



Examinations and Assessments Handbook

Guidelines for Students and Parents/Carers 2023-2024

Y11

Dear Parent/Carer,

PLEASE READ THIS INFORMATION AND DISCUSS IT WITH YOUR CHILD.

It is important that all students have the best possible conditions and preparation to help them achieve the best examination results they can. This document gives guidance and advice and outlines the national examination rules and regulations. It is intended to help students, parents and carers understand the exams process and what you must do, where the school can help and what the rules are. There may be occasions when exam instructions change, students will be informed of these and any updates to this document will be available on the school website.

Students should ensure they read the information on www.ecclesfield-school.com/students/exams

The Joint Council for Qualifications (JCQ) publishes instructions for how exams should be undertaken in schools and colleges. The Senior Leadership Team, teaching and support staff, Qualifications and assessment team and invigilators work together to ensure that the school follows these instructions.

The full set of national rules and regulations can be found on:
<http://www.jcq.org.uk/exams-office>

This guidance booklet will be updated each year and issued to students. If you have any questions about a particular subject, please contact the relevant subject teacher.

If you have any queries regarding your child's examinations or assessments, please do not hesitate to contact the Exams Team

E-mail: lgillott@eccoschool.com

Many thanks,

Miss L Gillott
Examinations Officer

Miss C Johnson
Assistant Headteacher

Examinations and assessments in year 11

Students in Year 11 will be studying for GCSE and other Level 2 qualifications (such as BTECs, Cambridge Nationals) throughout this academic year.

Every student who is being taught a subject will be entered by the school for the most appropriate level of exam. The school pays for the registration and initial entry for exams. The school works with four Examination Boards - AQA, OCR, Pearson and WJEC. Each of these boards has a website, which provides further information about their courses and examinations. The full timetable will be on the school website.

School Examinations

School examinations are internal examinations that give students the chance to experience what it is like to sit the examination in each of their subject areas. School examinations are also critical because they give us an indication of a student's current attainment and the steps the teacher and students need to take to strengthen progress in the future. Closer to the time each student will be given a school examination timetable. Students will be supported in school to help with revision and exam technique, but time must be spent at home to prepare fully for these exams. **The dates for Y11 School Exams are 2nd October – 20th October 2023 and 19th February – 8th March 2024.** We will notify you of any additions to these dates.

Final National Examinations

Final examinations make up a large percentage of your child's final grade. The dates are fixed by the national exam boards and cannot be changed. **If your child misses a national exam, they cannot take it on a different day and you will be charged.**

All students will receive their statement of entry for their final examinations. This must be checked by students and parents to confirm that names are spelt right for certificate and all entries have been made and are correct. Subject teachers will also make their own checks.

Timetables

Each student who has been entered for exams within the academic year will be given an individual timetable within three weeks of the first exam for that month, which will show the exam, what level they have been entered for, the date and time of the exam and the room and seat number to which they have been allocated.

Students need to look after their timetable - replacements cost 25p.

Check each examination unit, subject, level, and date carefully.

It is very important if you think there are any mistakes (i.e., name, spelling, date of birth, exams) to inform the exams officer immediately.

The length of exams can vary, and some may not finish until after school. Students and parents should be aware of this and make appropriate arrangements for getting home. **Students will not be allowed out of an exam early.**

If a candidate is timetabled to sit more than one exam at the same time this is known as a **clash**. If you notice a clash on your timetable, you must notify the Examinations Officer immediately. Special arrangements are made in these circumstances that involve the student being kept in isolation until the exam that clashes have been completed.

Coursework and Controlled assessments

Subject teachers organise the non-examined assessments and the school will set deadlines in line with exam board requirements. If the work is not submitted by the deadlines set, it is possible that marks will not be given, and the overall subject grade will suffer. Dates for non-examined assessments are not included in the exam timetables; this information will be provided by the subject teachers and if you have any questions these should be directed to teachers. Information has been given to each student about what you must and must not do when completing non-examined assessments; this includes guidance about the use of the internet.

There is the schools 'internal appeals policy and procedure' for non-examined assessments later in this booklet. This document explains how an appeal can be made regarding the assessment process.

Exam Day

Punctuality is important. Morning exams are scheduled to start at 09:00hrs and afternoon exams at 14:00hrs. Please allow extra time for journeys. Students are required to be at the correct room 15 minutes before the published start time of the exam. This is to ensure efficient preliminary administration including seating students, distribution of materials, going over instructions etc. In most examinations, students will be seated in numerical order with each subject. Seat numbers are listed on the windows in both the Sports Hall and Lady Mabel entrances and students should always check here before their exam for any last-minute changes to venues.

If an exam is in the Sports hall, students will take their bags and belongings into the changing rooms, which will be locked during the exam. If in the Lady Mabel Hall, bags and belongings are put in the foyer which will be locked and has CCTV. If in a smaller room, students take their bag with them and follow instructions of the invigilators. Students will not be able to leave the exam room to collect anything even if the exam has not started yet.

If a student does not attend at the start of an exam, the school will try to contact the parents and the student. There is a short time when the student can still enter the exam room to take the exam. The Exams Officer will advise on the details when this situation arises.

Students late for an exam, should telephone the school immediately, 0114 2461156. They may still be allowed to enter the exam room to take the exam, but regulations are very strict. Exams cannot be scheduled for another time or date.

Equipment

We would ask that, as parents, you support your child's preparation by ensuring that they have all the correct equipment including spares for all their examinations.

Basic equipment essential for all exams:

- **2 black ballpoint** pens (blue pens and any kind of gel pens are not permitted)
- Pencil
- Ruler, Rubber, Sharpener
- Compass, Protractor
- Coloured Pencils (subject specific)
- Scientific Calculator (No lid) *Please check the batteries before your exam.*
- Highlighters (not to be used in your answers)

All items should be brought in a transparent pencil case or bag. Non-transparent pencil cases or bags will not be permitted in the exam room.

Calculators may be used for some examinations. Subject teachers will tell you if they are allowed or not for specific papers. If you are going to buy a calculator, ask your maths teacher for advice. We recommend the Casio calculator. Calculators should be no larger than the regular handheld size and no printed instructions or cases or lids are allowed. Calculators must be either battery or solar powered. Students are responsible for ensuring that their calculator is cleared of anything stored on it before entering the examination room. You are not allowed to use a mobile phone as a calculator and must not borrow a calculator from another candidate during an examination for any reason. Please note that exam boards make no allowances for calculator failures.

Exam Room – Rules and Regulations

The exam boards issue a 'Notice to Candidates' and a 'Warning to Candidates'. They are found outside every examination room. These must be read carefully.

The exam boards take the integrity of exams very seriously and it is important that all students heed the instructions. They are intended to ensure exams are fair for all students. All schools are inspected in terms of their examinations management and administration.

'Malpractice' is the term that exam boards use for cheating. The Examinations Officer will report any infringements to the exam boards, and they will decide on the action to be taken. If students are caught cheating in any way in any examination,

they will be reported to the examination board. More information is found later in the booklet.

The rules and guidance should be followed:

- No bags, books or notes are allowed at your examination desk.
- Nothing should be in your pockets, including house keys or bits of paper, i.e bus tickets.
- Students are advised not to bring valuables when coming into school for an examination. The school can take no responsibility for bags or valuables left in bags.
- Wrist watches and smart watches are not permitted in the examination room.
- Tippex or correction pens are not allowed.
- Lucky mascots, food or chewing gum are not permitted in the exam rooms.
- Water can be taken into the exam but must be in a clear plastic bottle with the label removed. Writing or measurements on water bottles are not allowed, they must simply be a plain clear bottle – students will not be able to leave the room to fill it up or ask invigilators to do this.
- **Students must be always silent when they are in the examination room;** this includes entering and leaving the room. Students must not communicate with any other student; they must not ask for help or give help to another student. If they need anything, students must raise their hand and wait for the invigilator to come to them. Students must not shout out or ruin their chances of success by distracting others. **Students will be reported to the exam board if caught talking/giggling; this includes entering/leaving the room.**
- Students who try to communicate with other students or create disturbance in the examination room will be asked to leave and the circumstances will be reported to the exam board. This may result in the student not receiving a grade for the whole exam and/or all the exams they have sat already.
- Absolute silence must be maintained while the exam papers are being collected. Question papers, answer booklets and additional paper must not be taken from the examination room.
- Each exam paper will also give specific instructions about completing the exam paper. Please read them carefully before starting the exam. Students will be given time at the start to read these.
- Students should check that they have the right examination paper in front of them before the start of the exam. Invigilators should be informed as soon as possible.
- If a student needs assistance during the exam, they must put their hand up and wait for the invigilator to respond.
- Students must not write on the exam desks – this is regarded as vandalism. Invigilators check the desks at the end of every exam. If the desk has been written on, students will be asked to clean it and may be invoiced for any damage.
- Never use ordinary lined paper – rough work must be done in the answer booklets provided. Students should always cross through anything that they do not wish to be marked.

- Highlighter pens can be used to highlight text that is printed in the question paper but must not be used in any part of their answers.
- Bad behaviour or disruptive behaviour will not be tolerated. The Head Teacher and the exams officer have the power and responsibility to remove disruptive students.
- All students must wear normal school uniform.

Items of jewellery such as bracelets or bangles should not be worn as they may make a noise on the desk, which could disrupt other students.

Suspected Malpractice

'Malpractice', means any act, default, or practice, which is a breach of the Regulations.

'Candidate malpractice' means malpractice by a candidate in connection with any examination or assessment, including the preparation and authentication of any controlled assessments, coursework or non-examination assessments, the presentation of any practical work, the compilation of portfolios of assessment evidence and the writing of any examination paper.

Examples of Candidate malpractice

- The alteration or falsification of any results document, including certificates.
- A breach of the instructions or advice of an invigilator, supervisor, or the awarding body in relation to the examination or assessment rules and regulations.
- failing to abide by the conditions of supervision designed to maintain the security of the examinations or assessments.
- Collusion: working collaboratively with other candidates, beyond what is permitted;
- copying from another candidate (including the use of technology to aid the copying).
- allowing work to be copied e.g., posting work on social networking sites prior to an examination/assessment.
- The deliberate destruction of another candidate's work.
- Disruptive behaviour in the examination room or during an assessment session (including the use of offensive language).
- failing to report to the centre or awarding body the candidate having unauthorised access to assessment related information or sharing unauthorised assessment related information on-line.
- Exchanging, obtaining, receiving, passing on information (or the attempt to) which could be assessment related by means of talking, electronic, written or non-verbal communication.

- making a false declaration of authenticity in relation to the authorship of controlled assessment, coursework, non-examination assessment or the contents of a portfolio.
- allowing others to assist in the production of controlled assessment, coursework, non-examination assessment or assisting others in the production of controlled assessment, coursework or non-examination assessment.
- The misuse, or the attempted misuse, of examination and assessment materials and resources (e.g., exemplar materials).
- being in possession of unauthorised confidential information about an examination or assessment.
- bringing into the examination room notes in the wrong format (where notes are permitted in examinations) or inappropriately annotated texts (in open book examinations).
- the inclusion of inappropriate, offensive, obscene, homophobic, transphobic, racist or sexist material in scripts, controlled assessments, coursework, non-examination assessments or portfolios.
- Impersonation: pretending to be someone else, arranging for another person to take one's place in an examination or an assessment.
- Plagiarism: unacknowledged copying from or reproduction of published sources or incomplete referencing.
- Theft of another candidate's work.
- bringing into the examination room or assessment situation unauthorised material, for example: notes, study guides and personal organisers, own blank paper, calculators (when prohibited), dictionaries (when prohibited), instruments which can capture a digital image, electronic dictionaries (when prohibited), translators, wordlists, glossaries, iPods, mobile phones, MP3/4 players, pagers, Smartwatches, or other similar electronic devices.
- The unauthorised use of a memory stick or similar device where a candidate uses a word processor.
- facilitating malpractice on the part of other candidates.
- behaving in a manner to undermine the integrity of the examination.

Sanctions and penalties applied against candidates.

The awarding bodies will determine the application of a sanction or penalty according to the evidence presented, the nature and circumstances of the malpractice, and the type of qualification involved.

Not all the sanctions and penalties are appropriate to every type of qualification or circumstance.

Awarding bodies may, at their discretion, impose the following sanctions against candidates.

1. Warning

The candidate is issued with a warning that if he/she commits malpractice within a set period of time, further specified sanctions will be applied.

2. Loss of all marks for a section

The candidate loses all the marks gained for a discrete section of the work. A section may be part of a component, or a single piece of non-examination assessment if this consists of several items.

3. Loss of all marks for a component

The candidate loses all the marks gained for a component. A component is more often a feature of a linear qualification than a unitised qualification, and so this penalty can be regarded as an alternative to penalty 4. Some units also have components, in which case a level of penalty between numbers 2 and 4 is possible.

4. Loss of all marks for a unit

The candidate loses all the marks gained for a unit. This penalty can only be applied to qualifications which are unitised. For linear qualifications, the option is penalty 3. This penalty usually allows the candidate to aggregate or request certification in that series, albeit with a reduced mark or grade.

5. Disqualification from a unit

The candidate is disqualified from the unit. This penalty is only available if the qualification is unitised. For linear qualifications the option is penalty 7. The effect of this penalty is to prevent the candidate aggregating or requesting certification in that series, if the candidate has applied for it.

6. Disqualification from all units in one or more qualifications

If circumstances justify, penalty 5 may be applied to other units taken during the same examination or assessment series. (Units which have been banked in previous examination series are retained.) This penalty is only available if the qualification is unitised. For linear qualifications the option is penalty 8.

7. Disqualification from a whole qualification

The candidate is disqualified from the whole qualification taken in that series or academic year. This penalty can be applied to unitised qualifications only if the candidate has requested aggregation. Any units banked in a previous examination series are retained, but the units taken in the present series and the aggregation opportunity are lost. If a candidate has not requested aggregation the option is penalty 6. It may also be used with linear qualifications.

8. Disqualification from all qualifications taken in that series

If circumstances justify, penalty 7 may be applied to other qualifications. This penalty can be applied to unitised qualifications only if the candidate has requested

aggregation. Any units banked in a previous examination series are retained, but the units taken in the present series and the aggregation opportunity are lost. If a candidate has not requested aggregation the option is penalty 6. It may also be used with linear qualifications.

9. Candidate debarral

The candidate is barred from entering for one or more examinations for a set period. This penalty is applied in conjunction with any of the other penalties above, (other than penalty 1 warning) if the circumstances warrant it. 12.4 Unless a penalty is accompanied by a bar on future entry, all candidates penalised by loss of marks or disqualification, may re-take the component(s), unit(s) or qualification(s) affected in the next examination series or assessment opportunity if the specification permits this. 30 12.5 Candidates in England are not able to re-take individual GCSE units at a later series (legacy GCSE specifications). They will have to re-take the whole subject, carrying forward the controlled assessment mark. This means that candidates will generally have to wait twelve months before re-taking the examination(s). 12.6 Heads of centre may wish to take further action themselves in cases of candidate malpractice.

Mobile phones & other electronic equipment

- Please tell students **not** to bring any electronic equipment to the exam. Mobile phones / watches etc should stay at home or be switched off and left in students' bags in the designated areas assigned for the exam room. **Anyone found in the possession of an electronic device during the examination, even if it is switched off, will be reported to the Examination Board and may be disqualified from that examination and any subsequent exams.** The school takes no responsibility for equipment brought on site.
- If a phone/smart watch is brought into the examination room and handed in at the beginning, students must make sure that it is turned off. If it goes off during the examination, it will be reported. This could lead to disqualification.

Exam invigilation team

Adult exam invigilators will supervise students in the exam rooms and will be working to the exam boards' rules and regulations under the direct management of the schools Examinations Officer. Once students enter the exam room, they must always follow the instructions of the invigilators. Failure to do so may mean they are removed from the exam and be prevented from sitting the exam. Invigilators are trained and experienced in exam procedures.

Students, who need assistance during the exam, should put their hand up and wait for an invigilator to respond. They cannot help with the exam, but they will be able to clarify information and deal with other issues and queries in line with regulations.

If there is an emergency during the exam, students must listen to and follow the instructions from the invigilator. If students are asked to leave the examination room

as directed by the invigilator, they must close their question paper and answer booklets and leave in silence and not communicate with any other student at all.

If the exam is disrupted or stopped for any reason, (evacuation, student being sick etc.) students will be told to stop writing and the time noted. Once the exam restarts, the missed time will be added to the end. The exam board will also be asked to give all affected students special consideration.

Very late students

Students who arrive after an hour of the examination boards published start times are considered as very late students. These are students arriving at/or after 10am for morning examinations and after/or at 2.30pm for afternoon examinations. The exam board will be notified of students who arrive very late and they will decide on what happens next. In these situations, it is very likely that the exam paper would not be marked.

Illness and Special Consideration

We hope that every student will be in 'good health' throughout the exam period. However, on occasions, unforeseen serious illnesses can strike, and, in such instances, the school needs to know as soon as possible so that we can advise on the best approach. If possible, you should try to sit your exam. We can plan for you to sit at the back of the hall so you are near the toilets, or we can give you rest breaks if this is appropriate.

Students who **miss** any component of an exam **must provide supporting medical evidence**, which can be submitted to the exam board with an application for special consideration. In practice, special consideration is usually only applied to students who are in hospital or similar.

Parents and students must be aware that any adjustments in marks because of an application for special consideration will be small and are only at the discretion of the exam board.

Medical Conditions

Please make sure the Examinations Officer is aware of anything that might affect students during an exam.

In the event of unauthorised absence from exams

As a public body, the school reserves the right to charge parents for any exam that their child misses without good reason.

Contingency Days

The awarding bodies will designate dates in summer 2024 as a 'contingency days' for examinations. This means **students must be available up to and including the last date.**

Results and Post Results

Results for GCSE and Vocational exams are published to students in late August 2023. The official date is this year is **Thursday 22nd August 2024.** If students are unable to collect on this date, they can either send in a Stamped addressed envelope and we will post them out or send in a note to say they give someone permission to collect them on their behalf. Results can be collected from Lady Mabel Hall from 9am – 11am, afterwards from the school reception.

There are currently two main services available once results are released. Reviews of Results (RoRs) and Access to Scripts (ATS). These services are available at individual unit/component level of a qualification.

- Review of Results services offer a clerical re-check, review of marking and review of moderation.
- Access to Scripts service provides access to marked examination scripts.

These services can be used once students have received their results and feel there may be an error whilst marking. There are charges to these services and must be paid when requesting.

Certificates

Certificates are sent to the school and students will be notified when they are available to collect, usually November 2024 time. Certificates must be signed for.

Advice for students

Common problems that may occur during the exam.

- Need more paper? – The invigilators can supply this. You **must** put your name, candidate number, Centre Number (**36574**) and the paper reference number on all the pages you use. When sending your papers to the exam board, we cannot edit or write on the front of your exam paper so please make sure all the boxes are filled in.
- Pen runs out. – Invigilators can supply spare equipment but please try to bring everything you might need, as this will use up your valuable time.
- Need the toilet? – Please go to the toilet before your exam. If you really must go during the exam, an invigilator will accompany you to staff facilities, but you will not get any extra time.

- Feel unwell? – put your hand up straight away especially if you think you are going to faint or be sick. An invigilator will accompany you out of the room and the first aider will be called for. If you are well enough to come back to the exam, you will be given the full length of time.
- Finish early? – Please use any spare time to check your answers carefully. You will not be allowed to leave before the end of the exam. Do not attempt to distract other students.

Personal data

The awarding bodies collect information about exam candidates.

To understand what information is collected and how it is used, you must read the JCQ **Information for candidates – Privacy Notice** found on the school website.

Copyright

Each centre will procure from each of its candidates to grant the awarding body a non-exclusive, royalty-free licence to use their assessment materials (the "**Assessment Licence**") on the following terms:

- i. the assessment licence becomes effective on submission, in any medium or form, by the candidate of the applicable assessment materials.
- ii. the awarding body is entitled to use such assessment materials for the purpose of:
 - a. assessing such candidates and their assessment materials ("**Candidate Assessment**"); **and**
 - b. providing education and training services to others.
 - c. research.
- iii. the awarding body is entitled to grant any sub-licences of its rights under section 6.15(ii):
 - a. to third party examiners for the purpose of candidate assessment; **and**
 - b. to third party IT service providers for the purpose of detecting potential and suspected malpractice.
- iv. the awarding body and its sub-licensees are entitled, for purposes of exercising their rights under the assessment licence, to reproduce the assessment materials in any form or medium and in whole or in part.
- v. the awarding body is entitled, for the purpose of providing education and training services to others, to modify, translate or otherwise change the assessment materials to meet needs.
- vi. a candidate shall be entitled to notify the awarding body, by means of a notice to the centre, that he or she wishes to terminate the awarding body's rights referred to in section 6.15(ii)(b), (c) and it shall be in discretion of the awarding body whether to terminate such rights; **and**
- vii. a candidate is not entitled to terminate the awarding body's rights referred to in section 6.15(ii) (a).

Internal Appeals procedure against internally assessed marks.

Ecclesfield School is committed to ensuring that whenever its staff mark candidates' work this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Ecclesfield School is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where several subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

if a candidate believes that this may not have happened in relation to his/her work, he/she may make use of this appeals procedure.

N.B: an appeal may only be made against the assessment process and not again the mark to be submitted to the awarding body.

1. Appeals should be made as early as possible to ensure that the internal appeals process is completed prior to the submission of centre marks to the awarding body.
2. Appeals must be made in writing (using the internal appeals form)
3. The head of centre will appoint a senior member of staff, e.g., an assistant Headteacher or a Deputy Headteacher, to conduct the investigation. The senior member of staff will not give / had any involvement in the internal assessment process for that subject.
4. The purpose of the appeal will be to decide whether the process used for the internal assessment conformed to the awarding body's specification and subject-specific associated documents.
5. The appellant will be informed in writing of the outcome of the appeal, including any relevant correspondence with the awarding body and any changes made to internal assessment procedures.
6. The outcome of the appeal will be made known to the head of centre and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the appeal bring any irregularity in procedures to light, the awarding body will be informed.

After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation may lead to mark changes. This process is outside the control of Ecclesfield School and is not covered by this procedure.

Appeals against the centre's decision not to support an enquiry about results.

Following the issue of results, awarding bodies make post-results services available. Full details of these services, internal deadlines for requesting a service and fees charged are provided by the Examinations Officer.

The service enquires about results (EARs) may be requested by centre staff or candidates. If a query is raised about a particular exam result, the exams officer, teaching staff and Head of Centre will investigate the feasibility of requesting an enquiry at the centre's expense.

When the centre does not uphold a request from a candidate, the candidate may pay the appropriate fee and a request will be made to the awarding body on the candidates' behalf.

If the candidate believes there are grounds to appeal against the centres decision not to support an enquiry an appeal can be submitted to the centre using the internal appeals form at least one week prior to the internal deadline for submitting an EAR.

Appeals procedure following the outcome of an enquiry about results

Where the head of centre remains dissatisfied after receiving the outcome of an EAR, an appeal will be made to the awarding body, following the guidance in the JCQ publications Post-result services <http://www.jcq.org.uk/exams-office/post-results-services> and A guide to the awarding bodies' appeals processes <http://www.jcq.org.uk/exams-office/appeals>

Where the head of centre is satisfied after receiving the outcome of an EAR, but the internal candidate is not satisfied, they may make a further representation to the head of centre. Following this, the head of centre's decision as to whether to proceed with an appeal will be based upon the centre's internal appeals arrangements. Candidates are not permitted to make direct representations to an awarding body.

The internal appeals form should be completed and submitted to the centre within 10 calendar days of notification of the outcome of the enquiry. Subject to the head of centre's decision, this will allow the centre to process the appeal and submit to the awarding body within the required 14 calendar days. Awarding body fees which may be charged for the appeal must be paid by the appellant on submission of the internal appeals form. If the appeal is upheld by the awarding body, this fee will be refunded by the awarding body and repaid to the appellant by the centre.