



**New Mills
School**

Candidate Exam Handbook

2022

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INTRODUCTION

It is the aim of **New Mills School** to make the examination experience as stress-free and successful as possible for all candidates.

This booklet provides important information for you and your parents/carers. Please read it carefully and show it to your parents/carers so that they are also aware of the examination regulations and the procedures to follow in the event of any problems occurring.

The Joint Council for Qualifications (JCQ) and the Awarding Bodies set down strict rules which must be followed for the conduct of examinations and our school is required to follow them precisely. They provide several documents containing information for candidates, which are available on the school website (link below). You should read through these to make sure you understand what is expected of you.

[Exam Information » New Mills School](#)

[Information for candidates – written exams](#)

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

[Information for candidates – social media](#)

[Warning to candidates – poster](#)

[Unauthorised items - poster](#)

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/carers have any queries or need help or advice at any time, please contact:

The Examinations Officer – **Alison Hesford**

The school telephone number is: **01663 743284, ext. 201**

Email: exams@newmillsschool.co.uk

Remember – we are here to help.

Wishing you Good Luck for your GCSE exams!

BEFORE THE EXAMINATIONS

Examination Boards

New Mills School uses the following Examination Boards: AQA, Pearson, OCR and WJEC. See the [privacy notice](#) which explains how your data is used by these organisations.

Candidate Name

You are entered for examinations as a 'candidate' under the name format of Legal First Name, Middle Names & Legal Surname.

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, and will be printed on a card and placed on your examination desk. You will find your candidate number on any statements of entry and individual examination timetables issued to you.

Statements of Entry / Timetables

- You will be issued with individual timetables and statements of entry. It is important that the details on these documents are checked carefully (name, date of birth, exam details). A copy of the school's examination timetable will be posted around school and on the school website. It will include details of date, time, and duration of your examinations. Check it carefully. If you think something is wrong see Mrs Hesford immediately.
- A few candidates may have a clash where two or more subjects are timetabled at the same time. The school will make special timetable arrangements for these candidates only. You must check your individual timetable and see Mrs Hesford if you are unsure what to do or if you think there is a clash on your timetable that has not been resolved.

Contact Numbers

Please check that school has up-to-date contact numbers for you, in case you or your parent/carer is needed urgently during an examination.

Equipment

Make sure you have all the correct equipment before your examinations. Check the regulations in the [Information to Candidates](#).

Non-Exam Assessment

Non-exam assessments are carried out in accordance with the Code of Practice for the conduct of external qualifications. It is important that you read the information notice [JCO Information for candidates – non examination assessment](#)

The school has an internal assessment policy and internal appeals policy, both available on the website. If you feel you need to appeal against any decision regarding your controlled assessment/non-exam assessment please contact the Examinations Officer.

DURING THE EXAMINATIONS

Examination Regulations

- All candidates must read the information for candidates 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 (malpractice) to the Awarding Body.

Attendance at Examinations

- Candidates are responsible for checking their own timetable and arriving at school on the correct day and at the right time, properly dressed and equipped. You should arrive 10 minutes prior to the start time of each examination. All of the relevant information you will need for your examinations (such as where you will be taking an examination and reminders about your examination numbers) is shown on your timetable.
- Candidates who arrive late for an examination may still be admitted. If special consideration applies then you must speak to the Examinations Officer (see ABSENCE FROM EXAMINATIONS).

Exam Contingency Day

Every year the awarding bodies set a contingency day, in case of disruption to any exams during the summer series. This year the contingency day is **Wednesday 29th June**. If you are in Y11 you should make sure you are available for exams until this date.

Examination Rooms

Examinations take place in the hall and gym. Some candidates with access arrangements, such as computer readers, scribes and use of laptops will be accommodated in smaller rooms (often computer rooms). This will be clearly shown on your timetable

Students should assemble outside their exam room 10 minutes before the start time. If in the hall/gym, students will be asked to line up in alphabetical order and will be called in by a member of the Senior Leadership Team in seating order.

Rules of Conduct in an Examination

- Full School Uniform **must** be worn by all students in Years 9, 10 and 11 attending school for examinations. Coats will not be allowed in the hall.
- You must sit at the desk that has your Examination Number Card.
- You must not attempt to communicate with or distract other candidates once you have entered the Examination room.
- 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 MAY BE BROUGHT INTO THE EXAMINATION ROOM PROVIDING THEY ARE SWITCHED OFF BEFORE YOU ENTER THE ROOM AND HANDED TO THE INVIGILATOR. The same applies to any electronic devices - mp3 players/ iPods etc.** Phones/electronic devices may be left, switched off, in your bag at your own risk.
If a mobile phone (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 report made to the appropriate exam board. No exceptions can be made. There are severe penalties if you break this rule, and breaking the rule often leads to disqualification from **all** of the examinations.
- **If you have a wrist watch you will be asked to remove it. No smartwatches or wrist watches are permitted.**
- No food is allowed in an examination room. Water is allowed. You must remove all labels from bottles.
- All items of equipment, pens, pencils, mathematical instruments, etc. should be visible to the invigilators at all times. You must either use a transparent pencil case or clear plastic bag.
- **Examination papers must be completed in black ink.** You may only use pencils in diagrams and not for writing. Should your pen run out during an examination, inform the invigilator by putting up your hand. You will be provided with a pen. **Correction pens and Tippex are not allowed.** Highlighter pens should not be used on your answer paper but can be used on the question paper.
- For Mathematics and Science exams, students should make sure their calculators conform to the examination regulations (see below). **If in doubt, check with your teacher.** You must remove any covers or instructions. Prior to the exam we advise you to put new batteries into your calculator.

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.
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- You must listen carefully to instructions and notices read out by the invigilators – there may be amendments to the exam paper that you need to know about.
 - You must check you have the correct question paper – check the subject, paper and tier of entry.
 - You must read all instructions carefully and number your answers clearly.
 - Candidates must stay in the examination room until the published end time of the examination. If you have finished the paper early, use any time remaining to check over your answers and that you have completed the sections of the paper as instructed.
 - At the end of the examination all work must be handed in. Any rough work needs to be clearly crossed out. If you have used more than one answer book make sure you have filled in your details on each and hand them in together in the correct order. Invigilators will collect your exam 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 exam 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. Don't 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. When you return to the exam 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.
 - Please do not write on examination desks. This is regarded as vandalism and you will be asked to pay for any damage, or to clean the desk you have marked.
 - **Do not draw graffiti or write offensive comments on examination papers – if you do the examination board may refuse to accept your paper. You should be trying to create the best impression.**

Invigilators

- The school employs external invigilators to conduct the examinations. Students 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 you when to start and finish the examination, hand out extra answer booklets 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 or explain the questions.
- **Students who are disruptive or behave in an unacceptable manner will be removed from the examination room by invigilators, the Examinations Officer, or members of the Senior Leadership Team. They will find themselves in very serious trouble.**

Absence from Examinations

- If you experience difficulties during the examination period (e.g. illness, injury, personal problems), please inform school at the earliest possible point so we can help or advise you.
- 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 Examination Officer without delay in all cases where an application is to be made for special consideration.
- 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 25% of the examination (including non-exam assessment) must be completed.
- Parents/Carers and candidates are reminded that the school will require payment of entry fees (usually £42.00 per GCSE subject) should a candidate fail to attend an examination without good reason and without informing the school.
- **Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence, either by the Awarding Bodies or by the school.**

AFTER THE EXAMINATIONS

Notification of Results

Thursday 25th August 2022

- Results will be available for collection on:
- If you wish any other person (including family members) to collect your results on your behalf, you must give your written authorisation, and this must be brought to school when the results are collected by the person you have nominated.
- **NO RESULTS WILL BE GIVEN OUT BY TELEPHONE UNDER ANY CIRCUMSTANCES.**
- Pass Grades at GCSE are from 9 – 1. A strong pass is 5 and above. Pass Grades at BTEC and WJEC Certificcates are Pass, Merit, Distinction.

After Results (or Post Results as it is referred to)

- If you need post-results advice, teaching staff will be available on Results Day.
- Post result information including details on how to request remarks and access to scripts will be made available prior to results day.
- All requests for these services must be made through the school.
- We will need your written permission as the candidate before we can submit any requests.

Presentation of Certificates

- A Presentation Evening is usually held in December following the summer results when it is hoped that you will be able to attend to receive your certificates. Invitations to students and their parents/carers will be sent out with full details nearer the time.
- Students who are unable to attend Presentation Evening will be able to collect their certificates from the school office or request for them to posted by secure means. Certificates will not be given to anyone other than the candidate without the candidate's written authorisation.
- **New Mills School is only obliged to keep certificates for a period of one year after issue.** If candidates do not collect their certificates within this time (or if they lose their certificates) they can only be replaced by direct application to the appropriate examination boards. This will require proof of identity (such as a birth certificate) and a substantial fee per examination board. You are therefore urged to collect your certificates on Presentation Evening or as soon as possible thereafter and to keep them safe.

FREQUENTLY ASKED QUESTIONS (FAQs)

Q. What do I do if there's 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 normally 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 exams in the morning and afternoon as you will have to remain in isolation until both examinations are completed. If in doubt, consult the Examinations Officer.

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

Invigilators will ask you to check before the exam 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 your timetables. You will have a card on your exam desk showing your number/

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

The Centre Number is **23414**. It will be clearly displayed in the examination rooms.

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

Inform school at the earliest possible point so we can help or advise you. 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 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 can result in an 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/Carers 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 non-exam 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 must be informed immediately and the candidate will be required to provide evidence to support such an application.

Q. What do I do if I feel ill during the exam?

Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before or during an exam and you feel this may have affected your performance.

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.

Q. If I'm late can I still sit the examination?

If you are late, it **may** still be possible for you to sit the examination. You should get to school as quickly as possible, and make your way to the exam. You should also be aware that **if you start the exam more than 1 hour after the published start time (or 30 minutes late if the exam is less than 1 hour), the school must inform the exam board and it is unlikely that your work will be accepted.** 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, hair, jewellery, make-up, etc.

Q. What equipment should I bring for my exams?

For most exams you should bring at least 2 pens (black ink only).

For Science / Maths you may need pencils for drawing diagrams.

For some exams you will need a calculator (Maths/Science), a ruler (marked with cm and mm), pencil sharpener and rubber, compasses, protractor, coloured pencil crayons (not gel pens), set texts (e.g. for English Literature).

You are responsible for providing your own equipment for examinations. You must not attempt to borrow equipment from another candidate during the examination.

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 such circumstances, a student would normally be disqualified from the paper or the subject concerned.

Bags and coats and any other items not permitted under examination regulations must be left in the care of the invigilators at the front/back of the room. Do not bring any valuables into school with you when you attend for an examination.

No food is allowed in the exam room. Bottled water can be brought in.

Mobile phones should really not be brought into the exam room even if they are turned off, but we do understand that these are expensive and the safest place to leave them is at home or handed to the invigilator as you enter the examination room. Alternatively they can be left, switched off, in your bag at your own risk.

Q. Why can't I bring my mobile telephone into the exam room?

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

The **minimum** penalties are decided by the exam board but to give you an idea, the minimum penalties may be 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 exam **wherever it is in the room** the exam board 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 exam is?

The length of the examination is shown on your individual timetable under the heading 'duration'. Invigilators will tell you when to start and finish the exam. They will write the finish time of the exam on a board at the front of the exam room. There will be a clock in examination rooms.

Q. Can I leave the exam early?

It is a requirement of the awarding bodies that you stay in the examination room for at least one hour after the published start time of the exam (or for the duration of the exam if it is less than one hour). **It is not the school's policy to allow candidates to leave the exam room early, as this is disruptive to other candidates.** A candidate may not leave the examination room without the permission of the invigilators, and only for an emergency.

Q. What do I do if the fire alarm goes?

The examination invigilators will tell you what to do. If you have to evacuate the room leave everything on your desk and leave the room in silence. You must not attempt to communicate with any other candidates during the evacuation.

Q. Can I go to the toilet during the exam?

Yes, if it is absolutely necessary. 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.

Q. I am entitled to extra time – how will this affect the way I take my exams?

Some students receive an allowance of 25% extra time. The invigilators will include the additional time when they display the finishing time of your exam on the board. Those students will have an orange card on their desks to inform them that they are entitled to the extra time.