



S6C EXAM HANDBOOK 2024 GUIDANCE FOR STUDENTS & PARENTS/CARERS

You are required to read this document carefully and retain it for your reference. Please also look at this handbook in conjunction with the JCQ regulations and guidance that can be found at <https://www.jcq.org.uk/exams-office/information-for-candidates-documents/>

If you have **ANY** questions or problems,
please contact Frankie Church (Exams Officer) - 01722 597970 – fchurch@s6c.mlp.college

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INTRODUCTION

It is the aim of S6C 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 which must be followed in the event of any problems occurring.

The awarding bodies (examination boards) set down strict criteria which must be followed for the conduct of examinations and S6C is required to follow them precisely. You should therefore, pay particular attention to the **JCQ INFORMATION FOR CANDIDATES** that can be found at <https://www.jcq.org.uk/exams-office/information-for-candidates-documents/>

Please also familiarise yourself with the appendices in this document concerning JCQ regulations and guidance.

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 now**, come and see Frankie (Exams Officer) or email fchurch@s6c.mlp.college.

CONTACT NUMBERS

Please ensure we have up to date contact telephone numbers for you before the exam season begins. These can be emailed to **office@s6c.mlp.college** or **provided to Hazel on Reception** – it is important we have these in case we need to contact you urgently during the exam period. If you or your parents/carers have any queries or concerns, or require help or advice you can contact the exams office by email (**fchurch@s6c.mlp.college**) or **by phone (01722 597970)**. If Frankie Church is not in college you can also obtain help and advice from your subject teacher or faculty lead - Kirsty White for STEM, Lainey Hughes for Creative and Stephen Price for Humanities.

Remember – we are here to help.

AWARDING BODIES (AKA Exam Boards)

S6C work with the following awarding bodies:

- AQA – www.aqa.org.uk
- Edexcel – www.qualifications.pearson.com
- OCR – www.ocr.org.uk

Cambridge Technicals (CTECs) are run by OCR; BTECs are run by Edexcel.

BEFORE YOUR EXAMINATIONS

PREPARING FOR YOUR EXAMS

Achieving your potential in your exams will not happen by accident or good fortune – it will come from thorough preparation, a healthy ‘can-do’ attitude and plenty of hard work. You should have already begun revising, but if you haven’t, get going! Planning is great, but don’t spend too much time writing timetables and making plans rather than actually getting down to the actual nitty-gritty!

Your teachers will have been preparing you for your final exams since you began the course, and are the best source of information about your particular subject requirements and techniques for approaching your papers. You can obtain past papers from the awarding body websites, ask your teacher to point you to the right place. You can also obtain the mark schemes so you can see where marks were awarded, and the examiner reports which highlight where students have gained and lost marks in general which can help your approach to the paper. Website details are on the first page.

Use all of the resources at your disposal – your teachers, your fellow students, books, websites etc. Don’t forget that your teachers are there to help you – and really want you to succeed! Don’t be afraid to ask for some help if you need it.

STATEMENT OF ENTRY

You will have seen a statement of entry, which details all of the exams for which you have been entered. Hopefully you took the time to check this carefully, to ensure you have been entered for the correct examinations, *and* for all of the examinations you are expecting to sit. If there are questions, incorrect information or concerns then please contact Frankie Church immediately. This statement of entry has been signed and returned to Frankie Church to acknowledge that all the details on it are correct, including the spelling of your name as this is what will appear on your certificates and it is difficult to change this once they are printed.

TIMETABLES

Attached is a copy of the full exam timetable. Please read this carefully and keep it somewhere where you can refer to it easily. If you miss a public exam you will not have the opportunity to take it at a later point – it will be recorded as a zero mark. It is your responsibility to make sure you are in college for every exam on your timetable so ask now if you are not sure about anything.

You will have a candidate number. This is unique to you and identifies you with each exam board in conjunction with our centre number. You do not need to remember either of this number as it will be provided for you on your candidate card for each examination. The UCI and ULN numbers shown on these documents are other identification numbers for administration only.

TIMETABLE CLASHES

If you have two or more exams timetabled at the same time, arrangements will be made to ensure you can sit both examinations. There are rules and regulations about how we are allowed to schedule these, so if you have a clash on your timetable please see Frankie Church to find out what timetable changes will apply to you personally. Please take particular care if you are taking an exam for CTEC or BTEC to check if you have clashes.

ACCESS ARRANGEMENTS

There are a number of access arrangements in place for individuals in the college. If you have been granted access arrangements and use these as a normal way of working these will be allocated to you in your public examinations. These arrangements are mostly awarded via formal testing and approval by the awarding bodies only, but in emergency situations approval may be granted, for example a laptop may be awarded for an injury affecting writing, rest breaks for someone suffering from significant illness etc. It is therefore important that you bring any issue that you think may affect you on the day which could not be foreseen to the attention of Nicky Miller or Frankie Church to determine whether there are any arrangements which can be made to help you.

SPECIAL CONSIDERATION

Special consideration is given to a candidate who has temporarily experienced illness, injury or some other event outside of their control **at the time of the assessment**. It is applied when the issue or event has had, or is reasonably likely to have had, a material effect on a candidate's ability to take an assessment or demonstrate his or her normal level of attainment in an assessment.

If you are fully prepared for your examination but are ill on the day of, or just before your exam, or suffer a bereavement or other significant unforeseen circumstance we may be able to apply for 'special consideration'. This is a formal application to the awarding body concerned outlining the circumstances and is applied by the awarding body at their discretion. You will be required to provide evidence, therefore you should obtain a medical certificate to support your application if appropriate. The awarding body will indicate whether it has accepted your application and will apply between 0% and 5% extra marks, but will not say what percentage they have awarded. If you feel you have grounds for an application for special consideration please make sure you see Frankie Church.

CONTINGENCY DAYS

Contingency days are used by the exam boards in case they need to move an exam date nationally (due to national emergency for example). You should not book any holidays over these dates, as absences due to unavailability on these dates will not be awarded special considerations. **As such, you must keep the following dates free (until you have taken your final exam):**

- **6th June PM session (Exam start 1.30pm)**
- **13th June PM session (Exam start 1.30pm)**
- **26th June all day (9.00am, and 1.30pm starts)**

ON THE DAY OF THE EXAMINATION

Morning exams **START at 9am**
Afternoon exams **START at 1:30pm**

This is the time that you *start writing* - **not** the time of arrival.
You MUST be in the cafe at least 30 minutes before your exam
i.e. 8:30 am for morning exams and 1:00 pm for afternoon exams.

BREAKFAST CLUB

During the exam season there will be a Breakfast Club in the Project Room every morning from 8am to 8.30am. Diane Newton will be there to greet you and you can help yourself to a bowl of cereal in a relaxed and calm environment before making your way downstairs to your exam for 8.30am/

SUPPORT FROM STAFF

For morning and afternoon exams, members of staff will be available in the cafe to provide support and calm any last minute nerves. Teaching staff will also be present when the exam register is taken, to ensure that we have correctly identified each candidate.

EQUIPMENT

You **MUST** ensure you bring all the equipment you require with you. We carry some spare equipment in the main exam rooms, but this is only provided in an emergency e.g. calculator stops working. You **MUST NOT** rely on being able to borrow equipment.

- You need the following equipment:
- Black (MUST be black!) pens – 2 pens. Ink pens often bleed through the paper therefore biros are best for exams;
- Pencils, rubber, ruler, pencil sharpener (particularly for Maths and Psychology exams, or where graphs may be required);
- Calculator – Maths, Business, Economics, Psychology (lid must be removed, memory must be cleared). You must check that your calculator conforms to the examination regulations – if in doubt, check with Frankie Church;
- Highlighters – you can use these to highlight text in the questions but must not use them in your answers.

Pencil cases must be transparent if used; alternatively equipment can be placed in a clear plastic bag. Water may

be brought into the exam room but must be in a clear bottle with no label or writing.

For examinations where there is pre-release material provided which needs to be taken into the examination, your material will be checked by your teacher and an invigilator prior to being allowed into the room.

CLOTHING

You are required by the college to wear appropriate clothing for the examinations as per college rules. You may not wear hoods or hats, or have your face obscured in any way. It is advised that you wear layers in case you are cold/too warm.

ITEMS NOT ALLOWED INTO THE EXAM ROOM

- Mobile phones and watches (smart, digital, or analogue). Mobile phones and watches may be left (on silent mode) in your bag in the cordoned off area in the study centre, please be reminded that no responsibility will be accepted for these. It is recommended that you store these securely i.e. in a locker. Having a mobile phone on your person during the exam is deemed to be malpractice by the exam boards and will result in the loss of marks for that particular paper. Use of mobile phones during an exam is also malpractice, and will likely jeopardize your entire final grade for that subject/for the exams taken with that exam board.

If you accidentally take your mobile into the exam room, give it to the invigilator immediately and before the exam begins.

- Airpods, headphones (unless part of your access arrangement/s), or any other electronic device
- Bags – leave them in your locker or study centre bags area
- Food (unless approved due to medical condition)
- Calculator lids
- Correction pens / fluid / Tippex
- Water bottles that are opaque, have labels, or bottles with logos or writing. Only still water is allowed in the exam room;

RULES AND REGULATIONS

The JCQ (governing body for exams) has strict rules and regulations to ensure that exams are fair. You must read the JCQ 'Notice to Candidates' which is published on behalf of all of the awarding bodies.

Breaking these rules will result in you being reported for 'malpractice' – sanctions will be decided upon by the awarding body and are likely to be disqualification from a specific paper, and could include a whole subject, or disqualification from all of your examinations. The following are examples of malpractice:

- Borrowing equipment from other candidates during the examination
- Communicating or attempting to communicate with other candidates in any way – this includes speaking, passing notes, sign language of any description, facial signals etc.

- Taking notes into the examination room
- Having a mobile phone or watch in an examination, even if it is turned off / in your pocket / hasn't been used / you forgot you had it.

GOING INTO THE EXAM ROOM

Most exams will take place in the theatre or the dance studio if it is a smaller group or you have access arrangements. You must be in the café / outside your exam room 30 minutes prior to the start of the examination. If you are scheduled to have a 1:1 invigilated exam, you should come to the cafe area anyway for the exams briefing by the exams officer, and then they will take you to the room where you'll be taking your exam.

Check your seat allocation on the seating plans outside the exam room.

Listen carefully to the announcement by the exams officer, the teaching staff and the invigilators prior to going into the room. You **MUST** enter the room in silence and in an orderly manner – you are under exam conditions as soon as you go through the door. Any communication after this point is malpractice and will be reported to the awarding body.

IN THE EXAM ROOM

- Sit in silence at your allocated desk, facing the front, until instructed by the invigilator.
 - Listen carefully to the instructions read out by the invigilator – there may be amendments to the paper which you need to know about.
 - Check you have the correct exam paper – subject, paper number, correct exam board, tier of entry (Maths/Biology GCSE only) and the date on the paper is correct. If you are not sure, put up your hand and ask the invigilator.
 - Check you have all the materials required – these will be listed on the front of the exam paper.
 - Read all the instructions on the front of the paper carefully to ensure you understand which questions need to be answered.
 - When instructed, fill in the boxes on the front of your paper
 - Your candidate number and centre number will be on the card on your desk.
 - You **MUST** write your legal name on your paper, not the name you are known by if this is different.
 - Do not open your paper until you are told you can begin.
- No papers may be removed from the exam room.

THE EXAM PAPERS

- Ensure each question is numbered correctly, particularly in answer booklets.
- Continuation sheets must have your name, centre number and candidate number clearly written on them.
- Write legibly. You can't be awarded marks for something the examiner cannot read.
- Show your working where this is appropriate – there may be marks available even if your final answer is incorrect.

- Write all of your answers IN THE SPACE PROVIDED – papers are scanned electronically and each question may be sent to a different examiner. The paper will have the spine and areas surrounding the questions (where it says ‘do not write here’!) sliced off before scanning and work may be lost.
- Black pen is important as other colours do not scan well and marks may be missed. Gel pens do not scan well – guidance is not to use them
- DO NOT draw graffiti or write offensive comments on your paper – if you do, the awarding body may refuse to accept your paper/it may be deemed as malpractice. ALL extra sheets of paper have to be attached to your main paper and sent to the awarding body.

DURING THE EXAM

- *If you need to attract the attention of the invigilator for any reason* - put up your hand
- *If you feel ill* – tell an invigilator
- *If you need the toilet* – raise your hand the invigilator will call for an escort. You will be allowed to leave the room, but will not receive any extra time.
- *If you are entitled to a rest break and wish to take one* – tell the invigilator. The invigilator will temporarily turn your paper, and make a note of the time. You will be allowed a short break at your desk, or by prior arrangement an escort will be called to allow you a short walk outside the exam room. The clock will be ‘stopped’ for approved rest breaks and will begin again when you recommence the paper
- *If the fire alarm should sound* – wait for instructions from the invigilator. You will be required to put down your pens, close your papers and remain in silence. You will leave the room **in the order in which you are seated** by the external doors onto the staff car park and must remain in silence throughout. Stand away from other students and await further instructions. In the event that the building has to be evacuated, the college will apply for special consideration for all students affected.
- *If you have finished* – check over your work. Check you haven’t missed out any questions / turned over two pages at once by accident. Read the questions again – have you read them correctly? Missed a key word or phrase? Cross out any workings you do not wish to be marked. If using a laptop - Save your work if again.

AT THE END OF THE EXAM

You must wait until the formal end of the exam before you will be allowed to leave the exam room. If you are entitled to extra time, you may leave at the end of the normal exam if you have finished *but do not rush in order to do so – this is your future you’re short-changing if you leave before you’re ready!* If you remain into your extra time you will be required to remain in the exam room until the scheduled finish time. These rules are in place to avoid distractions for remaining candidates.

When the invigilator tells you to stop writing you must do so immediately – not at the end of the next sentence or phrase... *immediately*. Failure to do so will be seen as malpractice and reported as such. You will be given a few seconds to fill in any gaps on the front cover, to cross through work you do not wish to be marked and to write in answer numbers if these have been missed but you must wait for the instruction before you pick up your pen to make these amendments.

If you have used more than one answer booklet or extra sheets these must be attached using a treasury tag. Invigilators will collect your papers. **You are still under exam conditions and must remain in silence until you are outside the examination room and well away from the doors.**

Question papers, extra paper and answer booklets MUST NOT be removed from the examination rooms.

INVIGILATORS / QUESTIONS ABOUT THE PAPER

The role of the invigilator is there to support you in taking your exams, and to ensure the integrity of exams.

Invigilators are members of S6C staff and should be afforded the same respect and courtesy as any other member of staff. Students are required to follow their instructions at all times.

The invigilators at S6C are: *Sue Marshall, Sue Burwell, Leah Turner, Anna Padley, Trish Boland, Nikki Hinton, Meghan Gollins, and Annabel Hart*

Invigilators are not allowed to explain questions to you or answer any queries about the paper other than to help with the instructions on the front cover. If you think there is a problem with a question or there is something inaccurate on the paper then raise your hand and tell the invigilator, who will alert the exams office who will contact the awarding body for clarification. You should carry on with the paper as normal unless told to do otherwise. Remember that every other student in the country will have the same issue if there is a legitimate problem so you will not be disadvantaged. In such cases the usual action from the awarding body will be to disregard that question when marking the paper but you should attempt to answer the question anyway, in case they decide the question is legitimate and will be included in the marking.

WHEN WILL I GET MY RESULTS?

Results day for A Levels is Thursday 15th August 2024

A Level and Vocational qualification results will be available from 9:30am and should be collected in person from college. Staff will be available to help you with your next move, advise on university acceptances or clearing, and offer general support and guidance. Exams staff will be available to advise on reviews of marking or to process requests to retrieve scripts from the awarding bodies (more information on these services, fees and deadlines will be provided with your results). If you may not be able to collect your results in person on the day, then please contact Frankie Church as soon as possible so that other arrangements may be made where possible.

Results day for GCSEs is Thursday 22nd August 2024

If you are unable to collect your results in person you may either:

- Provide written permission to Frankie Church for a parent to collect these on your behalf. They will need to provide identification for this.
- Request your results are emailed to you on results day. These requests should be made by email to fchurch@S6C.MLP.college from the address to which you want the results sent. It is best to use a non-college email address for this. Please be aware that it may be later in the day

when these are sent to you as students in college will take priority for the issue of results and associated queries.

- Request your results are sent to you by post. They will be posted first class on results day. This should be requested by email to fchurch@S6C.MLP.college confirming the address to which they should be sent.

FAQs

Something is incorrect on my Statement of Entry / Timetable / other administrative paperwork – what should I do? Notify Frankie Church asap.

Why do I have to check my Statement of Entry?

This is your opportunity to check all details are correct. We have hundreds to check in the office and may miss an error – you only have one to check and it relates only to you. You can avoid potential problems later on by checking these thoroughly and discussing any issues with Frankie Church.

What should I do if I'm ill on the day of an exam?

Ring college (01722 597970) and let us know as soon as possible (prior to the exam day if you can). We will advise you as to whether you should come in or stay at home, and what the consequences will be for each option. Please don't rely on emailing as in the whirl of action at the start of the day emails rarely get checked before the exam has already begun.

If you do miss an exam for health reasons you will need to obtain a medical note detailing the reason for non-attendance. We can submit a claim for special consideration (see p.3) with evidence of your illness, and the awarding body may decide to adjust marks or grades accordingly for a missed exam if the medical reason is serious enough and they accept your case.

If you are well enough to travel, it's best to come into college and discuss the situation once you get there. In most instances it is better to take the exam if you can.

IF IN DOUBT TELEPHONE THE COLLEGE – 01722 597970

If you do not attend an exam without a valid reason, you or your parents will be charged for that exam.

Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence. Although we encourage all students to arrive in plenty of time for all exams so that there is not a last minute panic, it is important that we have up-to-date contact telephone numbers for both you and your parents, or anybody else who might be able to help in an emergency.

What should I do if I'm going to be late?

First of all, try not to be! Give yourself a margin of safety – it's better to be very early than late. Late arrivals can be stressful, disrupt everyone else, and it is at the discretion of the Head of Center if you will be permitted to take the exam.

However, if you are going to be unavoidably late, **ring college as soon as possible to let us know.** Ben Hillier will make the decision whether or not you will be allowed to sit the exam if you arrive late and the earlier we know about the situation, the easier it will be to make arrangements for you to still sit the exam. Get to college as soon as is safely possible and report to the exams office immediately.

You may not enter the exam room without being escorted. Students arriving over an hour late for an exam have to be reported to the awarding body who will decide whether or not to accept the paper for marking. In most instances they will not accept it – *so don't be late!!*

We suggest you and your parents both save the college number into your mobile phone to enable you to alert us if there is an issue during your journey to college – **01722 597970**.

Can I go to the toilet during an exam?

Yes, but go to the loo before each exam to try and avoid this! It will distract you from your exam, distract other people and you will lose the time you spend outside the exam room. You will need to be escorted.

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

Raise your hand and tell the invigilator. We will arrange for you to leave the room if necessary, stop the exam temporarily and discuss your options with you.

How do I know how long my exam lasts?

This is shown on your timetable in a column with exam lengths, and will be on the front of your exam paper. Once the exam is in progress, the start and finish times for the exam are displayed on the board at the front of the room. Invigilators are not allowed to tell you how long you have left, nor prompt students with regards to timing. We have recently installed digital clocks in the exam rooms to aid you with time planning and keeping whilst in your exam.

SUMMARY

At S6C we are focused on ensuring that you are empowered to do the best you can in your exams, and so if you have any questions or concerns about exams, then drop by the Exams Office (near the study centre) any time for a chat with Frankie (Exams Officer), or you can send an email/chat message and we can address any worries you may have.

APPENDICES

APPENDIX 1: JCQ WARNING TO CANDIDATES



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.



AQA

City & Guilds

CCEA

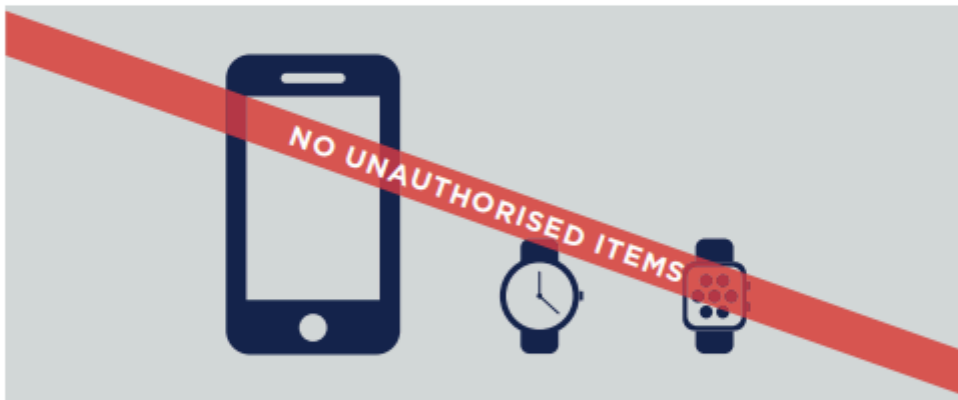
OCR

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.