

# **GCSE EXAMINATIONS**

## **Information for Parents and Students**

### **Introduction**

Public examinations can be a stressful time for students and parents and it is important that all those involved are as well informed as possible. The purpose of this information is to help you and your daughter/son through the next few months.

If you have any other questions, please feel free to contact the Examinations Officer, Mrs Dawson:

Phone: 01483 542400

E-mail: [exams@glebelands.surrey.sch.uk](mailto:exams@glebelands.surrey.sch.uk)

On examination days, it is best to contact school reception on 01483 542400 and leave a message.

### **Who is responsible for the examinations?**

The centre's Examinations Officer is responsible for administering all public examination arrangements and for oversight of students during examinations, under the direct responsibility of the Head of Centre, the Headteacher.

There is a team of trained invigilators who will be present during the examinations at all times.

The awarding bodies or examination boards set down strict rules and regulations, which must be followed, for the conduct of examinations and the centre is required to follow them precisely.

### **What are the dates of the examinations?**

GCSEs are now linear, i.e. all exams are at the end of their second year of study in the summer season. Contingency Day was introduced in 2019 by the Jcq (Joint Council for Qualifications) in case a significant, unexpected event arises during an exam period that prevents a large number of students from taking an exam on its set date. Whilst there hopefully won't be such national or local disruption, students should make sure they are available to attend an exam at any time from the first date on the timetable, up to and including, Contingency Day.

Individual examination timetables are issued to students after the entries have been made in February, showing the subjects entered and dates of the examinations. These should be checked carefully and kept safely by the candidate. Sometimes they will receive updated timetables if the entries made for them change. Students who lose their timetables may be charged for a replacement copy. It is helpful if parents make a note of the dates and sessions.

### **What time do the examinations begin?**

Candidates should arrive no later than 8:45 for morning examinations, which start at 9:00 and 13:15 for afternoon examinations which start at 13:30. The length of examination papers varies and they will frequently not finish until after the normal end of the school day. Students and parents should be aware of this and make appropriate arrangements for getting home. Students will not be allowed out of an examination early for any reason. It is the candidate's responsibility to be aware of the start time of each examination. Please ensure your daughter/son checks her/his examination commitments for each day on the previous evening.

### **What happens if a student is late?**

If parents are aware that their daughter/son has got the timing of an examination wrong and has missed the start, they should telephone the school immediately and get a message to the Examinations Officer. Depending on how long the examination has been in progress, it may be possible for the candidate to be admitted. However, we are bound by examination board regulations on this matter. Candidates will not be admitted to an exam if they arrive more than 1 hour after the published start time and the duration is more than one hour. For exams whose duration is less than 1 hour, candidates will not be admitted if they arrive after the published finish time of the exam.

### **What should students bring to the examinations?**

Candidates should bring all equipment required for each examination, i.e. pens and pencils, mathematics equipment, coloured pencils (if required), erasers, pencil sharpener, etc. in a transparent, clear (not coloured) plastic bag or pencil case. Non-transparent, coloured pencil boxes or cases will not be permitted in the examination room.

Pens should be **black** ink or ballpoint only. No gel or erasable pens.

Some subject papers may require the use of dictionaries or set texts, and candidates will be advised by their subject teachers about this.

### **CANDIDATES ARE RESPONSIBLE FOR ENSURING THAT THEY BRING EVERYTHING THEY NEED TO THE EXAMINATION.**

#### **What is not allowed?**

Some items are strictly banned and should not be brought into the examination room under any circumstances. The examination boards treat mere possession of these items, even if switched off, as an infringement:

- Mobile phones
- iPods or similar
- Watches of any kind
- Products with an electronic communication/storage device or digital facility.
- Calculator case or lid or instruction leaflet
- Revision notes, books or papers

Any student found to have any of the above items in the examination room will be reported to the appropriate examination board. Should this happen they are likely to be disqualified from that paper and possibly from the whole examination in that subject.

The use of Tippex or correction pens is not permitted.

Candidates should not bring lucky mascots, etc. into the examination room.

No food or chewing gum is allowed but candidates may bring a clear **unlabelled** bottle of still water with them if they wish, preferably with a sports cap.

## Calculators

In papers where calculators are permitted, candidates are responsible for ensuring that their calculators meet the examination boards' requirements. Please note that all students will be required to remove the lid of their calculator before entering the examination room.

<b>Calculators must be:</b> <ul style="list-style-type: none"><li>• of a size suitable for use on a desk</li><li>• either battery or solar powered</li></ul>	<b>Calculators must not be designed or adapted to offer any of these facilities:</b> <ul style="list-style-type: none"><li>• Language translators</li><li>• symbolic algebra manipulation</li><li>• symbolic differentiation or integration</li><li>• communication with other machines or the internet</li></ul>
<b>The candidate is responsible for:</b> <ul style="list-style-type: none"><li>• the calculator's power supply</li><li>• the calculator's working condition</li></ul>	<b>Calculators must not:</b> <ul style="list-style-type: none"><li>• be borrowed from another candidate during an examination</li><li>• have retrievable information stored in them, including: databanks; dictionaries; mathematical formulas; text</li></ul>

### What happens if a student does not turn up for an examination?

A student who is absent from any examination, without presenting a doctor's note or a satisfactory reason, will receive a grade based only on those elements of the examination which have been completed.

Parents should be aware that the centre will seek to recover the examination fees from them if a student does not turn up for an examination.

### What should students wear for examinations?

Students must wear correct school uniform. We ask for the co-operation of parents in ensuring candidates are correctly dressed. All students know the uniform rules and it is their responsibility to ensure they observe them. Coats and bags should be left where directed and valuables deposited at Student Services.

### What do I do if my daughter/son is unwell for an examination?

Please telephone the school if your daughter/son is unwell on the day of an examination. It is always advisable for a candidate to attempt the examination, even if they are feeling unwell. If they sit the examination and a doctor's letter can be provided it may be possible to apply for special consideration by the examination board. However, any adjustment is likely to be small and no feedback is provided by the examination board.

If a student is too ill to sit an examination, a medical certificate or doctor's letter must be obtained for the day or days of examinations missed. This must be forwarded without delay to the Examinations Officer who will then inform the examination board. It may be possible for the student to be awarded a final grade where a certificate has been provided.

**What happens if a student has problems that may affect her/his performance?**

Any illness or family circumstances, which may affect examination performance, arising shortly before or during the examinations, should be notified as soon as possible to the Examinations Officer so that an application for special consideration can be made to the examination boards. Parents should be aware that any adjustment is likely to be small and that no feedback is ever provided.

**When and how are the results distributed?**

Results will be available to collect from school. Further details of dates/times will be communicated before the end of the summer exams season. Any uncollected results will be posted first class at the end of the day.

Students wishing for a relative or friend to collect their results need to write a letter, naming the individual collecting them, and submit this to the Exams Office **BEFORE** school closes for summer break. A copy of the letter should be given to the named individual, and they should bring this with them on results day, along with some form of ID.

Results will not be given over the telephone under any circumstances or emailed to students/parents.

**When and how are certificates distributed?**

Examination certificates are given to students who attend Presentation Evening in November. If students will not be attending and have paid the postage fee before leaving school, certificates will be posted by recorded delivery after Presentation Evening. For this reason it is essential the school is informed of any change of address. Any remaining certificates will be held at school for collection. Please note, after one year certificates can be destroyed if they have not been collected.

The school is unable to issue replacement certificates and so they must be kept safely in order to be shown to institutions of further or higher education and future employers.

Individuals needing replacement certificates in the future should contact the relevant awarding bodies, details of which can be found on the Ofqual website:

[www.ofqual.gov.uk/help-and-support/94-articles/264-getting-copies-of-exam-certificates](http://www.ofqual.gov.uk/help-and-support/94-articles/264-getting-copies-of-exam-certificates)