



HONLEY
HIGH SCHOOL

Exam Handbook

2023/2024

Introduction

We want your examination experience to be as stress free and as successful as possible.

This booklet will provide information that will be helpful before, during and after the examinations.

Read it carefully and show it to your parents / carers so that they are also aware of the examination regulations, and the procedures that must be followed, particularly if any problems occur.

The awarding bodies (or examination boards) set out strict criteria which must be followed for the conduct of examinations. You should pay particular attention to the *JCQ Information to Candidates (Appendix 1)* which is also published on the Student Shared Area and the school website.

Once you have read this booklet and if there is anything you do not understand or any question that has not been addressed, please ask.

If you or your parents have any queries or need help or advice at any time before, during or after the examinations, please contact Mrs Winston, the Examinations and Data Officer, either by telephone 01484 506484 or email l.winston@honley.tlt.school

Before the Examinations

Examination Boards

- The school uses the following Examination Boards: **AQA, Edexcel, OCR and WJEC**

Candidate Name and Number

- Candidates are entered under the name format of: first name, one middle initial and legal surname, e.g. Adam J. Smith. If you require anything different to this, you need to speak to Mrs Winston to see if an alteration may be possible.
- 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. Your candidate number is on all statements of entry and individual timetables, you will also see it on your ID card on your exam desk.

Timetables

- Timetables for all examination series are displayed on the exam's noticeboard located by the entrance to the Music and Drama department. They are also published in the student shared area under 'Exams' and on the school website on '[Our Curriculum/Exams and Assessments](#)'. You will receive your own personal individual Candidate Timetable as soon as it is available.
- Some candidates may have a clash where two subjects' examinations are the same time. The Examinations Officer will resolve these clashes by making special timetable arrangements for these candidates only. You must check your individual timetable and see the Examinations Officer to find out about these alternative arrangements.
- Just before your examinations you will receive an Individual Candidate Timetable giving, not only dates and times of your examination papers, but also details of the room and seat where you will be sitting. Keep this document safe and check it on a daily basis to make sure you know the details. This will save you time and stress when you arrive at school.

Contact Numbers

- Please check that school has at least one up-to-date contact number for you. If you are not there at the start of an examination, we will need to contact you. In such circumstances time is crucial to try to get you here before it is too late. Please note if you are late you may not be allowed into the exam room, the decision will be at the discretion of the Examinations Officer.

Equipment

- Make sure you have all the correct equipment before your examinations. Check the regulations in the 'Information to Candidates' at the end of this booklet and the JCQ Preparing to Sit your Exam (Appendix 4). It will also be published on the student shared area and displayed on the exams noticeboards.
- Equipment should include; clear pencil case, pencils, eraser, sharpener, **black pens**, highlighter, ruler, protractor, compass and where required a calculator. We do have additional equipment in school to loan to support students where they do not have the adequate equipment.

During the Examinations

Examination Regulations

- A copy of the warnings to candidates, which is issued jointly by all the examining boards, is displayed outside all examination rooms on exam day. All students must read this carefully and note that to break any of the examination rules or regulations may lead to disqualification from all subjects. The school will report any breach of regulations to the awarding body. A copy is displayed on the exams board for anyone wishing to read it prior to exams. (Appendix 4)
- A copy of the JCQ Unauthorised Items poster is also displayed outside all examination rooms. Mobile phones/watches/smartwatches/iPods/airpods/earphones **cannot** remain with you in an examination room. This again is displayed on the exams board for your consideration.

Attendance at Examinations

- Candidates are responsible for checking their own timetable and arriving at school on the correct day and time. Candidates must arrive 15 minutes prior to the start time of examination shown on your individual timetable. Please assemble quietly in the Gym Quad and await instruction. When you are invited to enter the examination room you should enter **in silence**, taking only the necessary equipment to your desk. Candidates who arrive late for an examination may still be admitted. However, depending on the time of arrival and the circumstances, awarding bodies may not always mark papers. This will be at the discretion of the exams officer.
- Full school uniform must be worn.
- All items of equipment; black pens, pencils, mathematical instruments, etc. should be visible to invigilators at all times. You must either use a transparent pencil case or clear plastic bag.
- Pens should be black ink or ballpoint. No correction pens or Tippex are allowed.
- For mathematics and science exams, students should make sure their calculators conform to the examination regulations. Please refer to the Candidate Instructions. Remove any covers or instructions and make sure the batteries are new.
- Do not attempt to communicate with or distract other candidates.
- Examination regulations are very strict regarding items that may be taken into the examination room. If you break these rules you will be disqualified from the examination.
- You are allowed to bring a **clear bottle of plain water** into examination rooms. There should not be any labels on the bottle. However, if this results in you needing to visit the toilet frequently during an examination, this arrangement will be withdrawn.
- Do not write on examination desks. This is regarded as vandalism and you will be asked to pay for any damage.
- Do not draw graffiti or write offensive comments on examination papers – if you do, the examination board may refuse to accept your paper.
- 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 when you sit down– check the subject, paper and tier of entry.
- Read all instructions carefully and number your answers clearly.

- Candidates must 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). You will not be allowed to leave an examination room early. If you have finished the paper early, use any time remaining to check over your answers and check that you have completed your details correctly.
- At the end of the examination, all work must be handed in – remember to cross out any rough work. If you have used more than one answer book or loose sheets of paper, ensure they are enclosed in the question booklet.
- Invigilators will collect your exam papers before you leave the room. Absolute silence must be maintained during this time you will be under Exam Conditions until you leave the Hall.
- 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.
- You should be familiar with the procedure if the **fire alarm** sounds during an examination. The Evacuation Procedure will be clearly posted in the Exam Room. The Examinations Officer and invigilators will supervise the evacuation of examination rooms, if necessary. Don't panic. You must remain silent 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. This compromises the integrity of the examination and could lead to all examination papers being cancelled. 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.

Invigilators

- Invigilators supervise the examinations. Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.
- The invigilators 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.
- Please note that invigilators cannot discuss the examination paper with you or explain the questions.
- Any unacceptable behaviour will result in you being removed from the examination. Removal from an examination will result in a malpractice report being sent to the awarding body and possible disqualification from your examinations.

Absence from Examinations

- If you experience difficulties during the examination period (e.g. illness, injury or personal problems), please contact 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 Examinations Officer.
- 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 50% of the total assessment (including controlled assessment) must have been completed. The school may be asked to send your mock examination papers to the awarding body. If you are given these for revision, do not lose them as this may prevent them awarding you a grade.

- Parents and candidates are reminded that the school will require payment of entry fees (usually approximately £40.00 per 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.

After the Examinations

Notification of Results

- Results will be available for collection from school on:
Thursday 22 August 2024
Between 9.00 and 11.00 am
- Candidates who are unable to collect their results in person on 22 August can either nominate another person to collect them on their behalf (a letter must be given to the Examinations Officer beforehand authorising this) or can arrange for them to be posted (current rate of postage for a large letter must be given to the Examinations Officer beforehand.) These will be posted on Results Distribution Day and not before. Due to data protection rulings, we are unable to give results over the telephone or by email
- Pass grades at GCSE are from 9-1 and vocational courses are graded on a Distinction* to Pass Scale.

Post Results

- If you need post-results advice, there will be a representative from the careers service available on Results Day. The careers service will also ask you to complete details of your destination after Honley High School (i.e., further education, employment)
- If you fail to achieve the grade which you expected in a subject, it may be possible to make an 'Enquiry about Results' (EAR). Your teachers will check through results to identify any students for whom they feel an EAR may be worthwhile. However, you and your parents can initiate an EAR. This will require payment in advance – details can be obtained from the Examinations Officer.

Collection of Certificates

- A formal celebration evening for Year 11 leavers will take place in December 2024. It is hoped that you will be able to attend to collect your certificates. Invitations to students will be sent out with full details nearer the time.
- Students who are unable to attend this evening will be able to collect their certificates from the school reception afterwards. Certificates will not be given to anyone other than the candidate, without the candidate's written authorisation. All certificates must be signed for on collection. Please note that the Statements of Results which you receive in August are **not** the documents which you will be required to produce later in life.
- Honley High School is only obliged to keep certificates for a period of 12 months 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 fee per examination board. You are therefore urged to collect your certificates on the Collection Evening or as soon as possible thereafter and to keep them safe.

Collection of Coursework

The regulations require that we keep coursework in school until all Enquiries about Results (EARs) have been resolved. This means it cannot be released until after October half-term following you leaving.

To make arrangements to collect coursework, **please ring to make an appointment with the subject Head of Department so that it can be made ready for you.**

Please note – we cannot guarantee to keep Art or Technology work beyond Christmas, as the space is needed for storage of current work.

Frequently Asked Questions

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. The Examinations Officer will have seen you with revised times for your examinations. If in doubt consult the Examinations Officer

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

Invigilators will ask you to check before the exam starts. If you think something is wrong, put your hand up to inform the invigilator immediately.

Q. What do I do if I do not know my Candidate Number?

Candidate Numbers are printed on seating plans, which are displayed outside the examination rooms, and on cards placed on your desk.

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

The Centre Number is **37472**. It will be clearly displayed in the examination rooms.

Q. What do I do if I have an accident, or I 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 for example 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 notice as possible.

You may 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 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 addition of marks considered inappropriate) to 5% (reserved for exceptional cases).

Parents 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 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 Examinations 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 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.

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

Provided you are not more than one hour late, it may still be possible for you to sit the examination. You should get to school as quickly as possible and report to Reception. A member of staff will escort you to the exam room. You **must not enter** an examination room without permission after an examination has begun.

You should also be aware that if you start the exam more than 60 minutes after the published starting time, the school must inform the exam board and it is possible that the board may decide not to accept your work. 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. If I miss the examination, can I take it on another day?

No - timetables are regulated by the exam boards. **Under no circumstances** will any missed exams be re-scheduled for another day.

Q. Do I have to wear school uniform?

Yes, full uniform must be worn for all examinations.

Q. Why do I have to bring my Statement of Entry or Timetable?

This allows us to check that the paper you have been given is correct according to the entries made. It also allows you to know where you will be sat for your exam on each day.

Q. What equipment should I bring for my exams?

- For all exams you should bring at least two pens (black ink only)
- For Mathematics, pencils must be used for diagrammatic work
- For some exams you will need a calculator (Maths/Science), a 30cm ruler (marked with cm and mm), pencil sharpener and rubber, compasses, protractor, highlighter, coloured pencil crayons (not gel pens), set texts (e.g. for English Literature)
- Highlighters are only allowed for use in the **Question sections** of the paper and must not be used in your answering
- You are responsible for providing your own equipment for examinations. You must not attempt to borrow equipment from another candidate during the examination. If you do forget to bring something or your pen runs out, you should let the invigilator know and we can provide you with equipment you may need

Q Why do I have to use a black pen?

Many examination papers are now being marked online. This means that they are scanned. Anything other than a black pen does not scan well and can delay the marking procedure.

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

Bags and coats are no longer allowed in the examination rooms. Please ensure you have all your equipment with you prior to entering the examination room

Mobile phones, electronic devices etc. are not allowed in the exam room, even if they are turned off

Q. Why can't I keep my mobile phone in the exam room?

Being in possession of a mobile phone (or any other electronic communication device, e.g. iPod, watch/smartwatch, headphones), even if you did not intend to use it, is regarded as malpractice and is subject to a severe penalty from the awarding bodies. The mobile phone policy is in place for your security. We do not want many years of hard work to be ruined by a careless mistake. If you must bring devices to

school, they must be left in your bag in the bag room, or handed in as directed by the invigilators and removed from the examination room.

Q. How do I know how long the exam is?

The length of the examination 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 finish time of the examination on a board at the front of the exam room. There will be a clock in all exam rooms.

Q. Can I leave the exam early?

It is not the school's policy to allow any candidates to leave the exam room early, as this is disruptive to other candidates.

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

You will have been advised before the start of the examination about the procedure should this happen. 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 candidates during the evacuation.

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

No, unless permission has been pre-arranged with the Examinations officer. If you do not have permission prior to the exam but are allowed to leave the room, you will not get the time added back to your exam.

Q. If I have more than one exam on a day, can I get lunch at school?

Students who have examinations in both morning and afternoon sessions may obtain lunch from the dining hall in the usual way or bring a packed lunch. This may not apply to clash candidates, please see the Examinations Officer for further details.

Q. I am entitled to extra time and / or other special arrangements? How will this affect the way I take my exams? These students will receive particular instructions from Learning Support.

Q. What do I do if I don't get the grades I need for college?

On results day, careers staff will be on hand to advise you. If you feel strongly that it is necessary to make an enquiry about your result (EAR request), you should first consult the Head of Subject to obtain their advice as to the possibility of requesting a re-mark. They will have looked at the results to identify any candidates for whom they think an enquiry about result is appropriate. You should be aware that your mark could go down as well as up, or even stay the same. Re-mark requests must be submitted to the Examinations Officer by the first Friday after school has returned in September, **Friday 6th September 2024.**

On results day all pupils will be asked to complete a Candidate Consent Form. If school has identified you as being suitable for an enquiry to be made you will be contacted directly. In such circumstances, the school will pay the cost. If you or your parents initiate the enquiry, you will be required to pay via BACs into the school account before the enquiry is processed. Details of charges can be obtained from the Examinations Officer. If the enquiry is successful, the fee will be refunded.

School Contact Details

Main School Office - 01484 506484

Mrs Lisa Winston, Examinations & Data Officer - 01484 506484 ext 7316 or email

l.winston@honley.tlt.school