



Rossett School

Success for everyone

Exams Handbook

2022 – 2023

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Introduction

Public examinations can be an extremely stressful time for students and parents alike. It is important that all those involved are as well informed as possible. All of our students are aware that rules and regulations are designed to ensure fairness and minimise disturbance and it is the interest of all that the exams run smoothly.

Rossett School will make every effort to ensure that candidates receive the best possible preparation for their examinations, that the administrative arrangements run smoothly, and that the examinations are conducted in a way that will cause as little stress as possible and help students to achieve their full potential. Mock exams are run to the same standards and rules in order that students are familiar with the process beforehand.

This booklet is intended to inform about our examination procedures, to answer some of the more frequently asked questions and to help guide and support students and parents through the examination process.

It also contains the formal notices that the examinations regulatory body, the Joint Council for Qualifications (JCQ), require all candidates to be made aware of.

After reading this booklet, if you have any further questions please do not hesitate to contact our Exams Office.

Telephone: 01423 564444 ext 251

Email: gkay@rossettschool.co.uk

On exams days it is best to contact the school reception on 01423 564444 and leave a message, with the nature of your query and a member of the Exams team will get back to you as soon as possible.

Before Exams

EXAM BOARDS & EXAM SERIES

Rossett School uses the following exam boards: AQA, Edexcel, OCR & WJEC. There are three main exam series throughout the academic year - in November (GCSE re-sits), January/February (BTEC units) and May/June.

EXAM REGULATIONS

Copies of the JCQ Warning to Candidates, Information for Candidates and Mobile Phone notices are printed at the back of this Handbook. Breaking any rules or regulations could lead to disqualification from units or subjects. Make sure you are aware of what is expected of you.

EXAM CANDIDATE NUMBER, CENTRE NUMBER & NAME

You will be issued with a four-digit exam candidate number which must be written on all answer booklets and additional sheets together with the Rossett School's Centre Number: 48235. This information will be on a card on your desk for each of your exams. If you are sitting a BTEC exam, you will use your registration number instead of your candidate number and that can be found on a separate card on your desk. You must write your **full legal name** on your exam papers. Known-as names, abbreviations and preferred names must not be used.

TIMETABLES

Once your entries have been confirmed with the Head of Faculty, you will be issued with your personal exam timetable. For the summer exams this will be issued at the end of April. Please check this carefully. If you have any queries, inform the Exams Office immediately. You are responsible for knowing the dates and times of your exams.

EXAM CLASHES

If you are timetabled to sit two or more exams at the same time, this is known as a clash. All clashes should be brought to the attention of the Exams Office who can arrange for one of the papers to be taken at a different time on the same day. If the exams cannot be sat consecutively, you will have to remain under supervision between the two papers. In rare cases it may be necessary for a paper to be taken the next day and it is a requirement that you are supervised overnight. This is essential to avoid compromising the integrity of the examination and needs to be organised well in advance.

If an exam is delayed from a morning to an afternoon session, you will be supervised over lunchtime. You should bring some revision or reading material and your lunch and a drink, as you will not be allowed to enter communal areas to buy food. Access to the internet will not be allowed and your mobile phone cannot be used during this time. Attempting to communicate with any other candidate will be deemed as malpractice and reported to the exam board who may disqualify all the candidates involved.

During Exams

COPING WITH EXAM PRESSURE

'Stress is not necessarily a bad thing'

People react to stress in different ways. Stress can be a great motivator for some students, giving them the 'get up and go' that they need to succeed. Other students are indifferent to stress; they can float along without getting affected by stress in a good or bad way. Stress can be a bad thing for some students and can mean that exam pressures become overwhelming.

The key things to remember are:

- Stress is nothing to be scared of.
- Anxiety is not inevitable.
- You can learn how to cope more effectively.

How to control physical reactions to anxiety

Deep Breathing

When you become anxious, your breathing becomes shallow and fast. Breathing slowly and deeply will help you calm down and feel in control.

- Sit comfortably with a straight back.
- Place your left hand on your chest, and right hand below it, on your diaphragm.
- Inhale deeply through your nose for 5 seconds.
- Hold your breath for 2 seconds.
- Exhale slowly through your mouth.
- Feel the expansions in your diaphragm.
- Repeat for 1 or 2 minutes until you feel calmer.

How to feel confident about exams

Many people with high exam anxiety can't stop worrying about failing or the consequences of failing. These types of beliefs focus on what you can't do rather than what you can. Find a positive, realistic belief that can replace the negative belief. For example, if your negative belief is 'I am terrible at maths', a positive, realistic alternative could be 'Even if I will never be the best at maths, I will do better if I have a revision plan and stick to it.'

The key things to remember are:

- If you suffer from anxiety, replacing negative beliefs can help.
- Some people find it helpful to keep a record of their beliefs.
- You can become a more confident person with a 'can-do' attitude

How to plan your revision

1. Create a plan - Break down everything you need to revise into small topics and just revise one topic at a time. By creating a plan, you are taking control.
2. Set targets - Identify when you are going to revise each topic. Give yourself a time limit for when to complete each topic.
3. Check progress - Check your progress and set yourself a new time limit if necessary. Once you've met a target, set yourself a new one.

The key things to remember are:

- Targets should be achievable and manageable.
- Targets must be short-term and include a time-limit.
- Review your targets, and when complete, set new ones.

DRESS CODE

Full school uniform and correct dress code is required for all exams. Sixth form students must display their identification badge on their exam desk.

PERSONAL BELONGINGS

Bags, coats and personal belongings will not be allowed into the exam room. You should only bring the equipment needed for your exam. All other items must be left in the designated bag room.

WRIST WATCHES

Smartwatches and watches are **not** allowed in the exam room.

SEATING PLANS

Seating plans will be posted outside the exam room before each exam commences and are listed in legal surname order. You must check the seating plan to ensure you are in the correct seat. It is imperative that you sit in the numbered seat allocated to you for a specific exam or you may be given the wrong paper.

EXAM CONDITIONS

You are under strict exam conditions from the time you enter the exam room until the time all candidates leave.

If you are using a laptop/PC to type your exams, you will still be under exam conditions until after you have printed and signed your typed exam paper.

LATE ARRIVAL

If you are running late, you should get to school as quickly as possible and immediately go to the examination room. **You must not enter an examination room without permission after an examination has begun.**

Rossett School will do its utmost to ensure that you are able to sit the exam in the full allocated time. However, this may not always be possible.

If you arrive very late, the school must inform the Awarding Bodies, giving the reason and evidence for your lateness. The awarding body may decide not to accept your work. If you arrive after the published start time of the exam you will not be admitted unless this is due to a clash which the Exams Officer is aware of. Published start times are 10am for morning exams and 2pm for afternoon exams.

BE PREPARED

- Exams start at 9.30am and 1.15pm. Make sure you arrive at the exam room 15 minutes prior to the start time of each exam and wait quietly outside until invited to enter by a member of staff.
- It is your responsibility to ensure that you have all the necessary equipment with you. Rossett School is under no obligation to provide equipment during exams. All items of equipment, pens, pencils, mathematical instruments, etc. should be always visible to the Invigilators. Pencil cases must be see-through.
- You are permitted to bring a clear bottle containing water only into the exam, all labels must be removed. Bottles that do not meet these standards will be removed by an invigilator.
- Pens should be black ink or black ballpoint. Correcting pens, fluid or tape, erasable pens, highlighters or gel pens are not allowed in your answers. The exception to this is that you may use a highlighter for highlighting sections of the questions to help you to identify the key parts.
- You must listen carefully to instructions and notices read out by the Invigilator as there may be amendments to the question paper.
- Check you have the correct question paper - subject, unit and tier.
- Read all instructions carefully and number your answers clearly.
- Write your legal name (not known-as, abbreviated or preferred names), exam candidate number and centre number on all answer booklets and additional sheets.
- There will be a 5-minute warning at the end of the exam.

CALCULATORS

You may use a calculator in an exam unless prohibited by the awarding bodies specification. Where the use of a calculator is allowed, you are responsible for making sure that your calculators meet the awarding bodies regulations. Rossett only has a small number of spare calculators and we cannot guarantee that you will be issued with a scientific calculator if you fail to bring your own.

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 language translators;
- have symbolic algebra manipulation
- have symbolic differentiation or integration;
- have communication with other machines or the internet;
- be borrowed from another candidate during the exam
- have retrievable information stored in them – this includes: databanks; dictionaries; mathematical formulas; text

The use, or attempted use, of any such calculators will be regarded as malpractice.

MALPRACTICE (CHEATING) & UNAUTHORISED MATERIALS

Mobile phones, iPods, MP3/4 players, wrist watches, smart watches or any other products with text/digital facilities **must not be brought into the exam room** even if you do not intend to use them.

Other forms of malpractice include:

- Being in possession of unauthorised materials e.g. revision notes, reading pens
- Communicating with other candidates (by talking, signing or otherwise)
- Disturbing other candidates by making noises or swinging on chairs
- Copying from other candidates
- Sitting an exam in the name of another candidate.

Any form of malpractice including possession of unauthorised material is a very serious offence and you will be subject to penalty and possible disqualification under the JCQ Suspected Malpractice Procedures.

FOOD & DRINK

No food or drink is allowed in the exam room except for water unless for medical reasons such as diabetes. Bottles should be transparent, have no text on them and must have labels removed. Chewing gum is not allowed.

AT THE END OF AN EXAM

- You must complete the candidate details (name, candidate number, centre number and paper code) on the exam/question paper where required. You must write your full name on your exam papers. Known-as names, abbreviations and preferred names must not be used.

- At the end of an exam, all work must be handed in - remember to cross out any rough work.
- If you have used more than one answer booklet or additional sheets, ask for a treasury tag to fasten them together in the correct order.
- Invigilators will collect your question papers and completed answer booklets before you leave the room. Absolute silence must be maintained during this time. You are still under exam conditions until you have left the room.
- Question papers, answer booklets and additional sheets must NOT be taken from the exam room.
- You must remain seated until told to leave. You must leave the room in silence, one row at a time, walk all the way to the front of the row and show consideration to other candidates who may still be working.

INVIGILATORS

- You are expected to behave in a respectful and polite manner towards the Invigilators and follow their instructions at all times.
- Invigilators are in the exam room to supervise the conduct of the exam. They will distribute and collect question papers and answer booklets and deal with any problems that may occur during the exam e.g. if you feel unwell.
- Invigilators cannot give explanations of questions or read the question to you.
- Put your hand up if you need to speak to an invigilator.
- If you are disruptive or behave in an unacceptable manner, you will be removed from the exam room and dealt with accordingly. This constitutes malpractice and will likely result in the exam board disqualifying you.

ABSENCE FROM EXAMS

- If you are unable to attend an exam due to illness or some other serious reason, your parent/guardian must contact School Reception before 9.00am on the day of the exam.
- Medical evidence must be provided stating your illness, specific dates and that you were unfit to take the exam.
- You are reminded that reimbursement of entry fees will be required should you fail to attend an exam without good reason and prior warning to Rossett School. If you do not provide medical evidence where relevant you may be asked to pay for future attempts at those exams missed.
- Misreading your timetable is not an acceptable reason for absence.

EMERGENCIES

If the fire alarm sounds during an exam, the invigilators will tell you what to do. Don't panic! As always, if the fire alarm sounds, we will only evacuate if it sounds a second time. If you must evacuate the room, you will be asked to leave in silence and in the order in which you are sitting. Leave everything on your desk. You will be escorted to a designated assembly point which is separate from the rest of school. 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 duration time for the exam and a report will be sent to the exam board detailing the incident.

After Exams

NOTIFICATION OF RESULTS

Results for the Autumn series will be available on:

A LEVELS—Thursday 17th August 2023 GCSE—

Thursday 24th August 2023

It is strongly recommended that you keep all your Statement of Results slips for future reference. They are particularly useful for completing UCAS applications.

If someone else is to collect your results, the collector will require a completed Results Day Collection Form (available to print from the school website) and some form of ID.

POST RESULTS

Results Guidance sheets will be available on the above dates. If you want to have any papers reviewed or scripts returned, the relevant form will be available on results day. After this they can be collected from the Exams Office in the new term.

Please be aware of the deadline dates on the forms as these are set by the exam boards not the school. We are unable to process review of marking requests without the completed signed form even if a payment has been received before the deadline date.

If you require advice on results days, Exams Office staff, Sixth Form Team and Heads of Faculty will be available.

CERTIFICATES

Once certificates arrive in School, leavers and current students will be informed of where to collect them. If you wish a relative or friend to collect your certificates, the collector will require a completed Certification Collection Form (available to print from the school website) and some form of ID. Year 11 students will also have the opportunity to collect certificates at Presentation Evening in November 2023. They will then be kept in school for 12 months before being confidentially destroyed as per the exam board regulations. We unfortunately are unable to post certificates.

Remember - your certificates are extremely important documents and must be kept safe. If you lose them, a fee is required to obtain additional copies.



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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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 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.