

GCSE Public Examinations - November 2022

Information For Candidates

The following points are extremely important. They should be read thoroughly and parents/guardians should discuss them with their son/daughter prior to the examinations.

These rules are derived from JCQ rules which all schools and pupils undertaking public examinations must adhere to:

https://www.jcq.org.uk/wp-content/uploads/2022/08/IFC-Written_Examinations_2022_FIN_AL.pdf

Before The Examination

1. Be on time for your examinations. The examinations below start at 9:15am but **candidates need to be at the exam hall for no later than 8:50am**. You will be called into the examination hall row by row, by candidate number.

Date	Time	Exam	Venue
Monday 21 November	9:15 - 10:15	Double Award Biology	Sports Hall
Tuesday 22 November	9:15 - 10:15	Double Award Chemistry	Sports Hall
Wednesday 23 November	9:15 - 10:15	Double Award Physics	Sports Hall
Tuesday 29 November	9:15 - 11:15	Mathematics	Sports Hall

Any pupil who has an access arrangement, e.g. extra time or smaller exam room, should also report to the Sports Hall at 8:50am

2. If candidates encounter any difficulties (eg travel) which will affect their ability to arrive promptly for their examination, **the school office should be contacted immediately**, leaving the candidate's name, a contact telephone number and details of the examination he/she may be late for.
3. If a candidate is not well enough to attend his/her examination, **contact the school office immediately**, leaving the candidate's name, a contact telephone number and details of the examination he/she is unable to attend.
4. If you arrive late for an exam, **report immediately to the exam hall invigilator**.
5. Candidates **must not** bring a mobile phone or other electronic devices, such as an iPod, MP3/4 player or similar device into the examination room. If a candidate has such an item in his/her possession in the examination room, even if switched off, he/she is guilty of **malpractice**; the Examination Board will be informed immediately **with very serious consequences**.
6. Candidates must not bring **any form of wrist watch** into the examination, even if it has no storage or internet connectivity. This is a new exam board rule from 2021-22.

7. Candidates must wear a **full school uniform - no hoodies or PE kit**.
8. Candidates must not bring food into the exam hall. Drink bottles must be **transparent** with all **labels removed** which would include transparent, reusable plastic bottles.
9. Only **transparent pencil cases** are permitted in the exam hall. Ideally bring two or three black pens and leave pencil cases in school bags

Calculators

1. Candidates must remember to **bring their own calculator for the Mathematics examination**. They cannot borrow a calculator from another pupil during the examination.
2. **Calculator cases are not allowed**. These must be removed and placed on the floor under the candidate's desk.

Please read the following JCQ rules very carefully regarding the use of calculators:

Calculators must be:

- of a size suitable for use on the desk;
- either battery or solar powered;
- free of lids, cases and covers which have printed instructions or formulae.

Calculators must not:

- be designed or adapted to offer any of these facilities:
 - language translators;
 - symbolic algebra manipulation;
 - symbolic differentiation or integration;
 - communication with other machines or the internet;
- be borrowed from another candidate during an examination for any reason;
- have retrievable information stored in them. This includes:
 - databanks;
 - dictionaries;
 - mathematical formulae;
 - text.

The candidate is responsible for the following:

- the calculator's power supply;
- the calculator's working condition;
- clearing anything stored in the calculator.

During The Examination

10. Candidates must enter the examination hall in complete silence, sit at their designated desk and **remain silent whilst invigilators prepare the room.**
11. Candidates must listen carefully to the Chief Invigilator whilst they read out examination instructions.
12. Candidates must **not start writing** anything until the invigilator tells you to fill in all the details required on the front of the question paper.
13. **Do not open your paper** until you have been instructed that the examination has begun.
14. Remember to write your answers in the designated sections of the answer booklet. Additional answer sheets can be provided if you run out of space.
15. Candidates are **not** permitted to leave the exam hall before the end of the exam.
16. Candidates must not use correction fluid/highlighters/gel pens/erasable pens in their answers. Candidates must write in **black ink** or ballpoint pen unless the instructions on the front of the question paper say otherwise. **You must not write in pencil.**
17. When in the examination hall, **do not try to communicate with, or disturb other candidates** at any time. This may be treated as **malpractice**, with serious consequences.

At The End Of The Examination

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 to add your candidate details to any additional sheets that you use.
2. Do not leave the room until told to do so by the invigilator.
3. **There must be no communication with other candidates in any form until you have left the exam hall.**

Assistance During An Examination

1. If, on the day of the examination you feel that your work may be affected by ill health or any other reason, please tell the invigilator.
2. **Put your hand up 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.**

Special Consideration

Special consideration is given to a candidate who has temporarily experienced illness, injury or some other event outside of their control at the time of the examination (i.e. it **must affect you on the day of your exam**).

Eligible applications will be forwarded to the Awarding Organisations. **The Awarding Organisations determine the level of special consideration applied (if any).** A guide to the special consideration process is in the link below. Please pay particular attention to pages 6 and 7, which detail the various levels or “tariffs” which can be applied to examination scores.

https://www.jcq.org.uk/wp-content/uploads/2022/10/Guide_to_spec_con_process_October22_FINAL.pdf

If you feel that you are eligible, please complete an application for special consideration using the form in the Public Exams Quick link. A direct link is below:

<https://forms.gle/TuFJJRXGPVLYFYzc6>

Where relevant, evidence to support the application for special consideration will be asked for, e.g. GP letters.

Social Media

JCQ has also published an important document relating to social media and public examinations. The guidance and rules in this should be read carefully.

https://www.jcq.org.uk/wp-content/uploads/2022/10/Social-Media-Information-for-Candidates_Final.pdf

Queries

Should a pupil have a query related to public examinations, please get in contact using one of the following means:

- Speak to Mr Hanlon (Exams Officer) in G118 or F104
- Speak to Mr O'Shaughnessy (Assistant Exams Officer) in F60
- Phone the school and ask to speak with either Mr Hanlon or Mr O'Shaughnessy
- Send an email to examqueries@banbridgeacademy.org.uk