Should exam contingency plans need to be put into place, these dates will be used.

YEAR 11 – EXTERNAL EXAMINATION ROUTINE

- Seating Plans will be put on the exam notice board outside the Main Hall prior to the exam.
- Please line up outside the exam room, quietly and according to the rows you will be sitting in. You will be called into the exam room one row at a time.
- **Full school uniform must be worn for all examination sessions.**
- Candidates must read the specific Rules and Regulations relating to all exams. These are posted outside the examination rooms and are on the PCSA Website.
- **Remember:** Exam regulations start when you enter the exam room and are not lifted until you are outside of the exam room at the end.
- It is advisable for you to bring a clear bottle containing water into the exam room – **labels on bottles must be removed. No fizzy drinks or cans please.**
- **Please note:** no candidate may leave the examination room until the end of the examination.
- If you are ill during the examination period or miss an examination for any reason, the school must be informed as soon as possible. Please make every attempt to 'phone Student Services before the exam is due to start.
- Candidates are reminded that failure to attend any examination unless supported by a doctor's certificate will result in your parents being asked to pay the Examination Fee.

EXAMINATION RESULTS DAY

Thursday 24th August 2023

1. Result slips will be available for collection from the school hall
2. Some members of staff will be in school until around 11.30am in the event of any need for immediate discussions.
3. If you wish someone to collect the results on your behalf because you are unable to attend in person, they will need to produce written permission from yourself (complete the form at the back of this booklet).

We will not release results to another person without this permission. If you know that you will be unable to have your results collected, you can provide a personal email address which you need to give to the Exams Officer.

EXAMINATION CERTIFICATES

Certificates arrive in school during late October/November; you will be invited to the school to collect your certificates.

If you nominate someone to collect the certificates on your behalf, they will need to produce written permission from yourself – complete the form at the back of this booklet.

Any unclaimed certificates will be retained by the school for one year, after which time they may be securely shredded. An exam board will charge a fee of around £45 per certificate to replace.

CANDIDATE PERMISSION FORM

Results collection

Thursday 24th August 2023

The normal arrangements for collecting results are: **Collection from the school hall.**

If you require your results by either method below, please tick the relevant box and complete the required information.

CANDIDATE NAME:

Results should be posted to my home address

Results should be emailed to my personal email address.....

I give permission for my representative to collect my results of my behalf. I confirm that my representative will provide photographic ID on collection.

Candidate Signature:

Date:

*Any change of address should be notified through the official change in details process. The centre does not take any responsibility for results information sent out to addresses where this process has not been followed.



Candidate Permission Form

Certificate Collection

TBA for November 2023

The normal arrangements for collecting certificates: **Collection between 4pm and 6pm from school hall (date will be on website and in results envelope in August)**

If you are unable to collect certificates in person, you can complete the required information below and your nominated person can collect for you.

CANDIDATE NAME:

I give permission for my representative to collect my certificates on my behalf. I confirm that my representative will provide photographic ID on collection.

Candidate Signature:

Date:

Or call into school reception from December 2023, during normal school opening hours

Notice to Candidates

This document has been written to help you. Read it carefully and follow the instructions.

If there is anything you do not understand, ask your teacher.

Regulations – Make sure you understand the rules	
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 must not have certain items in the exam room: <ul style="list-style-type: none">• notes;• mobile phones, wireless headphones, a smartwatch or wrist watch. <p>Remember: 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.</p>
5	Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
6	Do not talk to or try to communicate with, or disturb other candidates in the exam room.
7	You must not write inappropriate, obscene or offensive material.
8	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
9	Do not borrow anything from another candidate during the exam.

Information – Make sure you attend your exams on time	
1	Know the dates and times of all your exams. Check Exam Notice Board outside Main Hall for your Room.
2	Arrive at least 15 minutes before the start of each exam.
3	If you arrive late for an exam, report to Student Services.
4	If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
5	You must write in black ink. Coloured pencils / pencils may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.

Calculators, Dictionaries and Computer Spell-checkers	
1	You may use a calculator unless you are told otherwise – these are also supplied for your use by the school
2	Do not use a dictionary or computer spell checker unless you are told otherwise.

Instructions during the exam	
1	Always listen to the invigilator. Follow their instructions at all times.
2	Tell the invigilator at once: <ul style="list-style-type: none">• if you think you have not been given the right question paper or all of the materials listed on the front of the paper;• if the question paper is incomplete or badly printed.
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 before you start the exam. You will be allowed time to do this. Make sure you add your candidate details to any additional answer sheets that you use.
5	Remember to write your answers within the designated sections of the answer booklet.
6	Any rough work that you do not want marked should be neatly crossed through

Advice and assistance	
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 or Exams Officer.
2	Put up your hand during the exam if: <ul style="list-style-type: none">• you have a problem and are in doubt about what you should do;• you do not feel well;• you need more paper
3	You must not ask for and will not be given, any explanation of the questions / words.

At the end of the exam	
1	If you have used more than one answer booklet and/or any loose sheets of paper, place them in the correct order. Remember to add your candidate details to any additional answer sheets that you use.
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.