



# Examinations Handbook

2017/18

**CENTRE NUMBER**  
**20305**

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## INTRODUCTION

At Fairfax, we understand that sitting exams can very extremely stressful so we aim to make the experience as straightforward as possible for each student. We try to achieve this through fairness, consistency and high levels of communication.

The awarding bodies (examinations boards) provide very prescriptive guidelines about conducting exams which all centres must follow. We expect students to comply with the information in this handbook. All students must familiarise themselves with the JCQ 'Information for Candidates' document which is available on the school website.

We hope that this handbook will answer a lot of the queries that students and parents/carers might have about the examination process but, if you require any further information, please email [exams@fairfax.bham.sch.uk](mailto:exams@fairfax.bham.sch.uk).

## CALENDAR OF KEY EVENTS

**Domestic Exams** – Please note that these dates are provisional and may be subject to change.

Year Group	Exam Dates
11	10 <sup>th</sup> to 20 <sup>th</sup> November 2017
13	15 <sup>th</sup> to 19 <sup>th</sup> January 2018
11	12 <sup>th</sup> to 16 <sup>th</sup> March 2018
10 & 12	30 <sup>th</sup> April to 11 <sup>th</sup> May 2018
7, 8 & 9	18 <sup>th</sup> June to 3 <sup>rd</sup> July 2018

### **GCSE & GCE External Examinations**

The dates for each exam in the summer series can be found on the school website under the Exams tab.

**November Series 2017** – GCSE English and Maths resits only

- 1<sup>st</sup> – 8<sup>th</sup> November 2017

**Summer Series 2017**

- 14<sup>th</sup> May – 28<sup>th</sup> June 2018

### **Exam Results Days**

**GCE – 16<sup>th</sup> August 2018**

- Year 13 08:30-09:30
- Year 12 10:00-11:00

**GCSE – 23<sup>rd</sup> August 2018**

- Year 11 08:30-09:30

### **Other Important Dates**

- 17<sup>th</sup> to 18<sup>th</sup> April 2018 – GCSE Art exam
- 8<sup>th</sup> to 10<sup>th</sup> May 2018 - GCE Art exam
- From December 2017 – certificates from Summer 2017 available for collection from school

# BEFORE THE EXAMINATION

## TIMETABLES

Initially, students will receive a Statement of Entry which will list all of the exams they will be sitting in each series. This must be checked by the students and any concerns should be reported to the exams office by the **9<sup>th</sup> of February** at the very latest. If you have an exam clash and have a preference about which order you sit the papers in, you must also inform us by the **9<sup>th</sup> of February** and we will endeavour to accommodate this request.

Students receive personalised timetables nearer to the start of the series which include examination details such as date, time, duration, venue and seat number. They should be kept secure as replacement timetables will not be issued.

## EXAMINATION BOARDS

At Fairfax, the following exam boards are used:

- AQA
- OCR
- Edexcel
- WJEC

## CANDIDATE NAME

Candidates should check that the name which appears on the Statement of Entry is their correct legal name as it will appear on certificates. Candidates must also write their legal name on all examination scripts.

## CANDIDATE NUMBER

Each candidate has a four-digit candidate number which will appear on the Statement of Entry and which must be written on all examination scripts.

## UNIQUE CANDIDATE IDENTIFICATION (UCI)

In addition to a candidate number, each student must have a Unique Candidate Identifier (12 digits and 1 letter) which is shown on the top of each examination timetable. This number is for office use only.

## ADDITIONAL EXAMINATIONS

To be registered for any additional exams, please contact the Exams Officer in advance of the final deadline for exam entries. A fee may be incurred.

## FOOD AND DRINK

Food is not permitted in the examination room unless there is a medical requirement, evidence of which should be submitted to the Examinations Officer prior to the start of the exam series. Chewing gum is not permitted in school and should not be brought into an exam.

Water is permitted in the examination room but must be in a clear bottle with the label removed.

## EQUIPMENT

The following equipment may be required as per the individual examination requirements:

- Black pen
- Pencil
- Ruler
- Eraser
- Protractor
- Compass
- Calculator
- Tracing paper –to be provided by the invigilator

All equipment must be in a clear plastic pencil case or bag.

## DURING THE EXAMINATION

### EXAMINATION REGULATIONS

Copies of the following JCQ notices can be found on the school website

- Information for Candidates - Controlled Assessments
- Information for Candidates - Coursework
- Information for Candidates - Non-Examination Assessment
- Information for Candidates – On Screen-Tests
- Information for Candidates – Privacy Notice
- Information for Candidates – Social Media
- Information for Candidates - Written Examinations
- Warning to Candidates
- No Mobile Phones poster

It is important that parents, carers and students read and understand the regulations as any breach of these rules could result in a student being disqualified from examinations. Fairfax must report every breach of the regulations to the examination boards involved. Full details of malpractice and sanctions can be found at [www.jcq.org.uk/exam-office/malpractice](http://www.jcq.org.uk/exam-office/malpractice).

The 'Warning to Candidates' and 'No Mobile Phones Poster' are displayed outside each examination venue.

## **START TIME OF EXAMINATIONS**

- Morning – 09:00
- Afternoon – 13:30

The standard time of examinations is as above. However, if a student has a clash or access arrangements please refer to individual examination timetables for confirmation of timings.

## **FINISH TIME OF EXAMINATIONS**

The finish times of examinations will vary depending upon the length of the examination; this information can be found on exam timetables. Please note that examinations may finish outside of the school day. Students must remain in the examination room until the end of the exam, unless authorisation has been given by Senior Management prior to the examination starting.

Students who have been granted additional time by the SEN department are expected to stay for the full duration of the exam.

## **ATTENDANCE AT EXAMINATIONS**

Students are responsible for checking their own timetables and arriving at school on the correct day and time. Students must arrive ten minutes prior to the start of each exam, in full school uniform. If students are consistently late to exams, parents/carers will be called in to school to discuss the issue.

## **INVIGILATORS**

Fairfax employs invigilators to conduct the examinations and ensures that they are trained to a high standards. All students are expected to behave in a respectful manner towards invigilators and follow their instructions at all times.

Invigilators are in the examination rooms to supervise the conduct of the examination. Their responsibilities involve:

- Ensuring all students enter and leave the exam room under examination conditions
- Distributing and collecting the examination papers
- Informing students when to start and finish the examination
- Handing out any additional materials that are required
- Dealing with any problems that occur during the examination, for example if a student is feeling ill

Students who are disruptive or behave in an unacceptable manner will be removed from the examination room by invigilators and may be prohibited from sitting any further examinations.

## ABSENCE FROM EXAMINATIONS

If a student is unable to attend an exam, the Attendance Officer must be informed as soon as possible. Fairfax will invoice parents/carers if a student fails to attend an exam without appropriate medical documentation. The fee is £20. Please note that misreading the timetable is not a valid reason for absence or lateness.

In exceptional circumstances, special consideration can be applied for absence from an exam due to a medical reason. Evidence must be provided to the Exams Officer as soon as possible in order for the application to be made. Students must have completed at least 40% of the total course in order for special consideration to be considered by the exam board. This includes coursework units.

## AFTER THE EXAMINATION

### NOTIFICATION OF RESULTS

GCE results will be available for collection from school on **Thursday 16th August** from 08:30-09:30 for Year 13 students and from 10:00-11:00 for Year 12 students. Staff will be available to offer advice.

GCSE results will be available for collection from school on **Thursday 23rd August** between 08:30 and 09:30. Staff will be available to help with Post 16 plans. Students wishing to join the Fairfax Sixth Form should enrol in the Sixth Form Centre on this day.

Students who are unable to collect their results in person should bring in a stamped addressed envelope to the Exams Officer, who will arrange for exam results to be posted out on the day. Alternatively, a letter may be submitted prior to results day nominating somebody to collect the results on the student's behalf.

- Pass Grade at GCE are from A\* - E
- Pass Grade at GCSE are old specification A\* - G, new specification 9-1

### POST RESULTS SERVICES

Post results services give candidates the opportunity to request a copy of an exam script back (Access to Scripts) or to request a review of marking (Enquiries about Results).

Students need to be aware that, if they decide to progress with an enquiry about the result, there are three possible outcomes:

- The original mark is lowered, so the final grade may be lower than the original grade received.

- The original mark is confirmed as correct, and there is no change to the grade.
- The original mark is raised, so the final grade may be higher than the original grade received.

In order for school to request post results services, the relevant form must be completed. This is available on the school website. Please note there are strict deadlines to submit these applications to the examination boards. A fee will be charged for this service which will be refunded if the grade for the unit improves.

To appeal against the outcome of a review of marking, please read the school's internal appeals procedure, available on the website under the Exams tab.

## **PRESENTATION OF CERTIFICATES**

Certificates are issued by the examination boards to school in November. Students can collect their certificates from December onwards from Reception. Please note that any examination certificates not collected within 12 months will be destroyed.



## APPENDIX A: FREQUENTLY ASKED QUESTIONS

### WHAT DO I DO IF I THINK I HAVE THE WRONG PAPER?

It is your responsibility to check that you have the correct paper before the examination starts. If you think you have the wrong paper or tier, put your hand up immediately and advise the invigilator. You will be reminded of this in the announcement which is played before each exam.

### WHAT IS AN APPEAL FOR SPECIAL CONSIDERATION?

Special Consideration is an appeal to the examination board for an adjustment to marks if a candidate is disadvantaged at the time of their examination because of illness, bereavement or other similar distressing occurrences. If the candidate is ill, a current medical note is required.

If you feel that you have been disadvantaged during an exam, please inform an invigilator as a record must be kept of the incident.

### IF I AM LATE, CAN I STILL SIT THE EXAMINATION?

Students will be permitted to sit the examination at the discretion of the school. However, if the student is more than one hour late then this is considered very late and it is possible that the exam board may decide not to accept their work. Please refer to JCQ Instructions for Conducting Examinations for further details with regards to this policy.

### IF I MISS AN EXAMINATION, CAN I TAKE IT ON ANOTHER DAY?

No. Timetables are regulated by the examination boards and you must attend on the specified date and time.

### WHAT HAPPENS IF I TAKE A MOBILE PHONE, DATA STORAGE WATCH, IPOD OR EARPHONES INTO THE EXAMINATION ROOM?

At the beginning of an examination, the invigilators will ask you to hand in any unauthorised items. If you are found to have a mobile phone, IPOD, MP3/4 players or data storage watch in your possession even if they have been turned off, the school has no choice but to report the incident to the examination board. Without exception, student will be disqualified from the examination paper.

### WHAT DO I DO IF THE FIRE ALARM SOUNDS?

The 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 students during the evacuation. If this does happen, the examination board will be contacted and special consideration will be applied for.

### CAN I GO TO THE TOILET DURING THE EXAMINATION?

Only if it is absolutely necessary. You will be escorted by an invigilator but will not be allowed any extra time. Toilet breaks are not permitted in the last 15 minutes of an examination unless you have a medical need. Evidence should be submitted to the Exams Officer prior to the examination series.