



KENDRICK SCHOOL

EXAMINATIONS HANDBOOK

Updated February 2022

Centre Number: 51323



This information is to help you with valuable advice for examinations.

If you have **ANY** questions or problems, please contact the
Examinations Officer, Miss McDiarmid on exams@kendrick.reading.sch.uk

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INTRODUCTION

This Handbook aims to advise you on the information you need to know with regard to your examinations in order to assist you.

The awarding bodies (examination boards) set down strict criteria which must be followed for the conduct of examinations and Kendrick School is required to follow them precisely. You should therefore, pay particular attention to the **JCQ INFORMATION FOR CANDIDATES**.

CONTACT DETAILS

- The school telephone number is: 0118-901-5859
- Email: exams@kendrick.reading.sch.uk

Examinations Officer: Miss K McDiarmid

SLT in charge of Examinations: Mr G Hill

SENDco: Miss M Heath

EXAMINATION BOARDS

Kendrick School use the following Examination Boards: AQA, OCR, Edexcel, WJEC.

The Examination Boards have a policy that they will not discuss examinations with candidates or parents/carers. Any queries that you have must be addressed to the Examinations Officer who will liaise with the Examination Board on your behalf.

DATES:

Academic year 2022/2023

The main summer series commences on Monday May 16th.

You must remain available upto and including the final examination date: Wednesday 29th June.

You should also be aware of any Contingency Day/Days that may be set. JCQ Instructions for Conducting Examinations:

The designation of a “contingency day” within the common examination timetable is in the event of national or local disruption to examinations. It is part of the awarding bodies standard contingency planning for examinations.

*In the highly unlikely event that there is national disruption to a day of examinations the awarding bodies will liaise with the qualification regulators and the DfE to agree the most appropriate option for managing the impact. As a last resort the affected examinations will be rescheduled. Although every effort would be taken to keep the impact to a minimum, it is possible that there could be more than one timetabled date affected following the disruption. Centres will be alerted if it was agreed to reschedule the examinations and the affected candidates will be expected to make themselves available in such circumstances. The decision regarding the re-scheduling of examinations will also rest with the awarding body. The centre **MUST** conduct the examination on the scheduled date unless instructed to do otherwise by the awarding body.*

*Where candidates choose not to be available for the rescheduled examination(s) for reasons other than those traditionally covered by special consideration, they **will not** be eligible for enhanced grading arrangements.*

A level/AS Results: Thursday 18th August 2022.

GCSE Results: Thursday 25th August 2022.

IN ADVANCE OF EXAMINATIONS

Statements of Entry:

All Candidates receive a Statement of Entry in January indicating the subjects they are being entered for and the levels of entry, where applicable, so that they are able to check that these are correct. Some subjects only have one tier of entry, some have Foundation or Higher Tiers. If you are being entered for Foundation Tier your subject teacher will have discussed this with you.

You must check that all personal details (date of birth, spelling of names) are accurate as these will appear on certificates. If there are any missing subjects or you think that a unit is incorrect please advise immediately.

Candidate Name:

It is a requirement that your Registered Legal Name is used for entry for examinations.

Candidate Number:

Each candidate has a four-digit candidate number. This is the number you will enter on examination papers. Please remember it.

UCI/ULN:

In addition to a candidate number, each candidate will have a Unique Candidate Identifier (UCI) and a Unique Learner Number (ULN) which is shown on the top of statements of entry. These are used for administration purposes and it is not necessary for you to remember them.

Timetables

Make sure you know the dates and times of your examinations. If you miss a Public Examination **you cannot take that paper at another time.**

Unless notified otherwise:

- Morning exams start at **9.00am**
- Afternoon exams start at **1.30pm**

YOU MUST BE LINED UP OUTSIDE THE RELEVANT ROOM 30 MINUTES BEFORE THE STATED EXAMINATION TIME.

It is your responsibility to turn up on time for the examination so make sure that you and your parents know the dates and times of each of your exams. If you are late for an exam the Examination Board may choose not to mark your script depending on the circumstances. **If you know that you are going to be late contact the school (0118 901 5859).**

Your timetable is your proof that you have been entered for a particular exam. If your timetable contains any errors you must email Miss McDiarmid immediately. An initial timetable will be sent out to you once all entries are finalised in February after return of the Statements of Entry.

After Easter you will be emailed your final timetable detailing the room and seat number for your examination. Please line up in Row/Seat Number Order.

Examination Clashes

You may have a clash where two papers are timetabled at the same time. There are three types of clashes:

- A False Clash: Where the boards schedule two papers in the same subject to be taken together eg MFL Listening and Reading.
- A Back to Back Clash: Where there are two different subjects scheduled at the same time with a total time of up to 3 hours. Under regulations these will be held in the same session.
- A Session Rearrangement: Where there are two different subjects and the total time is > 3 hours one subject may be moved to the other session on the day.

In the case of a Back to Back or Session Rearrangement, if possible, Miss McDiarmid may meet with you to discuss this situation and take into account your preference for which paper to take first. Where there are multiple candidates affected in order to maintain security the majority decision will determine the order of the examination. In some situations JCQ may determine which order the examinations must be conducted in and therefore there will be no choice in the subject order.

If you have a session rearrangement you will be in supervision over lunch. You should bring a packed lunch/drinks and paper revision notes/textbooks and hand them to an invigilator/Miss McDiarmid at 8.30am. Please do not bring bags – a box will be provided for you to place your items in.

Non-Examination Assessment

NEA's are assessments which take place outside of the written examination series. They include:

- Language Orals
- Practical units: Food, Textiles, Art
- Performance: Music, Drama, PE

Where these are marked by a teacher you will be given the marks by the examinations officer and have the right to request a breakdown of those marks/to appeal the mark given if you feel that the specification assessment criteria has not been applied fairly. The marks will be given to you on a Statement of Marks with details of the deadlines for enquiries. All enquiries regarding Teacher Marked Assessments should be addressed to the Examinations Officer: subject teachers must not be approached.

EXAMINATION DAYS

Equipment

MAKE SURE YOU HAVE THE CORRECT EQUIPMENT:

You must provide all your own equipment. Borrowing from other candidates is **NOT** allowed under any circumstances; in cases of emergency the invigilators do have a limited supply of stationery. [Please note that if we are still under Covid protocols no equipment will be leant out under any circumstances.] Ordinary pencil cases or boxes are not allowed in the exam room. 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 (preferably) or clear plastic bag.

The following equipment should be brought to EVERY exam:

- A minimum of 2 pens – black only
- 2 HB pencils
- Ruler (marked with millimeters)
- Pencil sharpener (preferably one which catches the shavings!)
- Rubber

For certain exams you will also need the following:

- Compasses
- Protractor
- Calculator (without the lid)
- Coloured pencil crayons

Pens should be black ballpoint or ink pen. Erasable pens and gel pens are not permitted as these may be erased by the scanning process. Correction pens/fluids are NOT allowed. Highlighters MUST NOT be used in your answers but may be used on question papers.

Calculators:

For Mathematics and Science exams, check with your teacher well in advance of the examination date that yours conforms to regulations. Leave all calculator lids in your bag/locker. For calculators with a memory function your teachers will advise the requirements. A Level Mathematics: teachers will attend at the start of your examination to watch you put your calculator in “exam mode”. Do not place into this prior to this or your calculator will be removed.

Examination Regulations/Malpractice

A copy of the JCQ 'INFORMATION FOR CANDIDATES', which is issued jointly by all the Examining Boards, is attached. 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.

Malpractice includes, but is not limited to, the following:

- Possession of unauthorised equipment
- Possession of internet enabled technology
- Possession of watches of any kind
- Writing either before or during the examination on your body
- Disruption of the examination; making a noise
- Refusing to following invigilators instructions
- Cheating or allowing others to cheat
- Communication with other candidates in the examination room via any method
- Non-examination writing or drawing on your scripts.

Items in the Examination Room

Kendrick School do not allow any wristwear in examinations including charity bracelets. Religious or medical wristwear must be pre-authorized by the Examinations Officer by 1st May.

All non-regulatory items (including wristwear and mobile phones) are not allowed in the examination room. These must either be left at home or locked in your locker. Any items brought to the examination room will have to be left outside the room or and Kendrick School cannot be held responsible for them.

No food is allowed in the examination rooms unless there is a medical necessity. This must be pre-authorized by the examinations officer.

Water bottles are permitted and MUST be clear bottles with a spill-proof cap. There MUST be no label or writing on the bottle. See Appendix for pictures of bottles for clarification.

If you require any medication this should be clearly labelled with your name and candidate number and handed into the invigilator before the start of the examination (ideally hand it into a marshal before lining up).

Henna Tattoos are not permitted.

No notes, books or other paper material is allowed and should not be brought to the lineup. Anything removed will be returned to Head of Year/Subject Leader.

Attendance at Examinations

Candidates are responsible for checking their own timetable and arriving at school on the correct day and time, properly dressed (Full School Uniform must be worn by Year 11 Candidates – leavers hoodies are NOT allowed) and equipped. Candidates must arrive 30 minutes prior to the start time of their examination. Please line up in Row/Seat number order outside your exam room until you are invited to enter by the examination invigilators. During this time marshalls will check compliance in regards to water bottles, uniform, wrists etc.

Late arrivals

Candidates who arrive late for an examination may still be allowed to enter the examination room and sit the examination at the discretion of the centre. If allowed to take the examination the full time will be given.

If you are likely to be late you must:

- Immediately telephone the school on 0118 901 5859 giving your name, year, reason for lateness, mode of transport and anticipated time of arrival.
- If you arrive before the scheduled start time of the examination go immediately to the Examination Room.
- If you arrive at, or after the scheduled start time of the examination please wait in reception and you will be met and escorted to the examination room. If you are travelling with parents/carers please ask them to stay with you until you are met. It may be that they will need to sign documentation. Please do not use your mobile phone after the scheduled start time for the examination.

In the Examination Room

- You must enter the examination room in silence.
- Do not write anything on your examination paper until instructed to do so.
- 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.
- Check you have the correct question paper – check the subject, paper and tier of entry.
- Read all instructions carefully
- If a subject has a choice of questions ensure you put the QUESTION NUMBER in the space indicated (otherwise it may not be marked!).
- Your registered legal name must be used on your examination papers.
- Your candidate card is required to identify you – please ensure it is face up and visible on your desk. It must not be altered.
- If you drop something on the floor do NOT pick it up - please put your hand up clearly and an invigilator will come to you.
- You will not be allowed to leave an examination room early. If you have finished the paper use any time remaining to check over your answers and that you have completed your details correctly.
- When told to do so STOP WRITING IMMEDIATELY.
- At the end of the examination all work must be handed in – remember to cross out any rough work.
- Invigilators will collect your exam papers and other examination material 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. Please be aware that other rooms may be in use and be silent.

If the FIRE ALARM sounds during an examination the examination invigilators will tell you what to do. You will be instructed to stop working and close your books. You will then remain sitting in silence awaiting further instructions. If you have to evacuate the room you MUST 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 do so. You will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident.

Special Consideration

If you are fully prepared for an examination, but are ill on or just before the day of an examination, an application may be made for special consideration for the examination affected. Examination Boards decide on the validity of each application. To support the application for Special Consideration, you may be required to provide a medical certificate. **Before** you sit the examination you MUST advise a member of staff: Miss McDiarmid, a marshal, an invigilator.

Illness or other situations during the Examination

- Toilet Breaks are permitted however you will lose any time that you take unless you have a pre-approved medical need
- If you start to feel unwell during the examination please advise an invigilator. If you require to leave the room you will be escorted by an invigilator and will resume your examination when you are able to return. You will receive the full time.
- If you are about to be sick please indicate and leave the room if you are able: an invigilator will follow you.
- Sanitary products are available if you require these.

INVIGILATORS

The school employs invigilators to conduct the examinations. Students are expected to behave in a respectful manner towards all invigilators and must 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 or explain the questions.

Pupils who are disruptive or behave in an unacceptable manner will be removed from the examination room by members of the Senior Leadership Team. (JCQ Regulation) This will be considered malpractice and a report made to the Awarding Body.

ABSENCE FROM EXAMINATIONS

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

If you are ill and are unable to attend an exam it is vital you phone or email the school first thing in the morning to inform us.

If possible you should obtain a note from your doctor detailing the reason for non-attendance. If this is not possible then you and your parents will be required to complete a self-certification. The Examinations Board may ask for this evidence when consideration whether to be apply special consideration. Kendrick School will apply to the relevant boards for special consideration. The Board will consider the reason for absence and may agree to apply special consideration to the student. They will use the reason for absence in conjunction with other examination marks from the student in that particular subject including NEA/coursework marks. Mock examination marks are not part of this process. This will then enable them to adjust the mark and grade accordingly.

If you are feeling unwell, but still able to travel, I suggest you come to the exam and we can assess the situation then. In most cases it is better to take the exam if you can.

If in doubt – TELEPHONE THE SCHOOL

Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence. Sometimes in the past, students have had problems getting to an exam on time. This can be as a result of car breakdown, traffic jams, buses not turning up etc. Please see the section on late arrival above.

RESULTS

On results day you will receive a provisional 'Statement of Results'. THIS IS NOT YOUR FINAL CERTIFICATE. The statement lists ALL the exams you have taken.

Candidate Statement of Results

Season: Summer External Exams 2015

Series: (All)

Name: Brittany Spears

Year: (11)

Candidate Number: 1000

Reg. Group: (11U)

UCI: 000000061000B

ULN 0123456789

Exam Results

Board	Level	Element Code	Title	Grd1	Grd2	Mark	Equiv	End1	End2	Points
RSA	FSKL/L2	987701	OCR Functional Skills lct L2	P						0
OCR	FSMQ/A	6993	Maths: Additional Mathematics	A						45
CIE	GCSE/FC	0522BS	First Language English Opt BS	A						52
EDEXL/GC	GCSE/FC	1MA0H	Mathematics A (Linear) Option H	A*						58
EDEXL/GC	GCSE/FC	2FR01	French	A*						58
WJEC/GCS	GCSE/FC	4730LA	Catering Cash in (Linear)	A*		184				58
WJEC/GCS	GCSE/FC	4740LA	Hospitality Cash in (Linear)	A		162				52
AQA	GCSE/FC	9142	History A	A		179				52
AQA	GCSE/FC	9717	English Literature	A*		183				58
OCR	GCSE/FC	J253	Business Studies	A		212				58
OCR	GCSE/FC	J263	Biology B	A*		381				58
OCR	GCSE/FC	J264	Chemistry B	A*		378				58
OCR	GCSE/FC	J265	Physics B	A*		381				58
WJEC/GCS	GCSE/B	473101	Hospitality & Controlled Assessment			113 a*				58
WJEC/GCS	GCSE/B	473201	Hospitality & Paper Assessment			71 a				52
WJEC/GCS	GCSE/B	474101	Hospitality & Event Based Task			96 a				52
WJEC/GCS	GCSE/B	474201	Hospitality & Unit 4 Written Paper			66 a				52
EDEXL/GC	GCSE/B	5FR01	French 1			54 a*				52
EDEXL/GC	GCSE/B	5FR02	French 2			78 a				52
EDEXL/GC	GCSE/B	5FR03	French 3			60 a*				52
EDEXL/GC	GCSE/B	5FR04	French 4			86 a*				52
AQA	GCSE/B	91401A	History A Unit 1 Option A			49 b				52
AQA	GCSE/B	91402D	History A Unit 2 Option D			80 a*				52
AQA	GCSE/B	91403	History A Unit 3			50 a*				52
AQA	GCSE/B	97151H	English Literature Unit 1H			65 a				52

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It is strongly advised that you attend Results Day. If you are not able to attend there are three options:

1. Complete a third-party collection authorisation form before the end of term.
2. Hand in a Stamped Self-Addressed Envelope (Size A5) before the end of term.
3. Wait until school re-opens in September to collect your envelope

It is not possible for your results to be emailed to you.

Post Results Services

You may have a concern or query regarding your results.

- Pre-results days – you will be provided with information on post-results services. Ensure you check your emails for this information
- On results days – teachers will be in attendance. This is another reason why you should attend on results day to speak to the relevant subject teacher.

Post Results Options

1. Review of Marking
A senior examiner will review your marked script and assess if the original examiner applied the markscheme accurately and fairly. Please note there is no option for a “Remark” where a clean unmarked script is assessed.
2. Copy Script
A photocopy/scan of your marked script to assist you, and your teacher, in deciding on whether to submit a Review of Marking.

Certificates

Certificates are given out at the formal presentation event. If you are not able to attend the event you may pre-authorise another candidate to collect it at the end of the presentation evening.

Certificates not collected at the evening are retained on reception for 12 months and can be collected by candidates, or their pre-authorised representative. If you wish to authorise a third party to collect your certificate you must email, at least 48 hours in advance, exams@kendrick.reading.sch.uk with details of the person collecting and receive an acknowledgement. The person collecting will be required to bring photographic ID with them. Please do not ask the person to attend until you have received the confirmation.

Alternatively your certificates can be posted out to you via Signed For postage by payment of the relevant fee – please email exams@kendrick.reading.sch.uk with the address you wish it to be sent to and you will be advised of the current charge applicable.

Please note that certificates will not be released until the formal presentation event.

FREQUENTLY ASKED QUESTIONS

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

A: Invigilators will ask you to check the date, time, subject and tier before the exam starts. If you think something is wrong put your hand up and inform the invigilator immediately.

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

A: Candidate Numbers are on the identification cards on your desk.

Q. What do I do if I forget the Your School Centre Number?

A: The Centre Number is 51323. It will be clearly displayed in the examination room.

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

A: Inform us 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 may need to obtain medical evidence (from your GP or hospital) if you wish us to make an appeal for Special Consideration on your behalf.

Q. What is an Appeal for Special Consideration?

A: Special Consideration is 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 mark allowance not appropriate) up to a maximum 5% (reserved for exceptional cases). Candidates and 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 exam or in the production of coursework is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness, accident or injury, bereavement, domestic crisis. The Exams Officer, must be informed immediately, so that the necessary paperwork can be completed (within 7 days of the last exam session for each subject) 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 Examination?

A: 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. How do I know how long the Examination is?

A: The length of the exam is shown in minutes on your individual timetable under the heading 'duration'. Invigilators will tell you when to start and finish the Exam. They will write the start & finish time of the Exam on a flip chart or board at the front of the Examination room. There will be a clock in the Examination room.

- Q. If I miss the Examination can I take it on another day?**
A: No. Timetables are regulated by the Exam Boards and you must attend on the given date and time.
- Q. If I think I have finished can I leave the Examination early?**
A: It is not Kendrick School policy to 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.
- Q. Can I go to the toilet during the Exam?**
A: If it is absolutely necessary. You will be escorted by an invigilator and will not be allowed any time compensation unless you have a relevant pre-existing medical condition.
- Q. What do I do if on Results Day I don't get the grades I need?**
A: If you feel strongly that it is necessary to make an enquiry about your result please follow the instructions in your Results Envelope. You should be aware that if a Review of Marking is submitted your mark could go down as well as up or even stay the same.

JCQ EXAM NOTICES

Written Examinations: Information for Candidates

https://www.jcq.org.uk/wp-content/uploads/2021/08/IFC-Written_Examinations_2021_v5.pdf

Social Media

https://www.jcq.org.uk/wp-content/uploads/2021/09/Social-Media-Information-for-Candidates_Final.pdf

Unauthorised Items

<https://www.jcq.org.uk/wp-content/uploads/2021/07/Unauthorised-Items-poster-2021.pdf>

Warning to Candidates

<https://www.jcq.org.uk/wp-content/uploads/2021/07/Warning-to-Candidates-20122.pdf>

Privacy Notice

https://www.jcq.org.uk/wp-content/uploads/2021/09/Information-for-candidates-Privacy-Notice_21-22.pdf

Water Bottles

Permitted Styles (With labels removed)



Not permitted (examples: not exclusive)

