



**St Robert of Newminster School**

**Centre Number 39573**

**Exam Guidance for Students and Parents**

**Summer Season 2022**

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# Introduction

It is the aim of St Robert of Newminster School to make the examination experience as stress-free and successful as possible for all candidates.

Hopefully, this booklet will prove informative and be 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 for the conduct of examinations and St Robert of Newminster School is required to follow them precisely.

You should therefore pay particular attention to the JCQ Information for Candidates and Warning Notices included at the end of this booklet. If there is anything you do not understand please ask.

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

## **Examinations Officer**

Mrs J Alder

0191 716 1700

[Exams.4609@str.bwcet.com](mailto:Exams.4609@str.bwcet.com)

## **Senior Teacher : Examinations**

Mr D Mitchell

## **Senior Assistant Head Teacher**

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## Summer Exam Timetable 2022

Date	Start	Len	Component Title	Level
Thu 12 May	09:00	01:30:00	Effective Digital Working Practices	BTNG/B
Fri 13 May	09:00	01:30:00	Level 2 Tech Award HSC	NCFE/L2
Mon 16 May	09:00	01:30:00	RS Route B Comp 1 Found. Catholic	GCSE/9FC
Mon 16 May	09:00	01:30:00	EC3HSC: U2 Equality Diversity & Rights	CAMX/EC3
Mon 16 May	09:00	01:30:00	DI3HSC: U2 Equality Diversity & Rights	CAMX/DI3
Mon 16 May	09:00	01:30:00	ID3IT : U1 Fundamentals of IT	CAMX/ID3
Mon 16 May	13:20	01:15:00	The UK Travel and Tourism Sector	BTNG/B
Mon 16 May	13:20	01:30:00	Anatomy and Physiology	BTNG/B
Mon 16 May	13:20	01:30:00	Comp Sci: Computer Systems Wrtn	GCSE/9FC
Tue 17 May	09:00	01:45:00	Biology Paper 1 Tier H	GCSE/9FC
Tue 17 May	09:00	01:15:00	Combined Sci Trilogy Biology P1H	GCSE/9DA
Tue 17 May	09:00	01:15:00	Combined Sci Trilogy Biology P1F	GCSE/9DA
Wed 18 May	09:00	01:45:00	English Language Paper 1	GCSE/9FC
Thu 19 May	09:00	01:15:00	Medicine in Britain	GCSE/9FC
Thu 19 May	13:20	03:00:00	Philosophy ADV Paper 1	GCE/A
Thu 19 May	13:20	01:45:00	Drama Written Paper	GCSE/9FC
Thu 19 May	13:20	01:15:00	Construction Technology	BTNG/B
Thu 19 May	13:20	01:30:00	EC3HSC: U3 Health Safety & Security	CAMX/EC3
Thu 19 May	13:20	01:30:00	DI3HSC: U3 Health Safety & Security	CAMX/DI3
Fri 20 May	09:00	01:30:00	Mathematics Paper 1 Tier F	GCSE/9FC
Fri 20 May	09:00	01:30:00	Mathematics Paper 1 Tier H	GCSE/9FC
Fri 20 May	13:20	01:30:00	Investigating Small Bus.	GCSE/9FC
Fri 20 May	13:20	01:30:00	ID3IT : U2 Global Information	CAMX/ID3
Mon 23 May	09:00	01:30:00	Global Geog.Issues	GCSE/9FC

Mon 23 May	09:00	01:30:00	Sociology: Scsltn Cltre & Idnty Wrtn	GCE/A
Mon 23 May	13:20	02:00:00	Markets & Bus.Behaviour	GCE/A
Mon 23 May	13:20	02:00:00	DI3HSC: U4 Anatomy & Physiology	CAMX/DI3
Tue 24 May	09:00	02:00:00	Psychology ADV Paper 1	GCE/A
<b>Date</b>	<b>Start</b>	<b>Len</b>	<b>Component Title</b>	<b>Level</b>
Tue 24 May	09:00	00:45:00	French Listening Test Tier H	GCSE/9FC
Tue 24 May	09:00	01:00:00	French Reading Test Tier H	GCSE/9FC
Tue 24 May	13:20	01:15:00	Physical Education Paper 1	GCSE/9FC
Wed 25 May	09:00	02:30:00	English Language ADV Paper 1	GCE/A
Wed 25 May	09:00	02:00:00	Politics ADV Paper 1	GCE/A
Wed 25 May	09:00	00:50:00	Eng Lit Paper 1-19th Century Novel	GCSE/9FC
Wed 25 May	09:00	00:50:00	Eng Lit Paper 1-Poetry Anthology	GCSE/9FC
Wed 25 May	13:20	02:00:00	Market People & Global BU	GCE/A
Wed 25 May	13:20	01:30:00	Core Pure Maths.1	GCE/A
Thu 26 May	09:00	02:30:00	History ADV Paper 1 Option C	GCE/A
Thu 26 May	09:00	00:45:00	Spanish Listening Test Tier H	GCSE/9FC
Thu 26 May	09:00	01:00:00	Spanish Reading Test Tier H	GCSE/9FC
Thu 26 May	09:00	00:35:00	Spanish Listening Test Tier F	GCSE/9FC
Thu 26 May	09:00	00:45:00	Spanish Reading Test Tier F	GCSE/9FC
Thu 26 May	13:20	02:00:00	Physics ADV Paper 1	GCE/A
Thu 26 May	13:20	02:00:00	Engineering Principles	BTNG/B
Thu 26 May	13:20	02:00:00	PE: Physlgcl Fctr Afct Perf Wtn	GCE/A
Thu 26 May	13:20	01:30:00	RS Route B Comp 2 Applied Catholic	GCSE/9FC
Fri 27 May	09:00	01:45:00	Chemistry Paper 1 Tier H	GCSE/9FC
Fri 27 May	09:00	01:15:00	Combined Sci Trilogy Chemistry P1H	GCSE/9DA
Fri 27 May	09:00	01:15:00	Combined Sci Trilogy Chemistry P1F	GCSE/9DA
Fri 27 May	09:00	02:15:00	Geography Paper One	GCE/A
Fri 27 May	09:00	02:15:00	Media Studies Comp 1 Media Products	GCE/A
Fri 27 May	13:20	01:30:00	Comp Sci: Comp Thnk Algrthm Prgrm Wtn	GCSE/9FC
Mon 06 Jun	09:00	02:00:00	Law: Legal Systm & Crmnl Law Wrtn	GCE/A

Mon 06 Jun	09:00	03:00:00	Accounting ADV Paper 1	GCE/A
Mon 06 Jun	09:00	01:30:00	DI3HSC: U6 Personal & Pers Centre Appro	CAMX/DI3
Mon 06 Jun	13:20	02:30:00	English Language ADV Paper 2	GCE/A
Mon 06 Jun	13:20	02:00:00	National & Global Economy	GCE/A
<b>Date</b>	<b>Start</b>	<b>Len</b>	<b>Component Title</b>	<b>Level</b>
Tue 07 Jun	09:00	02:30:00	Spanish ADV Pap 1 List, Read & Writ	GCE/A
Tue 07 Jun	09:00	02:30:00	English Literature B ADV Paper 1A	GCE/A
Tue 07 Jun	09:00	01:30:00	Mathematics Paper 2 Tier F	GCSE/9FC
Tue 07 Jun	09:00	01:30:00	Mathematics Paper 2 Tier H	GCSE/9FC
Tue 07 Jun	13:20	02:00:00	Pure Mathematics 1	GCE/A
Tue 07 Jun	13:20	01:30:00	UK Geographical Issues	GCSE/9FC
Tue 07 Jun	13:20	02:15:00	Sociology: Rsrch Undstd Scl Inqlt Wtn	GCE/A
Wed 08 Jun	09:00	02:00:00	Psychology ADV Paper 2	GCE/A
Wed 08 Jun	09:00	01:45:00	Eng Lit Paper 2	GCSE/9FC
Wed 08 Jun	13:20	01:30:00	Mathematical Studies Paper 1	L3/B
Wed 08 Jun	13:20	01:30:00	Core Pure Maths.2	GCE/A
Wed 08 Jun	13:20	02:15:00	Paper Two	GCE/A
Wed 08 Jun	13:20	01:00:00	RS Component 3 Judaism	GCSE/9FC
Wed 08 Jun	13:20	02:30:00	Media Studies Comp 2 Media Forms	GCE/A
Thu 09 Jun	09:00	03:00:00	Philosophy ADV Paper 2	GCE/A
Thu 09 Jun	09:00	02:00:00	Business P2 Activs Decision & Strats.	GCE/A
Thu 09 Jun	09:00	02:00:00	Rel Stud: Philosophy of Religion Wtn	GCE/A
Thu 09 Jun	09:00	01:20:00	Weimar & Nazi Germany	GCSE/9FC
Thu 09 Jun	13:20	02:00:00	Biology ADV Paper 1	GCE/A
Thu 09 Jun	13:20	02:00:00	Politics ADV Paper 2	GCE/A
Thu 09 Jun	13:20	01:45:00	Physics Paper 1 Tier H	GCSE/9FC
Thu 09 Jun	13:20	01:15:00	Combined Sci Trilogy Physics P1H	GCSE/9DA
Thu 09 Jun	13:20	01:15:00	Combined Sci Trilogy Physics P1F	GCSE/9DA
Thu 09 Jun	13:20	02:30:00	Principles of D & T	GCE/A
Fri 10 Jun	09:00	02:30:00	History ADV Paper 2 Option N	GCE/A

Fri 10 Jun	09:00	01:45:00	English Language Paper 2	GCSE/9FC
Fri 10 Jun	09:00	01:00:00	PE: Psychlgcl Fctr Afct Perf Wtn	GCE/A
Fri 10 Jun	13:20	02:00:00	Physics ADV Paper 2	GCE/A
Fri 10 Jun	13:20	01:15:00	Physical Education Paper 2	GCSE/9FC
<b>Date</b>	<b>Start</b>	<b>Len</b>	<b>Component Title</b>	<b>Level</b>
Mon 13 Jun	09:00	02:30:00	French ADV Paper 1 List Read & Writ	GCE/A
Mon 13 Jun	09:00	01:30:00	Mathematics Paper 3 Tier F	GCSE/9FC
Mon 13 Jun	09:00	01:30:00	Mathematics Paper 3 Tier H	GCSE/9FC
Mon 13 Jun	09:00	02:15:00	Chem A: Prdc Tble Elmnt Phy Chm Wtn	GCE/A
Mon 13 Jun	09:00	02:15:00	Sociology: Dbts in Cntmpry Scty Wtn	GCE/A
Mon 13 Jun	13:20	02:00:00	Micro & Macro Economics	GCE/A
Mon 13 Jun	13:20	01:30:00	Building A Business	GCSE/9FC
Mon 13 Jun	13:20	02:30:00	Comp Sci: Computer Systems Wrtn	GCE/A
Mon 13 Jun	13:20	02:00:00	Law: Law Making & the Law of Tort Wtn	GCE/A
Tue 14 Jun	09:00	02:10:00	Music Appraising	GCE/A
Tue 14 Jun	09:00	01:30:00	People & Environ.Issues	GCSE/9FC
Tue 14 Jun	09:00	02:00:00	Rel Stud: Religion and Ethics Wtn	GCE/A
Tue 14 Jun	13:20	01:30:00	Mathematical Studies Paper 2 Opt A	L3/B
Tue 14 Jun	13:20	02:00:00	Pure Mathematics 2	GCE/A
Wed 15 Jun	09:00	01:45:00	Biology Paper 2 Tier H	GCSE/9FC
Wed 15 Jun	09:00	01:15:00	Combined Sci Trilogy Biology P2H	GCSE/9DA
Wed 15 Jun	09:00	01:15:00	Combined Sci Trilogy Biology P2F	GCSE/9DA
Wed 15 Jun	13:20	02:00:00	Design and Technology Written Paper	GCSE/9FC
Thu 16 Jun	09:00	02:00:00	Physics ADV P3 Sections A & B Opt A	GCE/A
Thu 16 Jun	09:00	02:00:00	Psychology ADV Paper 3	GCE/A
Thu 16 Jun	09:00	00:55:00	Anglo-Saxon and Norman	GCSE/9FC
Thu 16 Jun	13:20	01:20:00	French Writing Test Tier H	GCSE/9FC
Thu 16 Jun	13:20	02:00:00	Investigating Business	GCE/A
Thu 16 Jun	13:20	03:00:00	Accounting ADV Paper 2	GCE/A
Fri 17 Jun	09:00	02:00:00	Spanish ADV Paper 2 Writing	GCE/A

Fri 17 Jun	09:00	02:00:00	Biology ADV Paper 2	GCE/A
Fri 17 Jun	09:00	02:00:00	Politics ADV Paper 3	GCE/A
Fri 17 Jun	09:00	01:20:00	Spanish Writing Test Tier H	GCSE/9FC
Fri 17 Jun	09:00	01:05:00	Spanish Writing Test Tier F	GCSE/9FC
<b>Date</b>	<b>Start</b>	<b>Len</b>	<b>Component Title</b>	<b>Level</b>
Fri 17 Jun	13:20	01:30:00	Further Statistics 1	GCE/A
Fri 17 Jun	13:20	02:15:00	Geography Paper Three	GCE/A
Mon 20 Jun	09:00	01:45:00	Chemistry Paper 2 Tier H	GCSE/9FC
Mon 20 Jun	09:00	01:15:00	Combined Sci Trilogy Chemistry P2H	GCSE/9DA
Mon 20 Jun	09:00	01:15:00	Combined Sci Trilogy Chemistry P2F	GCSE/9DA
Mon 20 Jun	09:00	02:15:00	Chem A: Synths & Anlytcl Tchnqs Wtn	GCE/A
Mon 20 Jun	13:20	03:00:00	English Literature B ADV Paper 2B	GCE/A
Mon 20 Jun	13:20	01:45:00	Food Prep and Nutrition Written	GCSE/9FC
Mon 20 Jun	13:20	02:00:00	Law: the Ntre Law & Hmn Rghts Wrtn	GCE/A
Tue 21 Jun	09:00	02:00:00	Rel Stud: Dvlpmnts Chrstn Thght Wtn	GCE/A
Tue 21 Jun	13:20	02:00:00	Statistics & Mechanics	GCE/A
Tue 21 Jun	13:20	01:00:00	PE: Socio-Cltl Physl Actv Sprt Wtn	GCE/A
Wed 22 Jun	09:00	01:45:00	Appraising	GCSE/9FC
Wed 22 Jun	13:20	01:30:00	Further Mechanics 1	GCE/A
Thu 23 Jun	09:00	01:45:00	Physics Paper 2 Tier H	GCSE/9FC
Thu 23 Jun	09:00	01:15:00	Combined Sci Trilogy Physics P2H	GCSE/9DA
Thu 23 Jun	09:00	01:15:00	Combined Sci Trilogy Physics P2F	GCSE/9DA
Thu 23 Jun	09:00	01:30:00	Chem A: Unified Chemistry Wtn	GCE/A
Fri 24 Jun	09:00	02:00:00	French ADV Paper 2 Writing	GCE/A
Fri 24 Jun	09:00	02:00:00	Biology ADV Paper 3	GCE/A
Fri 24 Jun	09:00	02:30:00	Comp Sci: Algrthms & Prgrming Wrtn	GCE/A
Wed 29 June	National Contingency Day			

**PLEASE NOTE THE ABOVE TIMETABLE IS PROVISIONAL**



## Contingency day 2022

As you can see from the 2022 Exam timetable, the Exam Awarding bodies and JCQ (The Joint Council for Qualifications) have arranged a contingency day. This is the first time and it is for “GCSE and/or GCE examinations, should sustained national or local disruption arise during the June 2022 examination series”.

This decision has been made following the tragic events of summer 2017, namely the Manchester attacks and the Grenfell Tower Fire. JCQ have decided that there needs to be an option whereby an exam can be postponed in the event of an incident and rearranged for a later date to allow all students a fair and equal chance. The date that has been set aside as the 2022 Contingency Day is **Wednesday 29 June 2022**.

This means that all exam candidates **must be available to sit exams up to, and including, Wednesday 29 June 2022**. This decision is not a school decision and applies to all candidates in all schools nationwide. Please make a note of this important date as it is common practice, and completely understandable, for many families to book holidays at the end of June and into July so as to take advantage of the lower prices available. However, it would be devastating for a student to miss out on a good grade, after working hard during the GCSE course, because they may be absent from a rearranged final exam.

## **Written exams**

When you receive your individual exam timetable it will show your own specific, timetabled examinations with your name, Unique Candidate Identifier (UCI), exam number and details of the date, time and duration of each exam. Check it carefully. If you think that something is wrong, please see Mrs Alder immediately. You may have already completed some practical components.

## **Coursework/controlled assessment/non-examination assessment**

The JCQ notice about coursework, controlled assessments and non-examination assessments is at the end of this booklet.

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

Occasionally some candidates will have a clash where two or more subjects are timetabled at the same time. The school will make special timetable arrangements for candidates who have an exam clash.

The times for these exams will be shown on your individual timetable. You will be supervised by an invigilator until you have finished all the exams scheduled for that day so you may also have to bring a packed lunch and a drink with you on that day as you will not be able to communicate with other students. A break will be allowed between papers.

## **Where you will take your examinations**

The exams will mainly take place in the Sports Hall, Performance Hall and Drama Hall but other venues have also been used. Please check your timetable so that you know where you will be for each of your exams.

## **What time your examinations will start and finish**

Most morning exams start at **9:00am** and the afternoon exams at **1:20pm**. You must assemble outside your examination room 10 minutes before the start time. It is not the school's policy to allow candidates to leave the exam room early, as this is disruptive to others, so please do not ask to leave but use the time to check through your answers thoroughly and to make sure that you have completed your personal details correctly.

## **Supervision during your exams**

Senior members of staff will be present at the start of their relevant exams. The school employs external invigilators to conduct the examinations. They are members of staff. You will be expected to behave in a respectful manner towards them 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 you when to start and finish the examination, hand out extra paper if required and deal with any problems that occur during the examination. They cannot discuss the examination paper with you or read or explain the questions. You may not leave the examination room without the permission of the invigilators. If you need to go to the toilet, you will be escorted by an invigilator and **you will not be allowed any extra time**.

Any student who behaves in a disruptive or unacceptable manner will be removed from the examination room by invigilators. They will be escorted to the Examination Officer and their conduct will be reported to the Senior Leadership Team. A report will then be sent to the relevant examining body.

## **Exam conditions**

Copies of the 'Information for Candidates' which is issued jointly by all the examination boards is included in this booklet. You 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 report any breach of regulations to the awarding body.

Listen carefully to instructions and notices read out by the invigilators — there may be amendments or corrections 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.

Do not draw pictures or write offensive comments on examination papers — if you do the examination board may refuse to accept your paper.

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 sheets of paper, make sure all papers and all loose sheets are in the correct order and insert inside the last page of the exam booklet.

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.

## **Where you will sit in the exam room**

You will sit in candidate number order for each exam. A card with your photograph, name and exam number will be on the desk so you can find your seat. Do not write on or deface the card.

## **What equipment you need to bring to your exams**

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.** All items of equipment (pens, pencils, mathematical instruments) should be visible to the invigilators at all times.

- You must either use a transparent pencil case.
- You must use a black pen. No ink erasers or correction pens are allowed.
- Using calculators - You must be aware of JCQ awarding body instructions regarding the use of calculators in your exams which state:

"Candidates may use a calculator in an examination unless prohibited by the awarding body's specification. Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations.

Calculators must be:

- 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.

Calculators must not:

- be designed or adapted to offer any of these facilities:
  - 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: databanks; dictionaries; mathematical formulas; text.

The candidate is responsible for the following:

- the calculator's power supply;
- the calculator's working condition;
- clearing anything stored in the calculator,
- 

Taken from JCQ Instructions for conducting examinations 2021-2022 downloaded Sept. 2021

### **What you should not bring into the exam room**

Only material that is listed on question papers is permitted in the examination room and students who are found to have any material with them that is not allowed will be reported to the appropriate examination board. In such circumstances, a student would normally be disqualified from the paper, or the subject concerned.

Mobile phones, iPods, smartwatches, MP3/MP4 players and wrist watches must not be brought into the exam room. Being in possession of any electronic communication device in the exam room is regarded as cheating and is subject to severe penalty from the awarding bodies. The school must report any such incident whether or not the device was used and the awarding body will decide the penalty.

Any of the above devices must be removed and handed in with mobile phones **before** the start of the exam.

### **Food and drink in exam rooms**

No food or drink (except a small clear plastic bottle of water, **label removed**) is allowed in the examination rooms.

### **What you should wear for your exams**

**Full School Uniform** must be worn by all students attending school for examinations.

### **What to do if you arrive late for an examination**

If you arrive less than one hour after the published starting time of the examination, it may still be possible for you to sit the paper. Report the exam office as soon as you can; A member of exams staff will then escort you to the exam room as after an examination has begun you must not enter the examination room without permission from an invigilator or the Exams Officer.

You should also be aware that if you start the exam more than one hour after the published starting time the school must inform the exam board who may decide not to accept your work. Please ensure that you allow enough time to get to school so that if you are delayed you will still arrive on time.

### **What to do if you are ill on the day of an examination**

If you are ill on the day of an examination, please contact the school as soon as possible so we can help or advise you. In the case of an accident that means you are unable to write, it may be possible to provide you with a scribe to write your answers, but we will need as much prior notice as you can give.

You will need to obtain written medical evidence from your GP or hospital if you wish the school to make an application for Special Consideration on your behalf.

## **Special Consideration**

Special Consideration is an adjustment to the marks or grades of a candidate who has sat the exam but has been disadvantaged in some way because of 'exceptional circumstances'.

Candidates will only be eligible for Special Consideration if they have been fully prepared and covered the whole course but performance in the examination is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness, accident or injury, bereavement or a domestic crisis at the time. The Examinations Officer must be informed immediately so that the necessary paperwork can be sent to the board and the candidate will be required to provide written evidence to support the application. **This must be received no later than 5 days after the examination date.**

Parents should be aware that the decision to apply any adjustment is made by the examining body. It is likely to be small and no feedback is ever provided.

## **What happens if you are absent from an exam**

If you miss an exam without informing the school of the reason your parents/guardians may be charged the entry fee for the exam. Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

JCQ says that “when a candidate has missed a timetabled component/unit for acceptable reasons and the centre is prepared to support an application for special consideration, an adjustment may be made to the terminal grade. However, the component/unit must have been missed in the terminal series, candidates must have covered the whole course and a minimum of 25% of the total assessment must have been completed”.

If this happens, the exam board will approximate a grade for the component missed using the students' other components/papers' results. They will compare these to how other candidates nationally have achieved on the missing component in relation to the completed papers/components.

[https://www.jcq.org.uk/wp-content/uploads/2021/06/Guide\\_to\\_spec\\_con\\_process\\_2122.pdf](https://www.jcq.org.uk/wp-content/uploads/2021/06/Guide_to_spec_con_process_2122.pdf)

## **What will happen in the event of an emergency in the exam room**

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 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 and absolute silence must be maintained at all times.

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.

### **Suspected malpractice**

St Robert of Newminster School adheres to the JCQ Policies and Procedures for Suspected Malpractice in Examinations and Assessments which can be found on the School website.

### **Candidates with access arrangements**

If you have approved exam access arrangements check your timetables carefully so you know where you are going for each exam. Please wait outside the venue 10 minutes before the start time of the exam. If you are unsure about any of the arrangements, please see the exams officer.

Access arrangements are designed to allow students who may otherwise be disadvantaged by a recognised learning need and who may require some support in an examination. This may include extra time awarded on a subject by subject basis, a prompt, rest breaks, a reader, a scribe or modified papers etc (the list is not exhaustive). Access arrangements are usually applied for at the start of Year 10; some exceptional cases where a new learning need has been identified will be considered after this date. Urgent cases will always be considered (e.g. broken writing hand/arm where a scribe or word processor can be provided).

Students are monitored throughout their learning at St Robert of Newminster School and any concerns affecting assessments and examinations are reported to Learning Support. Evidence is then gathered and if supporting the need for it, students are assessed for access arrangements. If there is sufficient evidence an access arrangement is applied for.

### **Students with medical needs or severe anxiety**

As with access arrangements, support can be offered for students who are undergoing treatment at the time of examinations. This may include rest breaks, prompts, different seats and quiet rooms. These can only be arranged for students who are receiving treatment from a level 3 practitioner (ie Hospital consultant, CAMHS) and with medical evidence to support an application.

To have some exam nerves is normal and most students do feel anxious around examinations. Students who are suffering severe exam anxiety but are not under CAMHS can be seated at the back/side of the hall/sports hall. This decision is made in consultation with the Head of House and Director of SEND, Mrs R Hurst.

## **Results**

Results will be available for Year 11 students to collect on Thursday 25 August from 08.30am and for Year 13 Thursday 18 August from 08.00am. If you would like anyone else to collect your results, please see the Examination Officer before Friday 22 July.

Any results not collected on the day will be posted out to the address held on our MIS system.

If you need post-results advice, staff will be available during the morning on Results Day. The examinations office will be open for enquiries on results day.

## **Post-results services**

If you feel strongly that it is necessary to make an enquiry about your result you should first consult the Head of Subject to obtain their advice as to the advisability of requesting a review. You should be aware that your mark could go down, up or stay the same, the latter being the most likely outcome. There is a review fee and it is refunded only if there is a change of the overall grade following the review.

If you decide to go ahead with a review, please complete the Enquiries about Results Form (available from the exams office) this will need to be returned to the school exams office with the correct payment before the review can be processed.

## **Certificates**

Certificates will be available for collection from early December 2022. Any certificates not collected will be held securely until December 31st 2023. After this date they will be destroyed. To replace certificates from exam boards costs from £43 per qualification (depending on the examination board) so it is highly recommended students collect these on the day specified and keep them safe.

## **Fees for Exam Reviews**

Correct fees for any Enquiries about Results are released by exam boards in Spring of that year. For guidance, fees in 2019 cost up to £38 a paper, this is likely to have increased for 2022.

## **JCQ Information for Candidates and JCQ Warning Notices**

These can be found on the school website under Parents or Students / Examinations.





Joint Council for  
Qualifications<sup>CIC</sup>

# Information for candidates

Written examinations

With effect from 1 September 2021

Produced on behalf of:



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**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) an iPod, a mobile phone, a MP3/4 player or similar device, **or a watch.**

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 you will be subject to penalty and possible disqualification.**

- 5 **If you have a watch, the invigilator will ask you to hand it to them.**
- 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 Do not start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam.
- 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, including those used 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.