



Student Examinations Handbook 2021-22

CENTRE NUMBER: 12125



EXAMS

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Introduction

It is the aim of Dagenham Park Church of England School to make the exam experience as stress-free and successful as possible for all students.

Every effort will be made to ensure that candidates receive the best possible preparation for their examinations, that the administrative arrangements run smoothly and that the examinations are conducted in a way that they will cause as little stress as possible and help students to achieve their best.

We hope that this booklet will prove informative and helpful for you and your parents through the examination process. 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 (or examinations boards) set down strict criteria which must be followed when conducting examinations and Dagenham Park Church of England School is required to follow them precisely. You should also therefore, pay particular attention to the JCQ Notices to Candidates and the Warning to Candidates at the end of this document.

If there is anything you do not understand or any questions you have that have not been addressed, PLEASE ASK. I can be contacted during the school day via email/Reception/Room 119.

Mrs J Clarke

Examinations Officer

We wish you every success!



Exam Boards/Awarding Bodies:

The School uses the following Examination Boards:

- AQA <http://www.aqa.org.uk/>
- OCR <http://www.ocr.org.uk/>
- Pearson <http://qualifications.pearson.com/en/home.html>
- Eduqas <https://eduqas.co.uk>
- RSL <https://www.rslawards.com>

Centre and Candidate Number:

- Each candidate has a four-digit candidate number. This is the number you will need to enter on every examination paper you write. **PLEASE LEARN IT.**
- Our centre number is **12125** - it will be clearly displayed on the whiteboard in each exam room.

Coursework and non-examination assessments

- Please see Appendices 1 and at the end of this booklet for the full JCQ notices and Internal Appeal Procedures (Appendix 9).

Written exams

- You will receive an individual timetable showing examinations that you have been entered for with details of date, time, candidate number and duration of exam.
- **Please check that these are correct** and speak to the Examinations Officer immediately if you have any queries. Particularly check that all personal details (date of birth, spelling of names) are correct as these will appear on certificates. Candidate's names should be their **legal name** as shown on their birth certificates.
- Please ensure that you have read the JCQ Information for Candidates documents – Written Examinations Appendix 3 and Social Media Appendix 7 at the end of this booklet.
- Please read the Exam Room posters – Unauthorised Items and Warning to Candidates: Appendices 1 & 2

Where you will take your exams

- The majority of our exams take place in the Sports Hall.
- External examination timetables are displayed on the School website and on the noticeboard outside the entrance to the Sports Hall. Please check regularly for the up to date venue for your exam.

What time your exams will start and finish and when you should arrive

Morning Examinations start at 9.00am

Afternoon examinations start at 2.00pm

- You are responsible for checking your **own** timetable and arriving at school on the correct day and time. Do not refer to your friends' timetables as they may differ.
- Check the exam notice board on the day of your exam for any changes.
- You must arrive at the specified venue at least **15 minutes** before the start time so that you are signed in and ready enter the exam room.



- You should wait outside the exam room quietly until you are called in the invigilators.

What to do if you have two or more exam papers timetabled at the same time (an exam clash)

- Sometimes candidates have an exam clash where two exams are timetabled at the same time. The school will make special timetable arrangements for these candidates only.
- If you think there is a clash on your timetable please see Mrs Clarke immediately who arrange for you to sit one paper, then have a break followed by the second paper.
- During the break you will be supervised and must not communicate with other candidates. If your examination is delayed from a morning to an afternoon session you will be supervised over lunchtime. You should bring a packed lunch and a drink.
- Students are not allowed access to their mobile phones or electronic devices during clash supervision.

Supervision during your exams

- Exams are supervised by a team of invigilators employed by the school.
- Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.
- Invigilators are in the examination room to supervise the conduct of the examinations and they must follow the strict rules and regulations when conducting exams as directed by JCQ.
- Invigilators will:
 - Collect and distribute the examination papers
 - Tell you when to start and finish
 - Hand out extra answer booklets if required
 - Deal with any problems occurring during the examination, for example candidate feeling ill.
 - Inform the Exams Officer who will remove any student who is disruptive or behaves in an unacceptable manner from the examination room. All acts of inappropriate behaviour will be dealt with in accordance with the schools behaviour policy
- Invigilators **WILL NOT**:
 - Discuss the examination paper with you or explain the questions.
 - Give you any notices of time remaining until the end of the exam.

Exam Conditions

- As soon as you enter the exam room you are under exam conditions (for a full set of rules, please read Appendix 3 – Information for Candidates – Written Exams)
- You **MUST NOT**:
 - Speak
 - Bring any notes into the exam.
 - Distract or attempt to communicate with other candidates
 - Take any potential technological/web enabled sources of information into the exam room – iPod, mobile phone, MP3/4 player, smartwatch or wrist watch which has a data storage device.



- If you are found to have anything with you which is not allowed, even if you did not intend to use it, this will be reported to the awarding body. The normal practice in these circumstances is to disqualify the candidate from the paper or the subject.
- You **MUST**:
 - Listen to and follow the instructions of the invigilator at all times in the exam room.
 - Face the front at all times.
 - Put your hand up if you need anything and wait for the invigilator to come to you.

How your identity is confirmed in the exam room

- **It is very important that you sit in the place allocated to you.**
- The invigilator will place a photographic seating card on each desk in the exam hall/room.
- These cards will be used to verify the identity of all candidates at the time of the examination or assessment. Do not deface or remove the cards – they will be collected at the end of the exam/assessment and stored for your next exam.
- You must write your four-digit candidate number on all your examinations papers. You must use your **legal name** for exams, not “**known as**” names.
- Where it is impossible to identify a candidate due to the wearing of religious clothing, such as a veil, the candidate will be approached by a member of staff of the same gender and taken to a private room where they will be politely asked to remove the religious clothing for identification purposes. Once identification has been established, the candidate should replace, for example, their veil and proceed as normal to sit the examination.

Length of exams

- The length of an examination is shown on your individual candidate timetable and also under the heading ‘duration’ on the question paper.
- Invigilators will tell you when to start and finish the exam.
- The start and finish times will be displayed on the whiteboard at the front of the exam room.
- There is at least one clock in all examinations.
- You will **not be allowed** to leave an examination room early even if you have finished.
- If you are sure you have finished, use the remaining time to check your answers. Check the exam instructions and check that you have completed everything correctly. Sit quietly facing the front and do not turn around, make any noise or distract other candidates in any way.

Equipment you need to bring to your exams

- **You are responsible for providing your own equipment for examinations.**
- You **must not** lend equipment or attempt to borrow from another candidate in the examination room.
- Only material listed on the question paper is allowed in the examination room. You **MUST NOT** have on or near you any other material.
- **You will need**
 - Transparent pencil case or clear plastic bag.



- **BLACK** ball point pens – **NO** blue pens or gel pens as scanners may not be able to read blue/gel ink.
- Pencil, sharpener and eraser – **NO** correction fluids/pens.
- Ruler with cm and mm.
- Highlighters **MUST NOT** be used in your answer booklet but can be used to highlight questions, words and phrases on the question paper only.
- Calculators may be allowed for some maths, science, business and economics exams. **NO instructions or lids allowed**. Make sure that you have new batteries (please see section below on using calculators).
- Clear plastic small drink bottle (if desired) with water only and with the label removed.

Calculators

- You must be aware of JCQ regulations regarding the use of calculators in your exams.
- Candidates may use a calculator in an examination unless prohibited by the awarding body specification. Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the following regulations:

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

Food and drink in exam rooms

- In accordance with JCQ guidelines you are **not allowed** any food or drink on the exam room other than as previously mentioned a small clear plastic drink bottle (if desired) with water only and the label removed.

What if I think there is an error on the paper?

If you think something is wrong put up your hand and wait for the invigilator to come to you – they will investigate.

What if I think I have the wrong paper?

- The invigilator will ask you to check that you have the correct paper before the exam starts. If you think something is wrong put up your hand and tell the invigilator immediately.



What you should wear for your exams

- Full school uniform must be worn by all students in Year 11.
- Normal dress code applies for sixth form students but you must avoid wearing jackets or coats with pockets on them. You will be asked to remove your coat when entering the exam room.

Where will your personal belongings be stored during your exam?

- We strongly recommend that you bring as few personal items as possible to an exam. All personal belongings, apart from equipment authorised for the exam, **MUST** be placed in your bag **out of reach** at the back of the Sports Hall or the front of any other exam room. All electronic devices must be switched off.

What to do if you are late for an exam

- Please ensure that you allow enough time to get to school to avoid being late for an exam, so that if you are delayed (e.g. through transport problems) you will still arrive on time.
- You should get to school as quickly as possible and report to reception. If it is still possible for you to sit the examination, a member of staff will escort you to the exam room.
- You must not enter an examination room without permission after an examination has started.
- If you arrive very late (more than 1 hour after the published starting time e.g. 10.00am for morning exams and 2.30pm for afternoon exams) the school **must inform** the awarding body and it is possible that the awarding body may decide **not** to accept your work.

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

- Inform the school immediately so that we can help or advise you. **For example**, if you have an injury which makes you unable to write it may be possible to provide you with a scribe or computer. You must provide medical evidence (from you GP or hospital) if you wish the school to make an appeal for Special Consideration on your behalf.
- If you are feeling unwell, but still able to travel, we 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 you feel ill during the exam put up your hand and an invigilator will assist you. You should always inform an invigilator if you feel ill before or during an exam. If you think this may have affected your performance you may be eligible for Special Consideration.

What happens if you have an unauthorised absence from an exam?

- If you miss the examination, you cannot take it on another day. Timetables are set by the awarding bodies and you must attend on the given date and time.
- If you miss an exam without a medical/other suitable evidence for the reason, you will be **charged the entry fee**. You also risk not gaining your final GCSE/GCE qualification.

Can I go to the toilet during an exam?

- It is expected that candidates will be able to go through a morning or afternoon session without the need of a toilet break. Continual coming and going in an examination room is very disruptive for students during an exam.
- Toilet breaks are only allowed when a letter stating a medical need has been received.



What happens in the event of an emergency in the exam room?

If the fire alarm sounds during an examination, the invigilator in charge will tell you what to do.

- Stop writing and put all pens and materials down on the desk. Close the exam paper and turn it face down on the desk.
- Maintain complete silence and wait for further instructions from the Invigilator, who will be informed as to whether it is a false alarm or a real emergency.
- In the case of a false alarm the exam will be resumed when the alarm has ceased to ring. Lost minutes will be added on to the end of the exam.
- In the case of a real emergency follow the Invigilator to the examination assembly point for registration. Line up in the examination group in candidate order. This will be as per seating plan. Maintain complete silence.
- When it has been ascertained that it is safe to return to the building, follow the Invigilator back to the examination room in silence.
- The exam will resume and the time lost added on to the end.

Examination conditions will apply throughout this process. Any candidate found to be speaking or communicating during this time will be reported to the JCQ for malpractice. They will then decide whether or not to accept that candidate's script.

At the end of the examination

- The invigilator will tell you when to stop writing. You must stop writing immediately and remain silent, facing the front.
- At the end of the examination all work must be handed in – remember to cross out any rough work that you do not wish to be marked. If you have used additional answer booklets please make sure you have filled in all your details at the top and affix it with a treasury tag in the correct place.
- Invigilators will collect your exam paper **before** you leave the room. Absolute silence must be maintained during this time. Remember you are still under exam conditions until you have left the room.
- Question papers and answer booklets **must NOT** be taken from the exam room. Remain seated in silence until you are told you can leave the examination room.
- Leave the room in silence, show consideration for other candidates who may still be working.

Candidates with access arrangements

- Some students are entitled to various access arrangements and all invigilators are aware of these.
- If at the start of the exam you do not have in place the access arrangements that you believe you should, please speak to the invigilator who will investigate further with the Exams Officer.
- Students with extra time will be advised by the invigilator of their finish time.



Special Consideration

- Special consideration is an adjustment to the marks or grades of a candidate who is eligible for consideration under special circumstances such as illness, bereavement, injury, domestic crisis etc.
- The allowance of special consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for exceptional cases).
- You should be aware that any adjustment is likely to be small and no feedback is ever provided.
- Students are only be eligible for special consideration if they have fully prepared and covered the whole course but performance in the examination or in the production of controlled assessment is affected by adverse circumstances beyond their control.
- The Exams Officer must be informed immediately, so that necessary paperwork can be completed (within 7 days of the last exam session for each subject).
- You will be required to provide evidence to support your application.

Malpractice

- Malpractice is the term that the Examination Boards use for any irregularity or breach of the regulations of any kind.
- The Examinations Officer is required to, and will, report all infringements to the appropriate Examining Body, who will decide on what action to take, based on the nature of the infringement.
- There is a tariff system of actions from which they can decide and some infringements carry automatic loss of marks as a minimum penalty (Appendix 10).
- The Examination Boards take the integrity of examinations very seriously and it is important that candidates heed the Examination Officer and Invigilators instructions carefully.

November 2021 Results

GCSE English and GCSE Maths results will be emailed to school accounts from 10.00am on Thursday 13th January 2022

If you would like someone to collect your results on your behalf you must inform the Exams Office in writing, stating the name of the person who will be collecting on your behalf. This must be signed by you, the student, not your parent/guardian. This must be done **before** results day.

- No results will be given out by telephone under any circumstances.

Enquiries about Results

- All Enquiries about Results (EARs) should first be discussed with the relevant Head of Department and/or subject teacher who will advise on the viability of such a request. The centre reviews the marks that students achieve and if we feel that there is an anomaly and that the paper should be remarked, the school will itself request a remark (with the agreement of the student).



- Where the centre does not uphold a remark request from a candidate, the candidate may pay the appropriate EAR fee payable by cash or cheque payable to Dagenham Park Church of England School, before a request will be made to the awarding body on the candidate's behalf.
- In all cases an "Enquiries and Appeals about Results Form" must be completed (consent via candidate email is acceptable) before a request for an EAR service 1 or 2 is submitted to the awarding body as with these services candidates' [marks and subject grades may be lowered](#). Candidate consent can only be collected **after** the publication of results.
- A list of EAR fees and request forms will be posted on the school website at the end of April.
- **Post Results Services**

- **Service 1 – Clerical Re-Check**

A check that all marks allocated have been included in the totals and correctly added and transcribed.
Clerical re-check with photocopy of script

- **Service 2 – Post Results Review of Marking**

A review of the original marking to ensure that the agreed mark scheme has been applied correctly. The service is only available for externally assessed components.
Review of marking with photocopy of script

- **Access to Original Scripts**

GCSE candidates may request their original scripts following the deadline for re-marks. Once original scripts are requested it is not possible to request a re-mark.
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Exam Certificates

- Certificates are received in school early in November and are available for collection from the Exams Office from mid-November
- You are strongly recommended to collect your Certificates from the school in person. However, if this will not be possible, we can post them to your home address by Signed For post at your risk. If you wish to use this option, you must complete and sign an Exam Certificate Posting Form and pay the sum of £5.00 to cover the posting costs.
- Centres are only obliged to keep certificates for a period of **one year** after issue. This school tends to keep them for several years, however after the one year period we do not guarantee to be able to produce certificates from our files and certificates will need to be applied for directly to the awarding body. They are very expensive to replace (up to £43 each).
- If you wish to have certificates collected on your behalf you must inform the Exams Office via the following link [Authorisation to collect certificates](#). You will need to provide proof of your identity and the name of the person collecting on your behalf. The person collecting your certificates will need to bring proof of their own identify with them.



Internal appeals procedures

Dagenham Park Church of England School – Appeals against internally assessed marks

Please see the Internal Appeals procedure – Appendix 9

Appendices

All candidates must familiarise themselves with the relevant information to candidates notices which are issued by Joint Council for Qualifications (JCQ).

- Appendix 1: Unauthorised Items Poster – effective from 1st September 2021
- Appendix 2: Warning to Candidates Poster – effective from 1st September 2021
- Appendix 3: Information for Candidates - Written Examinations – 1st September 2021
- Appendix 4: Information for Candidates – Non-examination assessments
- Appendix 5: Information for Candidates – Coursework Assessments
- Appendix 6: Information for Candidates for on-screen tests –1st September 2021
- Appendix 7: Information for Candidates – Social Media
- Appendix 8: Information for Candidates – Privacy Notice – 1st September 2021
- Appendix 9: Internal Appeals Procedure
- Appendix 10: JCQ Suspected Malpractice - Candidate Penalties Grid

Please note that infringement of these examination rules and regulations could lead to disqualification from all subjects. The school must report any breach of regulation to the awarding body concerned.

