

**Attachments: These documents are on the website**  
Information for candidates for written examinations  
Information for candidates: non-examination assessments  
Information for candidates using social media  
GCSE Timetable 2019  
Using calculators in exams  
Reviews of Marking – Centre assessed work  
JCQ Privacy notice

This Email was sent 18 October 2018

## **Important Examination Information for Parents/Carers and Students in Year 11 Including Exam Timetables**

**Please keep this email – it contains information you will need throughout the year. The information will be also on the school website from November 2018 (please follow the route Parents – Exams).**

Dear Parent/Carer,  
(copied to students)

These notes have been prepared by the Examinations Officer to inform you and your child about the administrative procedures relating to the examinations they will take in Year 11.

### **Exam Board Regulations**

All public examinations, i.e. those which count towards a GCSE, BTEC or other qualification, are subject to rules laid down by the Awarding Bodies (Exam Boards). A copy of the 'Information for candidates for written examinations' document which gives details of these rules is attached and it is important that all students read it. Internal School exams will also be conducted in accordance with these rules.

Also attached are two further documents:

- 'Information for candidates – Non-Examination Assessments (NEA).
- 'Information for candidates using social media'

It is important that candidates understand the regulations regarding NEAs, which they do in school and which count towards their GCSE final grades, and the potential impact of sharing assessment information on social media.

- JCQ Privacy Notice

### **BTEC Level 1/2 and Tech Awards**

BTEC qualifications now have formal examinations and all have a varying number of coursework units. Subject teachers will give students information relating to the submission of coursework.

### **Exam Dates**

Dates of public examinations are set by the Exam Boards and cannot be changed. The timetable for GCSE exams in May/June 2019, is attached and can also be found on the school website - follow the route: Parents - Exams.

Candidates must also be aware that the awarding bodies have designated **Wednesday 26 June 2019** as a 'contingency day' for examinations in the event of national or local disruption to examinations.

Candidates must remain available until Wednesday 26 June 2019 (i.e not go on holiday until after this date), should an awarding body need to invoke its contingency plan.

There is limited opportunity to change dates of internal exams, within the designated period. However students are expected to attend on the scheduled date unless there are very exceptional circumstances. The timetable for Year 11 Trial GCSE exams in November 2018 has already been circulated.

### **Candidate Examination Numbers**

Each student has been allocated a 4-digit exam number. They must learn this number as it has to be written on every examination paper. Your child will keep the same candidate number for all public exams taken at Steyning Grammar School, up to and including Sixth Form exams.

### **Individual Exam Timetables**

Each student will receive, via their school email, an individual examination timetable before each examination season giving their candidate number and details of the date, start time, length, exam room and seat number for each of their exams. These timetables will also be sent to parents/carers.

It is the student's responsibility to be outside the exam room **ten minutes before the scheduled start time**. When admitted to the exam room they must enter in silence and sit at the correct desk.

### **Equipment needed for the exam**

Students must bring to the exam all the equipment they will need. They should always have a black pen (plus a spare) and any other equipment required for the exam, such as a calculator, ruler, pencil, eraser. The school cannot provide exam equipment for students. Pencil cases must be see-through. Mathematical equipment must be in a see-through pencil case or plastic bag and not in a tin. Highlighters and correction fluid must not be used in examination answers (although highlighters may be used in questions and resource material) and coloured pen/pencils may only be used for diagrams.

Calculators may be used in examinations unless prohibited by the Exam Board. It is the responsibility of the candidate to ensure that their calculators meet the regulations as detailed on the attached document 'Using calculators in exams'. Calculator lids are not allowed on the candidate's desk.

### **Mobile phones**

Mobile phones, fitness trackers, any other electronic equipment that can be connected to the internet and smartwatches or watches which have a data storage device are prohibited in exam rooms. They should ideally be left in lockers or at home. If they are brought into the exam room they must be switched off and placed on the designated desk, never left in a pocket or bag. They will be returned to their owner at the end of the exam.

### **Other items in the exam room**

Watches (other than smart watches) may be brought into the exam room but must be placed on the desk, not worn.

Students may bring a small bottle of drinking water, in a clear plastic bottle with all labels removed, to their exam desk. No other drinks are allowed. No food is allowed unless needed for medical reasons, e.g. cough sweets in a clear plastic bag.

If possible no items other than those required for the exam should be brought into the room. If a student does bring a coat, bag or any other item it must be left in the designated area, normally at the back of the room, and never taken to the exam desk.

### **Dress Code**

Students in Year 11 are expected to wear full school uniform for all their exams, unless they are advised by the Head of Year that this rule has been relaxed for the public exams.

### **Conduct in the exam room**

Students are under examination conditions from the time they enter the exam room until they are dismissed and have left the room. They must remain silent, face the front of the room and not attempt to communicate with any other candidate. Students should have no writing on their hands or arms. If they have a query or wish to speak to an invigilator they must raise their hand and wait until an invigilator comes to them.

### **Leaving the exam room**

Students will not be allowed to leave the examination room until the full examination time has passed, all papers have been collected and mobile phones have been returned.

Toilet breaks will not be allowed during examinations except in an emergency. They reduce the time the student has for the exam, cause disturbance to other candidates and take invigilators away from supervising the exam room. If your child has a medical reason for needing frequent toilet breaks please let us know in writing.

Students who are ill during an examination will be escorted to the Medical Room. They must remain under supervision at all times and may be re-admitted to the exam if they are well enough to continue.

If any student has a query at the end of the exam (eg regarding extra time or other access arrangement which they may be entitled to) they must remain in the exam room with an invigilator until the query is resolved. Under no circumstances must they speak to another candidate first.

### **Absence from an exam**

If your child is unable to attend an exam (e.g. because of illness) please let the Exams Office know as early as possible by telephoning 01903 814555 option 4. If a candidate does not arrive for a public exam and no reason is known for the absence the Exams Office staff will try to contact the student or their parent/carer. For exams in the Summer of Year 11 medical or other evidence must be submitted giving the reason for the absence. It may then be possible to apply to the Exam Board for Special Consideration (see below).

### **Special Consideration**

If a student is absent from an exam for good reason, or if any serious circumstances have arisen at the time of a public examination, or immediately before it, which may have affected a student's performance (such as illness or bereavement) it is possible to apply to the Exam Board for Special Consideration.

Please advise the Exams Officer of any circumstances which may affect your child's exams at the earliest opportunity, and regularly update her if the situation continues. We will do our best to help.

### **Marking of Centre Assessed Work (Non-examination assessments)**

Candidates will be informed of their centre assessed marks by their teacher and may request a review of their marks before they are submitted to the exam board. Please see the attached document 'Reviews of Marking – Centre assessed work'.

## **Results**

Results of public examinations will be available on the date when they are released by the Exam Boards. Results will be distributed by the Exams Office. Students may collect their results in person or give a relative or friend written permission to collect them on their behalf. Results will not be given by telephone or emailed (except to Boarders). They will be posted only if a stamped addressed envelope has been handed in to the Exams Office.

Results of internal School examinations will be given to students by their subject teacher.

## **Post Results Services: Enquiries about Results (EAR) and Access to Scripts**

After the results have been published it is possible to request that the Exam Board reviews the marking of the exam paper of a candidate. This should only be considered if the original mark is at least one grade below the candidate's forecast grade and just below a grade borderline. Marks can go down as well as up, or stay the same, and the candidate has to sign a form to confirm that they understand this. The cost of reviews must normally be paid by the parent/carer. Please speak to an Exams Officer if you wish to pursue this.

It is also possible for a candidate to request the return of a marked examination script. Again, there is a charge for this service.

Strict deadlines, which for some services are within one week of the date of publication of results, have to be observed for all Post Results services.

Full details of Post Results services will be on the school website prior to the release of results in August.

## **Exams Office**

The staff of the Exams Office are:

Mrs P Cobley	Examinations Officer	e-mail: <a href="mailto:pcobley@sgs.uk.net">pcobley@sgs.uk.net</a>
Mrs S Hibbert	Assistant Examinations Officer	e-mail: <a href="mailto:shibbert@sgs.uk.net">shibbert@sgs.uk.net</a>
Mrs S Fegredo	Assistant Examinations Officer	e-mail: <a href="mailto:sfegredo@sgs.uk.net">sfegredo@sgs.uk.net</a>

We can be contacted by telephone on 01903 814555 (option 4)

**If you have any queries relating to the administration of your child's examinations please do not hesitate to contact us.**

We wish all students well with their exams.

Kind regards,  
Mrs P Cobley  
Examinations Officer

October 2018

