

EXAMINATIONS 2024

GUIDANCE FOR STUDENTS & PARENTS

Centre number: 25174

School Telephone No: 01572 823631



INTRODUCTION

It is the aim of Uppingham Community 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 (or examination boards) set down strict criteria which must be followed for the conduct of examinations / controlled assessments and the college is required to follow them precisely. You should therefore, pay particular attention to the Information for Candidates that is printed on the following 4 pages.

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 L Koelling**

Telephone: **01572 823631** or email on **uccexams@ucc.rutland.sch.uk**

GUIDELINES FOR YEAR 11 STUDENTS CONCERNING THE FINAL

STAGES OF THEIR COURSES

1. All GCSE courses are of two years duration i.e. they last from the beginning of Year 10 to the end of Year 11. There is, therefore, an implicit commitment to finish each course started in Year 10.
2. Most courses will end on **Thursday 23rd May 2024** and the Year 11 leavers assembly will be that afternoon during lesson 5. All students will be expected to attend all classes until that date.
3. Special revision sessions and the Examination Study Programme will begin on **Friday 24th May 2024**.
4. Students will be able to take some of their study leave at home. However, there will be a structured study programme organised throughout the exam period. There will be a published list of revision and private study sessions.
5. Students should come into College for examinations and may return home afterwards if they are not attending supervised revision/study sessions, provided they have parental consent.
6. Individual examination timetables will be given to students in advance of the exams, to enable students to make the necessary arrangements with their parents in good time.
(Some examinations may end **after** the end of the school day. It is each student's responsibility to ensure transport arrangements.)
7. Any student failing to take an examination for which they have been entered will be charged through their parents the full amount of the entry fee.
8. Normal College regulations and procedures, **including the wearing of uniform**, will apply to all Year 11 students until all examinations are finished.
9. Normally morning examinations will begin at **8.45am**, afternoon examinations at **1.15pm** unless otherwise stated.

Mr B Solly
Principal

BEFORE THE EXAMINATIONS

STATEMENTS OF ENTRY:

- You will receive a statement of entry from school, indicating the subjects you have been entered for and the tier of entry (where applicable). Some subjects only have one tier of entry and some have foundation or higher tiers. This statement shows your own specific examinations with details of date, time, and duration of each exam. Check it carefully. If you think something is wrong see Mrs Koelling in the Exams Office immediately.

EXAMINATION BOARDS

- The School uses the following Examination Boards: AQA, Edexcel, OCR and WJEC.

CANDIDATE NAME:

- You are entered under the name format of First Name + Middle name initial/s + (Legal) Surname, e.g. Adam J. Smith. You **must** write your **legal name** on all of your exam scripts.

CANDIDATE NUMBER:

- Each candidate has a four-digit candidate number. This is the number you will enter on every examination paper. It will appear next to your name on your candidate cards, seating plans and examination registers. **Please ensure you write it on all exam materials and exam scripts.**

UCI:

- In addition to a candidate number, each candidate must have a Unique Candidate Identifier (UCI; 12 numbers and 1 letter) which is shown on the top of statements of entry. This number will usually begin with the Centre Number (25174) 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.

CONTACT NUMBERS

- Please check that school has at least one up-to-date contact number for you.

EQUIPMENT

Make sure you have all the correct equipment for all of your examinations. Check the regulations in the Information for Candidates and the information on the following pages.

DURING THE EXAMINATIONS

EXAMINATION REGULATIONS

- A copy of the “Information for Candidates”, which is issued jointly by all the Examining Boards, is included at the back of this booklet, together with a copy of the posters that will be displayed outside the exam rooms and some information on social media use during exams. You must read this 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.

EXAM DAYS

- You are responsible for checking your own timetable and arriving at school on the correct day and time, properly dressed and equipped. You must arrive 10 minutes prior to the start time of your examination. Please wait quietly outside your exam room until you are invited to enter.
- If you arrive up to 30 minutes late you will be allowed to sit the exam and will be given the full allocated time. If you arrive more than 30 minutes after the published start time, you may still be allowed to sit the exam but the school must inform the exam board of their start and finish time, and reason for lateness. The exam board will then make a decision on whether the paper will be marked or not.
- Full School Uniform **must** be worn by all students for every examination.
- 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.** All other pencil cases must be placed on the floor out of reach.
- Pens should be **black** ink only. **No erasers or correction fluids are allowed.**
- For mathematics and science exams, you should make sure your calculator conform to the examination regulations and all stored memory cleared before entering the exam room. If in doubt, check with your teacher. Calculator covers must be removed before the exam or placed on the floor face down out of reach.
- You must face the front at all times and not attempt to communicate with or distract other candidates. If you require help you should put your hand up for an invigilator to assist you.
- Examination regulations are very strict regarding items that may be taken into the examination room. If you break these rules you could be disqualified from the exam and potentially from all of your exams.
- **Mobile telephones SHOULD NOT BE BROUGHT INTO THE EXAMINATION ROOM.** If a mobile phone (or any other type of electronic communication or storage 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 exam board. **No exceptions can be made.** Your phone can be left in your bag or turned off and put into the box as you enter the exam room. Failure to hand in your phone and keep it on your person could result in disqualification from not only the exam you are sitting but all of your GCSE exams.

- **Ear pods / earphones are not permitted in the exam room**, please leave them in your bag and NOT in your pockets.
- **No watches of any type are permitted in the exam room**. Please ensure you have removed your watch before you enter the exam room.
- No food is allowed in the examination rooms.
- You may bring in a water into the exam but the **bottle must be completely clear and transparent (not writing or motifs) and all labels must be removed from the bottle**.
- 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 inappropriate, obscene or offensive comments on examination papers – if you do, the examination board may refuse to accept or mark 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. **Do not write anything on the front of your exam paper (including your name and candidate number) until you are told to do so.**
- Check you have the correct question paper – check the subject, paper and tier of entry. If you think you have the wrong paper you must inform the Exams Officer immediately.
- Read all instructions **very** carefully and number your answers clearly.
- You 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 check 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 you do not wish to be marked. If you have used more than one answer book or loose sheets of paper, put them together in the correct order and place them inside your answer booklet.
- 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 and must **NOT** communicate with other candidates. Question papers, answer booklets and additional paper must **NOT** be taken from the exam room under any circumstances.
- 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 invigilators will tell you what to do. If you have to evacuate the room you will be asked to leave **in silence** and in the order in which you are sitting, leaving everything on your desk. You must not attempt to communicate with anyone else during the evacuation. You will be escorted to a designated assembly point. 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 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 you when to start and finish the examination, hand out extra writing paper when 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, read out a word or question or explain what the question means.
- Pupils who are disruptive or behave in an unacceptable manner will be removed from the examination room by invigilators and reported to the Principal/Senior Leadership Team.

ABSENCE FROM EXAMINATIONS

- If you experience difficulties during the examination period (e.g. illness, injury, and personal problems) please inform school at the earliest possible point so we can help or advise you.
- Only in 'exceptional circumstances' would you be 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 you/parent and given to the Examination Officer without delay in all cases where an application is to be made for special consideration. A self-certification form (JCQ/ME Form 14) can be obtained from the Examinations Officer which can be countersigned by your doctor or nurse.
- For a grade to be awarded by special consideration, where a student misses part of an examination through illness or personal misfortune, 25% of the examination (including coursework/controlled assessment) must be completed.
- Parents and candidates are reminded that the school will require payment of entry fees should you fail to attend an examination without good reason and without informing the school. **Failure to pay may result in your examination results being withheld.**
- Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

AFTER THE EXAMINATIONS

NOTIFICATION OF RESULTS

Results Day

Thursday 22nd August 2024

- Results will be available for collection by students between 8.30 – 11.00am.
- If you wish any other person (including family members) to collect your results on your behalf, you must give your signed written authorisation.
- Failure to pay monies outstanding to college may result in the administration of the exam results being delayed.
- If you do not collect your results on results day you will receive notification through the normal post. Letters will be posted on 22nd August and not before.
- No results will be given out by telephone or email **under any circumstances**.

POST RESULTS

- Information about the post results services available will be available on the college website prior to results day. The Senior Leadership Team, Mrs Koelling, Exams Officer and members of teaching staff will be available on results day if you need any advice.

PRESENTATION OF CERTIFICATES

- A Presentation Evening will take place in November when it is hoped that you will be able to attend to receive your certificates. Invitations to you and your parents will be sent out with full details nearer the time.
- Certificates will not be given to anyone other than yourself without your written authorisation.
- If a certificate is lost a replacement will not usually be provided. You would have to apply for a statement of results for your own use to confirm examination grades to other parties. Only in very exceptional circumstances, e.g. fire, flood or theft, would the Awarding Body consider replacing a certificate. In these cases proof of such an accident would be required by the Awarding Body.



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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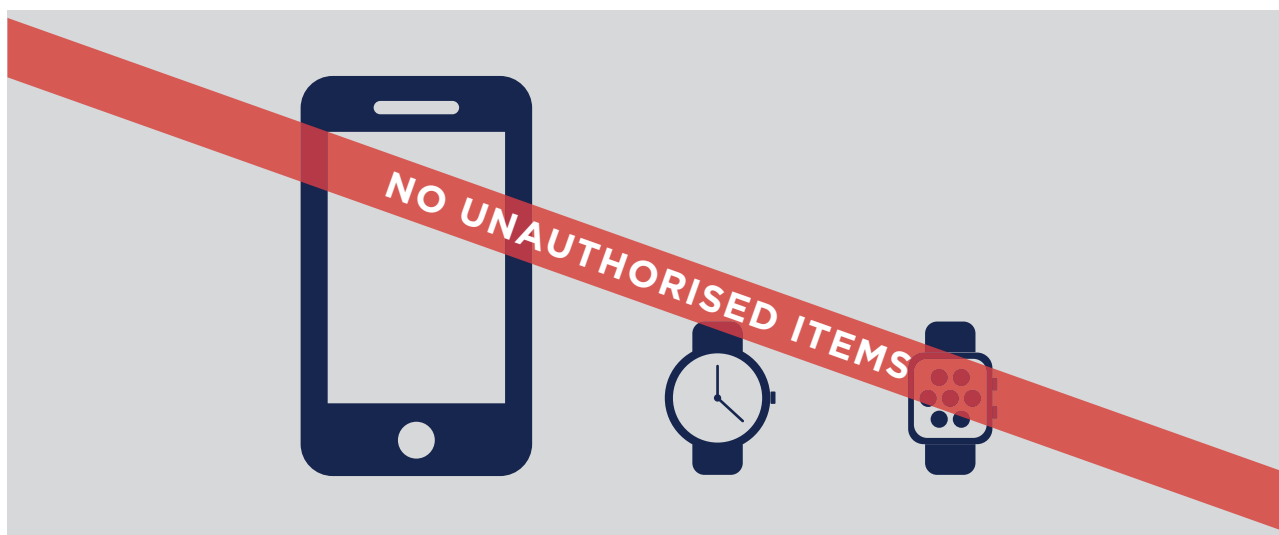
Warning to Candidates

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.

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.