



Cardinal Pole Catholic School
Exam Information for Students
2018/2019

Overview of Key information

Examinations are a crucial part of education for all students. The process can be a stressful and worrying time, however the key to a successful exam period is to be prepared, understand what is expected of you, revise well and do the best you can.

As a school, we are bound by very strict examination rules; failure to follow these rules can have severe consequences. Current JCQ examination rules and guidance can be found at the end of this document, it is very important that you read these so that you know what to expect and what is expected of you.

Knowing when your exams are will be vital to successful planning and revision. You will have been given your Individual Candidate Timetable, it is vitally important that you check that all your subjects have an exam entry. Your Timetable will tell you the dates and times of your exams, it will also show your name as it will appear on your certificates and your date of birth. It is your responsibility to ensure that these details are correct. It is difficult, and costly, to have certificates changed once they are issued.

When you get your Individual Candidate Timetable you may find you have exam 'clashes'. If you do, don't worry. If a clash of exams does not exceed 3 hours in total you will be able to sit them back to back in the same session, with the opportunity of a supervised twenty minute break in between. If they exceed 3 hours you will sit one exam in the morning and the other in the afternoon and will spend your lunch break in quarantine with a member of staff or an invigilator. You will be notified of the exact arrangements in plenty of time, if you have any concerns, please see the Exams Officer.

If you have any worries regarding individual subjects, you should always speak to your teacher for advice and support and to find out when any revision classes are taking place. Your teacher will also advise you on what equipment you will need in your exams. Bringing the correct equipment to exams is your responsibility. You must bring your equipment in a clear pencil case and please remember that all exams must be written in BLACK ink.

Students are expected to wear school uniform for exams. You are allowed to bring a bottle of water but the bottle must be clear with labels removed. You are not allowed food in the exam hall. Morning exams must start by 9am, so you should be in school by 8.30am and afternoon exams start by 1.30pm, so you should be ready by 1pm. Examinations cannot begin late, so you must arrive in good time before them. If you have any queries, about anything, please ask either your teacher or the Exams Officer **before** the exams start.

Equipment

All exams must be written in black ink, pencils may be used where stated. Pencil cases must be clear and any calculator lid or glasses cases (anything in which notes could be stored) must be placed on the floor underneath your desk.

Mobile phones must **never** be taken into the exam hall. Even if your phone is turned off and you have no intention of using it you will be severely penalised for being in possession of a mobile phone during your exam. Simply leave it at home or in your locker.

ESSENTIAL EXAM EQUIPMENT



Students MUST have 2 Pens, 2 Pencils, Rubber, Ruler, Sharpener, Compass, Protractor and Scientific Calculator in a clear pencil case or plastic bag.

JCQ Regulations

Please read carefully the attached JCQ notices. The school must enforce all JCQ rules as it is a precondition of centre approval. Therefore, if you break the rules the school cannot intervene on your behalf, we have no choice but to submit a malpractice form. The penalties for malpractice are severe, for example if you are found to have a mobile phone in an exam the Awarding Body will award you zero marks for that paper, penalties for having unauthorised materials, such as notes, will be more severely punished. There are cases where Awarding Bodies will confer and a student can be barred from taking any exams, in any subject, with any Awarding Body, for two years.

All Cardinal Pole Catholic School Exam Policies can be found on the school website.

Appeals Against Internal Assessment

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Cardinal Pole Catholic School is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

1. Cardinal Pole Catholic School will ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body.
2. Cardinal Pole Catholic School will inform candidates that they may request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment.

3. Cardinal Pole Catholic School will, having received a request for copies of materials, promptly make them available to the candidate.
4. Cardinal Pole Catholic School will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
5. Cardinal Pole Catholic School will provide a clear deadline for candidates to submit a request for a review of the centre's marking. Requests will not be accepted after this deadline. Requests **must** be made in writing.
6. Cardinal Pole Catholic School will allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline.
7. Cardinal Pole Catholic School will ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review.
8. Cardinal Pole Catholic School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. Cardinal Pole Catholic School will inform the candidate in writing of the outcome of the review of the centre's marking.
10. The outcome of the review of the centre's marking will be made known to the head of centre. A written record of the review will be kept and made available to the awarding body upon request.

The moderation process carried out by the awarding bodies may result in a mark change, either upwards or downwards, even after an internal review. The internal review process is in place to ensure consistency of marking within the centre, whereas moderation by the awarding body ensures that centre marking is line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.

Enquiries about Results

The following information explains what may happen following a clerical re-check, a review of marking and any subsequent appeal.

If the school submits an application for a clerical re-check or a review of the original marking the original mark may be lowered, so your final grade may be lower than the original grade you received, it may stay the same or it may be raised, so your final grade may be higher than the original grade you received. In order to proceed with an enquiry about results you must sign your consent and confirm your understanding that marks may go up, go down or stay the same. There is a fee for a review of marking and you will be advised by the relevant Head of Department as to whether or not they think it is a risk worth taking.

The school may want to use your exam script for further teaching and learning, you will also need to sign your consent for this.