



THE DEAN TRUST
Ashton on Mersey School

EXAMS
A Quick Guide
For
Students & Parents

Exam Centre Number: 33629

This booklet outlines what is expected of candidates and is designed to help you through your examinations. You will find more detailed information and links to other websites in the dedicated examinations areas of Moodle and the Ashton on Mersey School website: www.aomschool.com .

If you have any questions or concerns, please speak to your Exams Officer, Mrs Laws, at student services or tel. **0161 973 1179 ext. 2216** or email exams@aom.trafford.sch.uk .

Good luck with your exams.

Before the Exams

Entries

Several months before you sit your exams your teachers will tell the exams office staff which exams to enter you for and entries will be submitted to the Awarding Organisations (AOs) by their deadlines. You will receive a statement of entry showing which exams you have been entered for and giving the dates and whether an exam is in the morning or afternoon. It is your responsibility to check your statement of entry carefully. If you have any questions or concerns about your exam entries or if any of your personal information is wrong you must speak to your subject teacher and the Exams Officer immediately.

Clashes

On your statement of entry some exams may be scheduled to take place at the same time. Don't worry; clashes will be resolved by the Exams Officer. Just make sure you check your individual timetable when you receive it. Usually you will sit clash papers one after the other, sometimes with a supervised break in between, depending on the length of the exams.

Timetables

Closer to the exam season you will receive your individual timetable. This confirms your personal details and exams entries, including any amendments made since the original entries. An amendment is a change to your entry such as a change of tier between higher and foundation. Your individual timetable will tell you:

- The details of each exam including the paper code and how long the exam lasts.
- The date of the exam.
- The time the exam will start.
- The room in which your exam will take place.
- Your seat number – for security reasons you must sit in the seat allocated to you.

Candidate Number

You have been allocated a 4-digit exam candidate number which will be on your statement of entry and individual timetable. Please learn it. This number is unique to you throughout your time at Ashton on Mersey and is used by the AOs to identify you for all your exams. You will normally be seated in candidate number order and you will need to write this number on all your exam scripts.

Centre Number

A unique number which identifies the school to the AOs. Ashton on Mersey school is **33629**. You will need to write this on all your exam scripts. It will be displayed in the exam room.

JCQ Information for Candidates Documents

You must read the JCQ documents on Moodle or the school website. They explain the rules you must follow whilst doing coursework/controlled assessments and when sitting exams.

Equipment

Check that you have all the equipment you will need for your exams. Always bring at least 2 black pens and a pencil. Check with your teachers if you will need other equipment such as calculators. School cannot guarantee to supply replacement equipment and you must never try to borrow equipment from other candidates during an exam.

On Exam Day

Make sure you are outside your exam room at least 10 minutes before the scheduled start time on your timetable. Read the JCQ Notices displayed outside and inside the room. Remember that you are subject to exam regulations from the time you enter the room until you leave it.

Check the seating plan outside the room to make sure there are no last minute changes and sit in the correct seat.

Bring all your equipment in a transparent pencil case or clear plastic bag. If you bring a drink, make sure it is in a clear plastic bottle with any labels removed.

Do not bring mobile 'phones, iPods, mp3 players or headphones into the exam room. If you forget, make sure they are turned off and handed to an invigilator before the exam starts. AOs deal very severely with candidates who ignore the regulations. Misconduct may lead to loss of all marks for a paper and ultimately the AO could decide not to award you a grade.

If you are too ill to attend an exam your parent/carer must inform school before 8.30 am on the day. If you fail to attend without a valid reason you may be charged for your entry fee.

If you are delayed try to contact school. Students who arrive very late may still be allowed to sit the exam but a report must be sent to the AO and they could refuse to accept your work.

During the Exam

Invigilators

The school employs external invigilators to conduct examinations and ensure JCQ procedures are followed. If they suspect that you are breaking any of the regulations they must inform the Exams Officer. You must behave in a respectful manner towards invigilators and follow their instructions at all times. Invigilators cannot read any words printed on the question papers for you, other than the instructions on the front cover. They cannot offer advice on which questions to answer or explain questions to you.

If you need assistance, e.g. you feel ill, need more paper, etc. raise your hand and wait for an invigilator to come to you. Never try to communicate in any way with other candidates.

- Check you have the correct paper, especially if there are higher and foundation tiers.
- Read the instructions carefully before you start to answer the questions.
- Don't use eraser pens, brightly coloured pens or highlighters within your answers.
- Make sure you put your candidate number, centre number and name on all the answer sheets you use. Take care when numbering your answers.

Leaving the exam room

Under normal circumstances you will not be permitted to leave the room until the end of the exam when the senior invigilator dismisses you. If you finish early, use the time to check your answers. Remember you are still under exam conditions until you have left the room.

After the Exam

Results

Dates for the publication of provisional results can be found on the school website.

Results will only be issued to the student to whom they belong. If you are unable to collect your own results a relative or friend may collect them for you but only if you have informed the Exams Officer in advance, by email or in writing, that they have your permission.

Results will not be given out over the telephone under any circumstances.

You should keep your provisional results slips until you have received your certificates.

Post Results Services: Enquiries about Results (EARs) and Access to Scripts (ATS)

If you have any concerns about your results or want to see a copy of your marked script you should discuss this with subject teachers in the first instance. There are various options available and deadlines are tight so you must act quickly once you have your results. EARs can only be submitted by the school and you will have to sign a consent form before we can process your request. Forms and details of fees are available from the Exams Officer on request and further information can be found on the school website and Moodle.

Certificates

Certificates are stored securely in school until your Presentation Evening after the completion of Year 11 or 13. If you are unable to collect your certificates in person they can be collected from Student Services after Presentation Evening. A relative or friend can collect them for you but only if you inform us by letter or email that they have your permission.

Exam Glossary

UCI & ULN: Unique Candidate Identifier and Unique Learner Number. Numbers used by the AOs to identify individual learners and store information on all their entries and results.

Cash-In Code: also called aggregation or certification. When entries are made for the written exams and controlled assessments/coursework for a subject, entry for a “cash in” code is also made which draws together the individual units to give you an overall grade.

Special Consideration: sometimes adverse circumstances just before or during exams can affect your performance. AOs do make allowances in certain situations such as illness or bereavement, providing the school has appropriate supporting evidence. Speak to your Exams Officer as soon as possible if you think this may apply to you.

Access Arrangements: some candidates qualify for slightly different exam arrangements (e.g. extra time, word processor, reader, modified papers). Applications for access arrangements must be made by the school at the start of your course of study and require appropriate evidence of need. Temporary arrangements can also be made in emergency situations, e.g. a hand injury that prevents you from writing where you may need a scribe to record your answers. You should contact the Exams Officer immediately if you think you may need access arrangements to be put in place.