

# **St. Anne's Catholic High School for Girls**



## **EXAMINATIONS 2022**

### **GUIDANCE FOR STUDENTS & PARENTS/CARERS**

**Examinations Officer  
Telephone No. 020 8886 2165 Ext 5226**

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## INTRODUCTION

It is the aim of St. Anne's Catholic High School for Girls 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/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 (also known as Examination Boards) set down strict criteria which must be followed for the conduct of examinations and St. Anne's Catholic High School for Girls 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 question that has not been addressed, 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 Examinations Officer

The School telephone number is: 020 8886 2165 Ext 5226

**Remember – we are here to help**



## **BEFORE THE EXAMINATIONS**

### **EXAMINATION BOARDS**

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

### **CANDIDATE NAME:**

Candidates are entered under their legal name, as per their individual timetables, attached to this document. If a name is incorrect please see Mrs Gannon immediately.

### **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; examination registers and on the individual exam cards which will be placed on the exam desk.

### **TIMETABLES**

1. Each student will be issued with an individual timetable showing their own specific examinations with details of date, time and duration of exam. If you think something is wrong you should speak to the Examinations Officer immediately.
2. Some candidates have a clash where two subjects are timetabled at the same time. The School will make special arrangements for these candidates only. You must check your individual timetable and the clash timetable. If you think there is a clash on your timetable that has not been identified, please see the Examinations Officer immediately.

### **CONTACT NUMBERS**

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

### **EQUIPMENT**

**Make sure you have all the correct equipment before your examinations.**

**This includes a black pen, pencil and ruler for each exam.**

**For Mathematics exams it should include a protractor and compass and possibly a calculator, these must all be stored in a clear plastic pencil case. Check the regulations in the Notice to 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 printed on Page 4. All candidates 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 the School on the correct day and time, properly dressed and equipped.
- All Candidates (except 6<sup>th</sup> Form students) must be in the School Hall by 8.15 a.m. for a morning exam and 1.15 p.m. for an afternoon exam. 6<sup>th</sup> form Candidates must report to their Achievement Leader in the 6<sup>th</sup> Form common at the same times.
- Candidates are expected to know their seat number before entering the Hall. The seating plan will be posted on the Exams Notice Board at the Student Entrance before the exam. The Achievement Leader will call out a row at a time to enter the Exams Hall, so you need to know your seat number.
- Candidates who arrive late for an examination may still be admitted **but may not receive any additional time**. There are very strict exam board regulations about this and there is a cut off point for entry to an exam which we have to adhere to. 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 examinations.
- 6<sup>th</sup> Form students must wear weather appropriate clothing in line with the school dress code
- All items of equipment, black 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** ink or ballpoint. Correction pens are not 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.
- **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, iPods, MP3/4 all watches, etc. MUST NOT BE BROUGHT INTO THE EXAMINATION ROOM.** Mobile phones/watches/ipads will be collected before the exam, you will be issued with a ticket receipt, and the phone will be kept safe in the exam safe storage area. 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. This may result in your disqualification from the exam and may disqualify students who are sitting around you. No exceptions can be made. The mobile phones will be returned at the end of the exam session.

- A small bottle of water is allowed in the examination room, the label must be removed. Opaque/ chilli bottles are not permitted. \*Food is not allowed, \*Any medical issues must be reported to the exams officer.
- 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 offensive comments on examination papers – if you do, the Examination Board may refuse to accept 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.
- **Check you have the correct question paper – check the subject, paper and tier of entry.**
- **DO NOT start to write anything on your exam paper until instructed to do so.**
- Read all instructions carefully and number your answers clearly.
- Only use Highlighter pens on Resource booklets or Inserts, DO NOT use on the actual exam answer booklet. These are sent to the exam boards and scanned, and highlighted words do not scan.
- At the end of the examination the invigilator will announce that it is time to stop writing. You must stop immediately, failure to do so constitutes malpractice and the exam board will be notified.
- At the end of the exam 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, make sure that you have put your name on each sheet.
- Invigilators will collect your exam papers before you leave the room. Please remain seated and in absolute silence must be maintained during this time. Remember you are still under examination conditions until **you have left the room**. Please also be aware when you leave that other students may still be sitting examinations, refrain from talking until you reach the Hall.
- Question papers, answer booklets and additional paper **must NOT** be taken from the exam room.
- If the **fire alarm** sounds during an 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.

## 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 assist the Examinations Officer in distributing and collecting 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.
- Pupils who are disruptive or behave in an unacceptable manner will be removed from the examination room by invigilators and members of the Senior Leadership Team.

## ABSENCE FROM EXAMINATIONS

- If you experience any difficulties during the examination period (e.g. illness, injury, and personal problems) please inform the School at the earliest possible point so we can advise you. **Please remember that exams cannot be sat on an alternative date.** They are scheduled for a date and time by the Exam Boards
- **Please do not book any appointments/interviews/medical appointments/holidays during the exam series. Which officially ends on Wednesday 29<sup>th</sup> June 2022.**
- Only in very 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 and given to the Examinations Officer immediately.**
- For the award of a grade by special consideration, where a student misses part of an examination through illness or personal misfortune, **a minimum of 25% of the examination (including controlled assessment) must be completed.**
- **If you miss the exam there are no opportunities to re-sit an examination within an exam series.**
- Parents and candidates are reminded that the School will require payment of entry fees (circa £45.00 per GCSE subject) should a candidate fail to attend an examination without good reason and without informing the School.
- **Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence**



## AFTER THE EXAMINATIONS

### NOTIFICATION OF RESULTS

#### Summer 2022 Exams

Results will be available for collection from the Upper School Hall on:

- ❖ GCSE Year 11 - Thursday 25th August 2022– 10 a.m. to 12.(midday)
- ❖ GCE & BTEC Year 12/13 - 18<sup>th</sup> August 2022 10 am to 12 (midday)
- If you wish any other person (including family members) to collect your results on your behalf you must give your written authorisation to the School before the day of the results.([exams@st-annes.enfield.sch.uk](mailto:exams@st-annes.enfield.sch.uk))
- Any results not collected will be posted to the home address registered on the School's database. IF you have moved home or changed address please ensure that you have notified the school.
- No results will be given out by telephone or emailed under any circumstances.

### POST RESULTS

- If you need post-results advice, various teaching staff including the Examinations Officer will be available on Results Day.
- All general post exam queries will be dealt with on the return to school in September, which is within the exam board deadlines.
- Any requests for a review of marking or a script recall must be made through the Exams office, information will be given in your results envelope. All students requesting a review or script will be required to complete an application form and pay the relevant fee.
- St. Anne's Catholic High School for Girls does not enter former students for re-sits

### DISTRIBUTION OF CERTIFICATES- these usually arrive in School early November

- a message will sent out and will also be posted on the School website to notify Students when their certificates are available to collect from the Exams Office. **Certificates will not be given to anyone other than the candidate without the candidate's written authorisation.**
- St. Anne's Catholic High School for Girls 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 fee will be payable per Certificate per examination board. **You are therefore urged to collect your certificates as soon as possible after they are available and keep them safely; you will need them for University applications and for job applications for the rest of your working life.**

## FREQUENTLY ASKED QUESTIONS

**Q. What do I do if there is 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 short break during which they will be supervised and must not have any communication with other candidates, they will then sit the second subject paper. Make sure you check the clash timetable produced so you know what paper is being sat first. Please bring a packed lunch.

**Q. What do I 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 inform the invigilator immediately. **Don't be afraid to ask** if you think you may have the wrong paper.

**Q. What do I do if I forget my Candidate Number?**

Candidate Numbers are printed on identity cards placed on each exam desk and on the seating plans, which are displayed on the Examinations Notice Board.

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

Inform the School at the earliest possible point so we can help or advise you. You may need to obtain medical evidence (from your GP or hospital) if you wish the School to make an appeal for Special Consideration on your behalf (see below).

**Q. What do I do if I feel ill during the exam?**

Put your hand up and an invigilator will assist you.

**Q. 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.**

**Q. What is an Appeal for 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% (consideration given but addition of marks considered inappropriate) 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 is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness, accident or injury, bereavement or domestic crisis. The Examination Officer must be informed immediately so that the necessary paperwork can be completed (within seven days of the last exam for each subject) and the candidate will be required to provide evidence to support such an application.

**Q. If I'm late can I still sit the examination?**

This will entirely depend on the circumstances and the amount of delay. You must notify the school of any delay. You should get to the 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.** You will not receive any extra time if you are late.

You should also be aware that if you start the exam more than 30 minutes after the published starting time, the School must inform the Examination Board and it is possible that the Board may decide not to accept your work. Please ensure that you allow enough time to get to the School so that if you are delayed (e.g. through transport problems) you will still arrive on time. **Please arrive by 8.15 am for morning exams or 1.15 pm for afternoon exams. The Examinations Officer will be here even earlier to prepare for your exams!**

**Q. Do I have to wear School Uniform?**

Yes. Normal School regulations apply to uniform, hair, jewellery, etc  
All scarfs etc. must be removed. 6<sup>th</sup> Formers must wear appropriate clothing.

**Q. What equipment should I bring for my exams?**

- For all exams you should bring a black pen, pencil, ruler, eraser + for Science, Maths exams, a calculator, protractor and compass
- You are responsible for providing your own equipment for examinations. You must not attempt to borrow equipment from another candidate during the examination.

**Q. What items are not allowed into the Examination Room?**

- Only material that is listed on question papers 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.
- Bags, coats, scarfs and any other items are not permitted in an examination room under examination regulations and must be left in the cloakroom. **Blazer pockets should be empty.** Do not bring any valuables into the School with you when you attend for an examination.
- Mobile phones, iPods, MP3/4 players; all watches etc. are not allowed in exam rooms. Being in possession of a mobile phone (or any other electronic communication device, e.g. iPod, MP3/4, pagers, headphones) is regarded as **MALPRACTISE** and is subject to severe penalty from the awarding bodies. These will be collected in the School Hall before each exam. The phone/iPod/MP3/4 /watch will be placed in a clear wallet and you will be given a numbered ticket as a receipt, **PLEASE** keep it safe. Your phones etc. will be kept safely locked in the exams safe storage room. At the end of the exam session you can collect from the Exams Officer on presentation of your ticket. If you lose the ticket then you will have to wait until all of the other phones have been collected. The school reserves the right to do spot checks for mobile phones.

**Q. How do I know how long the exam is?**

The length of the examination is shown on your individual timetable under the heading 'duration'. The Examinations Officer or Invigilators will tell you when to start and finish the exam. They will write the finish time of the exam on a white board at the front of the exam room. There will be a clock in all examination rooms.

**Q. Can I leave the exam early?**

It is the School's policy not to allow candidates to leave the exam room early, as this is disruptive to other candidates.

**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 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.

**Q. Can I go to the toilet during the exam?**

Only if it is absolutely necessary. You will be escorted by an invigilator and will not be allowed any extra time.

**Q. If I have more than one exam on a day, can I get lunch at the School?**

Pupils 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, unless they are in isolation in which case they have to bring a packed lunch.

**Q. What do I do if I don't get the grades I need?**

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 review of the marking procedure. **You should be aware that your mark could go down as well as up or even stay the same. Information regarding re-views of marking will be provided in the envelope with your results.** The deadline date will be provided with your results. You must complete a Candidate Consent Form and return it with the correct fee to cover the cost.

There is also a Priority re-mark service for A2 Level students, again details will be given in the results envelope.

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.

JCQ

CIC

AQA

City & Guilds

CCEA

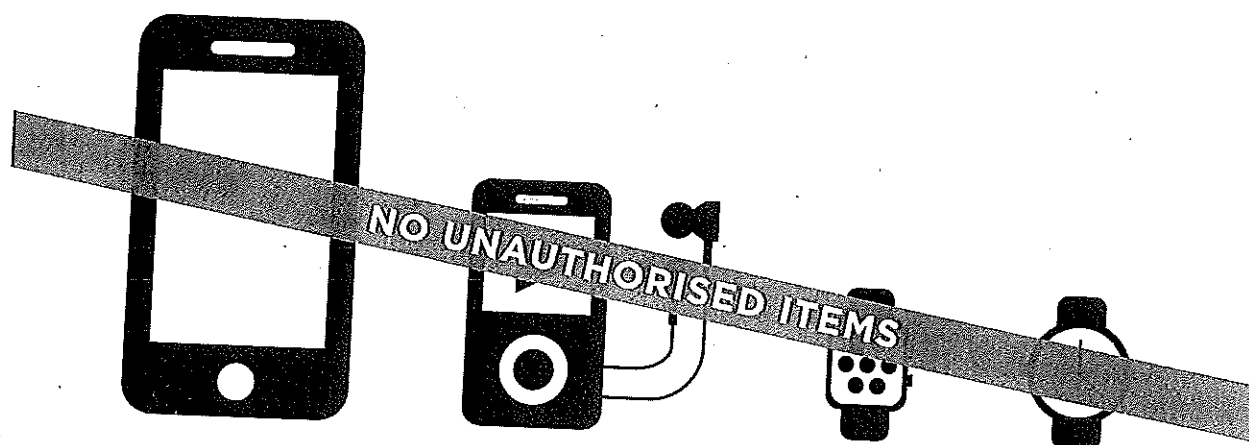
OCR

Pearson

WJEC

**NO MOBILE PHONES  
NO WATCHES  
NO MP3/4 PLAYERS**

**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.