

Caerleon Comprehensive School  
Ysgol Gyfun Caerllion



**GCE EXAMINATIONS  
2016/2017  
GUIDANCE FOR  
STUDENTS & PARENTS**

Candidate Name:

Candidate Number:

**CENTRE NUMBER: 68312**

Examinations Officer – Mrs D J Morgan

## **INTRODUCTION**

As you approach this last, and very sizable, “hurdle” and challenge at Caerleon Comprehensive we aim to make the examination experience as stress-free and successful as possible for all candidates. Bringing all the detailed information re: timings, equipment and required procedures etc into one place is a small, but vital part of this.

Hopefully, this booklet will prove informative and helpful for you and your parents. Please read it carefully and show it to your parents so that they are also aware of the examination regulations and the procedures to follow in the event of any problems occurring.

The Awarding Bodies (Examination Boards) set down strict criteria which must be followed for the conduct of examinations and Caerleon Comprehensive is required to follow them precisely. You should therefore, pay particular attention to the Notice to Candidates that is printed in this booklet.

If you or your parents have any queries or need help or advice at any time before, during or after the examinations please contact:

**Examinations Officer – Mrs Morgan**

**The school telephone number is 01633 420106 (Exams Office – Ext 230)**

As has been mentioned in Assemblies your particular year group is facing the longest “examination season” ever at this level and your organisation, revision, general preparation and sheer endurance will be challenged to the maximum. You will be aware of the ongoing revision/preparation support available to you before, and during, this period. Please make full use of it as appropriate.

Finally, as ever, in addition to all the above please remember – we are here to help!  
GOOD LUCK!

**NB: Results will be released on**  
**Thursday 17th August (AS/A2)**  
**and**  
**Thursday 24th August (GCSE)**

Provisional Results Slips will be printed in school for collection on the above dates. (See times later on in this booklet). They will include everything required for moving on to Post-16 education.

Certificates arrive in school in November and should be collected in school from December onwards. You will be given all certificates for all achievements gained throughout your time at Caerleon Comprehensive School.

## **BEFORE THE EXAMINATION**

- The timetable that you have received is always subject to change up until the end of the exam season. Any discrepancies or queries on your exam timetable should be reported to the exams office immediately.
- Examinations will normally be held in the Hall and the New Gym, with specialised ones (eg Listening Tests) being held elsewhere or as you have been told. For exams in the New Gym students will enter through the side door and leave all belongings, except equipment required for exams, in the changing rooms. For exams in the main hall students will enter through the rear doors and leave all belongings in the canteen or sixth form common room.
- Check the examination notice board outside the main hall. Any last minute instructions will appear there, as will your seating arrangements for the next examination. Make sure you know where to go and you know your seat number BEFORE entering the exam venue. This will help towards an efficient start to the exam.
- All candidates will have received an individual exam timetable indicating subjects and level of entry where applicable. If you require a further copy, you should visit the exams office. A composite centre timetable will be uploaded to the school website.
- Candidates are entered under their legal name that is held on the school system. This should be checked with school immediately, if there are any discrepancies.
- 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. Please remember it. The seating plans are usually devised in tiers (if applicable) and candidate number order. It is imperative that you sit at the correct desk designated to you.
- A few candidates may have clashes where two subjects are timetabled at the same time. Special arrangements will be made for these candidates nearer the time. If you identify a clash on your timetable and you have not received any further guidance by the end of April, you must see the Exams Officer as soon as possible. If you have a clash, you MUST adhere to all regulations otherwise you are at risk of jeopardising your results and possibly those of others. Please see Mrs Morgan if you are unsure of these arrangements.
- Please ensure that the school has at least one up-to-date contact number for you.
- Make sure you arrive with all the correct equipment before your examinations. This will consist of two BLACK pens, pencil, pencil sharpener, rubber, ruler, maths equipment such as a protractor and pair of compasses, drawing equipment and calculator (no lids or instructions).
- If you have borrowed textbooks from school they should be brought back no later than the day of that subject examination and handed back to the Head of Department, otherwise you may be charged.

## **DURING THE EXAMINATION**

- Arrive at least 15 minutes early for each examination. Remember: Morning exams start at **9.00am (so arrive at the latest by 8.45am)**. Afternoon exams start at **1.00pm (so arrive at the latest by 12.45pm)**. (Unless otherwise stated).
- **DO NOT DISPOSE OF YOUR SCHOOL UNIFORM UNTIL AFTER YOUR FINAL EXAMINATION. YOU NEED TO WEAR YOUR UNIFORM FOR THE ENTIRE EXAMINATION PERIOD.** If you do not attend in full school uniform you may be refused entry to the exam room to sit the exam.
- You must provide your own equipment for examinations such as **BLACK** pens, pencils and rulers. Some examinations require drawing equipment and/or mathematical equipment. Do not rely on the school to provide them. It is your responsibility to find out what you need for each exam and to bring it with you.
- **The following items are NOT allowed to be taken into the exam room:**
  - Correction fluid
  - Highlighter pens (may be used in texts but not in answers)
  - Gel pens
  - Dictionaries (unless specified) – these will be provided by school if required
  - Electronic devices (mobiles, iPods, earphones, smart watches etc)
  - Calculator lids or instruction leaflets
  - Pencil cases that are not transparent
  - Bottles (unless they are clear with the label removed, and must only contain still water)
  - Food of any kind (unless for medical purposes – must carry permission slip and any packaging must be checked by an invigilator)
  - Any item that is not listed on the exam paper – as it may be classed as unauthorised and may need to be reported to the Exam Board, who may take disciplinary action
  - Any writing/marks/symbols must be removed from skin before entering the exam room.

If you carry a toilet/medical pass as normal practice within school, please make it visible on your desk, as it is **NOT** normal practice to allow students to go to the toilet once the exam has started.

THESE ARE REQUIREMENTS OF THE EXAM BOARDS, AND MUST ALL BE ADHERED TO, AT ALL TIMES.

- Remember that once in the examination room, rules of conduct are very strict and must be obeyed totally. Infringement of examination rules could lead to you being disqualified from **ALL** examinations of that Board.
- **MOBILE PHONES/ELECTRONIC DEVICES ARE NOT ALLOWED IN THE EXAMINATION ROOM. CANDIDATES IN POSSESSION OF A MOBILE PHONE/ELECTRONIC DEVICE ARE AT RISK OF DISQUALIFICATION FROM THE SUBJECT.**
- For any very late arrivals after 10.00am\* for morning exams and 2.30pm\* for afternoon exams - you may be refused admission to the exam. It is likely that the Exam Boards

will refuse to mark exam papers after this time, as they will deem that security of the exam has been breached. A written explanation for arriving late has to be made to the Board and trivial reasons such as oversleeping, missing the bus or misreading the exam timetable are not deemed as acceptable. An in-depth explanation is required to prove the security of the exam paper has not been compromised. Please make appropriate transport arrangements to ensure that you arrive for your exam in plenty of time. (*\*Sometimes earlier for specific exams with a shorter duration*).

- If you are likely to be late, please contact school as early as possible informing them that you have an exam and ensure a message is transferred through to the exams office. Do NOT use your mobile phone after 9.00 am or 1.00pm, ensure it is then switched off. This may sound strange, but the Exam Boards will need to ensure that the security of the exam paper is not compromised and if you have spoken to anyone after these times, it is likely that your paper will not be marked and your phone log will be checked.
- You will be expected to arrange alternative transport home where exams are scheduled to finish beyond 3.30pm, as the school buses cannot be held. Some afternoon exams may be longer than 1hr 30mins, or sometimes it is not possible to start the exam on time, or if there is an unexpected delay during the exam additional time may need to be added on to the end.
- Any appointments, whether it is medical or not, should be re-arranged. The school is not allowed to change the start times of the exams whatsoever, except when it is a clash situation (see paragraph on clashes).

## **INVIGILATORS**

- The school employs external invigilators to conduct the examinations. Candidates are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times, as they would with other members of school staff.
- Invigilators are in the examination room to supervise the conduct of the examination room and to ensure everyone is given a fair chance of the exam. They will distribute and collect the examination papers, tell candidates when to start and finish the examination and deal with any issues that occur during the examination. They are trained with regards the rules and regulations in the conduct of public examinations and perform a highly responsible role.
- They are unable to help with any part of the exam, read any words or provide any explanation other than the instructions on the front of the exam paper. If candidates fail to follow invigilator instructions, this would be classed as malpractice and must be reported to the Exam Board which may result in sanctions and penalties being issued.
- Candidates who are disruptive or behave in an unacceptable manner may be removed from the examination room and escorted to a member of the senior management team. These candidates face disqualification from the exam, and may well be asked to reimburse the school for the entry fee.

## **ABSENCE FROM EXAMINATIONS**

- If you experience difficulties during the examination period (e.g. illness, injury, or personal problems) please inform school at the earliest possible time so we can help and advise you. A parent/carer must contact the Attendance Officer at school by telephone on 01633 420106 and specifically ask that the message is also given to Mrs Morgans, Exams Officer. We must receive a call for EVERY exam missed.
- Not attending the exam, even due to illness, has to be the very last resort. All possible attempts must be made to sit the exam even if disadvantaged in some way. However, please make the Exams Office aware of any such disadvantage before the exam.
- Only in 'very exceptional circumstances' are candidates granted 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/carer and given to the Exams Office without delay. In all cases where an application can be made for special consideration, it must be submitted within 5 days following the exam. It may be that if you do not sit a particular unit – you may not obtain an overall result for that subject. Where an application for special consideration is submitted to the Exam Board, it is for them to consider - it is not the decision of the school.
- Parents and candidates are reminded that the school will require payment for entry fees (usually approximately £35.00 per subject, depending on the subject and the Exam Board) should a candidate fail to attend an examination without good reason. Medical evidence is usually required. Please check with the Exams Office.
- Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

## **AFTER THE EXAMINATIONS**

### **RESULTS**

- Provisional results are available in school on Thursday 17<sup>th</sup> August (AS/A2) from 9.00am. It will be Thursday 24<sup>th</sup> August (GCSE) from 9.00am.
- Please be aware that you will require evidence of ALL of your results obtained at Caerleon to enable you to enrol onto your courses at your desired Post-16 centre/college. You should check that you have received evidence of everything taken at Caerleon.
- These provisional Statement of Results are NOT certificates and will not be sufficient for proof of qualifications for potential employers (please see 'Certificates' section).
- **Results can NOT be given over the telephone or via email to anyone under any circumstances. Students should collect their own results in person ideally.**
- If the student is unable to collect their own results in person, the following is required:
  - A written request, signed by the student, with full details of the nominated person authorised to collect the results. A proforma has been included within this booklet if you wish to use this,  
*and*

- Photographic proof of identity of the nominated person (not the student), in the form of a driver's licence or passport.
- The results belong to the pupil and to protect pupil confidentiality, we will be unable to release results without such consent and evidence.
- If you are on holiday or cannot come into school for your results you can leave an A4 stamped addressed envelope (with sufficient postage) with the Exams Office for your results to be posted to you on the Results Day. This can be done at any time during the remainder of the summer term.

## **REFERENCES**

- If you need an official school reference for employment or other purposes you should ensure that under normal circumstances employers contact The Headteacher at the school address and not individual teachers.

## **CERTIFICATES**

- Certificates usually arrive by mid November. They are available for collection from 1<sup>st</sup> December onwards. You will be given ALL of your certificates gained for qualifications taken at Caerleon.
- You will be able to collect your certificates in person during school hours. You should bring in I.D with you and you will be asked to sign to prove you have collected them.
- Certificates will **NOT** be issued to any person other than yourself unless that person has a signed, written authorisation from you to collect certificates on your behalf. They must also bring their own I.D with them and sign the collection register. A proforma has been included within this booklet if you wish to use this for this purpose.
- Once issued, certificates cannot be replaced by the school if lost or damaged and duplicates are rarely issued by exam boards. It is very expensive and time consuming to obtain a 'certifying statement of results' and you must obtain them by contacting the exam boards directly.
- IT IS VITAL THAT YOU COLLECT YOUR CERTIFICATES. The school is obliged to hold certificates for a minimum of 12 months. It is your responsibility to ensure these are collected and kept safe. You will need to provide certificates to colleges, training providers and employers as proof of your qualifications.

## The Use of Calculators in Exams 2015-16

Caerleon advises that students bring and use their own scientific calculators for exams. They should ensure that they are familiar with the use of the calculator which will save time during the exam. Candidates who need to borrow calculators may waste valuable time during the exam as they may be unfamiliar with them. There are very few calculators available to borrow in the exam room and some students may be disadvantaged if they fail to bring their own equipment.

### JCQ - Important information about the use of calculators in exams

For question papers where the use of calculators is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations.

The instructions set out in this section apply to all examinations unless stated otherwise in the appropriate awarding body's subject-specific instructions.

<p><b>Candidates should be told these regulations beforehand.</b></p> <p><b>Calculators must be:</b></p> <ul style="list-style-type: none"><li>• of a size suitable for use on the desk;</li><li>• either battery or solar powered</li><li>• free of lids, cases and covers which have printed instructions or formulas</li></ul>	<p><b>Calculators must not:</b></p> <ol style="list-style-type: none"><li>1. be designed or adapted to offer any of these facilities: -<ul style="list-style-type: none"><li>• language translators;</li><li>• symbolic algebra manipulation;</li><li>• symbolic differentiation or integration;</li><li>• communication with other machines or the internet.</li></ul></li><li>2. be borrowed from another candidate during an examination for any reason; *</li><li>3. have retrievable information stored in them - this includes: -<ul style="list-style-type: none"><li>• databanks;</li><li>• dictionaries;</li><li>• mathematical formulas;</li><li>• text.</li></ul></li></ol>
<p><b>The candidate is responsible for the following:</b></p> <ul style="list-style-type: none"><li>• the calculator's power supply;</li><li>• the calculator's working condition.</li></ul>	

**Advice:\*** An invigilator may give a candidate a replacement calculator, if available.

Where access is permitted to a calculator for part of an examination, it will normally be acceptable for candidates to place their calculators on the floor under their desks in sight of the invigilator(s) for the non-calculator section of the exam.

Calculator lids and instruction leaflets are not allowed in the exam room, all students must leave them in their bags or hand them in to an invigilator before entering the exam room.

Pencil cases and spectacle cases that are not transparent must NOT be taken into the exam room and must certainly not be on the candidate's desk.



# RESULTS DAY!

## GCSE

THURSDAY 24<sup>th</sup>  
AUGUST 2015

9.00am onwards

Main Hall

**Results should be collected in person ideally by the student themselves.**

Any representative collecting results on their behalf will need a letter of authorisation (see template) from the student and a form of their own identification. Results cannot be released otherwise.

The results you will be given on this date are not certificates.

Please see information about certificates.

# RESULTS DAY!

GCE AS / A2

THURSDAY 17<sup>th</sup>  
AUGUST 2015

9.00am onwards

Main Hall

**Results should be collected in person ideally by the student themselves.**

Any representative collecting results on their behalf will need a letter of authorisation (see template) from the student and a form of their own identification. Results cannot be released otherwise. The results you will be given on this date are not certificates. Please see information about certificates.

# RESULTS THIRD PARTY COLLECTION

## PERMISSION TO COLLECT A CANDIDATE'S RESULTS

To Student: Please print and complete this form

\_\_\_\_\_ (Name)

\_\_\_\_\_ (Address 1)

\_\_\_\_\_ (Address 2)

\_\_\_\_\_ (Address 3)

\_\_\_\_\_ (Address 4)

\_\_\_\_\_ (Address 5)

\_\_\_\_\_ (Date)

To: Examinations Office

I will not be able to collect my results on results day and, therefore, give permission for

\_\_\_\_\_ (Name) to collect them on my behalf.

**He/she will bring proof of identity and a copy of this notification to enable you to release my results.**

Yours faithfully

\_\_\_\_\_ Form Group \_\_\_\_\_  
(Signature)

\_\_\_\_\_ (Student: Print Name)

\_\_\_\_\_ (Exam/Candidate Number)

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This form must be handed in on Results Day by the nominated person named above for the collection of student results (as signed above).

*Office Use Only: I.D checked – please initial*

# CERTIFICATES THIRD PARTY COLLECTION

## PERMISSION TO COLLECT A CANDIDATE'S CERTIFICATES

To Student: Please print and complete this form

\_\_\_\_\_ (Name)

\_\_\_\_\_ (Address 1)

\_\_\_\_\_ (Address 2)

\_\_\_\_\_ (Address 3)

\_\_\_\_\_ (Address 4)

\_\_\_\_\_ (Address 5)

\_\_\_\_\_ (Date)

### TO: Examinations Office

I am unable to collect my certificates in person from school, and therefore, give permission for \_\_\_\_\_ (Name) to collect them on my behalf.

**He/she will bring proof of identity and a copy of this notification to enable you to release my certificates.**

Yours faithfully

\_\_\_\_\_ Form Group \_\_\_\_\_  
(Signature)

\_\_\_\_\_ (Student: Print Name)

\_\_\_\_\_ (Exam/Candidate Number)

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This form must be handed in when collecting certificates by the nominated person named above for the collection of student certificates (as signed above).

*Office Use Only: I.D Checked – please initial*