

YSGOL SYR HUGH OWEN
Caernarfon



Examination Guidance for Pupils & Parents



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INTRODUCTION

It is the aim of Ysgol Syr Hugh Owen to make the examination experience as stress-free and successful as possible for all candidates.

Hopefully, this booklet will prove informative and helpful for you and your parents.

Please read it carefully and show it to your parents so that they are also aware of the examination regulations and the procedures to follow in the event of any problems occurring.

The awarding bodies (or examination boards) set down strict criteria which must be followed when conducting examinations and **Ysgol Syr Hugh Owen** is required to follow them precisely.

You should therefore, pay particular attention to the notices that are printed at the back of this booklet.

Some of the questions you may have are answered at the back of this booklet, but if there is anything you do not understand or any question that has not been addressed, PLEASE ASK.

If you or your parents have any queries or need help or advice at any time before, during or after the examinations please contact:

Mr Sion Wyn Jones, Examinations Officer and Assistant Headteacher

Mrs Wena Jones, Examinations Administrator

Telephone: 01286 673076.

e-mail: post@gweinyddol.syrhughowen.gwynedd.sch.uk

Remember—we are here to help.

GOOD LUCK!

BEFORE THE EXAMS:

STATEMENT OF ENTRY:

All candidates receive a Statement of Entry from school indicating the subjects they are being entered for and the levels of entry, where applicable. Please check that these are correct, particularly check that all personal details (date of birth, spelling of names) are accurate as these will appear on Certificates and it may be difficult to change them once certificates are awarded. Some subjects only have one tier of entry, some have Foundation or Higher tiers. Please check these also.

EXAMINATION BOARDS

- Ysgol Syr Hugh Owen uses the following Examination Boards: WJEC, Edexcel/Pearson and BCS.

CANDIDATE NAME

- Candidates are entered under the name format of First Name + middle names + (Legal) Surname e.g. Sion Wyn Jones

CANDIDATE NUMBER

- Each candidate has a four-digit candidate number. This is the number you will enter on examination papers. It will appear next to your name on seating plans and examination registers. Your candidate number is at the top of your timetable. **Please learn it!**

UCI

- In addition to a candidate number, each candidate must have a Unique Candidate Identifier (12 numbers and 1 letter) which is shown on the top of examination paperwork. This number usually begins with the **Centre number 68431** unless you have transferred from another school that had already issued your UCI. Your UCI is used for administration purposes and it is not necessary for you to remember it.

BEFORE THE EXAMS: (continued)

ULN:

- A Unique Learner Number (ULN) is a 10-digit reference number which is used alongside and to access the Personal Learning Record of anyone over the age of 14 involved in UK education or training.

Learners will retain the same number for accessing their Personal Learning Record throughout their lives, whatever their level of learning and wherever they choose to participate in education, training and learning.

It is not necessary for you to remember it, although it will be needed if/when you move to any other educational establishment e.g. college, university, workplace training.

TIMETABLE

- You will receive an individual timetable showing your own specific examinations with details of date, time and duration of exam. **Check it carefully.** If you think something is wrong go to the Exams Office immediately.
- A few candidates have a clash where two *subjects* are timetabled at the same time e.g. PE and English A Level. If the combined times of these exams are in excess of 3 hours special arrangements will be made in these circumstances. You must check your individual timetable and see the exams office if you are unsure what to do. **If you think there is a clash on your timetable that has not been resolved, please see the exams office immediately.**

CONTACT NUMBERS

- Please ensure that the school has at least one up-to-date contact number for you.

EQUIPMENT

- Make sure you have all the correct equipment before your examinations. Check the regulations in the Information for Candidates notice and the information on the following pages.

SOCIAL MEDIA

- We all like to share our experiences when taking examinations. However, it is important to consider what you say. Your comments may lead to an investigation for malpractice and result in the application of a penalty. Guidelines are published by the Joint Council for Qualifications and can be viewed on the web.

DURING THE EXAMINATIONS

EXAMINATION REGULATIONS

- A copy of the **Information for Candidates** notices, which are issued jointly by all the Examination Boards can be obtained from the Exams Officer. All candidates and their parents/carers must read these carefully and note that to break any of the examination rules or regulations could lead to disqualification from all subjects. The school must and will report any breach of regulations to the Awarding body.

ATTENDANCE AT EXAMINATIONS

- Candidates are responsible for checking their own timetable and arriving at school on the correct day and time, properly dressed and equipped. Candidates must arrive at the exam room **at least 15 minutes prior** to the start time of their examination. Please wait quietly outside your exam room until you are invited to enter by the examination invigilators.
- Candidates who arrive late for an examination may still be admitted but will not receive any additional time. If special consideration applies then you must speak to the Examination Officer (see Absence from Examinations).
- **Full School Uniform must be worn by all students attending school for examinations.**
- All items of equipment, pens, pencils, mathematical instruments etc. should be visible to the invigilators at all times. You must either use a transparent pencil case or clear plastic bag.
- Pens should be **black ballpoint** (no GEL PENS). No correction pens are allowed.
- For Mathematics and Science exams, students should make sure their calculators conform to the examination regulations. If in doubt, check with your teacher. Remove any covers or instructions and make sure batteries are new.
- Please make sure that any watch alarms are turned off.
- Please ensure that all watches must be placed on the desk in full view of the invigilators
- Do not attempt to communicate with or distract other candidates.
- Examination regulations are very strict regarding items that may be taken into the examination room. If you break these rules you will be disqualified from the examination.

DURING THE EXAMINATIONS - (continued)

- **Mobile Telephones must be switched off and placed in the boxes provided.**
- Only see through small bottles of **water** are allowed in the examination rooms, all labels must be removed before entry to the exam room. Any bottles found to still have their label will be removed from the student.
- Chewing gum, sweets & food are **not** allowed in the examination rooms.
- **Listen carefully** to instructions and notices read out by the invigilators—there may be amendments to the exam paper that you need to know about.
- Check you have the correct question paper—check the subject, paper and tier of entry.
- Read all instructions carefully and number your answers clearly.
- Candidates must stay in the examination room for the duration of the exam. You will not be allowed to leave an examination room early. If you have finished the paper, use any time remaining to check over your answers and that you have completed your details correctly.

DURING THE EXAMINATIONS - (continued)

- At the end of the examination all work must be handed in—remember to cross out any rough work. If you have used more than one answer book or loose additional answer sheets of paper ask for a tag to fasten them together in the correct order—ensure candidate and examination details are completed on **any additional paper**.
- Invigilators will collect your exam papers before you leave the room. Absolute silence must be maintained during this time. Remember you are still under examination conditions until you have left the room.
- Question papers, answer booklets and additional paper must **NOT** be taken from the exam room.
- Remain seated in silence until told to leave the examination room. **Please leave the room in silence and show consideration for other candidates who may still be working.**
- If the **fire alarm** sounds during an examination the examination invigilators will tell you what to do. Don't panic. If you have to evacuate the room you will be asked to leave **in silence** and in the order in which you are sitting. You will be escorted to a designated assembly point. Leave everything on your desk. You must not attempt to communicate with anyone else during the evacuation. When you return to the exam room do not start writing until the invigilators tells you to. You will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident.
- Please do not write on examination desks. This is regarded as **vandalism** and you will be asked to pay for any damage.
- Do not draw graffiti or write offensive comments on examination papers—if you do the examination board may refuse to accept your paper.

DURING THE EXAMINATIONS - (continued)

EXAMINATION REGULATIONS

- The school employs external invigilators to conduct the examinations. Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.
- Invigilators are in the examination rooms to supervise the conduct of the examination. They will distribute and collect the examination papers, tell candidates when to start and finish the examination, hand out extra writing paper if required and deal with any problems that occur during the examination e.g. if a candidate is feeling ill.
- Please note that invigilators cannot discuss the examination paper with you or explain words or the questions.
- **Students who are disruptive or behave in an unacceptable manner will be removed from the examination room.**

ABSENCE FROM EXAMINATIONS

- If you experience difficulties during the examination period (e.g. illness, injury, personal problems) the school must be informed immediately, **on the day of the examination**. In the case of illness medical evidence must be forwarded to the Examination Office **within 5 days of the examination affected**.
- Only in '**exceptional circumstances**' are candidates allowed special consideration from absence from any part of an examination. It is **essential** that medical or other appropriate evidence is obtained on the day by the candidate/parent and given to the Examination Officer **within 5 days** of the examination affected.
- For the award of a grade by special consideration, where a student misses part of an examination/assessment through illness or personal misfortune, a minimum of 50% of the assessment (including coursework/controlled assessment) must have been completed.
- **Parents and candidates are reminded that the school will require payment of entry fees should a candidate fail to attend an examination without good reason and without informing the school.**
- Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

AFTER THE EXAMINATIONS

- Results will be available for collection from the school. The dates of Results Days will be confirmed, with details being available on the school website and by text message.
- If you wish any other person (including family members) to collect your results on your behalf, you must give your written authorisation to school **before** results day.
- Candidates who do not collect their results on Results Day will have their results posted to them.
- Grades at GCSE are from A* - G.
- Grade for GCE A levels are from A*(A2 only) or A—E.

ENQUIRIES ABOUT RESULTS

- If you need post-result advice, teaching and examination staff at Ysgol Syr Hugh Owen will be available on results day. If you feel that your paper should be re-marked then you should obtain the advice of the Head of Department. You must be aware that any re-marked paper is open to have the marks increased, reduced or can stay the same. Applications for re-marks should be given to the Examinations Officer. You will need to complete a consent form and return it with payment. Mrs Wena Jones at the examinations office can provide further details.

PRESENTATION OF CERTIFICATES

- Certificates will be handed out in October . Students who have left the school should phone to arrange a convenient time for the certificates to be handed to them.
- Ysgol Syr Hugh Owen is only obliged to keep certificates for a period of one year after issue. If candidates do not collect their certificates within this time (or if they lose their certificates) they can only be replace by direct application to the appropriate examination boards. This will require proof of identity (such as a birth certificate) and a substantial fee per examination board. You are therefore urged to collect your certificates on Presentation Evening or as soon as possible thereafter and to keep them safely.

These guidance notes should be read in conjunction with the School's Exam Policy which is available from the school's website or the Examinations Office.

FREQUENTLY ASKED QUESTIONS

What do I do if there's a clash on my timetable?

Where the combined times of these exams exceed 3 hours the school will re-schedule papers internally. It may be necessary for you to bring a packed lunch if you have exams in the morning and afternoon as you will have to remain in isolation until both examinations are completed. If the combined time is 3 hours or less candidates will normally sit one paper then have a very short break during which they will be supervised and must not have any communication with other candidates, they will then sit the second subject paper. If in doubt consult the Examinations Officer.

What do I do if I think I have the wrong paper?

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.

What do I do if I forget my Candidate Number?

Candidate Numbers are printed on seating plans, and displayed on your desk name card. Invigilators will be able to help you find your number.

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

The Centre Number is **68431**. It will be clearly displayed in the examination rooms.

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

Inform the school at the earliest possible opportunity on the day of the examination so we can help or advise you. You will need to obtain medical evidence (from your GP or Hospital) if you wish the school to make a request for Special Consideration on your behalf (see below).

What is a Request for Special Consideration?

Special Consideration is an adjustment to the marks or grades of a candidate who is eligible for consideration. The allowance for Special Consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for exceptional cases). **Parents should be aware that any adjustment is likely to be small and no feedback is never provided.** Candidates will only be eligible for Special Consideration if they have been fully prepared and covered the whole course but performance in the examination or in the production of coursework/controlled assessment is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness, accident or injury or bereavement. The Examination Officer must be informed immediately, so that the necessary application can be completed. The candidate will be required to provide evidence to support such an application within 5 days of the examination.

FREQUENTLY ASKED QUESTIONS

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

Put your hand up and an invigilator will assist you.

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

It may still be possible for you to sit the examination. You should get to school as quickly as possible and report to Reception. A member of staff will escort you to the exam room. **You must not** enter an examination room without permission after an examination has begun. It may not be possible to allow you any extra time if you start the examination late.

You should also be aware that if you start the exam more than 1 hour after the published starting time, the school must inform the exam board and it is possible that the Board may decide not to accept your work. Please ensure that 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.

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

No. Timetables are regulated by the exam boards and you must attend on the given date and time.

Do I have to wear school uniform?

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

What equipment should I bring for my exams?

For most exams you should bring at least 2 pens (black ink only).

For some exams you will need a calculator (Maths/Science), a 30 cm ruler (marked with cm and mm), a pencil sharpener and rubber, compasses, protractor, coloured pencil (not gel pens)

You are responsible for providing your own equipment for examinations, it should be placed in a transparent pencil case or bag. You must not attempt to borrow equipment from another candidate during the examination.

What items are not allowed into the examination room?

Only material listed on question papers is permitted in the examination room, and it is possible that you could be expelled if you attempt to break this rule.

FREQUENTLY ASKED QUESTIONS

How do I know how long the exam is?

The length of the examination is shown in minutes on your individual timetable under the heading 'duration'. Invigilators will tell you when to start and finish the exam. They will write the finish time of the exam on a board at the front of the exam room. There will be a clock in all examination rooms.

Can I leave the exam early?

No, it is not school policy for students to leave part way through an exam. Use any remaining time to check all your details and your answers.

What do I do if the fire alarm goes?

The examination invigilators will tell you what to do. If you have to evacuate the room leave everything on your desk and leave the room in silence. You must not attempt to communicate with any other candidates during the evacuation.

Can I go to the toilet during the exam?

If it is absolutely necessary due to a *notified* medical condition. You will be escorted by an invigilator.

If I have more than one exam on a day can I get lunch at school?

Students who have examinations in both morning and afternoon sessions may obtain lunch from the canteen or bring your own packed lunch.

Why do I need to check the details on the Statement of Entry?

The details on your Statement of Entry will be used when certificates are printed. If the name or date of birth on your certificates does not match your birth certificates it could cause you problems if you are asked to show your certificates to a potential employer or college/university at some time in the future. You should also check that the subjects and tiers of entry you are entered for are correct and that no subjects are missing.

I am entitle to extra time—how will this affect the way I take my exams?

Some students receive an allowance of 10% and 25% extra time (more in exceptional cases). Where possible such candidates will be seated together to minimise disturbance from other candidates who finish earlier.