



## **Examinations/Assessment Policy and Guidance**

**The Deanery Church of England High  
School and Sixth Form College**

**Centre 33755**

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## **INTRODUCTION**

It is the aim of The Deanery C of E High School and Sixth Form College 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 to your parents so that they are also aware of the examination regulations and the procedures to follow in the event of any problems occurring.

The Awarding Bodies set down strict criteria which must be followed for the conduct of examinations. The Deanery C of E High School and Sixth Form College is required to follow them precisely. You should therefore, pay particular attention to this Information.

Some of the questions you may have are answered at the back of this booklet. **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 Manager:                   **Mrs Gray**

The school telephone number is:           **01942 768801 Ext 1253**

Remember – We are here to help.



# THE DEANERY

Church of England High School and Sixth Form College

## **Summer 2023 Exams – Contingency Days**

During the spring term, students will be given their individual exam timetables which will highlight when their final exam will take place. The summer exam season will run from Monday 3<sup>rd</sup> May to Monday 26<sup>th</sup> June 2023. However, for the summer 2023 exam series, one "contingency" exam day and two afternoons have been arranged by the examination awarding bodies which all students need to be aware of. These contingency days for GCSE and A Level (or equivalent) examinations have been put in place "in the event of widespread, sustained national or local disruption to examinations during the June 2023 examination series."

The decision comes following the tragic events of previous summers, namely the Manchester attacks and the Grenfell Tower fire. The Joint Council of Qualifications decided that they need the option to postpone an exam in the event of an incident and rearrange for a later date to allow all students a fair and equal chance.

The dates that have been set aside as the contingency days are Thursday 8th June and Thursday 15th June 2023 (afternoons only) and Wednesday 28th June 2023 (all day). This means that all exam candidates must be available to sit exams from the date of their first exam until Wednesday 28th June 2023. This decision is not a school decision and applies to all candidates in all schools.

Please can all students/parents/carers make a note of the new contingency exam dates in the event that an awarding body needs to invoke its contingency plan.

Yours sincerely

Mrs Gray  
Examinations Manager

## **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. Some subjects only have one tier of entry, some have Foundation and Higher tiers.
- You must check everything on your statements of entry very carefully. Particularly check that all personal details (**date of birth, spelling of legal forename and surname**) are accurate as these will appear on certificates and it may be difficult to change them once certificates are awarded.

### **AWARDING BODIES**

- The School uses the following Awarding Bodies: AQA, Pearson/Edexcel, OCR and WJEC.

### **CANDIDATE NAME**

- Candidates are entered under the name format of First name, One middle initial and Surname, e.g. Adam J. Smith. **All names must be your legal names not preferred.**

### **CANDIDATE NUMBER**

- Each candidate has a four-digit candidate number. This is the number you will enter on examination papers, please remember it. Your candidate number will appear on your examination timetable next to your name, on displayed seating plans and on ID cards, which are placed on your exam desk during exams.

### **UCI & ULN**

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 (33755) 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. Your ULN [Unique Learner Number] is a unique 10-digit identifier (currently used in England, Northern Ireland and Wales) given to anyone aged over 14 involved in education or training. The ULN remains with the learner throughout their life, so that all their future learning experiences and achievements can be recorded and accessed in one place.

### **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 Gray in the Exams Office immediately.
- Some candidates may have a clash where subjects are timetabled at the same time (French and ICT for example). Mrs Gray (Examinations Manager) will re-schedule papers internally (on the same day) where there is a clash of subjects. 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 will 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 under supervision until both examinations are completed. If in doubt speak to Mrs Gray.

## **CONTACT NUMBERS**

- Please check that school has at least one up-to-date emergency telephone contact number and an email address for you.

## **EQUIPMENT**

- Make sure you have **all** the correct equipment before your examinations. Check the regulations in the JCQ notices which will be issued to you and are also displayed outside of examination rooms.

## **NON-EXAM ASSESSMENT/COURSEWORK**

Non-Exam assessments/Coursework assess candidates' skills, knowledge and understanding that may not be readily assessed by timed written papers. These take many different forms and may include printouts, copies of presentations, charts, photographs, letters, recordings etc.

Non-Exam Assessment/Coursework is a form of internal assessment where the control levels are set for each stage of the assessment process. In some subject's work will be marked by the awarding body. For most subjects however, work will be marked by the centre and moderated by the awarding body.

**Adding or removing any material to or from a controlled assessment/coursework after it has been presented by a candidate for final assessment is malpractice.**

Candidates must not:

- **submit work which is not their own**
- **lend their work to others or allow their work to be copied**
- **allow others access to, or the use of, their own independently sourced material [this does not mean that candidates may not lend their books to one another, but candidates must not plagiarise others' research]**
- **use any books, the internet or other sources without acknowledgement or attribution**
- **submit work word processed by a third party without acknowledgement**

These actions constitute malpractice for which a penalty will be applied, including possible disqualification.

## **Internal Assessments and Appeals**

Internal assessment replaces the largely discontinued term coursework.

It is the duty of heads of department to ensure that all internal assessment is ready for dispatch at the correct time. The Exams Manager will assist by keeping a record of each dispatch, including the recipient details and the date sent.

Marks for all internally assessed work are recorded in school/college and are sent to the awarding bodies. Estimated grades are recorded in school by the subject teachers and heads of department.

Appeals against internal assessments must be made by the end of April before work is submitted to the external moderator/awarding body.

The process for managing appeals against internal assessments is detailed as follows:

In the event of a student wishing to make an appeal against an assessment decision, the following steps outlined below must be followed:

- Within 3 days student must contact the subject teacher to arrange an informal meeting to discuss the assessment decision.
- If student is still dissatisfied, then they can appeal to the head of department.
- This will allow the student to put forward reasons why his / her assignment should be re-assessed. This should be done within 3 days of meeting with the head of department.
- The assignment will be reassessed by an alternative subject teacher who will provide the student with feedback within one working week.

## **DURING THE EXAMINATIONS**

### **EXAMINATION REGULATIONS**

- A copy of the "*Information for candidates*" documents which are issued jointly by all the Awarding Bodies, are sent out via email to all KS4 and KS5 pupils. All candidates must read this information 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, dressed properly in full school uniform and equipped for their exam.** Candidates must arrive 10 minutes prior to the start time of their examination. Please wait quietly outside the exam room until you are invited to enter by the examination invigilators.
- Candidates who arrive late [within 30 minutes of the start time] for an examination may still be admitted but may not receive any additional time. If special consideration applies then you must speak to the Examinations Manager Mrs Gray (see ABSENCE FROM 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. No correction pens or gel pens are allowed.
- For Mathematics and Science exams, students should make sure that calculators conform to the examination regulations. If in doubt, check with your teacher. Remove any covers or instructions and make sure batteries are new.
- Do not attempt to communicate with or distract other candidates.
- Examination regulations are very strict regarding items that may be taken into the examination room (see FAQs at the end of this booklet). If you break these rules you will be disqualified from the examination.
- **Mobile telephones, smart watches and all watches MUST NOT BE BROUGHT INTO THE EXAMINATION ROOM.**

- If a mobile phone or smart watch (or any other type of electronic communication or storage device) is brought into the exam room this must be handed in using the wallet provided on your desk. If a mobile 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 exam board. No exceptions can be made.
- Please do not write on examination desks. This is regarded as vandalism and you will be asked to pay for any damage.
- Do not draw graffiti or write offensive comments on examination papers – if you do the Awarding Body may refuse to accept your paper.
- 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 tier of entry.
- Read all instructions carefully and number your answers clearly.
- Candidates must stay in the examination room for the duration of the exam. 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 on the front of the paper.
- 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 put them inside your main exam paper booklet in the correct order and remember to add your candidate details to any additional answer sheets.
- 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 **MUST 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. 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. Full details of our emergency evacuation procedures are detailed further in this booklet.

## **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 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 and deal with any problems that occur during the examination, for example if a candidate is feeling ill.
- Please note that invigilators cannot discuss the examination paper with you or explain the questions.
- Pupils who are disruptive or behave in an unacceptable manner will be removed from the examination room by the Examinations Manager and members of the Senior Leadership Team.

### **ABSENCE OR ILLNESS DURING EXAMINATIONS**

- If you experience difficulties during the examination period (e.g. illness, injury, personal problems) please inform school at the earliest possible point so we can help or advise you.
- If you are unwell during an examination please put up your hand so that an invigilator can help you.
- Only in 'exceptional circumstances' are candidates allowed special consideration for absence from any part of an examination. It is essential that medical or other appropriate evidence is obtained on the day by the candidate/parent/guardian and given to the Examinations Manager without delay. In some cases, an application may be made for special consideration.
- For a grade to be awarded by special consideration, where a student has missed part of an examination through illness or personal misfortune, a minimum of 50% of the examination (including coursework/ controlled assessment) must already be completed.
- Parents/Guardians and candidates are reminded that the school will require payment of entry fees (from approx. £40.00 per subject) should a candidate fail to attend an examination without good reason and without informing the school. Failure to pay may result in examination results being withheld.
- Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

### **RECOVERY OF WASTED PUBLIC EXAMINATIONS FEES**

All initial examination fees are paid for by School/College. However, under the terms of The Education Act 1996, schools are empowered to recover any public examination fees it has paid if a candidate fails, without good reason to complete the examination and coursework requirements. The Deanery Church of England High School and Sixth Form college has determined that in such circumstances, it will endeavor to recover those costs by charging parent/carer.

- If a pupil fails without good reason to complete the examinations/coursework requirements, the costs of the entry fee for a public examination for which the school has paid will be recovered from parent/carer.
- Non-attendance for the examination without medical certification or failure to complete coursework are examples of what would constitute 'without good reason'.

### **RESITS FEES**

There are resit opportunities available in some subject areas. Should you need/wish to resit an exam to obtain a higher mark or grade, these fees are payable by students/parents/carer.



# THE DEANERY

Church of England High School and Sixth Form College

## **Emergency Evacuation Procedure** **For Examinations**

### **In the event of the fire alarm ringing**

- You will be instructed by the invigilator to stop writing and remain in silence.
- You **MUST NOT** communicate with other students and remain in silence. Please remain calm.
- You will remain seated until the invigilator receives instructions from the Exams Manager.
- If instructed to do so, proceed with the evacuation. You will be dismissed one row at a time.
- You must leave all exam question papers, scripts, equipment, bags etc in the room.
- You **MUST NOT** report to your form tutor at the normal meeting point, you must remain in your exam room group in silence.
- Proceed to the back of the sports hall where you will be met by the Exams Manager and members of the Senior Leadership Team.
- You will be kept under close supervision as you are led to the meeting point.
- On arrival at the meeting point, the registers will be taken. If any students are missing this will be reported directly to the Exams Manager.
- You will continue to be supervised closely whilst you are out of the exam room to ensure there is no collusion. You must not speak to other students, silence must be adhered to at all times.
- When it is safe to return to the school buildings, you will be escorted back to the exam room and once seated you will be instructed when to begin writing again. You must remain in silence at all times.
- You will be given the full allocation of time for your exam.
- A full report will be completed by the Exams Manager at the end of the exam and will be submitted to the Exam Board(s) for all students affected by the disruption.
- Please do not panic and listen carefully to instructions.
- **Remember;** if you are found communicating with other students whilst outside the exam room during the evacuation this will be regarded as **malpractice** and the examining board will have to be informed. You may be disqualified from the examination and zero marks awarded.

## **AFTER THE EXAMINATIONS**

### **NOTIFICATION OF RESULTS**

<b>GCE</b>	<b>17<sup>th</sup> August 2023</b>
<b>GCSE</b>	<b>24<sup>th</sup> August 2023</b>

- Results will be available for collection on:
- If you wish any other person (including family members) to collect your results on your behalf, you must give your written authorisation to Mrs Gray before results day.
- Candidates who do not collect their results on results day will receive notification through the post. Letters will be posted on results day and not before.
- Results will not be given out by telephone but can be emailed if arranged prior to results day.

### **POST RESULTS**

- If you need post-results advice, teaching staff will be available on results day. We will also ask you to complete details of your destination after The Deanery (i.e. higher/further education, employment).
- If you are unhappy with your results there are post-results services which are available:
  1. Priority re-mark for A level students, only where a university place is pending.
  2. Service 2 re-mark.
  3. Access to scripts, return of the script.

All these services incur substantial fees and have strict deadlines; if you need any of these services contact the exams office immediately after results day.

### **PRESENTATION OF CERTIFICATES**

- Students will be invited to collect certificates on a set date during the Autumn term. Invitations to students will be sent out with full details nearer the time.
- Students who are unable to collect certificates at the arranged time will be able to collect their certificates from the examination's office after this date, **by arrangement only**. Certificates will not be given to anyone other than the candidate without the candidate's written authorisation.
- The Deanery High School is only obliged to keep certificates for a period of **one year** after issue. If candidates do not collect their certificates within this time (or if they lose their certificates) they can only be replaced by direct application to the appropriate Awarding Bodies. This will require proof of identity (such as a birth certificate) and a substantial fee per Awarding Body. **You are therefore urged to collect your certificates on the allocated date or as soon as possible thereafter and to keep them safely.**

## **FREQUENTLY ASKED QUESTIONS**

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

- The Exams Manager will re-schedule papers internally (on the same day) where there is a clash of subjects. 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 under supervision until both examinations are completed. If in doubt consult the Examinations Manager.

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

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

### **Q. What do I do if I forget my candidate number?**

- Candidate Numbers are printed on your examination timetable, they are displayed on your ID card on your desk and are on seating plans which are displayed on the front of the exam room. Invigilators will also be able to help you find your number.

### **Q. What do I do if I forget the school centre number?**

- The Centre Number is **33755**. It will be clearly displayed in the examination room.

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

- Inform 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 will 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 do I do if I feel ill during the exam?**

- 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'm late can I still sit the examination?**

- Provided you are not more than 30 minutes late for an exam which lasts more than an hour, it may still be possible for you to sit the examination. For examinations lasting less than one hour you will be considered **very late** if you arrive thirty minutes late. You should get to school as quickly as possible and report to the exam's office. 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.

For students arriving **very late** after the published starting time, the school must inform the awarding body and it is possible that the Awarding Body 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?**

- 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?**

- Yes (no exceptions!) and normal school regulations apply to uniform, hair, jewellery, make-up, etc.

**Q. What equipment should I bring for my exams?**

- For most exams you should bring at least 2 pens (**black** ink only).
- For some exams you will need a calculator (Maths/Science), a 30cm ruler (marked with cm and mm), pencil sharpener and rubber, compasses, protractor, coloured pencils (not gel pens).
- You are responsible for providing your own equipment for examinations. You must not attempt to borrow equipment from another candidate during the examination.

**Q. What items are allowed into the examination room?**

- Only material that is listed on question papers is permitted in to the examination room and students who are found to have any material with them that is not allowed will be reported to the appropriate examination board. In such circumstances, a student would normally be disqualified from the paper or the subject concerned.
- Bags and coats and any other items not permitted under examination regulations must be left in the care of the invigilators. Do not bring any valuables into school with you when you attend for an examination.
- A clear small bottle of water only [without a label] is allowed in the exam room.
- **Mobile telephones, smart watches and all watches must not be brought into the exam room even if they are turned off.**

**Q. Why can't I bring my mobile telephone into the exam room?**

- Being in possession of a mobile phone (or any other electronic communication device, e.g. ipod, headphones, smart watch) is regarded as cheating and is subject to severe penalty from the awarding bodies:

The **minimum** penalties are as follows:

Device found on you and turned **ON** - **disqualification for the entire subject award.**

Device found on you and turned **OFF** - **disqualification from the specific paper** you are sitting at the time.

Phone rings during the exam **wherever it is in the room** the exam board must be informed and you may be **disqualified from all papers for the subject (including any already taken).**

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

- The length of the examination is shown in minutes on your individual timetable under the heading 'duration'. The Exams Manager or 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 white board at the front of the exam room. There will be a clock in all examination rooms.

**Q. Can I leave the exam early?**

- No. It is not the school's policy to allow candidates to leave the exam room early, as this is disruptive to other candidates. A candidate may not leave the examination room without the permission of the invigilators.

**Q. What do I do if there is a fire alarm?**

- The invigilators will tell you what to do. If you have to evacuate the room, leave everything on your desk and leave the room in silence. You must not attempt to communicate with any other candidates during the evacuation as this is considered malpractice.

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

- No. Only pupils with a medical card may be granted permission to use the toilet. If it is absolutely necessary you may be given permission to go but you will be escorted by an invigilator and will not be allowed any extra time. A record of the time you leave and return will be recorded and you will be asked to sign in and out of the exam room.

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

- Pupils who have examinations in both 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 the details on the Statement of Entry?**

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

**Q. I am entitled to extra time – how will this affect the way I take my exams?**

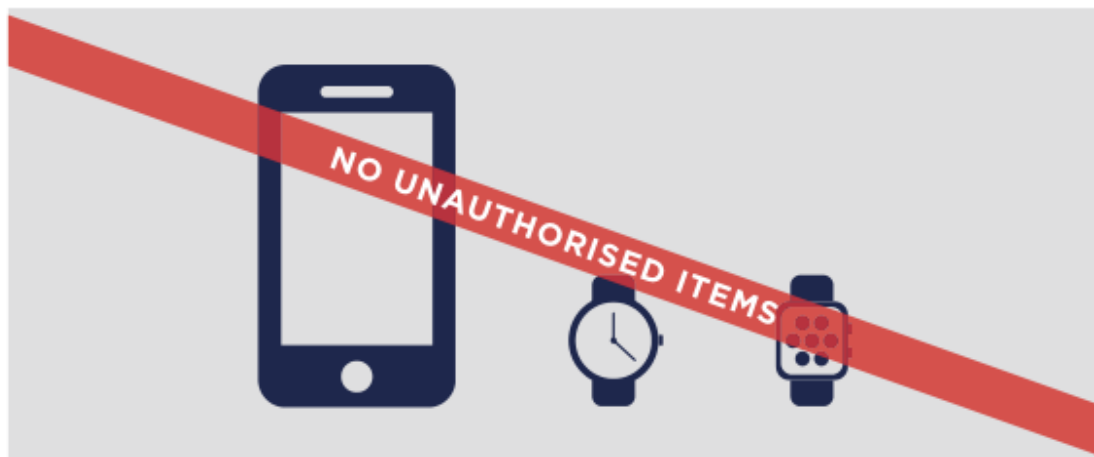
- Some students receive an allowance of 25% extra time. Where possible such candidates will be seated together to minimise disturbance from other candidates who finish earlier. The invigilators will include the additional time when they display the finishing time of your exam on the board.

**Q. What do I do if I don't get the grades I need for college?**

- Teaching staff will be available to advise you on results day. If you feel strongly that it is necessary to make an enquiry about your result, you should first consult the Head of Department to obtain their advice as to the advisability of requesting a re-mark. You should be aware that your mark could go down as well as up or even stay the same. Re-mark requests must be submitted to the Examinations Manager. You must complete a candidate consent form and return it with a cheque to cover the cost (on average from £50) before we can process the application.

# 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.



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.**



