



# Examination Guide for Parents & Students 2021-2022





## INTRODUCTION

It is the aim of The Telford Langley 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 both students and parent/carers. Please take some time to read it carefully so that the whole family is aware of the examination regulations and the procedures to follow in the event of any problems that may occur.

JCQ (Joint Council for Qualifications) set down a strict criteria which must be followed for the conduct of examinations and The Telford Langley School is required to follow them precisely. You must therefore, pay particular attention to the Notice to Candidates and Warning to Candidates that are enclosed in this Booklet.

Timetabled examinations take place during May and June. Other examinations, such as controlled assessments and speaking exams are set by subject teachers throughout the academic year, following awarding body timescales.

Some of the questions you have may be answered in this booklet.

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

If you or your parent/carer have any queries or need help or advice at any time before, during or after the examinations please contact the school.

*Remember – we are here to help!*

## BEFORE THE EXAMINATIONS

### TIMETABLE

You will be issued with an individual timetable for all your GCSE examinations which will include details on the date and length of the exam. Official GCSE Examinations are scheduled by JCQ and Awarding Body and are not able to be rescheduled. If you notice a clash of exams do not worry, arrangements will be made for you to take these subjects one after the other, as long as the total published exam time is not more than 3 hours. If the total time is more than 3 hours, the exams will be split between the morning and afternoon sessions. If this happens, an invigilator will supervise you over lunchtime (in 'isolation'), so you will need to bring a packed lunch and drink with you. Any clashes SHOULD have been picked up and resolved before you are given your individual timetable. You will be informed in advance if you have any isolation time. You will not be allowed to communicate with anyone else and will not be allowed to use your mobile phone (or any other electronic communication device) during the isolation time. You will be informed of any special arrangements involving clashes before our exams.

**IF YOU NOTICE A CALSH ON YOUR INDIVIDUAL TIMETABLE WHICH HAS NOT BEEN RESOLVED, YOU MUST TELL THE EXAMS OFFICER IMMEDIATELY.**

### LOCATION OF EXAMINATIONS

Most examinations will take place in the Sports Hall. Sometimes different rooms may be used for students with approved special access arrangements. These arrangements and locations will be notified to the appropriate students.

### TIME OF EXAMINATIONS

Morning exams will begin promptly at 9am; afternoon exams at 1pm. You must make sure that you arrive at school no later than **8.25am**. For afternoon sessions, students must arrive at the sports hall (or other specified venue) no later than **12:35pm**. Please be aware that latecomers must be notified to the Awarding Body (Exam Board), and papers may not be accepted.



## **ENTERING THE EXAM HALL**

Students are expected to arrive at the designated meeting point before the scheduled start time. Your parent/carer will receive a text the day before each exam informing you what time you need to be in school by. The main meeting point is the sports hall (we will inform you if the meeting point will be different). On arrival you should line up in tutor order. At this point you should ensure you are in full school uniform, have all necessary equipment ready and, should make sure you have removed from your school blazer/pockets.

- mobile phones/ **switched off** and placed in your school bag; if you do not have a bag you must hand your phone to the invigilator who will place it at the front of the room.

You will be asked to keep your bag and belongings at the side of the exam hall and you will be able to collect them as you leave the examination room.

**Please ensure that any unauthorised items, including mobile phones, watches, headphones and revision notes are left in your bag. Anyone found with any unauthorised items, whether they are intended to be used or not, will be notified to the awarding body, who may disqualify you from the paper or subject.**

**DON'T TAKE THE RISK!**

## CANDIDATE DETAILS & CENTRE NUMBER

You must check everything on your timetable very carefully. Particularly check that all personal details (**your name is spelt correctly, date of birth**) are accurate as these will appear on your certificates.

Please inform the school in writing if any details are incorrect. Candidates must be entered under their **Legal Names** to validate their certificates. These can be very expensive and difficult to change.

Candidate numbers are used for all external examinations, your candidate number is shown on your personal timetable and on your candidate card which is placed on your desk for every examination. The school centre number is **29060**.

## TIMETABLES

You will receive a timetable indicating the subjects you are being entered for and the levels of entry. Please check that are correct. If you are concerned about your entries, please speak to the Exams Officer. Any issues are best dealt with sooner rather than later.

**Students are to be available to sit exams up until Wednesday 29 June 2022**

## EQUIPMENT

The Telford Langley School **provides all equipment** for examinations. If you wish to bring your own equipment You should ensure that you bring the following equipment to every examination.

**at least two black pens**

- **an HB pencil**
- **a highlighter**
- **a ruler**
- **an eraser**

Additionally, please check the list below for subject-specific items:

<b>Subject</b>	<b>Equipment required</b>
<b>Maths</b>	Scientific Calculator, Protractor, Pair of Compasses
<b>Science</b>	Scientific calculator

Your equipment should be in a **transparent** pencil case. Calculator instructions and lids are not allowed.

Calculators that have a memory / data storage facility must be cleared, and remain cleared, for all of your examinations. You must see the exams officer before each exam and complete the process of clearing your data from your calculator, please make sure you know how to complete the process as you will not be allowed to take your calculator in the exam room.

You may take water into all examinations, but it must be in a **clear bottle** with the label removed. No other food, sweets or drinks will be allowed.

You must not have any items on your desk other than those required for the examination. If you require tissues then these must not be in a packet and placed on your desk for invigilators to check.

Watches, Fitbit, smart watches and charity bands should not be worn during the exam. **You will be asked to remove these and place them in your bag.**

### REGULATIONS

Make sure you have read the **JCQ Notices**, which are included in this booklet. You must read them carefully before your exam season starts. **Please remember that any breach of these regulations during an examination could lead to disqualification from one, or all, of your exams.** The school is required to report any breaches of regulations to the relevant Awarding Body.

If a mobile phone, unauthorised type of electronic communication or storage device is found in your possession during an examination (**whether you intended to use it or not**), it will be taken from you and a report made to the relevant Awarding Body. The result of this is usually disqualification of the paper being sat and, in some cases, disqualification from the subject. Outcomes are decided by external verifiers and are not influenced by school decision. **Do not take any unnecessary risk!**

### CONDUCT

Do not speak or communicate in any way with other students in the examination room from the time you enter until the time you leave. Communicating with other students (which includes turning round to attract another student's attention) counts as potential malpractice and must be reported to the awarding body.

**You must wear your full school uniform**

**DO NOT** write or deface any examination desk or name cards: this is regarded as vandalism.

If you finish an examination before the allocated time, you will **not** be allowed to leave the room early. If you think you have finished early, check your paper carefully then sit quietly; there will still be others working around you.

### EXAMINATION PAPERS

**Listen** to the instructions and notices read out at the start of the examination. You will hear these at the start of every examination. You must listen carefully every time, as there could possibly be an amendment to your examination paper that you need to know about.

**Read** all of the *Instructions* and *Advice* on the front of every examination paper, and make sure your answers are numbered clearly and accurately.

**All rough work** (including calculations) must be written in your answer book. We are not allowed to give you separate paper specifically for doing rough work. Draw a line through any material you do not wish to be marked. Rough work for multiple choice papers may be done on the question paper.

**Do not doodle**, draw graffiti, or write comments to the examiner on your examination papers: your paper could be rejected by the Awarding Body

**Always check** that you have been given the correct question paper for your subject and tier. **Always put up your hand and ask** if you are unsure about your paper or any instructions you have been given. A mistake is always much harder to rectify once you have completed the paper. Invigilators can contact the Exams Officer at any time if you have a problem that cannot be resolved within the examination room.

**If you think there is an error on the paper, raise your hand and inform an invigilator.** Do not spend a disproportionate amount of time on a question. Continue with the paper and return to the question once your query has been investigated and further instructions have been given to you. It is rare for there to be an error in an examination question, but you should always ask.

Invigilators are not allowed to explain questions or the meaning of words to you.

### **TOILET / ILLNESS**

Please make sure you go to the toilet **before** every examination. If it is **absolutely necessary** to use the toilet during the examination, you will be escorted there by an invigilator. Any such break will be included in your exam time so always make sure you are comfortable before the start.

Anyone with a specific medical condition or long-term illness should have reported this well in advance so the school can make the necessary arrangements and seek approval for any appropriate special arrangements with the Awarding Body.

If you feel unwell on the day or need to leave the examination room for any other reason, raise your hand and inform an invigilator – you will need to be escorted. **You will not be able to re-enter the examination room while the exam is in progress unless you have been accompanied at all times by an invigilator.**

### **FIRE ALARM**

In the event of the fire alarm sounding, stop working immediately and await further instructions. You must follow the instructions of the Invigilators and school staff. Evacuation may or may not be required, but you will be expected to remain under exam conditions so please **remain silent**. The assembly point for all students in an exam is the far left of the tennis courts where you remain separate from the rest of the school. You will remain under exam conditions and do not attempt to communicate with anyone. Full working time will be allowed for the exam and Awarding Bodies will be notified of any disturbance which may qualify for special consideration



## ATTENDANCE / SPECIAL CONSIDERATION

**You are responsible for checking your timetable.** You must attend all exams that are allocated to you on your timetable. Misreading the timetable will not be accepted as a satisfactory explanation for absence. You must arrive at least 15 minutes before the start of your exam. A text is sent to parent/carer the day before an exam; this is to remind them and you of what exam you are sitting and what time you need to be in school the following day. It is essential that you attend all your examinations at the times stated on your individual examination timetable. GCSE exam dates and times are set nationally by the regulators. If you miss an examination the school cannot let you take it on a different day.

If you are going to be late for an examination for reasons out of your control (e.g. a cancelled bus, transport problems, etc) then you must telephone the school as soon as you are aware of the problem. We are required to let the Awarding Bodies know which candidates arrive very late.

If you experience any difficulties during the examination period (e.g. illness, injury, personal problems, bereavement) you **MUST** inform at the earliest possible opportunity a member of school staff so we can help, support and advise you. It may be possible for the Exams Officer to apply for 'Special Consideration' which means informing the Awarding Body about the incident and possible disadvantage by something that is not your fault, or out of your control. Evidence, such as a doctor's note, will usually be required.

## NOTIFICATION OF RESULTS

GCSE results day is **Thursday 25<sup>th</sup> August 2022**.

You can collect your results from the school between 9.30am-12pm. No results will be given out over the telephone **under any circumstances**. Any results not collected on results day will be available to collect from school reception from Wednesday 7 September between 9.30am-2.30pm. Further information regarding collecting results on the Thursday 25<sup>th</sup> August will be published closer to the time.

If for any reason you cannot come into school to collect your results, you can give the Exams Officer an SAE and your results will then be posted to you or request your results to be emailed to you. If you wish a family member to collect your results you need to send an email to [langley.exams@taw.org.uk](mailto:langley.exams@taw.org.uk) to confirm who will be collecting your results on the day.

## CHANGE OF CONTACT DETAILS

It is very important that you notify the school in writing **as soon as possible** of any changes to your home address, parent/carer email, or parent/carer telephone number.

## ENQUIRIES ABOUT RESULTS

When you collect your results, you will receive information about the services and support available to you. These services (such as requesting scripts and applying for a review of marking) must be applied for before the deadlines implemented nationally by the exam regulator.

## CERTIFICATES

Certificates are usually dispatched and ready for collection in December. You will be sent a letter to tell you when you may collect your certificates from the school reception. A relative may also collect your certificates on your behalf, you need to email [langley.exams@taw.org.uk](mailto:langley.exams@taw.org.uk) to confirm who will be collecting them. You will be given specific instructions in the letter sent to you in November 2022.

You must keep your exam certificates in a safe place. If you lose your certificates you will need to contact the Awarding Bodies for a replacement - THEY ARE VERY EXPENSIVE TO REPLACE

The Statement of results you receive in August is not an exam certificate

## FURTHER INFORMATION

### AWARDING BODY WEBSITES

AQA: <https://www.aqa.org.uk/>

Pearson/Edexcel: <http://www.edexcel.com/>

OCR: <http://www.ocr.org.uk/>

WJEC/EDUQAS: <http://www.wjec.co.uk/>

### SCHOOL CONTACTS

Main Reception: 01952 386700

Examinations Officer: Miss R Proctor [langley.exams@taw.org.uk](mailto:langley.exams@taw.org.uk)

Pupils are expected to read the following JCQ documents on the Telford Langley School website:

- Coursework
- Non-examined Assessments
- On-screen Tests
- Privacy Policy
- Social Media
- Written Exams

<https://www.telfordlangleyschool.co.uk/school-information>

AND FINALLY...

# Good Luck!

## FREQUENTLY ASKED QUESTIONS

### **What do I do if there is a clash on my timetable?**

The school will reschedule the exams internally (on the same day). You may have to remain in isolation until both exams are completed. If in doubt speak to the Examination Officer.

### **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.

### **What do I do if I forget my Candidate Number?**

Your candidate card will have your number on it, which will be on your desk before you enter the exam room. Alternatively, you can see your candidate number of your individual exam timetable.

### **What do I do if I forget the Centre Number?**

The Centre Number is clearly displayed on your candidate card and in the examination room.

### **What do I do if I have an accident, or I become ill before the exam?**

Inform the 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 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.

### **What do I do if I feel ill during the exam?**

Put your hand up and an invigilator will assist you. You should inform the exam officer, member of staff or invigilator if you feel ill before an exam and you feel this may affect your performance.

### **If I miss the examination, can I take it on another day?**

No. Timetables are regulated by the Awarding Bodies and you must attend on the given date and time.

### **If I am 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 the 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 exam room without permission after an exam has begun.

You should be aware that if you arrive more than 30 minutes after the published starting time, the Awarding Body may decide not to accept our work.

### **What is an Appeal for Special Consideration?**

Special Consideration is an adjustment to the marks of a candidate who is eligible for consideration. The maximum allowance for special consideration is 5% (reserved for exceptional cases). 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, applications must be submitted within 3 days and the candidate will be required to provide evidence to support such an application.

### **What do I do if the fire alarm sounds?**

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

**What items are not allowed into the examination room?**

Only material that is listed on question papers (e.g. calculator) 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 Awarding Body.

Bags, coats and any other items not permitted under examination regulations must be left where designated by the invigilators. Do not bring any valuables into the school with you when you attend an examination.

No food is allowed in the exam room.

Mobile phones and any electronic devices **must not** be brought into the exam room **even if they are turned off**.

**If I have more than one exam on a day can I have lunch?**

Students who have exams in both the morning and afternoon may obtain lunch in the usual way or bring a packed lunch.

**How do I know how long the exam is?**

The length of the examination is shown in hour and minutes on your individual timetable under the heading 'length'. 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 is clock in all exam rooms.

**Can I leave the exam early?**

No. It is not the school's policy to allow a candidate to leave the exam room early. A student may not leave the exam room without the permission of the invigilators.

**Can I go to the toilet during the exam?**

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

**If 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 students will be seated together to minimize disturbance from other students when they finish at the official time. The invigilators will include additional time when they display the finishing time on the board within the exam room. In certain situations extra time may result in the examination finishing after the end of the normal school day.

**Why do I need to check the details on my individual timetable?**

The details on your individual timetable will be used when certificates are printed. If your 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/college/university 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.

**Why can't I bring my mobile into the exam room?**

Being in possession of a mobile phone (or any other electronic communication device) is subject to severe penalties from the Awarding Bodies.



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 WATCHES MP3/4 PLAYERS

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.