



THE DEAN TRUST
Ashton on Mersey School

A Guide to Exams 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: <http://aomschool.co.uk/>

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 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, usually with a short supervised break in between, depending on the duration 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 when doing coursework, controlled assessments or non-exam assessments and when sitting exams. Please ask the Exams Officer if there is anything you don't understand.

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. Enter the room in silence and do not communicate with other candidates once you are inside the room. Speak to an invigilator if you have a problem.

Check the seating plan outside the room to make sure there are no last minute changes and sit in the correct seat. An ID card will be on your desk showing your name and candidate number.

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, smartwatches, mp3/4 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 you must contact school. It may be possible for us to help you get to school in time to sit the exam. 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. can't see the clock, feel ill, need more paper, 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 all the instructions carefully before you start to answer the questions.
- Don't use eraser pens, brightly coloured pens or highlighters within your answers.
- Put your candidate number, centre number and legal name on all the answer sheets you use and take care when numbering your answers. Write legibly and within the borders of the paper.

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 must keep your provisional results slips at least until you have received your certificates as you may need proof of your qualifications for other colleges or employers.

GCSE grades are changing

GCSEs in England are being reformed and will be graded with a new scale from 9 to 1, with 9 being the highest grade. English literature, English language and maths will be the first subjects to be graded in this way from August 2017. The subjects with the highest numbers of candidates (e.g. arts, humanities, languages) will follow in 2018 and most others in 2019. During this transition, students will receive a mixture of letter and number grades. This is happening as GCSEs are being reformed to make them more challenging, to keep pace with employers' and universities demands. In the first year each new GCSE subject is introduced, students who would have got a grade C or better will get a grade 4 or better. Grade 9 will be more difficult to achieve than a grade A*. To see how the numbered grades compare to the current A* to G system, Google "ofqual 9 to 1 postcard".

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 a teacher 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 and deadlines are available from the Exams Officer on request. The post results table in the FAQ section for this booklet gives further information.

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 school after presentation evening. A relative or friend can collect them for you but you must inform us by letter or email that they have your permission. Schools are only required to keep unclaimed certificates for a period of one year after issue after which they may be destroyed. You are, therefore, advised to collect your certificates as soon as possible and keep them safely. Replacement certificates are only available by direct application online to the appropriate exam board which can prove expensive.

Examination Policies

Ashton on Mersey has examination policies in line with JCQ regulations, including internal appeals, enquiry about results and disability policies. Exam policies are either on the website or available on request.

Frequently asked questions

Q. Which JCQ documents do I need to read before my exams and where do I find them?

You can find the JCQ "Information for candidates" documents in the Exams section of Moodle <https://thedeانtrustmoodle.org/course/view.php?id=760>

"Information for candidates – Privacy Notice" all exam candidates must read

"Information for candidates - For written examinations" all exam candidates must read

"Information for candidates – Guidelines when referring to examinations/assessments through the Internet" all candidates must read.

"Information for candidates - For on-screen tests" read if you are sitting an onscreen test

"Information for candidates - GCSE controlled assessments" (if you are studying a subject that has a controlled assessment unit – check with your teacher if you are not sure)

"Information for candidate: non-examination assessments" (read if you are studying a subject that has an non-exam assessment unit – check with your teacher if you are not sure)

"Information for candidates – GCE, ELC and Project qualifications – coursework assessments" (read if you are a 6th form student doing coursework for GCE or Project).

Q. What is malpractice?

Candidate Malpractice can take many forms but some obvious examples would be breach of the instructions or advice of an invigilator, copying from another candidate, disruptive behaviour in the examination room, bringing unauthorised material into the exam room, plagiarism.

Penalties range from a warning up to disqualification from all the examinations in a series and being barred from entering examinations for a set period of time for the most serious offences.

The School must report cases of suspected malpractice to the appropriate awarding body.

Any candidate who is accused of malpractice has the right to make a written statement to accompany the official report. Full details of what constitutes malpractice and examples of penalties that may be applied can be found on the JCQ website <http://www.jcq.org.uk/exams-office/malpractice>

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

No, you must attend on the given date and time.

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

Yes. Telephone school to let us know you are on your way and when you arrive go to Reception.

You must not enter an examination room without permission after an examination has begun.

You may be allowed the full time for the examination but if you arrive very late, the exam board may decide not to accept your work. Make sure 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. What are Access Arrangements?

Some candidates qualify for 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. They require appropriate evidence of need and must reflect your normal way of working in class and exams. Temporary arrangements can also be made in emergency situations, e.g. a hand injury that affects your ability so you may need a laptop or scribe to record your answers. You should contact the Exams Officer immediately if you think you may need emergency access arrangements to be put in place.

Q. I am entitled to Access Arrangements – how will this affect the way I take my exams?

Access Arrangements include extra time, readers, prompts, scribes and use of word processors.

Where possible, such candidates will be seated together in smaller venues to minimize disturbance from other candidates who finish earlier. The invigilators will include the additional time when they display the finishing time of your exam.

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

Inform the Exams Officer immediately. We may need to give you temporary access arrangements or apply for special consideration after your exam.

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

Put your hand up and an invigilator will assist you. If you are ill and feel this may have affected your performance make sure the Exams Officer is informed before you go home after the exam.

Q. What is Special Consideration?

Sometimes adverse circumstances just before or during exams can affect your performance on the day. 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. Applications for special consideration must be made immediately after the exams are completed.

Q. What happens if I have a subject clash on my timetable?

If you have two subjects scheduled at the same time you will sit both papers in one session but normally with a short supervised break between them. You must remain isolated from other candidates until you have completed both examinations.

Q. What equipment should I bring for my exams?

You must bring your own equipment for examinations; never try to borrow from another candidate during the examination. Before the exams ask your teacher what you will need.

For most exams you should bring at least 2 **black** ink or ballpoint pens.

For mathematics you will need a pencil, sharpener, rubber, ruler, protractor, compass.

Calculators for science and mathematics (calculator papers) must conform to JCQ regulations, have new batteries and you must remove the cover and any instructions.

Q. What items are NOT allowed into the examination room?

- No food is allowed in the exam room.
- You can bring a drink but it must be in a clear plastic bottle with no labels.
- Bags and coats must be left in the care of the invigilators at the front/back of the room.
- Mobile telephones, iPods, smartwatches, mp3/4 layers or any other electronic storage device. You are strongly advised to leave your 'phone at home. If you forget and bring it with you to school, you must switch it off and hand it to an invigilator before the exam begins. You are responsible for collecting it at the end of the examination.

Q. Can I bring an inhaler or medication into the exam?

Yes, if you normally use inhalers or other prescribed medication, you can bring what you need into the exam room but you must put it in a clear bag or have it out on the desk so the invigilators can see it.

Q. What do I do if I think I have the wrong question paper or answer sheet?

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.

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

Your candidate number is printed on your individual timetable and will be on the ID card on your exam desk. Take care to write the correct number on all your exam scripts.

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

The Centre Number is **33629**. It will be displayed in the examination room and on your ID card.

Q. Do I have to wear school uniform?

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

Q. Can I leave the exam early?

No. 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. Under JCQ regulations you must stay in the examination room for at least one hour after the published start time of exams that last for 1 hour or more.

Q. What are UCI and ULN numbers?

Unique Candidate Identifier and Unique Learner Numbers and used by the awarding organisations and the Learner Record Service to identify individual learners and store information on all their entries and results. You don't need to learn these numbers.

Q. What are post results services – enquiries about results and access to scripts?

The table below explains the main services available to candidates following the publication of results. Fees and application forms will be available from the Exams Officer when results are published. Post results services can be expensive and students are advised to seek advice from subject teachers before applying. If a grade is amended as a result of an enquiry the review fee will be refunded.

<p>EAR Service 1 - Clerical re-check</p> <p>This is a re-check of all clerical procedures leading to the issue of a result. This service will include the following checks:</p> <ul style="list-style-type: none">• that all parts of the script have been marked;• the totalling of marks;• the recording of marks; <p>Service 1 may also be requested with copy of the re-checked script</p>	<p>EAR Service 2 - Post-results review of marking</p> <p>This is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. This service will include:</p> <ul style="list-style-type: none">• the clerical re-checks detailed in Service 1;• a review of marking as described above; <p>Service 2 may also be requested with copy of the re-checked script</p>
<p>EAR <u>Priority</u> Service 2 - Post-results review of marking</p> <p>This service is as Service 2 but you receive the outcome more quickly. It is only available if a GCE A-level candidate's place in higher education is dependent on the outcome but from 2016 also available from Pearson Edexcel for GCSE*.</p>	<p>ATS - <u>Priority</u> copy of script (Edexcel only)</p> <p>This service is available to help decide if an EAR service 1 or 2 should be applied for; this service is not available if an EAR priority service 2 is applied for.</p> <p>*From 2016 also available from Pearson Edexcel for GCSE</p>
<p>EAR Service 3 - Post-results review of moderation</p> <p><i>This is a review of the original moderation to ensure that the assessment criteria have been fairly, reliably and consistently applied.</i></p> <p><u>This service is not available to individual candidates.</u> <i>If the centre's controlled assessment or coursework marks have been accepted without change by the exam board this service will not be available.</i></p>	<p>ATS – Original script (to support T&L)</p> <p>This service is to request the original script to be returned. This service is available to individual candidates or centre staff (subject to candidate permission). Teachers may ask permission to use your script to help new students but your name would be removed and no one would know it was your script.</p>

* Information correct at time of publication.

15 Tips for a successful exam day:

1. Check your timetable every day to make sure that you have not confused the day/time/venue of your exams. Don't just rely on your friends – they might be doing different exams to you.
2. Get your uniform and equipment ready the night before.
3. Wake up early so that you have plenty of time for breakfast and getting ready. Put your alarm somewhere that means you have to get out of bed to turn it off.
4. Before leaving home, check that you have everything that you might need – black pens, pencil, sharpener, rubber, math's equipment, water bottle. Leave at home the things you must not bring into the exam – 'phone, smart watch, electronic storage devices and revision notes.
5. Allow plenty of time to get to the exam, especially if you have to use public transport. Unexpected events can happen and you do not want to be late. Have a backup plan for how to get to school if there is a problem.
6. Don't panic if you think you are going to be late; contact school and we will tell you what to do.
7. Go to the toilet before the exam starts. Exams can be quite long and there is no time to waste.
8. Listen to the warning and instructions given by the exam invigilators or centre staff.
9. Remember to write your name and candidate number on the answer booklet and any additional sheets you use. You would not believe how many people have forgotten to do it.
10. Read the instructions and questions carefully before starting. Remember, the exams are not designed to trick you but you must be clear about what you have to do, especially on papers that offer a choice of questions.
11. Manage your time; quickly plan how much time to allocate to each section or question and be strict with yourself about moving on so that you can answer all the questions.
12. If your brain freezes, just start writing anything and you will soon start remembering more details. Start answering the questions that you feel most confident about and leave any questions that you are unsure about for the end.
13. Try to keep your handwriting tidy and write inside the border lines. You don't want to lose marks because the examiner cannot read your answers.
14. Use every minute of the exam and remember to leave yourself some time at the end to review your answers to correct any spelling or grammar mistakes and add any **extra comments** you think are worth mentioning. You will be surprised what you can spot in those last few minutes.
15. Tell the invigilator or exams officer if you have a problem before or during the exam, for example an incident on the way to the exam, feeling unwell or simply that you can't see the clock or hear the instructions. Minor issues can usually be resolved quite easily but we can't help you if we don't know there's a problem when you are sitting the exam.