

[www.gordanoschool.org.uk/students/exam-centre](http://www.gordanoschool.org.uk/students/exam-centre)



## EXAMINATION INFORMATION BOOKLET

### SUMMER EXAM SERIES 2024

#### **Key dates:**

|   |   |
|---|---|
| w/c: 29 <sup>th</sup> January 2024              | Statement of entry issued (see page 2)          |
| 9 <sup>th</sup> February 2024                   | Deadline for summer entries confirmation        |
| Start of term 5                                 | Individual timetable issued (see page 2)        |
| 6 <sup>th</sup> and 13 <sup>th</sup> June 2024  | Contingency afternoon sessions                  |
| 26 <sup>th</sup> June 2024                      | Full contingency day (end of exam season)       |
| 24 <sup>th</sup> —28 <sup>th</sup> June 2024    | Sixth Form Induction (year 11 into year 12)     |
| 15 <sup>th</sup> August 2024—8.00am             | A & AS Level (GCE) Results Day                  |
| 22 <sup>nd</sup> August 2024—8.30am             | GCSE Results Day                                |
| Deadlines/fees will be available on results day | Enquiries about Results / Post results services |



[www.gordanoschool.org.uk/students/exam-centre](http://www.gordanoschool.org.uk/students/exam-centre)



[exams@gordanoschool.org.uk](mailto:exams@gordanoschool.org.uk)



01275 842606

*Exams Officer: Mrs Sarah James*

*Exams Administrator: Dr Rachel Brown / Ms Laura Miller*



## **BEFORE THE EXAMS**

### **◆ STATEMENT OF ENTRY**

A statement of entry is a list of all the exams that you have been entered for. You will be issued with a statement of entry via the exams system

[www.schoolworkspace.com](http://www.schoolworkspace.com) **at the end of January**. If you have not yet registered your account you can find step by step instructions on the school website [Gordano School - Exam Centre](#) under the heading 'Exam Communications to parents'.

You must check:

- ◇ There are no errors or omissions (please check tiers i.e. higher or foundation for the appropriate subjects)
- ◇ Both parents and students need to confirm on schoolworkspace that you have been correctly entered by no later than **Friday 9th February** so that any changes can be made without the school incurring a charge.
- ◇ The start times showing are provisional, but the exam dates are confirmed.
- ◇ Should you have 2 exams scheduled for the same time, we will reschedule one of those exams and you will be given full details of the arrangements with your exam timetable.
- ◇ If you have upcoming mock exams, these exams will also show here. You only need to confirm the entries for May/June exams.
- ◇ Exam fees are for reference only, however, students who fail to attend an exam with no valid reason will be invoiced for these charges and any associated costs.

### **◆ EXAM TIMETABLES**

Your exam timetable will show you the date and times of all your exams along with your room and seating allocation. You can view your live timetable through schoolworkspace (as detailed above). Please check these as soon as they are received and highlight any issues asap.

## **DURING THE EXAMS**

### **◆ EXAM TIMES**

The usual start times are: 9.00am for morning exams and 1.30pm for afternoon exams. (There may be occasions where these must be varied, so always refer to your exam timetable).

Please be outside the exam room at least 10 minutes before the start time.

Ensure you are aware of your 4 digit candidate number (this is the code you used for the canteen).

Please wait in the exam waiting areas as directed by a member of staff.

SP2 = Sports Hall located in building 8 (new sports hall) . **Candidates in Row A-L**, meet at the front entrance to the New sports hall, where the RED ARROW IS. **Candidates in rows M-Z** meet on the courts marked as 'Exam Waiting Area'.



Other venues—please wait quietly outside these venues and wait for instructions.

#### ◆ DRESS CODE

**Years 10—11** Normal school uniform must be worn for all assessments. No hoodies, hats, coats, jackets or scarves will be allowed and you will be asked to remove such items. You may choose to wear your blazer OR put it in your bag. You are not allowed to have the blazer on the back of your chair, so if you want to take it off during the assessment you need to raise your hand and give it to an invigilator who will put it at the front of your row.

**Years 12—13** Appropriate casual clothing should be worn. Hats, scarves, coats are not allowed.

#### ◆ IF YOU ARE LATE

Notify the exams team IMMEDIATELY on 01275 842606 or email [exams@gordanoschool.org.uk](mailto:exams@gordanoschool.org.uk). Depending on the circumstances it is likely that you will still be able to take your exam. However, there are strict regulations that must be complied with, so it is vital you speak to the Exams team as soon as you know so that we can help make the appropriate arrangements.

You should be aware that if you are very late, the Exam Board may not accept your paper and you may not be given the full-time allowance for your paper.

#### ◆ TEMPORARY INJURY

If you have a temporary injury (e.g. a broken arm) that may require special arrangements to be put in place please let the Exams Team know as soon as possible.

◆ **IF YOU ARE UNWELL**

If you are unable to attend due to illness notify the exams team immediately. You may still be awarded a grade for this exam by making an application for special consideration. The regulations depend on a number of factors and the Exams Team will be able to advise on the specifics for your particular circumstances.

Absences with no valid reason will not qualify for special consideration and any fees and associated costs will be invoiced to parents/guardians.

◆ **SPECIAL CONSIDERATION**

Special consideration is a post-examination adjustment to a candidates mark to reflect absence, temporary illness, temporary injury or some other event outside of the candidate's control **at the time of the assessment** which affects performance in an exam.

Applications for special consideration can only be made by the school and will only be made in exceptional circumstances, such as serious illness, bereavement, and other major traumas.

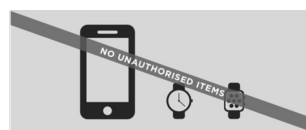
It is not available for long term conditions, any adjustments required in these cases should be accommodated through the provision of access arrangements if appropriate.

Normal exam anxiety does not qualify for special consideration.

If you wish to make a special consideration application please visit the school website **ON THE DAY OF THE EXAM** [Gordano School - Exam Centre](#)

◆ **EQUIPMENT**

Mobile phones/ ipods/MP3 players/smart watches any web enabled devices are NOT allowed in the exam room.



or

Watches of **ANY** type are NOT allowed in the exam room.

If you are found with any unauthorised device / material in your possession once the exam has started, we are required to report it to the exam boards as a malpractice (whether or not you were using them) and you will face disqualification from at least that paper. We recommend that you leave all such devices at home. Otherwise they will need to be SWITCHED OFF and left in your bags. We are unable to guarantee the safety of any such devices.

You must not communicate through eye contact, mouthing or talking in the exam room from the moment you enter the room until you have left.

Do not borrow anything from another candidate.

If you need assistance, put your hand up and wait for an invigilator to come to you.

Start and finish times will be displayed on a clock in the room

You should simply cross out anything that is wrong when you are sure you do not want it to be marked.

When you are asked to stop writing simply do that

Students are NOT permitted to leave an assessment before the finish time.

Toilet breaks will not be allowed during the last 10 minutes of the exam.

#### ◆ **EXAM STATIONERY**

Answers should always be written with a **BLACK** ballpoint pen -unless otherwise stated on the front of the exam paper. Please bring at least one spare black pen to the assessment. Do not use correction fluid or correction pens.

Students should come equipped with all the necessary stationery that they need to sit the exams eg. compass, protractor, a calculator when permitted. Make sure all calculators work properly and that any batteries it requires are working. Remove any covers which have printed instructions or formulae. All stationery should be in a clear see through pencil case or plastic bag.

Water bottles containing still water must be clear and transparent with no writing on them . No other food or drink is allowed.

Students are advised at the beginning of the exam to check that they are sitting the correct paper and tier (where appropriate). Students should flag with an invigilator if there are any queries.

#### ◆ **AT THE END OF THE EXAM**

Please leave in silence. You are not allowed to take anything from the exam room except your own possessions. When still in school, please return to normal lessons, unless your exam finished within 10 minutes of break, lunchtime or the end of the school day. (Follow the instructions from the exam team). When study leave commences, please sign out at the student centre/sixth form office.

## **FOLLOWING EXAMS**

Following your exams it is important that you are aware of the following information:

### **◆ RESULTS DAY**

Results can be collected on site at the designated date / time (see front cover for details).

Results will also be emailed to students school email addresses from 2.00pm on results day. If you are on holiday abroad, you will not be able to access your school email address, so please make arrangements for someone to come and collect results on site.

Results can only be given to the student. If you would like to nominate someone else to collect your results on your behalf, then you will need to complete this link **Collection of results - if not the candidate** and the person identified will need to bring in photographic ID on the day for results to be released.

Your results envelope will contain important information relating to post results services available to you, including a break down of the marks achieved for each paper. This information is not available on the emailed version.

### **◆ POST RESULTS SERVICES / ENQUIRIES ABOUT RESULTS (EAR'S)**

If you are concerned about any aspect of your results, staff will be available on results day to support you.

It is possible to make enquiries about results but there are strict exam board deadlines and these are not negotiable.

Full information regarding Enquiries About Results and Post Results services including costs and deadlines will be available in your results envelope. Copies can also be found on the school Exam Centre on the website along with an explanation of each of the services available on results day.

Grade boundaries can be found at the following websites **ON** results day.

AQA: [AQA | Exams admin | Results days | Grade boundaries](#)

Pearson: [Grade boundaries | Pearson qualifications](#)

OCR: [Grade boundaries \(ocr.org.uk\)](http://ocr.org.uk)

Eduqas / WJEC: [Results and Grade Boundaries \(eduqas.co.uk\)](http://eduqas.co.uk)

◆ **CERTIFICATES**

The school will receive certificates from the exam boards during November 2024.  
We will contact you at this time with the arrangements for collection.

Please ensure you keep us up to date with any address changes / email changes so we can contact you. Any changes should be notified to [datateam@gordanoschool.org.uk](mailto:datateam@gordanoschool.org.uk)

Exam certificates will only be available for 12 months from when the exam was sat in the summer, so please ensure you collect your certificates promptly and check that all of your certificates are present.

We are required to destroy any certificates that are not collected after 12 months. Certificates cannot be posted.

Keep your certificates safe!

◆ **JCQ EXAM RULES AND REGULATIONS**

Other information regarding JCQ Exam Rules and Regulations can be found on the Gordano school website under Information for Candidates or at the link below:

**Please take the time to familiarise yourself with the JCQ rules:**  
<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>



The documents you should be aware of are:

Information for candidates—coursework Assessments

Information for candidates—Non-examination Assessments

Information for candidates—on-screen tests

Information for Candidates—Written examinations

Information for Candidates—privacy notice

Information for candidates—social media

Preparing to sit your exams

Please take the time to read these so you are familiar with all that is required during exam seasons.



### **Centre Assessed Marks (GCE and GCSE non-examination assessments)**

Gordano School is committed to ensuring that whenever its staff mark candidates' work this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Gordano School is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Internal standardisation and moderation will ensure consistency of marking.

Departments will ensure that candidates are informed of their centre assessed marks and that they are aware of the relevant deadlines so that they may request a review of the centre's marking before the marks are submitted to the awarding body.

After candidates work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation process may lead to mark changes. This process is outside of the control of Gordano School.

To appeal the internal assessment decisions, students / parents must follow the 'internal appeals procedure' that is found on the Gordano School website.

A candidate cannot request a review simply because they do not like their mark. A specific issue must be identified. **Candidates should be aware that marks can go down as well as up following a request for a review.**

Information regarding Gordano's non-examination assessment policy and internal appeals procedure can be found on the Gordano website.