



*Saint Joseph's*  
CATHOLIC SCHOOL

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# **Instructions & Information for Students & Parents**

**THE ROUTE TO SUCCESS**

**Summer 2024**

ST JOSEPH'S CATHOLIC SCHOOL  
CHURCH ROAD  
LAVERSTOCK  
SALISBURY  
SP11QY

## **Getting ready for your exams**

The purpose of this guide is to give you and your parents all the information you need to prepare for your exams. Taking your exams is an important milestone in your education, and we want to help you achieve your full potential.

It is recommended that you read this guide as a family and discuss how you can plan and prepare for your exams.

This guide will highlight the examination rules and regulations which you must be aware of. Also enclosed is the 'Information to Candidates' this has come from JCQ (the organisation which oversees examinations). We strongly recommend you read and understand this information.

If you have any questions regarding your exams, or any information contained within this guide, please ask your teacher, or see Mrs Sheffield in the Exams Office.

**Mrs Sheffield**  
**Examinations Officer**  
[vsh@sjcs.org.uk](mailto:vsh@sjcs.org.uk)

## **Your Exam Entries**

We have provided two copies of your timetable, one for yourself and one for you to display at home. It is important to check all the details very carefully, paying particular attention to personal details as these are how they will appear on your certificates (this should be your legal name unless discussed otherwise). Also check that you are entered for the subjects and the paper levels you were expecting. If you think something is incorrect, please raise it with your subject teacher or Mrs Sheffield as a priority.

Most students will take their exams in the main hall, however, please refer to your timetable for up-to-date rooming details. **You should note the start times of your exams, paying particular attention to whether your exam is scheduled to start in the morning or afternoon.**

### **Unless told differently:**

- Registration for Morning exams will start at 8:55am to ensure a prompt exam start time of 9:15am
- Registration for Afternoon exams will start at 12:40pm to ensure a prompt exam start time of 1pm

Exams have different durations; you may need to make alternative provision for getting home if you have an afternoon exam which will finish after the school buses have departed.

## **Arriving for your Exams**

You are expected to always be outside **your exam room** at least 15 minutes before the scheduled start time as we will want to get exams started promptly. This means you should aim to be in school ***at least 30 minutes beforehand*** so you can get yourself organised, go to the toilet, leave your bag, and coat outside the exam room and compose your thoughts! We will not wait for you if you are late, but we may be able to accept you into the exam room depending on your circumstances and how late you are.

## **Missing an exam**

It is your responsibility to ensure you attend all the exams you have been entered for; those which are detailed on your timetable. If you do not take an exam, you will be charged the entry costs that the school has already paid.

If you are ill, you **MUST** call the school by 8:00am on the morning of the exam and ask to speak to the Exams Officer. You will also need to provide medical evidence to support the reason for not being able to take an exam.

Please be aware misreading your timetable will not be accepted as a satisfactory explanation for absence.

## **Equipment**

**Prepare and Plan** – get your exam equipment ready before the exam series starts. Make sure you bring all the equipment you will need with you on the day of your exam. Your subject teachers will be able to give you information on what is needed for specific subjects. You will not be able to share equipment with another student in the room so you must have your own equipment. You must put your equipment in a transparent pencil case or wallet – it must be clear with no writing on.

Recommended exam equipment:

- 3 **BLACK** ballpoint pens (Gel pens cannot be used)
- Pencil and sharpener
- Rubber
- Ruler

Extra equipment you may need:

- Calculator (See Calculator section for more information)
- Colour pencils for illustrations and maps
- Compass and protractor
- In some examinations, you are allowed access to a textbook or a set text (you will be advised in advance if this is the case).
- Highlighter pens – only use to highlight key words or phrases in the question book. You should **not** use highlighters in your answer books.

Equipment **not** to be brought into the exam room:

- Any pens which are NOT BLACK – you must use BLACK ink to write your answers.
- Gel pens or Ink eraser pens
- Correcting pens, fluid, or tape
- Any electronic device e.g., Phones, smart watches, smart pens or anything with texting facility.
- Any material which might be deemed to be of help to you (even if you had no intention of using it)

You may bring a drink into the examination room. **Water only is allowed. It must be in a clear plastic bottle, and the label must be removed.**

## **Calculators**

The exam regulations are extremely specific on the types of calculators which are allowed to be used in exams. For specific information see your Maths / Science teachers (well in advance) and confirm that the calculator you have is permitted.

Calculators must not be designed or adapted to offer:

- Language translation
- Symbolic algebra manipulation
- Symbolic differentiation or integration
- Communication with other machines or the internet

Calculators must not have anything stored on them this includes:

- Databanks
- Dictionaries
- Mathematical formulas
- Text

You will be asked to remove the lid / case of the calculator before your exam commences.

## **Watches**

With advances in technology the exam boards are aware the students may have web enabled watches such as iwatches or smart watches (and other smart devices such as ipens). These are prohibited from the exam room, and any student with one in the exam room will be reported to the exam board for malpractice.

Due to these advances, it is now prohibited for students to bring any watches into the exam room. Students are reminded that there will be clocks in the exam room and they can always ask an invigilator for the time.

## **Items not allowed in the Exam Room**

- Hats, Bags & Coats
- Books (unless authorised text for exam)
- Mobile phones and any communication device (including Smart or iwatches)
- Dictionaries unless they are specifically permitted for subject.
- Food, including chewing gum.

## **Conduct in the Exam Room**

You are expected to be smartly dressed in full school uniform for all examinations, although account will be taken of the temperature in the examination room. Whilst in the exam room you must follow the instructions given by the invigilators.

### **In the exam room:**

- You must be always silent; this includes when you are invited to enter or leave.
- You must not communicate with any other student verbally or non-verbally, and when seated you should be always looking to the front of the room.
- When seated in your designated seat you should arrange your equipment on the table and await further instructions.
- If you need assistance at any time once you have entered the exam room, please raise your hand, and wait for an invigilator to come to you.
- Check the paper in front of you is correct subject/topic/tier etc.

**You must not attempt to introduce into the exam room any unauthorised materials or become involved in any unfair practice.  
Contravention of such rules may lead to disqualification.**

### **During the examination:**

- When asked to do so by the invigilator you should write your name (as it appears on your label on your desk, this will be your legal name), candidate number and the centre number on your answer booklet.
- **Read the instructions** on the front of the paper very carefully.
- Read the questions fully and work out how best to use your time; **stop, think, engage brain** before you start writing!
- If you need additional materials, put your hand up, and an invigilator should come to you very quickly – do not wait till the very last moment to request extra paper.
- If you feel unwell, please inform the invigilator straightaway.
- Rough work should be done in your answer booklet and crossed through neatly if you do not wish it to be marked; do not make it illegible, as credit may be awarded for what you have written.
- Keep an eye on the clock so you can pace yourself.
- You will not be able to leave the exam room until the exam has finished so if you finish early read through your paper and then wait for the exam to finish.

**To facilitate on-line marking, some examinations require you to write some answers within boxes. These boxes serve as a guide as to how much you are expected to write. Avoid writing outside the box.**

### **At the end of the examination:**

- Stop writing when you are told to do so.
- Listen carefully to the instructions you are given.
- Ensure your name and other details are completed on the front of your answer booklet and any additional answer sheets you have used.
- If necessary, put your paper in the correct order and attach loose sheets with a treasury tag.
- All question papers and answer books will be collected by the invigilator before you leave the room.
- You are still under exam conditions so must remain silent until you have left the room.
- You will usually be dismissed one row at a time by the invigilator(s). Quietly leave the exam room as there may be other students still completing their exams in the room.
- Once outside the room, please remember that others may still be doing exams and that there may well be lessons going on in classrooms.

### **Malpractice / cheating**

If you are caught cheating in any exam, you **WILL** be reported to the exam board. This could result in your paper not being marked or even disqualification from the whole exam series.

Cheating means doing something that is against the rules. This includes bringing material into the exam room which is not allowed – even if you do not use it.

- No mobile phones
- No wrist watches.
- No unauthorised aids
- No communicating with other students once in the exam room

### **Your results**

GCSE results are issued on the morning of **Thursday 22nd August**. It is **STRONGLY** recommended that you are available to collect these. They are available to you from 10am – 12noon.

If you cannot attend this date, with prior arrangement your results can be emailed to you (this will be late afternoon). If you would like your results emailed to you, please see the exams officer to complete a request form, stating the email address you would like them sent to. Any results not collected or emailed will be sent home by post.

If you have any queries about your results, there will be teachers on hand to answer your questions. Further information will also be provided with your results on the 'Enquires about Results' process where we can recheck your results directly with the exam board.

## **Certificates**

Certificates are distributed at the Awards Evening; you will be informed of a date closer to the time. You will also be given the opportunity to collect coursework and portfolio work. If you are unable to attend, you should contact the school to arrange to collect your certificates. This will need to be after the Awards Evening.

If you want someone else to collect the certificates on your behalf, you must give that person a letter authorising them to collect on your behalf (this includes a parent or other family member).

Exam Boards state that if certificates are not collected after 12 months, they are confidentially destroyed so every effort should be made to collect your certificates. It is important you keep your certificates in a safe place as they can be expensive to replace.

## **What happens if...?**

### ***I am unwell on the day of the examination and unable to attend ...***

1. Phone the office and ask to speak to the Exam officer as soon as you can (by 8.15 at the latest for a morning exam) on 01722 335380.
2. Arrange an appointment ASAP with your GP and obtain a medical certificate.
3. Bring the medical evidence into school for the attention of the Exams Officer.

### ***I am unavoidably delayed and may not arrive for the start time of the exam ...***

1. Phone the office as soon as you can (01722 335380).
2. Get to school as soon as you can, where you will then be escorted into the exam room.
3. You will be allowed to take your examination but, you should be aware that depending on the circumstances the Examination Board may not accept your paper. In such cases you will receive no marks for this component.

### ***I feel ill during the examination ...***

1. Raise your hand and inform the invigilator of your problem.



2. After the exam speak to the Exam Officer for further advice as there may be circumstances to apply for 'Special Consideration' if you feel your exam performance was seriously impacted. You must contact the Exam Officer as soon as possible after the exam as a Special Consideration request needs to be sent to the exam board very promptly.

***My performance in the examination has been adversely affected by illness or other difficult circumstances ...***

1. You may be entitled to 'Special Consideration.'
2. You must contact the Exam Officer as soon as possible after the exam as a Special Consideration request needs to be sent to the exam board very promptly.
3. You may need to provide evidence from your GP/ hospital consultant.

***I misread my timetable and/or fail to turn up for an examination ...***

You will not be given another opportunity to sit the examination. You may also be charged for exams you miss, intentionally or not. Charges range from £30 to £140.

***I need to go to the toilet during an exam ...***

Put your hand up and tell an invigilator. He or she will arrange for you to be escorted to the nearest lavatory. You will be allowed a little extra time, if necessary. It is, however, in your best interest to go before the examination begins.



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.**


## On your exam day

This checklist will help you to be as prepared as possible for your exams, so that on the day itself you can focus on doing your best.

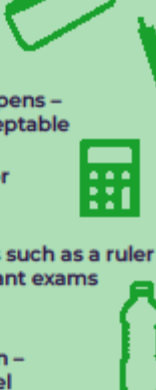
### Before sitting your exams, ensure you know:

- the date, time and location of your exams – you might find it helpful to write this information in a calendar or planner
- who to contact at school or college in case there's an emergency that makes you late or unable to sit your exam

### What you cannot take into exams:

- any type of phone
  - revision notes
  - any type of watch (this includes analogue, digital and smart watches)
- 

### What you will need:

- a clear pencil case
  - at least two black ink pens – blue pens are not acceptable
  - an approved calculator for relevant exams
  - appropriate apparatus such as a ruler or protractor for relevant exams
  - a clear water bottle if you wish to take one in – it must not have a label
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### Other important information:

- Listen carefully to the invigilator's instructions which will be specific to your exam. If you are unsure of anything, please raise your hand and wait for the invigilator.
- Fill in your details on the front of your answer booklet.
- If you need additional answer sheets, raise your hand and wait for an invigilator who will provide you with one. Remember to add your details to this booklet too.
- If you need to use the toilet or feel unwell, raise your hand and wait for an invigilator who will escort you from the exam room.
- Make sure you stay silent – talking to a fellow candidate could result in disqualification from all your exams.

### Contingency sessions:

- There are contingency sessions within the Summer 2024 exam timetable – the afternoon of 6 June and 13 June 2024 and the morning and afternoon of 26 June 2024. Make sure you are available on all three dates even if you do not have an exam.

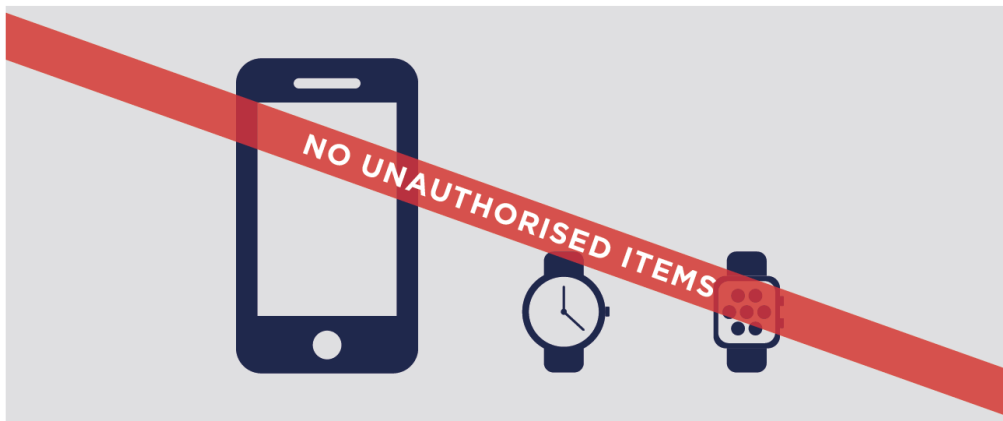
If you have any questions about your exams, please ask your teacher or exams officer.



You can also find useful information about preparing for exams at [www.jcq.org.uk/exams-office/information-for-candidates-documents](http://www.jcq.org.uk/exams-office/information-for-candidates-documents)

## **NO MOBILE PHONES NO WATCHES**

**NO POTENTIAL TECHNOLOGICAL/WEB  
ENABLED SOURCES OF INFORMATION**



**Possession of unauthorised items, such as a mobile phone  
or any watch, 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.



## Information for candidates Using social media and examinations/assessments

**While we like to share our experiences online, when it comes to exams, we have to be careful.**

- Sharing ideas online can be helpful when you're studying or revising
- However, sharing certain information (see information on the right) can break the rules and could affect your results
- If you're not sure what you can and can't discuss online, check with your teacher
- If you receive exam content on social media, you must tell your teacher
- Don't be caught out by scammers selling fake exam papers



**JCQ Things to do on social media:**

- Have fun
- Be responsible
- Report any exam content you see to your teacher

**JCQ Things not to do on social media:**

- Buy/ask for/share exam content
- Pass on rumours of what's in exams
- Share your work
- Work with others so that your coursework is not your own independent work

**JCQ If you do any of the above activities, you may:**

- ! Receive a written warning
- ! Lose marks
- ! Be disqualified from a part of or all of your qualifications
- ! Be banned from taking assessments for a number of years

Please take the time to familiarise yourself with the JCQ rules:  
[jq.org.uk/exams-office/information-for-candidates-documents](http://jq.org.uk/exams-office/information-for-candidates-documents)

All information in this booklet can be found on the school website.

## ***Emergency Evacuation Procedure for Exams***

In the unlikely event of a fire alarm sounding during an exam these instructions **MUST** be followed in **COMPLETE SILENCE** and **UNDER EXAM CONDITIONS**.

- Should the fire alarm go off, do not panic. Calmly put your pen on the desk and close your exam answer book.
- If using a Word Processor save your work.
- The invigilator will ask you to leave the room in complete silence in the order you are seated. Leave all equipment in the exam room.
- You will be escorted directly onto the playground, walk to the top of the steps to the playing field where the invigilator will take the register. You must remain here under exam conditions until instructed otherwise.
- A suitable distance between you and the pupil in front or behind must be always maintained.
- **NO COMMUNICATION BETWEEN STUDENTS IS ALLOWED.** (Communication with another student will result in disqualification from the paper).
- The Exams Officer or invigilator will tell you when to return to the exam room – all the above rules still apply. You must remain silent.
- Do not start writing until the invigilator tells you to do so.
- The exam will be restarted ensuring you have full allocation of time.

***You are still under exam conditions until the exam has formally finished.***



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# Your Notes



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