

PORTHCAWL COMPREHENSIVE SCHOOL

NAME:.....FORM.....

EXTERNAL EXAMINATIONS

['A' level , AS level , GCSE, etc]

INFORMATION BOOKLET FOR CANDIDATES, PARENTS AND CARERS COVERING THE PERIOD

Sept 2023 - June 2024

**PLEASE READ VERY CAREFULLY AND
RETAIN FOR FUTURE USE**

Examinations Officer :	Mrs B Henderson
Examinations Secretary :	Mrs C Stephens
Examinations SMT Link :	Mrs S-J James

RULES & REGULATIONS

- External examinations are carried out according to instructions issued by the EXAMINATION BOARDS. The school is regularly inspected (without prior notification) to ensure that these regulations are being implemented.
 - ***All candidates are expected to turn up to all parts of an examination .***
Absences due to illness will require a doctor's note, otherwise payment to cover the cost of the examination entry fee will be requested from the candidate.
 - ***All candidates are expected to turn up to the examinations wearing full school uniform.***
The school reserves the right to exclude a pupil from the examination room until properly dressed. This includes the policy on jewellery, make up, hair, piercings, trainers etc.
 - ***It is the responsibility of each candidate to turn up on the correct day at the correct time to the correct venue for the correct examination!***
It may not be possible to phone the homes of missing candidates.
 - ***Candidates are not allowed to leave the examination room until the end of the examination.*** Do not make doctor/dentist/hospital appointments etc before the finishing time of your examination. Afternoon examinations will often finish well after the school ends and buses have gone. It is your responsibility to arrange your own transport home.
 - Toilet breaks during the examination will not be allowed, unless there is an underlying medical condition, for which a note must be provided by your parents/guardians/carers. Make sure you go to the toilet before you enter the examination room.
 - Please note that any form of **disruptive behaviour** will not be tolerated and the school reserves the right to **exclude** any candidate whose behaviour is considered unsatisfactory. Talking or turning around could be considered as '**unfair practice**' as defined by the Exam Boards and could result in the **cancellation** of the candidate's examination paper.
- CANDIDATES CAUGHT IN ANY UNFAIR PRACTICE MAY NOT BE AWARDED A CERTIFICATE IN ANY SUBJECT - EVEN FOR THOSE SUBJECTS WHICH HAVE ALREADY BEEN COMPLETED.**
- Please be aware that CCTV is in operation in some exam venues.
 - ***It is extremely important that candidates sit in the correct seat. Candidates must sit at the desk allocated to them for that exam and not simply sit where they wish.*** Seating plans will be displayed inside or outside the venue. We are required by the Examination Boards to provide them with seating plans and it also ensures that candidates receive the correct examination paper.
 - ***Each candidate is responsible for bringing the correct equipment to their exam, such as pens , pencils, rulers , protractors, calculators, texts (where allowed) etc.***
The school will not guarantee to provide such equipment to candidates who turn up without them. Also, the Examination Boards do not allow borrowing of such items during the exam so candidates must ensure they bring all required items .
[Remember that calculators, are also required for Science, Electronics & Business Studies exams as well as Maths!]

- **Candidates must not bring mobile phones, watches, AirPods, Earphones/earbuds, Ipods or MP3/4 players etc., pencil cases (unless of the clear type) , calculator CASES , personal tape/cd players or any drinks, food or sweets into the examination room.**

Please note that all the Examinations Boards have banned the presence of MOBILE PHONES, Ipods and MP3/4 players in the examination room **EVEN IF SWITCHED OFF**.

Candidates caught in possession of the above will have their paper cancelled.

The school will not provide storage for mobile phones during examinations , or accept any responsibility – candidates should make their own arrangements. Candidates should not bring such items to school.

- **Answers should be written in black ink only and not in any other colour or pencil unless specifically told to do so.** Coloured inks should never be used as examiners use these to mark scripts.
- **All Examination Boards have banned the use of any form of correcting fluid or tape . (e.g Tippex) Any mistakes should simply be crossed out.**
- **All candidates will be issued with personal timetables and these must be checked very carefully.**

All morning examinations will start at 9.00 a.m

All afternoon exams will start at 1.00 p.m

- **Candidates must be outside their examination venue 30 minutes before the scheduled start of their exam.** This allows time for all candidates to look for their seat number, proceed into the exam room in an orderly manner, and be seated at least 10 minutes before the start of their examination.

The exam will be started on time. We will not wait for candidates who are late.

CALCULATORS: The Examination Boards issue the following instructions about calculators - Calculator cases ,instruction leaflets or instructions and formulae printed on the lid or cover must not be brought into the examination room.

Calculators having data banks, dictionaries , language translations , ability to retrieve written material (text) ,QWERTY keyboards , built – in symbolic algebra manipulations , symbolic differentiation or integration , or having a capability of remote communication with other machines are **NOT ALLOWED**. Their use will be regarded as malpractice.

IMPORTANT POINTS TO NOTE

PERSONAL TIMETABLES

These must be checked very carefully for

- ***mistakes in the spelling of the candidates names and /or date of birth.***
This information will appear on the Examination Certificate(s) awarded by the Examination Boards and is difficult to get altered afterwards.
- ***clashes between subjects. i.e. having more than one exam at the same time!***
Any such clashes **must** be reported to the Examinations Officer **immediately** - do not wait until the day of the examinations to tell us! We may have to ask the Exam Boards **in advance** before making any alternative arrangements to remedy such clashes.
- ***the LEVEL or TIER of the examination .***
It will not be possible to change the entry on the day of the examination. Any changes to the level or Tier of the examination **must** be agreed with the Head of Department before final entries are made in March.
- ***the day and time of the examination.***
The Examination Boards' rules will not allow candidates who turn up in the afternoon , for an examination which took place in the morning, to sit the exam.
Candidates who arrive late - after the examination has started - the Examination Boards do reserve the right to refuse to accept or mark answers written after the official finishing time of the paper.

INSTRUCTIONS FOR THE DAY

- Examinations will be held in the **Sports Hall (SH) , Jubilee Theatre (JT), 6th Form Hall (6FH) and Library.**
Actual venues for specific examinations will be published at a later date and will be found on the Examinations notice board outside the canteen. At certain times it may be necessary to use other venues from those mentioned above. **Check carefully,** to make sure you are outside the correct venue.
- Instructions concerning the venue , times , seating arrangements etc for any examination on a given day are generally displayed outside the *main examination room (Sports Hall/6th Form Hall)* and candidates **MUST** check for instructions well before the examination is due to start.

ILLNESS

- If a candidate is too ill to attend an examination please phone the school as soon as possible [Tel 774170] .Then obtain a sickness certificate for that day from your doctor and send it into school . We **MAY** then be able to ask the Examination Board for Special Consideration when the grades are awarded.
Please note that without a medical certificate we cannot do anything to assist candidates and you may well be charged the entry fee for the examination.

WHAT DO I DO IF THE FIRE ALARM RINGS DURING AN EXAMINATION

We do hope that no fire alarms go off during the exam period, however if one does go off these instructions must be followed in **COMPLETE SILENCE**.

1. Should the fire alarm go off, do not panic. Candidates will be asked to stop writing and leave question papers and scripts on their desks.
2. Listen carefully to instructions from the examination invigilators, who will establish whether the examination room is to be evacuated.
3. You may be asked to leave the room in silence and in the order that you are sitting. Leave all equipment in the exam room.
4. If you leave the room you **MUST NOT TALK** to any other candidate in front or behind you. To do so would be considered a breach of examination rules, and your paper could be cancelled.
5. When you return to your exam room, do not start writing until the invigilator tells you to do so. You will be allowed the full working time set for the examination.
6. Emergency evacuation notices are on display in each examination venue.

LISTEN CAREFULLY TO INSTRUCTIONS AND DO NOT PANIC

Suspected Candidate Malpractice

All candidates will have been informed of their individual responsibilities and rights.

If a candidate is or candidates are accused of malpractice:

- He/she will be informed in writing of the allegation made against him/her.
- He/she is advised that a copy of the JCQ publication Suspected Malpractice in Examinations and Assessments; Policies and Procedures can be found on the JCQ website;
- He/she will be informed what evidence there is to support the allegation.
- The candidate will be informed of the consequences should the allegation be proven.
- The candidate will have the opportunity to consider their response to the allegation and have the opportunity to submit a written statement.
- The candidate will have the opportunity to seek advice and to provide a supplementary statement if they require.
- The candidate will be informed of the appeals procedure should a decision be made against him/her.
- The candidate is advised of the possibility that information relating to a serious case of malpractice may be shared with other awarding bodies, the regulators and/or the police.

MARKING REVIEWS and ACCESS to EXAMINATION SCRIPTS

ALL REQUESTS FOR MARKING REVIEWS AND/OR PAPERS MUST BE MADE THROUGH THE SCHOOL

The dates and prices in the following information are based on last year and are, therefore, only approximate. Actual deadline dates and costs can be obtained on results day.

G.C.S.E Level

- All requests for a review of marking should be made by about 20th September
- Services available:-

Service 1 : Clerical check only.

Service 2 : Review of marking of all externally marked components. No report issued.

Costs vary according to Examination Board, but are around £20 for clerical checking and £40 for service 2.

Access to Examination Scripts.

- You may request a scanned copy of your exam paper up to **26th September**
- The school may request copies of scripts for its own educational use e.g for assisting future candidates.
- **Please note** - If the school wishes to use your scripts for teaching purposes, then your permission will be asked for prior to its use.

**** Please note that as a result of a review of marking your marks/ grades can go down, up, or stay the same. (All costs are approximate and TBC)**

G.C.E 'A' Level , AS Level

The dates and prices in the following information are based on last year and are, therefore, only approximate. Actual deadline dates and costs can be obtained on results day.

Review of Marking of Examination Papers

- You may request Priority electronic **Photocopied** scripts by **22nd August** to help you decide whether to request a review of marking.
Photocopies will be received at school by **8th September**
Cost will be **approximately £11 per paper**.
- Services available:-

Service 1 : Clerical check only.

Service 2 : Review of marking of all externally marked components. No report issued.

Costs vary according to Examination Board but are between £10 and £14 for service 1 and between £46 and £ 60 for service 2.
- All requests for a review of marking must be received by **26th September**.

Access to Examination Scripts.

- You may request a scanned copy of your scripts up to **26th September**.
- The school may request exam scripts for its own educational use e.g for assisting future candidates.
- If the school wishes to use your scripts for teaching purposes , then your permission will be asked for prior to its use.
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**** Please note that as a result of a review of marking your marks/ grades can go down, up, or stay the same. (All costs are approximate and TBC)**

IMPORTANT DATES

A Level / GCE Results Day	15 th August 2024
GCSE Results Day	22 nd August 2024
NOTE: Exam results are issued to the pupil only. If the pupil wishes for them to be emailed, for someone else to collect them on their behalf, or for them to be shared with someone else, they must give the exam officer a letter of permission to do so. (before July 17th)	
Deadline for Priority Photocopied scripts (A2 Examinations only)	22 nd August 2024 (TBC)
Deadline for return of scanned copy scripts	26 th September (TBC)
Deadline for a Review of marking	26 th September (TBC)
Date of First AS examination	(All Exam/test dates 2024 TBC) Monday 13 th May
Date of Last AS examination	Monday 3 rd June
Date of return to school for AS students	To be announced
Date of First A2 examination	Monday 20 th May
Date of Last A2 examination	Thursday 20 th June

COSTS : These may change by the time of the examinations but will give you an idea .

Missing a GCSE examination	£ 11 / £42.00 <i>depending on subject</i>
Missing an AS /A2 examination	£ 18 / £56.00 <i>depending on subject</i>
Cost of Photocopied script (GCE only)	£11
Cost of electronic copy of script	£11
**Cost of GCE review of marking	£ 46 per paper
**Cost of GCSE review of marking	£ 40 per paper

Porthcawl Comprehensive School

Internal Appeals Policy for External Qualifications

Porthcawl Comprehensive School Policy on Appeals is in two parts:

- 1. Policy on Internal Assessments for External Qualifications**
- 2. Policy on External Assessments for External Qualifications (Enquiries about Results)**

1. Policy on Internal Assessments for External Qualifications

Porthcawl Comprehensive School is committed to ensuring that:

- **Internal assessments are conducted by members of the teaching staff who have the appropriate knowledge, understanding and skills and who have been trained in this area.**
- **Assessment evidence provided by candidates is produced and authenticated according to the requirements of the Awarding Body for the subject concerned.**
- **The consistency of internal assessment will be maintained by internal moderation and standardisation.**
- **All student work being assessed by teaching staff for external qualifications is carried out fairly, consistently and in accordance with the rules and regulations of the specification relating to the qualification.**

Note to students

- A. If a student has any concerns about the procedures used in assessing their internally assessed work for public exams ie controlled assessment/coursework/portfolios, s/he should discuss the matter with the Head of Department immediately. Following that, if the matter remains unresolved, the formal appeal procedure may be used by the student concerned.
- B. The regulations for GCSE, GCE, Entry Level and Project Qualification Coursework Assignments and GCSE Controlled Assessments state that:
 - “The work you submit for assessment must be your own”
 - “You must not copy from someone else or allow another candidate to copy from you”
 - “If you copy the words or ideas of others and don’t show your sources in references and a bibliography, this will be considered as cheating or malpractice”

Teachers have the right to reject a student’s work on the grounds of malpractice if any of the above regulations are broken.

The student, parent or guardian of a student has the right to appeal against any decisions to reject a candidate’s internally assessed work on the grounds of malpractice.

Written Internal Appeals Procedure

The student, parent or guardian of a student wishing to appeal against the procedures used in internal assessment should write to the Examinations Officer as soon as the matter arises. The deadline for the receipt of appeal applications to reach the school is ten days prior to the start of the written examination series. Internal appeals will be considered, and resolved, by the date of the last externally assessed paper of the series [eg by the end of June for the summer series].

On receipt of a written appeal, an enquiry into the internal assessment will be conducted by the Examinations Officer, a member of the Senior Management Team and a Head of Department not involved in the internal assessment decision. This enquiry will consider whether the procedures used in the internal assessment conformed to the published requirement of the Awarding Body and the ACCAC Code of Practice.

The outcome of the appeal will be reported in writing to the student, parent or guardian [including relevant correspondence with the Awarding Body] before public exam results day for the award.

A written record of the appeal and the outcome will be kept on file at the centre and the Awarding Body will be informed of any amendments.

2. Policy on External Assessments for External Qualifications **[Enquiries about Results - EARs]**

Any student who wants to query a mark/grade awarded by an Awarding Body upon issue of results should follow the following procedure:

- I. Contact the Examinations Officer **and** the subject teacher as soon as possible [but at least **5 working days before the published deadline for EARs**] in person to discuss the mark/grade. The Examinations Officer will advise on the options available to query the mark/grade and the costs involved.
- II. Students should be aware that EARs can result in marks/grades being raised, confirmed or lowered. Students must sign a consent form to confirm that they understand the consequence of an EAR. Consent forms will be issued by the Examinations Officer.
- III. The subject teacher will review the student's marks/grades and discuss with the Head of Department to agree on the appropriate action taking into account the breakdown of marks, the grade boundaries and the student's predicted grades.

If the Department agrees to support the EAR:

- a. The request, together with the students consent form, should be made to the Examinations Officer **before the published deadline for EARs**. The cost of the enquiry will be met by the departmental budget. If the EAR is successful, the fee will be refunded.

If the Department does not agree to support the EAR:

- b. A student may appeal against the decision not to support an EAR. Appeals should be made in writing to the Examinations Officer, at least **5 working days before the published deadline for EARs**. The appeal should state, in detail, the reason(s) for the appeal. This appeal should be signed and dated and should include the daytime contact telephone number of the student, parent or guardian. The appeal information will be reviewed by the Examinations Officer and a member of the Senior Management Team; the outcome of the appeal will be communicated by telephone and 1st class letter post within 24 hours of receipt. This decision is final.
 - c. If the centre does not support the EAR the student may still proceed with the EAR but all costs involved will be paid by the student at the time the EAR is made. No EARs will be made until fees are paid. Requests must be made in person to the Examinations Officer **before the published deadline for EARs**. If the enquiry is successful the fee will be refunded to the student.
- IV. Outcomes following EARs will be forwarded by the Examinations Officer to the student as soon as they have been received from the Awarding Bodies.

--This policy will be kept under review and revised as necessary--

IMPORTANT JCQ DOCUMENTS FOR CANDIDATES

Please use the websites below to view the following JCQ guidance.

Information for candidates for written examinations

Information for candidates for on-screen examinations

Information for candidates – coursework assessments

Information for candidates – Non examination assessments

Privacy Notice

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

These documents can also be viewed on the school website.

Porthcawl Comprehensive School Website – Pupil exam information page

<https://www.porthcawlschool.co.uk/pupils/exam-information.asp>

If you have any exam queries please see Mrs Henderson or Mrs Stephens in A Block.