



OF EXAMINATIONS

A GUIDE TO THE
EXAMINATION PROCESS...



A

Absence

You must attend all examinations to which you are allocated on your personal timetable. Misreading the timetable will NOT be accepted as a satisfactory explanation for your absence.

YOU WILL BE INVOICED IF YOU FAIL TO ATTEND AN EXAMINATION THAT HAS BEEN PAID FOR BY THE SCHOOL

IF YOU ARE ABSENT FROM AN EXAMINATION DUE TO ILLNESS, PLEASE NOTIFY THE SCHOOL AS EARLY AS POSSIBLE BY TELEPHONE ON 02837 531393; WE SHALL ADVISE YOU IF A FORMAL MEDICAL CERTIFICATE WILL BE REQUIRED

Access

All arrangements with regards to extra time, rest breaks, separate rooms, the use of a laptop, sit near door, etc, need to go through the SEN department. This includes all emergency arrangements.

NO ARRANGEMENTS WILL BE MADE UNTIL THE SENCO CONTACTS THE EXAMINATIONS DEPARTMENT

To ensure the best possible conditions for sitting examinations, We shall close certain corridors to normal through-traffic on occasions. Please abide by any "No Entry" signs on doors during the examination period and respect those taking examinations

Awarding Bodies

These are the organisations that provide qualifications for schools and colleges. Awarding bodies used by St. Patrick's High Keady are; CCEA, Edexcel (Pearson's), AQA, OCR and WJEC

B

Bags / Notes

Bags and notes **cannot** be taken into the examination room and so should be left outside

The School accepts no liability for items of value (e.g. Money, credit cards, mobile phones) which are left in bags. Please do not bring valuables with you when you are sitting examinations





Calculators

Calculators may be used in most examinations: your subject teacher will tell you if they are prohibited. Where restrictions apply, graphic calculators may not be used and only some scientific calculators are allowed. In all cases, calculators are prohibited if they offer any of the following facilities: *Language translators; symbolic differentiation or integration; remote communication with other machines or the World Wide Web; symbolic algebra manipulation; data banks; dictionaries; mathematical formulae or text*

No printed instructions or cases are permitted; if you cannot remove the case from your calculator you must ensure that all instructions are securely covered. **You must bring your own calculator if you need one: you may not use the calculator functions of mobile telephones, which are prohibited in all examination rooms, and may not borrow a calculator from another candidate.**

Candidate Number

Your candidate number is four digits long and you will be seated, by subject, in candidate number order. The candidate card will be supplied and on your desk for each exam.

Cashing-In

Marks for each of the units for which you have entered are "banked" by the appropriate awarding bodies. To "cash-in" these marks for a grade, the school has to add a cash-in code when it submits its exam entries; without this code new marks will be added to the bank but a grade will not be calculated and no award for an AS or A2 level will be made

For example, if you are a year 14 student who resits an AS unit the marks you achieve in this re-sit will only help you improve your A2 grade and not your AS grade unless you ask to be cashed-in.

Centre

Centres can be schools, colleges or other establishments that have been approved by an awarding body to offer qualifications, enter students for exams and conduct awarding bodies exams.

**OUR CENTRE NUMBER IS 71621
YOU WILL NEED TO WRITE THIS ON ALL
OF YOUR EXAM PAPERS**

Certificates

Certificates will be available for collection from the main school once they have arrived - this is usually around November time. If you do not collect them they will be posted by recorded delivery. **Please let the school office know if you change your address to enable any outstanding certificates to be sent to your correct address.**

TIP: YOU MUST KEEP ALL YOUR CERTIFICATES SAFE AS IN MOST CIRCUMSTANCES THEY ARE EXPENSIVE TO REPLACE



Cheating

Candidates caught cheating in examinations - including being in possession of or using a mobile telephone, pagers, MP3 players, iPods, smart watches, unauthorised aids or notes but also copying from or communicating with other candidates - **will** be reported to the awarding bodies

Even if the items are in your pocket and you have no intention of using them you will still be reported to the awarding body concerned.

PENALTIES INCLUDE RECEIVING "0" MARKS FOR THE EXAM.

Clashes

If you have an examination clash involving different subject, a clash form will be attached to your personal timetable.

ALL INFORMATION ON THE CLASH FORM OVERRIDES ALL OTHER INSTRUCTIONS

If you have a clash involving two examinations in the same subject, you will sit your papers one after the other as long as the total published examination time does not exceed 3 hours. If the total time does exceed 3 hours, the papers will be split between the morning and afternoon session. If you are in this position, you will have to go into quarantine between the two sessions and will, therefore need to bring a packed lunch and a drink with you. You can bring revision materials to use whilst in quarantine for the 2nd sitting exam. If you have a clash and we have not issued you with a clash form, please speak to the Exams Office **immediately**.

Conduct in Exam Room

You must be silent in the examination room, including the times when you come in and go out. Once you have entered an examination room, you are not allowed to leave unescorted until the end of the examination, and only when you have been given permission to do so

YOU WILL NOT BE ALLOWED TO LEAVE AN EXAM EARLY EVEN IF YOU HAVE FINISHED AS THIS DISTURBS OTHER CANDIDATES IN THE ROOM

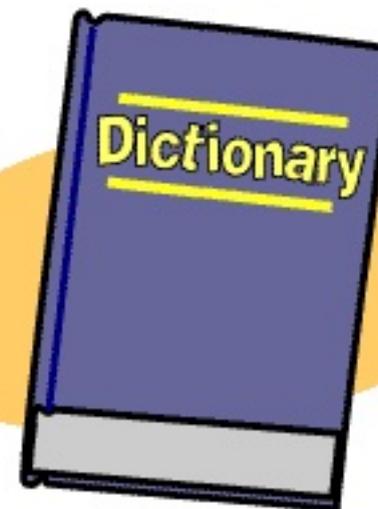
Should you require any assistance, please raise your hand clearly and wait for an invigilator to come to you.

Please do not write on your examination desk: this constitutes vandalism and you will be charged for the removal of graffiti.

D

Dictionary

You may not use a dictionary unless dictionaries are specifically permitted by the subject specification or special arrangements have been approved by the awarding bodies. If you think you might be entitled to the use of a dictionary please see the SEN coordinator.



E

End of Examinations

The invigilators will collect your exam papers before you leave the examination room. Absolute silence must be maintained during this time and until you are outside the building - remember that other examinations may be continuing as you leave - and you should abide by any "No Entry" signs. You may not take any examination materials (additional paper, answer booklets, question papers etc.) from any examination room

Examinations Office

The Exams Office is situated at the top of the music corridor and the exams officer will be available in room A22 if you have any queries throughout the year

Exam Dates

The examination dates are set by the awarding bodies and **NOT** by the school.

THESE DATES CAN THEREFORE NOT BE CHANGED

External Candidates

At the discretion of the School former students can be entered for examinations. So if your GCSE/A2 grades are lower than you hoped for you may be able to resit one or more of your unit exams as an external candidate

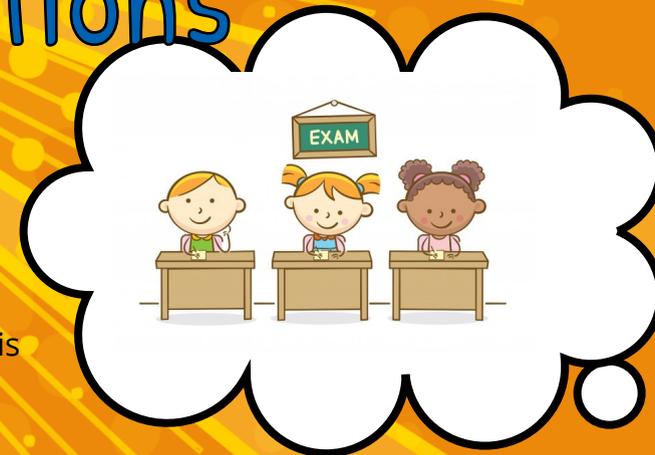
Examination Regulations

It is your responsibility to familiarise yourself with the awarding bodies' 'Notice to Candidates' regulations, a copy of which is given to you with your exam timetable and is also posted on the school website. A copy of these regulations will also be displayed outside all exam rooms.

Please note if you wish to be an external candidate then:

The deadline for applying is usually just before the end of October- we **do not** accept anyone after this deadline.

There are limited spaces available so we will not always be able to offer retake places to all those who apply
Re-sit fees will have to be paid up front before entries are processed





F

Food & Drink

Food is not allowed into an examination room unless special permission has been given.

You are only allowed to take into the examination room a drink of water. This must be in a clear plastic bottle and all **labels must be removed**. You will not be able to leave the exam room to refill a bottle of water and invigilators cannot leave the exam room to do this for you. Therefore please ensure that you have enough water to last you the whole exam. Any other type of drink is not permitted- this is in case you spill your drink over your exam paper. If only water is spilt there is a greater chance that your exam paper can be saved



I

Invigilators

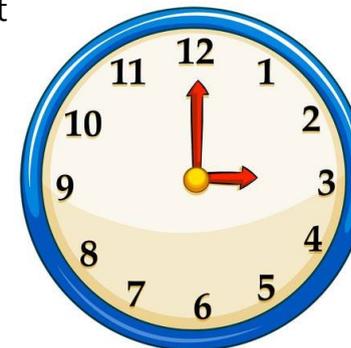
An invigilator is someone who watches over candidates in an examination to ensure that exam conditions are met. You must follow all instructions and orders given to you by an invigilator

L



Late Arrivals

Any candidate arriving after 9.45am or 1.30pm may be allowed into the examination room; however you should be warned that if you do this then the awarding bodies may not accept your exam script





Mobile Telephones, Smart Watches and Electronic Organisers



Mobile telephones, smart watches, and other electronic means of communication or electronic organisers are not allowed into examination or quarantine rooms. The school and awarding bodies' regulations forbid you to bring in any of these devices into any examination room or any room being used for quarantine, either before or after examination, so you are strongly advised not to bring such devices with you on examination days. If you do bring in such devices, please leave them with the collection team based outside the main exams hall

IF A MOBILE PHONE, PAGER OR OTHER ELECTRONIC COMMUNICATION DEVICE IS FOUND IN YOUR POSSESSION IN AN EXAMINATION OR QUARANTINE ROOM - EVEN IF IT IS TURNED OFF - IT WILL BE TAKEN AWAY FROM YOU AND A REPORT MADE TO THE APPROPRIATE AWARDING BODY. THE AWARDING BODIES NOW OPERATE A NO-TOLERANCE POLICY ON ALL CANDIDATES DISCOVERED TO BE IN INFRINGEMENT OF THE REGULATIONS AND HAVE ADVISED THE SCHOOL THAT STUDENTS DISCOVERED TO HAVE A COMMUNICATIONS DEVICE WITH THEM DURING AN EXAMINATION OR QUARANTINE FACE DISQUALIFICATION FROM THE SUBJECT CONCERNED,

Malpractice

Malpractice is any, default or practice which is a breach of the JCQ regulations or which; compromises, attempts to compromise or may compromise the process of assessment, the integrity of any qualification or the validity of an examination result or certificate. This malpractice can occur in the course of any exam or assessment, including the preparation and authentication of any coursework, the presentation of any practical work, the compilation of portfolios of assessment evidence and the writing of any exam paper

You must not:

- Have or share details about exam questions before an exam whether you think these are real or fake; Candidates must report this to a teacher.
- Any alleged exam information shared on social must be reported to the exam board or exam team.
- You must not ask other candidates what questions your exam will include.
- If someone sends you information about the examinations, unless you report it, this also considered malpractice.



P

Penalties

The JCQ issues the following penalties depending on the offence that was committed:

1. Warning
2. Loss of all the marks gained for a single piece of coursework
3. Loss of all the marks gained for a component
4. Loss of all the marks gained for a unit
5. Disqualification from the unit
6. Loss of all the marks gained from all components/units in all qualifications taken during the exam series
7. Disqualification from the whole qualification
8. Disqualification from all qualifications taken in that exam series
9. Barred from entering for one or more examinations for a set period of time.

The table below shows the types of offences for possession of a mobile phone and what number penalty you may be awarded as a result

Offence	Warning (Penalty 1)	Loss of marks (Aggregation still permitted) (Penalty 2-4)	Loss of certification opportunity (Penalties 5-10)
Mobile Phones	In the Examination or quarantine room but not in the candidates possession, and rings or beeps	In the candidates possession, but no evidence of being used or being active	In the candidates possession and evidence of it being used or active (rings, beeps, used as calculator)

Prohibited Material

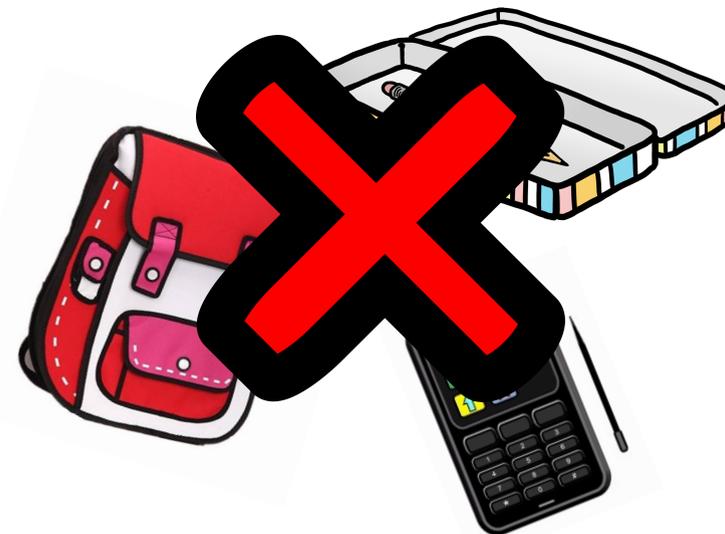
The following items must not be brought into any examination room:

Bags, briefcases etc;

Books (unless set texts for specific examinations - please note, post-it's and excessive annotations are not permitted in open book exams - **ALL BOOKS WILL NE CHECKED PRIOR TO THE EXAM BEGINNING**), notes, letters, diaries, or other printed

material; calculator cases or instruction books; mobile

telephones, pagers or other communication devices; pencil cases (use a transparent plastic bag as a substitute); personal stereos of any description.



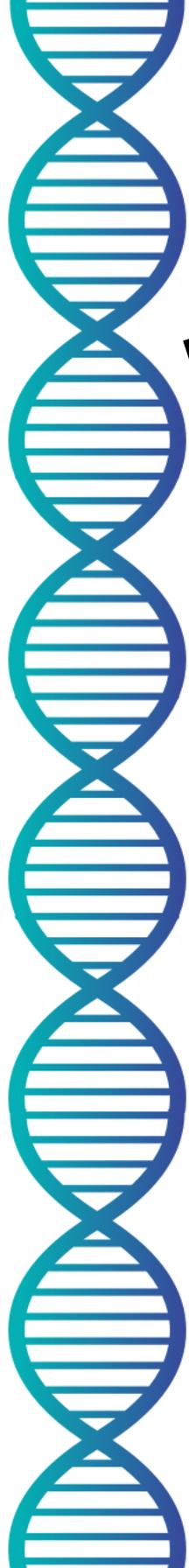
Q

Quarantine

IF YOU ARE REQUIRED TO GO INTO QUARANTINE OVER A LUNCH PERIOD, YOU MUST BRING A PACKED LUNCH AND A DRINK WITH YOU ON THAT DAY AS YOU WILL NOT BE ALLOWED TO USE THE CANTEEN. MOBILE TELEPHONES AND ELECTRONIC COMMUNICATION DEVICES ARE NOT ALLOWED INTO ANY QUARANTINE ROOM.

You will be supervised immediately after your examination until the end of your quarantine period. In quarantine, you may revise for your next examination if there is more than a three hour window between exams. If the time is less than this you may talk quietly with fellow candidates while you wait. In this situation you will NOT be permitted to revise. Please be respectful of invigilators and ensure that classroom furniture and/ or equipment and books are left as they were found - neat, clean and tidy. You must take your litter with you or place it in the bins provided.





R

Remarks

The awarding bodies offer the option of having a script remarked, at a fee, if a candidate or member of teaching staff is unhappy with the marks. There is a choice of three different types of remarks; these are:

- Clerical Check
- Full Remark
- Priority Remark (A2 Level only)

A clerical check is simply when the relevant awarding body checks that the number of marks given has been added up correctly.

Whereas with a full remark the awarding body sends your examination paper to a different examiner, this time a senior examiner, and asks them to remark it using the same mark scheme. A priority remark is exactly the same as a full remark but is **only available in the summer** for GCE papers where a candidate's university place is at stake.

If you're not satisfied with the grade you have achieved the first thing you may think about is having your papers remarked however remarking is very costly and not often effective. Therefore it is important to consider the following:

ARE YOU CLOSE TO THE GRADE BOUNDARY?

Remarks usually only alter a grade by a few UMS marks, if any at all. If you are therefore very close to a higher grade boundary a remark may be worth considering but if you require a substantial amount of marks to achieve a higher grade then the likelihood is that your mark will not change.

YOUR GRADE CAN GO UP AS WELL AS DOWN

Remark means having your entire paper remarked therefore your grade can quite easily go down as well as up. If your grade does get lowered you cannot refuse it and ask for the original higher grade to stand. You must be aware that this is the chance you take when asking for a remark. Because of this candidates often apply for a photocopy of their paper before applying for a remark.

COST

Remarks are very expensive and the likelihood is that your mark will not change

IF YOU WANT TO REQUEST A REMARK THEN YOU MUST COLLECT THE RELEVANT FORM FROM THE EXAMINATIONS OFFICE AND RETURN BY THE APPROPRIATE DEADLINE OR FOR MORE DETAILS SEE OUR POST-RESULT SERVICES LEAFLET.



Re-sits

You can resit a unit with the higher grade being used to calculate your overall grade. If you resit any AS units in your second year then any improvement will only count towards your A2 grade unless you ask to be cached in for a new AS grade

However please note that there is no guarantee that you will achieve a better grade simply by re-sitting an examination. There are various things to consider before opting to resit an exam; these include:

Do you think that you will be able to improve on your performance?

Will you have enough time to revise for a resit unit as well as devote the necessary time to the new units in which you will be examined?

Remember marks from all of your units are added together to produce your final grade

Will re-sitting exams give you too full a timetable in the summer?

There are costs associated with re-sit exams

PLEASE NOTE: AFTER THE RESIT DEADLINE ANY RESIT REQUESTS WILL BE SUBJECT TO ADDITIONAL FEES IMPOSED BY THE AWARDING BODIES AND THE COLLEGE

Results

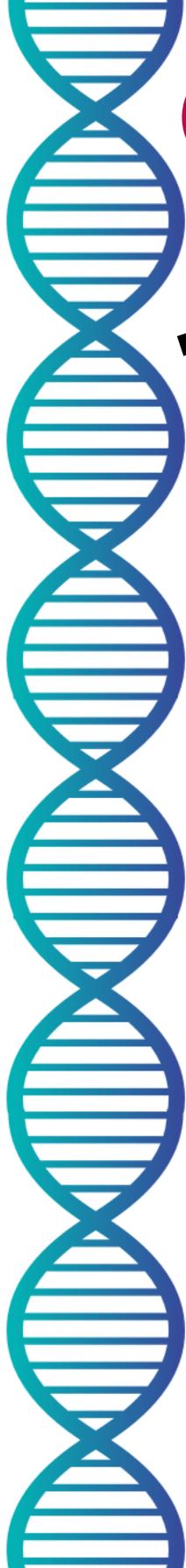
Students may collect their results from school on the published results day. Results for students will be available for collection on that morning in the Assembly Hall from 10.00am. A2 grades for CCEA may also be gotten online using the secure login details given earlier in the year

PLEASE NOTE: YOUR RESULTS WILL NOT BE POSTED TO YOU AUTOMATICALLY IF YOU DO NOT TURN UP ON RESULTS DAY

Module Marks

A copy of each module mark can be found on your official statements of results from the awarding bodies, these are given to you on Results Day in the summer and a few weeks after Results Day in March. The Exams officer does not have this information readily available. **Please therefore remember when completing UCAS to bring your statements of results with you.**





S

Scripts

Candidates are able to request access to their examination scripts from the awarding bodies for general interest or to help with future learning. There are two types of access to script services available to candidates; these are:

Original Scripts
Photocopied Scripts

Many Candidates often wish to see their examination scripting order to decide whether or not to have the paper remarked. If this is the case then **you must request a photocopy of the script.** You are unable to choose the original script option because once a script is returned to a centre from the awarding bodies then it's security has been compromised. Secondly original scripts are not sent out until after the remark deadline.

If however you are not planning on requesting a remark then you can request either the original script or a photocopy. Please note whilst original scripts are cheaper they can take a great deal longer to arrive than photocopied scripts.

IF YOU WANT TO REQUEST A SCRIPT THEN YOU MUST COLLECT THE RELEVANT FORM FROM THE EXAMINATIONS OFFICE AND RETURN BY THE APPROPRIATE DEADLINE OR FOR MORE INFORMATION PICK UP A POST-RESULT SERVICES LEAFLET FROM THE LEAFLET HOLDER NEXT TO THE EXAM NOTICE BOARDS

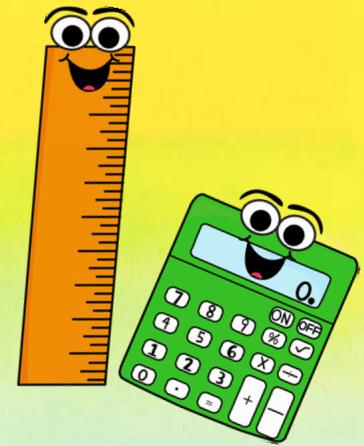
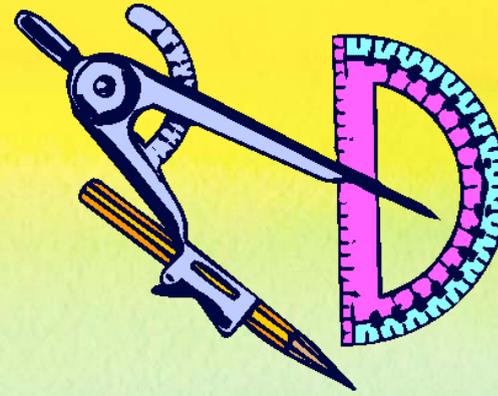
PLEASE NOTE: GCSE STUDENTS ARE ONLY ABLE TO REQUEST PHOTOCOPIED SCRIPTS FOR MATHS & ENGLISH EXAMINATIONS AS THE OTHER EXAMINING BOARDS DO NOT OFFER THIS SERVICE FOR GCSE'S

Special Consideration

The awarding bodies will not apply special consideration for anything other than serious reasons. Special consideration can only be applied for if a significant event has affected your performance on the day of the examination and you can provide appropriate evidence. Please see Examinations staff immediately if you feel that you may have been affected by a circumstance beyond your control



Statements of Entry



Produced by the awarding bodies statements of entry list all the exam units that you have entered for in a particular examination series. It is essential that you check all details on these statements very carefully to ensure that:

- You have been entered for the right examinations - in particular if you have applied for resits or if there are several different tiers available
- All of your personal details are correct, in particular with regards to spelling, as this information will be printed on your examination certificates. Whilst it will be relatively simple to change now once certificates have been issued substantial costs will be involved if you notice any errors



Stationery

All students must remember to bring their own stationery to any examination that they have. These include pens, pencils, rubbers, rulers and a pencil sharpener. Borrowing from other candidates is **not** allowed.

Please note that the JCQ regulations state that a BLACK pen must be used in all examinations.

For diagrams use an **HB pencil** and a **ruler**. Gel pens, highlighters, correcting fluids and correcting pens may not be used in any answer booklets. You may not take blotting paper into an examination, and it will not be provided in any exam room

Exam rooms do have supplies of stationery but these are limited and for emergencies only, they are not to be used as your own stationery supply

TIP: FOR MATHS EXAMINATIONS PLEASE BRING A COMPASS AND PROTRACTOR AS THESE ARE OFTEN REQUIRED



Times



Unless otherwise stated, all examinations at this school commence at **9.15am** (morning papers) and **1.00pm** (afternoon papers)

YOU SHOULD BE READY TO ENTER THE EXAMINATION ROOM AT LEAST 15 MINUTES BEFORE THE PUBLISHED STARTING TIME

Only in very exceptional circumstances will extra time be given to candidates arriving late. If you arrive one hour after the published start time for examinations you will not be permitted to sit the examination.

Timetables

You will be given your own personal timetable for January/Summer exams. Please check your personal timetable carefully - the top copy of your examination timetable has been produced by the Exams Office and is personal to you ONLY. This will include changes of times/days to accommodate your clashes. If there are any errors (e.g. Name, date of birth, sex, examination entry), please notify the Examinations Office immediately. Dates are given on the timetable(s) issued to you. Check carefully to see if the examination is in the morning or the afternoon. Take special note of any re-arrangements due to a timetable clash.

YOU, AND YOU ALONE, ARE RESPONSIBLE FOR CHECKING YOUR EXAMINATION TIMETABLE. IF YOU HAVE ANY QUERIES THEN PLEASE CONTACT THE EXAMS OFFICE IMMEDIATELY.



U

University Tests

V

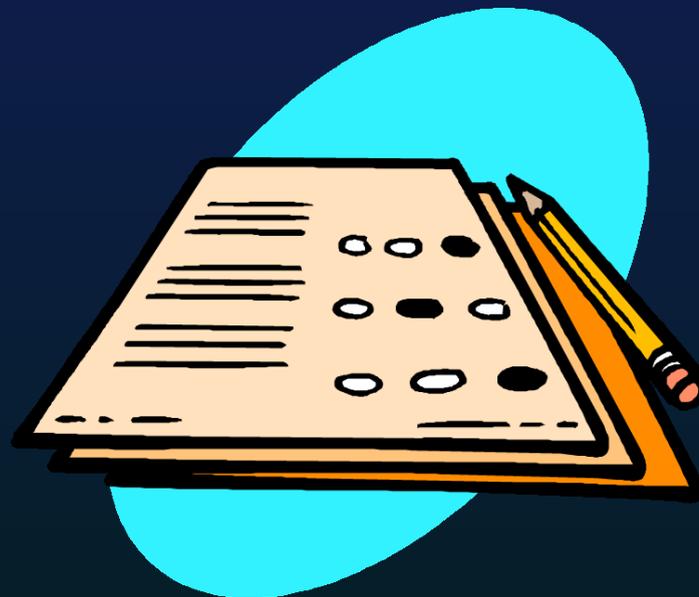
Valuables

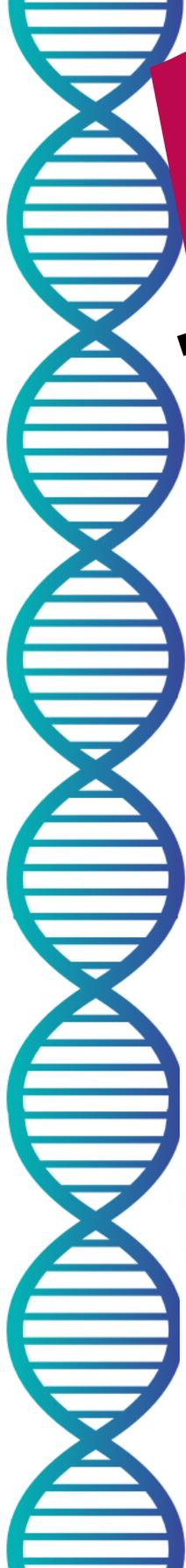
Some universities and colleges require you to take an admissions test as well as standard qualifications (i.e. A-Levels) if you are applying for certain courses in certain subjects.

If you are unsure if you are required to sit a university test log onto www.ucas.ac.uk/students/beforeyouapply/admissions to find out which universities and colleges are using the tests.

Under no circumstances should candidates leave money or valuables (including calculators, keys, credit cards, cash or mobile telephones) in any bag.

IF YOU DO SO, IT IS AT YOUR OWN RISK





W

Warning

All the awarding bodies make it clear that:

Their official examination sessions must be run under strictly fair conditions, with no form of deception. This rule severely excludes any form of communication between students during an examination, as well as any other practice that could conceivably be seen as an attempt to deceive.

Anyone attempting unfair practices can expect cancellation of examination entries and possible exclusion from GCSE/AS and A2 level examinations for a period of up to five years

WARNING

Word of Advice

Remember to have something to eat and drink before taking your examinations, especially on hot days, when we do experience a number of students who become dehydrated and are unable to complete their exams due to a lack of fluid intake. A banana eaten half an hour before the start of an exam can boost your concentration levels

