



# EXAMINATIONS HANDBOOK

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The exams office is open Monday to Friday 8.30am-4.30pm term time only

## **Introduction**

It is the responsibility of the Examinations Officer to ensure the integrity of the exams, to ensure they are conducted in accordance with the rules and regulations, they run smoothly and above all that they are fair to all involved.

All candidates must read this handbook and the following documents which are available on the school website under the 'Regulations and Advice' section:

- Coursework
- Non-Exam Assessments
- Privacy Notice
- Social Media
- Written Examinations
- No Mobile Poster
- Warning to Candidates

This handbook is intended to inform you about all exam procedures and to answer some of the frequently asked questions.

I wish you the very best of luck!

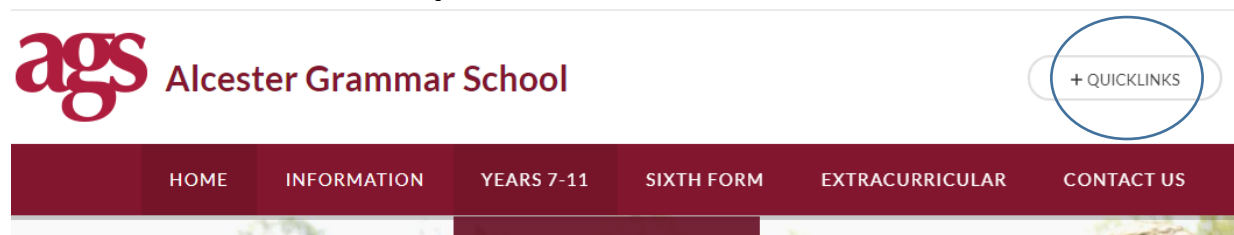
Mrs H Silcox  
Examinations Officer

### **PLEASE BE WARNED**

**ANY MAJOR BREACH OF THE RULES COULD RESULT IN  
DISQUALIFICATION; NOT ONLY FROM THE EXAMINATION  
CONCERNED, BUT FROM THE  
WHOLE SERIES**

## **Know your timetable**

You will find this on your 'MyAGS' portal which can be accessed via the home page of the school website under 'QUICKLINKS' :



Then select MY ALCESTERGS LOGIN:



Or via the intranet:



Use your AGS login and go to: Assessments, Examination timetable. This will tell you the date, time, room and seat number for each of your exams.

It's a good idea to make a copy, but please do check your portal regularly for any last minute updates.

You will need to know your 'candidate number' which can be found in the Personal Details section of your portal, under 'General'. It also shows as exam number of your timetable.

## **Mock Examinations 2021/2022 (subject to Covid19 changes)**

Year 11 mocks will be held between 17-25 March

Year 12 mocks will be held between 4-12 January.

Year 13 mocks will be held between 7-17 March.

## **Contingency Date**

The Examinations Boards have designated Wednesday 29 June 2022 as a contingency day for external examinations. This date is set aside in the event of a national or local disruption to examinations. If disruption happens the GCSE/GCE exam would be taken upto or including Wednesday 29 June. Therefore candidates are requested to make sure they are available up to and including this date and not

to plan holidays until after this date.

### **Be punctual**

In summer, morning examinations start at 9:15am and afternoon sessions at 1:30pm.

Mock exams will have different start times, so please make sure you know where you need to be and at what time.

Please be 'exam ready' at the venue at least 15 minutes before the start time shown on your timetable. It's a good idea to get to school at least 20 minutes beforehand so you can get yourself organised.

Seating plans will be displayed on the Examination noticeboard in the corridor of Dobell in case you need to double check your seat number and venue.

If you are delayed please contact the School as soon as possible. If someone brings you in they should 'hand you over' directly to a member of staff in Reception, this ensures continuity of supervision. You will be entitled to the full length of the examination regardless of the lateness. However, if you arrive one hour or more later than the published starting times of the examinations, after 10.00am and 2.30pm respectively, then your lateness will be reported to the Examination Boards. It is at their discretion whether they will accept the paper for marking.

## **Be prepared**

Make sure you bring everything you need with you for each exam, either loose or in a clear bag/case, as you may NOT borrow anything from another candidate once you are in the exam room.

If you're unsure, check with your subject tutors about the equipment required for each of your exams, and check with your Maths teacher (well in advance) that you have a calculator permitted within the rules of the exam. Please leave the lid at home.

Black ink only must be used for your written papers; pencils/crayons can be used for illustrations, maps etc. You may use a highlighter on the questions but not your answers and no correction fluids are allowed. Most scripts are scanned and marked online so the consequence of writing unclearly or in the wrong colour could be that the examiner cannot read your work.

You may bring water into the examination room. It must be in a clear (not coloured) bottle with any labels removed. You should place it on the floor, under your desk or chair, so there is no danger of it being knocked over. No other drinks or food items are allowed in the exam rooms.

## **Prohibited items**

Once in the examination room you are not allowed to be in possession of:

- a mobile phone
- a watch
- any electronic storage device (e.g. iPods/MP3/4 players or anything with a text/internet facility)
- any material which might be deemed to be of help to you, i.e. notes
- bags/coats - leave them in a locker or on a designated bag rack
- correction fluid, ink eraser pens, gel-pens
- calculator lids
- glasses cases

Make sure you check your pockets BEFORE the start of your exam, it is not too late at this stage to hand in a prohibited item to an invigilator!

## **Conduct**

You are expected to be dressed in full school uniform for GCSE and business wear for AS/A Level examinations.

Be polite to, and co-operate with, the invigilators. They are there to help you and ensure the smooth running of your exams.

Please wait quietly outside the exam room, line up in row order as per your timetable. There may be other exams / lessons going on in the rooms around you.

Once you are called through into the examination room:

- you must not communicate with another candidate in any way
- find your seat, get yourself organised and await further instructions
- you must not talk until you have left the exam room. Again, please be mindful of other classes/exams taking place at this time
- if you have any questions during any of your papers just raise your hand and an invigilator will come to you

You must not bring any unauthorised materials into the exam room or become involved in any unfair practice. Contravention of the rules may lead to disqualification.

## **Identity Check**

Centre's are required to check the identity of all candidates sitting public exams. Year 11 will be issued with a photo ID card which you must bring to all of your exams and place face up on your desk. Sixth formers should use the ID card issued to them by sixth form.

If you forget your ID, please obtain a temporary card from Reception or the Hub. You should not enter an exam venue without one.

If you lose your ID, you must notify Reception and request a replacement, there may be a charge for this.

### **During your exams**

- read the instructions carefully and complete everything that is asked of you
- think before you start writing and work out how best to use your time
- if you are unsure about anything or need additional materials, raise your hand and an invigilator will come over to you. Don't wait until the very last moment to request extra paper
- all rough work must be in your answer booklet and crossed through. Any additional pages used must be handed in at the end of the exam
- keep an eye on the clock; the length of your paper and the finish time will be displayed at the front of the room

Please note you will not be allowed to leave the examination room before the scheduled finish time, other than in exceptional circumstances. Make sure you organise transport home if you are going to finish after your bus has left.

### **At the end of the examination**

- stop writing when you are told to do so
- listen carefully to the instructions you are given
- ensure your name and other details are completed on the front of your answer booklet/s
- put your papers in the correct order; and tuck any additional sheets inside your answer booklet
- ensure everything is handed in – even rough work

You will usually be dismissed one row at a time. As you leave the examination room, please:

- leave your chair tidily under the desk
- leave the room in silence as others may still be working
- once outside, please move well away from the exam room to avoid remember others may still be in exams/lessons, so please leave quietly and move well away from the exam room

## **Non Exam Assessments**

Non-Exam Assessments are an important element of most public examinations. The assessments take place at various stages throughout the year and the rules must be adhered to. You must carefully follow the instructions given to you by your subject teacher.

We wish to bring to your attention concern expressed by the Examination Boards regarding the authenticity of work submitted by students at all levels of the system.

In an effort to combat this, the Examination Boards require all candidates to sign a declaration confirming the authenticity of each separate piece of work submitted. This means, not only is the work that of the individual alone, but all sources (books, films, journals AND internet sites) have been acknowledged and referenced.

In the interest of fairness to all candidates, we ask parents to do their best to ensure your son/daughter is clear about this, and that they are aware of the possible implications of any attempt to submit work which is not their own, either wholly or in part.

Neither copying the work of another student nor allowing your work to be copied is acceptable. Both practices constitute infringement of the rules which can be sanctioned by disqualification.

The Examination Boards are likely to disqualify anyone caught cheating, certainly from the examination concerned and, possibly, from the whole series (i.e. all examinations taken).

We too, as guardians of the integrity of the examination process at Alcester Grammar School, are likely to take a very dim view of anyone found guilty of deception.

GCSE students have received from the Head of Year at the beginning of Year 10 an information sheet explaining the nature of non-exam assessments in each subject and when they are scheduled.



## **What if...?**

### ***You are unwell on the day of an exam and unable to attend...***

Contact the Exams Office immediately. You will need to provide evidence that supports your absence and there is a form which the Exams Officer will give you to complete. However, candidates should try and sit their examinations where at all possible. In the case of a candidate with symptoms of a respiratory infection including COVID-19, or a positive test result for COVID-19 Alcester Grammar School will, and expect the candidate to, adhere to the current UKHSA guidance where it may apply on the day of the candidate's exam(s). Special consideration will then be applied for provided you have met the minimum requirements set by JCQ.

### ***You feel unwell during an examination...***

Let an invigilator know and you will be escorted out. You may be able to return later if you feel better and it may be possible to give you (supervised) rest breaks in order to help you through the exam. You may be entitled to special consideration.

### ***Your performance in the examination has been adversely affected by illness or other difficult circumstances...***

You may be entitled to special consideration. You should provide written evidence describing your circumstances and email this to the Examinations Officer ([exams@alcestergs.com](mailto:exams@alcestergs.com)) who will contact the Examination Board on your behalf.

## **What is special consideration?**

Special consideration is given to a candidate who has temporarily experienced illness, injury or some other event outside of their control **at the time of the assessment**. It is applied when the issue or event has had, or is reasonably likely to have had, a material effect on a candidate's ability to take an assessment or demonstrate his or her normal level of attainment in an assessment. If a candidate is absent from a timetabled component/unit for acceptable reasons, and the centre can support this, special consideration will be applied for if the exam missed is in the terminal series and the minimum requirements for enhanced grading in cases of acceptable absence can be met. Be aware that the Examination Board will never award more than 5% of the marks scored in the paper concerned and any adjustments are never made public.

***You have a clash (more than one examination at the same time) ...***

If the total time does not exceed 3 hours you will take all papers during the same session as scheduled, just one after the other with a short break in-between.

If the time allocated exceeds 3 hours, one of your exams will be moved to either the morning or afternoon on that day and you will be supervised during your lunch break. In this instance you should bring some food, a drink and your revision notes for your next exam. You will not be allowed access to your mobile phone or any other electronic device during this time.

Very occasionally students have to be supervised overnight. If this applies to you, you will be contacted well in advance and the rules will be explained to you.

All clash resolutions will be detailed in your portal and you will be emailed if any of your exams need to be moved to a different session.

***You misread your timetable and/or fail to turn up for an examination...***

You will not be given another opportunity to sit the examination. You will also be charged for examinations you miss without good cause.

***You need to go to the toilet during an exam...***

Raise your hand and inform an invigilator. They will arrange for you to be escorted to the nearest lavatory.

***The fire alarm sounds during an examination...***

Await instructions from the lead invigilator or Examinations Officer. If it is necessary to evacuate the examination room you should leave everything, including your examination paper, on the desk and leave the room one row at a time, as instructed.

You should make your way in single file and **in silence** to the fire assembly point, away from other members of the school. You must not talk or try to communicate with any other candidate. If you communicate with any other candidate this will be reported to the Examination Board and you might be disqualified.

Provided you are able to return to the room later, you will be given the full time allocation and the Examination Board will be informed of the disruption.

## **Results days**

Results will be available on your MyAlcesters.com portal from 8:00am on the morning of results days.

GCE (AS and A level) results will be issued on Thursday 18 August.

GCSE results will be issued on Thursday 25 August. It is recommended that you come into school on the day to register for Sixth Form.

On GCE results day A level queries will be the priority for the exams office staff so please bear with us during this busy day.

## **Post-results services**

The following services are available and should be ordered via ParentPay:

- Clerical re-check
- Review of marking
- Priority review of marking
- Access to scripts
- Priority access to scripts

Full details of the services available, fees and deadlines can be found on the school website under, 'Post results services'. You should familiarise yourself with this information before results day. Any requests received after the deadline will not be processed.

Please be aware, if you request a clerical re-check or a review of marking your grade could potentially go down. You will also need to complete a consent form which will be sent to you beforehand. If this is not received then the application for post results will not be processed.

## **Appeals**

Appeals procedures are in place if you have concerns about any part of the system. The appeal, however, can be lodged only against the procedures of the Examination Boards or the School, not against the marks awarded. Please consult the Examinations Officer if you feel you have grounds for an appeal.

## **Retakes**

Any re-taking of examinations will be at the expense of the individual candidate, not the school. Please contact the Examinations Officer in the first instance.

## **Certificates**

Year 11: if GCSE certificates are received in time, they are distributed at Awards Evening; otherwise they are passed to form tutors to hand out. If you are not planning on returning to AGS then you will have the opportunity to pay before the end of term for your certificates to be posted to you. If you do not opt for this service then an email will be sent to let you know when your certificates are ready for collection from Reception.

Year 12: AS certificates are given to Form Tutors.

Year 13: You will have the opportunity to pay before the end of term for your certificates to be posted to you. If you do not opt for this service then an email will be sent to let you know when your certificates are ready for collection from Reception.

Please remember that certificates are valuable documents, often needed when applying for courses and jobs. They cannot be replaced, other than in exceptional circumstances, and it is expensive to do so.

Please also note that we only hold on to certificates for 1 year following our email to you to arrange collection; after which they are confidentially destroyed.

## **AGS Website**

There is a wealth of information available to you on the school website: [www.alcestergs.co.uk](http://www.alcestergs.co.uk) You must read the JCQ regulations and Advice which is under the Regulations and Advice tab.

If you have any exam related questions please refer to the 'Examinations' section in the first instance:

[Home](#) > [Information](#) > [Examinations](#)

## **Examinations**

### **Welcome to the 'Examinations' section of our website.**

I am responsible for the organisation of all public examinations and the internal mocks for years 11 to 13.

Here at AGS we try to make the examinations experience as free from stress and as successful as possible. The Examinations Handbook includes general advice about preparation for and behaviour on examination days. It also has specific information about our own procedures and frequently asked questions.

Please also have a look through the tabs on the left which should provide you with further information you need to know. If there's anything you cannot find or would like to discuss further please do let me know - [exams@alcestergs.com](mailto:exams@alcestergs.com)

The Exams Office is open from 8.30am-4.30pm Monday to Friday, term time only.

**Mrs Silcox**  
Examinations Officer

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If you cannot find the answer to your question here please do let me know.