

THE PRIORY SCHOOL

Centre 17405



EXAMS BOOKLET

2023 - 2024

A Student and Parent Guide

This booklet contains important information including examination dates and examination boards' procedures and rules. Read it carefully. If there is anything you do not understand, please speak to a member of the Assessment Team.

The school can take no responsibility if you fail to act on the contents of this booklet. Keep it safe so you can refer to it throughout the exams.

Introduction

Dear Student

Exam times are very important times in your life. The exams you will be taking this year will influence what you do in the future, so it is very important they run as smoothly as possible. This booklet has been produced to help you organise and prepare yourself for your forthcoming examinations.

There are a number of rules and regulations for exams that you must be aware of (most of these are set by the Exam Boards, not by The Priory School) so please take time to look through this guide to ensure you are fully aware of all the rules and regulations, timings and arrangements made for you.

General rules and procedures put in place by the school are designed, not only to ensure the Awarding Body regulations are followed, but also to ensure every candidate is given the opportunity to give their best possible performance in their exams.

Things do sometimes go wrong and this booklet contains information about what to do in those circumstances.

If you experience difficulties during the examination period (eg illness, injury or personal problems) please let The Priory School know at the earliest possible point so that we can help or advise you.

If you or your parents have any queries or need further help or advice at any time - before, during or after the examinations, please speak to your Form Tutor or the Examinations Manager.

Remember – we are here to help!

Examination Office Hours

During term time

The Exams Office is open every day with core hours of 8am – 4pm. The Exams Office is always staffed when examinations are running.

During school holidays

The Exams Office is open on the results days in the summer. Outside of these days, please contact Mrs Cane, the Examinations Manager by email - JCane@priory.herts.sch.uk.

Useful websites

Awarding Bodies	Statutory and / or Government Bodies
www.aqa.org.uk	www.jcq.org.uk
www.edexcel.com	www.education.gov.uk
www.ocr.uk	

**The 2024 summer exams are due to commence on
Monday 6th May 2024 and finish on Wednesday 19th June 2024**

**We have been advised that this year the exam boards will have a
'contingency day' in case of a national emergency.**

This day is Wednesday 26th June 2024.

Please do not book or plan any time away during this time as you could miss a vital exam.

Checklist of Essentials

- **Statement of Entry** - Make sure you check it straight away. Ask your teacher if you think there are any wrong or missing entries (including cash-in codes).
- **Personal Details** - Make sure you have told the Examinations Manager if the name, date of birth or any other details shown on your Statement of Entry is incorrect.
- **Time, Date and Session** - Make sure you have read your timetable and Statement of Entry correctly as to when exams are taking place.
- **Clothing** - Candidates should arrive dressed smartly and appropriately.
- **Equipment** - Make sure you bring all the equipment you need for the exam you are sitting. All equipment should be in a clear pencil case, with black ballpoint pens, pencils, ruler, calculator (with good batteries) if allowed. Water is permitted but must be in a **clear, unlabelled, unmarked sports bottle**.
- **Mobile Phones, Watches and Electronic Devices** - If possible, do not bring mobile phones, watches or electronic devices (including smart watches) to school on an exam day. If you do, you must make sure you hand them in before going to the exam. **You could be disqualified if you do not hand these in.**
- **Sustenance** - Please make sure you have had adequate food and drink to enable you to complete your exam to the best of your ability. Low blood sugar will not allow your brain to work at it's best.
- **Venue** - You should check the venue listings, in the KS3 Cafe for morning exams and outside in the quad for afternoon exams, to find out which room to go to and where you are sitting.
- **Arrival** - You should aim to be outside your exam room at least 15 minutes before the exam is due to start. Make sure you allow plenty of time for your journey to school - remember there could be traffic hold ups, cancelled trains or buses etc.
- **Arriving Late** - If you arrive late after an exam has started, you must report to the Examinations Manager. Remember that arriving late could mean that you cannot sit the paper or if you do it could result in your paper being rejected by the board.
- **Once you enter the Exam Room** - All bags and coats should be left on the stage or at the back / front of the exam room. Your allocated desk will have a slip giving your legal surname and forename, Candidate Number and Centre Number, for ease of reference. Check that you have been given the question paper that you are expecting to take. If not, put your hand up and speak to the invigilator. We cannot give you extra time if you realise half way through a paper that you are doing the wrong one or the wrong tier.
- **During the exam** - Make sure you know the rules. Listen to all the instructions you are given and make sure you follow them. You might risk disqualification if you do not follow them correctly. **There is to be absolutely no talking or communication between students once you enter the exam hall.**
- **No food** - (including chewing gum and sweets) is allowed in the exam room (if you have a special requirement – please see the Examinations Manager before the exams).
- **Empty Pockets** - Your pockets should be empty when you enter the exam room - no lip gloss / tissues / wallets / smartcards / exam timetables etc.
- **Using the toilet** - If you need to go to the toilet during an exam, you must put your hand up and you will be escorted to the toilet either by an invigilator or a member of staff. Please do not wait until you are desperate to go – we may need time to bring in someone to escort you.
- **Feeling unwell** - If you feel ill during the examination, please bring this to the attention of the invigilator as soon as you can.
- **Departure** - Students are not permitted to leave the exam room until the scheduled finish time of the examination. You will be advised when you are free to leave by the invigilator. In some cases you may have completed your exam but others around you doing a different tier may still be working and you may be asked to wait until everybody has finished so that you do not disrupt those still working around you. Please be patient and do not talk until you have left the examination room.

**If you have a problem on the day of your exam,
Please speak to the appropriate person as soon as possible.
(Form Tutor, Examinations Manager, Head of Year or Invigilator)**

The Priory School Telephone Number is 01462 622300

Things you need to know

Candidate Contact Numbers - Please ensure that The Priory School has at least one up-to-date contact number for you, including a mobile phone number if relevant.

Candidate Name - Candidates must be entered using their legal forename and surname.

Candidate Number - You have been allocated a 4 figure reference number that refers only to you. You can find this on your timetable, on the exams board or on the seating plan that will be posted outside each exam room.

Examination Sessions - Normal exam starting times are:

Morning examinations - 9am and Afternoon examinations – 1.30pm

You should arrive at least 15 minutes prior to the start time of your examination. Please wait quietly outside your exam room until invited to enter by an invigilator or other member of staff.

Timetables - Please check your individual timetable very carefully. If there are ANY mistakes (eg name, date of birth, exam entry wrong tier) you **MUST** inform the Exams Office immediately. Mistakes that are not spotted at this stage could mean that your certificate is incorrectly printed later.

You are responsible for checking your exam timetable.
If you lose it go to the Exams Office for a replacement.

Most exams will take place in the Main Hall or the Gym, but not all of them. A few examinations will take place in classrooms. Do not enter an exam room until instructed to do so by the invigilator or a member of staff. Make sure you sit in the correct seat to avoid you being marked as absent or sitting the wrong exam paper.

Absence from Exams - You must attend all exams that are on your timetable. Misreading the timetable will not be accepted as a satisfactory explanation for absence. You may receive an invoice if you fail to attend an exam that has been paid for by the school. Please refer to the 'What to do if you are ill?' page in this booklet for further instructions.

Cheating - If you are caught cheating in any way during an exam, you **WILL** be reported to the Exam Board. 'Cheating' means doing anything that is against the rules as stated on the *Notice to Candidates* (included with this leaflet). In severe cases you could be **disqualified** from taking any exams for **up to 5 years**.

Banned Items - We cannot stress enough the importance of not bringing into the exams room any unauthorised material or equipment which might give you an unfair advantage such as notes, calculator cases, bags, mobile phones, MP3/4 players, watches and pagers, or any potential technological / web enabled sources of information.

IF A MOBILE PHONE, PAGER OR OTHER ELECTRONIC COMMUNICATION DEVICE IS FOUND IN YOUR POSSESSION, EVEN IN YOUR BAG IN THE EXAM ROOM DURING AN EXAM - EVEN IF IT IS TURNED OFF, THE DEVICE WILL BE TAKEN FROM YOU AND A REPORT MADE TO THE EXAM BOARD. NO EXCEPTIONS WILL BE MADE.

MINIMUM PENALTIES IMPOSED BY THE EXAM BOARDS ARE AS FOLLOWS (WITHOUT EXCEPTION). Device found on you and turned ON: disqualification from entire subject award.

Device found on you and turned OFF: disqualification from that component.

Conduct in the Exam Room - You must be silent at all times. This includes when you enter and leave. If you need assistance, put your hand up clearly and wait for an invigilator to attend to you. Once you have entered the exam room, you must be escorted at all times if you need to leave (eg to go to the toilet). Please do not write on exam desks, it is regarded as vandalism and you may have to pay for any damage. **You will not be allowed to leave early, even if you have finished your work as this will disturb those still working around you.**

End of the Exam - The invigilators will collect your papers before you leave the room. **Absolute silence must be maintained during this time.** You will be dismissed row by row **in silence**.

Question papers, answer booklets and additional paper **must not** be taken from the Exam Room.

Please do not congregate outside the exam room to chat to your friends – there may well be other exams still in progress around you.

Special Consideration - If your performance in an exam has been affected by, for example illness, bereavement or injury we can make an application for special consideration which is a post examination adjustment. If after an exam, you think you have a good reason for applying for special consideration, you need to report to the Exams Office without delay. There are many rules when applying for special consideration, only genuine cases will be pursued and any adjustments deemed necessary are not the decision of The Priory School, but the examination board itself and we are not told of the result of the application.

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

- If you are ill and are unable to attend an exam it is vital you phone The Priory School first thing in the morning on 01462 622300 to inform us.
- You must obtain a note from your doctor detailing the reason for non-attendance. There is the possibility of submitting this note to the examinations board to ask for special consideration. The examination board will look at this in conjunction with other exam marks from the student in that particular subject, coursework marks and mock exam marks. They may be able then to adjust the mark and grade accordingly.
- If you are feeling unwell but still able to travel, I suggest you come to the exam and we can assess the situation then. In most cases it is best to take the exam if you can.
- If in doubt – **TELEPHONE THE PRIORY SCHOOL.**

Before the Examinations

Deadlines - Throughout the year, there are deadlines set by external bodies which must be adhered to. There are also school deadlines which are designed to ensure these external deadlines are met. In all cases, there are checks and procedures which need to be made in school before applications and / or coursework submissions can be made. These take time, especially if there are problems or queries to resolve. It is therefore very important that you respect the deadlines set in school.

Statements of Entry - All candidates receive a Statement of Entry indicating the **subjects** they are being entered for and the **levels of entry**, where applicable. You must check this information carefully and advise your subject teacher if you think that something is incorrect. Please do not delay in advising about a suspected error as there may be penalty fees for a late or amended entry and the school needs to deal with these urgently.

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 college / university at some time in the future. You must therefore check that this information is accurate and advise the Exams Office if anything needs to be changed.

Timetables for Written Examinations - Detailed school examination timetables, showing the day, date, starting time and main venue(s) of each examination running at the school are issued to all candidates before each main examination series.

Timetable Clashes - Sometimes candidates find they are due to sit two or more exam papers timetabled for the same morning or afternoon session. Normally candidates will sit one paper, have a short supervised break in the exam room - during which they must not have any communication with other candidates, and then sit the next and so on. However if the total time in one session exceeds 3 hours, it is officially regarded as a 'clash' and it may be appropriate for one of the papers to be moved to another session (within the same day). A candidate in this situation may need to bring a packed lunch, as they will have to remain in isolation until all the clashing examinations are completed. If you think there is a clash on your timetable that has not been resolved, please see the Examinations Manager.

Practical Exams - (eg Art, Music / Drama, PE, Language orals etc.) can take place throughout the course, depending on the subject. Exam boards lay down periods of time within which they must take place and The Priory School schedules them as convenient or appropriate. Your subject teacher will tell you when your practical exams are scheduled for.

Controlled Assessments – These are generally carried out during lessons, on dates and at times chosen by The Priory School. They usually involve a task to be carried out over a fixed number of hours, which may be broken up into different sessions. They are subject to different levels of teacher supervision, designed to ensure that candidates work independently and that the work candidates produce is their own. This is not the same as 'exam conditions'. Your supervising teacher will instruct you on what you can and cannot do, and you should always be careful to follow their instructions.

BTECs - These vocational or skills-based qualifications are assessed mostly through portfolios or other set tasks, but they also involve timetabled written exams or on-demand on-screen tests. Portfolio work needs to be completed and marked in time for it to be submitted to the exam boards by the relevant deadline. It is very important that you hand work in by the dates set by your teacher to allow this process to take place. The usual time for submitting work to the awarding bodies is towards the end of April. However, some courses involve work being submitted much earlier. The school decides when on-demand on-screen tests are to be held, and your teacher will tell you when these are to be.

After the Examinations

Results Days

Series	Date
June (GCE)	Thursday 15th August 2024
June (GCSE)	Thursday 22nd August 2024

Summer exam results statements may be collected during the morning of the appropriate August results day. Precise arrangements will be notified on the school website. Please check the website before coming in.

Please note that results statements are only provisional and are not certificates.

You should keep your results statements somewhere safe as you may need the information given on them at a later date (eg when completing UCAS applications). If you need to send them away, always keep a copy. You are strongly advised to collect your summer exam results statements yourself, in case you have concerns about them and need advice.

For practical and legal reasons, results can be released only to the candidate and no results can be given out by telephone. If you need another person (including a family member) to collect your results on your behalf, you should give your written, signed, authorisation to the Exams Office before the end of the summer term, as the Exams Office will be closed between then and the first results day.

Candidates who do not collect their summer exam results on results day will receive them through the normal First Class post. Please ensure the school has your correct address.

Enquiries about results

Once you have received your results, you may feel that you wish to submit a query about them, particularly if you feel that you did well in the exam and your result does not reflect this. You need to speak with the Head of Department to voice your concerns as soon as possible. They will be able to offer you advice on the way forward. If they feel that you have achieved the grade they expected you to, it would not be something that The Priory School would pursue or pay for. If you are unhappy with the decision, you are able to pursue an enquiry yourself through the school.

If you wish to make an enquiry yourself, we must have your written consent before anything can be submitted to the Examination Board. You will need to complete the Candidate Consent Form obtainable from the Exams Office and return this to the Exams Office by the deadline specified on the form along with the respective payment. No enquiries will be made without the completed form and payment being received.

Should The Priory School feel that your result warrants an enquiry, the school will pay for it. However, we still need your written permission and you will be asked to complete the form accordingly if you wish us to proceed.

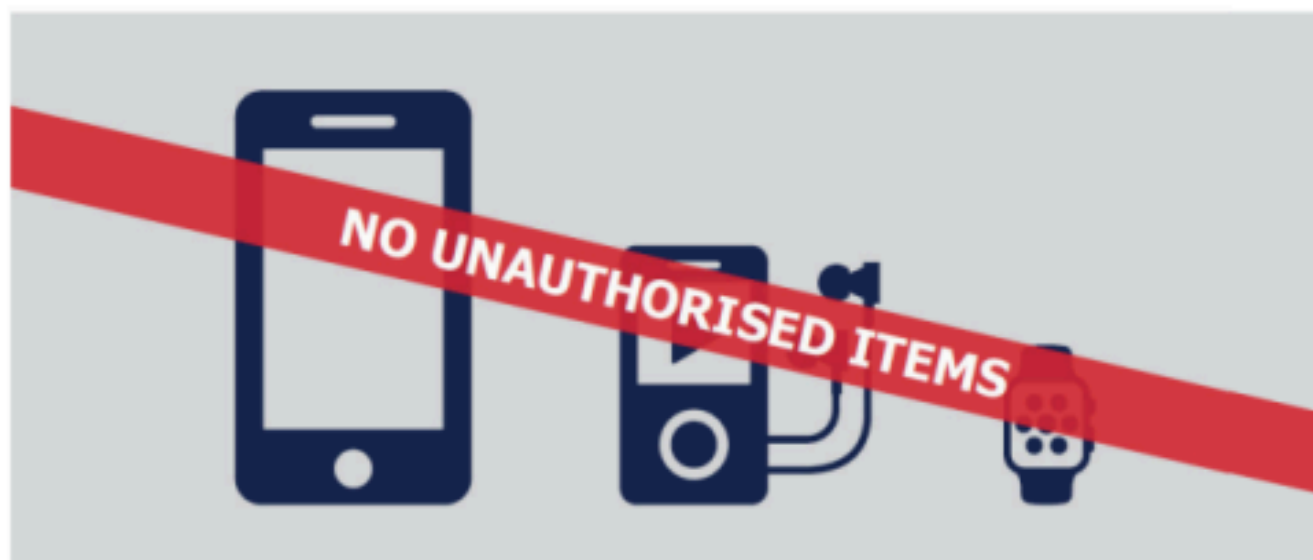
A WORD OF WARNING!...

If you request a re-mark, there are 3 possible outcomes:

- Your original mark is lowered, so your final grade may be lower than the original grade you received.
- Your original mark is confirmed as correct, and there is no change to your grade.
- Your original mark is raised, so your final grade may be higher than the original grade you received.

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.

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.

Effective from 1 September 2021