



**KING EDWARD VI  
NORTHFIELD  
SCHOOL FOR GIRLS**

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*Educational excellence for our City*

# **Examinations**

# **Student Handbook 2023-2024**

# Introduction

Dear Students,

This handbook has been produced to help prepare you for your forthcoming examinations. There are a number of rules and regulations that you **MUST** make yourselves familiar with. Please remember, most of these regulations are set by the Joint Council for Qualifications for the exam boards and must be adhered to.

Please ensure you read the rules and regulations included in this handbook.

Failure to adhere to the JQC regulations may result in disqualification from your examinations.

If there is anything included in this handbook that you do not understand or if you have any questions about sitting your exams, please do not hesitate to speak to your subject teacher or myself.

Mr J Cashmore  
Examinations Officer

A copy of this handbook and other useful documents are available on the school website under:  
Home> Students> Exams

# Things You Need to Know

## Candidate Number

You have been allocated a 4-digit candidate number which is unique to you. This number allows the exam boards to identify you. You must write this number as well as your full legal name correctly on each exam paper that you sit to ensure your exams papers are marked correctly for you.

You will be able to find your candidate number on your exam timetable and nameplate on your desk.

## Exam Timetables

Timetables will be printed out and handed to you. You **MUST** check your timetable very carefully. If there are any mistakes, i.e. incorrect name, exam or tier entry etc you **MUST** inform the Exams Officer immediately. Mistakes that are not spotted at this stage could mean that you sit the wrong exam or your certificate is printed with the incorrect name on.

Please check each exam date and time carefully. If there is an exam on the list that you were not expecting or an exam missing from your timetable you **MUST** inform your subject teacher or Exams Officer immediately.

## Seating Plan

The exam seating plan will be on the wall by the small canteen, your seat number will also be on your exam timetable. Letters and numbers will be on the walls in the Sports Hall for you to find your seat easily and quickly.

## Exam Times

- Morning exams start at 9.30am.
- Afternoon exams start at 13.30pm

## Late Arrival

If you arrive to school late, please register at attendance and then make your way to the exam location.

If you arrive more than 30 minutes late, the exam board will need to be notified and they will make the decision as to whether you are allowed to sit the exam.

You are responsible for checking your exam timetable is correct.

## Location of Exams

Most exams will take place in Sports Hall, however some exams will take place in alternative rooms. Please check your timetable to ensure you know which room your exam is being held in. If you do not know where the room is, please make time to find out before the date of the exam. You can speak to the exams officer at any point if you have any questions.

You must not enter an exam room until instructed to do so by a member of staff or an invigilator. Please ensure you are sitting at the correct desk to avoid sitting an incorrect exam paper or being marked as absent.

## **School Uniform**

You must wear your full school uniform to all examinations. This includes correct footwear. If you have any issues with your uniform, you must speak to a senior member of staff before your exam.

## **Absence from Examinations**

You must attend all examinations on your timetable. Simply misreading your timetable is not an acceptable explanation for absence. If you are ill on the day of your examination, please refer to "What to do if you are ill" section of this handbook.

If you are absent from an examination, you will NOT be able to take it at a later date.

## **Banned Items from Exam Rooms**

We cannot stress enough the importance of not bringing into an exam room any unauthorised material or equipment.

**Examples of this are: notes, bags, mobile phones, watches or smart watches, ipods/MP3 players and calculator cases.**

We strongly advise that you do not bring any of these items into school with you at all. This will ensure that you do not accidentally bring unauthorised items into an examination room. Also, the school cannot take responsibility for items that are handed in before an exam that become lost or damaged.

**IF A MOBILE PHONE, WATCH, IWATCH OR ANY OTHER FORM OF ELECTRONIC COMMUNICATION DEVICE IS FOUND IN YOUR POSSESSION DURING AN EXAM, EVEN IF IT IS TURNED OFF, THE DEVICE WILL BE TAKEN FROM YOU AND A REPORT WILL BE MADE TO THE APPROPRIATE EXAM BOARD WITHOUT EXCEPTION.**

**The MINIMUM penalty imposed by the exam boards for a device found on you is DISQUALIFICATION from the exam.**

## **Cheating/Malpractice**

If you are found to be cheating in any way during an exam, you will be reported to the exam board without exception. Cheating means doing anything that is against the rules that are stated on the Notice to Candidates which is included in this handbook and will also be displayed outside every exam room.

No writing on your hands is allowed and no Henna is allowed during exams.

## **Conduct in the Exam Room**

You must be silent from the moment you enter the exam room until the moment you leave. If you require assistance from an invigilator, you must raise your hand and wait for an invigilator to arrive at your desk. You **MUST NOT** call out, even if they have not seen you immediately.

If you need to leave the room to visit the toilet you will be escorted from your desk to the toilet.

You must not write or draw on exam desks, this will be regarded as vandalism and you may be asked to pay for any damage. This may also be considered to be cheating.

You will not be allowed to leave the exam room early, even if you have finished your work,

## **End of the Exam**

You must stay seated and silent until the invigilators have collected all the exam papers. You will be dismissed from your desks one row at a time and any items handed in will be returned to you as you leave the room.

You **MUST** remain silent until you have left the room.

Please remember that other exams may still be in progress either in that room or other rooms in the building. Please do not congregate outside exam rooms to talk to your friends.

## **Special Consideration**

If you feel that your performance has been affected by an event or injury, for example bereavement or an accident, we can make an application for Special Consideration which is a post-examination adjustment. If, after an exam, you feel you have good reason to apply for Special Consideration, you must contact the exams officer without delay. There are many rules to be considered when applying for Special Consideration and only genuine cases will be pursued and any adjustments deemed necessary will be the decision of the examination boards and not the school.

## **Exams Checklist**

- Check the time of your exam.
- Check the location of your exam.
- Check where you are sitting.
- ALL bags and coats **MUST** be left in the disabled toilets outside the Sports Hall.
- Please do not bring any valuables to school, as the school cannot accept any responsibility for anything damaged or lost.
- Phones and watches – Students must **NOT** have mobile phone or watches on their possession in the exam room. You **MUST SWITCH OFF** all mobile phones and hand to the invigilator or member of staff, in exchange for a raffle ticket which you will use to reclaim after the exam. **REMEMBER** – if an unauthorised item is found on your person during an exam, you face disqualification.
- Stationary – You should bring two **BLACK** ball point pens, a pencil, a rubber and any other equipment that is required for you to complete your exam, for example a calculator, protractor etc. Do not rely on the school to provide these for you, as there may not be enough for everyone. Only **CLEAR** pencil cases are allowed into the exam room.

- Only clear plastic water bottles are allowed in the exam room, with label removed.
- Highlighters can be used for you to highlight questions but MUST NOT be used within the answer's sections.
- Calculators are only to be used when the exam paper allows and lids must be removed. If you accidentally bring your calculator lid into the exam, please raise your hand and hand it to an invigilator. All data must be deleted before coming into the exam room.
- ALWAYS write within any margin lines on the exam paper. When papers are scanned by the exam boards, any work written outside of the margins may not be picked up.
- DO NOT doodle, colour in or draw on your exam paper, unless it forms part of your answer.
- Exam boards reserve the right not to mark papers that have been defaced. If you write any swear words on your exam paper, the exam board can refuse to mark your paper.
- No food, including chewing gum, is permitted in the exam room. If you have any special requirements due to health issues, please see the Exams Officer before the exam.
- Make sure you eat a good healthy breakfast before your exams to help you concentrate!
- If you need to go to the toilet during an exam, you must raise your hand and wait for an invigilator to arrive at your desk. You will be escorted to the toilet by an invigilator or a member of staff.
- You MUST check before you start the exam that you have been given the question paper that you were expecting to be sitting. If you think it is incorrect, you MUST raise your hand and notify an invigilator immediately. We cannot give you extra time if you realise half way through the paper.
- If you feel ill during an exam, please raise your hand and notify an invigilator.
- Lastly, Stay Calm!

## **What To Do If You Are Unwell On The Day Of An Exam**

If you fall ill on the day of an exam and you feel you are unable to attend, it is VITAL that you call the school first thing in the morning on 0121 464 8346 to inform us.

In many circumstances we may be able to put an alternative arrangement in place to enable you to still sit your exam. You will not be able to sit your exam on another occasion under any circumstances.

If you are definitely unable to attend, you will need to provide a letter from your doctor / hospital to enable us to request Special Consideration for you.

## **Enquiries About Results**

If, once you have received your results, you wish to submit a query about a grade, you will need to firstly speak with your subject Head of Department as soon as possible. They will be able to offer you advice on your next step.

If the teacher feels it would be worth pursuing an enquiry or a Review of Marking, the school will fund this. If however you disagree with this advice and you wish to pay for an enquiry or Review of Marking, you would need to fund this yourself and payment would need to be received before we make the application on your behalf.

Fee information will be available to you on Results Day.

Please note that before any enquires are made to exam boards, you MUST complete a Candidate Consent Form and it must be returned to us before the deadline specified. You will receive a copy of this on Results Day.

## Results Days:

GCSE: Thursday 22 August 2024

## Contingency Days

This has been put into place in case any exams are severely disturbed or cannot take place due to a major incident.

Below you will find the information published by the JCQ and useful links for further information.

### Contingency Planning

The qualification regulators, JCQ and government departments responsible for education have prepared and agreed information for schools and colleges in the event of examinations being seriously disrupted. This jointly agreed information will ensure consistency of response in the event of major disruption to the examinations system affecting significant numbers of candidates.

The awarding bodies have therefore introduced two additional half-day contingency sessions. These are on Thursday 6th June 2024 and Thursday 13th June 2024, Wednesday 26th June 2024 as a contingency day for examinations. This is consistent with the qualification regulators' document Exam system contingency plan: England, Wales and Northern Island.

In the event of the Contingency Day being required, all Year 11 pupils are to ensure they remain available up and until 26th June 2024.

And Finally...

Good Luck!

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