



Sir Henry Floyd Grammar School

Information on Examination Procedures for Students and Parents

Summer 2020

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INTRODUCTION

It is the aim of Sir Henry Floyd Grammar 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. 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.

The Joint Council for Qualifications (JCQ) and the awarding bodies (or examination boards) set down strict criteria which must be followed for the conduct of examinations and this school is required to follow them precisely. You should therefore, pay particular attention to the Notice to Candidates that is printed on the following two pages.

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 questions that have 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 Sharon Reed

Email Address: sreed@shfgs.co.uk

The school telephone number is: 01296 424781



**NO IPODS, MOBILE PHONES
MP3/4 PLAYERS
SMARTWATCHES**

**NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION**

**Possession of unauthorised items, such as a mobile
phone, 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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Information for candidates

For written examinations – effective from 1 September 2019

This document has been written to help you. Read it carefully and follow the instructions.

If there is anything you do not understand, especially which calculator you may use, ask your teacher.

A Regulations – Make sure you understand the rules	
1	Be on time for all your exams. If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the exam.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4	You must not take into the exam room: <ul style="list-style-type: none"> • notes; • potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device. Any pencil cases taken into the exam room must be see-through. Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
5	If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
6	Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
7	Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
8	You must not write inappropriate, obscene or offensive material.
9	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
10	Do not borrow anything from another candidate during the exam.
B Information – Make sure you attend your exams and bring what you need	
1	Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
2	If you arrive late for an exam, report to the invigilator running the exam.
3	If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
4	Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
5	You must write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.
C Calculators, Dictionaries and Computer Spell-checkers	
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: <ul style="list-style-type: none"> • make sure it works properly; check that the batteries are working properly; • clear anything stored in it; • remove any parts such as cases, lids or covers which have printed instructions or formulas; • do not bring into the exam room any operating instructions or prepared programs.
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
D Instructions during the exam	
1	Always listen to the invigilator. Follow their instructions at all times.
2	Tell the invigilator at once if: <ul style="list-style-type: none"> • you think you have not been given the right question paper or all of the materials listed on the front of the paper; • the question paper is incomplete or badly printed.
3	Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4	When the invigilator tells you, fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. Make sure you fill these details in on any additional answer sheets that you use.
5	Remember to write your answers within the designated sections of the answer booklet.
6	Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers. Make sure you add your candidate details to any additional answer sheets that you use for rough work.
E Advice and assistance	
1	If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	Put up your hand during the exam if: <ul style="list-style-type: none"> • you have a problem and are in doubt about what you should do; • you do not feel well; • you need more paper.
3	You must not ask for, and will not be given, any explanation of the questions.
F At the end of the exam	
1	If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order. Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.
2	Do not leave the exam room until told to do so by the invigilator.
3	Do not take from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.

BEFORE THE EXAMINATIONS

All students sit their external examinations in specified venues. These could be the Main Hall, Drama Studio or held in designated classrooms. Whatever the venue, public examination rules apply to everybody in the room. These rules are displayed both inside and outside each examination venue.

GCE & GCSE External Examination Dates

Monday 11th May – Wednesday 24th June 2020, with Statistical Award exams taking place on Wednesday 6th May 2020. Wednesday 24th June has been the date nominated by JCQ as a 'Contingency Day' for examinations in case of a major situation for example the Grenfell Tower incident. This means that until the very last examination has been completed students cannot assume that they will be finished until after 24th June 2020.

Examination Noticeboard

The examination noticeboard is in the corridor outside the Staff room. All information concerning examinations (both internal and external) is displayed on this noticeboard including timetables. It is up to you to check this noticeboard each day to ensure that you are up to date with all examination information concerning rooms, dates and starting times.

Some examination information can also be found in the Examinations section of the SHFGS website (www.sirhenryfloyd.bucks.sch.uk) but you should always use the noticeboard as the first point of reference as the website information is not updated on a daily basis.

Candidate Number

Each candidate has a four-digit candidate number. This is the number you will enter on your examination paper. It will appear next to your name on the seating plan. Your candidate number is on the front of this booklet. Please remember it.

Timetables

You will receive an individual timetable showing your own specific examinations with details of date, time, and duration of the examination. This will be emailed to you in March. **Please check it carefully.** Particularly check that all personal details (date of birth, spelling of names) are accurate as these will appear on your certificates. Examination Boards now charge for any amendments made once certificates are awarded. If there is an error please see Mrs Reed immediately.

Examination Clashes

When you have two or more examinations that are timetabled at the same time on the same day; this is referred to as an 'examination clash'. Mrs Reed will have worked out in advance the order in which you will need to sit the examinations and will notify you. If you think there is a clash on your timetable that has not been resolved, please see Mrs Reed immediately.

In some cases you may need to have a supervised break/lunch when you have an examination clash. In this case you will need to be kept isolated from other students so that information cannot be passed between students about the papers.

During a supervised break/lunch you can:

- read
- revise **from hard copy notes only** (use of all electronic equipment is not allowed)
- talk to other students in the designated room (quietly)
- eat or drink
- move around the supervised area
- visit the toilet (supervised).

During a supervised break/lunch, you may **not**:

- leave the designated room or area except to visit the toilet (supervised)
- use or have in your possession a mobile phone or any other electronic equipment
- go to your locker except to collect your lunch
- go to the school canteen (you must bring a packed lunch and drink with you)
- talk to anybody outside the designated supervision area
- talk to any other student (apart from those sharing the supervised break/lunch) on the way to or before you enter the next examination venue.

All students are considered to be under examination conditions while they take their supervised break/lunch.

At the end of the supervised break/lunch you will usually have to wait inside the examination venue with the invigilators. You will not be able to line up with the other candidates outside the hall.

If you have three lengthy examinations scheduled for the same day you may need to have a supervised overnight break. JCQ Instruction for conducting examinations paragraph 8 gives additional information on when this may be considered depending on if the candidate is entered for GCE's or GCSE's. This happens rarely and should only be applied as a last resort when all other options have been exhausted, but if it is necessary then your parents/carers will be contacted in advance. Under normal circumstances parents/carers will need to guarantee in writing that you will not contact any person who may have seen the examination paper, use the telephone (mobile or landline), internet or go outside your home unescorted. It also extends to television and radio, which could report key details of the day's examinations. You will need to be collected from the examination venue at a designated time by your parents/carer and brought back to the examination venue the next morning.

Seating Plan

Candidates are usually seated in candidate number order. A seating plan will be displayed outside the examination venue 30 minutes prior to the start of each examination.

DURING THE EXAMINATIONS

Examination Regulations

All candidates must read the 'Information to Candidates' printed on Pages 4 and 5. Breaking any of the examination rules or regulations could lead to disqualification from all subjects. The school **must** report any breach of regulations to the Examination Board, including any attempt to communicate with or distract other candidates.

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 15 minutes prior to the start time of their examination. Please wait quietly outside the examination venue until you are invited to enter by the examination invigilators

- **Morning examinations start at 9 am**
- **Afternoon examinations start at 1.30 pm**

Disobeying this instruction can cause delays and mistakes. Candidates are reminded that disobeying the instructions of invigilators will result in sanctions being applied.

Arriving late for an examination is disruptive to the other candidates. Sometimes late arrival may be caused by unforeseen circumstances, such as the school bus running late. If this should happen you should telephone the school immediately on 01296 424781 and leave your name and a message that you may be late for your examination.

You will not be allowed entry to an examination if you arrive later than 9.30 am for the morning session or 2 pm for the afternoon session.

Full school uniform must be worn by Year 11 students. Sixth form students must be dressed in accordance with the sixth form uniform policy.

Candidates are responsible for bringing all the equipment they need to each examination. This includes pens, pencils, calculators, batteries and ink cartridges. Candidates cannot share equipment during an examination. All equipment must be in a transparent pencil case or clear plastic bag. Scissors will **never** be required for any examinations and should not be brought into the examination room.

Pens should be black ink or ballpoint. Correcting pens, fluid or tape, erasable pens, highlighters or gel pens are not allowed.

Calculators

Calculators must only be brought into the examination room for examinations that specifically say that calculators can be used. If you use a calculator during an examination where calculators are not permitted this will constitute malpractice and not only will you receive a zero mark for that paper, you may be excluded from sitting any further papers with that particular Examination Board.

Mobile phones, iPods, wrist watches which have a data storage device or MP3/4 players must 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 (even if it is turned off) you are likely to be disqualified. A report will be made to the appropriate Examination Board and they will decide whether you should be disqualified from future examinations. No exceptions can be made. If you come into the examination room wearing an ordinary wrist watch you must remove the watch and place it flat on the desk before the exam starts.

You may bring a drink – **still water only** – into most examination venues. It should be in a clear plastic bottle with the label removed and it must have a sports top. No food, sweets or chewing gum are permitted in examination rooms. No drink or food whatsoever may be taken into the school laboratories during practical examinations.

Students who have a medical need, e.g. diabetes, should talk to Mrs Reed as soon as possible so that arrangements can be made in good time.

Please do not doodle on the examination paper/answer booklet. Examiners can and will disallow defaced papers.

Summarising the 'do not' points:

- **do not** be late
- **do not** bring your mobile phone, iPods, watches which have a data storage ability or MP3/4 players etc. into the room
- **do not** use tippex, corrector pens, gel pens or highlighter pens on your answer sheet (if you have to answer questions in spaces on the question paper, do not use highlighter pens on the answer part of the paper)
- **do not** ask to borrow equipment from the school or other candidates
- **do not** bring food, sweets or chewing gum into the examination room
- **do not** bring coke, orange squash etc. into the examination room - only **still water** in a clear sports top bottle with no label is permitted
- **do not** doodle on your examination paper

You must enter the examination venue in silence and remain that way until you are well away from the room at the end of the examination.

You will be given one final chance to hand in any Mobile phones, iPods, wrist watches which have a data storage device or MP3/4 players before the exam begins. Failure to do so may lead to disqualification.

Do not start to fill in your Name, Candidate Number and Centre Number until you are told to do so by the Invigilator. This is a relatively new JCQ requirement.

Listen carefully to instructions and notices read out by the invigilators – there may be amendments to the examination paper that you need to know about.

Check that you have the correct question paper – check the subject, paper and tier of entry and read all instructions carefully.

The exact starting and finishing time of your examination will be written on the board at the front of the examination venue.

You will know if you are entitled to extra time in your examination as this will have been discussed with Mrs Reed and the SEN department well in advance of your examinations. Candidates with extra time will have their finishing times displayed on the board as well.

If you need another piece of paper, or have a query please put up your hand and an invigilator will come to you. Invigilators cannot help with the content of the question paper and are not allowed to explain any part of the paper to you.

If, exceptionally, you need to use the toilet or feel unwell, raise your hand and you will be escorted to the toilet. Candidates are only allowed to use the toilet one at a time and **must** be escorted by an invigilator. All toilet visits will be recorded on an invigilator incident sheet and may be requested by the relevant exam board if any instance of malpractice is suspected.

Candidates must stay in the examination room for the duration of the examination. You will not be allowed to leave an examination venue early. If you have finished the paper use any time remaining to check over your answers. Check also that you have completed your details correctly.

Candidates who are eligible for extra time should stay in the examination room until the complete time has ended.

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 ask for a tag to fasten them together in the correct order.

Invigilators will collect your examination papers before you leave the venue. Absolute silence must be maintained during this time. Remember you are still under examination conditions until you have left the room.

Remain seated in silence until told to leave the examination venue. You will be dismissed one row at a time. 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 invigilators will tell you what to do. Do not 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. Close your exam booklet and leave everything on your desk. You must not attempt to communicate with anyone else during the evacuation. When you return to the examination venue 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 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. They are also not allowed to tell you what time it is or how long you have left until the end of the exam.

Absence from Examinations

If you experience difficulties during the examination period (e.g. illness, injury or personal problems) please inform the school at the earliest opportunity.

Only in 'exceptional circumstances' are candidates allowed special consideration for absence from any part of an examination. It is essential that medical evidence is obtained on the day by the candidate/parent and given to the Examination Officer without delay.

It is not possible to reschedule GCSE or GCE examinations during the examination series. This school does not recommend retaking GCSE examinations as Year 12 students are usually heavily involved in working for their A Levels. Having to revise and work towards a GCSE at the same time may be detrimental to their work.

Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

Transport

Examinations do vary in length so you may not be able to return home on the school bus because your examination has not ended until after 3.30pm. If you have a late running examination, please ensure you have made arrangements to get home. Additionally, an afternoon examination may overrun due to unforeseen circumstances. Please note that the school buses cannot be kept waiting in this event.

Problems/Queries

If you have problems or queries relating to examinations please see Mrs Reed as soon as possible – do not leave it until the morning of the examination or the beginning of the next term. She can be found in the Examination Office (S11) which is located in the Staff Block.

GCE/GCSE Examination Entries (for subjects not studied in school)

Each year requests are received from students who wish to take a GCE or GCSE examination in a subject that is not studied at school (e.g. Russian, Chinese, etc). We are happy to discuss these requests on an individual basis. Mrs Reed will not process any request for examination entries without payment in advance.

Special Consideration for External Examinations

Every year we receive a number of requests for Special Consideration from parents of students taking public examinations.

In the case of illness, the school will support requests for sudden and serious conditions that **apply on the day of the examination only.**

1. If you are suffering from such ongoing conditions as **hay fever, glandular fever, anorexia, depression etc.**, you need to supply a letter from your doctor relating the symptoms and the effects of any medication to the date of the actual examination.

e.g. 'On Thursday 14 June, Sarah was badly affected by symptoms of her hay fever causing sore eyes, difficulty in breathing and lack of concentration.'

This can then be sent to the Examination Board with an online submission requesting Special Consideration for Sarah's examination on Thursday 14 June.

2. If you are affected for more than one day the doctor's note, should still relate the symptoms and the effects of any medication to the date(s) of the examinations affected.

e.g. 'Sarah has suffered from severe hay fever during the week commencing Monday 11 June. This has caused her to have sore eyes, difficulty in breathing and difficulty sleeping at night. This will have affected her concentration.'

3. We **cannot** accept a letter from a doctor which covers the whole examination series.

e.g. 'Sarah is suffering from hay fever and this is affecting her examinations.'

Any medical condition that might flare up can only be considered with a letter from a doctor relating to the specific date(s). **All letters must be received by the school within 5 days of the examination so it can be submitted to the Examination Board within their deadline of 7 days from the date of the examination.** It is strongly recommended that medical advice regarding the control of symptoms for such illnesses as hay fever, glandular fever etc. is sought well in advance of the examination session.

In the case of sudden or unforeseen family circumstances, such as bereavement during the examination period, special consideration may be applied for.

In all cases, the Examinations Officer, Mrs Reed, must be informed on the day or days of the paper affected. **Late notification cannot be supported.**

AFTER THE EXAMINATIONS

Notification of Results

Summer Examinations

If you wish any other person (including family members) to collect your results on your behalf, you must give your written authorisation to the Examinations Officer, Mrs Reed, **before** results day. You will be able to obtain a form from the exams office for this purpose. Without a signed letter from you we are not allowed to release results to any third party (this includes your parents/carers or relatives). The nominated person must produce some form of photo ID on the day.

If you want your results posted, please provide a First Class stamped and addressed envelope and hand it to Mrs Reed in the Examination Office **before** you go on study leave. If you provide an A4 envelope please remember to provide a large letter First Class stamp. If incorrect postage is not attached we cannot forward your results.

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

GCE Results - Thursday 13th August 2020

Year 13 only @ 9.00am in the Hall

GCSE Results - Thursday 20th August 2020

Year 11 @ 10.00am in the Hall

Results that have not been collected will be retained in school for collection.

Review of Marking and Access to Script Requests

If after receiving your results you wish to have a review of marking or request your script back you must see the Examinations Officer as soon as possible (within 5 days if your university place is dependent). There will be a form included in the envelope with your Statement of Results for this purpose.

There are deadlines involved in this process and late applications will not be accepted.

Non-priority requests will be dealt with by the Examinations Officer on our return to school in September.

Presentation of Certificates

Year 11

Certificates will be given out in registration during November/December, before the school breaks for the Christmas holidays. Year 11 students who do not return to the Sixth Form, will need to collect certificates from the school in December.

Year 13

A Presentation Evening will take place in December or January when it is hoped that you will be able to attend to receive your certificates. Invitations to students and parents will be sent out with full details nearer the time.

The school is only obliged to keep certificates for a period of one year after issue. If students do not collect 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. You are therefore urged to collect your certificates and keep them safely.

Examination Boards

These are the Examination Boards that we use for each subject. Dates for external GCE and GCSE examinations can be found on these websites together with subject information. Provisional GCE and GCSE timetables for summer 2020 series can be found on the SHFGS website (www.sirhenryfloyd.bucks.sch.uk) Curriculum, Examinations.

GCSE EXAMINATIONS

AQA	OCR	EDEXCEL
www.aqa.org.uk	www.ocr.org.uk	www.edexcel.org.uk
Biology	Business	Art
Chemistry	Computer Science	English Language
Dance	D&T Product Design	English Literature
Food Prep & Nutrition	Physical Education	Music
Further Mathematics		
Geography		
German		
History		
Italian		
Mathematics		
Physics		
Spanish		
	WJEC/EDUQAS	EDEXCEL Award
	www.wjec.co.uk	Statistical Methods Level 2
	Drama	Statistical Methods Level 3
	Religious Studies (Full Course)	
	Religious Studies (Short Course)	

GCE EXAMINATIONS

AQA	OCR	EDEXCEL
www.aqa.org.uk	www.ocr.org.uk	www.edexcel.org.uk
Business	Biology	Art
Chemistry	Computer Science	English Language & Literature
Dance	D&T Product Design	Further Mathematics
English Literature	Economics	History
Extended Project Qualification	Physical Education	Mathematics
French		Music
Geography		Physics
German		Psychology
Politics	WJEC/EDUQAS	
Spanish	www.wjec.co.uk	
	Drama & Theatre	
	Religious Studies	

FREQUENTLY ASKED QUESTIONS

Q. Why do I need to check the details on 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 could cause you problems if you are asked to show your certificates to a potential employer or 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. What do I do if I think I have the wrong paper?

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

Q. What if I forget my Candidate Number?

Candidate numbers are printed on seating plans, which are displayed outside the examination venue. Invigilators will be able to help you find your number.

Q. What do I do if I forget the school Centre Number?

The Centre Number is 52121. It is clearly displayed in the examination venues.

Q. What do I do if the fire alarm goes?

The examination invigilators will tell you what to do. If you have to evacuate the examination venue close your examination booklet, leave everything on your desk and leave the room in silence. You must not attempt to communicate with any other candidates during the evacuation.

Q. Can I go to the toilet during the examination?

If it is absolutely necessary. You will be escorted by an invigilator and will not be allowed any extra time for the time lost by leaving the examination room. All toilet visits will be recorded on an invigilator incident sheet and may be requested by the relevant exam board if any instance of malpractice is suspected. If you are entitled to extra time you will not be allowed to go to the toilet during the extra time.

Q. What do I do if I feel ill during the examination?

Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before or during the examination.

Q. What is an Appeal for Special Consideration?

In the case of illness, the school will support requests for sudden and serious conditions that **apply on the day of the examination only**. In the case of sudden or unforeseen family circumstances, such as bereavement during the examination period, special consideration may be applied for.