

Outcomes Matter. Learning Matters. People Matter.

SALE HIGH SCHOOL



EXAMINATIONS 2019- 2020

GUIDANCE FOR STUDENTS & PARENTS

Centre Number: 33637

School Telephone No:0161 973 2713

Examinations Officer: Mrs Chappell

INTRODUCTION

It is the aim of Sale High 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 extremely strict criteria which must be followed for the conduct of examinations and Sale High School is required to follow them precisely. You should, therefore, pay particular attention to the “Information for Candidates” notice that is printed at the back of this 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 Mrs Chappell in the Exams Office:

Mrs Chappell Examinations Officer
achappell@salehighschool.org.uk

The school telephone number is: **0161 973 2713**

Remember – we are here to help.

GOOD LUCK! 

BEFORE THE EXAMINATIONS

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.
- 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 and costly to change them once certificates are awarded.

EXAMINATION BOARDS

- The school uses the following examination boards: AQA, Edexcel/Pearson, OCR, Educas/WJEC

CANDIDATE NAME:

- Candidates are entered under the name format of Legal First Name + Legal Surname, e.g. Adam Smith.

CANDIDATE NUMBER/EXAM NUMBER

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

TIMETABLES

- You will receive a timetable showing your own specific examinations with details of date, time, and duration of exam, venue and seat number. Check it carefully. If you think something is wrong see Mrs Chappell in the Exams Office immediately.

Clashes

- A few candidates may have a clash where two subjects are timetabled at the same time. The school will make special timetable arrangements for these candidates only and you will receive a letter detailing the rules and regulations surrounding clashes with your timetable. You must check your individual timetable and see Mrs Chappell 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 Chappell in the Exams office.

Contact numbers

- Please check that school has at least one up-to-date contact number for you and one email address for a parent/carer.



EXAM EQUIPMENT – WHAT DO YOU NEED?

It is your own responsibility to arrive at all of your exams **fully equipped** with everything you need.

For your exams every student **MUST BRING**:

2 Black ball point pens

2 Pencils

Rubber

30cm ruler

Pencil sharpener

A clear pencil case

**PLEASE ENSURE THAT YOU HAVE
A FULL SET OF EQUIPMENT
BEFORE THE EXAM SEASON
BEGINS**



DURING THE EXAMINATIONS

EXAMINATION REGULATIONS

- A copy of “Warning to Candidates”, which is issued jointly by all the Examining Boards, is printed at the end of this booklet. All candidates **must read this carefully and note that breaking 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 and equipped.
- Please wait quietly outside your exam room until you are invited to enter by the examination invigilators.
- Full school uniform including your school blazer **must** be worn by all students attending school for examinations.
- **HOODIES & JUMPERS ARE NOT PERMITTED TO BE WORN IN THE EXAM ROOMS UNDER ANY CIRCUMSTANCE.**
- Bags, books and coats must be left in the storage areas of the sports hall, student services for the main hall or outside the upstairs exam room dependant on where your exam is being sat.
- All items of equipment, pens, pencils, etc. should be visible to the invigilators at all times. **You must either use a transparent pencil case or clear plastic bag.**
- Pens must be **black** ink or ballpoint. No correction pens are allowed. Highlighters are permitted for use on your question paper but must not be used in your answer booklet.
- Please make sure that any watch alarms are turned off.
- **Exam conditions start from the moment you step into the exam room.** This means that you must not talk, attempt to communicate in any way with or disturb other candidates once you have entered the room (including whilst you are storing bags and belongings).
- 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 and possibly from all other examinations on your timetable.

- **MOBILE TELEPHONES AND SMART WATCHES ARE NOT PERMITTED IN THE EXAM ROOM. SALE HIGH SCHOOL WILL NOT BE HELD RESPONSIBLE FOR ANY ITEMS LOST OR STOLEN DURING EXAMS. PLEASE REFRAIN FROM BRINGING EXPENSIVE ITEMS TO SCHOOL.**

If a mobile phone or smart watch (or any other type of electronic communication or storage device) is found in your possession or in the exam room during an examination (even if it is turned off) we have an obligation to report it to the exam board which will result in disqualification from the exam and possibly all examinations. No exceptions can be made.

- Wrist watches (not smart watches) may be taken in to the exam room but **MUST** be removed and placed face up on your desk. There are no exceptions.
- Bottled water is allowed in the examination rooms and must be in a **clear bottle (no writing or measurements) with the label removed.**
- Please do not write on examination desks. This is regarded as vandalism and you will be asked to pay for any damage.
- Do not graffiti or write offensive or inappropriate comments on examination papers – if you do the examination board may refuse to accept your paper and you will receive 0 marks for that unit.
- Listen carefully to instructions and notices read out by the invigilators – there may be amendments to the exam paper that you need to know about.
- Check you have the correct question paper – check the subject, paper and tier of entry and the entry code.
- Read all instructions carefully and number your answers clearly.
- Candidates must stay in the examination room for the full duration of the exam and any extra time you have been allocated as part of an access arrangement. 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 ensure 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 close your paper and 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 and close your exam booklets. **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 follow their instructions at all times.
- Invigilators are in the examination rooms to supervise the conduct of the examination. They will distribute and collect the examination papers, tell candidates when to start and finish the examination, hand out extra writing paper if required and deal with any problems that occur during the examination, 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 or members of the Senior Leadership Team. A report will be sent to the relevant exam board and you may be disqualified from that subject and possibly all exams in that season.

ABSENCE FROM EXAMINATIONS

- If you experience difficulties during the examination period (e.g. illness, injury, 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 the award of a grade by special consideration, where a student misses part of an examination through illness or personal misfortune, a minimum % of the award (including coursework) 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 EXAMINATIONS

NOTIFICATION OF RESULTS

GCSE Results 2020

Thursday 20th August 2020 from 10am – 12pm

- If you wish any other person (including family members) to collect your results on your behalf, you must give your written authorisation to school before results day.
- Candidates who do not collect their results on results day may collect them from reception when the school re-opens.
- No results will be given out by telephone under any circumstances.
- Pass Grades are from 9-1

PRESENTATION OF CERTIFICATES

- A Presentation Evening will take place in November when it is hoped that you will be able to attend to receive your certificates. Invitations to students and their parents will be sent out with full details nearer the time.
- Students who are unable to attend the Presentation Evening will be able to collect their certificates from the school office after the Presentation Evening.
- Sale High 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 the Presentation Evening or as soon as possible thereafter and to keep them safely.** We regularly have calls to school regarding lost exam results when they are required, sometimes many years later for job applications.

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 short break during which they will be supervised and must not have any communication with other candidates. They will then sit the second subject paper. Correct times should be on your individual candidate timetable (not the statement of entry). 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 you have any questions please consult the exams 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 tell the invigilator immediately.

Q. What do I do if I forget my Candidate number/Exam number?

- Candidate numbers are printed on your candidate name cards, seating plans, which are displayed in the exam rooms. Invigilators will be able to help you find your number if necessary.

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

- The Centre Number is **33637**. 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 scribe to write your answers but we will need as much prior notice as possible.

You will 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.

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, or 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 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. 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 the exam room.. You should also be aware that if you start the exam more than 1 hour after the published starting time, the school must inform the exam board and it is possible that the exam 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. Do I have to wear school uniform?

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

Q. What equipment should I bring for my exams?

For your exams every student will need:

2 Black ball point pens

2 Pencils

Rubber

30cm Ruler

Pencil Sharpener

A clear pencil case

- 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 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.
- No food or drink (except bottled water in a clear bottle) is allowed in the exam room.
- Technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player, a smart watch or a wrist watch which has a data storage device.

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 the board 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 absolutely necessary. You will be escorted by an invigilator and will not be allowed any extra time. You will not be allowed to go to the toilet in the first or last 20 mins of an exam or more than once during an exam except in extremely exceptional circumstances.

Q. Can I leave the exam early?

- No. You must stay in the examination room for the full duration of the exam and any extra time you have been allocated as part of an access arrangement. 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 ensure that you have completed your details correctly.

Q. What do I do if the fire alarm goes?

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

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 or 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 25% extra time. Where possible such candidates will be seated together to minimise disturbance from other candidates who finish earlier. Any student with an extra time allocation **MUST** make use of it and will not be allowed to leave the examination before their extra time is up.



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. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
3. You **must not**:
 - sit an examination in the name of another candidate;
 - have in your possession any unauthorised material or equipment which might give you an unfair advantage.
4. **Possession of a mobile phone** or other 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. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
6. You **must** follow the instructions of the invigilator.
7. If you are in any doubt speak to the 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.

Effective from 1 September 2014

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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**NO IPODS, MOBILE PHONES
MP3/4 PLAYERS
SMARTWATCHES**

**NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION**

**Possession of unauthorised items, such as a mobile
phone, 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.