



Exams Handbook

September 2021 – September 2022

The following information is designed to help you avoid any problems and achieve your best.

PLEASE REMEMBER

Failure to comply with exam rules and regulations may result in disqualification, not just from one exam, but all qualifications.

CONTENTS

General information	3
Attendance, arriving late and illness	4
Essentials	5
Conduct	6
Mobile phones and malpractice	7
Fire safety	8
Results, post results and certificates	9
Important information	10

GENERAL INFORMATION

All morning exams begin at 9:15am and afternoon exams at 1:30pm.

You should arrive at the exam room in plenty of time – at least 15 minutes before the exam is due to start.

Exam clashes

Please be aware that you do not choose the order in which the papers are sat.

Sometimes students have more than one subject scheduled to take place at the same time. This is referred to as an 'exams clash'. Clashes fall into three categories:

'BACK TO BACK'

Two exams scheduled for the same time, where the total duration is less than three hours. In this instance you will sit the exams one after another. There will be a short break in between whilst invigilators collect the first exam paper.

'LUNCHTIME SUPERVISION'

Two or more exams scheduled for the same time, where the total duration is between 3 and 6 hours. The exams department will re-schedule one exam to take place in the morning/afternoon session (of the same day) and you will be placed on 'lunchtime supervision' in between the exams. You are expected to bring lunch and revision material. You cannot have access to electronic devices (phones/ipads/laptops during this time). If you leave your lunchtime supervision unsupervised, you will be unable to take the afternoon examination.

'OVERNIGHT SUPERVISION'

Three or more exams scheduled for the same day, where the total duration exceeds 6 hours. Overnight supervision arrangements should only be applied as a last resort and once all other options have been exhausted. The exams department will re-schedule one (or more) exam(s) to take place the following day - this may include Saturday! You will be placed on overnight supervision where strict regulatory requirements must be adhered to. These include no communication (including electronic communication) with anyone who has sat the exam, no internet access and no watching any news programmes. The Exams Manager will meet you to explain this process and ask you to sign documentation confirming you will adhere to the regulations.

Check your timetable carefully. Do not assume all exams are in the sports hall.

ATTENDANCE, ARRIVING LATE AND ILLNESS



All students are expected to arrive on time for all exams. If you are running late, please telephone the attendance office on 0161 249 2147 to inform them that you will be late, with an estimated time of arrival. If you miss an examination, there will not be another opportunity to sit it until summer 2023.



If you are more than 60 minutes late after the official published start times (10.00am for morning exams, 1.30pm for afternoon exams), the exam board may not accept your script, or depending on how late you are, it may not be possible for you take the exam at all.



If you are unable to sit an examination due to illness you must email exams@xaverian.ac.uk IMMEDIATELY and someone will get back to you informing you of the next steps.

Special consideration

It is your responsibility to notify the College if you are ill, suffer a bereavement or other trauma. Requests for Special Consideration in these circumstances must be made to the Exams Department within 1 week of the examination and supported with appropriate evidence e.g. a letter from your GP. In the first instance email exams@xaverian.ac.uk for a Special Consideration Form.

ESSENTIALS

The centre number of the College is 32455. You will also have your own unique candidate number. These are to be used in **ALL** examinations. Your candidate number can be found on the seating plans next to your name.

It is your responsibility to arrive with the correct equipment. Ensure that you have at least 2 black pens and any other mathematical or specialist equipment that you are likely to need. Ask your teachers if you are unsure of what equipment you may need. A black pen must be used to write for **ALL** examinations.

Only clear pencil cases are allowed in the examination room.

You may use highlighter pens, but they must only be used to highlight questions, not answers.

You must not use Tippex or any other correction fluid on your exam paper.

Water is allowed in a clear plastic bottle with the label removed.

Food products including sweets are not allowed in the examination room.

You **must** bring your ID with you to each exam and place it on your desk so that we can check your ID during the examination.

CONDUCT

Quiet, courteous behaviour and SILENCE is expected at all times in any exam room.

You should not enter an exam room without the permission of a member of Exams staff. Once entering the room you must be silent. Locate your seat, sit down and await instructions. If you cannot find your seat ask an Invigilator, do not just sit anywhere. Do not turn around or speak to any other students.

You should not fill in your answer booklet until asked to do so.

DO NOT DISTURB OTHERS!

If you are late it is important to observe the above to show consideration to those who are already working on their exam paper.

You may not leave an exam room until dismissed by an Invigilator. Students will remain in the room for the full length of their exam.

Do not make any unnecessary or inappropriate comments or draw/doodle on your exam paper as it may not be accepted by the exam board and could lead to disqualification.

When the Invigilator calls time on your exam, you must:

1. Stop writing immediately.
2. Make sure all of your answer booklets and any additional sheets that you have used have been filled in correctly and signed if applicable.
3. Place any additional sheets inside the answer booklet. Ensuring you have fully completed all personal information.

Leave the room as quietly as possible.

Remember there may be other students sitting a longer exam in the same room.

You should not talk until you are outside the exam room and cannot disturb others.

MOBILE PHONES AND MALPRACTICE

The following items are NOT ALLOWED in any exam!

**MOBILE
PHONES**

**WRIST
WATCHES**

**IPODS/
MP3
PLAYERS**

**POTENTIAL
TECHNOLOGICAL
WEB ENABLED
SOURCES OF
INFORMATION**

FITBITS

**HEAD
PHONES**

Mobile phones should be switched off and left in your bag at the back of the room (if in the sports hall) or in the area set aside for personal belongings in other rooms.

If a mobile phone, wristwatch, or any of the above devices are found in your possession even if it is switched off, the college will report it to the exam board and you may be disqualified.

Your personal belongings remain your own responsibility, College accept no liability for any loss or damage.

All instances of potential malpractice will be reported to the Awarding Body. It is the decision of the Awarding Body as to what penalty, if any, is applied.

FIRE SAFETY

Evacuation and emergency procedure:

On hearing the alarm the Invigilators will;

- Stop the exam and make a note of the time so that suitable additional time can be added when the exam resumes.
- Advise you to leave all question papers and scripts in the exam room and evacuate the building in silence.
- You must leave your coats, bags and all exam materials in the room.
- Keep you separate from other students and maintain silence.
- If it is safe to do so you will be instructed to return to the exam room, the exam will be re-started and the time added to the original finishing time of the exam.
- A Special Consideration request form will be completed and submitted to the Exam Board on your behalf to ensure that you are not disadvantaged by the incident.
- DO NOT discuss the exam with anyone or attempt to contact any other students whilst the fire evacuation is taking place. **YOU ARE STILL UNDER EXAM CONDITIONS AND MUST REMAIN SILENT THROUGHOUT THE TIME YOU ARE OUTSIDE THE EXAM VENUE.** Any talking would be reported to the Awarding Body and could lead to disqualification

You are still under exam conditions!

RESULTS, POST RESULTS AND CERTIFICATES



Summer 2022 GCE/Level 3 Vocational – 8.00am Thursday 18th August 2022.

Summer 2022 GCSE/ Level 2 Vocational – 8.00am Thursday 25th August 2022.

All results will be available on your CEDAR page.

Results will not be given out over the phone, to an alternative email address or to a third party.

Post results

Following the publication of results the Awarding Bodies offer a number of services should you have any queries. If you wish to request a post results service, you can find the form on the Exams Office part of the college intranet on results day. This will detail the services available, the fees and deadlines.

Certificates

Certificates will be available for collection from the College reception in January. If you are unable to collect your certificates, you may provide an email or a letter of authority for someone to collect them on your behalf. Please send your email detailing who is collecting your certificates to college@xaverian.ac.uk

IMPORTANT NOTICES

It is your responsibility to familiarise yourself with the JCQ notices. Please make sure you have read and understood ALL of the Information/Warning to Candidates documents. These notices are available on:

www.intranet.xaverian.ac.uk/examsoffice

- JCQ Information for Candidates - Written Examinations
- JCQ Information for Candidates - On-screen Tests
- JCQ Information for Candidates - Social Media
- JCQ Warning to Candidates
- JCQ Warning Notice - Mobile Phones
- JCQ Information for Candidates - Privacy Notice
- JCQ Information for Candidates – NEA