Centre Name: Ilford County High School

Examinations – Summer 2019

**GCE Advanced Level**

**Guidance for**

**Candidates & Parents**

****

### Centre Number: 13327

**Fremantle Road**

**Barkingside**

**Ilford**

**Essex**

**IG6 2JB**

##### School Telephone No: 020 8551 6496

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**Introduction**

It is the aim of Ilford County High School to make the examination experience as stress-free and successful as possible for all candidates.

We hope that this booklet will prove informative and helpful for you and your parents. Please read it carefully and share it with your parents 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 (Examination Boards) set down strict criteria, which must be followed for the conduct of examinations, and Ilford County High School is required to follow them precisely. You should therefore, pay particular attention to the “Notice to Candidates” that is printed later in this booklet.

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 have any queries or need help or advice at any time before, during or after the examinations please contact:

The Examinations Officer: **Mr S. Chandler**

Senior Leadership Team Member for Examinations: **Mrs M. Foucher**

Head of Inclusion: **Miss C. Warnock**

School Telephone Number: **020 8551 6496**

Examinations Email Account: examinations@ichs.org.uk

Remember – we are here to help.

**Good Luck!**

**Before the Examinations**

***Non-Examined Assessments (NEA):***

* Staff will do all they can to assist boys to manage work in progress and meet deadlines and ensure that work submitted is the result of each candidate’s own efforts. Candidates can expect the following from staff and departments:
* To be given clear instructions on the exact requirements for their subject and the time allowance for completion.
* The keeping of accurate and up to date records of the work in progress and of dates handed in/out.
* To be given sufficient help, support and guidance to enable candidates to complete the work, while adhering to the examination board regulations regarding such assistance.
* The publication of dates for the completion of components of the Controlled Assessment/ Non Examined Assessments and final deadlines for handing in work for submission to the examination boards.
* In addition, subjects may give some time during lessons for parts of the Non-Examined Assessment tasks to be completed. All candidates are strongly advised to carefully plan the use of their time, for completing Assessments in order to spread the load as evenly as possible over Years 10 and 11 and avoid last minute panics to meet deadlines. Deadlines issued by ICHS staff must be adhered to. If a candidate has any difficulties, he must seek advice and support from subject staff in good time.
* Internal Appeals documentation is available upon request and is available from the school website: [www.ichs.org.uk/examination](http://www.ichs.org.uk/examination)

**Assessments are internally marked, moderated, and then externally moderated. If a candidate is unhappy about the mark awarded, he should (1) ask the subject teacher for an explanation and (2) if not satisfied he should see the Head of Department concerned. In the unlikely event of the matter remaining unresolved, there is an Internal Assessment Appeals Procedure, details of which are available on request from the Examinations Officer and on the school website.**

**It must be clearly understood that any Assessment presented for final assessment that has been plagiarised, copied, downloaded from the internet or has been in any way fraudulently obtained, will not be accepted or marked by staff. Furthermore, the presentation of such work may well jeopardise a candidate’s entry to examinations.**

***Statement of Entry:***

* All candidates receive a “Statement of Entry” indicating the papers/subjects they are being entered for. You will have been asked to sign these forms to indicate that all the information is correct. You must check everything on your statement of entry very carefully. Particularly check that all personal details (Date of Birth, spelling of names) are accurate as these will appear on certificates and it may be difficult and expensive, to change them once the certificates are awarded. Late amendments may incur costs which will be passed on to you. Please let Mr Chandler know if there are any problems.
* Year 13 will have entries for A Level with modules and possibly cash-in codes for the subjects you are studying, plus any resit subjects/papers/units.

***Awarding Bodies:***

* The school uses the following Awarding Bodies:

AQA

Edexcel

OCR

WJEC

Cambridge

***Candidate Name:***

* Candidates are entered under the name format of First Name, Middle Name + (Legal) Surname, e.g. Adam John Smith.

***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 and examination registers. Write your candidate number on the front of this booklet. **Please learn it.**

***Unique Candidate Identifier (UCI):***

* In addition to a candidate number, each candidate must have a UCI – 12 numbers and 1 letter. This number will begin with a Centre Number, usually 13327, unless you have transferred from another school that had already issued your UCI. Your UCI is used for administration purposes and it is not necessary for you to remember it.

***Contact Details:***

* It is important for us to have correct contact details. If you have recently changed any telephone number, email address, or moved house, please inform the school immediately.

***Timetables:***

* You and your parents will receive an individual timetable, via email, showing your own specific examinations with details of date, time, and duration of exam, room and seat number. Check it carefully. If you think something is wrong, see Mr Chandler in the Examinations Office immediately.
* If candidates have a clash where two or more modules are timetabled at the same time, these will be sat one after the other. A maximum of 3 hours is allowed within each session (am or pm). If candidates have more modules scheduled for the same time, the school will make special timetable arrangements for these candidates only. If you think there is a clash on your timetable that has not been resolved, please see Mr Chandler immediately.
* **If you have a clash, on the day, you must ensure that you hand over your mobile phones to the Examinations Officer BEFORE the first examination takes place. If this does not happen, we will be forced to report this, as malpractice, to the appropriate Awarding Body.**

***Equipment:***

* **YOU MUST ensure you have all the correct equipment before your examinations.** Your subject teachers should inform you what equipment you are likely to need. A basic scientific calculator is sufficient, anything else will not be allowed. Check the regulations in the “Notice to Candidates” and the information on the following pages. **NO EQUIPMENT WILL BE AVAILABLE DURING AN EXAMINATION**.

**Morning Examinations Start at 09:00**

**Afternoon Examinations Start at 13:30**

**During the Examinations**

***Examination Regulations:***

* A copy of the “Notice to Candidates”, which is issued jointly by all the Awarding Bodies, is printed at the back of this booklet. All candidates must read this 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 school on the correct day and time, in full school uniform with **school ID (Lanyard)** and **fully** **equipped**. Candidates must arrive at least 30 minutes prior to the start time of their examination. Please check the seating plan which will be displayed outside the examination room. Please wait quietly outside your examination room until you are invited to enter by the examination invigilators. You must enter the room in silence and have no contact with anyone, find your allocated seat and wait for further instructions. **The doors will be shut 10 minutes before the examination is due to start for paper distribution & instructions.**
* Candidates who arrive late for an examination may still be admitted but may not receive any additional time to make up for time lost. If special consideration applies, then you must provide necessary evidence and speak to the Examinations Officer (see Absence from examinations).
* You must supply all items of equipment, pens, pencils, mathematical instruments, etc. which must be visible to the invigilators at all times. **You must either use a transparent pencil case or clear plastic bag.**
* Full school uniform must be worn by all students attending school for examinations.
* Pens must be **black** **ink**. **No correction pens or correction fluids are allowed.**
* For Mathematics and Science examinations, students should make sure their calculators conform to the examination regulations. If in doubt, check with your teacher. **Remove any calculator covers** or instructions and make sure batteries are new.
* **NO watches of any kind (smartwatches, analogue or digital) are allowed into the examination room.**
* Do not attempt to communicate with, look at 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, storage devices or other electronic communications devices or equipment MUST NOT BE BROUGHT INTO THE EXAMINATION ROOM.** If a mobile telephone, 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 malpractice report made to the appropriate Awarding Body. **No exceptions will be made.**
* Only see-through water bottles are allowed in the examination rooms, with sports caps i.e pop-up tops. All labels must be removed. Food is only allowed in special circumstances (medical grounds) and must be agreed with the Examinations Officer prior to the examination.
* 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 examination paper that you need to know about.
* Check you have the correct question paper – check the subject and module number.
* Read all instructions carefully and number your answers clearly.
* Candidates must stay in the examination room for at least one hour after the published start time of the examination (or for the duration of the examination if it is less than one hour). **You will not be allowed to leave an examination room early under any circumstances.** If you finish the paper early, use any time remaining to check over your answers and check you have completed your details correctly.
* At the end of the examination all work must be handed in – remember to cross out any rough work. If you have used more than one answer book or loose sheets of paper, ask for a tag to fasten them together in the correct order.
* Invigilators will collect your examination papers before you leave the room. Absolute silence must be maintained during this time. Remember you are still under examination conditions until you have left the room.
* Question papers, answer booklets and additional paper must NOT be taken from the examination room.
* Remain seated in silence until told to leave the examination room. Please leave the room in silence and show consideration for other candidates who may still be working.
* If the **fire alarm** sounds during an examination the examination invigilators will tell you what to do. Do not panic. If you have to evacuate the room you will be asked to leave **in silence** and in the order in which you are sitting. You will be escorted to a designated assembly point. Leave everything on your desk. **You must not attempt to communicate with anyone else during the evacuation.** If you do, this will be reported to the examination board.
* When you return to the examination 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.

***Absence from Examinations:***

* If you experience difficulties during the examination period (e.g. illness, personal issues) that mean you are unable to attend on the day of an examination you must telephone the school office to inform the school at the earliest possible opportunity so we can help or advise you. The absence will be recorded. The Examinations Officer and Head of Inclusion will be informed
* Only in ‘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 without delay in all cases where an application is to be made for special consideration.** A self-certification form (JCQ/ME Form 14) can be obtained from the Examinations Officer which can be countersigned by your doctor or nurse.
* 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 40% of the examination (including coursework) must be completed**. All paperwork in relation to a special consideration MUST be handed in to the Main Office within 7 days of the examination. The Examinations Officer and Head of Inclusion will make any necessary applications based on the collated paperwork.**
* Parents and candidates are reminded that the school will require payment of entry fees should a candidate fail to attend an examination without an acceptable good reason and without informing the school. Failure to pay may result in your examination results being withheld.
* Misreading the timetable or over sleeping is not a satisfactory explanation for lateness or absence.

**Invigilators**

* The school employs external invigilators to conduct the examinations. The invigilator is present at all times to ensure:
	+ - That all candidates have an equal opportunity to demonstrate their abilities
		- Security at all times - before, during and after the examination
		- That possible candidate malpractice is prevented
		- That possible administrative failures are prevented
* Candidates are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.
* Invigilators are in the examination rooms to supervise the conduct of the examination. They will distribute and collect the examination papers, tell candidates when to start and finish the examination, hand out extra writing paper if required and deal with any problems that occur during the examination, for example if a candidate is feeling ill.
* Please note that invigilators cannot discuss the examination paper with you, explain the questions or distribute equipment.
* Candidates who are disruptive or behave in an unacceptable manner will be removed from the examination room by invigilators, the Examinations Officer and members of the Senior Leadership Team.

**After the Examinations**

***Notification of Results***

* Results will be available for collection on:

**Thursday 15th August 2019**

**07:30am for Year 13 Students**

* You will have to show your school ID to collect your results.
* If you wish any other person, including family members, to collect your results on your behalf, your written authorisation and your school ID must be shown on results day.
* Candidates can also leave a stamped addressed envelope or request for an email to be sent to their School Email Account with Mr Chandler. The results will be sent out during the afternoon on Thursday August 15th 2019.
* No results will be given out by telephone, under any circumstances.

***Post Results***

* If you need post-results advice, teaching staff and Mr Chandler will be available on Results Day.
	+ All Year 13 students must see Mr Dixon to advise him of their University choices or to discuss clearing options.

***Certificates***

These arrive in school around October/November. Certificates are **not** posted home. Students will be informed about how to collect their certificates.

**Frequency Asked Questions (FAQs)**

***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 sit one paper then have a break during which they will be supervised and must not have any communication with other candidates. They will then sit the second subject paper. It may be necessary for you to bring a packed lunch if you have examinations in the morning and afternoon as you will have to remain in isolation until both examinations are completed.

**Candidates must hand in any mobile phones to the Examinations Officer before the first examination if they have a clash. Not doing so will result in this being reported, as malpractice, to the relevant examinations board. If in doubt, see Mr Chandler.**

***Q. What do I do if I think I have the wrong paper?***

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

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

* Candidate Numbers are printed on seating plans, which are displayed outside the examination rooms, on cards on the desks and on attendance registers. Invigilators will be able to help you find your number.

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

* The Centre Number is 13327. It will be clearly displayed in the examination rooms but is also on the card on the desk.

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

* Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before or during an examination and you feel this may have affected your performance. A record is kept of any issues in the examination room.

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

* Inform school at the earliest possible point so we can help or advise you. You may be able to sit the examination with some adjustments. In the case of an accident that means you are unable to write it may be possible to provide you with a scribe to write your answers or the use of a laptop, but we will need as much prior notice as possible. You will 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 is an Appeal for Special Consideration?***

* Special Consideration is a possible 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 controlled assessment is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness, accident or injury, bereavement, domestic crisis. The Examination Officer and Head of Inclusion must be informed immediately, so that the necessary paperwork can be completed, **within 7 days of the last examination session for each subject,** and the candidate will be required to provide evidence to support such an application. Evidence for accidents, illness or injury can include a letter or medical certificate from a hospital consultant, A&E discharge notice or letter from GP. For bereavement a copy of death certificate, accompanied by a letter from parent. Domestic crisis can include a police case report and a letter signed by the parent. All evidence needs to be given to the school office. The Examination Officer and Head of Inclusion will collate it for the examination board. It is important to note that all evidence needs to be dated and signed.

***Q. If I miss the examination can I take it on another day?***

* **No.** Timetables are regulated by the Awarding Bodies and you must attend on the given date and time. If an examination is missed for accident, injury, illness, bereavement or domestic crisis the appropriate evidence needs to be provided and handed to the school office for collation.

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

* It is still possible for you to sit the examination. You should get to school as quickly as possible and report to Reception. A member of staff will escort you to the examination room.
* You must not enter an examination room without permission after an examination has begun. It may not be possible to allow you any extra time if you start the examination late.
* You should also be aware that if you start the examination more than 30 minutes after the published starting time, the school must inform the Awarding Body and it is possible that your work may not be marked. Please ensure that you allow enough time to get to school so that if you are delayed (e.g. through transport problems) you will still arrive on time.

***Q. Do I have to wear school uniform?***

* **Yes**. Normal school regulations apply to uniform and hair.

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

* For all examinations you must bring at least 2 pens (black).
* For Science Modules you need 2 x **HB** pencils.
* For some examinations you will need a calculator (Maths/Science), a 30cm ruler (marked with cm and mm), pencil sharpener and eraser, compasses, protractor, coloured pencil crayons (**not gel pens**), set texts (e.g. for English Literature). A basic scientific calculator is sufficient, anything else will not be allowed.
* **You are responsible for providing your own equipment for examinations**. You must not attempt to borrow equipment from another candidate during the examination as this will be treated as communication in the examination room and you will therefore be reported for malpractice to the relevant Awarding Body.

***Q. What items are not allowed into the examination room?***

* Only material that is listed on question papers (e.g. an anthology) 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 Awarding Body**. In the past in such circumstances, the Awarding Body has disqualified the paper and in extreme cases the subject concerned as this is treated as malpractice.
* Bags and coats and any other items not permitted under examination regulations must be left outside the hall/room. Do not bring any valuables into school with you when you attend an examination.
* Mobile telephones and other electrical equipment must not be brought into the examination room even if they are turned off.

***Q. Why can I not bring my mobile phone into the examination room?***

* Being in possession of a mobile phone (or any other electronic communication device, e.g. ipod, headphones, earpods etc) is regarded as cheating and is subject to a severe penalty from the Awarding Bodies:

The **minimum** penalties are as follows:

Device found on you and turned **ON** – **disqualification for the entire subject award.**

Device found on you and turned **OFF** – **disqualification from the specific paper** you are sitting at the time.

Phone rings during the examination **wherever it is in the room** the Awarding Body must be informed and you will be **disqualified from all papers for the subject (including any already taken).**

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

* The length of the examination is shown in minutes on your individual timetable under the heading ‘duration’. Invigilators will tell you when to start and finish the examination. The Start and Finish time will be shown at the front of the examination room. The Official Examination Clock will be in all examination rooms.

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

* It is a requirement of the Awarding Bodies that you must stay in the examination room for at least one hour after the published start time of the examination (or for the duration of the examination if it is less than one hour). **It is the school’s policy to not allow candidates to leave the examination room early, as this is disruptive to other candidates**. A candidate may not leave the examination room without the permission of the invigilators under any circumstances.

***Q. What do I do if the fire alarm sounds?***

* The examination invigilators will tell you what to do. If you have to evacuate the room leave everything on your desk except your photo ID and leave the room in silence. You must not attempt to communicate with any other candidates during the evacuation. If you do, this will be reported to the examination board.

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

* If it is absolutely necessary – but **not during the 1st hour or last 30 minutes**. You will be escorted by an invigilator and will not be allowed any extra time.

***Q. Why do I need to check the details on the Statement of Entry?***

* The details on your Statement of Entry will be used when certificates are printed. If the name or date of birth on your certificates does not match your birth certificate it could cause you problems if you are asked to show your certificates to a potential employer for college/university at some time in the future. You should also check that the subjects and tiers of entry you are entered for are correct and that no subjects are missing.

***Q. What do I do if I do not get the grades I expected?***

* Either speak to a member of teaching staff or visit the school website to enquire about the “Post Result Services”. For any university enquiries speak to Mr Dixon.







