

The ExamsOffice

Getting you ready for
the summer exam
series:
A student guide

Queen Elizabeth's

Summer exams 2024

The exam boards have a set of rules which all students must follow when taking their exams. These rules cover:

- Before the exam
 - You need to know which exams you have been entered for, and when they take place
- During the exam
 - You need to know the rules you need to follow in the exam room
- After the exam
 - You need to know when and how you will receive your results, and what to do if you think an error might have been made with your grade(s)





Exam entries

You will be provided with information about the exams you are taking this summer in the form of a ***Candidate Statement of Entry*** and an ***Exam Timetable***. You must check these documents for:

- Accuracy. Tell the exams officer if:
 - you think we have been entered for an incorrect exam
 - you have not been entered for an exam which you think you should be sitting
 - your personal details are incorrect
- Exam day arrangements
 - Be aware of the date, time and location (room) of all your exams /assessments
- Exam clashes
 - Ensure that know what to do if you have two or more exam papers timetabled at the same time (this is known as a timetable clash)

Contingency sessions

There are no exams taking place on the following days/sessions, but you will be expected to make yourself available at these times in case they are used in the event of an emergency:

- Thursday 6 June (afternoon)
- Thursday 13 June (afternoon)
- Wednesday 26 June (all day)

June 2024

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--------|--------|---------|-----------|----------|--------|----------|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 × | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 × | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 × | 27 | 28 | 29 |
| 30 | | | | | | |

FREE TO DOWNLOAD FROM [WWW.CALENDARLABS.COM](https://www.calendarlabs.com)

Social media poster



**DO NOT COMMENT
ON OR DISCUSS
THE CONTENT OF
THE QUESTION
PAPER ON SOCIAL
MEDIA**



Information for candidates Using social media and examinations/assessments

While we like to share our experiences online, when it comes to exams, we have to be careful.

- Sharing ideas online can be helpful when you're studying or revising
- However, sharing certain information (see information on the right) can break the rules and could affect your results
- If you're not sure what you can and can't discuss online, check with your teacher
- If you receive exam content on social media, you must tell your teacher
- Don't be caught out by scammers selling fake exam papers



Things to do on social media:

- Have fun
- Be responsible
- Report any exam content you see to your teacher

Things not to do on social media:

- Buy/ask for/share exam content
- Pass on rumours of what's in exams
- Share your work
- Work with others so that your coursework is not your own independent work

If you do any of the above activities, you may:

- ! Receive a written warning
- ! Lose marks
- ! Be disqualified from a part of or all of your qualifications
- ! Be banned from taking assessments for a number of years

Please take the time to familiarise yourself with the JCQ rules:
[jqc.org.uk/exams-office/information-for-candidates-documents](https://www.jcq.org.uk/exams-office/information-for-candidates-documents)



The Exam Day

You must be aware of the following before your exams:

- In which room(s) your exams will be taking place
- What time each of your exams will be starting (and finishing)
- Where you will be sitting during each exam
- Where your personal belongings will be kept, for example your bag, mobile phone etc.





What you need to do if you are late for an exam

You must be on time for all of your exams

However, if you are/you think you will be late for an exam, follow these steps:

- Step 1: Telephone the school and ask to speak with the exams officer
- Step 2: Follow the instructions given by the exams officer
- Step 3: Turn off your mobile phone and any other communication device
- Step 4: When you arrive at school go to reception and explain that you are late and that you need to see the exam officer immediately
- Step 5: Your exams officer will give you the full instructions for the exam, and answer any questions, before you are allowed to begin your exam



What you need to do if you are ill on the day of an exam

If you are feeling unwell on the day of an exam, follow the steps below

- Step 1: Telephone the school and ask to speak with the exams officer
- Step 2: Follow the instructions given by the exams officer
- Step 3: Try and get some evidence to prove your illness (e.g. a doctor's note)
- Step 4: Add any further steps if applicable




Access Arrangements

- The special educational needs co-ordinator (SENCo), or the exams officer, will inform you of how your access arrangement will be delivered on the day of the exam
- Access arrangements include:
 - Use of a reader
 - Use of a scribe
 - Extra time
 - Supervised rest breaks

Exam room posters

You are **not** allowed to bring the following into the exam room as they are potential technological / web enabled sources of information:

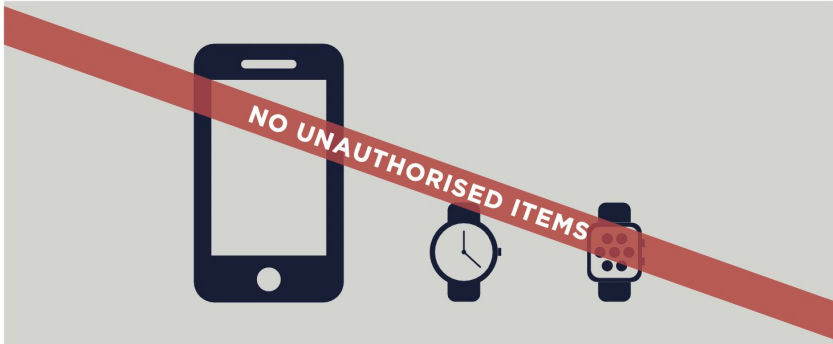
- Mobile phone/smartphone
- Smartwatch
- Analogue watch
- AirPods
- Earphones/earbuds
- iPod
- MP3/4 player
- Memory sticks



AQA City & Guilds CCEA OCR Pearson WJEC

**NO MOBILE PHONES
NO WATCHES**

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.

Exam room posters



| | | | | | |
|-----|---------------|------|-----|---------|------|
| AQA | City & Guilds | CCEA | OCR | Pearson | WJEC |
|-----|---------------|------|-----|---------|------|

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.

In particular, note the following:

- Possession of a mobile phone, even if you do not use it, is not allowed and may be subject to penalty, including possible disqualification
- You are under formal exam conditions from the the moment you enter the room in which you will be taking your examination(s) until the point at which you are permitted to leave
- You must follow the instructions of the invigilator



If you do not follow these instructions you are committing malpractice



What are formal exam room conditions?

- Formal examination/exam room conditions are:
 - Not talking to other candidates
 - Not disturbing other candidates
 - Not communicating with other candidates
- You are under formal examination conditions **from the moment you enter the exam room** in which you will be taking your examination(s) **until the point at which you are permitted to leave**
- If you talk to, disturb and/or communicate with other candidates as you enter or leave the exam room (as well as the whole time you are in the exam room), this is malpractice and will be reported to the awarding body who will decide whether to penalise you which may include disqualification



The role of the invigilators



- Each exam room will have at least one invigilator
- Awarding bodies insist that invigilators must follow strict rules and regulations during exams
- Invigilators must record any irregular incidents which occur in the exam room (e.g. if someone feels unwell, requires the toilet or falls asleep etc.)
- If you behave in a suspicious manner the invigilator will approach you and ask you to stop
- If you misbehave, the invigilator will warn you that you may be removed from the exam room
- You are committing malpractice if you do not follow the invigilators instructions



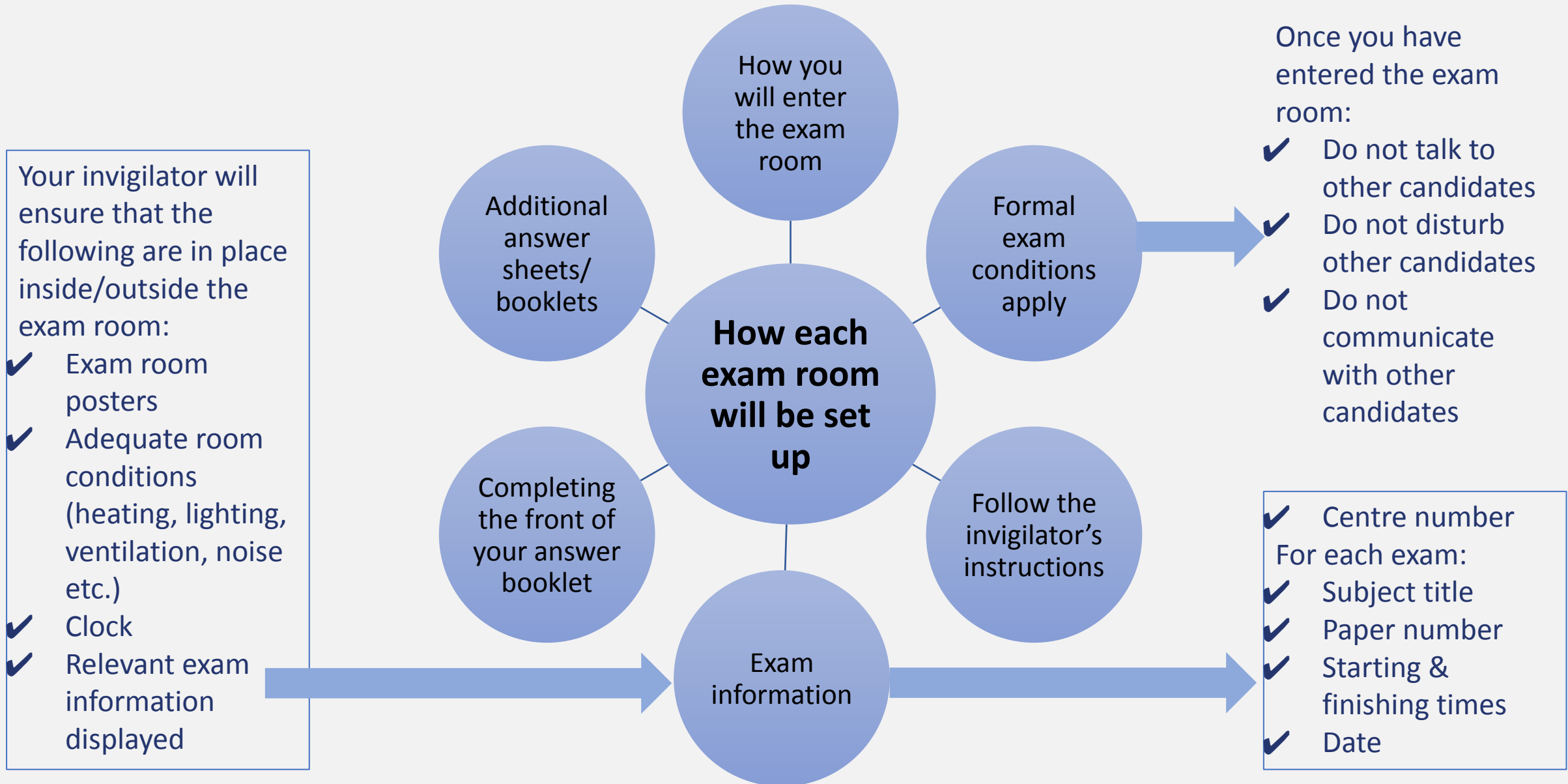
**YOU MUST FOLLOW THE INSTRUCTIONS OF
THE INVIGILATOR. FAILURE TO DO SO MAY
RESULT IN A PENALTY WHICH COULD
INCLUDE POSSIBLE DISQUALIFICATION**

Exam room regulations

PLAY THE *INSTRUCTIONS FOR CANDIDATES* VIDEO:

<https://youtu.be/xLDe6JDlcjU>

Exam room conditions



What materials should you bring to an exam

You must bring the following materials with you to every examination:



We will provide materials ONLY if yours break or fail to work

What material is not allowed in the exam room



| Basic Notes | | Area for Study Tips |
|---|--|---------------------------|
| Prepare before class | | |
| Review notes from last class | | |
| Look through chapter to understand basic idea of this class | | |
| May take 20-30 mins, but makes a huge difference | | |
| When in doubt, write it down | | |
| Don't write everything, though! (Main points, main ideas) | | |
| Don't spend too long deciding if you should write it down | | |
| Thin your notes | | |
| Don't write everything! Leave out words | | |
| Use abbreviations - include a key of specific for this lecture abbreviations. Eg: A lecture about King Henry VIII will require you to repeat his name several times. Instead of writing it out each time, make a note: King Henry VIII = H. Or, if that would be confused with King Henry VII, abbreviate it as: King Henry VIII = B. | | |
| Know your prof | | |
| Use the note-taking method that will best help you with this particular prof's lectures | | |
| A more organized prof works well with the Cornell style. Use the note-taking method for visual learners for a prof that jumps around and returns to previous points | | |
| Show the prof your notes after the first lecture and ask if you are hitting main points | | |

Calculators

How a calculator can/cannot be used in an exam

During an exam, a calculator **must not** be able to offer any of these facilities:

- language translators
- symbolic algebra manipulation
- symbolic differentiation or integration
- communication with other machines or the internet



During an exam, a calculator **must not** give access to pre-stored information. This includes:

- databanks
- dictionaries
- mathematical formulae
- text

Your Maths teacher will explain how a calculator can/cannot be used in an exam

Water bottles

- Water bottles must be transparent with all labels removed
- This includes transparent, reusable plastic bottles



Emergency evacuation of the exam room



If there is an emergency, such as a fire alarm, the exam room will be evacuated

This video shows how your invigilators are instructed to evacuate the exam room

You must follow the invigilator's instructions

Invigilators will ask you to:

Stop Working

Close answer booklets, leaving all things in the room

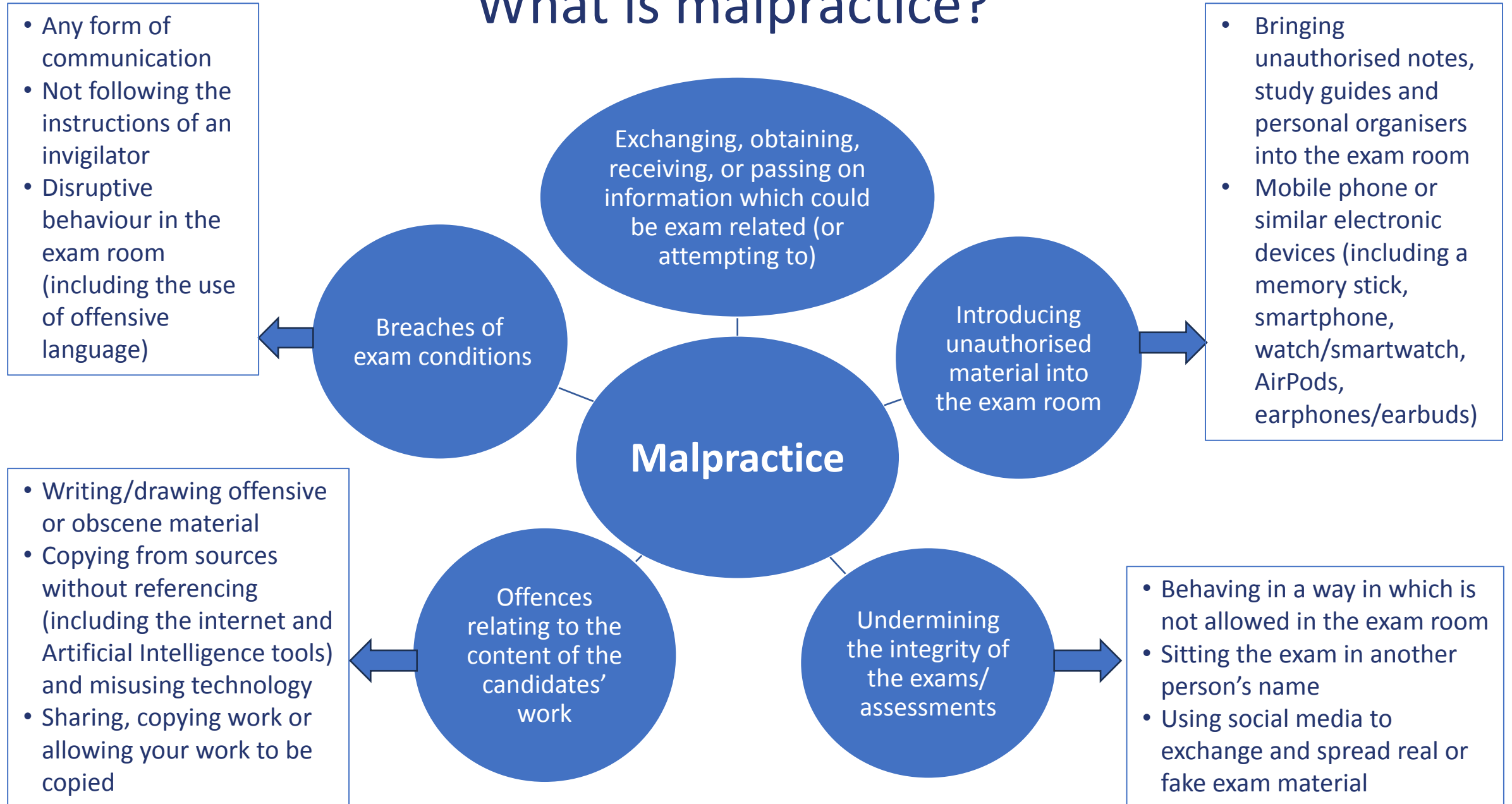
Exit the room / building in silence

You will not be able to talk / interact with anyone other than the invigilator

PLAY THE *DEALING WITH EMERGENCIES* VIDEO:
<https://youtu.be/TxzZhK8R0m0>

Once safe to re-enter the building, they will re-set the exam and ensure they note the time and interruption duration, giving you the right amount of time to complete your paper

What is malpractice?



Examples of malpractice and the penalties which may be applied

| Offence | Warning | Loss of marks on that paper | Loss of marks on all papers in that subject |
|--|---|--|---|
| Bringing notes in the wrong format or prohibited annotations into the exam room | Notes/annotations go beyond what is permitted but do not give an advantage; content irrelevant to subject | Notes/annotations are relevant and give an unfair advantage | Notes/annotations introduced in a deliberate attempt to gain an advantage |
| Mobile phone or similar electronic devices (including iPod, MP3/4 player, memory sticks, smartphone, smartwatch, AirPods, earphones and headphones) | Not in the candidate's possession but makes a noise during the examination | In the candidate's possession but no evidence of being used by the candidate | In the candidate's possession and evidence of being used by the candidate |

Examples of malpractice and the penalties which may be applied

| Offence | Warning | Loss of marks on that paper | Loss of marks on all papers in that subject |
|---|--|---|---|
| A breach of the instructions or advice of an invigilator, supervisor, or the awarding body in relation to the exam rules and regulations | Minor non-compliance: e.g. sitting in a non-designated seat; continuing to write for a short period after being told to stop | Major non-compliance: e.g. refusing to move to a designated seat; significant amount of writing after being told to stop | Repeated non-compliance |
| Disruptive behaviour in the examination room or assessment session (including use of offensive language) | Minor disruption lasting a short time; calling out, causing noise, turning around | Repeated or prolonged disruption; unacceptably rude remarks; being removed from the exam room; taking another's possessions | Warnings ignored; provocative or aggravated behaviour; repeated or loud offensive comments; physical assault on staff or property |

Examples of malpractice and the penalties which may be applied?

| Offence | Warning | Loss of marks on that paper | Loss of marks on all papers in that subject |
|---|---|---|--|
| The inclusion of offensive or obscene material in scripts, controlled assessments, coursework, non-examination assessments or portfolios | Isolated offensive words or drawings | Frequent offensive words or drawings; isolated obscenity or offensive comments directed at an individual or group | Frequent obscenities; discriminatory language, remarks or drawings directed at an individual or group |
| Copying from another candidate or allowing work to be copied (including the misuse of technology) | Lending work not knowing it would be copied | Permitting examination script/work to be copied; showing other candidates' answers | Copying from another candidate's script, controlled assessment, coursework, non-examination assessment; borrowing work to copy |

Leaving the exam room

All students leaving the exam room will need to be accompanied by a invigilator.

- Rest breaks - if you have a rest break and leave the room then any time taken will be added on at the end of the exam.
- If you leave the room for a toilet break then this is taken out of the exam time and NOT added on at the end of the exam
- If you finish before the end of the exam and you want to leave early, you will not be allowed to leave until the actual finishing time. **The earliest you can leave a PM exam no matter what the finishing time is, is 2:20PM**



Leaving the exam room: Extra time candidates

- If you have been granted extra time and you finish before the end of your extra time you will not be allowed to leave until the end of your extra time. If you do not use your full extra time on a regular basis, you could possibly lose this arrangement for your remaining exams

OR

- If you have been granted extra time and you finish before the end of your extra time and you want to leave early, you will only be able to leave after you have signed to confirm that it is your decision to leave the exam room and that you cannot return for this exam. If you do not use your full extra time on a regular basis, you could possibly lose this arrangement for your remaining exams





Results

- Exam results are available to collect on results days (exact details will follow)

Thursday 15th August - GCE, Level 3 BTEC Nationals & Level 3 Certificates

Thursday 22nd August - GCSE, BTEC Technicals, Level 1 & 2 BTEC and CNATs

- SLT, 6th Form Team, Exams Manager and some teachers will be on hand to discuss your results and to help you on results days
- Results will be emailed to students and in-touch contacts in the afternoon of your results day. If you are unable to collect your results in person and wish to have them before they are emailed please provide the Exams Manager with written confirmation of whom is collecting them on your behalf BEFORE Friday 9th August. Without written authorisation we are unable to issue them to anyone other than the candidate.
- If you wish your result slips to be posted then please provide a SAE to the exams office by Friday 9th August. Results will be posted to you on results days and NOT before.



Reviewing your exam results: The options

- Service 1: A clerical re-check. This includes a check that:
 - all parts of your script (your answers) have been marked
 - marks have been totalled and recorded correctly
- Service 2: Review of marking. This includes:
 - a review of the original marking to ensure that the mark scheme was applied correctly, and to correct any errors
 - a check that all parts of your script (your answers) have been marked, and that marks have been totalled and recorded correctly
- Service 3: Review of moderation. This applies to non-examination assessments and coursework and includes:
 - a review of the original moderation and sample of candidates' work to ensure that the assessment criteria was applied fairly, reliably and consistently (this service is not available to individual candidates)



Requesting a post-results service

- A Post results information pack will be emailed out before results days with all the information you need for results day and requesting any post results services.
- Once you receive your results you need to meet with, or discuss your results with, your teacher before deciding on your next steps which may include accessing one of the post results services on the previous slide



Certificates

- Certificates are available for collection from the school reception from January 2025. Details will be emailed out to in-touch contacts for students before Christmas 2024.
- Queen Elizabeth's will retain certificates for 12 months from the date they are produced . After this date they are destroyed and you will need to apply for, and pay for, duplicates/letters confirming results from the awarding bodies direct.