



**Exam Information  
for Students  
2020-2021**

# Examination Notes for all Year 10, and Year 11 Students.

Please find enclosed the following JCQ Documentation:

## Information for Candidates

- GCSE controlled assessments
- Coursework assessments
- Non-examination assessments
- For on-screen tests
- For written examinations
- Privacy notice
- Guidelines when referring to exams/assessments through the internet
- No Mobile Phone Poster
- Warning to Candidates Poster

**This information is to help you with your examinations and studies during 2020-2021. Please ensure that you read the documents provided by the JCQ. Failure to adhere to the rules and regulations set by the Awarding Bodies/Exam Boards could result in the following:**

### **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 the unit for the examination series in question;
- You will be disqualified from the whole subject for that examination series;
- You will be disqualified from all subjects and barred from entering again for a period of time.

**Your awarding body will decide which penalty is appropriate**

**“If you are unsure ask your Tutor, Teacher or Exams Officer.”**

## Examination Starting Times

For morning examinations students are expected to be in school for 8.30am so that examinations can start at 8.45am promptly.

For afternoon examinations students are expected to be in school at 1.00pm so that examinations can start at 1.15pm promptly.

## Venues

Details of the venue (exam room) for examinations will be on the exam noticeboard (located in the café connect on the Exam Information board you must check this on arrival at school to see where you will be sitting your examination. You will be sitting in candidate number order and a name card will have been placed on your desk.

## Equipment

You need to bring the correct equipment with you to each examination. This will include **black** pens, pencils and a ruler and for particular exams you will need a calculator, protractor and pair of

compasses. If you do forget to bring these items to school, we have the equipment available for you to borrow.

### **Behaviour during the examination**

All schools are obliged to conduct examinations according to strict rules. Some of the important points are listed here:

- The examination is considered to be in progress from the time you enter the room and until all papers have been collected at the end, so you must remain silent.
- You must only write in a **black** ink or ballpoint pen.
- You must not use any correcting fluids or correcting pens.
- You will be told by the invigilators when you may start.
- On all your papers you must write your name, candidate number and the school centre number **37119**.
- You may not leave the exam until the finish time.
- You must not communicate with other candidates, verbally or visually.
- All pens, pencils etc. must be in a clear polythene bag or clear pencil case. Calculator lids must be removed.
- Mobile phones and any other electronic devices must be handed in prior to the start of the exam.

### **Lateness**

If you arrive late for your examination you should report immediately to the exams office. The Exams Officer will then take you to your examination.

### **Absence and Special Consideration**

If you miss an examination you need to let the Exams Officer, Mrs Towe know as soon as possible on 01274 633111. If you miss the examination through serious illness you will be asked to provide a medical certificate signed by a doctor. This will be forwarded to the exam board so that they can consider awarding you a grade. Remember though, it is better to try to take the examination if you can as you are likely to achieve a higher grade. If you miss an examination for any other reason, such as a family crisis, you need to let the Exams Officer know as soon as possible who will consult the exam board on your behalf. Missing an exam can result in a fee of between £25 and £60 if there is no justifiable reason for doing so.

Finally..... Good luck and every success in achieving the results you deserve!

**A Beardsley  
Exams Officer  
01274 633111**