

# **Examination briefing**

## **Summer 2022**

Information for Candidates

## Briefing: Instructions for candidates

As an exam candidate you must ensure you are fully prepared for every exam you are taking. You need to understand the rules and what will happen at the time of your exam(s).

### At the time of your exam(s)

- ① You **must not** enter the exam room until invited to do so by the invigilator
- ① You are under **formal examination conditions** from the moment you enter the room in which you will be taking your exam(s) until the point at which you are permitted to leave  
**This means you must not talk to, attempt to communicate with or disturb other candidates**
- ① You **must** listen to and follow the instructions given to you by the invigilator **at all times**
- ① Breaches of examination conditions including failing to abide by the instructions given, the required supervision arrangements and the introduction of unauthorised material into the examination room are considered by the awarding bodies as malpractice. Those who have breached the regulations may be subject to penalties in accordance with the JCQ publication **Suspected Malpractice in Examinations and Assessments 2021-22** - [www.jcq.org.uk/exams-office/malpractice](http://www.jcq.org.uk/exams-office/malpractice)
- ① The centre number, subject title and paper number, the actual starting and finishing times, and date, of each exam will be clearly displayed and visible to you in the exam room

### Before you are permitted to start your exam(s), the invigilator will:

- make sure you are seated according to the set seating arrangements
- tell you that you must now follow the regulations of the exam
- ask you to check that you have been given the correct question paper for the day, date, time, subject, unit/component and tier of entry, if appropriate
- tell you to read the instructions on the front of the question paper
- ask you to check that you have all the materials you need for the exam
- tell you about any erratum notices
- instruct you about emergency procedures

### The invigilator will also remind you that you **must**:

- hand in any unauthorised materials (this includes your mobile phone) if you have not already done so (This is your final chance. Failure to do so may lead to disqualification)
- write clearly and in black ink
- write your first name, surname, (except for CCEA exams), centre number, candidate number and unit or component code or paper details on your answer booklet(s) and on any additional answer sheet(s) used
- fill in any other details as necessary
- do all work, including rough work, on examination stationery unless otherwise stated
- write your answers in the designated sections of the answer booklet
- neatly cross through any rough work but do not make it totally illegible, as it will be forwarded to the examiner  
**(Remember you must add your candidate details to any additional answer sheets that you use for rough work)**
- do any rough work for multiple-choice papers in the question booklet.

**The invigilator will also remind you that you **must not** use** correcting pens, fluid or tape, erasable pens, blotting paper and you **must not** use highlighters or gel pens in your answers.

### The invigilator will:

- tell you **when** you may complete the details on the front of your answer booklet
- tell you **when** you may begin to write your answers
- tell you the time allowed (the duration) of your paper(s)
- remind you that you are **not allowed** to communicate in any way with, ask for help from or give help to another candidate while you are in the exam room

### The invigilator is **not** allowed to:

- give you any information or answer any questions from you about the content of your exam paper unless it relates to the instructions on the front of the question paper
- give you any indication of the time elapsed or remaining for you to complete your exam paper

**This document has been written to help you.  
Read it carefully and follow the instructions.**

If there is anything you do not understand, especially which calculator you may use, ask your teacher.

## **A. Regulations – Make sure you understand the rules**

- 1 Be on time for all your exams. If you are late, your work might not be accepted.
- 2 Do not become involved in any unfair or dishonest practice during the exam.
- 3 If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
- 4 You must not take into the exam room:
  - (a) notes;
  - (b) an iPod, a mobile phone, a MP3/4 player or similar device, **or a watch.**

Any pencil cases taken into the exam room must be see-through.

**Remember: possession of 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 **If you have a watch, the invigilator will ask you to hand it to them.**
- 6 Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
- 7 Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
- 8 You must not write inappropriate, obscene or offensive material.
- 9 If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
- 10 Do not borrow anything from another candidate during the exam.

## B. Information – Make sure you attend your exams and bring what you need

- 1 Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
- 2 If you arrive late for an exam, report to the invigilator running the exam.
- 3 If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
- 4 Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
- 5 You must write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.

## C. Calculators, dictionaries and computer spell-checkers

- 1 You may use a calculator unless you are told otherwise.
- 2 If you use a calculator:
  - (a) make sure it works properly; check that the batteries are working properly;
  - (b) clear anything stored in it;
  - (c) remove any parts such as cases, lids or covers which have printed instructions or formulae;
  - (d) do not bring into the exam room any operating instructions or prepared programs.
- 3 Do not use a dictionary or computer spell checker unless you are told otherwise.

## D. Instructions during the exam

- 1 Always listen to the invigilator. Always follow their instructions.
- 2 Tell the invigilator at once if:
  - (a) you think you have not been given the right question paper or all of the materials listed on the front of the paper;
  - (b) the question paper is incomplete or badly printed.
- 3 Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
- 4 Do not start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam.
- 5 Remember to write your answers within the designated sections of the answer booklet.
- 6 Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers.

Make sure you add your candidate details to any additional answer sheets that you use, including those used for rough work.

## E. Advice and assistance

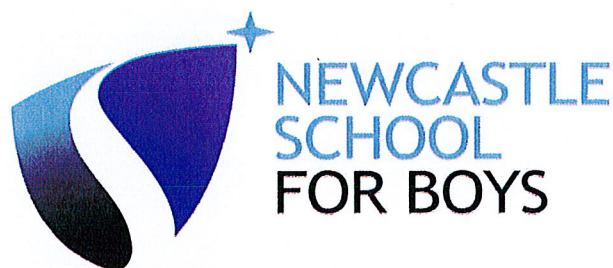
- 1 If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
- 2 Put up your hand during the exam if:
  - (a) you have a problem and are in doubt about what you should do;
  - (b) you do not feel well;
  - (c) you need more paper.
- 3 You must not ask for, and will not be given, any explanation of the questions.

## F. At the end of the exam

- 1 If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order.

Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.

- 2 Do not leave the exam room until told to do so by the invigilator.
- 3 Do not take from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.



### Food and Drinks in the Exam Room

Drinks and small food items such as sweets and lozenges are allowed in the examination room on the condition that any such items brought into the examination room whether by the candidate or the centre are **free from packaging and all labels are removed** from drink containers.

The consumption of any food or drink brought into the examination room must not distract other candidates.

- Candidates are reminded of these rules during examination briefings
- Invigilators should check that food and drink comply with these restrictions **before** the examination begins

## Information for candidates Using social media and examinations/assessments



### **This document has been written to help you stay within examination regulations. Please read it carefully.**

We all like to share our experiences when taking examinations. However, it is important to consider what you say and to think about what information is being shared.

Sharing ideas with others online could be helpful when you're studying or revising.

However, there are limits to the amount of information you can share and you need to be careful not to break the rules. We'd like to ask you to act responsibly when discussing online. If you're in doubt about what you can and can't discuss online regarding your exams, it's always best to check with your teacher.

If you receive what is or what looks to be assessment related information through social media, or any other means, you must tell your teacher or another member of staff. You must show them what you have received (if available). They will then report the matter to the awarding body and it will be investigated.

Where candidates breach the rules for examinations, controlled assessments, coursework or non-examination assessments, awarding bodies have an obligation to investigate and may apply penalties.



### **You should be aware that the following constitute malpractice:**

- copying or allowing work to be copied – i.e. posting written work on social networking sites prior to an examination/assessment;
- collusion: working collaboratively with other candidates beyond what is permitted;
- allowing others to help produce your work or helping others with theirs;
- being in possession of confidential assessment related information in advance of the examination;
- exchanging, obtaining, receiving (even if not requested) or passing on assessment related information by any means of communication (even if just attempting to);
- failing to report to your centre assessment related information being shared online; or
- passing on rumours of exam content.

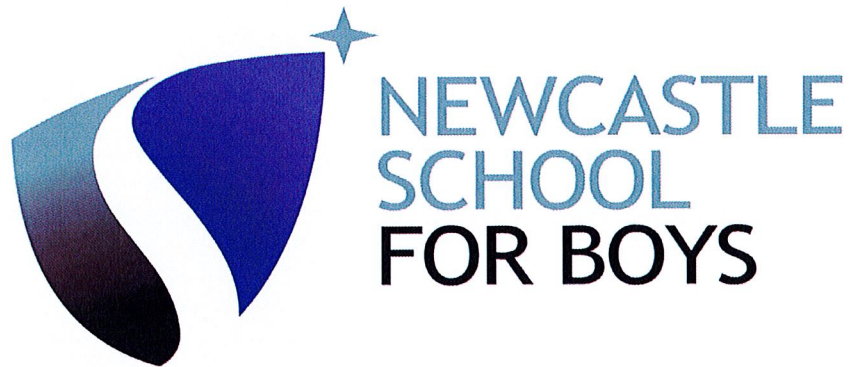
### **Penalties that awarding bodies apply include:**

- a written warning;
- the loss of marks for a section, component or unit;
- disqualification from a unit, all units or qualifications; or
- a ban from taking assessments or exams for a set period of time.



### **Please take the time to familiarise yourself with the JCQ rules:**

<http://www.jcq.org.uk/exams-official-information-for-candidates-documents>



## Results Day

GCE results will be available from 0800 on Thursday 18<sup>th</sup> August

GCSE results will be available from 0930 on Thursday 25<sup>th</sup> August

You must personally collect your results, unless you mail [examsoffice@newcastleschool.co.uk](mailto:examsoffice@newcastleschool.co.uk) with the name of the person you would like to collect your results in your place.

## NSB Review of Results (RoR) and Access to Scripts (ATS)

Following the issue of results, awarding bodies make post-results services available.

Details of the services available can be found in the JCQ document: [Post-Results Services](#), which can be found at <https://www.jcq.org.uk/>

### Access to Scripts (ATS) and Reviews of Results (RoR) Services

*Access to Scripts* - Requests may be made for copies of scripts:

- to inform a possible Review of Marking request
- to be used as support for on-going Teaching and Learning

Written consent must be obtained from a candidate for an ATS that is going to be used to support Teaching and Learning.

If the centre or a candidate (or his parent/carer) has a concern and believes a result may not be accurate, a review of the result may be requested.

*Reviews of Results* (RoRs) offers a range of services.

- Service 1 - Clerical re-check
- Service 2 - Priority review of marking (**GCE only**)
- Service 2 - Review of marking
- Service 3 - Review of moderation (this service is not available to an individual candidate)

Written candidate consent (informed consent via candidate email is acceptable) is required in all cases before a request for a RoR service 1 or 2 is submitted to the awarding body as with these services candidates' marks and subject grades may be lowered. Candidate consent can only be collected **after** the publication of results.

If a concern is raised by a member of staff about a particular examination result then the candidate will be informed by that member of staff and asked if they want to make an RoR request paid for by the candidate. The candidate must then complete the relevant [NSB RoR request form](#).

If a candidate or his parent/carer, would like to request a RoR or an ATS, either before or after discussions with staff, they must complete the relevant [NSB RoR request form](#) or give informed consent via email. In all cases except requests for review of moderation, the candidate will be responsible for payment of the associated fees.

The school will only pay for ATS requests to aid teaching and learning if the request is made by the relevant teacher.

If the candidate (or his/her parent/carer) believes there are grounds to appeal against the centre's decision not to support a review, an internal appeal can be submitted to the centre by completing the internal appeals form at least five days prior to the internal deadline for submitting a request for a review.

The appellant will be informed of the outcome of his/her appeal before the internal deadline for submitting a RoR.

### Deadlines for Post-Results Services – [JCQ website](#)

#### June 2022 Series

ATS GCE to support review of marking - 1<sup>st</sup> September

ATS GCSE to support review of marking - 8<sup>th</sup> September

ATS to support teaching and learning - 29<sup>th</sup> September

Service 1 - Clerical re-check - 29<sup>th</sup> September

Service 2 - Priority review of marking (*GCE only*) - 25<sup>th</sup> August

Service 2 - Review of marking- 29<sup>th</sup> September

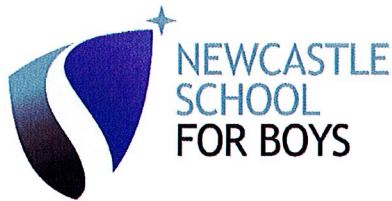
Service 3 - Review of moderation- 29<sup>th</sup> September

### GCE Fees for Post Examination Services (November 2021)

Awarding Body	Clerical Check	Priority Review of Marking	Review of marking	Copy of reviewed script	Access to scripts RoR (priority)	Access to scripts T&L
AQA	£16.10	£51.75	£43.45	£6.80	£8.65	£6.80
Pearson (Edexcel)	£11.30	£55.90	£46.90	£12.50	Free	Free
OCR	£19.50	£66.75	£54.25	tbc	£14.00	£13.25

### GCSE Fees for Post Examination Services November 2021

Awarding Body	Clerical Check	Review of marking	Copy of reviewed script	Access to scripts T&L
AQA	£8.05	£37.55	£6.80	£6.80
Pearson (Edexcel)	£11.30	£40.40	£12.50	Free
OCR	£19.50	£54.25	tbc	£13.25



## **Procedures in relation to coronavirus (COVID-19) or possible coronavirus pupil cases during public exams, 16<sup>th</sup> May to 24<sup>th</sup> June 2022 inclusive (and reserve day, 29<sup>th</sup> June 2022)**

These procedures apply to all public examinations including A levels and GCSEs being sat in school during the summer term series.

To support the best possible outcomes for all of our pupils, it is the School's intention to run a safe and full programme of public examinations during the summer term with the highest possible levels of attendance.

To help achieve this within the context of the ongoing challenges of coronavirus, we will maintain a number of mitigations in examination rooms and around the Senior School site including:

- as much **social distancing** as can reasonably be achieved in examination seating arrangements
- **hand sanitising**
- **ventilation** without compromising candidates' thermal comfort
- **cleaning** of shared examination desks between sessions

We recognise that this is a difficult situation for candidates and others involved in this process. However, as throughout the pandemic, our priority remains to keep all members of our community safe and well. Thankfully, there appear to have been relatively few recent pupil cases of coronavirus, but we do know that the latest variants can transmit quickly and easily.

Whilst we understand that candidates may be keen to sit and complete examinations even though they may be unwell and have only mild symptoms, we have to be mindful of the risks of coronavirus and other respiratory infections being passed on to other candidates and staff at this time.

The [Joint Council for Qualifications \(JCQ\)](#) has advised that **candidates who are unwell or displaying [symptoms of a respiratory infection such as coronavirus \(COVID-19\)](#) with a high temperature on the day of one of their examinations or have taken a coronavirus test and has a positive result, should stay at home and not attend their examination.**

If this applies to your son, please contact the School's examinations team via [examsoffice@newcastleschool.co.uk](mailto:examsoffice@newcastleschool.co.uk) at the earliest opportunity and ideally before the scheduled start of the examination.

**If a pupil is unable to attend school to sit an examination due to coronavirus or its symptoms:**

- i. the School, as an examination centre, will ask the pupil and their parents to self-certify the reason for absence using JCQ Form 14. The School is not obliged to require the pupil to provide proof of a test but may keep a record, such as a photograph, as evidence if it is available.
- ii. the School will submit to the relevant awarding body(-ies) an online application for **special consideration** for each of any missed examinations using the category 'absent candidate'.
- iii. JCQ has advised that as candidates' examinations have been spaced by at least 10 days in every subject, they will be able to receive grades based on the other components completed.

[Current government guidance](#) states that children and young people who are unwell can return to school when they no longer have a high temperature, and they are well enough to attend. Children and young people aged 18 and under with a positive coronavirus test result should stay at home and avoid contact with other people for three whole days. The day of the positive test is day zero.

By attending and sitting an examination, your son and you are indicating that he is not currently unwell with coronavirus symptoms including a high temperature nor has he tested positive for coronavirus within any of the previous three days.

The School reserves the right to refuse a pupil's attendance including to sit an examination if, in its reasonable judgement, it is necessary to on the grounds of health and safety to protect other pupils and staff from possible infection.

The School will monitor carefully these arrangements throughout the summer term's examination series and reserves the right to make changes to them to maximise pupils' and staff health and attendance.

Of course, beyond coronavirus, there remain **other illnesses and situations such as bereavement** that may adversely affect a candidate's performance in one or more examination papers and for which an application for **special consideration** can be made. If you think your son's performance in an examination paper may be affected by such circumstances, please contact a member of our examinations team via [examsoffice@newcastleschool.co.uk](mailto:examsoffice@newcastleschool.co.uk) at the earliest possible stage and ideally before he sits the paper.

Headmaster  
April 2022

# Exam checklist for students



Before each exam, be sure to check:

- The date, time and location of the exam (particularly if it's in the morning or afternoon)
- The equipment you need for the exam (pencils, black pens, ruler, calculator, maths set etc). Remember to bring it with you.

If you are allowed to bring a calculator into the exam, check that:

- it is an approved model
- the batteries are working
- anything stored on it is cleared
- parts such as cases, lids or covers are removed

- If you have a case for your equipment (i.e. pens, pencils etc), it is transparent

- There is no label on any drinks bottle you intend to bring in

- Your mobile phone and any web-enabled devices are switched off and stored in line with advice from your Exams Officer

# Did you know?



To keep exam papers confidential until students sit them, all exams in a given subject qualification are taken at the same time nationwide.



The exam boards and Ofqual, the exams regulator, monitor social media throughout the exam period to make them aware of any breaches of confidentiality.



Exam rules apply to every school and college throughout the country, and checks are made to ensure the rules are followed.



You must not take any exam stationery with you out of the exam hall once the exam has finished, including question papers, answer booklets (used or unused) or rough work.



If you have your phone in the exam room, you could be disqualified, regardless of whether or not it is switched off or in aeroplane mode. You could even be disqualified from all your subjects.