



School Telephone Number: 01689 856050

Contents

1

1. **INTRODUCTION**

It is the aim of Ravens Wood School to make the examination experience as stress-free and successful as possible for all candidates.

Hopefully, this booklet will prove informative and helpful to you and your parents/carers. Please read it carefully so that you are fully aware of the examination regulations and the procedures to follow in the event of any problems occurring. Please also refer to our Examinations Policies which can be found on the School's website.

The Awarding Bodies (Examination Boards) set down strict criteria which must be followed for the conduct of examinations; Ravens Wood School is required to follow them precisely. You should therefore, pay particular attention to the JCQ Information to Candidates documents on the Examinations page of our website (<https://www.ravenswood.bromley.sch.uk/information/examinations/>).

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:

Examinations Officer Mrs L Say - lsa@rws.uk.net
The Exams telephone number is 01689 869 934

You will be made aware of the revision/preparation support available to you throughout this period. Please make full use of it as appropriate.

In addition to the above, please remember – we are here to help.

A2 (A-Level) & AS Results will be available in school on **Thursday 15th August 2024** for Year 12 & 13 between 8.30am **and 1pm**.

GCSE results will be available for Year 11 (and any students retaking exams) on **Thursday 22nd August 2024** between 8.30am **and 1pm**. **Sixth Form Enrolment** will take place on that day in the **Sixth Form Centre**, adjacent to the Main Hall. Senior staff will be available to sign students onto their selected courses on this day and on Friday 23rd August from 8.30am to 12pm.

Should you have any queries regarding Sixth Form enrolment please contact:

Sixth Form Administrator – Mrs H Sims – hls@rws.uk.net

Exam Certificates are available for collection from school by mid- December.

2. **NEAs**

- Subject teachers organise the non-examined assessments and the school will set deadlines in line with exam board requirements. If the work is not submitted by the deadlines set it is possible that marks will not be given and the overall subject grade will suffer.
- Dates for non-examined assessments are **not** included in the exam timetable; this information will be provided by the subject teachers and if you have any questions these should be directed to teachers. Information has been given to each student about what you must and must not do when completing non-examined assessments; this includes guidance about the use of the Internet. Please refer to the appendices for information on NEAs and a school statement

explaining the reviews of marking - Centre assessed marked GCE coursework, GCE and GCSE non-examination assessments. Further information regarding our internal appeals process is available on the school website.

3. **BEFORE THE EXAMINATIONS**

- All candidates will receive a ‘**Statement of Entry**’ and an ‘**Individual Timetable**’ indicating the subjects you are being entered for and the levels of entry, where applicable. Please check that these are correct. Some subjects have one tier of entry, some have ‘Foundation’ and ‘Higher’ tiers. You must check everything on your ‘Statement of Entry’ very carefully. Particularly check that all personal details (date of birth, spelling of names) are accurate as these will appear on certificates and it is very costly to change them once certificates are awarded.
- Candidates are entered under the name format of First Name + one middle name+ (legal) Surname e.g Adam John Smith.
- Each candidate has a four digit candidate number. This is the number you will enter on examination papers (with the exception of BTECs for which you will have separate ‘Learner Number’). Your candidate number will appear on your name card in the Examination Hall. Please remember it.
- A few candidates may have a clash where two subjects are timetabled at the same time. The exams will be sat back to back. If the duration of the two exams exceeds 3 hours, special arrangements will be made for these candidates. Please see the Exams Officer if you are unsure of these arrangements or any regulations relating to the clash.
- Please ensure that the school has up-to-date contact numbers for you and your parent/s/carer, in case you need to be contacted urgently.
- Make sure you have all the correct equipment before your examinations. This will consist of at least two **black** pens, spare cartridges, pencil, pencil sharpener, rubber, ruler, maths equipment, drawing equipment and a working calculator which conforms to the examination regulations (see following page for regulations). If in doubt, check with your teacher. Remove any covers or instructions and make sure batteries are new. No equipment will be lent by departments. Water bottles must have the labels removed. You must not have pencil cases and spectacle cases on your exam desk unless they are transparent. Coats are not permitted in the exam room. Blazers are permitted in the exam room however student contact books must be removed.
- You must not bring in any notes or papers as these can be classed as unauthorised materials and you can be at risk of disqualification.
- DO NOT DISPOSE OF YOUR SCHOOL UNIFORM UNTIL AFTER YOUR FINAL EXAMINATION. YOU NEED IT FOR THE EXAMINATION PERIOD. YOU MUST ATTEND IN **FULL SCHOOL UNIFORM.**
- Examinations will normally be held in the Sports Hall, with specialised ones (e.g. Listening Tests) being held in the appropriate rooms. Before the start of the exam all students will normally assemble in the **Learning Commons**.

Calculators must be: <ul style="list-style-type: none"> ✓ 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 formulas. 	Calculators must not be designed or adapted to offer any of these facilities: - <ul style="list-style-type: none"> ✓ language translators; ✓ symbolic algebra manipulation; ✓ symbolic differentiation or integration; ✓ communication with other machines or the internet.
The candidate is responsible for the following: <ul style="list-style-type: none"> ✓ the calculator's power supply; ✓ the calculator's working condition; ✓ clearing anything stored in the calculator. 	Calculators must not: <ul style="list-style-type: none"> ✓ be borrowed from another candidate; during an examination for any reason; ✓ have retrievable information stored in them - this includes: <ul style="list-style-type: none"> ○ databanks; ○ dictionaries; ○ mathematical formulas; ○ text.

- ✓ If you have borrowed textbooks from school they should be brought back no later than the day of that subject examination and handed back to the Head of Department.

4. **DURING THE EXAMINATIONS**

- ✓ Arrive at least **30 minutes** early for each examination. Remember: Afternoon exams start at **1.00 pm**. Morning exams start at **9.00 am**.
- ✓ **MOBILE PHONES, WATCHES, AirPods, earphones/earbuds, OR ANY OTHER WEB ENABLED SOURCES ARE NOT ALLOWED IN THE EXAMINATION ROOM. CANDIDATES IN POSSESSION OF THESE ITEMS WILL RISK DISQUALIFICATION FROM THE SUBJECT EVEN IF THEY ARE SWITCHED OFF.**
- ✓ Listen carefully to instructions and notices read out by the invigilators – there may be amendments to the exam paper that you need to know about.
- ✓ **Check you have the correct question paper – check the subject, paper and tier of entry.**
- ✓ Do not attempt to communicate with or distract other candidates.
- ✓ You must provide your own equipment for examinations such as **BLACK** pens, pencils, rulers and calculators. The school will not lend any equipment. Some examinations require drawing equipment. Do not rely on the school to provide them. Blue pens must not be used on public exam papers.
- ✓ Correction fluid is not allowed on exam papers. This is a requirement of the exam boards and must be adhered to. You must not use highlighter pens or gel pens for your written answers. Dictionaries are not allowed in the examination rooms.
- ✓ Do not draw graffiti or write offensive comments on the examination papers, if you do the Examination Board may refuse to accept your paper, or even disqualify you for misconduct.
- ✓ You are allowed to bring a clear plastic bottle of water only into the exam room. However, all labels must be removed and disposed of before entering the room.

- ✓ You should not ask to use the toilet during the exam. Please be aware that you will probably be refused permission to use the toilet once the exam is in progress and additional time cannot be given if you do. If you have a medical problem, please speak to the exams officer. You must be accompanied by an invigilator whilst the exam is in progress.
- ✓ Remember that once in the examination room rules of conduct are very strict and must be obeyed totally. Infringement of examination rules could lead to you being disqualified from **ALL** examinations.
- ✓ Candidates must stay in the examination venue for the **whole duration of the examination**. You will not be allowed to leave an examination room early. If you have finished the paper use any time remaining to check over your answers and that you have completed your details correctly.
- ✓ At the end of the examination all work must be handed in – remember to cross out any rough work. If you have used more than one answer book or loose sheets of paper ask for a tag to fasten them together in the correct order.
- ✓ Invigilators will collect your exam papers before you leave the room. Absolute silence must be maintained during this time. Remember you are still under examination conditions until you have left the room.
- ✓ Question papers, answer booklets and additional paper must not be taken from the exam room.
- ✓ Remain seated in silence until told to leave the examination venue. Please leave the venue in silence and show consideration for other candidates who may still be working.
- ✓ If the **fire alarm** sounds during an examination the invigilators will tell you what to do. Do not panic. If you have to evacuate the room you will be asked to leave **in silence and in the order in which you are sitting**. You will be escorted to a designated assembly point. Leave everything on your desk. You must not attempt to communicate with anyone else during the evacuation. When you return to the exam room do not start writing until the invigilator tells you to. You will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident.
- ✓ If you are ill on the day of an examination you should inform school by telephone, stating that you have an exam and ask for the Exams Officer to be informed immediately. Tel: 01689 856050.
- ✓ In cases of genuine emergency it is permissible to enter the examination room after the official start time. A written report must be submitted to the exam board giving reasons for the late arrival and trivial reasons such as oversleeping or missing the bus are not acceptable.
- ✓ If you leave school after the exam, you must collect your belongings in silence and move away from the exam area as swiftly as possible. Remember, there may still be lessons.

5. INVIGILATORS

- ✓ The school employs external invigilators to conduct the examinations. They are trained on all aspects of conducting examinations and are there to ensure all candidates are given a fair chance to sit the exams. Candidates are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times, as they would with permanent members of staff.
- ✓ Invigilators are in the examination room to supervise the conduct of the examination room. They will distribute and collect the examination papers, tell candidates when to start and finish the examination, hand out extra paper if required and deal with any problems that occur during the examination. If candidates fail to follow invigilator instructions, this would be classed as malpractice and must be reported to the exam board which may result in sanctions and penalties being issued.
- ✓ Candidates who are disruptive or behave in an unacceptable manner will be removed from the examination room and escorted to a member of the senior management team. These candidates face disqualification from the exam, and may be asked to reimburse the school for the entry fee.

6. SPECIAL CONSIDERATION

- ✓ If you experience difficulties during the examination period (e.g .temporary illness, injury, bereavement or personal problems) please inform the Exams Officer immediately so we can help and advise you. The Exam Boards will only accept requests for special consideration up to 3rd July 2024. Please also refer to the ‘Special Consideration’ section of our ‘Examinations Policy’ which can be found on the School’s website.

7. ABSENCE FROM EXAMINATIONS

- ✓ Not attending the exam, even due to illness, is the very last resort. All possible attempts must be made to sit the exam even if disadvantaged. However, please make the Exams Officer aware of any disadvantage before the exam.
- ✓ Only in ‘exceptional circumstances’ are candidates allowed special consideration for absence from any part of an examination. It is essential that medical or other appropriate evidence is obtained on the day by the candidate/parent and given to the Examination Officer without delay in all cases where an application can be made for special consideration within 5 days of the exam.
- ✓ Parents and candidates are reminded that the school will require payment for entry fees (amount charged depending on the subject and the exam board) should a candidate fail to attend an examination without good reason. Medical evidence is usually required. Please check with the Exams Officer.
- ✓ Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

AFTER THE EXAMINATIONS

8. RESULTS

- A2 (A-Level) & AS Results will be available in school on **Thursday 15th August 2024** for Years 12 & 13 between 8.30am and 1pm.
- GCSE results will be available for Year 11 (and any students retaking exams) on **Thursday 22nd August 2024** between 8.30am and 1pm.
- Results can NOT be given over the telephone. You should collect your results in person ideally. However, if this is not possible and you would like to nominate another person to collect them on your behalf, you must write a signed letter of authorisation, naming the person and they must bring the letter and their own I.D with them. Without the letter from you and without their I.D they will NOT be given any results.
- If you are on holiday or cannot come into school for your results you can leave a stamped addressed envelope with the exams office for your results to be posted to you. This can be done at any time during the remainder of the summer term.

9. POST RESULTS

If you need post-results advice, exams office staff and teaching staff will be available on results day.

Post results services available to students:

- Review of original marking
- Access to scripts (request return of exam scripts)

These services are only available for a short time after the results are published and a fee is charged.

10. SIXTH FORM ENROLMENT:

Details on sixth form enrolment will be sent out separately via the sixth form team.

Please contact Ms A Williamson - Sixth Form Administrator - if you have any queries: awi@rws.uk.net

11. EXAM CERTIFICATES

- Certificates are usually available by mid-December. Please collect your certificates in person during school hours and if possible, let the Exams Officer know in advance when you intend to collect to avoid delay. You will be asked to sign as proof you have collected them.

- Certificates will **NOT** be issued to any person other than yourself unless that person has a signed, written authorisation from you to collect certificates on your behalf. They must also bring their own I.D with them and sign a collection slip.
- Once issued, certificates cannot be replaced by the school if lost or damaged and duplicates are rarely issued by exam boards. It is very expensive and time consuming to obtain a certifying statement of results from the exam boards. Keep your certificates in a safe place.

12. **Appendices**

JCQ information for Candidates:

- Written examinations
- Non-examination Assessments
- Coursework
- On screen Tests
- Reviews of marking – centre assessed marks
- Mobile Phone Warning
- Using social media and examinations/assessments Privacy Notice

Links:

[IFC-Written Examinations Sep2023 FINAL.pdf \(jcq.org.uk\)](#)

[IFC-NE Assessments 2023 FINAL.pdf \(jcq.org.uk\)](#)

[IFC-Coursework Assessments 2023 FINAL.pdf \(jcq.org.uk\)](#)

[IFC-On-Screen Examinations 2023 FINAL.pdf \(jcq.org.uk\)](#)

[Microsoft Word - Information for candidates - Privacy Notice MR \(jcq.org.uk\)](#)

[2022 Unauthorised-Items-poster live text September22 \(jcq.org.uk\)](#)

[JCQ Social Media Infographic v4](#)

[Warning-to-Candidates-2022_23.pdf \(jcq.org.uk\)](#)

Reviews of marking - centre assessed marks (GCSE controlled assessments, GCE coursework, GCE and GCSE non-examination assessments and Project qualifications)

Ravens Wood School is committed to ensuring that whenever its staff mark candidates' work this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Ravens Wood 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. Ravens Wood 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. Ravens Wood 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. Ravens Wood School will, having received a request for copies of materials, promptly make them available to the candidate.
4. Ravens Wood School will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
5. Ravens Wood 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. Ravens Wood 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. Ravens Wood 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. Ravens Wood School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. Ravens Wood 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 in line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.