



**Abbot Beyne**

**EXAMINATIONS  
GUIDANCE FOR  
STUDENTS & CARERS**

Centre Number: 30045

## CONTENTS

	Page
<b>Introduction</b>	3
<b>Controlled Assessment/NEA</b>	4
<b>Before the Examinations:</b>	
Timetables	5
Statements of Entry	5
Examination Boards	5
Candidate Name	5
Candidate Number	5
Unique Candidate Identifier	6
Unique Learner Number	6
Equipment	6
Start Time	7
<b>During the Examinations:</b>	
Examination Regulations	8
Attendance at Examinations	8-10
Malpractice	10-11
Invigilators	11
<b>Absence from Examinations</b>	12
<b>After the Examinations:</b>	
Notification of Results	13
Post Results	13
Certificates	13
<b>Frequently Asked Questions</b>	14-16

## INTRODUCTION

At Abbot Beyne School we would like to make examinations as stress-free and successful as possible for all candidates.

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

The Examination Awarding Bodies set down strict regulations which must be followed for the conduct of examinations and Abbot Beyne School is required to follow them precisely, as is every other school and college in the country. These regulations are specifically for external examinations such as GCSEs and GCEs but we also follow them for internal examinations, for example 'Mocks', so that all examinations taken at Abbot Beyne are conducted under the same conditions. Breaches of the rules are treated equally seriously for ALL examinations. You need to pay particular attention to the two documents that are on the website (School information, Exams, Documents) – one for written examinations and one for on-screen tests.

There are also strict guidelines for the completion of controlled assessments and non-examination assessment which contribute towards a qualification. These are also included in the Exams Documents section on the website. Please read these carefully.

There is a section at the back of this booklet with the answers to some of the questions that you may have. **If there is anything you do not understand or if you have other questions, PLEASE ASK.**

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

Examinations Manager - **Mrs Eccleshall** (Finance Office on the front corridor at Linnell)

The school telephone number is: **01283 239835**

## **CONTROLLED ASSESSMENT/NEA**

In the past many exam courses had coursework. Controlled Assessment and non-examination assessment (NEA) have now replaced coursework for most courses. These are similar to coursework in many ways and gives you an opportunity to show what you know about a certain topic or area of your subject.

There are specific controls which determine how and where you complete your assessments and what resources you may use.

These controls mean that:

- all students complete their assessments in the same way
- assessments are fairer and more reliable
- you get the marks you deserve.

Your teacher prepares you for the Assessments and gives you any advice and support that you need such as how and where to research information. We recommend that you keep a research diary or folder in which you can:

- make a note of all the books, websites etc that you have used in your research.
- keep your notes, ideas and essay plans together.
- record your group work as you may be allowed to work in groups on certain activities
- give to your teacher to record their feedback and advice to you at certain stages during your assessment.

Your teacher will explain what reference materials and resources you may use and how your assessments have to be completed. It is important that you follow these rules:

- hand in work that is your own
- don't allow other students to copy your work
- credit the author when you have copied work directly from books, the internet or other sources
- don't hand in work typed or word-processed by someone else without saying so.

If you have any questions or concerns about Assessment please contact your teacher.

## **BEFORE THE EXAMINATIONS**

### **TIMETABLES**

- Every time you are entered for exams you will receive an individual timetable showing the examinations that you are taking with details of date, time, duration of exam, room and seat number. Check it carefully. If you think something is wrong see Mrs Eccleshall in the Finance Office immediately.
- Every year a few candidates have a clash where two subjects are timetabled at the same time (for example French and General Studies). Special arrangements will be made for the candidates affected. This sometimes means that candidates will have to be supervised over lunch-times. You will be notified of all the arrangements. You must check your individual timetable and see Mrs Eccleshall if you are unsure what to do. If you think there is a clash on your timetable that has not been resolved, please see Mrs Eccleshall immediately. Please note:-clashes will not be resolved until your seating timetable is issued in April.
- The dates of all examinations are on the School Calendar on the website ([www.abbotbeyne.net](http://www.abbotbeyne.net)) ahead of all examination periods

### **STATEMENTS OF ENTRY – JUNE EXAMS**

- In February, candidates will be issued with a 'statement of entry' listing the subjects they are being entered for and the levels of entry, where applicable, once the entries for the Summer series of examinations have been made. Please check that these are correct. Some subjects only have one tier of entry, some have Foundation or Higher tiers.
- You must check everything on your statement of entry very carefully. In particular, check that all personal details (date of birth, spelling of names) are accurate as these will appear on certificates and it is difficult (and costly) to change them once certificates are awarded.
- At the time that these are issued you will be asked to check as stated above and then to sign that the details are correct, before returning them to Mrs Eccleshall. You will then be issued with a timetable for your exams.

### **EXAMINATION BOARDS**

- Abbot Beyne uses the following Examination Boards: AQA, Edexcel, OCR and WJEC. These codes will appear next to the entries on your statement of entry and your timetable.

### **CANDIDATE NAME**

- Candidates' names are in the form of First Name + One middle initial + (Legal) Surname, e.g. Joe P Bloggs.

### **CANDIDATE NUMBER**

- Each candidate has a four-digit candidate number. This is the number you will write on examination papers. It will also appear next to your name on seating plans and examination registers. Your candidate number is on the front of this booklet. Please learn it.

## UCI

- As well as a candidate number, everyone must have a Unique Candidate Identifier (UCI) which is shown on the top of statements of entry. This number will usually begin with the Centre Number (30045). Your UCI is used for administration purposes and you do NOT need to remember it.

## ULN

- All Students also have a Unique Learner Number (ULN) which is shown on your statement of entry. You do not need to learn this. This number is used to collect the results from all of the external examinations you ever take and add them to your Personal Learning Record. This is an official compilation of your learning and achievement records.

## **EQUIPMENT**

- Make sure you have all the correct equipment before your examinations. Check the rules in the Notice to Candidates and the information on the following pages.
- If you are taking an exam where a calculator is permitted, then please ensure it conforms to the rules.

<b>Calculators must be:</b> <ul style="list-style-type: none"><li>○ of a size suitable for use on the desk;</li><li>○ either battery or solar powered.</li><li>○ free of lids, cases and covers which have printed instructions or formulas.</li></ul>	<b>Calculators must not:</b> <ul style="list-style-type: none"><li>• be designed or adapted to offer any of these facilities:-<ul style="list-style-type: none"><li>○ language translators;</li><li>○ symbolic algebra manipulation;</li><li>○ symbolic differentiation or integration;</li><li>○ communication with other machines or the internet.</li></ul></li></ul>
<b>The candidate is responsible for the following:</b> <ul style="list-style-type: none"><li>○ the calculator's power supply;</li><li>○ the calculator's working condition.</li><li>○ clearing anything stored in the calculator.</li></ul>	<ul style="list-style-type: none"><li>• be borrowed from another candidate during an examination for any reason;</li><li>• have retrievable information stored in them – this includes:-<ul style="list-style-type: none"><li>○ databanks;</li><li>○ dictionaries;</li><li>○ mathematical formulas;</li><li>○ text.</li></ul></li></ul>

## **START TIME OF EXAMINATIONS**

- Morning exams are usually timetabled to start at 9:00 am but you should be in school for the start of the day..
- Most afternoon exams will normally start at 1:15 pm unless you are specifically told otherwise.
- Start times are always shown on your timetable and you will be told exactly where you should be and when for each exam.
- Please note:-the start time is the time at which everyone should be ready to start writing, so you should arrive OUTSIDE the exam room a little before this time. Please ensure you are prompt and that you follow instructions. If you are late for an exam the examining board may refuse to mark your paper. If you arrive too late to sit your exam you will be charged for the exam fee.

## DURING THE EXAMINATIONS

### EXAMINATION REGULATIONS

- A copy of the “Warning to Candidates”, which is produced by all the Examining Bodies, is included in the documents section under the Exams tab on the website. All candidates must read this carefully and note that breaking any of the examination rules or regulations could lead to disqualification from ALL subjects. The school must report any breach of regulations to the Awarding Body.

### ATTENDANCE AT EXAMINATIONS

- Candidates are responsible for checking their own timetable and arriving at school on the correct day at the correct time, and with all the equipment needed for the exam. You should arrive 10 minutes before the start time of the examination. Please wait quietly outside the exam room until you are given permission to go in. Once inside the room there should be **NO communication between candidates**.
- **Candidates who arrive late for an examination should report to Linnell Office.** You should not go into the examination room. You may still be admitted – this depends on how late you are - but the Examining Body has the right to refuse to accept your script.
- **Full School Uniform** must be worn by all students attending school for examinations.
- All items of equipment, pens, pencils, mathematical instruments, etc. must be visible at all times. You must either use a transparent pencil case or clear plastic bag. Calculator lids should be left in your school bag.
- Pens should be black ink or ballpoint. Tippex, erasable or correction pens are NOT allowed. Mistakes should be crossed out with a single line. Highlighters cannot be used on answer papers – only to highlight questions.
- For Mathematics and Science exams, students should make sure their calculators conform to the examination regulations. If in doubt, check with your teacher. **Remove any covers or instructions and leave in your bag.** Make sure that the batteries are new.
- Please make sure that any watch alarms are turned off.
- **Do not attempt to communicate with or distract other candidates in any way whatsoever.**
- Examination regulations are very strict about the items you may take into the examination room (see FAQs at the end of this booklet). If you break these rules you will be disqualified from the examination.
- Mobile telephones or any other sort of electronic device including watches with a data storage facility **MUST NOT BE BROUGHT INTO THE EXAMINATION ROOM.** Such items **MUST** be handed in to an invigilator as you come into the room.



**If a mobile phone (or any other type of electronic communication or storage device) is found in your possession during an examination (even if it is turned off) it will be taken from you and a report made to the appropriate exam board. They will decide on action depending on the seriousness of the incident. The least sanction is that you will lose the marks for that paper. The worst is that you could be banned from taking any exams for several years. No exceptions can be made. If you do have a phone, iWatch, iPod etc. with you please give it to the invigilator.**

- No food is allowed in the examination rooms. Bottles of WATER are allowed only if they have a no-spill top. Labels must be removed. No other drinks are allowed.
- Please do not write on examination desks. This is vandalism.
- Do not draw graffiti, doodle or write anything other than your answers (and relevant plans/working) on examination papers – if you do the examination board may refuse to accept your paper.
- Listen carefully to instructions and notices read out at the start of the examination – 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 entry.
- Read all instructions carefully and number your answers clearly.
- The Examining Bodies stipulate that candidates must stay in the examination room for at least one hour after the published start time of the exam (or for the duration of the exam if it is less than one hour). It is school policy that no-one is allowed to leave an examination room before the end of an exam due to the disturbance caused to other candidates. Therefore you will not be allowed to leave an examination room early. If you have finished the examination use any time remaining to check your answers and that 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 with a single line. 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 and make sure that your name and candidate number is on all of them.
- Invigilators will collect your 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 left the room.
- Question papers, answer booklets and additional paper must NOT be taken from the exam room.
- Remain seated until told to leave the examination room. There is often more than one examination being taken at the same time. Please leave the room in silence and show consideration for other candidates who may still be working.
- If the **fire alarm** sounds during an examination the invigilators will tell you what to do. If you have to evacuate the room you will be asked to leave **in silence** and in the order in which you are sitting. You will be escorted to a designated assembly point. Leave everything on your desk. You must not attempt to communicate with anyone else during

the evacuation. The security of the examination must be maintained. When you return to the exam room do not start writing until the invigilator tells you to. You will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident.

## **MALPRACTICE**

The examination boards take “Malpractice” very seriously. The term does not just refer to deliberate cheating. It covers any actions which contravene the rules of the examination.

The following are all examples of malpractice which the examination board **HAS** to be informed of and candidates will be penalised for:

- Using your own blank paper for notes or answers.
- Using a calculator/dictionary when not permitted.
- Bring notes/books etc into the examination room which are not permitted
- Having a mobile phone or other electronic device with any kind of storage feature in the examination room. It does not need to be on your person for you to be penalised. **YOU MUST GIVE THESE TO THE INVIGILATOR BEFORE THE EXAM. STARTS.**
- Not following the invigilator’s instructions sitting in the wrong seat, continuing to write after being told to stop.
- Any form of communication with other candidates once in the examination room (this includes turning around or looking to either side).
- Removing any items from the examination room.
- Breaching supervision conditions (when you have a clash of exams).
- The inclusion of inappropriate, offensive or obscene material in scripts, controlled assessments (this **includes** “doodling” on the back of your exam paper).
- Cheating (both in written exams and controlled assessments/NEA).
- Destruction of work.

The examination boards have a range of penalties which they will apply to candidates in the event of malpractice taking place.

**Standard penalties are:**

- Warning;
- Loss of marks gained for a section;
- Loss of all the marks gained for a component;
- Loss of all the marks gained for a unit;
- disqualification from the unit;
- disqualification from all units in one or more qualifications taken in the series;
- disqualification from the whole qualification;
- disqualification from all qualifications taken in that series;
- barred from entering for examinations for a set period of time

The penalty imposed will depend on the level of seriousness of the malpractice.

**INVIGILATORS**

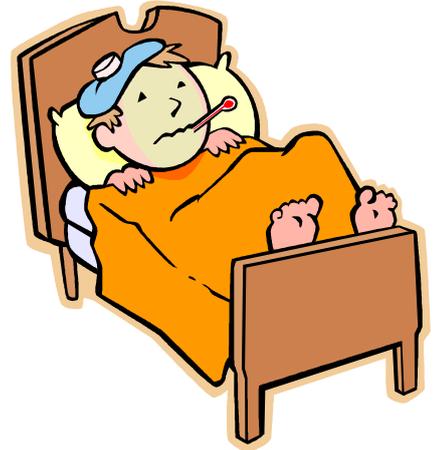
- The school employs external invigilators to assist with examinations. Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.
- Invigilators are in the examination rooms to supervise the conduct of the examination. They will distribute and collect the examination papers, tell candidates when to start and finish the examination, 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.
- Please note that invigilators cannot discuss the examination paper with you or explain the questions.
- At the request of an invigilator, pupils who are disruptive or behave in an unacceptable manner will be removed from the examination room by a senior member of the school staff.

## ABSENCE FROM EXAMINATIONS

- Only in 'exceptional circumstances' are candidates allowed special consideration for absence from any part of an examination. It is essential that medical or other appropriate evidence is obtained on the day by the candidate/parent and given to the Examinations Manager without delay in all cases where an application is to be made for special consideration.
- For the award of a grade by special consideration, where a student misses part of an examination through illness or personal misfortune, a minimum of 35% of the examination (including coursework) must be completed.
- Parents and candidates are reminded that the school will require payment of entry fees (approximately £30.00 per subject) should a candidate fail to attend an examination without good reason and without informing the school.
- Please note that misreading the timetable and oversleeping will not be accepted as satisfactory explanations of absence.

### What to do if you are ill on the day of an exam

- If you are ill and are unable to attend an exam it is vital you phone the school first thing in the morning (**01283 239835**) to inform us.
- You must also obtain a note from your doctor detailing the reason for non-attendance. There is the possibility of submitting this note to the Examinations Board to ask for Special Consideration. The Board looks at this together with other exam marks from the student in that particular subject, controlled assessment/NEA marks and mock exam marks. This will then sometimes enable them to adjust the mark and grade accordingly.
- If you are feeling unwell, but still able to travel, I suggest you come to the exam and we can assess the situation then. In most cases it is better to take the exam if you can.
- If in doubt – **PHONE THE SCHOOL**
- If you do not attend an exam without a valid reason you will be charged for that exam.



## **AFTER THE EXAMINATIONS**

### **NOTIFICATION OF RESULTS**

- November results are published in the middle of January the following year.
- January results are published early March.
- June results will be published during August.

The exact dates will be on the school calendar.

- **If you wish any other person (including family members) to collect your results on your behalf, you must write a letter authorising them to do so and give/send it to Mrs Eccleshall before results day.**
- If you would like your June results to be posted to you please give Mrs Eccleshall a **stamped addressed envelope** before the end of the summer term.
- No results will be given out by telephone under any circumstances.

### **POST- RESULTS**

- If you need post-results advice, Connexions Service staff and Abbot Beyne teaching staff will be available on Results Day. A post-results pack will be enclosed in your results envelope.

### **CERTIFICATES**

- A KS4 Celebration Evening will take place in November/December when it is hoped that you will be able to attend to receive your certificates. Invitations to students will be sent out with full details nearer the time.
- Students who are unable to attend Celebration Evening will be able to collect their certificates from the Exams Office after the event. Certificates will not be given to anyone other than the candidate without the candidate's written authorisation.
- Abbot Beyne only has to keep certificates for a period of one year after issue. If candidates do not collect their certificates within this time they may be returned to the issuing examination board. In this case (or if certificates are lost) they can only be replaced by direct application to the appropriate examination boards. This will require proof of identity (such as a birth certificate) and a substantial fee per examination board. You are therefore advised to collect your certificates on Celebration Evening or as soon as possible afterwards and to keep them safe. Some examination boards no longer issue replacement certificates. They will only issue a statement of results. You must keep all your certificates in a safe place as future employers may ask to see them.

## **FREQUENTLY ASKED QUESTIONS**

### **Q - What do I do if there's a clash on my timetable?**

**A -** The school will re-time papers (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 must not have any communication with other candidates. They will then sit the second subject paper. It may be necessary for you to bring a packed lunch if you have exams in the morning and afternoon as you will have to remain in isolation until both examinations are completed. If in doubt see Mrs Eccleshall.

### **Q - What do I do if I think I have the wrong paper?**

**A -** Invigilators will ask you to check before the exam starts. If you think something is wrong put your hand up and tell the invigilator immediately. It is especially important that if you are sitting more than one paper for a subject that you sit the same tier for each paper.

### **Q - What do I do if I forget my Candidate Number?**

**A -** Candidate Numbers are printed on seating plans, which are displayed outside the exam rooms, and you should have a card on your exam desk with your name and candidate number on it. It is also on your timetable.

### **Q - What do I do if I forget the school Centre Number?**

**A -** The Centre Number is **30045**. It will be clearly displayed in the examination rooms.

### **Q - What do I do if I have an accident or am ill before the exam?**

**A -** Inform school at the earliest possible point so we can help or advise you. If you have an accident that means you are unable to write it may be possible to provide you with a scribe to write your answers but we will need as much prior notice as possible.

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?**

**A -** Special Consideration is an adjustment to the marks or grades of a candidate who is eligible for consideration. The allowance for Special Consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for 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 examination or in the production of coursework is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness, accident or injury, bereavement, domestic crisis. The Examinations Manager must be informed immediately, so that the necessary paperwork can be completed (as there is a deadline for appeals) and the candidate will be required to provide evidence to support such an application.

### **Q - What do I do if I feel ill during the exam?**

**A -** Put your hand up and an invigilator will assist you.

### **Q - If I'm late can I still sit the examination?**

**A -** It may still be possible for you to sit the examination. You should get to school as quickly as possible and report to Linnell Office. You must not enter an examination room without permission after an examination has begun. It may not be possible to allow you any extra time if you start the examination late.

You should also be aware that if you start the exam late, the school must inform the exam 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?**

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

**Q - Do I have to wear school uniform?**

A - Yes. Normal school regulations apply to uniform, hair, jewellery, make-up, etc.

**Q - What equipment should I bring for my exams?**

A - For most exams you should bring at least 2 pens (black ink only).

For exams where you may have to draw diagrams you should have a pencil.

For some exams (eg Maths and Science) you will need a calculator a 30cm ruler (marked with cm and mm), pencil sharpener and eraser, compasses, protractor, coloured pencil crayons (not gel pens).

You are responsible for providing your own equipment for examinations. 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 material that is listed on question papers is 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 examinations board. In such circumstances, a student would normally be disqualified from the paper or the subject concerned.

Bags, coats and any other items not permitted under examination regulations must be left in the care of the invigilators at the front/back of the room. Do not bring any valuables into school with you when you attend for an examination.

No food or drink is allowed in the exam room, except for spill-proof bottles of water.

Mobile telephones should not be brought into the exam room even if they are turned off. They **must** be handed in and will be returned at the end of the exam.

**Q - Why can't I bring my mobile telephone into the exam room?**

A - Being in possession of a mobile 'phone (or any other electronic communication device, e.g. iPod, headphones) is considered to give you the opportunity of cheating and is subject to a severe penalty from the awarding bodies.

If there is an emergency that requires that you bring a mobile telephone to school, you must switch it off and leave it with an invigilator before starting the examination. You are responsible for collecting it at the end of the examination.

**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'. You will be told when you can start the exam and should not open the paper before you are told to do so. The finish time of the exam will be written on a board at the front of the exam room. There will be a clock in all examination rooms.

**Q - Can I leave the exam early?**

A - It is not the school's policy to allow candidates to leave the exam room early, as this is disruptive to other candidates. A candidate may not leave the examination room without the permission of the invigilators.

**Q - Can I go to the toilet during the exam?**

A - Only if it is absolutely necessary. You will be escorted by an invigilator and will not be allowed any extra time.

**Q - Why do I need to check the details on the Statement of Entry?**

A - The details on your Statement of Entry will be used when certificates are printed. If the name or date of birth on your certificates does not match your birth certificate it could cause you problems if you are asked to show your certificates to a potential employer or college/university at some time in the future. You should also check that the subjects and tiers of entry you are entered for are correct and that no subjects are missing.

**Q - What do I do if I don't get the grades I need for college?**

A - 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 Subject to obtain their advice as to the advisability of requesting a re-mark. You should be aware that your mark could go down as well as up or even stay the same. You should refer to the Post-results pack in your results envelope.