

GCSE Public Examinations - November 2021

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/2021/08/IFC-Written_Examinations_2021_v5.pdf

Before The Examination

1. Be on time for your examinations. The English and Mathematics examinations both 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, using the information below. Please queue outside the correct venue, which is dependent on your **candidate number**, as indicated below:

Examination	Sports Hall	Gym	Sports Hall Classroom
English Unit 1 (Friday 26 November 9:15am)	Candidate numbers: 0014 – 0153	Candidate numbers: 0154 – 0214	Any candidate with specific arrangements (e.g. extra time, laptop etc.)
Mathematics (Monday 29 November 9:15am)	M4 Candidate numbers: 0015 – 0166	ALL M3 candidates M4 Candidate numbers: 0167 – 0213	Any candidate with specific arrangements (e.g. extra time, laptop etc.)

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 should bring a copy of their examination timetable with them to the examinations, for identification purposes if required. Any candidate who has misplaced their examination timetable should see **Mr O'Shaughnessy in the main school office each day this week between 0830 - 0915**, or report to the main school office on the morning of the exam.
8. Candidates must wear a **full school uniform**. Only official black school hoodies are permitted in the examination hall.
9. Candidates should wear face coverings as currently required entering and leaving the examination hall and moving around the school. Candidates may of course continue to wear face coverings during the examination **if they wish to do so**.
10. Candidates must not bring food into the exam hall. A bottle of water will be permitted **provided the label has been removed**.
11. 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

12. Candidates must enter the examination hall in complete silence, sit at their designated desk and **remain silent whilst invigilators prepare the room.**
13. Candidates must listen carefully to the Chief Invigilator whilst they read out examination instructions.
14. 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.
15. 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.
16. Candidates are **not** permitted to leave the exam hall before the end of the exam.
17. 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.**
18. 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/Special Consideration

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.**
4. If you feel that you have been affected by an illness/injury or distressing event at the time of the examination, please complete an application for **special consideration** using the form in the link below (also can be located on the school website under Parental Information-Policies/Documents-Public Examinations)

https://docs.google.com/forms/d/e/1FAIpQLSc3CrXqLzF1IbuEh51TYaBa_5FWO7xy2RmgbalY6HJqzEqZZQ/viewform?usp=sf_link

The deadline for completing an application for Special Consideration is **7 December 2021**.

Results

The results of the GCSE English (Unit 1) and Mathematics (M3/M4) examinations will be released to pupils on **Thursday 10 February 2022**.

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/2021/09/Social-Media-Information-for-Candidates_Final.pdf