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## **INTRODUCTION**

Public examinations can be a stressful time for students and their parents and it is important that all those involved are as well informed as possible. Well-informed students will realise that the rules and regulations are designed to ensure fairness and minimise disturbance and it is in the interest of all that the examinations run smoothly.

Hopefully, this booklet will prove informative and helpful for you and your parents. Please read it carefully and show it to your parents so that they are also aware of the examinations regulations and the procedures to follow in the event of any problems occurring.

The awarding bodies (or examination boards) set down strict criteria which must be followed for the conduct of examinations and Altrincham Grammar School for Girls is required to follow them precisely. You should therefore, pay particular attention to the Notices to Candidates that can be found on the school website under the Examinations heading.

If you or your parents have any queries or need help or advice at any time before, during or after the examinations please contact Mrs Millard, the Examinations Officer.

Telephone:

0161 912 5902

Email:

[LMillard@Aggs.Bright.Futures.co.uk](mailto:LMillard@Aggs.Bright.Futures.co.uk)

On examination days it is best to contact the school reception on 0161 912 5912 and leave a message, with the nature of your query, since the main priority will be the starting of examination sessions on time.

## **BEFORE THE EXAMINATIONS**

### **STATEMENTS OF ENTRY**

- All candidates receive a statement of entry from school indicating the subjects they are being entered for and the levels of entry, where applicable. Please check that these are correct, sign and return to Mrs Millard. If there are ANY errors or omissions (e.g. name, date of birth, examination entry etc.) you **MUST** tell Mrs Millard immediately. Any delay could incur late entry/amendment fees for which you will be liable.

### **TIMETABLES**

- The main period for external examinations is from the start of May until the end of June. All candidates will receive individual timetables which will give them the dates and sessions (am or pm) of all the papers they are taking, and their examination room and seat number. Check each examination date carefully, and check to see if the examination is in the morning or the afternoon. It is often a good idea to take a photo of your timetable on your phone if you can so you have it to hand at all times. If there is an examination on the list that you were not expecting to take (e.g. if you know you have already dropped or been withdrawn from a subject) you must tell Mrs Millard immediately. It is helpful if parents make sure a copy of this timetable is available to them at home.
- Please be aware that, regardless of your timetable, you must be available on the following dates and times as the Exam Boards have designated these as contingency days:

06/06/2024 Afternoon

13/06/2024 Afternoon

26/06/2024 All day

### **CANDIDATE NUMBER**

- Each student has a four-digit candidate number. Your candidate number will be shown on your statement of entry and your timetable and will appear next to your name on seating plans. This is the number you will enter on all examination papers. Please learn it.

### **CENTRE NUMBER**

- The Centre Number is 33613. You will need to write this on all your answer booklets. This number will be clearly displayed in the examination rooms.

### **TIMETABLE CLASHES**

- Some candidates may have a clash where two or more subjects are timetabled at the same time. The school will make special timetable arrangements for these candidates to take one of the papers at a different time on the same day. The candidate will have to remain under supervision between the two papers.
- If an examination is delayed from a morning to an afternoon session, or vice versa, you will be supervised over lunchtime. You should bring some revision or reading material and your lunch and a drink, as you will not be allowed leave the room to buy food.

- In very rare cases it may be necessary for a paper to be taken the next day and it is a requirement that the candidate is supervised overnight. This is essential to avoid compromising the integrity of the examinations.
- Any clashes which appear on your Statement of Entry will be picked up and resolved before you are given your final individual timetable and candidates will be informed of the arrangements that have been made for them.

### **CONTACT NUMBERS**

Staff will collect a mobile number for students in Year 11 and Year 13 as well as having contact numbers for parents/carers so that we can make direct contact with students if there is any issue.

### **EQUIPMENT**

- Make sure you have checked all the equipment you will need before your examinations. Check the regulations in the JCQ Information for Candidates at the front of this booklet and the information on the following pages.

### **COURSEWORK/CONTROLLED ASSESSMENT/NEA**

- Some subjects have an element of coursework/controlled assessment included in them which has to be completed, marked and assessed and the marks and work sent to the Examination Boards well before the formal examination sessions take place. Departments set deadlines that allow time for this process and to meet the Boards' deadlines. These cannot be changed. Students who do not submit coursework on time or who miss a controlled assessment will not be allocated a mark for this portion and their overall grade will suffer. Please refer to the JCQ Notice to Candidates relating to Controlled Assessments / Coursework in this booklet.

## **DURING THE EXAMINATIONS**

### **EXAMINATIONS REGULATIONS**

- Copies of the “Information for Candidates” and “Warning to Candidates”, which are issued jointly by all the Examination Boards, are available under the Examinations heading on the school website. All candidates must read these carefully and note that to break any of the examinations 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. Morning examinations start at 9.00am and afternoon examinations at 1.30pm. Your individual timetable will state which room and seat number you have been allocated. Candidates must arrive at least 20 minutes prior to the start time of their examinations to enable seating procedures to be carried out efficiently, and to allow for any unforeseen room changes.

- For examinations in the Sports Hall, please leave your bags in the changing area, and wait to be called in.

- For the church hall, please line up along Bowdon Road and wait to be called in. Leave your bags in the foyer BEFORE entering the examination room.

- For the Sixth Form common room, leave your bags under the desks at the back of the library, then wait outside at the front of the Sixth Form until you are called in.

- You must sit at the desk that has been allocated to you and indicated on your timetable, unless the invigilator instructs otherwise. If you do not sit in the correct seat the invigilators could mark you as absent.

- Candidates who arrive late for an examination will still be admitted and will receive all of their time. However, for candidates who arrive more than 1 hour after the start, or after the end of the examination (Very Late Candidates), the Examination Board will have to be notified and they will decide whether or not the paper will be marked. Awarding bodies are unlikely to accept the work of Very Late Candidates. 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.

### **DRESS**

- Examinations are a school activity and students must wear normal uniform. All students know the uniform rules and it is their responsibility to ensure that they observe them.

### **EQUIPMENT**

- 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.

- You must provide all your own equipment. Borrowing from other candidates is NOT allowed under any circumstances. The following equipment should be brought to EVERY examination:

- 2 pens – black ink only
- 2 HB pencils
- Ruler (marked with millimetres)
- Pencil sharpener (preferably one which catches the shavings!)
- Eraser

For certain examinations you will also need the following:

- Compasses
- Protractor
- Calculator (any cases, lids or instructions must be removed)
- Coloured pencil crayons

- For mathematics and science examinations, students should make sure their calculators conform to the examination regulations. Your calculator should be no larger than the regular handheld size and no printed instructions or cases are allowed. The examination boards do not make any allowances for calculator failure or operational mistakes – YOU are responsible for making sure your calculator works properly. Please see below for the JCQ rules on calculators:

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10.1 In this section a calculator is defined as an electronic device whose primary purpose is to carry out mathematical calculations.

10.2 This is the published guidance on calculators unless specifically varied by an awarding body in a qualification specification.

10.3 The instructions on the question paper will say whether calculators are allowed or not. If the instructions do not include such a statement, calculators should be treated as standard equipment and may be used by candidates.

10.4 Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations.

10.5 Candidates must be told these regulations beforehand and be familiar with the *Information for candidates* documents.

10.6 During an examination a calculator must not be able to offer any of these facilities:

- a) language translators;
- b) symbolic algebra manipulation;
- c) symbolic differentiation or integration;
- d) communication with other machines or the internet.

10.7 During an examination a calculator must not give access to pre-stored information. This includes:

- a) databanks;
- b) dictionaries;
- c) mathematical formulae;
- d) text.

10.8 A calculator must not be borrowed from another candidate during an examination.

10.9 Some calculators have an 'exam mode'. This is acceptable in examinations where the exam mode is activated and the exam mode results in the calculator becoming compliant with the above requirements.

10.10 An invigilator may give a candidate a replacement calculator.

10.11 Where access is permitted to a calculator for part of an examination, it is acceptable for candidates to place their calculators on the floor under their desks in sight of the invigilator(s) for the non-calculator portion of the examination.

10.12 A series of FAQs on the use of calculators in examinations may be found at:

- <https://www.icq.org.uk/exams-office/ice---instructions-for-conducting-examinations/>
- You must do any rough work in the answer booklet provided. Cross out anything that you do not wish to be marked. YOU ARE NOT ALLOWED TO USE CORRECTING FLUID, PENS OR TAPE IN ANY ANSWER BOOKLETS. This is to protect you and your examination; if correction devices were allowed then someone could tamper with your examination paper and it would be undetectable.
- Highlighter pens must not be used in answer booklets, but you are allowed to highlight parts of the printed questions if you wish to.
- Dictionaries may not be used in examinations unless they are specifically permitted by the subject specification. If English is not your first language, then you may be allowed to use a bilingual dictionary in certain examinations. However, this must be arranged before the examinations begin. If you think you will be eligible to use a bilingual dictionary you must see Mrs Hughes, the SENDco as soon as possible.
- Examinations regulations are very strict regarding items that may be taken into the examinations room. If you break these rules you will be disqualified from the examinations.

## **MOBILE PHONES & OTHER TECHNOLOGY**

- Any potential technological/web enabled sources of information including those shown below as are not permitted: Mobile phones, MP3/4 players, iPods, Smartwatches or Wristwatches
- We cannot stress enough how important it is NOT TO BRING IN MOBILES PHONES OR ANY OF THE ABOVE ITEMS. The Examination Boards and AGGS do not allow you to bring a mobile phone (or any other type of electronic communication or storage device) into any examination room or into any room being used for revision or 'quarantine', either before or after an examination. If such a device is found in your possession during an examination (even if it is turned off) it will be taken from you and a report made to the appropriate examination board. No exceptions can be made. It is a very serious offence for which the Examination Boards impose severe penalties and our advice is that phones should not be brought in to school on examination days. We can take no responsibility for the security of mobile phones brought in to school.

## **WRIST WATCHES**

Are no longer allowed in the examination room

## **BAGS AND COATS**

- Bags and coats are not allowed into the examination room and must be left outside unless directed otherwise.

## **FOOD AND DRINK**

- You are allowed to have a clear bottle of water on the floor by your examination desk, but you must remove all labels. Food is not allowed in the examinations room unless it is required for specific medical purposes, and on the condition that it is in clear packaging.
- Pupils who have examinations in both morning and afternoon sessions and who are not in quarantine because of a timetable clash may obtain lunch from the dining hall in the usual way or bring a packed lunch.

## **CONDUCT**

- It is your responsibility to read and understand the JCQ Notices to Candidates which can be found under the Examinations heading on the school website. A larger copy of the notices will be displayed outside every examination room.
- You must be silent at all times when you are in the examination room. This includes when you enter and leave. Examination conditions apply from the moment you enter the room.
- In most sessions, papers will already be on examination desks when you enter the room. These must not be opened until candidates are told that they may do so by the invigilators.
- Listen carefully to instructions and notices read out by the invigilators – there may be amendments to the examination paper that you need to know about.
- Check you have the correct question paper – check the subject, paper and tier of entry. If you think something is wrong put your hand up and tell the invigilator immediately.
- Read all instructions carefully and number your answers clearly.
- The length of an examination is shown on the front of the examination paper and the start and finish times of all the examinations running will be written on a white board at the front of the room. There will be a clock in all examination rooms. However, please be aware that there will often be several other examinations running at once, each with different finish times. Make sure you know the finish time of your examination.
- Do not attempt to communicate with or distract other candidates. You must face the front at all times. You should put up your hand to attract the invigilator's attention if required.
- Candidates must stay in the examinations room until the end of the examination. If you have finished the paper before then, use any time remaining to check over your answers and that you have completed your details correctly. It is not the school's policy to allow candidates to leave the examination room early, as this is disruptive to other candidates. You must remain seated at your desk, facing the front.



- A candidate may not leave the examinations room without the permission of an invigilator. If it is absolutely necessary for you to go to the toilet during an examination, you will have to be escorted by an invigilator. You will given back the time you were out of the room.
- At the end of the examination all work must be handed in – remember to cross out any rough work. If you have used more than one answer book or loose sheets of paper ask for a tag to fasten them together in the correct order. Do not do this if the examination is with OCR exam board, just put the extra pages inside the original answer booklet. Remember to write your name, candidate number and examination paper reference on any additional sheets.
- Invigilators will collect your examination 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 examination room.
- Remain seated in silence until told to leave the examination room. You will be instructed to leave one row at a time. Please leave the room in silence and show consideration for other candidates who may still be working. Please bear this in mind when collecting your bags and leave the exam area quickly and quietly.
- Pupils who are disruptive or behave in an unacceptable manner will be removed from the examinations room by invigilators and/or members of the Senior Leadership Team.
- If the fire alarm sounds during an examination the invigilators will tell you what to do. Do not 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 designated assembly point. Leave everything on your desk unless told otherwise. You must not attempt to communicate with anyone else during the evacuation. When you return to the examination 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 to conduct the examinations. Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.
- Invigilators are in the examinations rooms to supervise the conduct of the examinations. They will distribute and collect the examinations papers, tell candidates when to start and finish the examinations, hand out extra writing paper if required and deal with any problems that occur during the examinations, for example if a candidate is feeling ill.
- Please note that invigilators cannot discuss the examination paper with you or explain the questions.
- Invigilators will be able to contact the examinations officer by phone to resolve any issues.

## **ABSENCE FROM EXAMINATIONS**

- You must attend all examinations that are allocated to you on your individual candidate timetable. Misreading the timetable will not be accepted as a satisfactory explanation for absence.
- If you experience difficulties during the examinations period (e.g. illness, injury, personal problems) please inform school at the earliest possible point so we can help or advise you.

- If you miss an examination due to illness you must telephone school on 0161 912 5912 as soon as possible on the morning of the examination, and a medical certificate/letter must be given or sent to Mrs Millard within three days of the examination you missed.
- Timetables are regulated by the Examination Boards and you must attend on the given date and time. If you miss an examination you will not be able to take it on another day.

### **SPECIAL CONSIDERATION**

- Special Consideration is a post examinations adjustment to a candidate's mark or grade to reflect temporary illness, temporary injury or other indisposition at the time of the examination. Special consideration can only seek to go some way to assist the candidate affected by a potentially wide range of difficulties, emotional or physical, which may influence performance in examinations. Only minor adjustments can be made to the mark awarded because to do more than this would jeopardise the standards of the examinations. The allowance for Special Consideration varies from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for exceptional cases). No feedback is provided by the Examination Board. Candidates will only be eligible for Special Consideration if they have been fully prepared and covered the whole course but performance on the day of the examination is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness, accident or injury, bereavement, domestic crisis. The Examinations Officer must be informed immediately, so that the necessary paperwork can be completed (within 7 days of the last examination session for each subject) and the candidate will be required to provide evidence to support such an application.
- Please speak to Mrs Millard if you feel your examination was affected by external factors beyond your control and she will let you know if it is eligible for an application for Special Consideration.

### **Emergencies**

In an emergency such as a fire alarm or a bomb alert, the invigilator must take the following action:

- a) stop the candidates from writing;
- b) collect the attendance register (in order to ensure all candidates are present) and evacuate the examination room in line with the instructions given by the appropriate authority;
- c) advise candidates to leave all question papers and scripts in the examination room. Candidates must be advised to close their answer booklet;
- d) ensure the candidates leave the room in silence;
- e) ensure candidates are supervised as closely as possible while they are out of the examination room so that there is no discussion about the examination;
- f) make a note of the time of the interruption and how long it lasted;
- g) allow the candidates the remainder of the working time set for the examination once it resumes;
- h) if there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination.

## **AFTER THE EXAMINATIONS**

### **NOTIFICATION OF RESULTS**

- Results will be available for collection from School on the following dates:

**A LEVEL Thursday 15<sup>th</sup> August 2024 8.00am**

**GCSE Thursday 22<sup>nd</sup> August 2024 8.30am**

- Candidates not intending to collect in person but who wish their results to be posted, should leave a signed letter giving permission for them to be posted and a stamped addressed envelope (also bearing their candidate number), with Mrs Millard. Results slips not collected or posted on results day will be retained in school for collection at the start of term.
- If you wish any other person (including family members) to collect your results on your behalf, you must leave a letter with Mrs Millard before the end of the examinations stating their name. If the examinations have finished, you will need to email [LMillard@Aggs.Bright-Futures.co.uk](mailto:LMillard@Aggs.Bright-Futures.co.uk) instead. The nominated person will need to bring a form of photo ID.
- No results will be given out by telephone or email **under any circumstances**.

### **POST RESULTS SERVICES**

- It must be remembered that examinations can only measure performance on the day, and that candidates can do better or worse than anticipated for a variety of reasons. If there are serious grounds for concern about a result then the centre can initiate an enquiry with the appropriate exam board. Details of the procedures and the fees involved are available from the examinations officer and the process should be started as soon as possible after consultation with the Head of Department concerned.
- It is currently possible to have access to marked scripts for most A level units and some GCSE. You will need to complete a PRS (Post Results Service) form, which will be available on results day and available to download from the school website, and pay a fee for each subject/paper. A level students should be aware that if they wish to see a photocopy of their marked script prior to requesting a re-mark, it must be within one week of the issue of results.
- Where students are requesting a chargeable service, fees must accompany a completed PRS and be returned to Mrs Millard by the deadlines set.
- Please be aware that a remark of examination papers can result in marks and grades decreasing as well as increasing.

### **ENQUIRIES ABOUT RESULTS (REVIEW OF MARKING)**

- In cases of Enquiries about Results for externally-marked examinations, where the school does not uphold a request for such an enquiry, the student will pay to have an enquiry carried out. Where the student wishes to challenge the decision not to submit an enquiry a similar procedure to that mentioned above will be carried out.

## **CERTIFICATES**

- Certificates will be issued by the Examination Boards in November and will be distributed at the Presentation Evening for GCE, and the Presentation Assembly for GCSE. They must be signed for by you.
- If you are unable to collect them at these events personally, they can be collected via school after Christmas and at least 48 hours notice must be given. If you wish someone else to collect them on your behalf they will need to bring a letter signed by you and photo ID.
- We are only required to keep certificates for 12 months from the date of issue, after which time they will be destroyed.
- Certificates are valuable and important documents. Please ensure that they are collected and that you take good care of them. Examination Boards will not issue replacements.

## **THE EQUALITY ACT 2010**

The main provisions of the Equality Act 2010 are to give protection to disabled people in the areas of employment and education.

The Equality Act 2010 defines disability as a “physical or mental impairment which has a substantial and long term adverse effect on someone’s ability to carry out normal day to day activities.”

The centre will meet the requirements of the Equality Act 2010 by ensuring that the examinations centre is accessible and improving candidate experience.

## **ACCESS ARRANGEMENTS**

The Special Educational Needs Co-ordinator (SENCO) will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an examination, and the date of that examination. The SENCO can then inform individual staff of any special arrangements that individual candidates can be granted during the course and in the examination. A candidate's access arrangements requirement is determined by the SENCO and/or Educational psychologist/Specialist teacher. Candidates with access arrangements may be offered the opportunity to take their examinations in a smaller venue from the main body of candidates, and the appropriate support and invigilation will be organised for them.

