



# **Westhaven School**

**WESTHAVEN SCHOOL**

**EXAM GUIDE 2023/24**

**INSTRUCTIONS &  
INFORMATION FOR  
STUDENTS AND  
PARENTS AND CARERS**



Sitting your examinations is a very important time in your life. The exams you will be taking this year will influence what you do in the future. It is very important that all examinations run as smoothly as possible for everyone involved.

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

This guide sets out the examination procedures and information to support you and those at home through the process. Please also read the enclosed JCQ document 'Information for Candidates' which we are required to give you. It is your responsibility to read and understand this. If there is anything that you do not understand, please ask your tutor, one of your teachers or see the Examinations Officer, Mr Bevan. You may also call the school on 01934 632171 and ask for the Examinations Officer (mornings only) or send an email to [reception@westhavenschool.org.uk](mailto:reception@westhavenschool.org.uk) marked for the attention of the Examinations Officer if you have any questions.

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## **Emergency procedures for examination rooms**

In the case of an emergency, such as a fire alarm you should follow this procedure:

- ☒ Listen to the instructions given by the invigilator
- ☒ If using IT equipment, save immediately
- ☒ Do not attempt to collect any personal belongings or examination papers
- ☒ Follow the invigilator in SILENCE; do not attempt to communicate with any other candidate.
- ☒ Leave the building quickly and assemble in the playground with your invigilator, not your tutor group.
- ☒ The invigilator will take your register; do not join your tutor group.

*You will still be under examination conditions, so no talking or communication is allowed until told you can do so.*

- ☒ *The invigilator will take you back into the examination room if it is safe to do so, where you will be allowed to finish your examinations, ensuring that you have the full amount of time allowed.*

## **Entries and Timetable**

A list of exams for which you have been entered and their dates and times will be given to you and a copy will also be sent to your parents or carers.

If you are in any doubt about your entries then please talk to your subject teacher.

If there are any mistakes relating to your name or date of birth, you **MUST** tell the Exams Officer (Miss Avery) immediately. Mistakes that are not corrected at this stage could mean that your certificates will be incorrectly printed.

You should always be in school ready for the examination at least 15 minutes before its start time as we will endeavour to start exams as early as possible. We will not wait for you if you are late, but we *may* be able to admit you depending on the circumstances.

## **Absence from an examination**

You must attend all exams that are allocated to you on your exam timetable. If you miss an exam due to illness, your parent or carer **MUST** telephone the school on 01934 632171 by 8.15am on the morning of the exam.

## **Conduct in the Exam Room**

You must respect your peers at all times when you are in the exam room. This includes when you **ENTER** and when you **LEAVE**. If you need assistance in the exam room, either ask your reader or scribe if you have one or please put up your hand and wait for an invigilator to come to you. Once you have entered an exam room you need to be supervised at all times – this includes any authorised rest breaks or visits to the toilet.

Readers and scribes will speak to you clearly but in a tone suitable for the room and you are expected to speak to them in an equally respectful manner.

**It is expected that every candidate will observe examination conditions at all times from when you enter to when you leave the exam room. Any disruption of an examination will be dealt with severely by both the School Leadership Team and the Examination Boards.**

## **Equipment**

School will provide the equipment you need for your exams, but you may provide your own equipment if you wish. You are not allowed under any circumstances to borrow from other candidates during an exam. Ordinary pencil cases or boxes are not allowed in the exam room and you should bring your equipment in a clear plastic bag, wallet or transparent pencil case. You are NOT allowed to use correcting fluid or correction pens.

If you provide your own equipment, you must bring:

- 2 **BLACK** ballpoint pens (not gel pens)
- 2 Pencils
- Eraser
- Ruler
- Pencil Sharpener

You may also need:

- Compass, Protractor
- Calculator
- Coloured pencils

***Please do not use highlighters*** on any part of an answer booklet, even if it is to highlight text in the question. Most exam papers are now scanned and the use of highlighters may scan your work as blank even if the highlighter was used on the other side of the page.

Highlighters are allowed for highlighting **source material (inserts)** in GCSE English.

You should do any rough work in the answer books provided. Cross out anything that you do not wish to be marked.

### ***Calculators:***

Please note the regulation below on the use of calculators during examinations; this applies to all examinations unless stated otherwise in the awarding body's subject specific instructions.

They must not be designed or adapted to offer language translation, symbolic algebra manipulation, symbolic differentiation or integration, communication with other machines or the internet.

They can **NOT** be borrowed from another candidate during an examination for any reason.

They must **NOT** have retrievable information stored in them. This includes: databanks, dictionaries, mathematical formulas, text.

***Items NOT allowed in the Exam Room***

- ☹ Mobile phones
- ☹ Watches
- ☹ MP3/4 players
- ☹ Technological/Web Enabled sources of information
- ☹ Non-transparent pencil cases/boxes
- ☹ Calculator instructions
- ☹ Hats
- ☹ Books (except authorised texts), notes, letters, diaries or other printed material
- ☹ Bags, rucksacks, PE kits etc.
- ☹ Non-opaque water bottles
- ☹ Ear buds, ear pods or ear phones

If a mobile phone or other electronic communication device is found in your possession during an exam, even if it is switched off, it will be taken from you and a report made to the exam board. No exceptions will be made. The boards are likely to disqualify either the paper or possibly the entire subject award.

Tissues are always available in every exam room; just ask an invigilator.



## **Dictionaries**

Dictionaries may not be used in exams unless they are specifically permitted by the subject specification (your teacher will tell you if they are allowed).

Electronic translators are NEVER allowed.

If English is not your first language then you may be allowed to use a bilingual translation dictionary in certain circumstances. However, this **MUST** be arranged before the exams begin. If you think that you will be allowed to use a bilingual dictionary see the Exams Officer as soon as possible.

## **Cheating**

If you are caught cheating in any way in an exam you **WILL** be reported to the exam board.

Cheating means doing anything that is against the rules stated on the document 'Notice to Candidates' (included with this guide).

Penalties for cheating can mean disqualification from taking any exam for up to five years.

- ☹ No mobile phones
- ☹ No unauthorised aids
- ☹ No copying from other candidates
- ☹ No communicating with other candidates (by verbal or non-verbal means)

## **Readers and Scribes**

If you are entitled to help with your exams from a reader, this is what they will do for you:

A reader is there to read for you in your examination

You must make clear what you want to be read

Your reader can only read the instructions and the questions

Your reader can repeat instructions, but only if you make it clear which instructions you want to be read

Your reader will spell words if you ask, but only words on the question paper

Your reader can read back your answer, but only if you ask them to

In GCSE English Language examinations:

Your reader can read the questions in the Writing section of the paper, but can't read any of the questions in the Reading section

This is what a reader is **not allowed** to do for you:

Your reader can't tell you which questions to choose

Your reader can't tell you when to move on to the next question

Your reader can't tell you which questions to do first

If you are entitled to help with your exams from a scribe, this is what they will do for you:

A scribe is there to write or type for you in your examination

Your scribe must write/type exactly what you say

Your scribe can draw maps, graphs and diagrams, but can only draw exactly what you tell them

Your scribe can read back what they have written/typed, but only if you ask

This is what a scribe is **not allowed** to do for you:

Your scribe can't draw for you in a Design examination

Your scribe can't give you any help with answers

Your scribe can't suggest when an answer is finished

Your scribe can't tell you which questions to choose

Your scribe can't tell you when to move onto the next question

Your scribe can't tell you which questions to do first

### **Supervised Rest Breaks**

If you have been given the Access Arrangement of a supervised rest break you will be able to take these during the exam. You will have a member of staff with you whilst on the break and you are not allowed to talk to anyone except the member of staff. When you start the rest break the time of your exam will be paused and it will restart when you resume the exam. During the rest break you will not have access to the exam paper or any other exam material. The purpose of the break is to have time away from the exam and is NOT to be used as thinking time. Rest breaks will not be given in the first or last 20 minutes of an exam, except in exceptional circumstances.

## **General**

You are expected to wear full school uniform for all of your examinations. We will provide drinking water during the exams, but if you choose to bring your own, it must be in a clear bottle with the label removed. You will not be able to refill this during the exam, so ensure you bring enough for the entire examination.

No food of any kind is allowed in the exam room.

### **At the end of the Exam**

The invigilators will collect your exam papers BEFORE you leave the room. Absolute silence must be maintained during this time.

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

You will be dismissed from the exam room by the invigilator. You MUST remain silent until you are right outside the room. When you have left the exam room please be quiet and be aware that other exams may still be going on.

### **Special Consideration**

Special consideration can be applied for if something has seriously affected your performance ON THE DAY of the exam. Reasons for application are bereavement (if a close relative or friend has recently passed away), injury or illness (you may need a doctor's note).

If, after the exam, you think you have a good reason for applying for Special Consideration you must contact your tutor or the Exams Officer IMMEDIATELY for further advice.

### **Results**

Results day is on **Thursday 22<sup>nd</sup> August 2024**.

Results can be collected from the school on results day between 10.00am and 12.00pm. If you are unable to attend we will send your results to you in the post at the end of the day. If you would prefer your results posted to you please let us know by the 14th July 2023.

## **Appeals**

You have the right to appeal the decision of your grade, in doing so there is a procedure that must be followed which can be found on the school website under the Exams section.

Senior Leadership will be on hand on results day should you wish to discuss your results with them and make a decision as whether to apply for an appeal.

## **Certificates**

Certificates arrive in school approximately three months after your results and are given out at presentation evening. You will be notified of the date of the presentation evening nearer the time. If you are unable to attend the presentation evening you need to make arrangements to come and collect your certificates. If a parent or carer is coming to collect them you need to have told school beforehand that they will be doing this. Any certificates not collected will be destroyed after 12 months. It is important that you keep your certificates in a safe place as they are expensive to replace and you may need them in the future.

## **Coursework**

The exam boards return most coursework after the results have been issued, however the school has to keep it safe until all the enquiries about results have been completed. You should be able to reclaim your coursework approximately three months after you receive your results. Please note that the exam boards retain the right to keep any coursework for training purposes.

**Remember – Don't worry about your exams, they are a great opportunity for you to show the examiner what you know. If anything is bothering you, speak to a member of staff.**

**GOOD  
LUCK!**

## **Links**

### Joint Council for Qualification (JCQ)

This link will take you to the JCQ webpage that has all the information for candidates in more detail.

<https://www.jcq.org.uk/exams-office/information-for-candidates-documents/>

### The Exams Office Instruction for Candidates

This link will take you to a YouTube video created by The Exams Office which gives instructions for candidates for written exams.

<https://www.youtube.com/watch?v=xLDe6JDlcjU>