



Morecambe Road School Exam Policy

The policy purpose:

The purpose of this exam policy is:

- ☞ To ensure the planning and management of exams is conducted efficiently and in the best interest of candidates.
- ☞ To ensure the operation of an efficient exam system with clear guidelines for all relevant staff.

It is the responsibility of **everyone involved in the centre's exam processes to read, understand and implement this policy**. The exam policy will be reviewed every three years by the Exams Officer.

Exam responsibilities:

Exams Officer (manages the administration of public and internal exams by conducting the following):

- ☞ Advises the senior leadership team, subject/class tutors and other relevant support staff on annual exam timetables and application procedures as set by the various awarding bodies.
- ☞ Oversees the production and distribution to staff, governors and candidates of an annual calendar for all exams in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events.
- ☞ Ensures that candidates and their parents are informed of and understand those aspects of the exam timetable that will affect them.
- ☞ Consults with teaching staff to ensure that necessary coursework is completed on time and in accordance with JCQ guidelines.
- ☞ Provides and confirms detailed data on estimated entries.
- ☞ Receives, checks and stores securely all exam papers and completed scripts in line with JCQ requirements.
- ☞ Administers access arrangements and makes applications for special consideration using the JCQ publications Access arrangements, reasonable adjustments and special consideration.
- ☞ Identifies and manages exam timetable clashes.
- ☞ Accounts for income and expenditures relating to all exam costs/charges.
- ☞ Line manages the senior exam invigilator in organising the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams.
- ☞ Submits candidates' coursework marks, tracks despatch and stores returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule.
- ☞ Arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any appeals/re-mark requests.
- ☞ Maintains systems and processes to support the timely entry of candidates for their exams.
- ☞ Identifies and tests candidates, assesses requirements for access arrangements.
- ☞ Provides additional support: for spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment, to help candidates achieve their course aims.
- ☞ Distribute and ensure the completion by office staff of the Exam Materials Receipt Log - Exams Officer
- ☞ Distribute and ensure the completion by office staff of the Exam Materials Receipt Log – At the point of delivery to the centre.

Teachers are responsible for:

- ☞ Notification of access arrangements/requirements (as soon as possible after the start of the course).
- ☞ Submission of candidates' names to heads of department/school/curriculum.
- ☞ Correct use of Legal names on all Exam documentation which can be accessed via SIMS.
- ☞ Submission of entries, coursework and marks by the proposed deadlines.
- ☞ The marking of any coursework taught by themselves (even if it is not during the year of entry).

Lead Invigilator/Invigilators are responsible for:

- ☞ Collection of exam papers and other material from the exam's office before the start of the exam.
- ☞ Conducting exams in accordance with JCQ's publication, 'Instructions for conducting Examinations', booklet
- ☞ Collection of all exam papers in the correct order at the end of the exam and their return to the exam's office.

Candidates are responsible for:

- ☞ Confirmation and signing of entries.
- ☞ Understanding coursework regulations and signing a declaration that authenticates the coursework as their own.
- ☞ Being accountable for their own conduct during internal/external exam conditions.

Qualifications

The qualifications offered at this centre are decided by the Senior Leadership Team. The qualifications currently offered are Entry Level Certificates in Maths and English (AQA), GCSE Maths and Art (AQA), Humanities (RE) Pathway (WJEC), PSD Pathway (WJEC), Aim Awards and City and Guilds Diplomas in Hair and Beauty/Horticulture. Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the subject teachers/specialists and parents.

Exam Series and Timetables

Internal exams and assessments are scheduled on demand or as specified by the Exam Boards. External exams and assessments are scheduled as specified by the Exam Boards. Some internal exams are held under external exam conditions e.g. AQA Entry Level Certificate in Mathematics (5930). The Subject Leader decides on the exam series to be used in the centre. On-demand assessments are to be scheduled in agreement with the Exams Officer. Monitoring, registration and delivery of Primary Assessments are the responsibility of the Primary Phase Lead (Assistant Head – Mrs Gannon). These assessments are monitored via the Government Primary Assessment Gateway:

<https://www.primaryassessmentgateway.education.gov.uk/publicaccessproduction/selfservice/citizenportal/login>

Timetable

Once confirmed, the exams officer will circulate the exam timetable for external exams (**Appendix 1: 2021-2022 Exam Entries and Deadlines**). **AG is responsible for ALL Primary Assessments and liaising with primary teachers regrading deadlines for entries and conducting tests** (timetable is visible at the bottom Appendix 1). Deadlines are created by the Government as opposed to External Examination Boards.

Entries, Entry details and Late entries

Candidates are selected for their exam entries by the Subject Leader. Candidates or parents/carers can request a subject entry, change of level or withdrawal. The centre accepts entries from external candidates from members of staff only. The centre does not act as an exam centre for other organisations. Entry deadlines are circulated to Subject Leaders via email/pigeon hole. Late entries are authorised by Head of Centre. GCSE re-sits are not allowed.

Exam Fees

Candidates or departments will not be charged for changes of tier, withdrawals made by the proper procedures or alterations arising from administrative processes provided these are made within the time allowed by the awarding bodies. All exam fees are paid for by the Centre. Late entry or amendment fees are paid by the Centre. Fee reimbursements are not sought from candidates who decide to sit an exam after the late entry/withdrawal deadline/fail to sit an exam/do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances.

Disability Discrimination Act

The centre will meet the disability provisions under the DDA (and the Equality Act 2010), by ensuring that the exams centre is accessible and improving candidate experience. This is the responsibility of the Senior Leadership Team.

Access arrangements

- ☞ All the candidates have special educational needs.
- ☞ A candidate's access arrangements requirement is determined by the subject teacher in collaboration with the Exams Officer.
- ☞ Making access arrangements for candidates to take exams is the responsibility of the Exams officer.
- ☞ Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Exams Officer.
- ☞ Rooming for access arrangement candidates will be arranged by the Exams Officer.
- ☞ Invigilation and support for access arrangement candidates will be organised by Exams Officer.

Official Examination Room

All exams will take place in the Year 11 classroom (which can change every year). This will be Room 23 for 2022-23 series. Posters warning staff and pupils that an exam is in progress (**see Appendix 2: Exam posters**) will be displayed outside the building. Staff are also notified via an internal memo (**see Appendix 3: Memo regarding the forthcoming GCSE Exam Dates**). Classrooms in the vicinity of the Exam room will be asked to use an alternative exit so that pupils are not disturbed by break and lunchtime movement (depending on the time of the exam).

Invigilators

All Invigilators are current staff at Morecambe Road and must have conducted the Communicate-ed online course for Exam Invigilation for new Invigilators or the refresher for experienced invigilators (**See Appendix 4: Evidence of Invigilator training**). Two invigilators must be in the room during an exam in case there is a disturbance or a pupil is taken ill. An extra member of staff must also complete the training as an emergency back-up invigilator. All classrooms have an internal phone which can be used to request support. Internal telephone numbers are displayed in every classroom.

Invigilators will be provided with a **box of resources** labelled with the specific exam room (a duplicate box will also be left in the on-site contingency exam room) containing:

- ✓ A variety of information posters to be displayed on the walls (**see Appendix 2: Exam Posters**)
- ✓ Blue-Tac
- ✓ Whiteboard Marker
- ✓ Whiteboard eraser
- ✓ Stationery for the exam (pens, pencils, rubbers, sharpeners, rulers and specific maths equipment)
- ✓ Invigilator Folder (see below for specifics)

Invigilators will be provided with **an information folder** (located in the aforementioned box) containing:

The Lodge

[GCSE Examinations](#)

Invigilator Information/ Documents

- ✓ Morecambe Road School's Exam Policy 2022
- ✓ Copy of the JCQ, 'Instructions for Conducting Examinations', (ICE) booklet 2022-23.
- ✓ Copy of the Email from JCQ, 'Changes to the 2018-19 ICE Booklet
- ✓ Seating plan for the allocated exam room (**see Appendix 5a): Invigilator's Folder**)
- ✓ Emergency Evacuation Procedure for Examinations (**see Appendix 6**)
- ✓ List of examination specific equipment (**see Appendix 5b): Invigilator's Folder**
- ✓ JCQ's Checklist for Invigilators for Written Examinations (ICE booklet)
- ✓ AQA Question Paper Control – Invigilator Declaration
- ✓ Exam Register from AQA
- ✓ JCQ's suggested wording for the invigilator's announcement at the beginning of a written examination (ICE booklet)
- ✓ Exam Room Incident Log (**see Appendix 9**)

Invigilators for the June 2023 Series:

- ✓ **Head Invigilator** – Michelle Jennings (Deputy Head)
- ✓ **Back up Head Invigilator** – TBA
- ✓ **Invigilator** – Paul Watkins (Level 3 TA)
- ✓ **Reserve Invigilator** – TBA

Contingency planning

Contingency planning for exams administration is the responsibility of the Exams Officer. There are two contingency plans in place depending on the scale of the issue preventing the exam from going ahead in the planned venue (Room 23 – Year 11 Classroom for 2022-23):

- 1) In the event of a fire alarm during an exam: (See Appendix 6: Emergency Evacuation Procedure – located in the Invigilator Folder and Appendix 7: Poster – What to do in the event of a fire alarm – displayed in the room)**

Pupils will be told prior to the exam, the code of conduct (see below) in the event of a fire alarm during an exam:

Pupils will be told by the invigilator/s to:

- Put their pens/pencils down.
- Close their papers with the front cover face up.
- Line up to exit the classroom in register order, via the emergency fire exit (KS4 entrance).
- Pupils will exit the classroom onto the secondary playground and walk to the assembly point (Primary Playground).
- Pupils will then be registered separately on the Primary Playground, from the rest of the school.
- Once registered, the pupils will return to the Exam classroom if it is considered safe to do so.
- In the event of the exam classroom being unsafe due to issues with the main building, the alternative room on-site is one of the Garden rooms opposite the main building next to the car park.

- 2) In the unlikely event of the school grounds being inaccessible (e.g. flooding)**

Pupils and invigilators will be taken via the school mini bus (or a private hire bus if the school mini bus is unavailable) to Lancaster and Morecambe College (located opposite the school). **Please see Appendix 8: Confirmation Email from the Exams officer at Lancaster and Morecambe College.** Lancaster and Morecambe College have agreed to provide a room on condition that Morecambe Road Staff are responsible for running of the exam and safeguarding of pupils whilst on the Lancaster and Morecambe College premises.

NB: An additional set of exam posters/resources/invigilator file will be kept in the on-site alternative venue for Contingency scenario 1) enabling a swift transfer of rooms resulting in less of an impact on the students involved.

Private candidates

Managing private candidates is the responsibility of the Exams Officer.

Estimated Grades

Subject Teachers are responsible for submitting estimated grades to the Exams Officer when requested by the Exams Officer. These are then uploaded by the Exams Officer onto the appropriate online exam websites e.g. AQA (Centre Services), WJEC Secure Website etc.

Malpractice

Invigilators will have an Exam Room Incident Log (**see Appendix 9**) within their invigilation folders (kept in the exam room). Any malpractice of staff or pupils alike will be reported to the Senior Leadership Team who are responsible for investigating suspected allegations of malpractice.

Exam days

The Exams officer will book all exam rooms after liaison with other users and make the question papers, other exam stationery and materials available for the invigilator. The lead invigilator will start all exams in accordance with JCQ guidelines. Exam papers **must NOT** be removed from the exam room before the end of a session.

Candidates

The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and other electronic devices apply at all times. Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage. Disruptive candidates are dealt with in accordance with JCQ guidelines.

Candidates are expected to stay for the full exam time based on the recent amendments to the JCQ guidelines. The Exams Officer is responsible for handling late or absent candidates on exam day or subsequently. For clash candidates, the supervision of candidates, identifying a secure venue and arranging overnight supervision is the responsibility of the Exams Officer.

Should a candidate be ill before an exam, suffer bereavement or other trauma, be taken ill during the exam itself or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the centre, the exams officer, or the exam invigilator, to that effect. Before the exam, candidates will have the JCQ instructions read to them (**Appendix 10: Information for Candidates - JCQ Instructions booklet**). The candidate must support any special consideration claim with appropriate evidence within three days of the exam, for example by providing a letter from the candidate's doctor. The Exams Officer will then forward a completed special consideration form to the relevant awarding body within seven days of the exam.

Internal Assessments and Appeals

Internal assessment

It is the duty of Subject Leaders to ensure that all internal assessment is ready for despatch at the correct time. The Exams Officer will assist by keeping a record of each despatch, including the recipient details and the date and time sent.

Marks and appeals

Marks for all internally assessed work and estimated grades are provided to the exam's office by the Subject Teachers. Appeals against internal assessments must be made by the last working day of June.

Appeals against internal assessments

The process for managing appeals against internal assessments is detailed in a separate appeals policy, available from the exams office.

Results

Candidates will receive individual result slips on results days, either in person at the centre or by post to their home addresses. Arrangements for the centre to be open on results days are made by the Exams Officer. The provision of staff on results days is the responsibility of the Exams Officer.

Enquiries About Results (EAR's)

EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. The candidate's consent is required before any EAR is requested. If a result is queried, the Exams Officer, Teaching Staff and Head of Centre will investigate the feasibility of asking for a re-mark at the centre's expenses. When the centre does not support a candidate's or parent's request for an EAR, a candidate may apply to have an enquiry carried out. If a candidate requires this against the advice of subject staff, they will be charged.

Access To Scripts (ATS)

After the release of results, candidates may ask subject staff to request the return of papers within three days' scrutiny of the results. Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained. GCSE re-marks cannot be applied for once a script has been returned.

Certificates

Certificates will be distributed to pupils via the Year 11 Presentation Evening held in the month of November after the June exam series. Pupils who do not attend will be sent a standard letter (see **Appendix 11**) advising them that certificates **MUST be collected from the school office within a year of receipt** based on the JCQ (Joint Council for Qualifications) 'General Regulations for Approved Centres', which states:

The centre will:

- b) retain all unclaimed certificates under secure conditions for a **minimum of 12 months from the date of issue;**
- c) **destroy any unclaimed certificates after retaining them for a minimum of 12 months.** They must be destroyed in a confidential manner. Centres that do not have a means of destroying certificates confidentially may return them to the respective awarding body. A record of certificates that have been destroyed should be retained for four years from their date of destruction. However, candidates should be informed that some awarding bodies do not offer a replacement certificate service. In such circumstances the awarding body will issue a Certifying Statement of Results; (Where an awarding body issues a replacement certificate, or a Certifying Statement of Results, this will provide an accurate and complete record of results for all qualifications covered by the original certificate.)

Certificates can be mailed via first class post (with a record of postage held on record by the Exams Officer) **ONLY if the pupil has moved out of area** and on the condition **that the parent/guardian has signed a waiver (see Appendix 12)** confirming that if the certificates are lost in the post, they will have to contact the exam board directly for replacements **(the school will not be held financially responsible for lost certificates in the post).**

Certificates can be collected on behalf of a candidate by third parties, provided they have been authorised (verbally or in writing) to do so.

The centre retains certificates for a minimum of a year, excluding 2020-21 cohort who were told via a letter dated 29th September 2021:

*"However, the deadline for the collection of certificates for the May/June 2020 Examination Series **will be extended to November 2022** due to the unforeseen issues/delays created by the pandemic."*

The Exams Officer will maintain a **Certificate Handover Record (see Appendix 13)** for anyone who collects their certificate directly from the school office (after the Year 11 Presentation Evening).

The Exams Officer will maintain a **Record of Dispersal of Certificates (see Appendix 14)** for any certificates destroyed after a minimum of 12 months. **This record will be kept for 4 years.**

Signed: <u>S Mainwaring</u>	(Chair of Governors)	Date: <u>9th November 2022</u>
Signed: <u>A Dootson</u>	(Headteacher)	Date: <u>9th November 2022</u>
Signed: <u>H Andrew</u>	(Exams Officer)	Date: <u>9th November 2022</u>

Appendix 1: 2021-2022 Exam Entries and Deadlines

Morecambe Road School (Centre No: 46130)

2021-2022 Exam Entries and Deadlines							
Exam Board	Staff Responsible	Subject	Qualification	Code	Deadlines		
					Entries	Coursework	Exam series
AQA	HA/JH	Maths	ELC	5930	11 th (21 st) Feb'22	6 th (15 th) May'22	June'22
	HA		GCSE (F)	8300F	NO ENTRIES FOR JUNE 2022		
	AF	Art & Design	GCSE	8202C & 8202X – NO EXAM FOR 2022	Sept/Oct'21	20 th (31 st) May'22	June'22
	KD	Step Up to English	ELC	5972/1 5972/2	11 th (21 st) Feb'22	6 th (15 th) May'22	June'22
	KH/VHi	Science	ELC	5961/2	11 th (21 st) Feb'22	6 th (15 th) May'22	June'22
WJEC	RM	RE	Entry Pathways (Humanities)	6268 6276 6271 6267 6274	11 th (21 st) Feb'22	25 th April'22 (5 th May)	June'22
	JG/HA/KD	PSD	Entry Pathways	6101 6102 6103 6106 6109 6111	11 th (21 st) Feb'22	25 th April'22 (5 th May)	June'22
Ascentis	KD/CW	English	Alternative to Foundation Skills	Stepping Stones	Any time	May/June'22	May/June'22
AIM Awards	CCa/JD/MJ	New employment, Vocational and Personal development	Aim Awards	-	Any time	May/June'22	May/June'22

Morecambe Road School (Centre No: 46130)

2020-2021 Other exam entries which DO NOT go through Examinations Officer

Exam Board	Staff Responsible	Subject/s	Qualification	Code	Deadlines		
					Entries	Coursework	Exam series
AQA Unit Award Scheme	MJ	Various	Pre-Entry Level Entry Level 1-3 Level 1	Various	Any time	Any time	Any time
City & Guilds	IM/MJ	Practical Horticulture Skills	Level 1	7573-11	Any time	Any time	Any time
City & Guilds	AB/MJ Bay Leadership Academy	Hair Dressing and Beauty Therapy	Level 1	3001	Any time	Any time	Any time

Primary Statutory Assessments

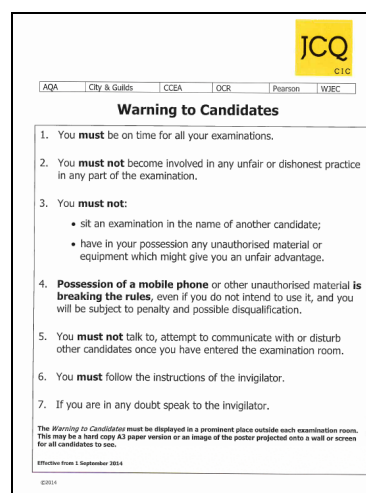
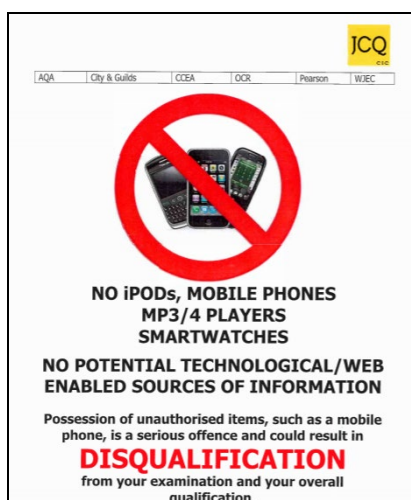
Assessment	Staff Responsible	Subject	Deadlines	
			Registrations	Assessment Period
Reception Baseline Assessment	Reception Teacher/s	EYFS	June	September
SAT's Yr 2/Yr 6	Teacher of Yr 2/6 AG	Maths and English	September - October	May/June
Phonics' Screening	Teacher of Yr 1/2	English: Phonics	March/April	May/June
Yr 4 Multiplication Check (Voluntary)	Teacher of Yr 4	Maths: Multiplication's	May	June

The number of pupils assessed via the Engagement Model MUST be reported to the Government every academic year.

Appendix 2: Exam posters

SUBJECT:	_____
TIER:	_____
START:	_____
FINISH:	_____

DATE :	_____
AWARDING BODY:	_____
PAPER NUMBER:	_____



Appendix 3: Memo regarding the forthcoming GCSE Exam Dates

Memo

To: ALL STAFF
CC: MJ/PE/AG
From: HA
Date: 8th May, 2019

Re: Scheduled GCSE Maths Exams

Please be aware that the following exams will be taking place over the next few weeks:

Date	Exam	Time
Tue 21/5	GCSE Maths (F) Paper 1	9.00 - 11.00am
Thurs 6/6	GCSE Maths (F) Paper 2	9.00 - 11.00am
Tue 11/6	GCSE Maths (F) Paper 3	9.00 - 11.00am

We will be using the Lodge as the main exam room (meeting/training side). However, the entire Lodge will be out of use during these morning sessions, in order to prevent any disruption to exam conditions.

Our contingency plan, in case something unexpectedly happens to the Lodge, is The Willow Room (left garden room).

The mile track walk will also be cancelled on these days.

Many thanks for your co-operation,
Helen Andrew
(Exams Officer)

Appendix 4: Evidence of Invigilator training

Online Invigilators Course for Monday 13th May, 2019

Signing in Sheet

Web Link:

<https://www.communicate-ed.org.uk/courses/training-for-invigilators-in-exams-for-general-qualifications>



Staff Present:

Name	Date	Signed
M. JONES	13/05/19	
A. BLEZARD	13/05/19	
P. WATKINS	13/05/19	
A. CHARLSON	13/05/19	



This is to certify that

Helen Andrew
has completed a

Multiple Choice Assessment

Demonstrating Knowledge of 2018/19 JCQ Regulations

Invigilating in Examinations for General Qualifications

and achieved a pass score of

100%

Signed:

Caroline Read – Course Tutor

Date: **May 13, 2019**

PO Box 2652
Maldenhead, SL6 8ZL
T: 0845 3311 492 F: 0871 918 2330
E: admin@communicate-ed.org.uk
W: www.communicate-ed.org.uk

See Appendix 5 a): Invigilator Folder - Seating Plans

Seating Plan: The Lodge

The Awarding Bodies require a seating plan for each examination. Please enter candidate numbers for the students present in the grid below, adapting it as necessary for the arrangement of desks.

Day: Tuesday Date: 21/05/19 Time of Day: am

Subject: GCSE Maths Paper 1 Foundation

Seating Plan: Willow Room

The Awarding Bodies require a seating plan for each examination. Please enter candidate numbers for the students present in the grid below, adapting it as necessary for the arrangement of desks.

Day: Tuesday Date: 21/05/19 Time of Day: am

Subject: GCSE Maths Paper 1 Foundation

Candidate Numbers and Seating No:

Candidate		
Name	Number	Seating Number
Dave	1901	A1
Luke	1908	A2
Hayden	1914	B2
Owen	1916	B1
Sam	1917	C1
Ethan	1919	C2

Table positions will be on the walls as you walk in

Candidate numbers will be on a card with you LEGAL name (attached to the table)

See Appendix 5 b): Invigilator Folder – List of Examination Specific Equipment

Last Updated 18th May, 2019 by H Andrew



Morecambe Road School

List of Examination Specific Equipment

AQA GCSE Mathematics (8300) Foundation

Paper 1 (No Calculator Allowed)

- ☛ Protractor
- ☛ Compass
- ☛ Graph Paper
- ☛ Tracing Paper
- ☛ Extra AQA blank answer sheets

Paper 2

- ☛ Scientific Calculator with the following minimum requirements:
 - Four rules and square function
 - Square root function
 - Reciprocal and power function
 - Brackets
 - Memory
 - Appropriate exponential, trigonometric and statistical functions
- ☛ Protractor
- ☛ Pair of Compasses and pencil
- ☛ Graph Paper
- ☛ Tracing Paper
- ☛ Extra AQA blank answer sheets

Paper 3

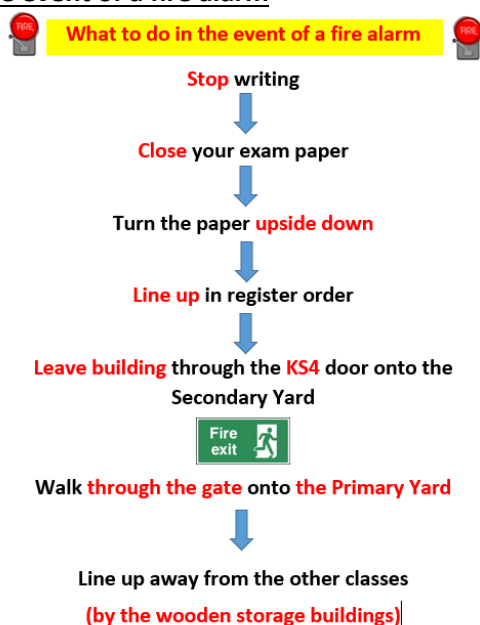
- ☛ Scientific Calculator with the following minimum requirements:
 - Four rules and square function
 - Square root function
 - Reciprocal and power function
 - Brackets
 - Memory
 - Appropriate exponential, trigonometric and statistical functions
- ☛ Protractor
- ☛ Pair of Compasses and pencil
- ☛ Graph Paper
- ☛ Tracing Paper
- ☛ Extra AQA blank answer sheets

Appendix 6: Emergency Evacuation Procedure

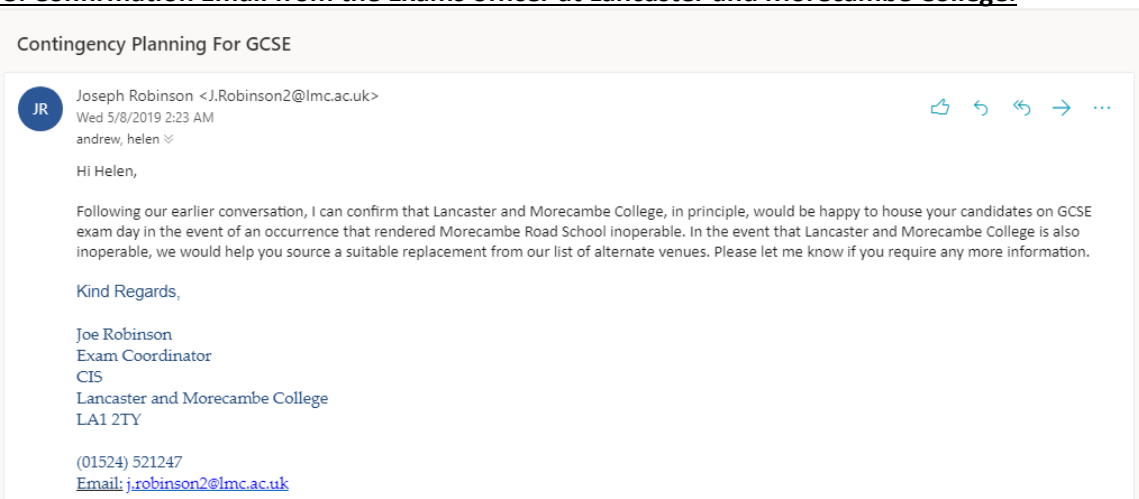
Secondary KS4 Classrooms ('M' Classes)

BASE	MAIN EXIT	ALTERNATIVE ROUTE
M1 (Rm112)	Via external door in KS4 area onto the secondary playground	Via external door by Old ICT Room (Rm 103) onto secondary playground
M2 (Rm 23)	Via external door in KS4 area onto the secondary playground	Via external door by Old ICT Room (Rm 103) onto secondary playground
M3 (Rm Willow – Garden Room)	Via main external door onto side path to primary playground	Via main external door onto main path to primary playground
M4 (Rm 111)	Via external door in KS4 area onto the secondary playground	Via external door by Old ICT (Rm 103) onto secondary playground

Appendix 7: Poster – What to do in the event of a fire alarm



Appendix 8: Confirmation Email from the Exams officer at Lancaster and Morecambe College.



Date:

Time:

Exam

Venue:

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Exam	Start	Finish

Invigilator(s):

Name	Time in	Time out

Record of incident:

Time	Incident

Appendix 10: Information for Candidates - JCQ Instructions booklet



AOA City & Guilds CCEA OCR Pearson WJEC

Information for candidates

For written examinations - effective from 1 September 2018

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

If there is anything you do not understand, especially which calculator you may use, 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 take into the exam room:

a) notes;

b) potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device.

Any pencil cases taken into the exam room must be see-through.

5 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.

6 If you wear a wrist watch the invigilator will ask you to remove it and place it in your desk.

7 Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.

8 Do not talk to or try to communicate with, or disturb other candidates once the exam has started.

9 You must not write inappropriate, obscene or offensive material.

9 If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.

10 Do not borrow anything from another candidate during the exam.

B Information – Make sure you attend your exams and bring what you need

1 Know the dates and times of your exams. Arrive at least 10 minutes before the start of each exam.

2 If you arrive late for an exam, report to the invigilator running the exam.

3 If you arrive more than one hour after the prescribed starting time for the exam, you may not be allowed to take it.

4 Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.

5 You must write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.

C Calculators, Dictionaries and Computer Spell-checkers

1 You may use a calculator unless you are told otherwise.

If you use a calculator:

a) make sure it works properly; check that the batteries are working properly;

b) clear anything stored in it;

c) remove any parts such as cases, lids or covers which have printed instructions or formulas;

d) do not bring into the exam room any operating instructions or prepared programs.

2 Do not use a dictionary or computer spell checker unless you are told otherwise.

D Instructions during the exam

1 Always listen to the invigilator. Follow their instructions at all times.

2 Tell the invigilator at once if:

a) you think you have not been given the right question paper or all of the materials listed on the front of the paper;

b) 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. Make sure you fill these details in on any additional answer sheets that you use.

5 Remember to write your answers within the designated areas of the answer booklet.

6 Do your rough work on the answer sheet stationery. Cross it through and hand it in with your answers.

6 Make sure you add your candidate details to any additional answer sheets that you use.

E 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.

2 Put up your hand during the exam if:

a) you have a problem and are in doubt about what you should do;

b) you do not feel well;

c) you need more paper.

3 You must not ask for, and will not be given, any explanation of the questions.

F At the end of the exam

1 If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order. Place any loose additional answer sheets inside your answer booklet.

2 Make sure you add your candidate details to any additional answer sheets that you use.

3 Do not leave the exam room until told to do so by the invigilator.

4 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.

This information must be made available to all candidates in advance of their examination(s) for each series.

It must be made available to candidates in a hand-carry answer format.

Appendix 11: Standard Certificate Collection Letter

29th September, 2021

Dear Parent/Guardian,

Re: Certificates for the May/June 2020 Examination Series

It is with a heavy heart that I am writing to inform you that due to continued complications experienced by the Covid-19 Pandemic, we will unfortunately be unable to facilitate a 'belated Presentation Evening', for the 2019-20 cohort. As you can appreciate, we have had to prioritise the most recent cohort (2020-21) for this year's upcoming Presentation Evening in November 2021, as we endeavour to keep staff, pupils and parents as safe as possible.

I would therefore be extremely grateful if (at your earliest convenience) **you could contact the school to arrange the collection of your son/daughter's certificates**, which will be made available from Reception on the date and time that you request.

Please note that certificates should usually be retained by a school for a minimum of 12 months from the date of issue as specified by the JCQ (Joint Council for Qualifications) 'General Regulations for Approved Centres', which states:

The centre will:

- b) retain all unclaimed certificates under secure conditions for a **minimum of 12 months from the date of issue**;
- c) destroy any unclaimed certificates after retaining them for a minimum of 12 months. They must be destroyed in a confidential manner. Centres that do not have a means of destroying certificates confidentially may return them to the respective awarding body. A record of certificates that have been destroyed should be retained for four years from their date of destruction. **However, candidates should be informed that some awarding bodies do not offer a replacement certificate service.** In such circumstances the awarding body will issue a Certifying Statement of Results; (Where an awarding body issues a replacement certificate, or a Certifying Statement of Results, this will provide an accurate and complete record of results for all qualifications covered by the original certificate.)

However, the deadline for the collection of certificates for the May/June 2020 Examination Series **will be extended to November 2022** due to the unforeseen issues/delays created by the pandemic.

I wish you and your family all the best for the future and hope that your son/daughter has enjoyed their first year of tertiary education.

Yours sincerely,

Appendix 12: Waiver Letter for Lost/Damaged posted certificates

Date:

Dear Parent/Guardian,

Re: Waiver for Lost/Damaged Certificates via First Class Postage

I, the Parent/Guardian of (full name of pupil): _____

Hereby confirm that I give permission to the Exams Officer of Morecambe Road School, to post my son/daughter's certificates via **First Class Post**, on receipt of this signed waiver. I am aware that face to face collection of certificates is advised by the school but due to a change of residence, I am unable to travel to the school.

In the event of my son/daughter's certificates being lost or damaged in the post, I know that I will have to contact the Examining Boards directly in order to have another copy re-printed. I am also aware that I will have to pay for this service.

I confirm that I understand Morecambe Road School is not financially responsible or accountable for any certificates that I have requested to be sent to me via the post.

Signed: _____ Date: _____

Printed Name: _____

Please read/sign this letter and return to the address above. A confirmation email/phone call will be sent once the certificates have been posted **ONLY on receipt of this waiver.**

Yours sincerely,

Helen Andrew
(Assistant Head/Whole School Assessment and Examinations Officer)

