

**CENTRE NAME:
CARDINAL NEWMAN CATHOLIC SCHOOL, HOVE**

EXAMINATIONS 2018 - 2019

**INFORMATION FOR
STUDENTS AND PARENTS/CARERS
ABOUT EXAMS**

CENTRE NO: 56810

TELEPHONE NUMBERS and EMAIL

SCHOOL TELEPHONE: 01273 558551

EXAMINATIONS OFFICE: 01273 558551 x550 / 551

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**CARDINAL NEWMAN
CATHOLIC SCHOOL**

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INTRODUCTION

It is the aim of Cardinal Newman Catholic School to make the examination experience as stress-free and successful as possible for all candidates.

Hopefully, this booklet will prove informative and helpful for you and your parents/carers. Please read it carefully and show it to your parents/carers 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 (or Examination Boards) set down strict criteria which must be followed for the conduct of examinations and Cardinal Newman Catholic School is required to follow them precisely. You should therefore pay particular attention to the Notices to Candidates that are printed at the back of this booklet.

Some of the questions you may have are answered at the back of this booklet. **If there is anything you do not understand or any question that has not been addressed, PLEASE ASK.**

If you or your parents/carers have any queries or need help or advice at any time before, during or after the examinations, please contact Mrs Reeves, the Examinations Officer or Mr Goldup, the Senior Assistant Headteacher.

The school telephone number for the Examinations Office is: **01273 558551 x550/551** and the email contact is: **exams@cncs.co.uk**

Remember - we are here to help.

GOOD LUCK!

BEFORE THE EXAMINATIONS

STATEMENTS OF ENTRY:

- All candidates will receive a 'Statement of Entry' from the school, indicating the subjects they are being entered for and the tiers of entry, where applicable. Please check that these are correct. Every unit which makes up a GCSE is shown (e.g. practicals) so there is a lot of information and not all entry codes are actual summer examinations. Some subjects only have one tier of entry whilst some have Foundation or Higher tiers. Check with the subject teacher if unsure about your tier of entry.
- You must check everything on your Statement of Entry very carefully. Particularly check that all personal details (date of birth, spelling of names) are accurate as these will appear on certificates (detailed below) and it may be difficult to change them once certificates are awarded. You must use your legal (formal) name as on your birth certificate for your examinations.
- The school uses the following Awarding Bodies: AQA, Edexcel (Pearson), Eduqas and OCR, all of whom publish useful online Exam Season information pages for students and parents.
- Each candidate has a four-digit candidate number to be stated on examination papers. It is unique to you. It will appear next to your name on seating plans and examination registers - **please learn it.**
- In addition to a candidate number, each candidate must have a Unique Candidate Identifier (12 numbers and 1 letter) which is shown on the top of the Statement of Entry and begins with the Centre Number (56810) unless you have transferred from another school that had already issued your UCI. Your UCI is used for administration purposes and it is not necessary for you to remember it.

EXAMINATION TIMETABLE

- A timetable showing the finalised dates and times of all possible summer examinations will be available as a link on the school website.
- The summer examination period covers the months of May and June but other units such as practicals are run throughout the year. Please try to avoid telephoning the school Examinations Officer to enquire about an individual student's final examination (for example if planning a post-exam holiday for a Year 11 student) as you will find the overall information on the school website.
- All candidates will receive their own individual examination timetable shortly before the examination season starts, listing the dates of their examinations, start times and rooms.

CONTACT NUMBERS & EMAIL ADDRESSES

- Please ensure you have informed the school if your contact number or email address has changed.

EQUIPMENT

- Make sure you have all the correct equipment before your examinations. Check the regulations in the Notice to Candidates and the information on the following pages.

DURING THE EXAMINATIONS

EXAMINATION REGULATIONS

- A copy of the 'Notices to Candidates', which are issued jointly by all the Awarding Bodies, are printed at the back of this booklet. All candidates must read these carefully and note that to break any of the examination rules or regulations could lead to disqualification from **all** subjects. The school must report any breach of regulations to the Awarding Body.

ATTENDANCE AT EXAMINATIONS

- Candidates are responsible for checking their own timetable and arriving at school on the correct day and time, properly dressed and equipped. Candidates must arrive at least 15 minutes prior to the start time of their examination, unless directed otherwise. Please wait quietly outside your examination room until you are invited to enter by the examination invigilators.
- Candidates who arrive late for an examination *may* still be admitted. If mitigating circumstances apply, then you must speak to the Examinations Officer (see Absence from Examinations).
- Full school uniform must be worn by all students attending school for examinations unless otherwise stated.
- All items of equipment, pens, pencils, mathematical instruments, etc. should be visible to the invigilators at all times. You must either use a transparent pencil case or clear plastic bag.
- Pens should be **black ink** or **ballpoint (not gel pens)**. No highlighters or coloured gel pens, correction pens, tape or fluid are allowed.
- For Mathematics and Science examinations, students should make sure their calculators conform to the examination regulations. If in doubt, check with your teacher. Remove any covers or instructions and make sure new batteries have been installed.

- Please make sure that any watch alarms are turned off. Watches must be placed on the desk or left in your bag.
- Do not attempt to communicate with or distract other candidates. Remember you must remain silent; you are still under examination conditions until you have left the room.
- Examination regulations are very strict regarding items that may be taken into the examination room (see FAQs at the end of this booklet). If you break these rules, **you will be disqualified from the examination.**
- **Mobile telephones, electronic devices or digital watches (e.g. Apple watches) MUST NOT BE BROUGHT INTO THE EXAMINATION ROOM.** If a mobile phone (or any other type of electronic communication or storage device) is found in your possession during an examination (even if it is turned off) it will be taken from you and a report made to the appropriate Awarding Body. Other analogue wrist watches must be removed from your arm and placed in front of you on the desk. No exceptions can be made.
- No food is allowed in the examination rooms. You may bring a small bottle of water into the examination room in a clear plastic bottle with no label attached. No other drinks are permitted.
- Please do not write on examination desks. Do not draw graffiti or write offensive comments on examination papers - if you do, the Awarding Body has the right to refuse to accept your paper.
- Listen carefully to instructions and notices read out by the invigilators - there may be amendments to the examination paper that you need to know about.
- Check you have the correct question paper - check the subject, paper and tier of entry.
- Read all instructions carefully and number your answers clearly. If you need more sheets of paper, put your hand up to ask the invigilator for paper. Additional sheets must be placed inside the main answer book.
- Candidates must stay in the examination room for the duration of the examination. You will not be allowed to leave an examination room early. If you have finished the paper 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.

- Invigilators will collect your examination papers before you leave the room. Absolute silence must be maintained during this time.
- Question papers, answer booklets and extra paper must **NOT** be taken from the examination 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.
- If the **fire alarm** sounds during an examination, the invigilators will tell you what to do. Do not panic. If you have to evacuate the room you will be asked to leave **in silence** 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. When you return to the examination 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. A copy of the Fire/Emergency Evacuation procedures is printed at the back of this booklet (page 14).

INVIGILATORS

- The school employs external invigilators to conduct the examinations. Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.
- Subject specialist teachers may be present before the start of an examination only. Listen carefully to the instructions read out by the Lead Invigilator at the start of all examinations.
- Invigilators are in the examination rooms to supervise the conduct of the examination. They will distribute and collect the examination papers, read out instructions, tell candidates when to start and finish the examination, hand out extra writing paper, if required, and will ensure that Awarding Bodies rules and procedures are followed. Also an invigilator will deal with any problems that occur during the examination, for example if a candidate is feeling ill.
- Please note that invigilators cannot discuss the examination paper with you or explain the questions.
- Students who are disruptive or behave in an unacceptable manner will be removed from the examination room by invigilators and members of the Senior Leadership Team. Parents/carers will be informed immediately and appropriate sanctions will follow. This may include transference to another centre to sit the remainder of their examinations.

ABSENCE FROM EXAMINATIONS

- If you experience difficulties during the examination period (e.g. illness, injury, or personal problems) please inform the Examinations Office staff as soon as possible.
- Only in very exceptional circumstances are candidates allowed Special Consideration for absence from any part of an examination. It is essential that evidence is obtained on the day by the candidate or parent/carer (e.g. an ill candidate must see their GP). Medical evidence, for example a hospital or GP's letter and/or copy of a prescription, must then be given to the Examination Officer without delay in all cases.
- Parents/carers and candidates are reminded that the school will require payment of wasted examination entry fees 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. Avoid creating your own timetable because this is where students have in the past made mistakes with times/dates.

OTHER MITIGATING CIRCUMSTANCES

- Certain serious mitigating circumstances can be taken into account in the form of Special Consideration by an Awarding Body for those examinations where a student attends but is considered to be disadvantaged (e.g. bereavement near the time of an examination). Medical evidence will be required in cases of illness.
- Please contact the school's Examination Officer at the time of the affected examination without delay. The school will handle such information sensitively and confidentially and the Examinations Officer will liaise with the relevant Awarding Body, if appropriate, to alert them to the issue.

AFTER THE EXAMINATIONS

NOTIFICATION OF RESULTS

- For GCE examinations and Level 3 BTECs, results day is **Thursday 15th August 2019**.
- For GCSE examinations and Level 2 BTECs, results day is **Thursday 22nd August 2019**.
- The results will be available for collection **by the students** from Newman College Lecture Theatre from 8.30am - 11.00am. Students are encouraged to collect their

results in person; some teachers will be available along with the Examinations Officer, in case of any urgent query.

- If someone else needs to collect your results on your behalf, you must give your signed authorisation to school before the end of the summer term. Please include your telephone number in case of query.
- Students who do not collect their results on the day will receive notification through the normal post. Letters will be posted after 12.00 noon. No results will be given out by telephone under any circumstances.
- Results will also be issued by email to each student's school email account. This will be done after 11.00am.
- All GCSE subjects are graded 9 – 1, with the exception of some Design and Technology papers.
- Pass grades for BTEC qualifications are Pass, Merit, Distinction or Distinction*.
- Pass grades for OCR Cambridge National qualifications are Pass, Merit or Distinction at Level 1 or Level 2.

RE-MARKS OR RETURNS OF EXAMINATION PAPERS (KNOWN AS 'ENQUIRIES ABOUT RESULTS')

- If, having received your results, you are concerned about the grade that you have received for any particular subject, you can obtain a re-mark form on results day (or from a link on Firefly) but these are not usually submitted to the Awarding Bodies until September.
- **The Examinations Office will not be not open until the start of the Autumn Term. You cannot contact the** Awarding Body yourself; they will tell you to enquire with your Examinations Officer when term starts.
- Do not rush into a decision to re-mark a paper. Re-marks are expensive. Check first that your overall grade was close to the boundary above, by waiting to speak (in September) to your subject teacher or the Subject Leader who can access the marks breakdown and they can see how you did on each examination paper.
- Re-marks cost a fee as shown on the re-mark form, but this is waived by the Awarding Body if the grade changes. Please note that your grades or marks can go down as well as up as the result of a re-mark and only a low percentage of re-marks result in any change of grade.
- You can also request your examination paper(s)/script(s) back, the costs for these will be available on Firefly. Some Awarding Bodies do now make available an electronic copy as a (limited) free service in September, which a Subject Leader

can access if there is a query about marking, or if a student needs the examination script back for revision for a re-sit in Year 12.

RE-SITS OF EXAMINATIONS AND POST-16 GCSE MATHEMATICS & ENGLISH LANGUAGE

- If you choose to re-sit a GCSE subject in the following summer, then you will be charged a fee and you will need a re-sit form from the Examinations Office. Prices and forms will be available on Firefly in November/December.
- Please note students would have to re-sit *every* paper in a GCSE subject.
- If you are in Year 11 now and do not achieve a pass in English Language or Mathematics, it is a Government requirement that all 16-19 year olds are given the opportunity to achieve good GCSEs in English and Mathematics by age 19. So whether you move on to college or an apprenticeship, if you do not achieve a pass in Year 11 in English or Mathematics you will be required to continue to study those subjects.

PRESENTATION OF CERTIFICATES

- A Distribution of Certificates Evening will take place in December. It is hoped that all Year 11, 12 & 13 students will be able to attend to receive their certificates from the Governors. Invitations to students will be sent out with full details nearer the time. This is a fairly informal get-together for students to collect their certificates and to see their old classmates who are not in Newman College.
- Students who are unable to attend Certificate Evening will be able to collect their certificates from the Examinations Office in January. Certificates will not be given to anyone other than the candidate, without the candidate's written and signed authorisation.
- Lost certificates can only be replaced by direct application to the appropriate Awarding Body. This will require proof of identity (such as a birth certificate) and a substantial fee per examination board. You are, therefore, urged to collect your certificates on Certificate Evening or as soon as possible thereafter and to keep them safe in future, as you may need to show them at future interviews, throughout your working life.

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, and 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. Correct times should be on your individual candidate timetable. It may be necessary for you to bring a packed lunch if you have examinations in the morning and afternoon as you will have to remain in isolation until both examinations are completed. If in doubt, please 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 examination starts. If you think something is wrong, put your hand up and tell the invigilator immediately.

Q. What do I do if I forget my Candidate Number?

Candidate Numbers are printed on seating plans, which are displayed in the examination rooms, and on attendance registers. Invigilators will be able to help you find your number. Alternatively, you can check the wall displays before going into the examination room.

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

The Centre Number is **56810**. 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 examination?

Inform school as soon as possible so we can help or advise you. In the case of an accident which 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 prior 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 special consideration. The allowance for Special Consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for exceptional cases). Parents/carers 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 or domestic

crisis. The Examinations Officer must be informed immediately, so that the necessary paperwork can be completed (within 7 days of the last examination 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 examination?

Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before or during an examination and you feel this may have affected your performance.

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

Provided you are not more than 1 hour late after the Awarding Body published starting time, 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 examination room. You must not enter an examination room without permission after an examination has begun.

Q. If I miss the examination can I take it on another day?

No. Timetables are regulated by the Awarding Bodies and you must attend on the given date and time.

Q. Do I have to wear school uniform?

Yes. Normal school regulations apply to uniform, hair, jewellery, make-up, etc.

Q. What equipment should I bring for my examinations?

For most examinations you should bring at least 2 pens (black ink only).

For some examinations you will need a calculator (Mathematics/Science), a 30cm ruler (marked with cm and mm), pencil sharpener and rubber, compasses, protractor, coloured pencil crayons (not gel pens or felt tips), set texts.

You are responsible for providing your own equipment for examinations. You must not attempt to borrow equipment from another candidate during the examination.

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

In the unlikely event that you were to take a bag, coat, mobile phone or any other items not permitted under examination regulations into the examination room, this must be left in the care of the invigilators before the examination begins.

No food is allowed in the examination room. A small bottle of water with a sports cap, in a clear bottle with all labels removed, is permitted. It is to be placed on the floor beneath the desk.

Q. Why can't I bring my mobile telephone into the examination room?

Being in possession of a mobile phone (or any other electronic communication device, e.g. iPod, headphones, wrist watches which have data storage) is regarded as cheating and is subject to a severe penalty from the Awarding Bodies.

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

The length of the examination is shown in minutes on your individual timetable. Invigilators will tell you when to start and finish the examination. They will write the finish time of the examination on a board at the front of the examination room. There will be a clock in all examination rooms.

Q. Can I leave the examination early?

It is not the school's policy to allow candidates to leave the examination room early, as this is disruptive to other candidates. A candidate may not leave the examination room without the permission of the invigilators.

Q. What do I do if the fire alarm sounds?

The examination 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 examination?

If it is absolutely necessary. You will be escorted by an invigilator and will not be allowed any extra time.

Q. Why do I need to check the details on the Statement of Entry?

The details on your Statement of Entry will be used when certificates are printed. If the name or date of birth on your certificates does not match your birth certificate, it could cause you problems if you are asked to show your certificates to a potential employer or for college/university at some time in the future. You should also check that the subjects and tiers of entry you are entered for are correct and that no subjects are missing.

Q. I am entitled to extra time – how will this affect the way I take my examinations?

Some students receive an allowance of up to 25% extra time where Access Arrangements have been recognised. Where possible such candidates will be accommodated in a separate room to minimise disturbance from other candidates who finish earlier. The invigilators will include the additional time when they display the finishing time of your examination on the board.

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

Teaching staff will be available to advise you on Results Day. If you feel strongly that it is necessary to make an enquiry about your result, you should first consult your teacher of the subject or the Subject Leader, to obtain their advice as to the advisability of requesting a re-mark. You should be aware that your mark could go down as well as up or most likely stay the same. Re-mark requests must be submitted to the Examinations Officer by the deadline set by the Awarding Bodies. You must complete a Candidate Consent Form and return it with a cheque to cover the cost.

FIRE/EMERGENCY EVACUATION PROCEDURES

In the event of a fire alarm, the following procedures apply:

Remain calm as the invigilators will tell you what to do.

You will be asked to leave the exam room in SILENCE by the nearest fire exit leaving all your belongings, including your question paper and answer booklet on your examination desk.

NO bags or personal belongings should be taken as you leave.

You are still under examination conditions during the evacuation and under no circumstances should you attempt to communicate with anyone else or use a mobile phone as this would be a breach of the examination regulations and could mean disqualification from your examination.

The invigilators will lead you to your designated examination assembly point.

Once the all clear has been given, the invigilators will take you back to the examination rooms and the examination will be restarted and the finish time changed to ensure you have the correct amount of time to finish the paper.

POLICY ON INTERNAL ASSESSMENTS (INCLUDING COURSEWORK AND CONTROLLED ASSESSMENT) FOR EXTERNAL QUALIFICATIONS AND ENQUIRIES ABOUT RESULTS FOR WRITTEN PAPERS

- In accordance with the Code of Practice for the conduct of external qualifications produced by QCA, Cardinal Newman Catholic School is committed to ensuring that:
- internal assessments are conducted by staff who have the appropriate knowledge, understanding and skills;
- assessment evidence provided by candidates has been produced and authenticated according to the requirements of the specification;
- the consistency of the internal assessment is secured through internal standardisation as necessary;
- Staff responsible for internal standardisation attends any compulsory training sessions.

Written Appeals Procedure

Each Awarding Body publishes its arrangements for appeals against its decisions. In addition, an appeal can be made to the school concerning the internal assessment:

- the appeal applies only to the procedures used in arriving at internal assessment decisions and does not apply to the judgment themselves; you cannot appeal against the mark or grade, only the procedures used;
- the parent or carer must make the appeal in writing to the school Examinations Officer at least two weeks before the date of the last, externally-assessed paper of the series;
- the enquiry into the internal process will normally be led by either the Examinations Manager or the Principal, provided that neither has played any part in the original internal assessment process;
- the enquiry will consider whether the procedures used for the internal assessment were in conformity with the published requirements of the Awarding Body and the 'Code of Practice'.
- The appellant will be informed in writing of the outcome of the appeal, including:
 - relevant communications with the Awarding Body;

- any steps taken to further protect the interest of the candidates
- Each Awarding Body specifies detailed criteria for the internal assessment of work. In addition, the Awarding Body must moderate the assessment, and the final judgement on marks awarded is that of the Awarding Body. Appeals against matters outside the school's control will not be considered in the school's appeals procedure.

For Written Examination Papers

- If you feel strongly that it is necessary to make an enquiry about a result for a written paper marked by a specific Awarding Body, you should first consult your teacher or the Subject Leader to obtain their advice as to the advisability of requesting a re-mark of your paper(s). Students should be aware that their mark can go down as well as up, or even stay the same. Re-mark requests must be submitted to the Examinations Officer before the deadline dates specified by the Awarding Body. A Candidate Consent Form must be completed by the candidate and returned along with the relevant fee set down by the Awarding Body to cover the cost of the re-mark, before the request can be submitted.

Mr G Goldup
KS5 Raising Standards Leader
Line Manager - Examinations

Mrs S Dunsmore
Examinations Manager