

one

Centre Name: Suffolk One

Centre Number: 19216

A-Z OF EXAMINATIONS AND QUALIFICATIONS

**A GUIDE TO EVERYTHING YOU COULD
POSSIBLY WANT TO KNOW ABOUT THE
EXAMINATION PROCESS**

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

The Examinations Team, based in Room **SS SS004**

Examinations Manager - **Tracey Morgan**

Examinations Office Administrator – **Lyn Dunnett**

Examinations Office Assistant – **Amy Smith**

Examinations email: exams@suffolkone.ac.uk

The school telephone number is: **01473 556600**

The Exams Office telephone is: **01473 556615 (during the examination season)**

If there is anything you do not understand or any question that has not been addressed, PLEASE ASK.

Remember – we are here to help and assist wherever possible.

GOOD LUCK!

A

Absence from Examinations:

You must attend all examinations as per entries shown on your personal timetable. Misreading the timetable will **NOT** be accepted as a satisfactory explanation for your absence.

*You **MAY** be invoiced if you fail to attend an examination paid for by the college without a valid reason or explanation*

*If you are absent due to illness, please notify the Exams Office as early as possible by telephone 01473 **556615** direct line.*

We will advise you if a formal medical certificate will be required.

Access Arrangements:



All arrangements with regards to extra time, reader, scribe, rest breaks and the use of a laptop etc. need to go through SEN Department. These concessions must be the students 'Normal Way of Working' in class and internal exams and assessments.

No arrangements will be made until our SEN Department contact the Exams Office

Access to Scripts (ATS):

Candidates can request access to their examination scripts from the awarding bodies for general interest or to help with future learning. If this is the case, then **you must request a photocopy of the script.** You are unable to choose the original script option because once a script has been returned to the Centre from the awarding bodies then its security has been compromised. If, however, you are not planning on requesting a review then you can request the original script.

If you want to request a script, then you must collect the relevant form from the Exams Office and return by the appropriate deadline.

Attendance at the Examinations:

Punctuality is important. Morning exams start at **9.30am**, afternoon at **1.30pm** so you must be outside the room or hall at least 15 minutes before. Late students must report to the Exams Office as soon as they arrive in college if after 10.00am or 2.30pm. (see 'Times')

Authentication Form:

Students must complete and sign an awarding body authentication form and attach it to any coursework produced for their qualification. Awarding bodies will refuse to mark any work not accompanied by the signed form.

Awarding Bodies:

These are the organisations that provide qualifications for schools and colleges. Awarding bodies used by Suffolk One are: AQA, Pearson (Edexcel), OCR, WJEC, City & Guilds, IMI.

B

Bags:

Bags should be left in a locker or a secure area, bags left outside exam venues are left at your own risk. You are not allowed to keep them with you at your desk or at the front of the exam room during the exam. The only variation on this might be when clash students are being accommodated. Please **DO NOT** bring valuables with you when you are sitting an exam.

Bilingual Dictionaries:

Students wishing to use a bilingual dictionary must seek approval from the SEN department. Clean copies will be provided for use in the exams. You must not mark them in any way otherwise you will have to pay for a new one – they are quite expensive.

Black Pens:

Awarding bodies request that students use black ink to complete their answer papers – this is because they now scan scripts onto a computer to send to the examiners for marking. Black ink is the only colour their scanners read. Please do not use blue, red, green or pencil (unless otherwise instructed) to do your exam, or it may not get marked.

C



Calculators:

Calculators may be used in some exams: your subject teacher will tell you if they are not allowed. In all cases, calculators are not allowed if they offer any of the following facilities: language translators, symbolic algebra

manipulation, symbolic differentiation or integration, remote communication with other machines of the World Wide Web, data banks, dictionaries, mathematical formulae or text. 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 on mobile phones and you may not borrow a calculator from another candidate.

Candidate Numbers:

Your candidate number is the four-digit number printed on your individual timetable and statement of entry. You will be seated in candidate number order and the individual exam ID card will show this number and will be on your exam desk.

Centre and Centre Number:

Centres can be colleges or other establishments that have been approved by an awarding body to offer qualifications, enter students and conduct exams according to JCQ regulations.

OUR CENTRE NUMBER IS 19216
This will be provided on the White Board in each exam room.
You will need to write this on all of your exam papers

Certificates:

Certificates are only issued if you have achieved a pass grade



Certificates from the Summer Season will be received by the Centre during October/November. They will be available for collection from December onwards.

The Reception at Suffolk One is open for certificate collection from 8am to 5pm Monday to Friday during term time. You can collect your certificates at any point during these times. Please let us know when you will come in to collect, so we can make sure that your certificate is with Reception. Alternatively, if you would like

someone to collect the certificates on your behalf, all we need is a written letter or email from yourself naming the person that you authorise to collect your certificates'

We will ask to see proof of ID when certificates are collected.

<http://www.onecollege-shop.co.uk/shop/exam-fees>

We make a charge of £7.00 for Secure and tracked postage for sending Examination Certificates in the UK. If you would like us to post your certificate, please follow the link above.

e-mail exams@suffolkone.ac.uk to arrange collection of certificates.

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 cases they cannot be replaced or if they can will be very expensive (about £50 each).

Change of Address:

It is important you tell the office as a matter of urgency if you change your address and your personal email address. We use In-Touch to email exam timetables, letters, reports and many other information sheets and this is to your PERSONAL email address.

Change of Name:

It is important that you tell our Exams Office as a matter of urgency if you change your name. Evidence to confirm this must be brought at the time i.e. Passport, Birth Certificate, Deed Poll. Awarding Bodies will charge approximately £50 per certificate to change a name.

Cheating:

Candidates caught cheating in exams – including being in possession of or using a mobile phone, smart watch, pager, mp3 player, ipod, iWatch, 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 and you have no intention of using them you will still be reported to the awarding body concerned. If you've accidentally brought something into the exam room – own up before the exam starts.

PENALTIES INCLUDE DISQUALIFICATION FROM ALL EXAMS FOR UP TO FIVE YEARS. SEE THE JCQ 'NOTICE TO CANDIDATES'

Clashes:

If you have a clash involving two or more exams in a session you will sit your papers one after the other as long as the total published time does not exceed three hours. If the total time does exceed three hours the papers will be split between the morning and afternoon sessions. If this occurs, you will have to be fully supervised between the two sessions.

- **For A Levels six hours is the maximum amount of exam time that the boards recommend you sit in one day**

If you think there is a clash on your timetable that has not been resolved, please see Tracey Morgan or Lyn Dunnnett immediately.

Also see 'Quarantine' or 'Overnight Supervision'

Conduct in the Examination Room:

You must be silent in the exam room, including the times when you enter and leave. There must not be any communication at all with anyone else in the room except the invigilators. Smiling, turning around etc. is classed as communication (the rules are very strict). If you are seen to be communicating, your name and candidate number will be taken, and the information passed on to the relevant Awarding Body. This could result in your paper being disallowed and in extreme circumstances not being allowed to sit any other exams.

Should you require assistance, or you are concerned about anything at all, please put up your hand and an invigilator will come to you. If they can help you they will.

Coursework or NEAs (non examined assessments):

All GCE 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 member of staff. The Awarding bodies will return most coursework during the following October. Students wishing to reclaim coursework should contact their subject teacher as soon as possible after this date.

See Internal Policy on Moodle



Data Protection Form:

All students who have been granted access arrangements must complete and sign this form with our SEN Department before arrangements can be put in place with the awarding bodies.



Dictionaryes:

You may not use a dictionary in an exam 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.

E

Emergencyes:

If the **fire alarm** sounds during an examination the 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 invigilator 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.

Enquiries About Results (EARs/Reviews):

The awarding bodies offer the option of having a script marked, 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 reviews:

- Clerical checks
- Full review
- Priority review

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

A full review is when the awarding body sends your exam paper to a different examiner, this time a senior examiner, and asks them to review it using the same mark scheme.

A priority review is 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.

If you are not satisfied with the grade you have achieved the first thing you may think about is getting your paper(s) reviewed, however, reviewing is costly and not often effective. Therefore, it is important to consider the following:

- **YOUR GRADE CAN GO DOWN AS WELL AS UP**

Review means your entire paper reviewed, therefore your grade can quite easily go down as well as up. **If your overall grade is 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. Because of this, candidates often apply for a photocopy of their paper before applying for a review.

- **COST**

Reviews are very expensive, and the likelihood is that your mark will not change.

If you want to request a review then you must sign a 'CANDIDATE CONSENT FORM' and return it to the Exams Office by the appropriate deadline.

End of Examinations:

The invigilators will collect your exam papers before you leave the exam room. Absolute silence must be maintained during this time and until you are outside the room – remember other exams may be continuing as you leave. You may not take any exam materials (additional papers, answer booklets, question papers etc.) from the exam room.

Equality Act 2010:

Facilities exist for students with disabilities to access the curriculum and all relevant areas of the college. The college recognises its responsibility to provide equal access to education for all students irrespective of disability and confirms its commitment to ensure that no student will be treated less favourably because of disability.

Equipment:

All students must remember to bring their own equipment to all exams. These include pens, pencils, rulers, rubbers, mathematical or science equipment and a pencil sharpener in a clear pencil case.

Borrowing from other candidates is not allowed.



Please note that JCQ regulations state that a BLACK pen must be used in all exams

For diagrams, use an **HB pencil** and a **ruler**. Gel pens, highlighters, correcting fluids (Tippex) and correcting pens may not be used in any answer booklets.

Exam rooms do have a limited supply of equipment, but these are for emergencies only.

Examination Dates:



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

THESE DATES CAN THEREFORE NOT BE CHANGED

Examinations Office:



The Exams Office is situated behind Student Services. We will always be happy to help with any queries. Please come and ask rather than worry about your exams!

Examination Regulations:

It is your responsibility to familiarise yourself with the JCQ 'Notice to Candidates'. A copy of these regulations is available on Moodle and will be displayed outside all examination rooms.

- Do not draw graffiti or write offensive comments on examination papers – if you do the examination board may refuse to accept your paper.
- Listen carefully to instructions and notices read out by the invigilators (or the recording) – 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.
- Make sure you write clearly
- Put any loose additional answer sheets in the order you answered the questions and insert them inside the answer booklet. Paper clips or staples must not be used

Extra Time:

This will only be granted to an individual if they have evidence of a learning difficulty or disability. Students will be assessed by the SEN Department, who will identify whether there is a need for students to have 25% or in extreme circumstances 50% extra time.

F

Food and Drink:

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



You are only allowed to take into the examination room a bottle of water. This must be in a clear plastic bottle 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 it is only water that is spilt there is a greater chance that your exam paper can be saved.

G

Grade Boundaries:

These are the scaled marks required to achieve grades. Grade boundaries (and pass marks) indicate the minimum marks needed to achieve a certain grade.

H

Headwear:

We may ask students to remove Hijabs and burkas for identification or check scarves and hats do not conceal earphones. This is usually done discretely outside the exam room by a female member of staff before students enter the exam. You are entitled to ask for this to be done privately in a separate room. Sports caps, woolly hats, bandanas etc. may not be permitted

I

Illness:

If you become ill during the exams period, please inform the Exams Office ASAP so that advice can be given on the best course of action. If you are unwell but arrive for the exam or you become unwell during the exam, please ensure the Invigilator or your PPT or someone in the exams office is aware. This will enable a decision to be taken as to the best course of action; please do not tell someone AFTER THE exam.

Internal Appeals Procedure:

Details of the Centre's Internal Appeals Procedures are available on Moodle within the exam section.

Invigilator:

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



JCQ – Joint Council for Qualifications:

JCQ represents all the awarding bodies that offer general qualification i.e. GCSE and GCE. JCQ ensures that learners of all ages and level of ability have access to qualifications and is responsible for producing administration rules for general qualifications e.g. regulations on access arrangements.

JCQ Inspectors:

On the spot ad hoc inspections are made to all centres during the examination period to ensure that all centre staff and students are adhering to the general regulations laid down by the awarding bodies.



Knowledge:

'Knowledge is power, Information is liberating. Education is the premise of progress, in every society, in every family'. **Kofi Annan**



Late Arrivals: (see Times)

Please be on time for all your exams (you should be outside the exam room 15 minutes before the stated time). If you are late and in exceptional circumstances please report to the Exams Office as soon as you get into college and we will try to make arrangements for you.

Location of Examinations:

Exams will mainly take place in the Sports Hall although smaller exams might take place in a classroom. If you have Access Arrangements these are likely to take place in one of the classrooms in Purple Zone on the first floor – please check your timetable. The venues will be stated on your main timetable. Please make sure you check where you should be in plenty of time, so you are not late for the start of the exam.

M

Malpractice:

Malpractice is any practice which is a breach of the JCQ regulations or which compromises the integrity of any qualification or the validity of an examination result or certificate.

This Malpractice can occur in the course of any exam or assessment, including the preparation and authentication of any coursework/controlled assessment, the presentation of any practical work, the compilation of portfolios of assessment evidence and the writing of any exam paper.

Mobile Telephones & other Electronic Equipment:

If a **mobile telephone or other electronic device** is found in your possession in an examination or quarantine room – **even if it is switched 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 Principal is likely to take action against you under the College's disciplinary procedures. Please do not risk disqualification: either leave your mobile telephone/devices at home or hand them in at Student Services where you will be able to retrieve it at the end of the examination.

N

Name – your name:

Write your **LEGAL** name on all answer books, continuation sheets and additional sheets. College staff are not allowed to make any changes to your script.

O

Overnight supervision:

Overnight supervision will be required if you have examinations totalling more than 6 hours in one day.

You will be required to be kept under supervision by your parents or guardians until the following morning when you will sit the rest of your examinations that should have been sat the previous day.



Overnight supervision is required so that you do not meet anyone else who has already sat exams which you have not.

Therefore, whilst in supervision you will not be able to have a mobile phone in your possession, use the internet or have any contact with the outside world.

A Parental declaration form must be completed in the presence of the Examinations Officer at least 7 days before the examination in question.

P

Penalties:

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

- Warning
- Loss of all marks gained for a single piece of coursework
- Loss of all the marks gained for a component
- Loss of all marks gained for a unit
- Disqualification from the unit
- Loss of all the marks gained from all components/units in all qualifications taken during the exam series
- Disqualification from the whole qualification
- Disqualification from all qualifications taken in that exam series
- Barred from entering for one or more examinations for a set period of time.

Plagiarism:

There are many definitions of plagiarism, but they all have in common the idea of taking someone else's intellectual effort and presenting it as one's own. The Joint Councils *Guidelines for Dealing with Instances of Suspected Malpractice* defines plagiarism as: "*The failure to acknowledge sources properly and/or the submission of another person's work as if it were the candidate's own.*"

Prohibited Material:

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

- 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 phones or other electronic devices, ie smart watches
- Non see through pencil cases (use transparent plastic bag as a substitute);
- Spectacles cases
- Music devices of any description.

Any items removed from your possession can be collected from Student Services at the end of the exam

Q

Quarantine: (See Clashes)

YOU WILL BE NOTIFIED OF YOUR QUARANTINE ARRANGEMENTS.

You will be supervised before or immediately after your examination until the end of your quarantine period. Please ensure all mobile phones are left at home or stored securely for the day. You will not be permitted access to any electronic devices until the end of the day or your last exam. In quarantine, you may revise for your next examination or talk quietly with fellow candidates.

Please be respectful of invigilators and ensure that classroom furniture and/or equipment and books are left as they were found – neat, clean and tidy. You must take your litter with you or place it in the bins provided.

R

Readers:

Students with learning difficulties and/or disabilities may be entitled to a reader. A reader is someone that will read information from the exam paper and your own written work when requested.

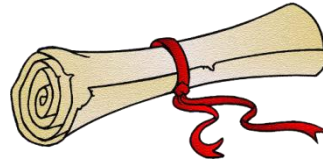
Reviews:

(See Enquiries about Results)

Re-sits:

GCSE re-sits will be available in November each year for Mathematics and English Language

Results:



Students will receive confirmation, before the end of the examination season, regarding the collection of results or method of communication of their results.

Results will not be handed to a 3rd party unless written permission is given to our Exams Office prior to results day.



Scribe:

Students who have been granted the use of a Scribe through SEN in their written exams can dictate their answers to the Invigilator to write them down. Permission is required from an awarding body in advance, though it can be given at short notice for unexpected occurrences.

Source Referencing:

Students must acknowledge the sources from which they have accessed information whilst undertaking the controlled assessment/coursework. This must include detailed references (web page, author, page numbers etc.) of any source material. **(Also see Plagiarism).**

Statements of Entry:

Produced by college, statements of entry Timetables list all the exam units that you are entered for in an examination series, which you must read, sign, date and return to the examinations office by the allocated date. 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 – if you have applied for re-sits or if there are several different tiers available.
- b) All your personal details are correct, in particular with regards to spelling, as this information will be printed on your examination certificates. Whilst it will be relatively simple to change now once the certificates have been issued substantial costs will be involved if you notice any errors.

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 Exams Office immediately if you feel that you may have been affected by a circumstance beyond your control.

Student ID:

Your candidate card will be on your desk in the exam hall. Please do not remove it from the exam room at the end of the exam.

Please do not draw graffiti or write comments on your card as we will re-use these.



Times:

Unless otherwise stated all examinations at this college commence at **9.30am** (morning papers) and **1.30pm** (afternoon papers).



You should be ready to enter the examination room at least 15 minutes before the published starting time.

If you arrive late do not enter the exam room without permission from the invigilator outside the room or a member of the Exams Team. Ask reception to phone the exams office and wait quietly without communicating until you are in the presence of a member of staff. Failure to comply with this procedure will be seen as having broken exam security.

If you arrive very late, i.e. one hour after the published start time **10:00am** or **2:30pm** you may not be allowed to sit the exam if adequate invigilation is not available. The awarding body may not accept your script

Timetables:

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

U

UCI:

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 and centres. If you join us in the 6th form, it is important that you give us this number. It can be found on your certificates/results slips.

ULN Number:

A ULN (unique learner number) is a 10-digit number allocated to learners which will be theirs for life. Each learner will need a ULN so that they and educational providers, government agencies and awarding bodies can follow their learning progress.

University Tests:

Some universities and colleges require you to take an admissions test as well as standard qualifications (i.e. A-Levels) if you are applying for certain courses in certain subjects.

Please visit the Exams Office SS004 to make enquiries.

V



Valuables:

It is your responsibility to find somewhere secure to store your personal belongings during your exams.

Any bag left in the corridor outside the exam venue will be left

AT YOUR OWN RISK!

Any items removed from Candidates during examinations can be collected from Student Services at the end of the examination.

W

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 includes 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/A2 Level examinations for a period of up to five years.

See Cheating, Malpractice, Penalties and Plagiarism

Watches:

If you wear a wrist watch (not a smart watch) you will be asked by the invigilator to remove it and place it on your desk for the duration of the exam. Smart Watches must not be taken into the exam room.

Word Processors:

Students who have been granted the use of a word processor through SEN in their written exams will use a college laptop/computer that has had spell check/grammar removed as a condition of the JCQ Adjustments for Candidates with Disabilities and Learning Difficulties Regulations.

X

X Marks:

On your results could indicate that you were absent, withdrawn from your unit or transferred to another centre.

Y

Your Responsibility:

IT IS YOUR RESPONSIBILITY TO READ YOUR TIMETABLE AND KNOW WHERE YOUR EXAMS ARE TAKING PLACE.

You and you alone are responsible for checking your Examination Timetable. If you have any queries then please contact the Exams Office exams@suffolkone.ac.uk Immediately.

Z

Zero Marks:

In accordance with the penalty recommendations in the JCQ document *Suspected Malpractice in Examinations and Assessments*; the award of a zero mark is awarded for the unit in question, when a student is suspected of malpractice.