



ILKLEY GRAMMAR SCHOOL

AN ACADEMY TRUST

SUMMER EXTERNAL EXAMINATIONS 2016/17

Guidance for Parents and Students



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Contents

1. [Introduction](#)
2. [Before the Examination](#)
3. [The Day of the Exam](#)
4. [During the Examination](#)
5. [After the Examinations](#)
6. [Frequently Asked Questions](#)
7. [JCQ Documents](#)

Introduction

It is the aim of Ilkley Grammar School to make the examination experience as stress-free and successful as possible for all pupils.

I hope that this booklet will prove informative and helpful for you and your parents. Please read it carefully so that you are aware of the examination regulations and the procedures to follow in the event of any problems occurring.

The awarding bodies set out strict criteria, which must be followed for the conduct of examinations, and Ilkley Grammar School is required to follow them precisely. You should, therefore pay particular attention to the Joint Council for Qualifications (JCQ) notices at the rear of this booklet.

If you or your parents have any queries or need help or advice at any time before, during or after the examinations, please contact school on 01943 608424 (Ext296). I would like to take this opportunity to wish you good luck in your Exams

Mr Phil Hiley
Examinations Manager

Before the Examination

Candidate Name:

Candidates are registered using legal names, not preferred names and should be the same as birth certificates and passports. Please check the details at the top of your timetable (attached) are correct. If anything is incorrect, please contact the Exams Office as soon as possible.

Candidate Number:

Each candidate has a four-digit candidate number. This is the number you will enter on examination papers. It will appear on your examination candidate card in the exam room.

Unique Candidate Identifier (UCI):

In addition to a candidate number, each candidate has a Unique Candidate Identifier (12 numbers and 1 letter), which is shown on your timetable (attached). This number will usually begin with the Centre Number (37203) unless you have transferred from another school that had already issued your UCI. Your UCI is used for administration purposes and it is not necessary for you to remember.

Timetables:

Your individual timetable for this Summers Exams is attached, please check it carefully. If you believe anything to be wrong please contact Mr Hiley in the Exams Office immediately. Please take particular notice of your room and seat number for each exam to speed up the process of getting students seated on the day of the exam.

Exam Fees:

Examination Fees are paid for by Ilkley Grammar School unless you have been notified otherwise. Should you fail to attend an examination you may be charged.

Equipment:

You need to make sure that you bring in **ALL** relevant items for each exam, e.g. a calculator for a Maths exam. No calculators will be supplied by school. Please make sure you also bring a black pen, pencils, eraser, ruler, sharpener and any specialist equipment needed e.g. protractor, in a **clear** pencil case or plastic bag. You are not allowed to use tippex, liquid erasers or gel pens in any exams. You may highlight questions but you are not allowed to use highlighters in your written answers.

For mathematics and science examinations, pupils should make sure their calculators conform to the examination regulations. If in doubt, check with your teacher. Remove any covers or instructions and make sure batteries are new.

No item may be borrowed from another candidate.

Examination regulations are very strict regarding items that may be taken into the examination room (see FAQs at the end of this booklet). If you break these rules you may be disqualified from all of your examinations.

The Day of the Exam

Morning exams start at 9am - Afternoon exams start at 1.15pm

Arrive 15 minutes before your exam starts

Please ensure you are in attendance 15 minutes before the start time of your exam. It takes time to get up to 250 students into the Sports Hall and into the right seats. There can be several different exams taking place at the same time.

Go to the correct room as shown on your timetable

Please line up in the correct place for your exam, as outlined on your personal timetable (see attached). You need to know exactly which seat and which room you will use for each of your exams. Not all exams take place in the Sports Hall. If you are in another venue for an examination, you should normally wait outside the room. If you have to bring a bag or coat it must be left at the front/rear of the room as instructed.

Go straight to your designated seat

You will find a card with your picture and name on the desk where you should sit. Examination Board rules state that you must be silent and face the front. If there is any communication between any students in the examination room it will be assumed that you are cheating and will be treated accordingly. You must not talk after entering the examination room, this includes when the examination has finished. Exam conditions are in place until you leave the examination room.

If you arrive Late

Late arrival for an examination disturbs others in the room and could delay the finish time of the examination for you. If you arrive more than 30 minutes after the start of any exam, Mr Hiley will decide whether you will be able to sit the examination. The Examination Boards will have to be notified. Please ensure you allow enough time to get to school so if you are delayed for any reason e.g. traffic, you will still arrive in good time.

If you miss an exam

If you miss an examination you will **NOT** be able to do it at a later time. You will have to wait until the next available exam season, which will be in the summer of the following year.

If you are ill

If you are ill and are unable to attend an examination it is vital you phone the school first thing in the morning **(01943 608424)**.

You should obtain a note from your doctor detailing the reason for non-attendance. We will submit this note to the Examinations Board to ask for special consideration. The Board looks at this in conjunction with other examination marks from the student in that particular subject. This sometimes enables the board to adjust the mark and grade accordingly.

However if you have only completed assessments that account for less than 50% of the marks for that subject you will not receive a grade for that subject.

If you are feeling unwell, but still able to travel, you should come to the examination and we can assess the situation then. In most cases it is better to take the examination if you can. We will still apply for special consideration from the examination board.

If in doubt – **PHONE THE SCHOOL**

If you fail to attend an examination without a valid reason you will be charged for that exam. Failure to pay may result in your results being withheld.

ACCESS ARRANGEMENTS

Every year we make arrangements for those students who have special requirements. For example, some students are allowed additional time. You will have been told if any special arrangements apply to you and they will be on your desk card. It may be, on some occasions that you are in a different place for your examination. You need to check all details on our personal timetable carefully. **IF YOU ARE NOT SURE – ASK.**

Uniform

Full school uniform must be worn by all Year 11 students attending school for GCSE examinations. Sixth Form students should wear suitable professional dress as stated in the sixth form dress code.

Other Notices

Please do not write on examination desks or your identifications card. This is regarded as vandalism and you will be asked to pay for any damage.

During the Examination

The Joint Council for Qualifications (JCQ) issued rules and regulations that have to be strictly followed by all schools – these are attached to the back of this booklet. All candidates must read these carefully and note that to break any of the examination rules or regulations, could lead to disqualification from all subjects. The school has to report any breach of regulations to the awarding body. JCQ inspectors will also be present in some exams this summer.

MOBILE PHONES & ELECTRONIC EQUIPMENT

We cannot stress enough the importance of:-

NOT BRINGING MOBILE PHONES/SMART WATCHES OR ANY OTHER ELECTRONIC EQUIPMENT INTO THE EXAM ROOM.

A breach of this rule means that the student will be disqualified from that examination and may be disqualified by that Examination Board from all their exams as they will assume you were trying to cheat.

This does happen - Exam Boards enforce this rule very strictly.

If students bring a mobile phone it should be TURNED OFF and handed in. It is the responsibility of the student to collect their belongings at the end of an examination. The school accepts no responsibility for loss or damage. If you choose to leave your phone in your bag it must BE TURNED OFF. If the phone sounds or vibrates you are breaking the rule.

Food and Drink

No food or drink is allowed in the examination rooms, with the exception of water, which must be in a **clear unlabelled see-through bottle**.

Invigilators

Listen carefully to instructions and notices read out by the invigilators – there may be amendments to the examination paper that you need to know about.

Please note that invigilators cannot discuss the examination paper with candidates or explain the questions.

Invigilators are in the examination rooms to supervise the conduct of the examination. They will hand out extra writing paper if required and deal with any problems that occur during the examination, for example if a candidate is feeling ill.

Correct Paper

Check you have the correct question paper – check the subject, paper and tier of entry.

Read and follow the instruction carefully

Read all instructions carefully and number your answers clearly.

Instructions for a fire alarm during an exam

We hope there won't be any fire alarms during the examination period, however if it happens, these instructions must be followed.

COMPLETE SILENCE - Exam rules still apply.

1. Should the fire alarm go off, firstly do not panic. Do not attempt to finish the sentence you are writing. Listen carefully to the invigilators instructions. Your safety is of paramount importance.
2. You may be asked to leave the room - in silence - and in the order that you are sitting. Leave all equipment in the examination room.
3. When you leave the room you **MUST** be at least one metre away from the students in front and behind you. If you speak to any other student you will have to be reported to the exam board, and you may be disqualified from the exam.
4. From your examination room you will be taken outside to a suitable area. You will be told where to stand. You will have to be kept separate from the rest of the school.
5. When you return to your examination room, do not start writing until the invigilator tells you to do so.

The end of the Exam

Candidates must stay in the examination room for the duration of the examination. You will not be allowed to leave an examination room early without the express permission of the Examinations Officer. If you have finished the paper, use any time remaining to check over your answers and ensure you have completed your details correctly.

At the end of the examination all work must be handed in. Remember to cross out any rough work. If you have used more than one answer book or loose sheets of paper ask for a tag to fasten them together in the correct order.

Invigilators will collect your examination papers before you leave the room. Absolute silence must be maintained during this time. Remember you are still under examination conditions until you have left the room.

Question papers, answer booklets and additional paper must not be taken from the examination room.

Remain seated in silence until told to leave the examination room. Please leave the room in silence and show consideration for other candidates who may still be working.

Students must make arrangements for transport home at the end of exams. They should not rely on being able to catch the school bus (following afternoon exams.)

After the Examinations

Notification of Results:

GCSE

Thursday 24th August 9am – 12.30pm

AS

Thursday 17th August 9.30am – 12.30 pm

A Level

Thursday 17th August 9.00am – 12.30 pm

There are three options for collecting exam results:

1. You can collect in person from school (preferable)
2. Provide a stamped addressed envelope and we will post your results.
3. You can authorise (in writing) someone else to collect on your behalf

Options 2 and 3 must be done in person at the exams office no later than 9th June 2017.

Please note the result slip you receive in August is **NOT** your certificate. Exam Boards issue Certificates in November. You will be invited to a presentation evening. If you are unable to attend, please ensure you arrange to collect your certificates shortly after presentation evening. Please be aware; Exam Boards will no longer replace “lost” Exam Certificates, which you will need to show employers etc. many years from now, please keep them safe.

If you are unable to attend on results day the alternatives for obtaining your exam results are:

You can leave a stamped addressed envelope in the exams office and we will post your results slip to you on results day.

OR

Have your results collected by somebody else, please email exams@ilkleygs.co.uk if you would like to give somebody else the authority to pick up your results. Photo ID confirming their name will be needed on exam results day.

Post Results:

If you need post-results advice, teaching staff will be available on results day.

Certificates:

Certificates will be handed out at Presentation Evenings. Dates will be send out in due course. If you are unable to attend the Presentation Evening, you can collect your certificate from the Exams Office.

Frequently Asked Questions

Q. What do I do if there is a clash on my timetable?

The school will re-schedule papers internally (on the same day) where there is a clash of subjects. Candidates will normally sit one paper then have a break during which they will be supervised and isolated, as they must not have any communication with other candidates. They will then sit the second subject paper. Correct times should be on your individual candidate timetable. If in doubt, please consult the Examinations Office.

Q. What do I do if I think I have the wrong paper?

The Examinations Officer/Invigilator will ask you to check your paper before the examination starts. If you think something is wrong, put your hand up and tell the Examinations Officer/Invigilator immediately.

Q. What do I do if I forget my Candidate Number?

Candidate Numbers are printed on candidate cards, which are displayed on your desk in the examination rooms.

Q. What do I do if I forget the School Centre Number?

The Centre Number is 37203. It will be clearly displayed in the examination room.

Q. What do I do if I have an accident or am ill before the examination?

Inform school at the earliest possible point so we can help or advise you.

You may need to obtain medical evidence (from your GP or hospital) if you wish the school to make an 'Appeal for Special Consideration' on your behalf (see below).

Q. What is an Appeal for Special Consideration?

Special Consideration is a post examination adjustment to a candidate's mark to reflect temporary illness, injury or other indisposition **at the time of the assessment**. The allowance for Special Consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for very exceptional cases). Parents should be aware that any adjustment is likely to be small and no feedback is ever provided. Candidates will only be eligible for Special Consideration **if they have been fully prepared and covered the whole course**, but performance in the actual examination or assessment is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness, accident or injury, bereavement or domestic crisis at the time of the examination/assessment. The Examinations Officer must be informed immediately so that the necessary paperwork can be completed. The candidate will be required to provide evidence to support such an application.

Q. What do I do if I feel ill during the examination?

Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before or during an examination.

Q. If I'm late, can I still sit my examination?

Provided you arrive at school by 9.30am or by 1.45pm, it may still be possible for you to sit the examination. You should get to school as quickly as possible and report to Reception. A member of staff will inform the Mr Hiley who will escort you to the examination room. You must not enter an examination room without permission after an examination has begun.

You should also be aware that if you start the examination more than 30 minutes after the published starting time, the school must inform the examination board and it is possible that the board may decide not to accept your work. Please ensure that you allow enough time to get to school so that if you are delayed (e.g. through transport problems) you will still arrive on time.

Q. If I miss the examination can I take it on another day?

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

Q. What is allowed in the examination room?

Only material that is listed on question papers is permitted in the examination room and pupils who are found to have any material with them that is not allowed will be reported to the appropriate examinations board. In such circumstances, a pupil would normally be disqualified from the paper of the subject concerned.

Still water which must be in a clear, unlabelled see-through bottle.

Q. How do I know how long the examination is?

The length of the examination is shown on your individual timetable under the heading 'duration'. Invigilators will tell you when to start and finish the examination. They will display the finish time of the examination on the white board at the front of the examination room. There will be a clock in all examination rooms.

Q. Can I leave the examination early?

It is not the school's policy to allow candidates to leave the examination room early.

Q. What do I do if the fire alarm goes?

The examination invigilators will tell you what to do. If you have to evacuate the room, leave everything on your desk and leave the room in silence. You must not attempt to communicate with any other candidates during the evacuation.

Q. I am entitled to extra time – how will this affect the way I take my examinations?

Some pupils receive an allowance of up to 25% extra time. The invigilators will include the additional time when they display the finishing time of your examination on the board.

Q. What do I do if I don't get the grades I need/expect?

Teaching staff will be available to advise you on results day. If you feel strongly that it is necessary to make an enquiry about your result you should first consult the Head of Department to obtain their advice as to the advisability of requesting a review of the paper. You should be aware that your mark could go down as well as up or even stay the same. Review requests must be submitted to the Examinations Officer by the deadlines given on the Enquiries About Exam Results form which will be available on Results day.

JCQ Documents

JCQ have strict rules and regulations which we must follow. Please see information given on the following documents, PDF versions of the documents below are available on our website at <http://www.ilkleygrammarschool.com/students/exams/> along with the JCQ privacy notice. If you have any queries about any of the JCQ regulations or anything mentioned within this guide please contact the exams office on 01943608424 (ext296) or by emailing exams@ilkleygs.co.uk.

GOOD LUCK WITH YOUR EXAMS



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Warning to Candidates

1. You **must** be on time for all your examinations.
2. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
3. You **must not**:
 - sit an examination in the name of another candidate;
 - have in your possession any unauthorised material or equipment which might give you an unfair advantage.
4. **Possession of a mobile phone** or other 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.
5. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
6. You **must** follow the instructions of the invigilator.
7. If you are in any doubt speak to the invigilator.

The *Warning to Candidates* must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.

Effective from 1 September 2014

©2014

Information for candidates
For written examinations – effective from 1 September 2016

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.

A 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: <ul style="list-style-type: none"> • notes; • potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player, a smartwatch or a wrist watch which has a data storage device. <p>Any pencil cases taken into the exam room must be see-through.</p> <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 once the exam has started.
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.
B Information – Make sure you attend your exams and bring what you need	
1	Know the dates and times of all your exams.
2	Arrive at least ten minutes before the start of each exam.
3	If you arrive late for an exam, report to the invigilator running the exam.
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	Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
6	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.
2	If you use a calculator: <ul style="list-style-type: none"> • make sure it works properly; check that the batteries are working properly; • clear anything stored in it; • remove any parts such as cases, lids or covers which have printed instructions or formulas; • do not bring into the exam room any operating instructions or prepared programs.
3	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: <ul style="list-style-type: none"> • you think you have not been given the right question paper or all of the materials listed on the front of the paper; • 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 sections of the answer booklet.
6	Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers. 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: <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.
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. Make sure you 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.



**NO IPODS, MOBILE PHONES
MP3/4 PLAYERS
SMARTWATCHES**

**NO POTENTIAL
TECHNOLOGICAL/WEB ENABLED
SOURCES OF INFORMATION**

**Possession of unauthorised items, such as a mobile
phone, is a serious offence and could result in**

DISQUALIFICATION
**from your examination and your overall
qualification.**

This poster must be displayed in a prominent place outside each examination room.

©2016 – Effective from 1 September 2016



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Information for candidates
Guidelines when referring to examinations/assessments through the Internet

This document has been written to help you. Please read it carefully.

We all like to share our experiences when taking examinations. However, it is important to consider what you say. Your comments may lead to an investigation for malpractice and result in the application of a penalty.

Awarding bodies monitor social media and websites. They do not wish to see candidates jeopardise their marks or grades as there are significant consequences for anyone caught breaching the rules for examinations, controlled assessment or coursework.

The rules are set by the Joint Council for Qualifications^{CIC} (JCQ^{CIC}) on behalf of all the awarding bodies and can be found at: <http://www.jcq.org.uk/exams-office/malpractice>

Examples of statements or activities that will lead to a malpractice investigation include:

- copying or allowing work to be copied – i.e. posting written work on social networking sites prior to an examination/assessment;
- collusion: working collaboratively with other candidates beyond what is permitted;
- allowing others to help produce your work or helping others with theirs;
- being in possession of confidential material in advance of the examination;
- exchanging, obtaining, receiving or passing on information by any means of communication (even if just attempting to);
- passing on rumours of exam content from another candidate.

This list is not exhaustive. Other instances of candidate malpractice may be considered by an awarding body.

If you are found guilty of breaching any of these rules you could find yourself facing:

- a warning;
- the loss of marks for a section, component or unit;
- disqualification from a unit, all units or qualifications; or
- a ban from sitting exams for a set period of time.

You must familiarise yourself with the rules:

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

Take care to avoid possible malpractice and the application of a penalty.

JCQ^{CIC} 2014