



EXAMS HANDBOOK

SUMMER 2021

INTRODUCTION

Exam time can be a busy and stressful time for students and parents. In addition to the pressure of studying, the processes surrounding exams are complex and can change from year to year. This handbook aims to provide some useful information to help guide students and parents through the exam period, and to provide answers to frequently asked questions.

Please take time to read through the handbook, and refer to it before each exam period begins. The Exams Officer is happy to help with any questions, and is available every day during term time. You can call in to see the Examinations Officer, or contact her by telephone (01727 734428) or email p.carter@samuelryderacademy.co.uk

Good luck with your exams.

Pamela Carter
Examinations Officer

GENERAL ADVICE

- Be sure you understand your individual exam timetable, and know when and where you should be for each exam. For each exam your timetable will show the date, time, venue and your individual seat number (subject to change).
- Learn your centre number and candidate number. This is printed on your statement of entry and individual exam timetable. You will need to enter these numbers on every exam paper.
- Morning exams start at 9.00am and afternoon exams start at 1.30pm. You should aim to arrive in school, and report to the Dining Hall, at least 30 minutes before the start of each exam.
- Make sure you have read the JCQ Information for Candidates documents (written exams, non examined assessments and coursework). These provide guidance on required conduct in exams. They are included in the appendices of this handbook.
- Ensure you do not have any mobile phones, smart watches or other electronic devices on your person during an exam. Phones **must** be switched off and placed in your locker or handed in to either the Examinations Officer or a member of Staff before entering the exam room.
- If you wear a wrist watch you will be asked to remove it and place it in your locker or handed in to either the Examinations Officer or a member of Staff before entering the exam room.
- All bags should be placed to the front of the exam room, before sitting at your allocated seat.
- Students must enter the exam room in silence and must remain in silence until they have left the exam room. There must be no communication with other students. (All 6th Form and consortium students must bring identification, this must be placed on your exam table).
- You should bring all the equipment you may need for the exam in a clear pencil case. Exam papers must be completed in **black** ink only, and correcting fluid or tape is not to be used in your answers.
- Water may be brought into the exam room in a clear plastic bottle only (all labels removed). Fruit Juices or diluted drinks will not be allowed into the exam room. No food is allowed in the exam room.
- If you need help during an exam, you should raise your hand to attract an invigilator's attention.
- Any breach of exam rules will lead to serious disciplinary action by the school, in addition to any action taken by the exam board with potential loss of results or whole exam series.

FREQUENTLY ASKED QUESTIONS

What are the exam rules & regulations?

All students should read the JCQ Information for Candidates documents (written exams, controlled assessments and coursework). These provide guidance on required conduct in exams. They are included in the appendices of this handbook.

Any breach of the rules for conduct in exams is classified as malpractice, and the school is obliged to submit a report to the appropriate exam board who will decide the penalty to apply. These penalties can be severe, so please ensure you know what is expected of you in the exam room.

What if I am ill on the day of an exam?

If you are ill on the day of an exam please advise the Exams Officer or the Admin Office as soon as possible that you will be absent. You should obtain a medical certificate so that where appropriate, Special Consideration may be applied for.

If you are ill / injured at the time of an exam but are still well enough to take the exam, please advise the Exams Officer as soon as possible. You should obtain a doctor's/hospital note so that where appropriate, Special Consideration may be applied for.

What should I bring to the exam?

MOBILE PHONES: Mobile phones, smart watches, and other electronic devices should **not**, be taken into an exam room. They should be left at home or stored in a locker. Possession of such items could result in disqualification from the current exam and overall qualification.

STATIONERY & EQUIPMENT: Students should ensure that they bring to each exam all the equipment that may be needed in the exam, and spare equipment. Equipment should be placed in a clear pencil case. Exam papers must be completed in **black** ink. School cannot guarantee to provide any equipment that has been forgotten, and you will not be allowed to borrow from other candidates.

When will I get my results?

Results from **Summer** exams will be published on **12th August 2018 (A Level)**

Results from **Summer** exams will be published on **19th August 2018 (GCSE)**

When will I get my certificates?

Certificates for Summer exams will usually be available in November. Certificates cannot be posted. They can only be collected from school, and must be signed for on receipt.

Students who have left SRA in Year 11 or Year 13 can collect their certificates from Reception. A letter will be posted when certificates are available for collection.

Please note: Exam certificates are very important documents which will often be required in later life. They must be collected and should be looked after carefully. Should certificates be lost, exam boards will not issue duplicates. Boards will only issue certified statements of results, at a cost of approximately £55 per board.

How do I contact the Exams Officer?

The Exams Officer is happy to help with any questions. She is available every day during term time.

Please call into the exams office, call 01727 734428 or email p.carter@samuelryderacademy.co.uk

APPENDICES

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Information for candidates for written examinations – effective from 1 September 2020

This document has been written to help you. Read it carefully and follow the instructions.

If there is anything you do not understand, especially which calculator you may use, ask your teacher.

A Regulations – Make sure you understand the rules	
1	Be on time for all your exams. If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the exam.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4	You must not take into the exam room: a) notes; b) potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device. Any pencil cases taken into the exam room must be see-through. Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and
5	If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
6	Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
7	Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
8	You must not write inappropriate, obscene or offensive material.
9	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
10	Do not borrow anything from another candidate during the exam.
B Information – Make sure you attend your exams and bring what you need	
1	Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
2	If you arrive late for an exam, report to the invigilator running the exam.
3	If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
4	Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
5	You must write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.
C Calculators, dictionaries and computer spell-checkers	
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: a) make sure it works properly; check that the batteries are working properly; b) clear anything stored in it; c) remove any parts such as cases, lids or covers which have printed instructions or formulae; d) do not bring into the exam room any operating instructions or prepared programs.
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
D Instructions during the exam	
1	Always listen to the invigilator. Always follow their instructions.
2	Tell the invigilator at once if: a) you think you have not been given the right question paper or all of the materials listed on the front of the paper; b) the question paper is incomplete or badly printed.
3	Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4	When the invigilator tells you, fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. Make sure you fill these details in on any additional answer sheets that you use.
5	Remember to write your answers within the designated sections of the answer booklet.
6	Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers. Make sure you add your candidate details to any additional answer sheets that you use for rough work.
E Advice and assistance	
1	If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	Put up your hand during the exam if: a) you have a problem and are in doubt about what you should do; b) you do not feel well; c) you need more paper.
3	You must not ask for, and will not be given, any explanation of the questions.
F At the end of the exam	
1	If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order. Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.
2	Do not leave the exam room until told to do so by the invigilator.
3	Do not take from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.



This notice has been produced on behalf of:

AQA, City & Guilds, CCEA, OCR, Pearson and WJEC

Information for candidates – coursework assessments

This document tells you about some things that you must and must not do when you are completing coursework.

When you submit any coursework for marking, you will be asked to sign an authentication statement confirming that you have read and followed these regulations.

If there is anything that you do not understand, you **must** ask your teacher.

Coursework provides you with an opportunity to do some independent research into a topic. The research you do will involve looking for information in published sources such as textbooks, encyclopedias, journals, TV, radio and on the internet.

Using information from published sources (including the internet) as the basis for your coursework is a good way to demonstrate your knowledge and understanding of a subject. You must take care how you use this material though - you cannot copy it and claim it as your own work.

The regulations state that:

'the work which 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 use the same wording as a published source, you must place quotation marks around the passage and state where it came from. This is called 'referencing'. You must make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: (Morrison, 2000, p29).

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: (<http://www.bbc.co.uk/schools/16/sosteacher/history/49766.shtml>), downloaded 5 February 2021.

You may be required to produce a bibliography at the end of your work. This **must** list the full details of publications you have used in your research, even where these are not directly referred to, for example: Curran, J. Mass Media and Society (Hodder Arnold, 2005).

If you copy the words or ideas of others and do not show your sources in references and a bibliography, this will be considered as cheating.

Preparing your coursework –Good practice

If you receive help and guidance from someone other than your teacher, you **must** tell your teacher who will then record the nature of the assistance given to you.

Your parent/carer may provide you with access to resource materials and discuss your coursework with you. However, they must not give you direct advice on what should and should not be included.

If you worked as part of a group on an assignment, you must each write up your own account of the assignment. Even if the data you have is the same, the description of how that data was obtained and the conclusions you draw from it should be in your own words.

You must meet the deadlines that your teacher gives you. Remember - your teachers are there to guide you. Although they cannot give you direct assistance, they can help you to sort out any problems before it is too late.

Take care of your work and keep it safe. Don't leave it lying around where your classmates can find it or share it with anyone, including posting it on social media. You must always keep your coursework secure and confidential whilst you are preparing it; do not share it with your classmates. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you do not need.

Don't be tempted to use pre-prepared online solutions — this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

You must not write inappropriate, offensive or Obscene material.

PLAGIARISM

Plagiarism involves taking someone else's words, thoughts or ideas and trying to pass them off as your own. **It is a form of cheating which is taken very seriously.**

Don't think you won't be caught; there are many ways to detect plagiarism.

- Markers can spot changes in the style of writing and use Of language.
- Markers are highly experienced subject specialists who are very familiar with work on the topic concerned — they may have read the source you are using (or even marked the essay you have copied from!).
- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

Penalties for breaking the regulations

If your work is submitted and it is discovered that you have broken the regulations, one of the following penalties will be applied:

- the piece of work will be awarded zero marks;
- you will be disqualified from that unit for that examination series;
- you will be disqualified from the whole subject for that examination series;
- you will be disqualified from all subjects and barred from entering again for a period of time. The

awarding body will decide which penalty is appropriate.

REMEMBER – IT'S YOUR QUALIFICATION SO IT NEEDS TO BE YOUR OWN WORK

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