



Norbury Manor Business & Enterprise College *for Girls*

EXAMINATIONS

'Realising potential, nurturing leaders of the future'

CONTENTS

Introduction	3
Before the Examinations	4
During the Examinations	6
Exam Checklist	8
Frequently Asked Questions	9
After the Examinations	11

INTRODUCTION

Taking public examinations can prove to be a stressful time for students and parents/carers, so it's important that all those involved are as well informed as possible. Well informed students will understand that the rules and regulations are designed to ensure fairness and minimise disturbance.

At Norbury Manor Business and Enterprise College for Girls we aim to ensure exams run as smoothly as possible for all our candidates. We hope this booklet will provide you with informative and helpful advice to assist you in all of your exams.

Please read the booklet carefully and share it with your parents/carers so you and they are aware of the exam procedures and regulations. The information in this booklet applies to all of your exams.

The awarding bodies/examination boards set down strict criteria which must be followed for the conduct of examinations and Norbury Manor is required to follow them precisely. You should therefore pay particular attention to the JCQ 'Information for Candidates' notices and the 'Warning to Candidates' notices which can be found via the Examinations page of the school's website.

We have tried to answer some of the questions you may have in the 'Frequently Asked Questions' section of this booklet but if you have any more questions or something which you do not understand, please ask. If you or your parents/carers have any queries or need help or advice at any time before, during or after the examinations please contact Miss Townsend, the Examinations Officer.

If you are worried or concerned about something you can either speak to your form tutor or your head of year.

NOTE: YOU ARE REQUIRED TO READ THIS DOCUMENT CAREFULLY ALONG WITH THE JCQ REGULATIONS BEFORE SITTING ANY EXAMINATIONS.

PLEASE RETAIN FOR FUTURE REFERENCE.

**Examinations Officer: Miss K Townsend
examofficer@nmbec.org.uk
020 86790062**

CENTRE NUMBER: 14343

BEFORE THE EXAMINATIONS

STATEMENT OF ENTRY

All candidates receive a statement of entry from the college indicating the subjects they are being entered for and, where applicable, the levels of entry. Please check that these are correct. Some subjects only have one tier of entry, whereas others have foundation or higher tiers.

You must check everything on your statement of entry very carefully. In particular, check your personal details (date of birth, spelling of names) are accurate. It is important that the name on your exam documentation is the same as the name on your passport as this is the name that will appear on your official certificates and it may be difficult to change after certificates are awarded.

CANDIDATE NAME

Candidates are entered under the name format of first name + middle name + (legal) surname e.g. Daisy Anna Smith. You must use your legal name on all exam documentation even if you use a different name in college for all other purposes. The reason for this is that exam certificates are legal documents.

CANDIDATE NUMBER

At the top of your statement of entry you will see a four-digit candidate number. This is the number you will enter on examination papers.

TIMETABLES & CLASHES

You will receive an individual timetable showing your particular examinations with details of date, time and duration at the end of the spring term for exams in the summer term. It is your responsibility to look after this timetable. Make sure you keep it somewhere safe. Please ask Miss Townsend/your subject tutor if there's anything you don't understand.

If you have two or more exams scheduled for the same time this is called an exam clash. A few candidates may have a clash and the college will make special timetable arrangements for these candidates. This will usually require you to sit one of the exams either earlier or later than the scheduled time. You will be informed of any clash arrangements well before your exams commence. Please see Miss Townsend if you think your timetable shows a clash.

EQUIPMENT

It is your responsibility to bring all your own equipment and required resources to your exam. Borrowing from other candidates is NOT allowed in the exam. You should bring your equipment in a clear pencil case or plastic bag.

Equipment you are required to bring to every exam:

- 2 black pens
- 2 HB pencils
- Ruler
- Pencil sharpener
- Eraser

Items to be brought to certain exams (check equipment needed with your teacher for each exam - if you are unsure bring to your exam anyway):

- Compasses
- Protractor
- Calculator (note: cases are not allowed)
- Coloured pencils

Scrap paper and revision notes must not be taken into the exam room. You must do any rough work in your answer booklet. Cross out anything you do not wish to be marked. Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers. However, you are allowed to highlight parts of the question paper if a separate answer booklet is used. You must write in black ink or ballpoint pen, except for drawings or rough notes.

CALCULATORS

A calculator can be used unless you are told otherwise. Your subject teacher will inform you if you are not allowed a calculator for a particular paper. If you are allowed a calculator in an exam check the batteries are working properly, clear anything stored in it, remove the case and ensure it is a size suitable for use on the exam desk. You must bring your own calculator if you need one and you are responsible for making sure your calculator works properly and meets exam board regulations.

Calculators must not be designed or adapted to offer any of these facilities:

- Language translation
- Symbolic algebra manipulation
- Symbolic differentiation or integration
- Communication with other machines or the Internet

In addition, calculators must not:

- Be borrowed from another candidate during an examination for any reason
- Have retrievable information stored in them - this includes...

- Databanks
- Dictionaries
- Mathematical formulas
- Text

DURING THE EXAMINATIONS

DATES AND TIMES OF EXAMINATIONS

Examination dates and times are clearly shown on your exam timetable. Morning exams start at 08.30 and afternoon exams start at 13.30 unless you are informed otherwise.

It is your responsibility to check your timetable so that you arrive in college on the correct day and at the correct time for your exams. You should arrive no less than 15 minutes prior to the exams and wait in the playground until it is time to line-up.

UNIFORM/DRESS CODE

Year 10 and 11 students must wear full uniform to all examinations. Outdoor jackets, scarves and hats cannot be worn. Year 12 and 13 are required to dress sensibly for the exams. The temperature in the exam room can fluctuate enormously during May and June.

FOOD AND DRINK

Food and drink is not routinely allowed in exam rooms (with the exception of students with a medical condition — please see Miss Townsend), however, you may bring with you a clear bottle of water with the label removed, no bigger than 500ml, but please make sure it has a leak proof spout (also known as a sports cap). Please be advised that you are not allowed to refill your bottle during the exam and invigilators cannot do this for you.

LATENESS

If you are late for an exam the college will try to give you the full time allowance as long as an invigilator is available however your exam paper may not be accepted by the exam board. If you are late for an exam please report to the main reception/Miss Townsend. Please let the college know if you think you might be late as a result of problems on your way into college, e.g. severe traffic problems. You must make every effort to arrive early for your exams as late arrivals disturb other students sitting the exam and you will be charged for any supervision you require after other students finish.

ABSENCE

Please telephone the college on 020 8679 0062 if you are unable to attend your exam due to illness or you are absent through a genuine emergency. Please ensure you phone by 08.00 for morning exams and 12.30 for afternoon exams. If you are absent due to illness you must get a certificate from your doctor and hand this to Miss Townsend. For any other absence you must also bring some official evidence.

CONDUCT DURING THE EXAM

As soon as you enter the exam venue you are under exam conditions. You must not communicate with any of your fellow students and must not turn around. If there is any communication between students it will be assumed you are cheating and the exam board will be informed. You must sit at the correct desk to ensure you complete the correct question paper. If you need assistance put up your hand and wait for an invigilator to attend to you. Once you have entered the exam venue, you

have to be escorted at all times if you need to leave (for example if you feel unwell).

Listen carefully to instructions and notices that are read out by invigilators—there may be amendments to the exam paper that you need to know about. Before you start, check that you have the correct question paper and an answer booklet if required.

Read through the instructions on the front of the exam paper before starting the exam and make sure you are clear as to how many questions you are required to answer. Please put your legal name on your exam paper (not your preferred name).

Invigilators are there to help but they cannot help you with any questions in your exam paper. They are only allowed to read the instructions on the front of the paper for you. If you have any queries don't be afraid to put your hand up and ask for assistance.

You will not be allowed to leave an exam early if you have finished as this disturbs other candidates. You must sit in silence.

Please do not write on examination desks. This is regarded as vandalism and you may be asked to clean/pay for any damage. Remember we have a seating plan and are aware of where you are sitting.

If anything inappropriate is written on an exam paper the exam board can refuse to mark your script.

Any student who is disruptive or behaves in an unacceptable manner will be removed from the exam venue by their head of year or a member of the Senior Leadership Team (SLT).

END OF THE EXAM

If you finish before the time allowed for the exam, carefully check all your answers. Make sure your name and candidate number are on every piece of paper used. At the end of the exam all work must be handed in. Rough paper is not allowed in exams so all work you have done will be sent to the exam board for marking; remember to cross through any rough work you do not want to be marked.

Invigilators will collect your exam papers before you leave the exam venue. If there is any communication it will be assumed you are cheating and you will be treated accordingly. You will be dismissed from the exam row-by-row and you must remain in complete silence until you have left the exam venue. As you leave, please remember other students may still be sitting the exam so move well away from the venue before you begin a conversation.

EMERGENCY EVACUATION

In the event of an emergency - for example, a fire drill - the following must be carried out in complete silence:

If the fire alarm goes off do not panic. You must stop writing and remain seated and listen to instructions from an invigilator. You will be told by an invigilator when to leave and where to assemble. Do not walk to where you usually go to in the event of a fire drill as you will not be assembling with the rest of the college. Leave all your equipment in the exam venue. You must leave the room in complete silence and must not speak to fellow students. When you return to your exam room do not start writing until the invigilator informs you to do so. The invigilator will make a note of the time of the interruption and how long it lasted. You will be allowed the full

working time set for the examination.

ABSENCE FROM EXAMINATIONS

If you are ill it is always best to attend college, even if only to sit the examinations. Remember, these examinations cannot be sat at any other time so missing one may result in you not gaining a grade in the subject. You may be accommodated in a separate room away from the gym and special consideration will be applied for. If you are too ill to attend an examination it is vital you phone the college first thing in the morning: 020 8679 0062.

You must also obtain a certificate from your doctor detailing the reason for non-attendance. There is the possibility of submitting this to the examinations board to ask for special consideration. The board looks at this in conjunction with other examination marks from the candidate in that particular subject and controlled assessment/coursework marks. This may enable them to issue a mark and grade accordingly, however this grade will probably be much lower than if you had sat the examination.

If in doubt – TELEPHONE THE COLLEGE.

If you do not attend an examination without a valid reason you will be charged for that examination. You will be charged the full entry fee for the subject for which you missed an examination (the costs for each subject will be shown on your statement of entry).

Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence. In the past, students have occasionally had problems getting to an examination on time (e.g. because of car breakdown, traffic jams, buses not turning up, etc). You should make sure that you leave home early enough to allow for delays. If you are late for an examination we may not be able to get the examination paper accepted by the examination board.

Although we encourage all students to arrive in plenty of time for all examinations so that there is not a last minute panic it is important that we have up-to-date contact telephone numbers for both you and your parents or anybody else who might be able to help in an emergency.

We also suggest that you and your parents save the college telephone number on your mobile phones so you can call in if you have a serious problem on your journey to college: 020 8679 0062.

EXAM CHECKLIST

*** applies to all students including sixth formers ***

- You must arrive at college 15 minutes prior to an examination at the latest; it is much better to leave yourself a safety margin on timings in case of problems with the journey
- When taking examinations, bags and coats should be left in your locker - do not bring these items to the examination room
- Mobile phones: students must not have mobile phones in their possession in the examination room (either turned on or off) - they should be left at home or in your locker; if a mobile has been accidentally brought into the examination room it can be handed in for safekeeping and collected from the Examinations Officer at a time convenient to her/him; **the college will not be held responsible for the safekeeping of your phone**

- Do not take into the examination any unauthorised electronic devices; stereos; digital equipment; electronic communication/storage devices; iPods; MP3/4 players; iWatches or any other products with text/digital facilities
- Only clear pencil cases are allowed on your desk - any others should be left in your bag; do not use gel pens or erasable pens – many of the examination papers are now scanned and sent for marking electronically and gel and erasable pens do not scan well
- **Sshh** - there should be absolutely no talking or communication between you and your fellow students from the time you enter the examination room until after you leave; if you have any questions you should raise your hand once seated and an invigilator will come to you
- Normal college uniform rules apply
- No food allowed in the examination room (if you have a special requirement please see the Examinations Officer before the exams)

FREQUENTLY ASKED QUESTIONS

- **Why do I need to check the details on my examination timetable?**

The details on your timetable will be used when certificates are printed. If the name or date of birth on your certificates does not match your birth certificate it could cause you problems if you are asked to show your certificates to a potential employer, college or university in the future. You should also check that the subjects and tiers of entry you are entered for are correct and that no subjects are missing.

- **My name has been misspelt on my timetable. What can I do?**

We can rectify this problem very quickly. Please see the Examinations Officer with a copy of your birth certificate or passport and we will amend our records. This will ensure that your certificate is correct.

- **What do I do if there's a clash on my timetable?**

We will reschedule papers internally (on the same day) where there is a clash of subjects. Candidates will normally sit one subject paper followed by the second paper. You will be issued with an Examinations Clash Timetable. If in doubt, contact the Examinations Officer.

- **What should I do if I think I have been given the wrong paper?**

Invigilators will ask you to check you have the correct paper before the examination starts. If you think something is wrong put your hand up and inform the invigilator immediately.

- **What if I forget my candidate number?**

Candidate Numbers are on the identification cards on your desk. Invigilators will be able to help you find your number.

- **What if I forget the college centre number?**

The centre number is 14343. It will be clearly displayed on the board in the examination room.

- **What if I have an accident or I am ill before the examination?**

Inform college at the earliest possible opportunity so we can help or advise you. In the case of an accident that means you are unable to write it may be possible to provide you with a laptop or scribe to write your answers but we will need as much prior notice as possible. You will need to

obtain medical evidence (from your GP or hospital) if you wish us to make an appeal for special consideration on your behalf.

- **What if I feel ill during the examination?**

Put up your hand and an invigilator will assist you. You should inform the Examinations Manager/ Invigilator if you feel ill before or during an exam and you feel this has affected your performance.

- **What is an application for special consideration?**

Special consideration is an adjustment to the marks of a candidate who is eligible for consideration. The allowance for special consideration is from 0% (consideration given but mark allowance not appropriate) up to a maximum of 5% (reserved for exceptional cases). Parents should be aware that any adjustment is likely to be small and no feedback is ever provided. Candidates will only be eligible for special consideration if they have been fully prepared and covered the whole course but performance in the examination or in the production of controlled assessment/coursework is affected by adverse circumstances beyond their control. Examples of such circumstances include illness, accident or injury, bereavement and domestic crisis. The Examinations Officer must be informed immediately so that the necessary paperwork can be completed within 7 days of the last examination session for each subject. The candidate will be required to provide evidence to support any such application.

- **Can I still sit the examination if I am late?**

You should get to college as quickly as possible and report to Reception. The Examinations Officer or a member of SLT will escort you to the examination room. You must not enter an examination room without being escorted in. You should also be aware that the college is obliged to inform the examination board and it is possible that the board may decide not to accept your work. Please ensure you allow yourself enough time to get to college so that if you are delayed (e.g. through transport problems) you will still arrive on time.

- **If I miss the examination can I take it on another day?**

No. Timetables are published by the examination boards and you must attend on the given date and time.

- **Do I have to wear college uniform?**

Yes. Normal college regulations apply to uniform, hair, jewellery, make-up, etc.

- **What items are not allowed into the examination room?**

Only authorised material is permitted in the examination room and students who are found to have any material with them that is not allowed will be reported to the appropriate examination board. In such circumstances, a student would normally be disqualified from the paper or the subject concerned. This may also include other subjects/examinations taken with the same board. Bags and coats and any other items not permitted under examination regulations must be left in your locker. Do not bring any valuables into college when you attend for an examination. No food is allowed in the examination room.

- **Why can't I bring my mobile telephone into the examination room?**

Being in possession of a mobile phone or any other electronic communication device (e.g. iPod, MP3/4 players, smart watches, headphones) is regarded as cheating even if you do not intend to use the device and is subject to severe penalties from the awarding bodies.

- **How will I know how long the examination is?**

The length of the examination is shown in minutes on your individual timetable under the heading 'duration'. Invigilators will tell you when to start and finish the examination. The start and finish times will be written on the whiteboard in all examination rooms. There will be a clock in the room

and all timings are set by this clock.

- **Can I leave the examination early?**

It is not college policy to allow candidates to leave the examination room early as this disturbs other students. A candidate may not leave the examination room without the permission or the accompaniment of a member of the examinations staff.

- **What should I do if the fire alarm sounds?**

The invigilators will tell you what to do. If you have to evacuate the room leave everything on your desk and exit in silence. You must not attempt to communicate with any other candidates during the evacuation.

- **Can I go to the toilet during the examination?**

Unless you have a medical reason you will not be permitted to leave during the examination to visit the toilet. If it is absolutely necessary for you to go you will be escorted by an invigilator, who will nominate a toilet block and cubicle for you to use and you will not be allowed any extra time.

- **If I have more than one examination on a day can I get lunch?**

Students who have examinations in both morning and afternoon will be allowed to have an early lunch.

- **What do I do if I don't get the grades I need?**

If you feel strongly that it is necessary to make an enquiry about your result you should first consult with the Faculty Leader to obtain their advice as to the advisability of requesting a re-mark. You should be aware that your mark could go down as well as up or even stay the same. Re-mark requests must be submitted to the Examinations Officer. You must complete a Candidate Consent Form.

AFTER THE EXAMINATION

EXAM RESULTS

Exam results will be available for collection at the dates and times listed on the school website: nmbec.org.uk.

If you are unable to collect your results in person and would like someone else to collect them on your behalf (e.g. a parent or nominated representative) they must show a signed letter of authorisation from you giving them permission to pick up your exam results and also photographic ID as proof of their own identity.

Results CANNOT under any circumstances be given out over the telephone.

If for any reason you cannot collect your results personally or send in a nominated representative we will post out results (except year 10 results which will be given out in September).

ENQUIRIES ABOUT RESULTS

Review of marking

If you would like to query a mark/grade upon receipt of your exam results you should contact the relevant head of department or subject teacher by the end of the first week of September. The

deadline for applying for a review of marking will be made available to those who let the Exams Officer know they are considering requesting one.

You should consult your subject teacher/head of department to review your marks/grades, the breakdown of marks and grade boundaries before requesting the remark. Please be aware that grades can be either raised, remain the same or be lowered. If you wish to go ahead payment must be received before the request can be processed. In all cases the consent form must be signed by you before the application can be processed.

Access to scripts

Following the release of results, you can request the return of an exam script. Please be aware that once the exams board has returned the original script you can no longer request a remark of this exam paper.

Exam certificates

Examination certificates will be available for collection for students who will be leaving in summer 2020 towards the end of November 2020 (an email will be sent informing you that they are ready). Certificates can be collected between the hours of 09.00 and 16.00 from the main reception. You must bring identification with you upon collection.

If you are unable to collect your certificates in person and would like someone else to collect them on your behalf (e.g. a parent or nominated representative) they must show a signed letter of authorisation from you giving them permission to pick up your certificates as well as proof of their own identity.

It is extremely important that certificates are collected as higher education establishments and workplaces often request the originals.

INTERNAL ASSESSMENTS

Non-examination assessments

There are now only a few qualifications which include non-examination assessments. Your teachers will inform you of any assessments and of the arrangements being made for you complete them.

Appeals

Appeals against internal assessment decisions should be made as early as possible to the centre and no later than two weeks before the last timetabled examination in the series (e.g. the last GCSE written paper in the summer examination series). An appeal may only be made against the assessment process and not against the mark submitted to the exams board.

A copy of the Examination Appeals Policy can be made available upon request.

