



**NINESTILES**  
AN ACADEMY

**Exam Handbook  
Guidelines for Students and  
Parents/Carers  
2018-2019**

Produced/reviewed by	
Exam Officer	
Date of next review	September 2019

## Introduction

Ninestiles, An Academy is committed to ensuring that candidates are fully briefed on the exam and assessment processes in place and are made aware of the required JCQ instructions and information for candidates. School aim is to make the experience for candidates as stress free and successful as possible.

The purpose of this handbook is to ensure candidates are provided with all relevant information about their exams and assessments in advance and to answer any questions candidates may have.

*If there is anything that has not been covered by this book or there are any questions that have not been answered, please ask for advice. People you can contact:*

- *Subject teachers*
- *Head of Year 11: Ms Ferguson (email: Andrea.Ferguson@ninstiles.org.uk)*
- *Examinations Officer: Mrs Kalis (Room 135, email: Anna.Kalis@ninstiles.org.uk)*

## Exam Start Times

Morning Exams – 9.15 am

Afternoon Exams – 1.15 pm

Students need to line up 15 minutes before the exam start time.

Candidates must stay in the exam room until the official finishing time of the exam. If the candidates finish early, they should check work and then sit still and in silence. Some exams may finish later than the normal school day. Please check the exam timetable for this information.

## Absence from examinations/ Being Late

School must be informed as soon as possible that student will be late/absent on the day of the examination.

**School telephone No: 0121 628 1311**

### Absence from examinations

If possible, students are advised to sit the exam. If student is absent due to an illness, medical evidence is usually required as supporting evidence. If that's not possible a self-certification form (JCQ Form 14) can be obtained to confirm reason for absence.

### Being Late

If a student is running late, they may still be allowed to enter the exam room to take the exam. They must arrive to school within 1 hour of the published exam start time (10 am for morning exams and 2pm for afternoon exams.) Candidates arriving more than 1 hour after the published start time will not be allowed to sit the exam.

**Exams cannot be scheduled for another time or date**  
**Candidates are responsible for checking their timetable and**  
**arriving to school on time.**

## School Examinations – PPEs (Pre-Public Exams)

At Ninestiles, during Years 10 and 11, students sit mock exams that give them chance to experience what it is like to sit the examination in each of their subject areas. PPEs are important as they give us indication of student's current attainment and areas for improvement. The examination regulations apply. If students are in breach it will result in them being removed and receiving an unclassified grade for that exam.

## Coursework and Controlled assessments

Some courses include internally or externally assessed units/tasks. Depending on the subject they may need to be completed at home or at school under the exam conditions. Subject teachers will give out any information about these – when assessments are taking place and deadlines associated with them.

Dates for non-examined assessments are not included in the exam timetables; this information will be provided by the subject teachers and any questions should be directed to teachers.

## Written Examinations

### Timetables

Individual timetable will be provided for each candidate. This will include dates, times, tiers and duration of exams. Candidates should carefully check their timetable and personal information as it will be shown on their certificates. If there are any mistakes (name, spelling, date of birth, exams), please speak to Examinations Officer (Mrs Kalis) immediately.

**It is the candidate's responsibility to ensure that they turn up on time for exams.**

### Exam Location

Exams at Ninestiles, usually take place in Hall and Gym. Peter Bennett Block is used for language exams. Other rooms can be used when required. Please check seating lists for details.

### Contingency Day – Wednesday 26<sup>th</sup> June 2019

JCQ decided that during Summer 2019 examination a contingency day will be Wednesday 26<sup>th</sup> June. This means that any exam that has to be postponed due to national or local disruption would be re-arranged to take place on this day.

**All candidates must be available to sit their exams up to and including 26<sup>th</sup> June 2019. Exams cannot be rearranged for different date/time. Please be mindful of that when booking holidays.**

### Examination Clash

**Examination Clash** occurs when candidate is scheduled to sit more than one exam at the same time.

The school will make special arrangements for these candidates. They will be kept under supervision during any breaks and between exams.

Usually, if the duration of both papers is **under 3 hours**, one paper will be taken followed immediately by the second paper. There might be a break between the papers, but this must be in exam conditions.

If the duration of both papers is **over 3 hours** in one session (am or pm), one paper can be taken in another session on the same day. In between exams candidate will be supervised at all times. There will be no access to the internet or mobile phone. However, books and notes will be allowed to revise for next exam.

## Special Considerations

Special consideration is a post-examination adjustment to candidate's mark or grade to reflect adverse circumstances beyond their control at the time of assessment which had a negative effect on candidate's ability to take an assessment or demonstrate their normal level of attainment.

The allowance for Special Consideration ranges from 0% to 5%. Parents and students should be aware that any adjustment is likely to be small and only at the discretion of the exam board.

## Equipment

All equipment is provided by school.

If candidate would like to bring their own it needs to be in a clear pencil case.

Wrist watches must be removed. Correction fluids or gel pens are not allowed.

**If candidate wants to bring own calculator, where allowed, candidate must ensure that their calculator meet the JCQ regulations. Calculators cannot be on MOBILE PHONE**

## Exam Room Conditions

Candidates must line up in the designated areas 15 minutes prior start of the exam. They will be escorted to the exam room one row at the time.

Once Candidates enter exam room they are under exam conditions and must follow invigilators instructions at all times. Failure to do so may mean they are removed from the exam and be prevented from sitting the exam. Candidates must not communicate with other candidates.

Mobile phones (switched off) must be handed in to invigilator before entering the exam room. Bags and coats must be placed at the back of the room.

Exam information will be displayed at the front of the exam room and will include: centre number, subject title, paper number, start and finish times. Each desk will have desk card with candidate number. Invigilator will announce length of the paper, start and end of the exam.

**Candidates should check that they have the correct question paper – subject, unit and tier.**

Candidates must produce legible handwriting in their exams. It is important that the information at the front page of answer booklet is filled in. If additional answer sheets/books are used, the front must be filled in with personal information and number of question answered need to be stated. At the end of the exam, they need to be placed inside answer booklet.

## Seating arrangements

Seating lists are displayed on the Exam Noticeboard (outside room 135) and outside Hall and Gym. Candidates are usually seated in candidate number order.

## Supervision during exams

Exams are supervised by a team of invigilators who make sure exams are conducted according to JCQ rules and regulations. They are trained and experienced in exam procedures.

Students, who need assistance during the exam, should raise their hand and wait for an invigilator to respond. Invigilators cannot discuss the examination paper or explain questions.

In case of emergency, students must follow instructions from the invigilator. If candidates are asked to leave the examination room, they must close their question paper and answer booklets and leave it on the desk and remain silent at all times.

If the exam is disrupted or stopped for any reason, (evacuation, student being sick etc.) students will be told to stop writing and the time noted. Once the exam restarts, the missed time will be added to the end. The exam board will also be asked to give all affected students special consideration.

## Malpractice

Malpractice is the term exam boards use for any irregularity or breach of the regulations. Any suspected Malpractice will be reported to the relevant exam board and they will decide what action will be taken.

Examples of malpractice:

- Possession of mobile phones or other electronic devices in the exam room (whether switched off or not)
- Being in possession of confidential material in advance of examination
- Taking unauthorised material into the examination room
- Passing of information between students during examination
- Copying from another candidate (including the use of technology to aid the copying)
- Disruptive/inappropriate behaviour in the examination room or during assessment (including use of offensive language)
- The inclusion of inappropriate, offensive or obscene material in scripts or any form of assessment

***Anyone found in the possession of an electronic device during the examination, even if it is switched off, will be reported to the Examination Board and may be disqualified from that examination and any subsequent exams.***

***NO EXCEPTIONS WILL BE MADE.***

## Results

Results for Summer 2019 are available to students on **Thursday 22nd August 2019**. If a student cannot collect results, they can authorise someone to collect them by notifying Exam Officer or bring stamped addressed envelope to the Exam Officer before the end of the term.

*Staff are not permitted to release results by phone, email or to anyone without authorisation.*

## Certificate Collection

Certificates are sent to the school and students will be notified when they are available to collect. All certificates must be signed for.

## Rules and regulations

Many of the rules that we ask students to adhere to, are determined by the JCQ. Failure to follow these rules could result in student's paper being disqualified.

- Students must be silent and face the front at all times when in the exam room
- Students must not turn around or attempt to communicate with any other student until they have collected their belongings and left the exam room
- Students are not allowed to leave the exam room until the official published end time.
  - It is advised to use full time to check work and add any extra information.
- Students must follow invigilators instructions at all times
- Mobile phones and any other electronic devices must be switched off and handed to the invigilators before entering exam room
  - It is advised to leave mobile phones and all electronic devices at home during exams
- Wrist watches must be taken off and placed on the desk. No smart watches are permitted in the examination room
- Students must check that they have been given correct exam paper
- Students are required to go straight to assigned seat and check that the candidate card on the desk is correct
- Bags, books or notes are not allowed at the examination desk
  - Pockets must be empty
  - Bags, jackets and coats should be placed at the back of the room
  - The School can take no responsibility for valuables left in bags
- If assistance is needed from an invigilator, hand needs to be raised to attract their attention. (Invigilators are not able to help with the content of the exam paper)
- Water can be taken into the exam but must be in a clear bottle with the label removed
- No food is permitted in the exam room (including gum and sweets)
- If students bring their own equipment, it must be in a clear pencil case (and calculator lids must be removed)
- School uniform must be worn
- Inappropriate or disruptive behaviour will not be tolerated. Disruptive students may be removed.
  - Instances of disruptions and/or attempts to communicate with other students will be recorded by invigilators and reported to the exam boards.

## Prohibited Items

The following items must not be brought into any exam room:

- Mobile telephones, pagers or other communication devices
- Smart watch or wrist watch with a storage device/internet access
- Non-transparent pencil cases
- Calculator cases and instruction books
- Personal stereos, including MP3/4 players
- Books, notes, letters, diaries or other printed material
- Bags, briefcases, coats etc
- Food and drink
- Tipex, correction pens, gel pens.