



Respecting the past



Securing the future

Northampton School *for Boys*

Student Guide to Exams 2023-2024

This booklet is designed to offer you help and advice in preparation for your exams.

This booklet also states the rules and regulations of the Exam Boards that you must adhere to. If you do not follow these rules, then you may be disqualified from your exams.

Read this booklet carefully and if there is anything you do not understand, please ask Ms Sheridan (Exams Officer) or Mr Marshall (Assistant Headteacher, Exams).

Introduction

The school is committed to ensuring that candidates are fully briefed on the exam and assessment process in place at the School and they are made fully aware of the required JCQ awarding body and GCSE/A Level/BTEC instructions and information for candidates.

Exams can be a stressful time for students and parents, and it is important that all those involved are as well informed as possible. Well informed students will realise that the rules and regulations are designed to ensure fairness and minimise disturbance and it is in the interest of everyone that the examinations run smoothly.

All Internal Assessments are run to the same standards in order that the students feel familiar with the examination protocol in readiness for their external examinations.

If you have any queries or need advice before, during or after the exams please contact:

The Examinations Office – Ms Sheridan, Exams Officer, telephone number: 01604 230240

Candidate Details

Candidate Name

Candidates are registered using legal names, not preferred names and should be the same as birth certificates and passports.

Candidate Number

Each candidate has a four-digit candidate number. This is the number you will enter on examination papers.

Exam Timetable/Statement of Entry

On receiving your Exam Timetable please check that all levels of entry and exam information are correct. Paying particular attention to all your 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. Please contact Ms Sheridan immediately if you feel that any of the information or entries are incorrect.

Contingency Dates:

The exam timetable contains 3 contingency sessions on the afternoons of **6th and 13th June**, and **all day on 26th June**. These sessions would be used in the unlikely event that an exam had to be moved nationally because it could not take place when planned. You must be available for all 3 contingency sessions, even if you do not have exams scheduled on that day. These sessions cannot be used to reschedule an exam that you have missed. If an exam has to be moved to one of these sessions, your school will tell you.

Exam Start Time

The start times for exams at Northampton School for Boys are:

- 9.00 am for morning exams.
- 1.30pm for afternoon exams.
- You must be at your Exam Room at least 15 minutes before the start of the exam

Exam Invigilation

Exams are supervised by a team of experienced external invigilators. Our Invigilators must follow the strict guidelines set by JCQ.

Please note that invigilators cannot discuss the examination paper with candidates or explain the questions during the exam.

Exam Clashes

If you have an exam clash, please contact Ms Sheridan and you will be told how that clash will be resolved. An exam clash is when you have two exams in the same subject or different subjects scheduled for the same time.

The exam board regulations state:

If you have two or more examinations in a session and the total time is three hours or less, you will be given a supervised break of no more than twenty minutes between the papers. The supervised break must be conducted within the examination room under formal examination conditions at all times.

If you have a clash of more than 3 hours (181mins +):

- you will be kept under supervision in between your two exams.
- during this time, you can revise, however you cannot have any internet access
- during this time, you cannot have contact with other pupils, except those pupils who are being supervised in the same room as you;
- it is advisable to bring lunch/snack and a drink
- **you must not leave the examination unaccompanied.** You will be collected from your first exam by an invigilator and taken to the supervision room.

If you do not understand your clash instructions, please speak to Ms Sheridan.

Exam Conditions

An exam briefing for all candidates will be given by Mr Marshall or a member of SLT in the exam venue before the exam begins. Candidates must not enter the exam room until directed to do so by Mr Marshall or a member of SLT.

Things to remember

- You are under exam conditions from the moment you enter the Exam Hall until you are given permission to leave by the invigilator.
- You must listen to and follow the instructions of the invigilators at all times in the exam room.
- You must not communicate with other candidates.
- You should write clearly and legibly.
- The **Centre Name is Northampton School for Boys** and **Centre Number is 27238**; this will be displayed at the front of the exam room and around the Exam Hall.
- The exam title and the start and finish times will also be displayed at the front of the Exam Hall.

At the end of the Exam

At the end of the time allocated for the exam, an invigilator will make an announcement informing you to stop writing and put down your pens. This will mark the end of your exam.

- No candidate will be allowed to leave the room until the end of the allocated time.
- If you are entitled to extra time you are encouraged to use it, ensuring that you have checked all of your answers before leaving.
- If you finish before the end of the allocated time, use any remaining time to check your answers.
- Candidates must remain seated until all papers have been collected and an Invigilator instructs you to leave.
- When you leave the Exam Hall, you should walk out in complete silence and refrain from talking until you are well away from the Hall, so that you do not disturb your fellow students who are still working.

Equipment

Only authorised material can be brought into the Exam Hall. You must bring all of your equipment to every exam. If you are not allowed to use a particular item, you will be told in the briefing before your exam starts and you will then be instructed to place the item(s) on the floor, under your desk.

The equipment you need:

- Black ink, or ball-point pens – you must write in **black ink** (please remember to bring spare pens)
- HB pencil
- Scientific calculator
- Ruler
- Protractor
- Compass

In some exams, you will be permitted to use coloured crayons for diagrams etc.

Only material that is listed on the question papers is permitted in the Exam Hall and students who are found to have material on their person that is not allowed (*e.g. revision notes, cue cards etc.*), will be reported to the appropriate examination board.

Do not use any of the following:

- Correcting pens, fluid or tape
- Erasable pens
- Gel Pens

Your pencil case must be see through / clear and left on the floor beneath your desk before the start of any exam.

Bags and coats and any other items not permitted.

All mobile phones (*or any other electronic communication device, e.g. iPod, MP3/4, smartwatches, wrist watches and headphones etc.*) **must be switched off and left in Student Services.**

Phones or any other type of electronic device/watch etc must not be brought into the Exams Hall. The school must report any incidents of disqualified items brought into the exams hall to the awarding body.

Similarly, if you are caught in possession of an electronic communication device, you will be charged with committing (or attempting to commit) malpractice and could be disqualified by the awarding body and awarded a U grade.

Food and Drink in Exam Rooms

- **Clear plastic bottles of water are allowed in the Exam Hall, all labels must be removed before entering the room.**
- **NO** other drinks or food will be allowed in the exam room unless you have a medical need that has been discussed with Mrs Spencer (SENDCo).

Toilet breaks

You are advised to go to the toilet before the start of each exam and allow time in your journey and preparation to do this. Time lost going to the toilet cannot be added on to the end of an examination.

What Should You Wear

It is a requirement that Years 9, 10 and 11 wear full School Uniform for all exams. Years 12 and 13, normal Sixth Form Appearance Policy applies (office dress).

Using Calculators

You must be aware of awarding body instructions regarding the use of calculators in your exams which state:

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

Calculators must be:

- of a size suitable for use on the desk;
- either battery or solar powered;
- free of lids, cases and covers which have printed instructions or formulas.

The candidate is responsible for the following:

- the calculator's power supply;
- the calculator's working condition;
- clearing anything stored in the calculator.
- graphics to be in exam mode

Calculators must not:

- be designed or adapted to offer any of these facilities: -
language translators.
symbolic algebra manipulation.
symbolic differentiation or integration.
communication with other machines or the internet.
- be borrowed from another candidate during an examination for any reason.

What to do if you are ill on the day of the exam

- If you are ill and unable to attend an exam it is vital you phone the school by 8.00am on the morning of the exam on 01604 230240 to inform us.
- You must also obtain a note from your Doctor explaining the reason for your non-attendance.
- If you are feeling unwell, but you are still able to travel, it is suggested that you come to the exam, and we can assess the situation then. In most cases it is better to take the exam if you can.
- If in doubt, phone the School.
- The exam cannot be taken at another time/day.

What Happens In The Event Of an Emergency in the Exam Room?

In the event of an emergency such as a fire bell and it is necessary to evacuate the building, the invigilator will take the following action:

- Stop the candidates from writing
- Collect the attendance register and evacuate the Exam Hall in line with the instructions given by the appropriate authority
- Advise candidates to leave all question papers and scripts in the Exam Hall
- The invigilator will ask you to line up in complete silence and leave the exam venue without talking to one another, or to any other pupil you may see during the evacuation
- During the whole evacuation time you cannot speak to any other pupil as this may compromise exam security and will mean that the exam may have to be abandoned
- Once you have returned to the Exam Hall your new finish time will be calculated and you will be given time to compose yourself before the exam is re-started.
- A full report of the incident and the action taken and sent to the relevant awarding body

Special Consideration

Special consideration is given to a candidate who has temporarily experienced illness, injury or some other event outside of their control at the time of the assessment. It is applied when the issue or event has had, or is reasonably likely to have had, a material effect on a candidate's ability to take an assessment or demonstrate his or her normal level of attainment in an assessment.

Comprehensive information about special consideration can be found on the JCQ website: <https://www.jcq.org.uk>
Examples of incidents that would be considered for special consideration include, but are not limited to, temporary illness or accident/injury at the time of the assessment, bereavement at the time of the assessment, or domestic crisis arising at the time of the assessment.

In the event that you believe you are eligible for special consideration, you should make Mr Marshall (Assistant Headteacher) or Ms Sheridan (Exams Officer) aware of the issue as soon as possible. Where evidence, such as medical notes, police reports, or other official documentation, this should be submitted to support any applications.

Please note that when determining special consideration, the JCQ identify 'very recent' events as happening within 1 month of an examination, and 'recent' as happening within 4 months of an examination. The school is responsible for submitting requests for special consideration, however awarding bodies may be unable to respond personally to each individual application.

Results Days

A Level Results Day - Thursday 15th August 2024

GCSE Results Day - Thursday 22nd August 2024

Collection of results is to be advised. More information will be updated on the school website.

Results can be collected in person. They will also be on AIM.

Alternatively, if you would like someone else to collect your results on your behalf (parents, grandparents etc.) you must give the exam office written confirmation of your request BEFORE RESULTS DAY to enable them to collect your results.

Post Result Services

If your results are not as you expected there are various options available. The options are to have the scripts reviewed, or for you to receive a copy of your script/work.

It is important you discuss any review of results options with your subject teacher before applying – as marks can go up or down and there is no option to revert to a previous, higher mark.

The deadline for applications are final and it should be noted that the scripts are destroyed by the exam board after a certain amount of time so these services must be applied immediately after receiving your results. There will be a fee for all post result services as outlined by the exam boards, further details are available from the exam office.

Further details regarding deadlines, Post result procedures and internal appeals policy are available from the Exam Office.

Qualification Certificates

Certificates will arrive in school in the autumn term and can be collected in person. They are generally available from mid November.

Exam Certificates are important legal documents that prove your qualifications. You may be requested to show your certificates to all future educational establishments and employers, it is therefore important that you keep them safe. Lost certificates cannot be replaced by the school.

It is your responsibility to collect your certificates, if uncollected; certificates are to be destroyed within 12 months as per guidelines set by the exam boards.

Should you lose your certificates, further information is available from the following government website:

<https://www.gov.uk/replacement-exam-certificate>

Candidate Documents to be Aware of

There are various documents that you need to be aware of as outlined below. These can also be found on the School website.

Information for Candidates: - [Privacy Notice](#)

Information for Candidates: - [Using Social Media and Examinations](#)

Information for Candidates: - [Written Exams](#)

Information for Candidates: - [Unauthorised Items Poster](#)

Information for Candidates: - [Warning to Candidates](#)

All of the above information and also other examination information is also available on the JCQ website: - <https://www.jcq.org.uk>