



Centre Name: Sullivan Upper School

EXAMINATIONS 2019

**GCE GUIDANCE FOR
STUDENTS AND PARENTS**

Candidate Name:

Candidate No:

UCI:

Class:

CENTRE NUMBER: 71564

School Telephone Number: 028 90428780

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INTRODUCTION

It is the aim of Sullivan Upper 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 you and your parents. Please read it carefully and show it your parents so that they are also aware of the examination regulations and the procedures to follow in the event of any problems occurring.

Mr Peel, as Principal of the School, is Head of the Sullivan Upper Examination Centre. The administration of GCE and GCSE examinations is the responsibility of the Examinations Officer, Mrs Milligan.

The Awarding Bodies (or Examination Boards) set down strict criteria which must be followed for the conduct of examinations and Sullivan Upper School is required to follow them precisely. You should therefore, pay particular attention to the Notice to Candidates that is printed on Appendix 1.

Some of the questions you may have asked are answered at the back of this booklet (See Appendix 4). An exam check list has also been provided at Appendix 5 for your information. **If there is anything you do not understand or any question that has not been addressed, PLEASE ASK.**

If you or your parents have any queries or need help or advice at any time before, during or after the examinations please contact:

The Examinations Officer: **Mrs Patricia Milligan**

The school telephone number is: **028 90428780**

Remember - we are here to help.

BEFORE THE EXAMINATIONS



CANDIDATE NAME:

- Candidates are entered under the name format of First Name + One middle name + (Legal) Surname, e.g. Adam John Smith.

CANDIDATE NUMBER:

- Each candidate has a four-digit candidate number. This is the number you will enter on examination papers. It will appear next to your name on seating plans and examination registers. Your candidate number is on the front of this booklet.

Please learn it.

CONTACT NUMBERS:

- Sometimes in the past students have had problems getting to an exam on time. Although we encourage all students to arrive in plenty of time for all exams so that there isn't a last minute panic, it is important that we have up-to-date contact telephone numbers for both you and your parents, or anybody else who might be able to help in an emergency.
- I also suggest that you save the School telephone number (**028 90428780**) on your mobile phone (if you will be carrying one) so you call in if you have a serious problem on your journey to school
- **Please complete the relevant information in the table at Appendix 2 and return it to Mrs Milligan, Exams Officer. This will be kept confidentially within the School for the duration of the exams.**

COURSEWORK:

- During March and April, Coursework marks, Coursework samples and estimated grades are collected from Departments and are sent to relevant Awarding Bodies in May. The School has an internal appeals procedure to deal with concerns about Coursework. It should be stressed that an appeal can only be considered against the processes which led to the assessment and not against the mark or grade awarded.

ENTRIES:

- Year 13 and 14 Pupils are entered for Summer AS and A2 examination sessions in February of that year. Year 13 and 14 pupils are entered at this time for Final Awards in the subjects they have studied for at AS and A2 level. Year 14 pupils are also entered at this time (February) for any AS Units they wish to re-sit in School in the Summer examinations session by Mrs Milligan. Information on the fees for re-sits is available from Mrs Milligan.

EQUIPMENT:

- Make sure that you have all the correct equipment before your examinations. Check the regulations in the Notice to Candidates (Appendix 1) and the information on the following pages.

STATEMENTS OF ENTRY:

- All candidates receive a statement of entry from the school indicating the subjects they are being entered for and the levels of entry, where applicable. Please check that these are correct.
- Candidates may also receive statements of entry from the Awarding Bodies. You must check everything on your Statements of Entry very carefully.

Particularly check that all personal details (e.g. 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.

SPECIAL ARRANGEMENTS:

- Special Arrangements are made for those pupils who have permanent or long-term disabilities and/or learning difficulties and, where appropriate, for those pupils who suffer temporary disabilities, illness and indispositions during the examination period. After consultation with the Special Educational Needs Co-ordinator, Mrs Kelly, Mrs Milligan will make an application to the relevant Awarding Bodies for the appropriate Special Arrangement to be approved.

SPECIAL CONSIDERATION

- A candidate may be eligible for Special Consideration if;
 - (a) Performance in an examination is affected by circumstances beyond the control of the candidate, e.g. recent personal illness, bereavement.
 - (b) Part of an examination is missed due to circumstances beyond the control of the candidate e.g. an accident. (Note that there are minimum examination requirements that need to be met for a grade to be awarded).
 - (c) Special Arrangements, which were made in respect of a permanent or long-term disability, proved inappropriate or inadequate. Parents should contact Mrs Milligan regarding Special Consideration. Evidence, e.g. a doctor's letter, may be required to support the application. Mrs Milligan applies to the relevant Awarding Body for Special Consideration to be given to a candidate. The Awarding Body decides the level of Consideration given to a candidate, but parents should be aware that no feedback is ever given.

TIMETABLES:

- You will receive an individual timetable showing your own specific examinations with details of date, time, duration of exam, venue and seat number. Check it carefully. **If you think something is wrong see Mrs Milligan in the Exams Office immediately.**
- A few candidates might have a clash where two subjects are timetabled at the same time. The school will make special timetable arrangements for these candidates only. The Examination Officer will make each candidate aware of how their clash has been resolved and check that they are happy with the arrangement. Also, on the day of the clash, the Examination Officer and/or Invigilator will ensure that the candidate is fully aware of their arrangements. **If you think there is a clash on your timetable that has not been resolved, please see Mrs Milligan immediately.**

UCI:

- In addition to a candidate number, each candidate must have a Unique Candidate Identifier (12 numbers and 1 letter) which is shown on the top of Statements of Entry. This number will usually begin with the Centre Number (71564) unless you have transferred from another school that had already issued your UCI. Your UCI is used for administration purposes and it is not necessary for you to remember it.

AWARDING BODIES:

SUBJECT	LEVEL	BOARD
Applied Business	GCE	CCEA
Art & Design	GCE	CCEA
Biology	GCE	CCEA
Business Studies	GCE	CCEA
Chemistry	GCE	CCEA
Computer Science	GCE	AQA
Design & Technology	GCE	WJEC
Drama & Theatre Studies	GCE	AQA
Economics	GCE	CCEA
English Literature	GCE	CCEA
French	GCE	CCEA
Further Maths	GCE	CCEA
Geography	GCE	CCEA
German	GCE	CCEA
Government & Politics	GCE	CCEA
History	GCE	CCEA
Home Economics	GCE	CCEA
Mathematics	GCE	CCEA
Moving Images	GCE	CCEA
Music	GCE	CCEA
Physical Education	GCE	WJEC
Physics	GCE	CCEA
Religious Studies	GCE	CCEA
Spanish	GCE	CCEA

DURING THE EXAMINATIONS



EXAMINATION REGULATIONS:

- A copy of the “Notice to Candidates” for both written and on screen exams, which is issued jointly by all the Awarding Bodies, is printed at Appendix 1 of this booklet, along with a Fair Processing Notice. All candidates **must read** these carefully and note that to break any of the examination rules or regulations could lead to disqualification from all subjects. The School **Must** report any breach of regulations to the Awarding Body.

ATTENDANCE AT EXAMINATIONS

- Candidates are responsible for checking their own timetable and arriving at school on the correct day and time, properly dressed and equipped. Candidates must arrive **at least 20 minutes** prior to the start time of their examination. Please wait quietly outside your exam room until you are invited to enter by the examination invigilators.
- Candidates who arrive late for an examination may still be admitted but will not receive any additional time. If a special consideration applies then you must speak to the Exams Officer.
- Full school uniform must be worn by all students attending school for examinations.
- All items of equipment, pens, pencils, mathematical instruments etc, should be visible to the invigilators at all times. You must either use a transparent pencil case or clear plastic bag.
- Pens should be **black ink or ballpoint only**. **NO** erasers or correction pens are allowed.

- For Mathematics and Science exams, students should check their calculators conform to the examination regulations. If in doubt, check with your teacher. Remove any covers or instructions and make sure batteries are new.
- Candidates are not to bring mobile phones or other electronic devices such as smartwatches with data storage capacity, iPods, MP3/4 players, pagers, reading pens or any other products with text or digital facilities into the examination room. If candidates have unauthorised items in an examination, this may represent malpractice and could make you subject to sanctions and penalties. A report would be forwarded to the Awarding Body. Any mobile phones or electronic devices that are brought in must be switched off and handed to the Invigilator before the start of the examination. All watches are to be taken off and place on the desk.
- Please make sure that any watch alarms are turned off.
- Do not attempt to communicate or distract other candidates.
- Examination regulations are very strict regarding items that may be taken in to the examination room. If you break these rules you will be disqualified from the examination.
- Listen carefully to instructions and notices read out by the invigilators – there may be amendments to the exam paper that you need to know about.
- Check you have the correct question paper – check the subject, paper and level of entry.
- Read all instructions carefully and number your answers clearly.
- Candidates must stay in the examination room for at least one hour after the published start time of the exam (or for the duration of the exam if it is less than one hour) and cannot leave in the last 10 minutes. You will not be allowed to leave an examination room early. If you have finished the paper

use any time remaining to check over your answers and that you have completed your details correctly.

- At the end of the examination all work must be handed in – remember to cross out any rough work. If you have use more than one answer book or loose sheets of paper ask for a tag to fasten them together in the correct order.
- Invigilators will collect your exam papers before you leave the room. Absolute silence must be maintained during this time. Remember you are still under examination conditions until you have left the room.
- Question papers, answer booklets and additional paper must NOT be taken from the exam room.
- Remain seated in silence until told to leave the examination room. Please leave the room in silence and show consideration for other candidates who may still be working.
- If the fire alarm sounds during an examination the examination invigilators will tell you what to do. Don't panic. If you have to evacuate the room you will be asked to leave in silence and in the order in which you are sitting. You will be escorted to a designate assembly point. Leave everything on your desk. You must not attempt to communicate with anyone else during the evacuation. When you return to the exam room do not start writing until the invigilator tells you to. You will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident.

INVIGILATORS



- The school employs external invigilators, led by Mr Donald Cairnduff, to conduct the examinations in a number of venues around the School. Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.

- Invigilators are in the examination rooms to supervise the conduct of the examination. They will distribute and collect the examination papers, tell candidates when to start and finish the examination, hand out extra writing paper if required.

- If a pupil has any concerns during the examination, do not hesitate to highlight them to the invigilators.

- To attract the invigilators attention, raise your hand and wait for the invigilator to come to you.

- Invigilators cannot discuss the examination paper with you or explain the questions.

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



- If you are ill and are unable to attend an exam it is vital you phone the School first thing in the morning (**028 90428780**) to inform us.
- You must also obtain a note from your doctor detailing the reason for non-attendance. There is the possibility of submitting this note to the Awarding Body to ask for Special Consideration. The Awarding Body looks at this in conjunction with other exam marks from the student in that particular subject, coursework marks and mock exam marks. This will then sometimes enable them 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 better to take the exam if you can.
- If in doubt – **PHONE THE SCHOOL.**

AFTER THE EXAMINATIONS

NOTIFICATION OF RESULTS

Results will be available for collection on:

<p style="text-align: center;">Thursday 15 August 2019 From 8.45am</p>
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Year 14 pupils receive result statements showing individual unit Uniform Marking Scores (UMS) for the AS units and A2 units which have been taken over the past two years and final grades for AS Level and A-Level in each subject. Year 13 pupils receive result statements showing individual unit UMS scores for AS Units taken and grade awards for AS Level in each subject they have studied.

If you wish any other person (including family members) to collect your results on your behalf, you must give your written authorisation to school before results day. See Appendix 3.

Candidates who do not collect their results on 15 August will receive notification through the normal post. Letters will be posted at the end of the day on 15 August and not before.

POST RESULTS

If you need post results advice, Sullivan Upper teaching staff will be available on Results Day. The following services are available:

Enquiry about Results

Clerical Check;

Remark;

Priority Remark (for those awaiting results for University entrance);

Re-moderation of Coursework.

Access to Scripts

Access to photocopy of script with mark scheme before a re-mark (only available for one week after the issue of results);

Access to photocopy of re-marked script with mark scheme after re-mark;

Access to original script with mark scheme.

There is a charge for these services. The Awarding Bodies have set deadlines for the submission of requests for remarks, access to scripts and appeals. Information is issued with the results by the school regarding the deadlines, cost and other matters relating to the Post-Result Services available to pupils.

If a pupil has any concerns regarding the outcome of a re-mark, they should contact Mrs Milligan as soon as possible to discuss the Appeals procedure set up by the Awarding Bodies. Appeals are made by the school on the behalf of the pupil. Please note that there is a deadline of 14 calendar days after the receipt of the outcome of a remark in which the school may instigate an appeal. Pupils may also wish to discuss their concerns with the relevant Head of Department, but should not delay in informing Mrs Milligan of a possible appeal being made.

The information on the following pages contains important information, provided by the Awarding Organisations, for all candidates undertaking public examinations. Please ensure that you read the regulations prior to the start of the summer examination series, so you are familiar with what is expected of you.



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Information for candidates

For written examinations – effective from 1 September 2018

This document has been written to help you. Read it carefully and follow the instructions. If there is anything you do not understand, especially which calculator you may use, ask your teacher.

A Regulations – Make sure you understand the rules	
1	Be on time for all your exams. If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the exam.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4	You must not take into the exam room: <ul style="list-style-type: none"> a) notes; b) potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device. <p>Any pencil case taken into the exam room must be see-through.</p> <p>Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.</p>
5	If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
6	Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
7	Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
8	You must not write inappropriate, obscene or offensive material.
9	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
10	Do not borrow anything from another candidate during the exam.
B Information – Make sure you attend your exams and bring what you need	
1	Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
2	If you arrive late for an exam, report to the invigilator running the exam.
3	If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
4	Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
5	You must write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.
C Calculators, Dictionaries and Computer Spell-checkers	
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: <ul style="list-style-type: none"> a) make sure it works properly; check that the batteries are working properly; b) clear anything stored in it; c) remove any parts such as cases, lids or covers which have printed instructions or formulas; d) do not bring into the exam room any operating instructions or prepared programs.
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
D Instructions during the exam	
1	Always listen to the invigilator. Follow their instructions at all times.
2	Tell the invigilator at once if: <ul style="list-style-type: none"> a) you think you have not been given the right question paper or all of the materials listed on the front of the paper; b) the question paper is incomplete or badly printed.
3	Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4	Fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. Make sure you fill these details in on any additional answer sheets that you use.
5	Remember to write your answers within the designated sections of the answer booklet.
6	Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers. Make sure you add your candidate details to any additional answer sheets that you use.

E Advice and assistance	
1	If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	Put up your hand during the exam if: <ul style="list-style-type: none"> a) you have a problem and are in doubt about what you should do; a) you do not feel well; b) you need more paper.
3	You must not ask for, and will not be given, any explanation of the questions.
F At the end of the exam	
1	If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order. Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.
2	Do not leave the exam room until told to do so by the invigilator.
3	Do not take from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Information for candidates

For on-screen tests – effective from 1 September 2018

**This document has been written to help you. Read it carefully and follow the instructions.
If there is anything you do not understand, ask your teacher.**

A Regulations – Make sure you understand the rules	
1	Be on time for your on-screen test(s). If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the on-screen test.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4	Only take into the exam room the materials and equipment which are allowed.
5	<p>You must not take into the exam room:</p> <p>a) notes; b) potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device.</p> <p>Unless you are told otherwise, you must not have access to:</p> <p>c) the Internet, e-mail, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks; d) pre-prepared templates.</p> <p>Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.</p>
6	If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
7	Do not talk to or try to communicate with or disturb other candidates once the on-screen test has started.
8	If you leave the exam room unaccompanied by an invigilator before the on-screen test has finished, you will not be allowed to return.
9	Do not borrow anything from another candidate during the on-screen test.
B Information – Make sure you attend your on-screen test and bring what you need	
1	Know the date and time of your on-screen test(s). Arrive at least ten minutes before the start of your on-screen test.
2	If you arrive late for an on-screen test, report to the invigilator running the test.
3	If you arrive more than one hour after the published starting time for the on-screen test, you may not be allowed to take it.
4	Your centre will inform you of any equipment which you may need for the on-screen test.
C Calculators, Dictionaries and Computer Spell-checkers	
1	You may use a calculator unless you are told otherwise.
2	<p>If you use a calculator:</p> <p>a) make sure it works properly; check that the batteries are working properly; b) clear anything stored in it; c) remove any parts such as cases, lids or covers which have printed instructions or formulas; d) do not bring into the examination room any operating instructions or prepared programs.</p>
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
D Instructions during the on-screen test	
1	Always listen to the invigilator. Follow their instructions at all times.
2	<p>Tell the invigilator at once if:</p> <p>a) you have been entered for the wrong on-screen test; b) the on-screen test is in another candidate's name; c) you experience system delays or any other IT irregularities.</p>
3	You may be given a question paper or the instructions may be on-screen. In either case, read carefully and follow the instructions.

E Advice and assistance	
1	If on the day of the on-screen test you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	Put up your hand during the on-screen test if: <ul style="list-style-type: none"> a) you have a problem with your computer and are in doubt about what you should do; b) you do not feel well.
3	You must not ask for, and will not be given, any explanation of the questions.
F At the end of the on-screen test	
1	Ensure that the software closes at the end of the on-screen test.
2	If you are required to print off work outside the time allowed for the on-screen test, ensure that you collect your own work. You must not share your work with other candidates. Make sure that another candidate does not collect your printout(s).
3	Do not leave the exam room until told to do so by the invigilator.
4	Do not take from the exam room any stationery. This includes rough work, printouts or any other materials provided for the on-screen test.



Produced on behalf of: AQA, City & Guilds, CCEA, OCR, Pearson and WJEC

Information for candidates – Privacy Notice

General and Vocational qualifications

Effective from 1 September 2017

The JCQ awarding bodies will process your personal data in accordance with the Data Protection Act 1998, and from when it comes into force the General Data Protection Regulation, and any regulatory requirements as specified by the qualification regulators of England, Wales, Northern Ireland and Scotland.

Correspondence on any aspect of a candidate's examination or assessment will only be conducted between the awarding body and the head of the centre, a member of the senior leadership team or the examinations officer.

Awarding bodies will undertake the following administrative activities in relation to the processing and exchange of candidates' personal data:

- 1.** Personal data relating to the name(s), date of birth, gender, Unique Candidate Identifier (UCI) or Unique Learner Number (ULN) of an individual candidate will always be collected by an awarding body for the purposes of examining and awarding qualifications. In some cases additional information, which may include sensitive personal data relating to health, will also be collected to support requests for access arrangements and reasonable adjustments and/or special consideration. Such personal data will be supplemented by the results of examinations and assessments undertaken by the respective candidate.
- 2.** A candidate's personal data will only be collected from registered examination centres in the context of examination entries and/or certification claims.
- 3.** Such data collected will not be used by an awarding body other than for examination administration purposes, conducting examinations and assessments and the issuing of examination results and certificates. Candidates' personal data including examination results and outcomes of any reviews of marking, reviews of moderation and appeals may be shared by the awarding body with the centre which entered the candidates, as well as within a consortium or Academy Trust of which the centre is a member.
- 4.** Personal data within candidates' work will be collected and processed by an awarding body for the purposes of marking, issuing of examination results and providing candidates with access to post-results services. Examination results will be retained for a minimum of forty years.

In order for an awarding body to achieve this, some personal information may be transferred to third parties such as examiners, who may in some instances, reside outside the European Economic Area.

5. Awarding bodies may be required to provide a candidate's personal data to educational agencies such as DfE, WG, DE, The Skills Funding Agency, regulators, HESA, UCAS, Local Authorities, EFA and Learning Records Service (LRS). Additionally, candidates' personal data may be provided to a central record of qualifications approved by the awarding bodies for statistical and policy development purposes.

6. Some of the information candidates supply will be used by the Skills Funding Agency to fulfil its statutory functions, issue/verify a candidate's Unique Learner Number (ULN) and update/check a candidate's Personal Learning Record.

The Skills Funding Agency may share a candidate's ULN and Personal Learning Record with other education related organisations, such as a careers service, a candidate's school or college, Government Departments and public bodies responsible for education. Further details of how information is processed and shared can be found at:

<http://www.learningrecordsservice.org.uk/>

7. Awarding bodies are obliged to confirm what personal data is held, what it is held for, to whom the data is to/may be disclosed to, and disclose the information that they hold about data subjects, (e.g. the candidates) within 40 days of receiving a formal request for disclosure, subject to the application of any relevant exemptions under the Data Protection Act 1998.

Candidates should make an application to the appropriate awarding body's data protection officer. Awarding bodies may charge a fee for this service.

8. If you have not reached the age of 16, you may first wish to discuss this Privacy Notice with your parent or carer.

Awarding bodies, schools, Department for Education (DfE), Welsh Government (WG), Department of Education Northern Ireland (DE), Local Authorities, regulators, Ofsted, and Skills Funding Agency (SFA) are all 'data controllers' under the Data Protection Act 1998. They will determine the purpose(s) for which 'personal data' (information about living individuals from which they can be identified) is processed and the way in which that processing is undertaken.

It is a requirement for data controllers to provide data subjects (individuals who are the subject of personal data) with details of who they are, the purposes for which they process the personal data, and any other information that is necessary to make the processing of the personal data secure and accurate, including any third parties to whom it may be passed to.



AQA City & Guilds CCEA Edexcel OCR WJEC

Information for candidates

Using social media and examinations/assessments

This document has been written to help you. Please read it carefully

We all like to share our experiences when taking examinations. However, it is important to consider what you say and to think about what information is being shared.

Sharing ideas with others online could be helpful when you're studying or revising.

However, there are limits to the amount of information you can share and you need to be careful not to break the rules. We'd like to ask you to act responsibly when discussing online. If you're in doubt about what you can and can't discuss online regarding your exams, it's always best to check with your teacher.

If you receive what is or what looks to be assessment related information through social media, or any other means, you must tell your teacher or another member of staff. You must show them what you have received (if available). They will then report the matter to the awarding body and it will be investigated.

Where candidates breach the rules for examinations, controlled assessments, coursework or non-examination assessments, awarding bodies have an obligation to investigate and may apply penalties.

You should be aware that the following might constitute malpractice:

- copying or allowing work to be copied – i.e. posting written work on social networking sites prior to an examination/assessment;
- collusion: working collaboratively with other candidates beyond what is permitted;
- allowing others to help produce your work or helping others with theirs;
- being in possession of confidential assessment related information in advance of the examination;
- exchanging, obtaining, receiving (even if not requested) or passing on assessment related information by any means of communication (even if just attempting to);
- failing to report to your centre assessment related information being shared online; or
- passing on rumours of exam content.

Penalties that awarding bodies apply include:

- a written warning;
- the loss of marks for a section, component or unit;
- disqualification from a unit, all units or qualifications; or
- a ban from taking assessments or exams for a set period of time.

Please take the time to familiarise yourself with the JCQ rules:

<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

JCQ 2018 – Effective from 1 September 2018

CONTACT DETAILS**NAME:**.....**FORM CLASS:**.....

Sometimes in the past, students have had problems getting to an exam on time. Although we encourage students to arrive in plenty of time for all exams so that there isn't a last minute panic, it is important that we have up-to-date contact telephone numbers for both you and your parents, or anybody else who might be able to help in an emergency.

If you are late for an exam, we may not be able to get the exam paper accepted by the Awarding Body, therefore we need to move fast if there is a genuine problem.

I also suggest that you save the School telephone number on your mobile phone (if you will be carrying one) so you can call in if you have a serious problem on your journey to school (**028 90428780**).

Please can you complete the relevant information in the table below. This will be kept confidentially within the School for the duration of the exams. The School is registered under the Data Protection Act (1998) for holding personal data. The school has a duty to protect this information and keep it up to date. This sheet will be shredded after the examination period.

Home phone number	
Student's mobile number	
Mother's work number	
Mother's mobile number	
Father's work number	
Father's mobile number	
Other Contact	
Other Contact	

Please return this form to Mrs Milligan, Exams Officer, via your form tutor.

RESULTS



GCE Results are received on Thursday 15 August 2019.

Students will be able to collect results in person. Any results which have not been collected at that time will be put in the first-class post to the home address.

If you want results collected by somebody different, or if you want them posted to a different address, please complete the form below and return it to Mrs P Milligan, Examinations Officer, Sullivan Upper School. Results will not be given to any other person without this written consent.

.....

Name of Student

Name of person collecting results (if not named student)

.....

Address to which results should be sent (if not home address)

.....

.....

Signed (student)..... Date.....

FREQUENTLY ASKED QUESTIONS



Q. What do I do if there's a clash on my timetable?

A. The school will re-schedule papers internally (on the same day) where there is a clash of subject. Candidates will normally sit one paper then have a break during which they will be supervised and must not have any communication with other candidates. They will then sit the second subject paper. Correct times should be on your individual candidate timetable. It may be necessary for you to bring a packed lunch if you have exams in the morning and afternoon as you will have to remain in isolation until both examinations are completed. If in doubt consult the Examinations Officer.

Q. What do I do if I think I have the wrong paper?

A. Invigilators will ask you to check the paper before the exam starts. If you think something is wrong put your hand up and tell the invigilator immediately.

Q. What do I do if I forget my Candidate Number?

A. Candidate numbers are printed on seating plans, which are displayed in the exam rooms, and on attendance registers. Invigilators will be able to help you find your number. Alternatively, you can check with the Main Office before going into the exam room.

Q. What do I do if I forget the School Centre Number?

A. The Centre Number is **71564**. It will be clearly displayed in the examination rooms.

Q. What do I do if I have an accident or am ill before the exam?

A. 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 we will need as much prior notice as possible. You may 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 (See Below).

Q What is Special Consideration?

A. Special Consideration is an adjustment to the marks or grades of a candidate who is eligible for consideration. The allowance for Special Consideration is from 0% (consideration given but addition of marks considered in appropriate) to 5% (reserved for exceptional cases). Parents should be aware that any adjustment is likely to be small and no feedback is ever provided. 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, so that the necessary paperwork can be completed (within 7 days of the last exam session for each subject) and the candidate will be required to provide evidence to support such an application.

Q. What do I do if I feel ill during the exam?

A. Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before or during an exam and you feel this may have affected your performance.

Q. If I am late can I still sit the examination?

A. Provided you are not more than 1 hour late after the published start time, it may still be possible for you to sit the examination. You should get to 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 examination room without permission after an examination has begun. It may not be possible to allow you any extra time if you start the examination late.

You should also be aware that if you start the exam more than 30 minutes after the published start time, the school must inform the Exam Board and it is possible that the Board may decide not to accept your work. Please ensure that you allow enough time to get to school so that if you are delayed (e.g. through transport problems) you will still arrive on time.

Q. If I miss the examination can I take it on another day?

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

Q. Do I have to wear school uniform?

A. Yes. Normal school regulations apply to uniform.

Q. How do I know how long the exam is?

A. The length of the examination is shown in minutes on your individual timetable under the heading 'duration'. Invigilators will tell you when to start and finish the exam. They will write the finish time of the exam on a flip chart or board at the front of the exam room. There will be a clock in all the examination rooms.

Q. Can I go to the toilet during the exam?

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

Q. If I have more than one exam on a day can I get lunch at school?

A. Pupils who have examinations in the morning and afternoon sessions may obtain lunch from the dining hall in the usual way or bring a packed lunch.

Q. Why do I need to check my Statement of Entry?

A. The details on your Statement of Entry will be used when certificates are printed. If the name or date of birth on your certificate does not match your birth certificate it could cause you problems if you are asked to show your certificates to a potential employer of college/university at some time 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.

EXAM CHECK LIST



Aim to arrive at school 20 minutes prior to an exam **AT THE LATEST**. It is much better to leave yourself a safety margin on timings in case of problems with the journey.



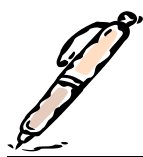
When taking exams, bags and coats should be left at the back of the room. Because of this, there are some things to be considered – money, keys, valuables etc. I would suggest that you keep money and keys with you.



Phones – Students must not have mobile phones in their possession (either on or off). They can be handed in for safe keeping during the exam if necessary. This is very important – if a phone is found, there is a good chance that your whole exam will be cancelled.



You are not allowed to have notes, pagers, iPods, MP3/4 players, smartwatches or wristwatches with a data storage capability in your possession.



You should bring a **black pen**, pencil, rubber and any other writing equipment needed to your exams. Only clear pencil cases are allowed on your desk, any others should be left in your bag. **Do not use gel pens** – this is because many of the exam papers are now scanned and sent electronically for marking – gel pens do not scan well.



In an exam where you have the use of a calculator, you should not bring in with you cases, lids or covers which have printed instructions or formulas.



There is absolutely no talking or communication between students once you enter the exam hall. If you have any questions, you should raise your hand once seated and an invigilator will come to you.



No food allowed in the exam hall (if you have a special requirement – please see Mrs Milligan, Exams Officer, before the exams).



Water bottles are allowed in the exam hall if necessary. These should be clear bottles with a spill-proof cap. There should be **no label** on the bottle.