



**Elizabeth Garrett Anderson School**

**Public Examinations  
Information for Students & Parents  
2019**

## **Introduction**

Public examinations can be a stressful time for students and parents and it is important that all those involved are as well informed as possible.

The school will make every effort to ensure that candidates receive the best possible preparation for their examinations, that the administrative arrangements run smoothly, and that the examinations are conducted in a way that will help students achieve their best.

The school has to follow the rules and regulations set down by the examination boards precisely. These are designed to ensure fairness to all candidates and to minimise any disturbance which may affect a candidate's performance.

This booklet is intended to inform candidates about examination procedures, and to guide and support students and parents through the examination process.

Please read through it carefully and check that the information on the documents you receive is correct.

Remember that a good performance in the examinations can be helped by making sure that the candidate leaves home for the exams in plenty of time, well rested, with the correct equipment and that they have planned their revision sensibly.

We would like to take this opportunity to wish your daughter/ward the best of luck in the coming months and if you have any questions please contact

***Mr Tony Buttifint (Examinations Manager)***

## **EXAM TIMES**

**MORNING SESSION: 8.40 a.m.**  
**AFTERNOON SESSION: 1.40 p.m.**

PLEASE MAKE SURE YOU ARE HERE AT LEAST 15 MINUTES  
BEFORE THE START OF YOUR EXAM

### **Make sure you attend**

- Know the dates and times of your examinations. You alone are responsible for making sure that you arrive at the exam on the correct day at the correct time.
- Arrive at least fifteen minutes before the start of each examination.
- If you arrive late for any examination it is unlikely that you will be allowed any extension on time.
- If you arrive after 9.45 in the morning or 2.30 in the afternoon, you will probably not be allowed to enter the exam

**If you do not arrive for any examination for which you have been entered you may be asked to pay for the wasted exam fee.**

## Entries

Students are entered for examinations in consultation with their subject teacher.

In February candidates will receive an overall and individual timetable for their exams.

Where it states tba this is usually a practical or speaking exam. Your teacher will tell you when that is.

They should check the Date of Birth and Name on this statement as these details will appear on the exam certificates exactly as they are shown. If they are incorrect then an official document such as a Passport or Birth Certificate must be shown to Mrs Hull in the school office so that the details can be amended.

If there are any entries missing or tiers need changing then candidates must see their teacher for that subject. They will need to get a note from them which should be taken to Mr Buttifint. No changes will be made without a note from the appropriate teacher.

Where changes have been made students will receive an updated timetable

Entry statements are important documents and should be kept safely by the candidates.

**It is your responsibility to ensure the details are correct.**

## Clashes

We are aware that in some sessions students are scheduled to take two exams at the same time. The school has no control over this as the timetable is set by the exam boards.

If this applies to you then it will normally involve you doing the exams one after the other. However, it may involve you being supervised over lunchtime in which case you will be asked to bring in a packed lunch as we may not be able to arrange for you to buy food.

The length of examination papers varies and afternoon exams will frequently not finish until after 3.25 pm. Students and parents should be aware of this and make appropriate arrangements for getting home.

Some students may be involved in exam clashes or receive an allowance of extra time so their finishing time will be even later.

## Examination Room Rules

- You must know these rules and follow them at all times.
- If you break these rules in anyway, even if you had not intended to, it is known as Malpractice. Malpractice is a term used by the Exam Boards for any irregularities, or breach, of the rules of any kind.
- The school is required to, and will, report all infringements to the appropriate Examination Body who will decide on what action to take based on the nature of the infringement.
- Penalties for Malpractice could include a student not receiving a grade in any of their GCSE examinations.

**STICK TO THE RULES; DO NOT RISK YOUR FUTURE.**

- 1) You must be on time for all examinations. If you arrive late you may not be admitted. For morning exams you must be here at 8.40am and for afternoon exams at 1.40pm. at the latest.
- 2) You must be silent in the Hall or Exam Room. You are not allowed to talk to, or communicate with, anyone (except an invigilator) in the room. If you need something you must put up your hand and wait, an invigilator will come to you.
- 3) You must not try to share or borrow equipment during the exam.
- 4) All Coats and Bags must be left at the back or side of the Hall. This includes any revision notes, calculator cases or instruction leaflets. No food or drink (except water in a transparent bottle with all labels removed) is allowed in the exam rooms. The water must be kept on the floor under your desk.  
Make sure that you do not have any notes written on your hand.
- 5) All Mobile phones, MP3 players, Pagers or other communication devices are strictly forbidden anywhere near your desk. That includes your pocket. Please make sure your phone is switched off and in your bag – better still leave it at home.
- 6) You will be told where to sit. For GCSE's a card will mark your desk with your name and candidate number on it. You must not change places or write on the card.
- 7) Only a Transparent (See through) pencil case is allowed on your desk.

- 8) You must write in **black ink**. Coloured pencils may be used only for diagrams, maps charts etc unless the instructions printed on the front of the question paper state otherwise. Felt tip pens should not be used.
- 9) You are not allowed to use Tipex, correcting pens, fluids or tape, highlighters or pale-coloured gel pens.
- 10) You are allowed to use a calculator unless you are told that you must not.
- 11) All candidates must remain in the Hall until the end of the exam.
- 12) You must not leave the examination room until the invigilator tells you to do so.
- 13) You must remain silent until you are outside the examination room.
- 14) You must not take from the exam room any examination paper, rough work or any other materials provided for the exam.
- 15) You should leave the school premises quickly and quietly so that lessons are not disturbed.

## **Fire Procedures.**

Should the fire alarm sound the examination will be stopped and you should wait further instructions from the invigilator before evacuating the building.

All examination materials must be turned over and left on the desks.

Evacuate in total silence. **YOU MUST NOT ATTEMPT TO COMMUNICATE WITH ANYONE.**

Once the all clear is given, you will be instructed by the invigilator when to continue with the exam and the time will be adjusted accordingly.

## **Advice**

- It is your responsibility to bring to the exam any equipment you need.
- The invigilators will not supply any equipment.
- Prepare it the night before.

### **Some suggested equipment:**

- Two pens, remember black ink.
- Ruler, Pencil and Sharpener
- A watch
- Tissues
  
- Calculator - make sure it works properly and you have removed any parts such as cases, lids or covers.
- If English is not your first language you may get permission to use a Bilingual dictionary for some of your GCSE exams. The dictionary will be provided by the school after you have got permission from Mr Buttifint. You must not use a dictionary unless you are told you may do so and it must be provided by the school.

## **Examination Instructions:**

- Use the toilet before the exam.
- Listen to the invigilator and do what you have been asked to do.
- If you think you have been given the wrong question paper, it is incomplete or badly printed, put up your hand and tell the invigilator.
- 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.
- If during the exam you have a problem and are in doubt about what you should do, or you feel ill, or you need more paper then put up your hand.
- The invigilators are there to help you do your best but they **cannot** help you with the questions on the paper.

## **Illness**

If you are ill it is essential that you see your doctor on or before the day of the examination, retrospective information is not accepted by the Examination Boards.

You should visit your doctor's surgery even if you would not do so for minor illnesses.

Your doctor will advise you whether or not you are fit to sit the examination and will give you a letter stating the nature of your illness. This medical evidence must be given to Mr Buttifint as soon as you are well enough to come to school.

You should also telephone Ms Bramble (**0207 689 9311**) and let us know if you will not be attending an exam or if you will be present but unwell.

If you are well enough to take the exam the school will forward the medical evidence to the Examination Board concerned asking for special consideration on the grounds of illness. You should be aware that any adjustment is likely to be small and that no feedback is given as to any adjustments which may be made. If you are unable to sit the paper the Board may, after examining the doctor's letter and any evidence of performance on other papers, decide to award a grade. However they may not.

### **Lateness**

There is a possibility that if you arrive late for an exam then you will not be admitted. If you are admitted then both students and parents should be aware that a report of the circumstances will be sent to the Examination Board who may decide not to accept the paper.

### **Family Circumstances**

If there are family circumstances which may affect your performance, arising shortly before or during the exams, these should be notified to Mr Buttifint as soon as possible so that we can request special considerations. Again however you should be aware that any adjustment is likely to be small and that no feedback is given as to any adjustments which may be made.

### **Special Arrangements**

Some candidates are eligible for extra time or special examination arrangements, for example, the use of a laptop or reading pen.

Appropriate applications are made to the Exam Boards as long as they are supported by the correct evidence which may be medical evidence, a Statement of Educational Needs, an educational Psychologist's report or an assessment of Language needs.

You should contact Ms Goss if you believe that there should be a special arrangement for any candidate.

Students will receive a letter outlined what arrangements have been made for them when the results of any application to the Exam Boards are known.

Should an emergency arise just prior to the Exams, for instance a student breaks her writing arm then we can make special arrangements. Please notify any such event as early as possible so that arrangements can be made and the student suffers no delay or uncertainty on the day.

### **Bilingual Dictionaries**

Students for whom English is not their first language may apply for permission to use a Bilingual dictionary in some of their exams. They should see Mr Buttifint as soon as possible to apply for this.

**Key Dates:**

**GCSE Results 2019**

**You will be able to collect your results on**

**Thursday 22nd August 2019**

**The time and venue will be given later**

Candidates who would like their results to be posted, should leave a stamped address envelope (also showing your candidate number) with Ms Hull.

**A friend or family member may collect the results or certificates but only if they have a letter of permission signed by the candidate and some form of ID.**

Results slips not collected, or posted on results day will be retained at the school for collection at the start of term.

**You will be able to collect your Certificates in  
November 2019**

**Details of the date and time will be available nearer the time.**

Certificates will not be posted home; they must be collected from the school.

Although we are not required to keep certificates for more than one year, we like to be as helpful as possible. However after the one year period we do not guarantee to be able to produce certificates from our files.

They are important documents and should be looked after carefully as they will be needed by future employers and educational establishments. The school is not able to replace them. The exam boards do not replace lost exam certificates. They provide a list of the exams taken and the results achieved but they will charge you for this service. This could cost you over £100 if you lose them all.

## **APPEALS AGAINST INTERNAL ASSESSMENT OF WORK FOR EXTERNAL QUALIFICATIONS**

Elizabeth Garrett Anderson school is committed to ensuring that whenever their staffs assesses students' work for external qualification, this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments are conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity.

The school is committed to ensuring that assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant specifications for each subject. Where a set of work is divided between staff, internal moderation and standardisation will ensure consistency.

If a student feels that this may not have happened in relation to her work, she may make use of this appeals procedure. Note that appeals may only be made against the process that led to the assessment and not against the mark or grade submitted by the school for moderation by the awarding body.

Appeals should be made as early as possible and at least two weeks before the end of the last externally assessed paper in the examination series (e.g. the last GCSE written paper in the June GCSE exam series).

- 1 Appeals should be made in writing by the candidate's parent/carer to the Examinations Manager who will investigate the appeal with at least two other members of staff who have not been involved in the internal assessment decision. If the Examinations Manager was directly involved in the assessment in question, the Head teacher will appoint another member of staff of similar or greater seniority to conduct the investigation. Likewise if the Examinations Manager is not able to conduct the investigation for some other reason.
- 2 The purpose of the appeal will be to decide whether the process used for the internal assessment conformed to the published requirements of the awarding body and the examinations code of practice of the QCA.

- 3 The appellant will be informed in writing of the outcome of the appeal, including any relevant correspondence with the awarding body and any changes made to the procedure relating to internal assessment.
- 4 If the appellant is not happy with the written response they can request a personal hearing. At such a hearing the appeal will be heard by two individuals who have not previously dealt with the case.
- 5 The outcome of the appeal will be made known to the Head teacher and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the appeal bring any significant irregularity to light, the awarding body will be informed.

After work has been assessed internally, it is moderated by the awarding body to ensure consistency between centres. Such moderation frequently changes the marks awarded for internally assessed work. That is outside the control of Elizabeth Garrett Anderson School and is not covered by this procedure.

#### **APPEALS AGAINST EXTERNAL ASSESSMENT MARKS**

Where a candidate is unhappy with the mark awarded for a particular exam unit (e.g. written exam, coursework, practical assessment, etc), a clerical check or re-mark may be requested via the relevant Head of Faculty. The decision as to whether to support such an enquiry will be made by the school on the basis of several factors, including the teachers knowledge of the exam system and their professional judgement.

The candidate will be required to acknowledge that her grade may be lowered as well as raised.

Where the school does not decide to support such an enquiry the student may pay for the enquiry themselves.

Where a student wishes to challenge the school's decision not to support an enquiry a similar appeals procedure to that described above will be followed.