

WORCESTER SIXTH FORM
COLLEGE

**Exam Guidance for
Students**

CENTRE NUMBER: 24435

Introduction

It is the aim of Worcester Sixth Form College to make the exam experience as stress-free and successful as possible for all candidates.

We hope this booklet will prove informative and helpful for you and your parents/guardians, in explaining the process and procedures for taking exams at WSFC. Please read the information carefully and show it to your parents/guardians, so they are also aware of the exam regulations and procedures we adhere to.

The Awarding Body/Exam Boards set down strict criteria that must be followed for the conduct of exams and WSFC must follow these criteria precisely.

You must therefore pay attention to JCQ (Joint Council for Qualifications) notices to candidates which are displayed outside all exam rooms. The JCQ act on behalf of the 4 major Exam Boards used by WSFC, Pearson, AQA, WJEC, and OCR.

IT IS ESSENTIAL THAT YOU READ THESE NOTICES

If you require information in an alternative format, please contact the Exams Team on 01905 362624 or email exams@wsfc.ac.uk, or alternatively please call in to the Tutorial Hub.

Some of the questions you may have are answered at the back of this booklet. If there is anything that you are not clear on, or any questions that have not been addressed, please do not hesitate to contact us.

If you or your parents/guardians, have any queries or need help or advice at any time before, during or after the exams please contact the Exams Team.

BEFORE THE EXAMS

Exam Timetable

- | | | |
|---------------------------|-------|---------|
| • Morning exam sessions | START | 9.15 am |
| • Afternoon exam sessions | START | 1.30 pm |

You will have access to your exam timetable on the Dashboard and will also be emailed prior to your exam with a reminder and your seat number. Blank copies of seating plans will be displayed on the Exam noticeboard, situated on the Corridor near to the Head of Year offices on the ground floor. This will assist you in identifying where your seat will be.

It is **YOUR** responsibility to check the accuracy of your exam timetable and to report any errors/omissions to the Exams Centre **as soon as possible**.

Coursework entries

These exam entries are not 'timetabled' and will not therefore appear on your exam timetable. If you wish to check your entry for this, please speak to a member of the Exams Team.

Dates for exams for practical subjects

For example, Art and Design, Photography, Performing Arts and Modern Foreign Languages will be confirmed by your class teachers.

Scheduling of Exams

If you are scheduled for two exams in the same session you will remain in the same exam room and take the exams one after the other.

ONLY if you are scheduled for more than 3 ½ hours of exams in one session will you be given the opportunity to split the exams. You MUST contact the Exams Team in this instance to make the appropriate arrangements.

Supervision

If you require supervision between exams, due to an exam clash, you are reminded to bring your lunch and a drink with you. You will be supervised for the whole of this period and will not have access to your mobile phone, or any other electronic communication device. Please also note that the College has a '**no smoking**' policy and there will be no exceptions to this policy during 'supervision' periods.

Candidate Number

Each candidate will be issued with a four-digit candidate number. This is the number you will enter on your exam answer booklets. The candidate number will always be displayed on your desk card in all exam rooms.

Your desk card will display the following information:

- Seat Number e.g. B1
- Photo ID
- Candidate Name: Candidate Number
- Subject Specification and in brackets the duration of the exam e.g. 0522/02 (120)
- Total time: 120 minutes (if you have extra time it will appear on your desk card and is usually denoted by a 'x'. An 'x' also shows on your desk card if you have other special requirements for your exam session such as coloured overlays.
- Exam Room date and session, e.g. G8 08/06/18 – A (for morning exams)

Personal details

Please always make sure your personal details are kept up to date. Exam entries are sent to the Exam Boards electronically and derive from the data we have. This information (e.g. your name), will appear on your exam certificate when issued. Replacements for incorrect information appearing on certificates are costly.

Equipment

Please make sure that you have all the correct equipment in preparation for your exams. If unsure, please check the regulations in the 'Notice to Candidates'. You must only take into the exam room equipment that you will need and are permitted, e.g. pens, pencils, rulers etc. **Black** pens must be used for most exams. Invigilators will inform you if a pencil is to be used. The use of black ink is important as it allows the Exam Boards to scan exam papers prior to marking.

You must NOT use gel pens or correction fluid.

All stationery must be in either a clear plastic pencil case or a clear (see through) plastic bag or wallet.

If calculators are permitted, the covers, where applicable, must be removed prior to the start of the exam and placed under your exam desk.

Bags must NOT be taken into exam rooms. Please make sure that you do not leave any valuables unattended in bags whilst you are in your exam. Purses/wallets/keys may be placed under your exam desk.

MOBILE PHONES /IPODS/MP3's/4's/Smart Watches/Fitbits and any other hand held electronic devices with data storage are not allowed, under ANY circumstances, in an exam room. Please therefore make every effort to ensure that on an exam day you leave your mobile phone at home, or if this is not possible, leave it in your locker, or with a friend during the times you are in an exam. Alternatively, please leave your mobile phone and any other hand held communication devices at the Finance Office. You will be issued with a number for the safe-keeping of your equipment, which you will then hand in to retrieve your equipment after your exam.

PLEASE NOTE: If you are found to be in possession of a mobile phone during an exam, whether or not it is switched on, you may be **disqualified** from the exam. You will always be asked by the invigilators in charge of the exam room, whether you have a mobile phone in your possession. If you arrive at the exam room with a mobile phone and/or any other hand held electronic communication device you will be asked to hand this in to the invigilators. The invigilators will place this in an envelope to take to the Finance Office and you may have to wait for the return of your equipment after all those who have followed the correct procedure have been dealt with.

Digital wrist watches are not permitted in an exam room. If you have an analogue (non digital) watch please take this off and place on your exam desk.

If you are wearing a hat or any other headgear/veil/hooded jacket or coat, the invigilator will ask you to remove it/take it down before the start of the exam. This is to ensure that the identification of candidates can take place effectively. If there are concerns for any candidate in this respect, please see the Exams Manager prior to the exam, or alternatively discuss with the Lead Invigilator in charge of the exam room who will deal sensitively with the identification of candidates out of the exam room if required.

DURING THE EXAMS – EXAM REGULATIONS

A copy of the 'Notices to Candidates' which is issued jointly by all the Exam Boards is available to view on the College website and is also displayed outside all exam rooms. All candidates must read this carefully and take note, that to break any of the exam rules and regulations could lead to disqualification from all or some of the subjects taken. The College must report any breach of the regulations to the relevant Exam Boards.

You **MUST** ensure that you have checked your exam timetable carefully and that you arrive on the correct day and time, properly and adequately equipped for the exam. You should aim to arrive 15 minutes prior to the start of the exam and then wait quietly outside the exam room until you are invited to enter by the invigilators.

You are expected to remain in the exam room for the duration of the exam to minimise disruption to other candidates. Only in exceptional cases, or if you are unwell may an invigilator decide, after consultation with the Exams Manager that you may leave earlier. All candidates must remain for the first hour of every exam in line with JCQ procedures.

If you arrive late for an exam you may still be permitted to take the exam, however you must go to see a member of the Exams Team first. You may still be permitted the full time for the exam, subject to invigilator availability and the necessary arrangements having been made for the exam room. There is however **NO** guarantee that the Exam Board will mark an exam script for a candidate who has arrived at the exam room very late.

If you believe that you should be awarded 'special consideration' for any reason, please ensure you discuss this with the Exams Manager at your earliest opportunity.

If you have problems/issues during an exam raise your hand **clearly** and discuss this immediately with an invigilator.

For Maths and Science exams you must make sure that calculators conform to the exam regulations. If in doubt, please check this with your class teacher prior to the exam date.

When in an exam room you must not make any attempt to communicate or distract other candidates; this would be regarded as malpractice.

If the fire alarm or any other emergency alarm sounds, such as the 'lock down' alarm, during an exam, the invigilator will tell you what to do. If you are asked to evacuate the room, you will be asked to leave in silence and remain under exam conditions. You will leave everything on your exam desk and will then be escorted to a designated assembly point. When it is safe to do so, you will return to your exam room and follow the instructions of the invigilator. You will be allowed, where possible, the full time for the exam and special consideration will be awarded for the exam.

The College employs external invigilators to conduct exam sessions. All invigilators must complete invigilation and safeguarding training and will also have satisfactorily completed a DBS (Disclosure and Barring Service) check.

You are always expected to behave in a respectful manner towards invigilators and to follow their instructions. The invigilators are not only in the exam room to prevent malpractice/cheating, they are primarily there to ensure that you have the best possible exam experience. They are there to assist you in this and you must make clear, by raising your hand, that you require their assistance.

Invigilators will supervise the conduct of the exam and will distribute and collect the exam scripts. They will let you know the start and finish times of exams and will hand out extra paper and equipment as required.

If you feel unwell, raise your hand clearly and inform the invigilator who will decide on the best course of action.

If you believe that there is an error on the exam question paper, again, raise your hand and inform the invigilator. You will be asked to continue with the exam question paper whilst the issue is raised with the Exams Manager and investigated further.

If candidates are disruptive, or behave in an unacceptable manner during an exam, or waiting for, or leaving an exam room, the invigilator will contact the Exams Manager who will then take the appropriate action in consultation with the Heads of Year and/or Deputy Principal.

Absence from Exams

If you experience difficulties during the exam period (e.g. illness, injury, personal problems) please inform the Exams Team at the earliest possible opportunity, so that help and advice can be given in respect of the best course of action in relation to your exams.

Only in 'exceptional circumstances' are candidates allowed special consideration for absence from any part of an exam. It is essential that medical or other appropriate evidence is obtained either prior to or on the day of the exam and passed to the Exams Manager.

PLEASE BEAR IN MIND THAT MISREADING YOUR EXAM TIMETABLE WILL NOT BE ACCEPTED AS A SATISFACTORY EXPLANATION OF ABSENCE FROM AN EXAM.

AFTER THE EXAM – RESULTS/NOTIFICATION OF RESULTS

A level/GCSE results are published in August for the May/June series of exams.

GCSE level results are published in January for the November series of exams.

Dates for the publication of results will be displayed on the exam noticeboards and on the Message Board.

Results will be available on the Dashboard service permitting.

Exam Results will be sent by post on the day of results.

No exam results will be given out by telephone unless prior arrangement has been made with the Exams Manager.

Certificates will be available for candidates at a 'Certificate Evening' and details for this will be available in the Summer Term.

The College does not keep copies of certificates. You will need to contact the relevant Exam Board if you misplace your certificate. This is costly, and we therefore urge you to keep your certificates safe.

FREQUENTLY ASKED QUESTIONS

- **What do I do if I have more than 3 ½ hours on my exam timetable?**
Contact the Exams Team as soon as possible to make the appropriate arrangements. Candidates will normally 'sit' an exam question paper and then be supervised (at lunchtime) and will then 'sit' the next paper after lunch. During this time the candidate will not be able to communicate with other candidates taking the same question paper. Information will be provided on where to go for this supervision and what to bring.
- **What do I do if I think I have the wrong exam question paper?**
Invigilators will always ask you to check before the exam starts that you have the correct paper. If you believe the exam question paper on your desk is not the correct question paper, please make sure the invigilator knows immediately.
- **What do I do if I have forgotten my candidate number?**
Candidate numbers are printed on the desk cards for every exam that you will 'sit'. The desk card will be placed on the right side of your exam desk. If you are unsure, please raise your hand and ask an invigilator.
- **What do I do if I have forgotten the College Centre number?**
The Centre number is displayed in ALL exam rooms. It is **24435**.
- **What do I do if I am ill or have an accident before my exam?**
Inform the College as soon as possible so that you can be advised accordingly. In the case of an accident, e.g. a broken arm, it may be possible to arrange a scribe for the exam. In ALL instances contact the Exams Team. You will need to obtain medical evidence from your GP/Hospital if you wish the College to make an appeal for special consideration.

- **What is an appeal for special consideration?**

Special Consideration is an adjustment to the marks or grades of a candidate who is eligible for special consideration. The allowance for special consideration is from 0% (consideration given, but addition of marks considered inappropriate) to 5% (reserved for exceptional cases). You should be aware that any adjustment is likely to be small and Exam Boards do not provide feedback to candidates or the Centre in respect of the amount awarded. You will only be eligible for special consideration if you have been fully prepared and have covered the whole course and your performance in your exam or in the production of your coursework was affected by adverse circumstances beyond your control. Examples of such circumstances may be illness, accident or injury, bereavement or domestic crisis. The Exams Manager must be informed immediately so that the necessary paperwork can be completed. This is required within 7 days of the last exam session for each subject and you will be required to provide evidence to support such an application.

- **What do I do if I feel ill during an exam?**

Raise your hand clearly so that an invigilator can see that you require assistance. You should inform the invigilators if you feel ill before, or during an exam and you feel this is affecting or has affected your exam performance.

- **If I am late, can I still sit the exam?**

If you are not more than one hour late, it may still be possible for you to sit the exam. You should get to the College as quickly as possible and report to Visitors Reception. A member of the Exams Team will escort you to the Exam Room. You must not enter an Exam Room without permission once the exam has started. It may not always be possible to allow any extra time if you start the exam late, although wherever possible this will be facilitated and is dependent on invigilator availability. **You should however be aware that if you arrive very late for an exam (over an hour after the published time), the Exam Board may decide NOT to mark your paper.** You will be informed of the Exam Board's decision in all cases.

Please therefore allow enough time to get to College, bearing in mind traffic conditions and extreme weather conditions on the day of your exam.

If you have any further questions, please do not hesitate to visit the Exams Centre or email exams@wsfc.ac.uk

Telephone: 01905 362624 or 01905 362600 extension 640

Julie Taylor-Sellars, Exams Manager

Alison Finch, Exams Officer

