We hope you will be successful in all your forthcoming exams.

Careful preparation and revision is the key to success and the following information is designed to help you avoid any problems and achieve your very best on exam days.

**DON’T FORGET:**

_We will do all we can to help you to do your best. Tell us about any problem that may arise, however trivial it may seem, and we will help wherever possible._

_The most important thing is that you give your best in all exams._

**GOOD LUCK TO ALL OF YOU!**

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**Absence from Examinations**

You must attend all examinations to which you are allocated on your individual timetable. Misreading the timetable will **NOT** be accepted as a satisfactory explanation for your absence.

If you are absent from an examination due to illness **telephone school as soon as possible on 0161 427 7966** and talk to your Head of Year or Pastoral Manager.

**Access Arrangements**

All arrangements with regards to extra time, reader, scribe, rest breaks and the use of a word processor etc. need to go through the SEN department. These arrangements must be the students ‘Normal Way of Working’ in class and controlled assessments etc. If you are entitled to any access arrangements you will know in advance via the SENCO team.
Attendance

Exams start at 8.50am and 1.50pm promptly. Different starting times will be shown on your timetable. If you arrive late, report to the Invigilator in the exam room and they will instruct you on what to do. If you are more than 60 minutes late or arrive after the exam has finished the Exam Board may not accept your paper unless this was due to exceptional circumstances. You will need to stay behind after your exam to complete a special form. Your parents/carers may be charged a wasted exam fee if you fail to turn up or are too late to take an exam.

Authentication Form

Students must complete and sign an awarding body authentication form and attach it to any non-examined assessment produces for their final qualification. Awarding bodies will refuse to mark any work not accompanied by the signed form.

Awarding Bodies

These are the organisations that provide qualifications for schools and colleges. Awarding bodies used by Marple Hall School are: AQA, OCR, Edexcel, WJEC and NCFE.

Bags

Bags must be placed in the designated area for your exam room. You are not allowed to keep them with you at your desk during the exam. Please do NOT bring valuables with you when you are sitting examinations.

Bilingual Dictionaries

Students wishing to use a bilingual dictionary must seek approval from the SEN Department. A clean copy would be provided by the Examinations Office for use in exams.
Black Pens

Awarding bodies request that students use black ink to complete their answer papers, this is because they now scan papers onto a computer to send to the examiners for marking. If you’ve brought the wrong colour pen or need a black pen at any point during the exam, put your hand up and the invigilator will bring one to you.

Calculators

Calculators may be used in some examinations, your subject teacher will tell you if they are allowed. If you use a calculator you have to make sure it works properly e.g. check the batteries in advance. You must also clear anything *stored in it, do not bring into the exam room any operating instructions or prepared programs and finally you must remove any parts such as cases, lids or covers.

*In all cases, calculators are NOT allowed if they have any of the following facilities: language translators; symbolic algebra manipulation; symbolic differentiation or integration; remote communication with other machines or the World Wide Web; data banks; dictionaries; mathematical formulae or text. NO printed instructions or cases are permitted.*

Candidate Number

Your candidate number is the four digit number printed on your exam card and your individual timetable.

Centre

Centres can be schools, colleges or other establishments that have been approved by an awarding body to offer qualifications, enter students for exams and conduct the awarding bodies’ exams. Our school centre number is 33427.

Centre Assessed Marks

Assessments are set by the awarding bodies with defined control levels for each stage and marked internally. Your teacher will inform you of your centre assessed marks before they are submitted to the awarding body.
Certificates

A Presentation Evening where GCSE certificates and other awards are presented to students is usually held in November in Bradshaw Hall. Further details will be given to students on Results Day. It is hoped that all students in their final year this summer will attend the Presentation Evening to celebrate their achievements with the rest of their year group, teachers and parents/carers. If you are unable to attend, certificates may be collected from School Reception after the event during normal school hours. If you wish a relative or friend to collect them on your behalf they will also need to bring with them a letter of authorisation signed by you and some form of identification.

CERTIFICATES WILL NOT BE GIVEN TO ANYONE WITHOUT A SIGNED LETTER OF AUTHORITY OR PROOF OF IDENTITY.

Increasingly colleges, universities and prospective employers are requesting proof of academic achievements. IT IS VERY IMPORTANT THAT YOU COLLECT YOUR CERTIFICATES FROM SCHOOL AND KEEP THEM IN A SAFE PLACE. The Exam Boards will only issue a certified statement of results to replace any lost certificates. This could cost you in excess of £50 for this service. If you leave Marple Hall before the end of Year 11, it is advisable to speak to a member of the Exams Team to ensure that you have certificates of any qualifications that you may have already completed.

Please also check that your personal details are correct on the certificates.
Note: The name on the certificates should be the one shown on your birth certificate (your legal surname and/or forename).

Change of Address

It is important that you tell the Data, Assessment and Exams Office as a matter of urgency if you move address, otherwise letters about results etc. may not reach you.

Change of Name

It is important that you tell the Data, Assessment and Exams Office as a matter of urgency if you change your name. Evidence to confirm this must be provided i.e. Passport, Birth Certificate, Change of Name Deed. This change will be reflected on all your certificates.
Cheating

Students caught cheating in examinations – including being in possession of or using a mobile phone, smart watch, pager, mp3 player, iPod, unauthorised aid or notes but also copying from or communicating with other students – will be reported to the awarding bodies.

Even if the items are in your pocket and you have no intention of using them you will still be reported to the awarding body concerned. Please keep your valuables in your bag.

The range of penalties for cheating includes loss of marks for a unit or loss of a GCSE grade. The Examination Board Rules and Regulations are on our school website and on the JCQ website at –

Clashes

If you have a timetable clash you may have to be supervised between exams, this means that:

- You will not be allowed to leave the room unless supervised by an Invigilator or member of staff for any reason.
- You must not attempt to communicate with anyone outside the exam/supervision room.
- MOBILE PHONES will not be allowed in the exam/supervision room.
- You will have a reminder card on your desk to notify you to stay in your seat.
- There will also be a note printed on your official timetable.

If the supervision period is during lunchtime you will need to bring your own lunch. You may be allowed to use the dining halls depending on how many students are being supervised.

If you do have a clash, you will get a letter from the Exams Officer detailing your clash with your individual timetable.

Controlled Assessment

Tasks or assignments set by the awarding bodies with defined control levels for each stage. GCSE controlled assessments are done under exam conditions and fall under the legacy GCSE’s. (See JCQ Information for Candidates – Controlled Assessments 2019-2020 link on the last page)
Conduct in the Examination Room

Full school uniform, including correct footwear is expected at all times and entry to exams may be refused if you are not correctly dressed. Quiet, courteous behaviour is expected at all times. Silence is expected at all times in any exam room. Once you are in the exam room you should find your seat, sit down, face the front and await instructions. If you cannot find your seat ask an Invigilator. Do not talk or try to communicate with other candidates once you have entered the exam room. If you need assistance or drop anything put your hand up, wait patiently for an Invigilator to come to you. If you finish early check your answers through carefully. When you are sure you have finished put your pen down and sit quietly. DO NOT DISTURB OTHER PUPILS. Do NOT draw on your exam paper as it may not be accepted by the examination board.

You may not leave an exam room until dismissed by an Invigilator. All students will remain for the full length of the exam, please note that failure to follow this rule could result in you being disqualified.

When you are dismissed at the end of the exam you should:

- Take your own equipment, leave any borrowed equipment and the ID CARD on your desk.
- Leave the room as quietly as possible.
- Remember there may be other students doing a longer exam in the same room or a nearby room(s).

Do NOT draw on any of the desks as this constitutes vandalism (these will be checked regularly). If you are aware of anyone cheating report it immediately. Remember there are ways of telling people in confidence that you have witnessed cheating. Cheating will not be tolerated as this could affect the school status as an Exams Centre.

Dates

Please familiarise yourself with all your exam dates as soon as you receive your official timetable. This year’s exam contingency day for all awarding bodies will on Wednesday 24th June 2020 therefore you must be available up to and including Wednesday 24th June 2020, should there be an exam rescheduled from the day of your last exam.
Dictionaries

You may NOT use a dictionary in an exam unless dictionaries are specifically permitted by the subject specification or special arrangements have been approved by the awarding bodies. If you think you may be entitled to the use of a dictionary please see the SEN Department.

Equality Act 2010

At Marple Hall School we seek to remove any barriers to access, participation, progression, attainment and achievement. We have good facilities to accommodate students with disabilities to access the curriculum and examinations. We aim to promote equality and tackle any form of discrimination and actively promote harmonious relations in all areas of school life. The full school policy on equality can be found on this link, http://www.marplehall.stockport.sch.uk/equality/13470.html

Enquiries about Results (EARs)

If a result is not what you had expected or you think there may have been an error made, you should initially contact the Head of Department for that subject. The Exam Boards provide a Post Results Service; full details of the services offered and fees charged will be provided to you on Results Day. Enquiries about results are made on your behalf, with your signed consent, by school. There are very strict deadlines for this process and enquiries are not accepted by the Exam Boards after the published deadlines.

The awarding bodies offer the option of having a paper's marking reviewed at a fee, if a candidate or member of teaching staff is unhappy with the marks. There is a choice of two different types of reviews; these are;

- Clerical check
- Full review of marking

A clerical check is simply when the relevant awarding body checks that the number of marks given has been added up correctly. With a full review of marking, the awarding body checks that when the paper was originally marked, that the agreed mark scheme has been applied correctly.

If you’re not satisfied with the grade you have achieved the first thing you may think about is getting the mark on your paper reviewed, however, this can be very costly and not often effective. Therefore it is important to consider the following:
• **Are you close to the grade boundary?** Reviews of marking usually only alter a grade by a few marks, if at all. If you’re close to a higher grade boundary a review may be worth considering. Speak to your teacher for advice if you are unsure.

• **Your grade can go down as well as up.** Review of marking means having your entire paper reviewed therefore your grade can quite easily go down as well as up. If your grade gets lowered you **CANNOT** refuse it and ask for the original higher grade to stand. You must be aware that this is the chance you take when asking for a review of marking.

• **Cost.** Reviews of marking are very expensive and the likelihood is that your mark will **NOT** change.

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**Equipment**

All students must remember to bring their own equipment to any examination that they have. These include pens, pencils, rulers, rubbers, and calculators. If you bring a pencil case into the exam room, it must be transparent, if your pencil case isn’t transparent, you will be asked to take your equipment out and place the pencil case under your desk. Borrowing from other students is **NOT** allowed. Please note that the JCQ regulations state that a **BLACK PEN must be used in all examinations**. For diagrams use an HB pencil and a ruler. Gel pens, highlighters, correcting fluids and correcting pens may **NOT** be used in any answer booklets. Exam rooms do have a limited supply of equipment but these are for emergencies only.

**Exam Regulations**

It is your responsibility to familiarise yourself with the JCQ ‘Notice to Students’ regulations. A copy of these is available on the school website and is also displayed outside all examination rooms.

**Extra Time**

Extra time will only be granted to a student if they have evidence of need. Students will be assessed by the SEN Department, who will identify whether there is a need for students to have extra time.

**Exams Office**

The Exams and Data Office is open Monday – Friday from 8.00 am until 4.00pm in Bradshaw (near reprographics) and on the admin corridor in Isherwood. We will be happy to help with any queries that you have during this time.
Food and Drink

Food is NOT allowed into the examination room. You are only allowed to take water into the examination room. This must be in a clear plastic bottle and all labels must be removed. You will NOT be able to leave the exam room to refill a bottle of water and invigilators cannot leave the exam room to do this for you. Therefore please ensure that you have enough water to last you the whole exam. Any other type of drink is NOT permitted – this is in case you spill your drink over your exam paper. If only water is spilt there is a greater chance that your exam paper can be saved.

ID

You will have an ID card on your desk during every exam, this is so that you can be identified as the person who is sitting the exam. Your card should always be face up and you must not draw or deface the card in anyway as there will be consequences to this.

Illness

If you become ill during the examination weeks, advise your Head of Year/Pastoral Manager so that advice can be given on the best course of action. If you become ill during an exam then please raise your hand so that an invigilator can assist you. This includes injuries such as paper cuts as well as nose bleeds and feeling sick.

Internal Appeals

For further information on our Internal Appeals procedure please see the school policy which can be found on the school website.

http://www.marplehall.stockport.sch.uk/exam-policies/14188.html
Invigilator

An invigilator is someone who watches over students in an examination to ensure that JCQ exam regulations are met. You must follow all instructions given to you by an invigilator.

JCQ

Joint Council for Qualifications. Represents all the awarding bodies that offer GCSE qualifications. JCQ ensures that learners of all ages and levels of ability have access to qualifications and is responsible for administration rules for general qualifications. Please note that there will be a JCQ inspection during the examinations period, this is to ensure all staff and students are adhering to JCQ rules and regulations.

Lateness

Any candidate arriving very late (after 10am or 2.30pm) will be allowed into the examination room; however you should be warned that if you sit the examination then the awarding body may not accept your exam paper. **If you are more than 60 minutes late or arrive after the exam has finished** the Exam Board may not accept your paper unless your lateness was due to exceptional circumstances. **Getting up late or forgetting/misreading your timetable are not acceptable excuses.** You will need to stay behind at the end of your exam to complete a special form.

*Your parents may be charged a wasted exam fee if you fail to turn up or are too late to take an examination.*

Location of Examinations

The exam room will be shown on your individual exam timetable for each exam. Exams are normally located in Bradshaw Hall, the LRC, Exam Suite 1-10 and some classrooms/meeting rooms. It’s essential to check the location of your exam carefully and allow enough time to find the correct location/room.
Malpractice

“Malpractice” is any act which is a breach of the JCQ regulations or which: comprises, attempts to compromise or may compromise the process of assessment, the integrity of any qualification or the validity of an examination result or certificate.

Mobile Phones

Mobile phones, personal audio equipment (MPs players etc.) or any other electronic equipment with the exception of calculators are NOT allowed into examination or supervision rooms. If you must bring a mobile phone into school then it should be switched off and left in your bag.

If a mobile phone or other electronic device is found in your possession in an examination or supervision room – even if it is turned off – it will be taken from you and a report made to the appropriate awarding body. The awarding bodies now operate a NO-TOLERANCE POLICY on all students discovered to be in infringement of the regulations and students could face disqualification from the subject concerned, see Penalties section for more details. Please DO NOT risk disqualification: either leave your phone at home or leave it in your bag.

Non-Examination Assessment

Tasks or assignments set by the awarding bodies with defined control levels for each stage. GCSE non-examination assessments are done under exam conditions and fall under the new reform GCSE’s.
Penalties

Awarding bodies may, at their discretion, impose the following sanctions and penalties against candidates found guilty of malpractice:

- Penalty 1 - Warning
- Penalty 2 - Loss of marks for a section
- Penalty 3 - Loss of marks for a component
- Penalty 4 - Loss of all marks for a unit
- Penalty 5 - Disqualification from a unit
- Penalty 6 - Disqualification from all units in one or more qualifications
- Penalty 7 - Disqualification from a whole qualification
- Penalty 8 – Disqualification from all qualifications taken in that series
- Penalty 9 – Candidate debarred

The table below shows the types of offences for possession of a mobile phone and what penalty you may be given as a result:

<table>
<thead>
<tr>
<th>TYPE OF MOBILE PHONE OFFENCE</th>
<th>PENALTIES GIVEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not in the candidate’s possession but makes a noise in the examination room</td>
<td>Penalty 1</td>
</tr>
<tr>
<td>In the candidate’s possession, but no evidence of being used by the candidate.</td>
<td>Penalties 2-4</td>
</tr>
<tr>
<td>In the candidate’s possession and evidence of it being used by the candidate.</td>
<td>Penalties 5-9</td>
</tr>
</tbody>
</table>

Plagiarism

There are several definitions of plagiarism, but they all have in common the idea of taking someone else’s intellectual effort and presenting it as one’s own. The JCQ General and Vocational Qualifications Suspected Malpractice in Examinations and Assessments Policies and Procedures define plagiarism as:

“Unacknowledged copying from or reproduction of published sources or incomplete referencing” therefore you must not copy from other candidates and not submit any work that was not produced by you.
Policies

All policies relating to exams management and administration in addition to Disability and Data Protection policies are available for viewing via Marple Hall’s website, School Information, Policies/Safeguarding (http://www.marplehall.stockport.sch.uk/policies--safeguarding/13003.html

Questions

Please note that you must not ask for, and will not be given, any explanation of the questions therefore you should attempt all questions as best as you can.

The invigilator will ask you to check that they have been given you the correct question paper for the day, date, time, subject, unit/component and tier of entry, this will be on the front of your question paper, you must check this carefully before opening the exam paper, if you think you have been given the wrong paper, put your hand up and an invigilator will help you.

Results

Students may collect their results from school on Results Day. Results will be available for collection on that morning in the Isnerwood Hall. Further details will be provided in the summer term.

GCSE – Thursday 20th August 2020 – 9.30 am to 11.30 am

Note: Other academic results (e.g. NVQ) will be given to you directly by the course provider (local college etc.). The certificates are sent to school so they can be included with your other certificates issued at Presentation Evening.
If you cannot collect your results personally on the day you can either:

- advise school in advance and your results will be posted on Results Day or,
  arrange for a relative or friend to collect them on your behalf. **The relative or friend will need to bring with them a letter of authorisation signed by you and some form of identification.**

**UNDER NO CIRCUMSTANCES WILL RESULTS BE ISSUED OVER THE PHONE, VIA E-MAIL, TEXT MESSAGE OR FAX.**

**Special Consideration**

Special Consideration can be applied when your performance in the exam/s is affected by extremely distressing circumstances such as the onset of a medical condition or a sudden bereavement. The application has to be made on your behalf. Please notify your Head of Year/Pastoral Manager as soon as possible if you think this may be applicable to you.

Medical evidence or a letter from your parent/carer, whichever is appropriate, must be given to the Exams Officers **as soon as you can but not later than** your last exam.

**Statement of Entry**

Your statement of entry will be produced by the exams officer, this statement will list all the exams you have been entered for the exam period. It is very important that you check all the details carefully to:

- Check all of your personal details are correct such as the correct spelling of your name, as this is the information that will be printed on your examination certificates. If there are any errors you must inform the exams officer as soon as possible as the exams boards will amend them free of charge if discovered quickly. However once the certificates have been printed there will be a substantial cost involved to change your details.

- Ensure that you have been entered for the correct subjects at the right tier.
Social Media

Sharing ideas with others online can be helpful when revising however it is important to consider what you share online before and after taking exams as the information you choose to share may be perceived as malpractice. If you receive any information regarding exam papers/controlled assessments you must report this to Ms Davies or The Exams Officer as soon as you can, the exam boards will then investigate this further.

Awarding bodies have advised us that they regularly monitor social media networks for potential information and contents that can affect the security of the exam papers. Therefore you should act responsibly when sharing information online as you could be putting yourself (and others) at risk of having penalties imposed on your qualifications.

If you are ever in doubt about what information you can and can’t share online please check with a member of the exams team and they will be happy to assist you.

A copy of information for candidates using social media will be given to you with your timetable.

Times

Unless otherwise stated, exams start at 8.50am (morning papers) and 1.50pm (afternoon papers) promptly. You should be outside the exam room at least 10 minutes before the start of the exam.

Timetables

You will be given your individual timetable for summer exams. Please check it carefully. If there are any errors (e.g. name, date of birth, examination entry) please notify the Exams Office immediately. Check carefully to see if the exam is in the morning or the afternoon. You are responsible for getting yourself to school in plenty of time for the start of your exam. If you lose your timetable you can get a replacement from the Exams Office in Isherwood.

YOU ARE RESPONSIBLE FOR CHECKING YOUR EXAM TIMETABLE. IF YOU HAVE ANY QUERIES PLEASE CONTACT THE EXAMS OFFICE IMMEDIATELY.
Watches and Smartwatches are NOT allowed into examination or supervision rooms. You are not allowed to keep them with you at any time, it should be left in your bag before entering the exam room.

Word Processors

Students that have been granted the use of a word processor in their written exams will use a school laptop or PC that has had spell check/grammar removed (or spell check enabled if to replace a Scribe) as a condition of the JCQ regulations.

Warnings

Please familiarise yourselves with the warning signs outside the exam rooms at the start of each exam. They are there to remind you of the rules and conditions for sitting your exam such as being on time and not having a mobile phone on your person.

X Marks

If you receive an ‘x’ on your results this could indicate that you were absent or withdrawn from a specific unit or subject, if you have any queries about this, please see the Exams Officer on results day.

Zero Marks

This may appear on your results if you were suspected of malpractice at any point during the exam season. This means that you will have been awarded zero marks for the unit in question (or potentially all your exams depending on the severity of the penalty you receive). For more information, you can follow this link to the JCQ document Suspected Malpractice in Examinations and Assessments.
### Warning to Candidates

1. **You must** be on time for all your examinations.

2. **You must not** become involved in any unfair or dishonest practice in any part of the examination.

3. **You must not:**
   - sit an examination in the name of another candidate;
   - have in your possession any unauthorised material or equipment which might give you an unfair advantage.

4. **Possession of a mobile phone** or other unauthorised material **is breaking the rules**, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.

5. **You must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.

6. **You must** follow the instructions of the invigilator.

7. **If you are in any doubt speak to the 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.

Effective from 1 September 2014

©2014
NO iPods, mobile phones, MP3/4 players, smartwatches

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.

©2017 – Effective from 1 September 2017
Appendices

Please see attached documents which can also be viewed online at https://www.jcq.org.uk/exams-office/information-for-candidates-documents

Information for Candidates – Controlled Assessments 2019-2020
Information for Candidates – Coursework 2019-2020
Information for Candidates – Non Examination Assessments 2019-2020
Information for Candidates – On Screen Tests 2019-2020
Information for Candidates – Privacy Notice 2019-2020
Information for Candidates – Social Media 2019-2020
Information for Candidates – Written Exams 2019-2020

And also important information posters attached for your reference which can also be viewed online at https://www.jcq.org.uk/exams-office/exam-room-posters

No Mobile Phones
Warning to Candidates

Project governance is a set of policies, regulations, procedures and responsibilities that define an establishment. This is then implemented and monitored by the governing body of the organisation. It is used to assist in the management and control of projects and programmes within the organisation.

Three pillars of project governance: structure (committee or steering group structure including stakeholder and user groups); people (role of sponsor relating to project manager and stakeholders); information (reports, issues, risks); roles and responsibilities