



St John
Bosco
College

2022/23

EXAMINATIONS

A guide to everything you could possibly want to know about the examination process and more!

Absence from Examinations:

You must attend all examinations to which you are allocated on your personal timetable. Misreading the timetable will **NOT** be accepted as a satisfactory explanation for your absence.

YOU WILL BE INVOICED IF YOU FAIL TO ATTEND AN EXAMINATION THAT HAS BEEN PAID FOR BY THE COLLEGE.

If you are absent from an examination due to illness, please notify the College as early as possible by telephone on 0207 924 8310; this number has an answer phone for out-of-hours messages. A formal medical certificate will be required.

Access Arrangements:



All arrangements with regards to extra time, rest breaks, separate rooms, the use of a laptop, sit near door, etc., need to go through the Special Educational Needs department. This includes all emergency arrangements. These are in place months before examinations begin on the timetable.

NO ARRANGEMENTS WILL BE MADE UNTIL SENCO CONTACTS THE EXAMINATIONS DEPARTMENT.

Access to Corridors and Rooms:

To ensure the best possible conditions for sitting examinations, we shall close certain corridors to normal through-traffic on occasions. Please abide by any “No Entry” signs on doors during the examination period and respect those taking examinations.

Awarding Bodies:

These are the organisations that provide qualifications for schools and colleges. Awarding bodies used by St John Bosco College are AQA, Edexcel, OCR and WJEC.

Bags, Briefcases, Notes:

Bags, briefcases, and notes **cannot** be taken into the examination room and so should be left in a designated area (this will be announced nearer the time).

The College accepts no liability for items of value (e.g., money, credit cards, and mobile telephones) which are left in bags. Please do not bring valuables with you when you are sitting examinations.

Calculators:

Calculators may be used in most examinations: your subject teacher will tell you if they are prohibited. Where restrictions apply, graphic calculators may not be used and only some scientific calculators are allowed. In all cases, calculators are prohibited if they offer any of the following facilities: *language translators; symbolic algebra manipulation; symbolic differentiation or integration; remote communication with other machines or the World Wide Web; data banks; dictionaries; mathematical formulae or text.*



Calculators must not be larger than the usual hand-held size, and the power supply – which is your responsibility – must **not be** dependent upon the mains. Calculators must **not have noisy keys** which would disturb other candidates or use magnetic card input or have a permanent memory.



Calculators continued:

A fault or operational mistake with a calculator will not normally be considered as justifying an application for special consideration.

No printed instructions or cases are permitted; if you cannot remove the case from your calculator, you must ensure that all instructions are securely covered. **You must bring your own calculator if you need one: you may not use the calculator functions of mobile telephones, which are prohibited in all examination rooms, and may not borrow a calculator from another candidate.**

Please note that the first GCSE Mathematics paper is a non-calculator examination – do not take a calculator into your examination room for these papers.

Candidate Number:

Your candidate number is four digits i.e., 2111 and will be on a label on your exam desk for each exam you sit. This must be clearly written on all your exam answer booklets. Your candidate number is the same for all your exams at this centre.

Centre:

Centres can be schools, colleges or other establishments that have been approved by an awarding body to offer qualifications, enter students for exams and conduct the awarding bodies' exams.

SAINT JOHN BOSCO COLLEGE IS CENTRE NUMBER: **11034**
YOU WILL NEED TO WRITE THIS ON ALL OF YOUR EXAM PAPERS.

Certificates:

Certificates are only issued if you achieve grades A – E at AS/A2 level and grades or 9 - 1 at GCSE level.



Please let the Exams Office know if you change your address to let you know when certificates are ready for collection.

A Level and GCSE certificates will be kept at college for you to collect – look out for notices around November with regards to collection.

Please note that centres may destroy any unclaimed certificates by a secure method (e.g. shredding or incineration) after holding them for a period of **12 months from the date of issue.**

TIP: YOU MUST KEEP ALL YOUR CERTIFICATES SAFE AS IN MOST CIRCUMSTANCES THEY CANNOT BE REPLACED. IF THEY CAN BE REPLACED IT IS YOUR RESPONSIBILITY AND IS TIMELY AND EXPENSIVE

Cheating:

Candidates caught cheating in examinations – including being in possession of or using a mobile telephone, watch, pagers, mp3 players, iPod, unauthorised aids, or notes but also copying from or communicating with other candidates – **will** be reported to the awarding bodies.



Even if the items are in your pocket switched off and you have no intention of using them you will still be reported to the awarding body concerned.

PENALTIES MAY INCLUDE EXCLUSION FROM COLLEGE. DISQUALIFICATION FROM ALL EXAMINATIONS FOR UP TO **FIVE YEARS. READ THE JCQ “NOTICE TO CANDIDATES”.**

Conduct in the Examination Room:

You must sit in the seat allocated to you personally. Please check the seating plans outside the cafeteria entrance to the playground before your exam, ideally the day before. You must be silent in the examination room, including the times when you come in and go out. Once you have entered an examination room, you are **not allowed** to leave unescorted until the end of the examination, and only then when you are given permission to do so.

YOU WILL NOT BE ALLOWED TO LEAVE AN EXAM EARLY EVEN IF YOU HAVE FINISHED AS THIS DISTURBS OTHER CANDIDATES IN THE ROOM.

Should you require any assistance, please raise your hand clearly (in silence) and wait for an invigilator to come to you.

Please do not write on your examination desk: this constitutes vandalism, and you will be charged for the removal of graffiti.

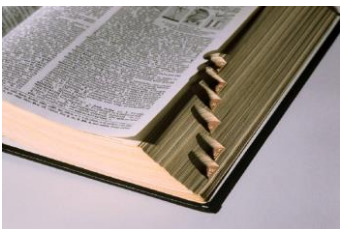


Coursework:

All coursework will be carried out during the academic year. All deadlines are issued by departments and if you have any problems with regards to these you must speak to the relevant subject staff. See JCQ appendix regarding the production of coursework/non-examination assessment.

The awarding bodies will return most coursework during October. Students wishing to reclaim coursework should apply to their teachers as soon as possible after this date.

Dictionaries:



You may not use a dictionary unless dictionaries are specifically permitted by the subject specification or special arrangements have been approved by the awarding bodies. If you think you might be entitled to the use of a dictionary, please see the SEN Department. Dictionaries are WORD to WORD only no definitions.

End of Examinations:

You must stop work immediately when told to do so, even if you are in mid-sentence. You must face the front and remain silent. The invigilators will collect your exam papers before you leave the examination room. Absolute silence must be maintained during this time and until you are outside the building – remember that other examinations may be continuing as you leave – and you should abide by any “No Entry” signs. You may not take any examination materials (additional paper, answer booklets, question papers etc.) from any examination room.

Exam Dates:



The examination dates are set by the awarding bodies and **NOT** by the college.

THESE DATES CAN THEREFORE NOT BE CHANGED

Therefore, whatever the situation if you do not turn up for an exam you will have to take the examination in the next sitting (following year summer 2023).

Examinations Office:



The Exams Office is room G08 by the visitor's reception and it is open Monday – Friday 8.30am to 3.30pm term time.

I will be happy to help with any queries that you have during these times.

Examination Regulations:

It is your responsibility to familiarise yourself with the awarding bodies' 'Notice to Candidates' regulations, a copy of which is given to you with your statements of entry. A copy of these regulations will also be displayed outside all examination rooms. All documents are on the school website.

Food and Drink:

Food is not allowed into an examination room unless special permission has been given.



You are only allowed to take into the examination room a drink of **water**. This must be in a clear plastic bottle no bigger than **250ml** and all **labels must be removed**. You **will not** be able to leave the exam room to refill a bottle of water and invigilators cannot leave the exam room to do this for you.

Any other type of drink is not permitted – this is in case you spill your drink over your exam paper. If water is spilt there is a greater chance that your exam paper can be saved.

Invigilator:

An invigilator is someone who watches over candidates during an examination to ensure that exam conditions are met. You must follow all instructions given to you by an invigilator.

Late Arrivals:

Any candidate arriving late may be allowed into the examination room; however, you should be warned that if you do this the **awarding bodies may not accept your exam script**. You have a high chance of **scoring 0 (zero)** for an exam paper if you arrive late to complete it.

PLEASE ALSO NOTE YOU WILL NOT ALWAYS BE ENTITLED TO THE FULL AMOUNT OF TIME FOR THE EXAM THAT YOU ARE SITTING IF YOU ARE VERY LATE (STAFF MAY NOT ALWAYS BE AVAILABLE TO ACCOMMODATE YOUR LATE ARRIVAL).

DO NOT ASK TO LEAVE BELONGINGS IN THE EXAMS OFFICE OR THE GENERAL OFFICE, WHATEVER THE TIME. A DESIGNATED ROOM IS PROVIDED FOR YOU TO USE.

Mobile Telephones, Pagers, and Electronic Organisers:

Mobile telephones, pagers, other electronic means of communication or electronic organisers or watches are not allowed into examination or quarantine rooms. The College and awarding bodies' regulations forbid you to bring in any of these devices into any examination room or any satellite room being used for examinations, either before or after an examination. You are strongly advised not to bring such devices with you on examination days. If you do bring in such devices, you will have to hand them to the teachers/invigilators in the playground as part of the lining up procedure before the exam. Valuables are placed in a numbered wallet; you take a ticket with the same number from the wallet and keep it safe. The ticket must be produced at reception to receive the valuables back. **NO TICKET NO PHONE or VALUABLES!**

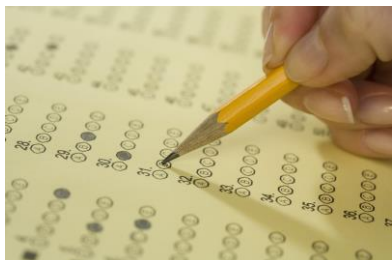
If a **mobile telephone, watch, pager, or other electronic communication device** is found in your possession in an examination or satellite room – **even if it is turned off** – it will be taken from you and a report made to the appropriate awarding body. The awarding bodies now operate a **no-tolerance policy** on all candidates discovered to be in infringement of the regulations and have advised the College that students discovered to have a communications device with them during an examination face disqualification from the subject concerned, see penalties section for more details. In addition, the College Head teacher is likely to take action against you under the College's disciplinary procedures. **Please do not risk disqualification: either leave your mobile telephone at home or make use of the valuables service at school.**

Multiple exam units and clashes:

If you have two or more-unit exams at timetabled for the same session you will sit them consecutively. Candidates will not be allowed to leave the exam room between units.

If you have two or more exams in the same or different subjects timetabled for the same session, they will be sat consecutively unless the total exam time for that session (including any extra time allocations) is more than three hours. If this is the case, it is likely that one of the exams will be moved to a different session. The examinations officer will inform you how your clashes will be resolved.

If your clash does involve moving an exam from morning to afternoon or vice versa you will be supervised from the end of the first exam until the start of the next exam. You should bring food and drink with you as you will not be allowed to go freely around the school either to the dining room or the sixth form common room. You will **not** be able to use a computer, mobile, telephone or any other electronic device and you will not be allowed to speak to anyone else unless you have permission from the exams officer. A three-way clash may involve overnight supervision. See the examinations officer immediately to discuss this if this affects you.



Penalties:

The JCQ issues the following penalties depending on the offence that was committed:

1. Warning
2. Loss of all the marks gained for a single piece of coursework.
3. Loss of all the marks gained for a component.
4. Loss off all marks gained for a unit.
5. Disqualification from the unit
6. Loss of all the marks gained from all components/units in all qualifications taken during the exam series.
7. Disqualification from the whole qualification
8. Disqualification from all qualifications taken in that exam series.
9. Barred from entering for one or more examinations for a set period.



The table below shows the types of offences for possession of a mobile phone and what number penalty you may be awarded as a result.

<u>Offence</u>	<u>Warning</u> (Penalty 1)	<u>Loss of marks</u> (Aggregation still permitted) (Penalty 2-4)	<u>Loss of certification opportunity</u> (Penalties 5-10)
Mobile Phones	In the Examination or quarantine room but not in the candidate's possession, and rings or beeps	In the candidate's possession, but no evidence of being used or being active	In the candidate's possession and evidence of it being used or active (rings, beeps, used as calculator)

Prepare in advance:

Set your clock the night before for morning exams.
Arrive to college early. Check you have the correct stationery packed.
Check the timetable to ensure you have not misread it.



Prohibited Material:

The following items must not be brought into any examination room:

- bags, briefcases etc.
- books (unless set texts for specific examinations – please note, post-its and excessive annotations are not permitted in open book exams - **ALL BOOKS WILL BE CHECKED PRIOR TO THE EXAM BEGINNING**), notes, letters, diaries, or other printed material.
- calculator cases or instruction books.
- mobile telephones, pagers, or other communications device.
- pencil cases (use a transparent plastic bag as a substitute).
- personal stereos of any description.
- Watches.

Review of marking:

The awarding bodies offer the option of having a script reviewed, at a fee, if a candidate or member of teaching staff is unhappy with the marks. There is a choice of three different types of review; these are:

- Clerical check
- Review of marking
- Priority review of marking

A clerical check is simply when the relevant awarding body checks that the number of marks given has been added up correctly.

Whereas with a full review of marking the awarding body sends your examination paper to a different examiner, this time a senior examiner, and asks them to review the work to check that the mark scheme was applied correctly.

A priority review is exactly the same as a full review but is **only available in the summer** for GCE papers where a candidate's university place is at stake.

Review of marking cont...

If you're not satisfied with the grade, you have achieved the first thing you may think about is getting your papers reviewed however a review is very costly and not often effective. Therefore, it is important to consider the following:

▪ ARE YOU CLOSE TO THE GRADE BOUNDARY?

Review of marking usually only alter a grade by a few UMS marks, if any at all. If you are therefore very close to a higher-grade boundary a review may be worth considering but if you require a substantial amount of marks to achieve a higher grade, then the likelihood is that your mark will not change.

▪ YOUR GRADE CAN GO UP AS WELL AS DOWN

Review of marking means having your entire paper reviewed therefore your grade can quite easily go down as well as up. If your grade does get lowered, you cannot refuse it and ask for the original higher grade to stand. You must be aware that this is the chance you take when asking for a review of marking. Because of these candidates often apply for a photocopy of their paper before applying for a review.

Review of marking Cost:

Reviews are very expensive, and the likelihood is that your mark will not change. A review cannot be actioned without the candidate's signature.

IF YOU WANT TO REQUEST A REVIEW OF MARKING THEN YOU MUST COLLECT THE RELEVANT FORM FROM THE EXAMINATIONS OFFICE AND RETURN SIGNED BY YOURSELF BY THE APPROPRIATE DEADLINE OR FOR MORE DETAILS SEE THE JCQ POST-RESULT SERVICES WEBSITE.

Results:

On results days the school opens between 10am and 12 noon for the collection of results. Any results not collected by 12 noon will be posted home by first class mail. Please note that results will **not be given to anyone other than the STUDENT**. The student can give written authorisation for a nominated person to collect them. The nominated person will need to produce their personal photo id (i.e., passport or driving licence) along with the written permission (Signed and dated letter from you the candidate).

Special Consideration:

The awarding bodies will not apply special consideration for anything other than serious reasons. Special consideration can only be applied for if a significant event has affected your performance on the day of the examination and you can provide appropriate evidence. Please see Examinations staff immediately if you feel that you may have been affected by a circumstance beyond your control. Written evidence such as a hospital letter will be required.

Statements of Entry:

Produced from the school SIMs system statements of entry list all the exam units that you are entered for in a particular examination series. It is essential that you check all details on these statements very carefully to ensure that:

- a) you have been entered for the right examinations – in particular if you have applied for re-sits or if there are several different tiers available
- b) all of your personal details are correct, in particular with regards to spelling of names, as this information will be printed on your examination certificates. Whilst it will be relatively simple to change now, once certificates have been issued substantial costs will be involved if you notice any errors. The costs will **not** be the College's responsibility. It is up to you to check the statement of entry carefully.

Stationery:

All students must remember to bring their own stationery to any examination that they have. The items required in most exams include black pen, pencils, rulers, rubber, and a pencil sharpener. Borrowing from other candidates is **not** allowed. Please put stationery for exams in a clear pencil case or clear sandwich bag.



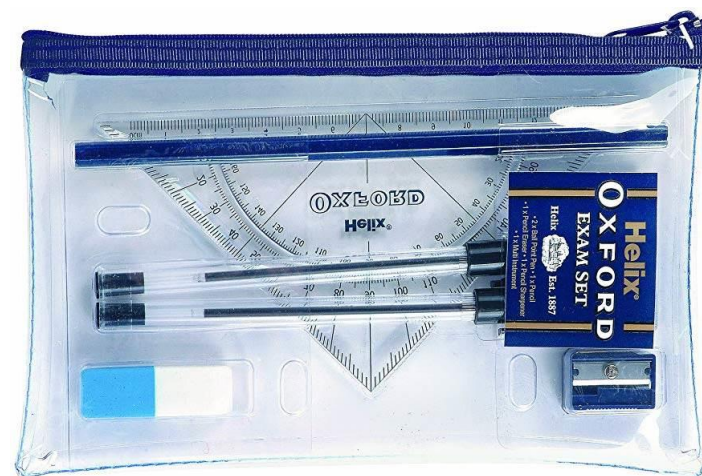
Please note that the JCQ regulations state that a BLACK pen must be used in all examinations.

For diagrams, use an **HB pencil** and a **ruler**.

Gel pens, highlighters, correcting fluids and correcting pens may **not be** used in any **answer** booklets. You may not take blotting paper into an examination, and it will not be provided in any exam room.

A highlighter can be used to highlight key words on the question paper or highlight key points on a reading paper but cannot be used to answer questions.

Exam rooms do have supplies of stationery, but these are limited and for emergencies only, they are not to be used as your own stationery supply.



Times:

Unless otherwise stated, all examinations at this College commence at **9.00 a.m.** (morning papers) and **1.00 p.m.** (afternoon papers).



YOU SHOULD BE READY TO ENTER THE EXAMINATION ROOM AT LEAST 15 MINUTES BEFORE THE PUBLISHED STARTING TIME. PLEASE CHECK YOUR NAME AGAINST SEATING PLANS SO YOU KNOW WHICH ROOM AND SEAT YOU ARE ALLOCATED TO FOR THE EXAM.

Only in very exceptional circumstances will extra time be given to candidates arriving late. If you arrive one hour after the published start time for examinations, you will **not be permitted** to sit the examination. Each year many students' mis-read duration of 1hr or 1hr 30m as being an afternoon examination when it is a morning examination; please check the exam time and **session** carefully.

Timetables:

You will be given your own personal timetable for summer exams. Please check your personal timetable carefully – the examinations timetables are produced by the Exams Officer and are **personal to you ONLY**. If there are any errors (e.g., name, date of birth, sex, examination entry), please notify the Examinations Office immediately. Dates are given on the timetable(s) issued to you. Check carefully to see if the examination is in the morning or the afternoon – extra time will not be permitted if you misread your timetable. Take special note of any re-arrangements due to a timetable clash.

YOU AND YOU ALONE, ARE RESPONSIBLE FOR CHECKING YOUR EXAMINATION TIMETABLE. IF YOU HAVE ANY QUERIES THEN PLEASE CONTACT THE EXAMS OFFICE IMMEDIATELY.

UCI Number:

A UCI (unique candidate identifier) number is a number which every candidate is given and is used to link all entries and results for a candidate across an exam series and between different exam boards.

Valuables:

Under no circumstances should candidates leave money or valuables (including calculators, keys, credit cards, cash, or mobile telephones) in school bags.



IF YOU DO SO, IT IS AT YOUR OWN RISK. MAKE SURE VALUABLE ITEMS ARE HANDED IN TO THE INVIGILATORS DURING THE LINING UP PROCESS.

Warning:

All the awarding bodies make it clear that:

- their official examination sessions must be run under strictly fair conditions, with no form of deception. This rule severely excludes any form of communication between students during an examination, as well as any other practice that could conceivably be seen as an attempt to deceive.
- anyone attempting unfair practices can expect cancellation of examination entries and possible exclusion from GCSE, GCE AS and A2 level examinations BTECs, Cambridge exams for a period of up to five years.



Watches:

. You must not take into the exam room any type of watch. Please place such items in the valuables bag during the lining up procedure.



Watches must not be brought into the exam room.

Word of Advice:

Remember to have something to eat and drink before taking your examinations, especially on hot days, when we do experience several students who become dehydrated and are unable to complete their exams due to a lack of fluid intake. A banana eaten half an hour before the start of an exam can boost your concentration levels.



Writing on hands etc.:

Hands and arms will be checked on the way into an examination. Writing on hands etc. is not allowed and will lead to severe penalties from the exam boards.



Examinations Officer: Mrs Lambert

Email address: exams@sjbc.wandsworth.sch.uk

Telephone: 0207 924 8310

Good Luck.

Please familiarise yourself with the JCQ notices and instructions.
If you wish to access them on-line, please use the link below: -

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

or see the school website:

<https://www.sjbc.wandsworth.sch.uk/page/?title=Exams&pid=54>

Posters that will be on display inside and outside the exam room

- No Technological device poster
- Warning to candidate's poster

Information for candidates 2022-23

- Information for candidates – coursework assessments
- Information for candidates – non examination assessments
- Information for candidates – on-screen tests
- Information for candidates – written exams
- Information for candidates – privacy notice
- Information for candidates – social media
- JCQ Preparing to sit your exams.

