



**Centre Name: Carre's Grammar School
Centre number 26356**

EXAMINATIONS 2023

**GUIDANCE FOR
STUDENTS & PARENTS**

Candidate Name:

Candidate No:

UCI:

**Examinations Officer Tracey Williams
Carre's Grammar School Telephone Number: 01529 302181**

**PLEASE READ ALL THE JCQ REGULATIONS CAREFULLY
INCLUDING THE APPEALS PROCEDURE.**

**Please be aware all students are required to be available for the exam contingency day.
28th June 2023**

INTRODUCTION

It is the aim of Carre's Grammar School 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 for the conduct of examinations and Carre's Grammar School is required to follow them precisely. You should therefore, pay particular attention to the Notice to Candidates that is printed in the booklet.

Some of the questions you may have are answered at the back of this booklet. **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:

The Examinations Officer **Tracey Williams** (in the school house) 01529 302181

Appeals Procedure – External Examinations

We hope that all our students are happy with their examination results but recognize that there are a very small number of cases where a result falls significantly below that expected. When results are issued, you will also receive guidance should you wish to consider a review of marking and/or request a copy of a script.

Appeals Procedure Coursework/Controlled Assessments/Non- examined Assessment.

The procedures for investigating any concerns are outlined below.

You cannot appeal against the mark or grade that you have been given, but you may appeal against the process by which it has been awarded, if, for example, you believe that you have been treated unfairly or the specification criteria have not been applied correctly. Marks are moderated internally to make sure all teachers mark to the same standard, and they are then also moderated externally by the exam board. You must raise any concerns before the marks are sent to the exam board. The moderators may change marks if they feel it necessary and you cannot appeal as an individual against any such changes.

1. Raise the issue with your subject teacher. They will explain why they gave that mark.
2. If you are still unhappy after speaking to your subject teacher, see the Head of Department and they will arrange for the assessment to be checked by another teacher from within the school

3. If you are still dissatisfied after speaking to the Head of Department or if the Head of Department is the teacher who originally awarded the disputed mark, see the Examinations Officer in order that they can try to help to resolve the situation. If they are unable to do so, they can (in consultation with Mr Law as Head of Centre) convene a formal panel to adjudicate. The panel will normally consist of two teachers of that subject, at least one being the Head of Department (unless they are the teacher whose marking is in dispute) and a member of the Senior Leadership Team. If there are not a sufficient number of uninvolved teachers of the subject on the staff, mutually acceptable *ad hoc* arrangements will be made by discussion with all of the interested parties.

Remember – we are here to help.

GOOD LUCK!

BEFORE THE EXAMINATIONS

Carre's Grammar School Centre Number: 26356
St George's Academy Centre Number: 26358
Kesteven and Sleaford High School Number: 26360

STATEMENTS 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. Some subjects only have one tier of entry, some have foundation or higher tiers.
- Candidates may also receive statements of entry from the exam boards. You must check everything on your statements of entry very carefully. 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.

EXAMINATION BOARDS:

- The school uses the following examination boards: AQA, Edexcel, WJEC, Eduqas and OCR.

CANDIDATE NAME:

- Candidates are entered under the name format of First Name + One middle initial + (**Legal**) Surname, e.g. Adam J Smith. Please **do not use your preferred name**.

CANDIDATE NUMBER:

- Each candidate has a four-digit candidate number, (This is **not** your school login in all cases). This is the number you will enter on examination papers. It will appear next to your name on seating plans and examination registers. Your **centre number** is on the front of this booklet. **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 statements of entry. This number will usually begin with the centre number **(26356)** 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.

TIMETABLES:

- A few candidates have a clash where two subjects are timetabled at the same time. The school will make special timetable arrangements for these candidates only. Most clashes are resolved by taking one exam after the other. Only if the combined time exceeds 3 hours will one exam be moved to a different session. You must check your individual timetable and see Mrs Williams if you are unsure what to do. If you think there is a clash on your timetable that has not been resolved, please see Mrs Williams immediately.

CONTACT NUMBERS:

- Please check that 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 notice to candidates and the information on the following pages.

DURING THE EXAMINATIONS**EXAMINATION REGULATIONS**

- A copy of the "Notice to Candidates", which is issued jointly by all the examining boards, is printed at the back of this booklet also the school website. All candidates must read this 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.

ATTENDANCE AT EXAMINATIONS

- Candidates are responsible for checking their own timetable and arriving at school on the correct day and time, properly dressed in school uniform and equipped. Candidates must arrive at least 10 minutes prior to the start time of their examination. Please wait quietly outside your exam room until you are invited to enter by the exam invigilators.
- Candidates who arrive late for an examination may still be admitted but may not receive any additional time. If special consideration applies, then you must speak to the examinations 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 always visible to the invigilators. You must either use a transparent pencil case or clear plastic bag.

- Pens should be black. No erasers or 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 leave outside the exam hall** and make sure batteries are new.
- **Watches are not allowed in the exam hall.**
- 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 (see FAQ's at the end of this booklet). If you break these rules, you may be disqualified from the examination.
- Valuable items may be handed in at the start of the exam although the school accepts no responsibility for loss or damage.
- **Mobile phones or watches MUST NOT BE BROUGHT INTO THE EXAMINATION ROOM.** If a mobile phone (or any other type of electronic communication or storage device) is found in your possession during an examination (even if it is turned off) it will be taken from you and a report made to the appropriate exam board. No exceptions can be made.
- No food or drink other than a **small bottle of water** will be allowed in the examination rooms.
- 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.
- Listen carefully to instructions and notices announced 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 at least one hour after the published start time of the exam (or for the duration of the exam if it is less than one hour). 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.
- 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 ask for a tag to fasten them together in the correct order.
- 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 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.

INVIGILATORS

- The school employs external invigilators to conduct the examinations. Students are expected to behave in a respectful manner towards all invigilators and always follow their instructions.
- 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, for example if a candidate is feeling ill.
- Please note that invigilators cannot discuss the examination paper with you or explain the questions.
- Pupils who are disruptive or behave in an unacceptable manner will be removed from the examination room by invigilators and members of the senior management team.
- If you are entitled to an access arrangement it is your responsibility to talk to the Invigilator if you feel you have been overlooked.

ABSENCE FROM EXAMINATIONS

- If you experience difficulties during the examination period (e.g., illness, injury, and personal problems) please inform school at the earliest possible point so we can help or advise you.
- Only in exceptional circumstances are candidates allowed special consideration for 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 without delay in all cases where an application is to be made for special consideration.
- For an award of a grade by special consideration, where a student misses' part of an examination through illness or personal misfortune, a minimum of 25% of the examination (including non-examined assessment) must be 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. Failure to pay may result in your examination results being withheld.
- Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

AFTER THE SUMMER EXAMINATIONS

NOTIFICATION OF RESULTS

A level Results will be available for collection on Thursday 17th August 2023 at 08:30 am

GCSE Results will be available for collection on Thursday 24th August 2023 at 08:30 am

- A level A-E and U is unclassified
- CTEC/ BTEC D* - P (U) D*D*-PP (U)

- GCSE are awarded from 9-1 and U is unclassified.
A standard pass at GCSE is defined as a grade 4 or higher. A strong pass is grade 5 or higher.
CNAT grades range from Level 2 Distinction*(equivalent to GCSE grade 8/9) down to a level 1 pass. A level 2 pass is the equivalent of a GCSE grade 4(standard pass)

PRESENTATION OF Certificates. *Yr 11 and Yr 13 students*

- A Presentation Evening will take place in December when it is hoped that you will be able to attend to celebrate your success. Invitations to students and their parents will be sent out with full details nearer the time.
- Students who are unable to attend Presentation Evening will be able to collect their certificates from the school office after Presentation Evening. Certificates will not be given to anyone other than the candidate without the candidate's written authorisation.
- Carre's Grammar School 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 replaced 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.

FREQUENTLY ASKED QUESTIONS

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

- The school will re-schedule papers internally (on the same day) where there is a clash of subjects. Candidates will normally sit one paper then have a break during which they will be supervised and must not have any communication with other candidates. They will then sit the second subject paper. Correct times should be on your individual candidate timetable. 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 in doubt consult the Examinations Officer.

Q. 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 tells the invigilator immediately.

Q. What do I do if I forget my Candidate Number?

- Candidate Numbers are printed on your exam timetable and seating plans, which are displayed in the exam rooms, also on attendance registers. Invigilators will be able to help you find your number. Alternatively, you can check with the Main Office before going into the exam room.

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

- The Centre Number is **26356** it will be clearly displayed in the examination rooms.

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

- Inform school at the earliest possible point 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 laptop/scribe to write your answers, but we will need as much prior notice as possible. You may need to obtain medical evidence (from your GP or hospital) if you wish the school to make an appeal for Special Consideration on your behalf (see below).

Q. What is an Appeal 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 ever 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 is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness, accident or injury, bereavement, domestic crisis. The Examination Officer must be informed immediately, so that the necessary paperwork can be completed (within 7 days of the last exam session for each subject) and the candidate will be required to provide evidence to support such an application.

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

- Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before or during an exam and you feel this may have affected your performance.

Q. If I'm late, can I still sit the examination?

- Provided you are not more than 1 hour late, 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 30 minutes 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.

Q. 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.

Q. Do I have to wear school uniform?

- Yes. Normal school regulations apply to uniform, hair, jewellery, etc.

Q. What equipment should I bring for my exams?

- For most exams you should bring at least 2 pens (**black ink only**).
- For Science Modules you need 2 x **HB** pencils.
- For some exams you will need a calculator (Maths/Science) all data must be cleared, a 30cm ruler (marked with cm and mm), pencil sharpener and rubber, compasses, protractor, coloured pencil crayons (not gel pens), set texts (e.g. for English Literature).
- You are responsible for providing your own equipment for examinations. You must not attempt to borrow equipment from another candidate during the examination.

Q. What items are not allowed into the examination room?

- Only material that is listed on question papers (e.g. an anthology) 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 examinations board. In such circumstances, a student would normally be disqualified from the paper, or the subject concerned.
- Bags and coats and any other items not permitted under examination regulations. Do not bring any valuables into school with you when you attend for an examination.
- Mobile telephones will be collected and removed from the examination room, however, the school cannot be held responsible for any damage incurred during storage so please avoid bringing your mobile on exams days.

Q. Why can't I bring my mobile phone/watch into the exam room?

- Being in possession of a mobile 'phone (or any other electronic communication device, e.g., ipod, headphones) watch is regarded as cheating and is subject to severe penalty from the awarding bodies:

The **minimum** penalties are as follows:

Device found on you and turned **ON** - **disqualification for the entire subject award.**

Device found on you and turned **OFF** – **disqualification from the specific paper** you are sitting at the time.

Phone rings during the exam **wherever it is in the room** the exam board must be informed and you will be **disqualified from all papers for the subject (including any already taken).**

Q. Why can't I bring my watch into the exam room?

- Due to difficulty of distinguishing between normal and smart watches JCQ have banned all watches in the exam hall.

Q. 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 flip chart or screen at the front of the exam room. There will be a clock in all examination rooms.

Q. Can I go to the toilet during the exam?

- If it is necessary. You will be escorted by an invigilator and will not be allowed any extra time.

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

- Pupils who have examinations in both morning and afternoon sessions may obtain lunch for the dining hall in the usual way or bring a packed lunch.

Q. 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 certificate it could cause you problems if you are asked to show your certificates to a potential employer for 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.

Q. I am entitled to extra time – how will this affect the way I take my exams?

- Some students receive an allowance of up to 25% extra time. Where possible such candidates will be seated together to minimize disturbance from other candidates who finish earlier. The invigilators will include the additional time when they display the finishing time of your exam on the board.

BRING WHAT YOU NEED

Calculators, Dictionaries and Computer Spell-checkers

- If you use a calculator:
 - Make sure it works properly, and that any batteries required are working.
 - Clear anything stored.
 - Remove any parts such as cases, lids or covers which have printed instructions or formulas.
 - Do not bring into the examination room any operating instructions or prepared programs.
- You must not use a dictionary or computer spell-checker unless you are told that you may do so.

<p>Candidates must be told these regulations beforehand and be familiar with the Information for candidate's documents. Calculators must be:</p> <ul style="list-style-type: none">○ 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.	<p>Calculators must not:</p> <ul style="list-style-type: none">• be designed or adapted to offer any of these facilities: -<ul style="list-style-type: none">○ 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:<ul style="list-style-type: none">○ databanks;○ dictionaries;○ mathematical formulas;○ text.
<p>The candidate is responsible for the following:</p> <ul style="list-style-type: none">○ the calculator's power supply;○ the calculator's working condition;○ clearing anything stored in the calculator.	

Information for Candidates Information about You and How We Use It

You have entered general or vocational qualifications such as GCSE, A-level, functional skills qualifications etc with one or more of the awarding bodies listed above. In order to be able to provide examinations and assessments, the awarding body needs to collect and use information about you. This notice provides you with a high level summary of the information the awarding body is required by law to give you about what happens to that information. For more detail see each awarding body's full Privacy Notice:

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AQA <https://www.aqa.org.uk/about-us/privacy-notice>
CCEA <https://ccea.org.uk/legal/privacy-notice>
City & Guilds <https://www.cityandguilds.com/help/help-for-learners/learner-policy>
NCFE <https://www.ncfe.org.uk/legal-information>
OCR <https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/>
Pearson <https://qualifications.pearson.com/en/about-us/qualification-brands/gdpr.html>
WJEC <https://www.wjec.co.uk/home/privacy-policy/>

Who we are and how to contact us

Each awarding body is a separate organisation. Your school or examination centre will be able to confirm to you which awarding body is delivering each qualification you are undertaking and you will receive a statement confirming what qualifications you have been entered for and which awarding body. You will find links to each awarding body's website and information on how to contact them here: <https://www.jcq.org.uk/contact-our-members/>

Information about you and from where it is obtained

Each awarding body whose qualifications you enter will need to use a variety of information about you. This includes obvious identification details such as your name, address, date of birth and your school or examination centre. It also includes information about your gender, race and health, where appropriate. This information is provided by you or your parents/guardians and/or by your school or examination centre.

Each awarding body will create certain information about you such as a candidate number, examination results and certificates.

You will find further information about this in the awarding bodies' full Privacy Notice (see links above) or by contacting the awarding body (see above).

What happens to the information about you

The awarding bodies use the information about you to deliver the examinations and assessments which you have entered. This includes making a variety of arrangements for you to sit the examinations or assessments, marking, providing you and your school or centre with results and certificates. The awarding bodies also use some of the information about you for equality monitoring and other statistical analysis.

The awarding bodies may share information about your results with official bodies such as the Department for Education and the examinations regulators (e.g. Ofqual in England) and also relevant local authorities and the Universities and Colleges Admissions Service (UCAS). An awarding body may also use information about you to investigate cheating and other examination malpractice and will share information about malpractice with other awarding bodies.

The awarding bodies take the security of the information about you that they hold seriously.

You will find further, technical information about what the awarding bodies do with information about you, why and the legal basis in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

Your rights

The law gives you a number of rights in relation to the information about you that the awarding bodies hold. Those rights are:

- Access – you are entitled to ask each awarding body about the information it holds about you.
- Rectification – you are entitled to ask each awarding body to correct any errors in the information that it holds about you.
- Erasure – in certain circumstances you are entitled to ask each awarding body to erase the information about you that it holds.
- Object to or restrict processing – in certain circumstances you are entitled to ask each awarding body to stop using information about you in certain ways.
- Complain – you are entitled to complain to the Information Commissioner (the body regulating the use of personal information) about what each awarding body does with information about you.

You will find further information about your rights in relation to information about you in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

How long the information about you is held

Each awarding body retains information about you only for as long as it is needed. Some of the information is needed only during the period in which you are undertaking the examination or assessment and is securely destroyed a short while afterwards. Other information about you, such as your name, gender, address, qualification and subjects entered and the results, are held indefinitely and for at least 40 years.

Each awarding body has its own retention policy that sets out what information it retains, how it is retained and for how long. You can find out more about retention policies by contacting each awarding body (see above).

How to find out more about the information about you that the awarding bodies use

To find out more about the information about you that the awarding bodies collect and use, including what happens to that information and why, you can review the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or contact the awarding body. You will find links to each awarding body's website and information on how to contact them here: <https://www.jcq.org.uk/contact-our-members/>.

Please note

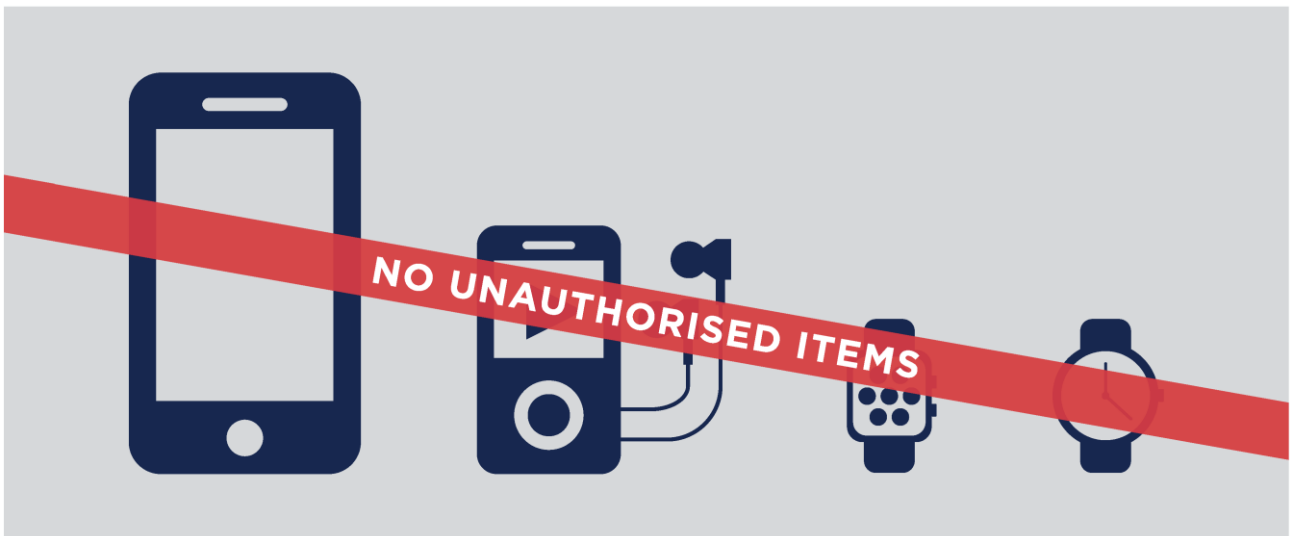
It is important to note that this notice concerns only how the awarding bodies use information about you (called your "personal data"). Complaints about how an awarding body handles your personal data can be made to the Information Commissioner (www.ico.org.uk). Information about the examinations and assessments themselves, including the rules about assessments, can be found on the JCQ Exams Office pages (www.jcq.org.uk/exams-office). The awarding bodies are regulated by Ofqual (<https://www.gov.uk/government/organisations/ofqual>) in England; Qualifications Wales (www.qualificationswales.org) in Wales, and the Council for the Curriculum, Examinations and Assessment (<http://ccea.org.uk/regulation>) in Northern Ireland.

Warning to Candidates

1. You **must** be on time for all your examinations.
2. **Possession of a mobile phone** or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.
3. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
4. You **must** follow the instructions of the invigilator.
5. You **must not** sit an examination in the name of another candidate.
6. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
7. If you are confused about anything, only speak to an invigilator.

The *Warning to Candidates* must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.

NO MOBILE PHONES
NO WATCHES
NO MP3/4 PLAYERS
**NO POTENTIAL
TECHNOLOGICAL/WEB
ENABLED SOURCES OF
INFORMATION**



Possession of unauthorised items, such as a mobile phone or any watch, is a serious offence and could result in

DISQUALIFICATION

from your examination and your overall qualification.

This poster must be displayed in a prominent place outside each examination room.

NOTES