

# ANGLO EUROPEAN SCHOOL



**GUIDANCE FOR STUDENTS & PARENTS**  
**GCE/GCSE EXAMINATIONS 2018/2019**  
**(Excluding IB)**

**Centre Number: 16343**

**School Telephone Number: 01277 354018**



# ANGLO EUROPEAN SCHOOL

## EXAMINATIONS HANDBOOK

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All candidates must familiarize themselves with the relevant information to candidates' notices which are issued by Joint Council for Qualifications (JCQ).

Please note that infringement of these examination rules and regulations could lead to disqualification from all subjects. The school must report any breach of regulation to the awarding body concerned.

# INTRODUCTION

It is the aim of Anglo European School 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/carers.

Please read it carefully and show it to your parents/carers 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 when conducting examinations and Anglo European School is required to follow them precisely.

You should therefore, pay particular attention to the JCQ notices attached.

Some of the questions you may have are answered at the back of this booklet. But if there is anything you do not understand or have any questions, please ask.

If you or your parents/carers have any queries or need help or advice at any time before, during or after the examinations please contact:

The exams office on 01277 354018 extension 1916 or 1915.

Remember – we are here to help.

**GOOD LUCK!**

# BEFORE THE EXAMINATIONS

## EXAMINATION BOARDS

The school uses the following examination boards: AQA, Edexcel, OCR, and WJEC.

## CANDIDATE NUMBER:

Each candidate has a four-digit candidate number. This is the number you will enter on examination papers. It will appear next to your name on seating plans and examination registers. Your candidate number is at the top of your timetable. **Please learn it.**

## UCI:

In addition to a candidate number, each candidate must have a Unique Candidate Identifier (12 numbers and 1 letter) which is shown on your timetable. This number will usually begin with the Centre Number, 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.

## ULN:

A Unique Learner Number (ULN) is a 10-digit reference number which is used alongside and to access the Personal Learning Record of anyone over the age of 14 involved in UK education or training.

Learners will retain the same number for accessing their Personal Learning Record throughout their lives, whatever their level of learning and wherever they choose to participate in education, training and learning.

## TIMETABLES:

You will receive an individual timetable showing your own specific examinations with details of date, time, and duration of exam. ***Check it carefully.*** If you think something is wrong go the Examinations Office immediately.

Please check the subjects you are entered for, and the level of entry. Please also check your personal details (date of birth, spelling of names) are accurate as these will appear on certificates and it may be difficult to change them once certificates are awarded.

A few candidates have a clash where two subjects are timetabled at the same time, e.g. PE & English. If the combined times of these exams are in excess of 3 hours special arrangements will be made in these circumstances. You must check your individual timetable and see the exams office if you are unsure what to do. If you think there is a clash on your timetable that has not been resolved, please see the exams office immediately.

## CONTACT NUMBERS:

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

## EQUIPMENT:

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

## USING CALCULATORS:

Candidates may use a calculator in an examination unless prohibited by the awarding body's specification. Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations.

The instructions set out in this section apply to all examinations unless stated otherwise in an awarding body's specification.

Calculators must be:	Calculators must not:
<p>Of a size suitable for use on the desk;</p> <p>Either battery or solar powered;</p> <p>Free of lids, cases and covers which have printed instructions or formulas.</p> <p><b>The candidate is responsible for the following:</b></p> <ul style="list-style-type: none"><li>• The calculator's power supply;</li><li>• The calculator's working condition;</li><li>• Clearing anything stored in the calculator,</li></ul>	<p>be designed or adapted to offer any of these facilities: -</p> <ul style="list-style-type: none"><li><input type="checkbox"/> language translators;</li><li><input type="checkbox"/> symbolic algebra manipulation;</li><li><input type="checkbox"/> symbolic differentiation or integration;</li><li><input type="checkbox"/> communication with other machines or the internet;</li><li><input type="checkbox"/> be borrowed from another candidate during an examination for any reason;</li><li><input type="checkbox"/> have retrievable information stored in them - this includes:<ul style="list-style-type: none"><li><input type="checkbox"/> databanks;</li><li><input type="checkbox"/> dictionaries;</li><li><input type="checkbox"/> mathematical formulas;</li><li><input type="checkbox"/> text.</li></ul></li></ul>

**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**

## **SOCIAL MEDIA:**

We all like to share our experiences when taking examinations. However, it is important to consider what you say. Your comments may lead to an investigation for malpractice and result in the application of a penalty. Guidelines published by the Joint Council for Qualifications is attached about referring to examinations/assessments through the internet.

# DURING THE EXAMINATIONS

## EXAMINATION REGULATIONS

A copy of the “Information for Candidates” notices, which are issued jointly by all the examining boards are attached to these guidance notes. All candidates and their parents/carers must read these 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, properly dressed and equipped. Candidates must arrive 10 minutes prior to the start time of their examination. Please wait quietly outside your exam room until you are invited to enter by the examination invigilators.
- Candidates who arrive late 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 Officer (see Absence from Examinations).
- Full school uniform must be worn by all students attending school for examinations with the exception of L6 and U6 students.
- 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** ballpoint (no gel pens). No erasers or correction pens are allowed.
- For mathematics and science exams, students should make sure their calculators conform to the examination regulations. If in doubt, check with your teacher. Remove any covers or instructions and make sure batteries are new. Calculator lids are not permitted inside the examination room.
- Please make sure that any watch alarms are turned off.
- Wrist watches must be placed on the examination table at all times, and be clearly visible to the invigilators.
- 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 MUST NOT BE BROUGHT INTO ANY 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 and you did not intend to use it) it will be taken from you and a report made to the appropriate exam board. No exceptions can be made. In this respect under normal circumstances the board may disqualify you for that examination. A poster reminding candidates of the consequences of mobile phone possession is displayed outside every exam room.
- Only see through small bottles of water are allowed in the examination rooms, all labels must be removed before entry to the exam room. Any bottles found to still have their label will be removed from the student.
- Chewing gum & food are NOT allowed in the examination rooms.
- Bags are NOT allowed in the examination rooms.
- 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.
- At the end of the examination all work must be handed in – remember to cross through any rough work. If you have used more than one answer book or loose additional answer sheets of paper – ensure candidate and examination details are completed on any additional paper.
- 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 the examination the examination invigilators will tell you what to do. Don't 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. 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.
- Please do not write on examination desks.
- Do not draw graffiti or write offensive comments on examination papers – if you do the examination board may refuse to accept your paper.

## **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 room 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, e.g. if a candidate is feeling ill.
- Please note that invigilators cannot discuss the examination paper with you or explain words or the questions.
- Students who are disruptive or behave in an unacceptable manner will be removed from the examination room.

## **ABSENCE FROM EXAMINATIONS**

- If you experience difficulties during the examination period (e.g. illness, injury, personal problems) the school must be informed immediately, on the day of the examination. In the case of illness medical evidence must be forwarded to the Examinations Office within 5 days of the examination affected.
- 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/carer and given to the Examination Officer within 5 days of the examination affected.
- For the award of a grade by special consideration, where a student misses part of an examination/assessment through illness or personal misfortune.

The minimum requirements for enhanced grading in cases of acceptable absence are detailed below. In all cases, candidates must have been fully prepared and covered the whole course.

*GCE AS and A-level qualifications: at least 25% of the total assessment must have been completed.*

*Please note that partially completed AS or A2 units are not acceptable.*

- *AS linear specifications: 25% of the total assessment must have been completed.*
- *AS unitised specifications: 25% of the total assessment must have been completed.*
- *Enhancement given at AS level (unitised specifications) will be carried forward to A-level.*
- *A-level linear specifications: 25% of the total assessment must have been completed.*
- *A-level six unit award (unitised specifications): 25% of the total assessment must have been completed with at least one A2 unit completed.*
- *A-level four unit award (unitised specifications): 25% of the total assessment must have been completed with at least one A2 unit completed.*
- *An A-level award (unitised specifications) will not be issued on the basis of AS units alone.*

*GCSE: 25% of the total assessment must have been completed.*

- Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.
- Parents and candidates are reminded that the school will require payment of entry fees should a candidate fail to attend an examination without good reason and without informing the school.

# AFTER THE EXAMINATIONS

## NOTIFICATION OF RESULTS

Results will be available for collection from the school.

**November 2018**      Thursday 17<sup>th</sup> January 2019

### **SUMMER 2018**

**GCE**                      Thursday 15<sup>th</sup> August 2019

**GCSE**                     Thursday 22<sup>nd</sup> August 2019

Details are available on the school website.

If you wish any other person (including family members) to collect your results on your behalf, you must give your written authorization to school ***before*** results day. The person authorised to collect the result must have photographic ID with them. Alternatively, you can provide a stamped addressed envelope for the results to be posted to you or a person of your choice.

No results will be given out by telephone, email or text message under any circumstances.

## REVIEW OF RESULTS (RoRs)

If after receiving your results you have a query about the marks awarded there are a number of options available.

- Service 1: Clerical re-check – a re-check of all clerical procedures leading to the issue of result.  
This service will include the following checks:  
That all parts of the script have been marked  
The totaling of marks;  
The recording of marks.
- Service 2: Review of marking – Review of the original marking to ensure that the agreed mark scheme has been applied correctly. It is not a re-marking of the candidate's script.  
This service will include:  
The clerical re-checks in Service 1  
A review of marking as described above
- Copy of scripts – either a photocopy or the original examination script. If an original is requested further enquiry services are not available.

- Service 3: Review of Moderation – this is a review of the original moderation to ensure that the assessment criteria have been fairly, reliably and consistently applied. It is not a re-moderation of candidates’ work. Note that if the centre’s internally assessed marks (controlled assessment, coursework or non-examination assessment) have been accepted without change by an awarding body, this service will not be available.  
A review of moderation cannot be undertaken upon the work of an individual candidate.
- If you need post-results advice, some teaching staff will be available on Results Day.

AES must obtain candidate consent for RoRs, as with these services candidates’ marks and subject grades may be lowered.

Please note that all RoRs requests are submitted by AES. Awarding bodies will not accept applications submitted by any other individual.

You are liable for the cost of the RoRs services and your results can go down as well as up.

All relevant forms/fees can be accessed via the school website.

### **CERTIFICATES** - Certificates arrive at AES by:-

<b>Exam Series</b>	<b>Certificates available</b>
November	March
Summer	November

Students will be able to collect their certificates from the Exams Office in March/November. Certificates will not be given to anyone other than the candidate without the candidate’s written authorisation.

Anglo European 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 examination boards. This will require proof of identity (such as a birth certificate) and a substantial fee per examination board. You are therefore urged to collect your certificates in March/November or as soon as possible thereafter.

## **FREQUENTLY ASKED QUESTIONS**

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

The school 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. During this time candidates will not be allowed access to mobile telephones/internet/or any other electronic device. They will then sit the second subject paper. 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 in isolation until both examinations are completed. If in doubt consult the Examinations Officer.

### **What to 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 tell the invigilator immediately.

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

Candidate numbers are printed on seating plans, and displayed on your desk name card. Invigilators will be able to help you find your number.

### **What do I do if I forget the school Centre Number?**

The Centre number is 16343. It will be clearly displayed in the examination room.

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

Inform the school at the earliest possible opportunity so we can help and advise you. You will need to obtain medical evidence (from your GP or hospital) if you wish the school to make a request for special consideration on your behalf.

### **What is Special Consideration?**

Special consideration is an adjustment to the marks or grades of a candidate who is eligible for consideration. The allowance for special consideration is from 0% to 5% (reserved for exceptional cases). Parents should be aware that any adjustment is likely to be small and no feedback is ever provided. Candidates will only be eligible for special consideration if they have been fully prepared and covered the whole course but performance in the examination or in the production of coursework/controlled assessment is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness, accident or injury, bereavement, domestic crisis. The Examination Officer must be informed immediately, so that the necessary application can be completed. The candidate will be required to provide evidence to support such an application within 5 days of the examination.

**What do I do if I feel unwell during the examination?**

Put your hand up and an invigilator will assist you. If you feel the illness has affected your performance you should inform the Examinations Officer on the day of the examination.

**If I am late can I still sit the examination?**

It may still be possible for you to sit the examination. You should get to school as quickly as possible and report to Reception. 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. It may not be possible to allow you any extra time if you start the examination late.

You should also be aware that you will be considered very late if you arrive more than 1 hour after the published starting time for an examination that lasts 1 hour or more, or for examinations that last less than 1 hour a candidate will be considered very late if they arrive after the examination boards published finishing time for that examination.

The school must inform the exam board and it is possible that the board may decide not to accept your work. When deciding whether to accept any of the work done by the very late candidate the awarding body will pay particular attention to how far it can be sure that the security of the examination has been maintained. Therefore should a candidate be identified as being very late parent/carers should be advised to keep the candidate under supervision at all times (with no access to the internet/mobile phone/electronic equipment etc.) until the candidate is handed over personally by the parent/carer to a member of Centre staff. In such circumstances the parent/carer and the candidate should sign an appropriate statement to confirm the supervision arrangements which were put into place.

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.

**If I miss the examination can I take it on another day?**

**NO.** Timetables are regulated by the exam boards and you must attend on the given date and time.

**Do I have to wear school uniform?**

**YES.** Normal school regulations apply to uniform, hair, jewelry, make-up etc.

### **What equipment should I bring for my exams?**

For most exams you should bring at least 2 pens (Black ink only) and 2 pencils. For some exams you will need a calculator, a 30cm ruler (marked with cm and mm), pencil sharpener and rubber, compasses, protractor, colored pencil (NOT gel pens).

You are responsible for providing your own equipment for examinations; it should be placed in a transparent pencil case or bag. You must not attempt to borrow equipment from another candidate during the examination.

### **What items are not allowed into an examination room?**

Bags and coats are not allowed in the exam room. Do not bring any valuables into school with you when you attend for an examination.

Mobile telephones, Ipods, smart watches or any other electronic communication or storage devices must not be brought into the exam room even if they are turned off.

Only material that is listed on question papers (e.g. an anthology) is permitted in the examination room and students who are found to have any material with them that is not allowed will be reported to the appropriate examinations board. In such circumstances, a student would normally be disqualified from the paper or the subject concerned.

### **Why can't I bring my mobile phone into the exam room?**

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

If there is an emergency that requires that you bring a mobile telephone to school, you are responsible for ensuring you do NOT bring it into the exam room. The school accepts no responsibility for the loss or damage of any phone or electronic equipment that is handed in.

### **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'. Invigilators will tell you when to start and finish the exam. They will write the finish time of the exam on a board at the front of the exam room. There will be a clock in all examination rooms.

### **Can I leave the exam early?**

No, students will not be able to leave part way through the exam.

**What do I do if the fire alarm sounds?**

The examination 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.

**Can I go to the toilet during the examination?**

If it is absolutely necessary due to a notified medical condition. You will be escorted by an invigilator.

**If I have more than one exam on a day can I get lunch at school?**

Students 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.

**Why do I need to check the details of my timetable?**

The details on your timetable will be used when certificates are printed. If the name or date of birth on your certificates does not match your birth certificate it may cause 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 subject and tiers you are entered for are correct and that no subjects are missing.

**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 minimize disturbance from other candidates who finish earlier.

**What do I do if I don't get the grades I need for University/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 Subject 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 Office. All relevant forms/fees list/deadlines can be found on the school website.