



ST RICHARD'S
CATHOLIC COLLEGE

EXAMINATIONS GUIDANCE FOR PUPILS, PARENTS AND CARERS

2021/2022

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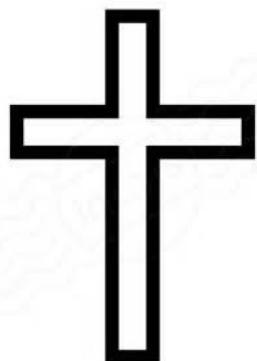
PRAYER FOR YOUR EXAMS

*Dear Lord, as I take this exam, I thank you that
my value is not based on my performance,
but on your great love for me.*

*Come into my heart so that we can walk through
this time together. Help me, not only with this
exam, but the many tests of life that
are sure to come my way.*

*As I take this exam, bring back to my mind
everything I studied and be gracious with what
I have overlooked. Help me to remain focused
and calm, confident in the facts and in my ability, and
firm in the knowledge that no matter what happens
today you are there with me.*

Amen



Introduction

The following information has been provided to give pupils useful information on what they should and should not do when taking examinations. St Richard's Catholic College appreciates that the examination season can be an anxious time for both pupils, parents and carers. It is very important that the examinations run as smoothly as possible and it is hoped that by working together, adhering to the examinations rules and regulations, that the experience will be as positive and stress free as possible.

Please remember that the school is bound by the regulations set out by **The Joint Council for Qualifications**. Please take your time to read the various instructions and warnings.

Any concerns or queries relating to the running of the examinations should be directed to:

Mrs Fletcher, Exams Officer. mrsfletcherd@strichardscc.com

Purpose of the Pupil Exam Handbook

The handbook is intended as a guide to the following:

- To inform pupils about malpractice in examinations/assessments
- To inform pupils about the use of their personal data and copyright
- To ensure pupils are provided with all relevant information about their exams and assessments in advance of any exams/assessments being taken
- To ensure copies of relevant JCQ 'Information for Candidates' documents and exam room posters are provided in advance of any exams/assessments being taken
- To answer questions pupils may have.
- To support and compliment pupil briefings and assemblies.
- To inform and signpost pupils, parents and carers to any exams-related policies and procedures that they need to be made aware of.

Malpractice

To maintain the integrity of qualifications, strict regulations are in place. Malpractice means any act or practice which is in breach of the regulations. Any alleged, suspected or actual incidents of malpractice will be subject to a thorough investigation and reported to the relevant Awarding Body and may result in disqualification.

The JCQ provides information regarding what constitutes malpractice. This includes:

- Introduction of unauthorised material into the examination room
- Breaches of examination conditions
- Exchanging, obtaining, receiving, or passing on information which could be examination related (or the attempt to)
- Offences relating to the content of a candidate's work
- Undermining the integrity of examinations/assessments

Cheating of any description will be taken very seriously. Please refer to the JCQ Warning to Candidates, Information for Candidates and Unauthorised Items poster. These are included in this guide and will be displayed outside the examination rooms. They can also be found on the school website under Exams Success and Information.

The minimum penalties imposed by the Examination Boards are as follows:

Electronic device:

- Device found on you and turned **ON**:
Disqualification from the entire subject award.
- Device found on you and turned **OFF**:
Disqualification from the paper being sat.

Cheating of any kind:

- Loss of marks for a section, component or unit.
- Disqualification from a unit, all units or whole qualifications.
- A ban from sitting exams for a set period of time.

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 (this can be found on the school website under Exam Success and Information)

Copyright

The copyright of any work created by a pupil that is submitted to an Awarding Body for assessment (referred to as Assessment Materials) belongs to the pupil. By submitting this work, a pupil is granting the Awarding Body a non-exclusive, royalty-free licence to use their assessment materials (referred to as Assessment Licence). If a pupil wishes to terminate the Awarding Body's rights for anything other than assessing their work, the Awarding Body must be notified by the

centre and it is at the discretion of the Awarding Body whether or not to terminate such rights

Coursework Assessments/Non-Examination Assessments

Pupils, Parents and Carers should ensure they have familiarised themselves with the following JCQ documentation:

- JCQ Information for Candidates documents - Coursework, Non-Examination Assessments, Social Media (please see the school website – Exams Success and Information)

Teachers will notify pupils of the following information as soon as necessary:

- When assessments will take place
- How pupils are informed about their assessments
- Any relevant deadlines that must be met (dependent on the assessment type)
- How work is marked and assessed
- When pupils are informed of their centre assessed marks
- Which NEA work is externally marked or assessed

St Richard's Catholic College has in place a robust Internal Appeals Procedure, should a pupil wish to appeal an assessment decision. Please contact Mrs Fletcher, Exams Officer with any enquiries

Written timetabled exams

A GCSE Exam Timetable can be found on the school website and is included with this document. Pupils will be issued with a Statement of Entry in the January before the Summer Exam Season. Once the details of this have been checked by staff, pupils, parents and carers, official examination entries are made to the Awarding Bodies. Any irregularities should be reported to Mrs Fletcher.

A personal examination timetable will then be available to view on EduLink, which by the Easter break will also display seating arrangements. Please see Mrs Fletcher if you require a printed version.

What to do if you identify you have two or more exam papers timetabled at the same time (a timetable clash)

Pupils who are identified as having a timetable clash will be notified of arrangements. Where the examinations total less than three hours, the pupil will be permitted to a twenty-minute supervised break. Examinations totalling over three hours can be sat in an earlier or later session, in discussion with the pupil. Exam clash candidates, are required to stay under centre supervision at all times.

Where you will take your exams

All exams will take place in the Gym, Dance Studio or C1, unless advised otherwise.

What time your exams will start and finish

Morning exams start at **8.45am**; afternoon exams **1.15pm**. Report to the Gym or Dance Studio corridor at least five minutes before this. It is imperative that examinations commence on time. Pupils are required to remain within the designated exam room, until the official finish time.

Supervision during your exams

Exams are supervised by a team of experienced and extensively trained Invigilators. Invigilators must follow strict rules and regulations when conducting exams as directed by the JCQ and Awarding Bodies. If you need to attract the attention of an Invigilator, please raise your hand and wait for an Invigilator to get to you.

Exam room conditions

Pupils are reminded that they are under strict examination conditions from the moment they enter the examination room. Pupils must not speak or turn around. Talking is not permitted until the examination room has been vacated. Communication between candidates will be taken as misconduct and dealt with accordingly.

Wrist watches, mobile phones, electronic communication or storage devices such as iPods, MP3/4 players, smart watches, reading pens and any other products with text or digital facilities are not allowed in the examination room. Exam reader pens will be allocated to pupils awarded one as an Access Arrangement.

Pupils should:

- Check that they have sat in the correct seat.
- Ensure they have the correct examination paper, subject and tier of entry.
- Ensure the centre number (**56665**), candidate number and legal name (as per exam card on the desk), have been written clearly on the answer booklet and any additional pages.

Do not start the examination until instructed by the Exams Officer or Invigilator.

If extra paper is required, pupils should raise their hand and wait for an Invigilator. Additional answer sheets must be placed securely with answer booklets; tags will be supplied if required by the Awarding Body.

Do not draw, graffiti or write offensive comments on examination papers, as the Awarding Body may refuse to mark your paper.

The use of tippex and correcting pens are strictly forbidden. Highlighters or gel pens must not be used in answers.

Pupils should remain seated at all times and are not permitted to leave an examination early.

Where you will sit in the exam room

Pupils are sat in candidate order within the Gym and per access arrangement requirements in the Dance Studio and C1.

Seat numbers in the Gym will change for each examination. It is imperative that pupils are familiar with their seat number before each examination; these can be found on EduLink. Seating plans will also be displayed outside of the examination room prior to each exam.

A candidate card will be placed on each examination desk.

What equipment you need to bring to your exams

Pupils are responsible for bringing with them equipment and resources needed for the examination.

If a pupil has any unauthorised equipment or resource in the exam room (whether or not they intend to use it), this may be considered as malpractice.

All Exams:

- Clear pencil case
- A black ballpoint pen (plus a spare if possible), ruler, rubber, pencil
- A clear plastic bottle of water, no labels. Must be stored under your desk

Subject Specific Exams (in addition to the above):

- Maths – Calculator, protractor, compass
- English – Highlighter pen
- Science – Calculator, protractor
- D & T – Colouring pencils, calculator, protractor
- Geography – Calculator
- Business Studies – Calculator

Using calculators

Pupils must be aware of JCQ Awarding Body instructions regarding the use of calculators in your exams.

(Captured from [JCQ Instructions for conducting examinations 2021-2022](#), section 10.3 on 21st September 2021)
Candidates must be told these regulations beforehand and be familiar with the *Information for candidates* documents.

Calculators must be:

- of a size suitable for use on the desk;
- either battery or solar powered;
- free of lids, cases and covers which have printed instructions or formulae.

Calculators must not:

- be designed or adapted to offer any of these facilities:
 - language translators;
 - symbolic algebra manipulation;
 - symbolic differentiation or integration;
 - communication with other machines or the internet;
- be borrowed from another candidate during an examination for any reason;
- have retrievable information stored in them. This includes:
 - databanks;
 - dictionaries;
 - mathematical formulae;
 - text.

The candidate is responsible for the following:

- the calculator's power supply;
- the calculator's working condition;
- clearing anything stored in the calculator.

Food and drink in exam rooms

Food is not permitted in the exam room. Pupils may bring a small bottle of water; the bottle must be clear with all labels removed.

What you should wear for your exams

Pupils are required to wear full school uniform for every examination.

Where your personal belongings will be stored during your exam

Bags, coats and any other personal items should be stored in lockers before each examination. Staff will advise pupils of alternative arrangements, should this not be possible at any point.

What to do if you arrive late for an exam

In the event of a pupil being delayed, the school must be notified immediately. It may still then be possible for the examination to be sat. Pupils should report to the Attendance Officer and make their way to the exam room. The exam room must not be entered without permission after the exam has begun. Pupils should wait outside to be escorted in by the Exams Officer or an Invigilator. It may not be possible to allow the full time for the examination. Pupils arriving very late to an examination will be subject to an investigation. Awarding Bodies may then refuse to accept the examination paper.

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

In the event of a pupil missing an exam due to illness, the school should be notified as soon as possible. It is advisable to obtain a doctor's certificate as evidence and to aid in any special consideration applications.

What happens in the event of an emergency in the exam room?

If the fire alarm sounds during the examination pupils should remain seated and await instructions from the Invigilators. The Emergency Evacuation procedure will be actioned. All exam papers should be left on desks. Pupils must remain silent and under exam conditions.

Results

GCSE: Thursday, 25th August, 9.00am – 11.30am

*(Please notify Mrs Fletcher, Exams Officer if you are unable to attend.
Any results which are not collected by 11.30am will be posted that day)*

Senior members of staff will be on hand to answer any queries or concerns. Staff can also be contacted via email.

Post-results services

Awarding Bodies offer a post results service. This includes:

- Access to Scripts
- Service 1: Clerical Check
- Service 2: Review of Marking

Pupils are advised to discuss concerns with a member of staff, preferably the Subject Leader, before pursuing a Review of Marking. All requests must be made through the school. Mrs Fletcher, Exams Officer will provide further information and consent forms.

Pupils will be made aware of dates, fees and deadlines for post results services, once they have been made available by the Awarding Bodies and before the start of the GCSE Summer Exam Season.

Certificates

Certificates are distributed to pupils at the Certificate and Prize Giving ceremony in November. Pupils will be notified of the date and arrangements nearer the time. Any uncollected certificates will be held for one year by the school. An appointment should be made to collect these from the school reception.

Internal appeals procedures

A copy of St Richard's Internal Appeals Procedure for Examinations can be found on the school website. Please direct any appeal enquiries to Mrs Fletcher, who will facilitate any appeal request and be able to give further information regarding procedures and timescales.

Complaints and appeals procedure

A copy of St Richard's Complaints and Appeals procedure can be found on the school website. Please contact Mrs Fletcher with any initial enquiries.

Appendix 1

Pupils, parents and carers **must** read the following JCQ information:

These documents can be found on the school website under 'Exam Success and Information'

<https://www.strichardscc.com/about-st-richards-catholic-college/exam-success-and-information/>

[JCQ Information for candidates – coursework](#)

[JCQ Information for candidates – non-examination assessments](#)

[JCQ Information for candidates – on-screen tests](#)

[JCQ Information for candidates – written exams](#)

[JCQ Information for candidates – Privacy Notice](#)

[JCQ Information for candidates – social media](#)

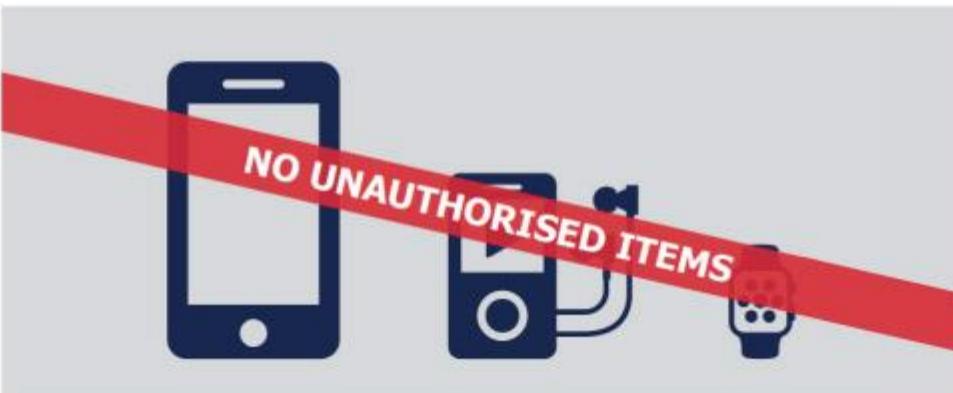
JCQ Unauthorised Items poster

This poster will be displayed outside each exam room. You **must** note that “*Possession of unauthorised items, such as a mobile phone, is a serious offence and could result in **DISQUALIFICATION** from your examination and your overall qualification.*”


AQA City & Guilds CCEA OCR Pearson WJEC

NO MOBILE PHONES WATCHES MP3/4 PLAYERS

NO POTENTIAL TECHNOLOGICAL/WEB ENABLED SOURCES OF INFORMATION



Possession of unauthorised items, such as a mobile phone, 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.

©JCQ® 2021 – Effective from 1 September 2021

JCQ Warning to Candidates poster

This poster will be displayed outside each exam room. You **must** note all the warnings.



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.



GCSE Examinations Timetable 2022

Monday 16th May 2022 to Wednesday 29th June 2022

Art Exam: Fine Art/Art and Design 25th March & 28th March

Food Preparation and Nutrition Practical Exam: 22nd & 23rd March

BTEC Travel & Tourism: Thursday, 9th February 8.45am

BTEC Health & Social Care: Wednesday 11th May 8.45am

Monday 16 th May 2022 - Friday 20 th May 2022									
AM (8.45)					PM (13.15)				
Date	Day	Subject	Board	Paper	Time	Subject	Board	Paper	Time
16	Mon	RE	Pearson 1RA0 1A	Study of Religion	1hr45m	Computer Science	OCR J276/1	Computer Systems	1hr30m
17	Tues	Biology	AQA 8461	Paper 1	1hr45m				
		Combined Science	AQA 8464/B	Biology Paper 1	1hr15m				
18	Wed	English Language	AQA 8700/1	Explorations in Creative Reading and Writing	1hr45m	German	AQA 8668	Listening F/H Reading F/H	35m/45m 45m/1hr
19	Thurs	History	Pearson 1HIA DC	Paper 1: Thematic Study & Historic Environment	1hr15m	Drama	AQA 8261/W	Understanding Drama	1hr45m
20	Fri	Maths	Pearson 1MA1 F/H	Paper 1 Non-Calculator	1hr30m	Business Studies	Pearson 1BS0 01	Investigating Small Business	1hr30m

Monday 23 rd May 2022 – Friday 27 th May 2022									
AM (8.45)					PM (13.15)				
Date	Day	Subject	Board	Paper	Time	Subject	Board	Paper	Time
23	Mon	Geography	AQA 8035/1	Living with the Physical Environment	1hr30m				
24	Tues	French	AQA 8658	Listening F/H	35m/45m	PE	AQA 8582/1	The Human Body and Movement	1hr15m
				Reading F/H	45m/1hr				
25	Wed	English Literature	AQA 8702/1	Anthology of Poetry and Modern Text	1hr40m	Media Studies	AQA 8572/1	Paper 1	1hr30m
26	Thurs	Spanish	AQA 8698	Listening F/H	35m/45m	RE	Pearson 1RA0 2C	Study of a Second Religion	50mins
27	Fri	Chemistry	AQA 8462	Paper 1	1hr45m	Computer Science	OCR J276/2	Computational Thinking, Algorithms & Programming	1hr30m
		Combined Science	AQA 8464/C	Chemistry Paper 1	1hr15m				

HALF TERM

Monday 6 th June 2022 - Friday 10 th June 2022									
AM (8.45)					PM (13.15)				
Date	Day	Subject	Board	Paper	Time	Subject	Board	Paper	Time
6	Mon	German	AQA 8668	Writing F/H	1hr5m 1hr20m				
7	Tues	Maths	Pearson 1MA1 F/H	Paper 2 Calculator	1hr30m	Geography	AQA 8035/2	Challenges In The Human Environment	1hr30m
8	Wed	English Literature	AQA 8702/2	Shakespeare and Unseen Poetry	1hr45m	RE	Pearson 1RA0 3A	Philosophy and Ethics	50mins
9	Thurs	History	Pearson 1HIA DC	Paper 3: Modern Depth Study	1hr20m	Physics	AQA 8463/P	Paper 1	1hr45m
10	Fri	English Language	AQA 8700/2	Writers Viewpoints and Perspectives	1hr45m	PE	AQA 8582/2	Socio-Cultural Influences and Well-Being	1hr15m

Monday 13 th June 2022 - Friday 17 th June 2022									
AM (8.45)					PM (13.15)				
Date	Day	Subject	Board	Paper	Time	Subject	Board	Paper	Time
13	Mon	Maths	Pearson 1MA1 F/H	Paper 3 Calculator	1hr30m	Business Studies	Pearson 1BS0 02	Building a Business	1hr30m
14	Tues	Geography	AQA 8035/3	Geographical Applications	1hr	Media Studies	AQA 8572/2	Paper 2	1hr30m
						Statistics	AQA 8382/1	Paper 1	1hr45m
15	Wed	Biology	AQA 8461	Paper 2	1hr45m	D & T	AQA 8552		2hr
		Combined Science	AQA 8464/B	Paper 2 Biology	1hr15m				
16	Thurs					French	AQA 8658	Writing F/H	1hr5m 1hr20m
17	Fri	Spanish	AQA 8698	Writing F/H	1hr5m 1hr20m	Polish	AQA 8688	List/Reading	45m/1hr

Monday 20 th June 2022 - Friday 24 th June 2022									
AM (8.45)						PM (13.15)			
Date	Day	Subject	Board	Paper	Time	Subject	Board	Paper	Time
20	Mon	Chemistry	AQA 8462	Paper 2	1hr45m	Food Preparation & Nutrition	AQA 8585		1hr45m
		Combined Science	AQA 8464/C	Paper 2 Chemistry	1hr15m				
21	Tues	History	Pearson 1HIA DC	Paper 2 Period Study – American West	55mins				
22	Weds	Music	Eduqas C660U301	Component 3	1hr15m	iMedia	Cambridge National R081	Pre-Production Skills	1hr15m
23	Thurs	Physics	AQA 8463	Paper 2	1hr45m				
		Combined Science	AQA 8464/P	Paper 2 Physics	1hr15m				
24	Fri	Statistics	AQA 8382/2	Paper 2	1hr45m				

Monday 27 th June 2022									
AM (8.45)						PM (13.15)			
Date	Day	Subject	Board	Paper	Time	Subject	Board	Paper	Time
27	Mon	Polish	AQA 8688	Writing	1hr20m				

Wednesday 29th June 2022 Contingency Day

The designation of a 'Contingency Day' within the common examination timetable is in the event of national or significant local disruption to examinations in the United Kingdom. It is part of the Awarding Bodies' standard contingency planning for examinations. Pupils must remain available until this date.

GCSE Results Day: Thursday 25th August 2022 (9.00 - 11.30am)