



**ABBNEYFIELD
SCHOOL**
*Creative
Education
Trust*

EXAM REGULATIONS AND GUIDANCE FOR STUDENTS, PARENTS & CARERS 2022 - 2023



Mrs E Austin
Examinations Manager

Contents

Introduction	3
Mobile Phone Warning	4
Before the Examinations	
Exam timetable	5
Candidate name	5
Candidate Number & Candidate Cards	5
During the Examinations	
Examination Regulations	6
Attendance at Examinations	6
Invigilators	8
Absence from Examinations	9
After the Examinations	
Results	10
Review of Marking	10
Certificates	10
Instructions for a Fire Alarm during Examinations	11
Important Dates	12
Costs	12
Frequently Asked Questions	13-16

Abbeyfield School

Introduction

It is the aim of Abbeyfield School to ensure that examination experience is stress free and successful for all candidates.

This booklet provides regulations, advice and guidance and will prove informative for you and your parents/guardians. There are separate regulations for examinations, coursework and non-examination assessments which will happen at different points during courses.

Please read the booklet carefully and discuss it with your parents/guardians so that you know the regulations and in the event of any problems occurring you know the procedures to follow.

The Awarding Bodies (also referred to as Examination Boards) set down strict criteria which must be followed for the conduct of examinations and Abbeyfield School is required to follow them precisely. You should therefore pay particular attention to the regulations that are printed at the back of the booklet (see Appendices).

Some frequently asked questions are covered in this booklet; however if there is anything you do not understand or any question that has not been addressed, please ask.

If you or your parents/guardians have any queries or need help or advice at any time before, during or after the examinations, please contact:-

Examinations Manager:	Mrs Austin
Assistant Principal:	Mr Polnyj
Vice Principal:	Mr Edwards
Head of Post 16:	Mrs Dedman
School Telephone Number:	01604 763616

Good Luck

BEFORE THE EXAMINATIONS

EXAM TIMETABLE

- All candidates will receive an individual exam timetable from school indicating the subjects they are being entered for and the levels of entry (where applicable). Some subjects have no tier of entry, some have Foundation or Higher tiers. The document also shows details of the date, time and duration of your exams. You must check everything on your timetable very carefully. If you have a problem please see Mrs Austin in the Exams Office immediately.
- Check that all your personal details are correct (date of birth, spelling of names) as these will appear on certificates. The name on your certificates should be your legal name, not your preferred or 'known as' name.
- Some candidates may have an exam clash. This is where there are two or more exams timetabled on the same day and at the same time. You must inform the Exams Office immediately if you have an exam clash so that arrangements can be made for these exams to take place in accordance with JCQ regulations.
- Your documents also show your candidate number. This information will be required in each of your examinations/assessments at Abbeyfield School.
- All students **MUST** be available up to and including **Wednesday 28^h June 2023**. (This is the second of two national contingency dates in case exams need to be rescheduled to due national/local disruption to the exam timetable.)

CANDIDATE NAME

- Candidates are entered under the name format of:

Forename (legal) + Middle initials + Surname (legal) eg. Angela B Jones

CANDIDATE NUMBER & CANDIDATE CARDS

- Each candidate has a four digit candidate number. This number appears on your exam timetable. It will be used in all examinations and assessments at Abbeyfield School.
- At the beginning of each exam you will be asked to write your name, candidate number and centre number on your question/answer book. It is vital that you complete this information clearly and in CAPITAL letters. Failure to do so may mean your exam paper cannot be identified as yours and therefore may not be marked.
- Abbeyfield School's centre number is **27228**. You will have a candidate identification card on your exam desk giving you the information you need. These cards must not be tampered with or removed from the exam room as they will be used for all your examinations. Please ensure that you complete all information required on your question/answer book as it appears on your candidate card (you must write your legal name).

DURING THE EXAMINATIONS

EXAMINATION REGULATIONS

- Make sure that you know exactly when your exams are, especially whether they are morning or afternoon. All dates and times can be found on your timetable.
- Ensure that you read, understand and follow **ALL** examination regulations and procedures. They will be available on the school website and copies are included in this booklet. Candidates who contravene these regulations risk being reported to the awarding bodies. The outcome to a breach of the regulations may result in disqualification from a particular paper, subject or exam board.
- You need to make sure that you bring **ALL** relevant equipment for each exam, e.g. a calculator for those subjects requiring one (Business, Geography, Maths and Science exams). No calculator lids are allowed so they must be removed before entering the exam room. Please make sure you also bring pens (**black ink or ball point pens**), pencils, eraser, ruler, compass, protractor and a sharpener in a **clear** pencil case or plastic bag. These items should be placed on your exam desk so that they are clearly visible at all times during the exam.

**YOU MUST NOT USE CORRECTING FLUID/PENS,
HIGHLIGHTERS OR GEL PENS IN YOUR ANSWERS.**

ATTENDANCE AT EXAMINATIONS

TIMINGS

Be outside your exam room at least 15 minutes before the start of the exam.

Morning exams:	8.45am	-	exams start promptly at 9.00am
Afternoon exams:	1.15pm	-	exams start promptly at 1.30pm

Exam venues are printed on your exam timetable.

- Candidates are responsible for checking their own timetable and arriving at school on the correct day and time, in full school uniform and fully equipped. Candidates must arrive at least 15 minutes before the start time of every examination and must wait quietly outside the exam room until they are invited to enter by the examination invigilators. Ensure you allow enough time to get to school so that if you are delayed for any reason e.g. missed bus, heavy traffic etc., you will still arrive in good time. *Remember that staff often run Breakfast Clubs or revision sessions prior to exams.*
- If you arrive more than 30 minutes after the start of an exam a decision will be made whether you will be able to sit it. It is important to note that the awarding body may not accept your script if you arrive very late for an examination.
- You should line up outside the exam room in a quiet and orderly manner. There may be more than one exam taking place at the same time in the exam room and therefore your cooperation is necessary to ensure that seating can be done efficiently within the shortest amount of time. It also ensures that you receive the correct exam paper.

- Copies of the seating plan will be posted outside the exam room. Check the seating plan and make sure you know where you are seated before you enter the exam room. Once inside the room JCQ Exam Regulations apply and you **MUST** be silent. If there is any communication between students it will be assumed that you are cheating and will be treated accordingly. You must not talk or communicate non-verbally with other students until the exam has ended and you have left the exam room.
- **UNDER NO CIRCUMSTANCES** are you allowed to keep your bags/coats with you during an exam. You must leave them in the designated area before going into the exam room. If a student fails to comply with this rule they will be refused entry to the exam room.
- **MOBILE PHONES**



We cannot stress enough how important it is **NOT TO BRING MOBILE PHONES INTO THE EXAM ROOM.** Anyone caught with a mobile phone (whether switched off or not) will be severely reprimanded by the appropriate exam board. You may be disqualified from that exam and also any other exams. If you bring a mobile phone to an exam you **MUST** ensure it is switched off and hand it in to an invigilator outside the exam room for safe-keeping until the exam has finished.

THIS RULE APPLIES TO ALL MOBILE PHONES EVEN IF THE PHONE IS TURNED OFF.

- **OTHER ELECTRONIC DEVICES and WATCHES**
You must not take any electronic or radio communication device with any potential technological/web enabled sources of information or any other product with storage facilities into the exam room such as smart watches, iPods/iPads, MP3/4 players, electronic tablets, CD Walkmans or pagers. Anyone found with unauthorised material will be severely reprimanded by the appropriate exam board. You may be disqualified from that exam and also any other exams. Wrist watches are not permitted and must be removed prior to entering the exam room. They can be handed to an invigilator, along with any electronic device, for safe keeping.
- You are allowed to bring a clear bottle of **still water** into the exam room. **Labels must be removed from bottles before entering the exam room.** The bottle should be placed on the floor next to your desk. You are **NOT** allowed the following items:-
Canned or cartons of drinks
Fizzy drinks
Chewing gum
Sweets or any other food
- You are not allowed to leave the exam room until the specified end time of the exam even if you have finished, so please do not ask! If you finish early use the time to re-

check your answers, spelling, punctuation, grammar etc. You must remain silent and must not distract other students or attempt to communicate with any other students.

- Do not write on the examination desks. This is regarded as vandalism and you will be asked to pay for any damage.
- Do not draw graffiti or write offensive comments on your examination papers – if you do, the examination board may refuse to accept your paper. Most examination papers are scanned by computers, so any graffiti or comments may stop your answers from being scanned properly and could affect the outcome of your results.
- Do not draw or write on yourself. This could be seen as an attempt to cheat and will be treated accordingly.
- Listen carefully to the instructions and notices read out by members of staff and the invigilators – there may be amendments to the exam paper that you need to know about.
- Check you have the correct question paper – check the subject, paper and tier of paper. If you think that you have the wrong paper, put your hand up and inform an invigilator immediately. If you usually have school resources printed on coloured paper, check that your exam paper is the correct colour. If you usually have access to a word processor, reading pen, reader or scribe, check that these resources have been provided for you. **Put your hand up and inform an invigilator immediately if you believe something is missing or incorrect.**
- Read all questions carefully and number your answers clearly.
- At the end of the examination all work must be handed in – remember to cross out any rough work you do not want to be marked with a single line. Remember to complete your name, candidate number and centre number on all additional answer sheets used and insert them into the front of the answer book.
- Invigilators will collect exam papers before you leave the room. Absolute silence must be maintained during this time. Remember ... you are still under examination conditions until you have been dismissed and **left the room**.
- Question papers, answer booklets and additional paper must NOT be removed from the exam room.
- Remain seated in silence until told to leave the examination room. Please leave in silence and show consideration for other candidates who may still be working.

INVIGILATORS

- Abbeyfield School employs external and internal invigilators to conduct the examinations. Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.
- Invigilators are in the exam rooms to supervise the conduct of the examination. They will distribute and collect the examination papers, give out instructions relating to the

exam, hand out extra writing paper if required and deal with any problems that occur during the examination, for example: if a candidate is feeling unwell.

- Please note that invigilators cannot discuss the examination paper with you or explain the questions.
- Candidates who are disruptive or behave in an unacceptable manner will be removed from the examination room by invigilators, the Exams Manager or members of the Senior Leadership Team.

ABSENCE FROM EXAMINATIONS

- If you experience difficulties during the examination period (eg; illness, injury, personal problems), please inform the Exam Office, your Form Tutor or Head of Year at the earliest opportunity so that we can help or advise you.
- If you miss an exam you will **NOT** be able to do it again. If you are ill and cannot take the exam, you **MUST** telephone the school immediately and leave details for the Exams Office. You **MUST** provide a sick note/letter from your doctor or self-certification form. A self-certification form can be obtained from the Exams Office. This must be countersigned by your doctor or nurse. Medical evidence must be provided within 3 days of the missed exam or we cannot take any action for you.

If you do not have a genuine reason for missing an exam you may be charged for that exam.

Please note that misreading your timetable will not be accepted as a satisfactory explanation of absence.

If you or your parents/guardians have any queries regarding your exams you should forward them to Mrs Austin in the Exams Office.

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AFTER THE EXAMS

RESULTS

- Students will be issued with a statement of results during normal school hours for exams taken in November.
- For exams taken in May/June, students are invited to come into school to collect their results on the relevant dates in August (see Important Dates).
- If you are unable to collect your results, due to holidays etc., you have two options: you may provide the Exam Office with a large envelope (A4 size) which should be self-addressed and stamped with sufficient postage to cover a large 1st class letter. This should be done by the end of June. Results documents will be posted at the end of the relevant results day. It is your responsibility to ensure that the correct postage is attached to the envelope; alternatively, you may complete a third-party collection form to nominate a person to collect your results on your behalf. This form can be found on the school's website.

REVIEW OF MARKING

- If you are unsure or have any questions about your results, in the first instance you should speak with the relevant Director of Learning or Subject Leader who will be available on Results Day.

After this, if you still have concerns about your results contact Mrs Austin in the Exam Office. A decision will then be made whether to request Access to your Scripts and/or a Review of Marking. This should be done as soon as possible in order to meet the result enquiry deadline (within 5 days of results day if a Higher Education place is at stake – GCE exams only). *You may be required to pay a fee for this service.*

Review of Marking deadlines, consent forms and costs will be issued with your Statement of Results in August.

CERTIFICATES

- **Certificates will only be issued to the student named on the certificate.**
- We **DO NOT** post certificates to students as there is the potential for them to get lost or damaged. Replacement certificates cost approximately £50 each and have to be obtained from the relevant Exam Board.
- Certificates will be available for collection from school from November 2023. You will need to bring proof of identification when collecting certificates. Please ring the school prior to your visit so that the certificates can be made available at school reception.
- Uncollected certificates will be kept in school for 3 years, after which they will be destroyed.

INSTRUCTIONS FOR A FIRE ALARM DURING THE EXAMS

We hope that the fire alarms do not go off during the exam period, however if one does go off these instructions must be followed in **COMPLETE SILENCE**.

- Should the fire alarm go off, firstly do not panic.
- You will be asked to stop writing and close your question/answer papers. The time will be recorded.
- If asked to do so, you must leave the room in silence and in the order that you are sitting. Leave all equipment in the exam room. **YOU MUST NOT COMMUNICATE WITH ANY OTHER STUDENTS IN ANY WAY.**
- When you leave the room you **MUST** be at least one metre away from the students in front and behind you.
- You will be taken to the designated assembly area. You will be kept separate from the rest of the school. **YOU MUST REMAIN SILENT AND NOT COMMUNICATE** with anyone as you are still under exam conditions.
- When you return to the exam room, do not start writing until the invigilator tells you to do so.
- Any time lost during a fire alarm will be noted and added to the end of the exam to ensure you get the full time allowance for that exam.

LISTEN CAREFULLY TO INSTRUCTIONS AND DO NOT PANIC

IMPORTANT DATES

AS, A Level & L3 Results Day:
(results available 9.00am-11.00am)

17th August 2023

GCSE and L1/2 Results Day:
(results available 9.00am-11.00am)

24th August 2023

Certificates:

TBC – November 2023

FREQUENTLY ASKED QUESTIONS

Q Why do I need to check the details on my exam timetable?

A You should check that the subjects and tiers of entry are correct and that you have been entered for all subjects. The personal details on your timetable will be printed on your certificates. If your personal details do not match your legal identification documents (birth certificate, passport etc.) it could cause you problems in the future when applying for further education or employment.

Q What do I do if I have a query with my exam timetable?

A Contact the Exams Office as soon as possible so that any issues can be resolved.

Q I think there's a clash on my timetable. What should I do?

A Contact the Exams Office as soon as possible. The school will need to make arrangements and possibly re-schedule the papers (on the same day) where there is a clash of exams. Candidates will normally sit one paper then have a short break, during which they are supervised, and then sit the second paper. Candidates **must not** communicate with anyone outside the supervision room between the exams (this includes no mobile phones or internet access). It may be necessary to bring a packed lunch if you have exams in the morning and afternoon as you must remain in isolation and under supervision until all clash exams are completed. You will receive a letter confirming the arrangements that have been made for any exam clash at least one week prior to the date of the clash.

Q My timetable shows my last exam is on 20th June. Why do I have to be available to sit exams until 28th June 2023?

A In the event that a major incident happens which prevents scheduled exams taking place, these exams would be rescheduled to take place on or before 28th June 2023.

Q What should I do if I am ill or have an accident before the exam?

A If you feel a bit unwell you should come in and sit the exam. Inform the school at the earliest opportunity so we can help and advise you. If you are seriously ill, you will

need to obtain medical evidence (from your GP or hospital) so that we can send it to the Exam Board. In the case of an accident which means you are unable to write, it may be possible to provide you with a scribe (a person who writes your answers for you in the exam), but we will need as much prior notice as possible and may need medical evidence for the Exam Board.

Q If I miss an exam can I take it on another day?

A No. Timetables are set and regulated by the exam boards and you must attend on the given date and time.

Q What equipment should I bring to my exams?

A For all exams you should bring at least 2 pens (**Black** ink or ball point pens only). You will also need a calculator for some exams (Maths/Science/Business/Geography), a ruler, pencil, sharpener, eraser, compasses and protractor. You may need coloured pencils for D & T/Media exams. You must keep the equipment in a clear pencil case (or plastic bag). You are responsible for bringing your own equipment to all exams. You **MUST NOT** attempt to borrow equipment from another candidate during the examination.

Q What items are not allowed into the examination room?

A Only materials that are listed on question papers (eg Anthology) are permitted in the examination room and students who are found to have any material with them that is not allowed will be reported to the appropriate exam board. In such circumstances a student would normally be disqualified from the paper or the subject concerned. Bags and coats are not allowed in the exam room and must be stored in the allocated place. Do not bring valuables into school when attending exams.

NO food is allowed in the exam room. You may have a clear bottle of still water (label removed) which should be placed on the floor next to your exam table.

Mobile phones must not be kept on your person, even if they are switched off. You will be given the opportunity to hand in your phone for safe-keeping prior to the exam. You must ensure it is switched off. Watches are not permitted.

Q Why can't I bring my mobile phone, smart watch or ear phones into the exam room?

A Being in possession of a mobile phone, smart watch or any other electronic communication device eg. iPod, earphones etc. is a serious breach of exam regulations (it is regarded as cheating) and is subject to severe penalties from the Awarding Bodies. If found in possession of any of these items it **WILL** be reported to the relevant Awarding Body and it is likely that you will be disqualified from that paper. Do not leave mobile phones in your bags or coats. Normal wrist watches are also not permitted in the exam room. Hand them in for safe-keeping.

Q Do I need to wear school uniform?

A Yes, normal school uniform regulations apply to exams. This includes students who may not have been attending school prior to the exams.

Q How do I know how long the exam is?

A The length of the examination is shown in minutes on your individual timetable under the heading "Duration". Invigilators will tell you when to start and finish the exam and they will write the times on a board at the front of the exam room. There will be clocks in all exam rooms.

Q What should I do if I think I have been given the wrong paper?

A Invigilators will ask you to check that you have the correct question paper before the exam starts. If you think something is wrong put your hand up and tell the invigilator immediately.

Q Can I leave the exam early?

A No. You are not allowed to leave the exam room early as this is disruptive to other candidates. If you finish your exam early you are advised to spend the time checking your answers, spelling, punctuation and grammar, trying all questions, units and working out shown.

Q What should I do if I make a mistake in an answer?

A You should put a single line through the incorrect answer and then write your correct answer next to it. If you do not have enough space for your new answer ask an invigilator for additional answer paper. You will need to make sure you put your candidate details and question number on any additional answer paper used.

Q What should I do if I feel ill during the exam?

A Put your hand up and an invigilator will assist you. You must not leave the exam room unaccompanied.

Q May I go to the toilet during an exam?

A Only if it is absolutely necessary. Put your hand up and an invigilator will escort you. You must not leave the exam room unaccompanied. Candidates must go to the toilet one at a time. You will not get extra time. Toilet visits will not be permitted in the first and final 15 minutes of all examinations. You are advised to visit the toilet before you enter the examination room.

Q I am on holiday when my results are due. How can I get them?

A If you are unable to collect your results, due to holidays etc., you should leave a large stamped, self-addressed envelope with the Exam Office. This must be done by the end of June. Results will be posted at the end of the relevant results day. It is your responsibility to ensure that sufficient postage is attached to the envelope. Alternatively, you may nominate a person to collect your results on your behalf by completing a third-party collection form; or you can collect your results in person from the school reception after results day (before the school term resumes in September).

Q Do I have to wear school uniform when I collect my results?

A No. As results days fall outside of term time, you are not required to wear school uniform.

Q I took some exams at another centre. How do I get these results?

A Abbeyfield School ask all other centres to provide us with exam results for our students in time for us to issue them on results days. This normally happens so we are able to give you all your exam results at one time. Occasionally this does not happen. If this is the case you will need to go to the centre where you sat your exams to collect your results.

Q I think my results are wrong. What should I do?

A If you believe your results are wrong, you should speak with the teachers available on results day, for advice and guidance. If necessary, it is possible to request Access to Scripts and/or a Review of Marking with the exam board. The exam boards will write to us once they have completed their reviews and you will be notified of the outcome.

If you believe the results are wrong for an exam you sat at another centre, you will need to contact the Exams Office at that centre to request a Review of Marking.

Your results pack will contain details of the post results services and deadlines.

Q When will I get my certificates?

A You will be issued with a provisional Statement of Results in August. This is NOT proof of the grades achieved. Certificates will be issued to centres in November after all Reviews of Marking have been processed. You will be able to collect your certificates from school from the middle of November during normal school hours. You will need to show identification when collecting certificates. We do not post certificates to students as there is a potential for them to get lost or damaged in the post and the replacement costs start at £50 per certificate.

Q I can't collect my certificates as I'm working/at college. How can I get them?

A Certificates will only be given to the person named on them unless written permission is received from the candidate. If you are unable to collect your certificates in person you may ask someone to collect them on your behalf by completing a third-party collection form (family member or friend). They will be required to show proof of their identity.

If you have questions or queries not covered in this booklet please contact one of the staff members listed below for assistance:-

**Mrs Austin, Exams Manager
Mr Polnyj, Assistant Principal
Mr Edwards, Vice Principal
Mrs Dedman, Head of Post 16**

Please use the space below to write down your questions and the answer given to them.

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Abbeyfield School

Internal Assessments / Non-Exam Assessments Appeal Process

Abbeyfield School is committed to ensuring that whenever its staff mark candidates' work this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

Abbeyfield School ensures that all centre staff follow a robust *non-examination assessment policy* (for the management of GCE and GCSE non-examination assessments). This policy details all procedures relating to non-examination assessments, including the marking and quality assurance processes which relevant teaching staff are required to follow.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Abbeyfield School is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

On being informed of their centre assessed marks, if a candidate believes that the above procedures were not followed in relation to the marking of his/her work, or that the assessor has not properly applied the mark scheme to his/her marking, then he/she may make use of this appeals procedure to consider whether to request a review of the centre's marking.

1. Abbeyfield School will ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body.

2. Abbeyfield School will inform candidates that they may request copies of materials (for example, a copy of their marked work, the relevant specification, the mark scheme and any other associated subject-specific documents) to assist them in considering whether to request a review of the centre's marking of the assessment.
3. Abbeyfield School will, having received a request for copies of materials, promptly make them available to the candidate within 2 school days.
4. Abbeyfield School will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
5. Requests for reviews of marking **must** be made in writing within 2 school days of receiving copies of the requested materials by completing the **internal appeals form**.
6. Abbeyfield School will allow 2 school days for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline.
7. Abbeyfield School will ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review.
8. Abbeyfield School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. The candidate will be informed in writing of the outcome of the review of the centre's marking.
10. The outcome of the review of the centre's marking will be made known to the head of centre and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the review of the centre's marking bring any irregularity in procedures to light, the awarding body will be informed immediately.

After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation process may lead to mark changes. This process is outside the control of Abbeyfield School and is not covered by this procedure.

