



**SIR WILLIAM BORLASE'S  
GRAMMAR SCHOOL**

# **Year 13 Public Exams Handbook 2024**

**Examinations Officer:  
Examinations Assistant:**

**Mrs Lesley Haldane  
Mrs Jackie Paton**

**E-mail:  
Exam absence e-mail:**

**exams@swbgs.com  
examabsence@swbgs.com**

**Telephone:**

**01628 816500**

## **Contents**

	<b><u>Page</u></b>
Introduction	3
Key Dates	3
JCQ Information for Candidates Statutory Notices – link	3
Access Arrangements	3
Examinations Sessions	4
Multiple Examinations in one session	4
Exam Day procedure on arrival in school	4
Being on-site during study leave	4
What can I take into an exam room	5
What can I not take into an exam room	5
Procedures in the exam room	5
Malpractice	6
End of the examination and leaving the room	6
Emergency Procedures – Fire and Lockdown	7
What do to if you are late to an exam	7
What to do if you are unwell, including getting a positive test for Covid	8
Medication in exams	8
Special Consideration	9
Results Day	9
Post-results services	9
Certificates	10
Exams where supervision until 10am or 2.30pm will be required	10

### **Introduction**

This handbook contains information relating to all aspects of the public exams taking place in Summer 2024. Both candidates and parents/carers need to read this handbook carefully before the start of the examination period.

Students will have their own candidate timetable showing them all the information they need. The school website in the Exams section - [Summer 2024](#) - also has a generic timetable of dates and subjects. It is the student's responsibility to know exactly when and where each examination will be taking place. They will be alerted to any changes/updates through their school email account, so **should check this daily throughout the exam period.**

Normal school uniform rules apply throughout the examination period.

### **Key Dates in 2024**

Wednesday 8 May:	Last teaching day year 13
Thursday 9 May	Year 13 leaving events
Tuesday 14 May	Exam season starts
Wednesday 26 June:	National Contingency Day – end of exam season

The public exam season for A level starts on Tuesday 14 May. Were there to be a period of regional or national disruption such that an exam board felt it necessary to move an exam, this could be rescheduled onto any day up to and including National Contingency Day – Wednesday June 26.

### **Joint Council for Qualifications – Statutory Notices**

All candidates must adhere to the statutory notices published by the JCQ. These are published on the school website in the Exams section - [JCQ Information for Candidates Documents](#)

- Non-exam Assessment – Information for Candidates
- Preparing to sit your examinations
- Written Examinations – Information for Candidates
- Privacy Notice – Information for Candidates
- Social Media - Information for candidates
- Warning to Candidates poster
- Unauthorised items poster

It is the student's responsibility to make sure they are aware of the content of these notices and abide by them.

### **Access Arrangements**

Access arrangements are individual adjustments to examination conditions such as 25% extra time, use of a laptop, a reader or a scribe. Sir William Borlase's Grammar School (SWBGS) follows the Joint Council for Qualifications (JCQ) guidelines for assessing and granting access arrangements.

To qualify for an access arrangement, evidence needs to have been collected in previous years and an application made well before the examination season. There needs to be evidence from a specialist teacher and clear evidence of a history of need in the classroom and in previous exams.

Access Arrangements at SWBGS are managed by the School Special Educational Needs and Disabilities Co-ordinator (SENDCo).

### **Examination Sessions**

There are two exam sessions each day. Students should take note of the required times of arrival for exams later in this handbook.

Exams are scheduled by the examination boards. There may be one or more exams scheduled in each session. Regardless of the start time of the examination, students must be supervised until 10.00am or 14.30pm, so for very short exams there may be a period of supervision after the exam has ended. There is a specific section about this later in this document.

Please note that the expected finish time of an exam is not the length of the exam added to the expected start time. That is only the time at which the students are told to stop writing. The exam papers must be collected before students can leave the room, collect their belongings etc. Please be aware of this when making arrangements for collection after an exam.

### **Multiple examinations in one session**

An examination session usually lasts up to 3 hours. Where two different subjects are scheduled at exactly the same time in the same session, this is known as an "Exam Clash". An exam may only be moved to the other session on the same day if the total time of the relevant examinations exceeds 3 hours.

A Level students with exam clashes will have had a letter attached to their individual exam timetable, explaining how the clash has been resolved. It will involve being held in exam supervision in between the clash papers, so that clash students cannot come into contact with any other student who could give them, or glean from them, any content of the relevant clash papers.

### **Exam day procedure on arrival in school**

Please line up by **8.45am** for morning exams and **12.45pm** for afternoon exams. Exams will usually take place in the Sports Hall but other venues may be used. All venues will be shown on a student's candidate timetable. Please wait outside the building that houses the venue, unless the weather is wet, in which case students should line up quietly in the relevant corridor or foyer. Registration will take place outside the exam room and students will be called to enter the room in seating order.

Students must be ready for registration and have all equipment needed for the exam. After their name has been called, students must enter the exam room in silence, as they will then be under exam conditions and must remain completely silent unless spoken to by an invigilator.

At the entrance of every exam room all unauthorised items will be collected by an invigilator. These will be made available for collection at the end of the examination.

### **Being on-site during study leave**

In previous years, students have had rooms made available to them if they wish to study on-site when not in an examination. Students should look out for details of this year's arrangements which will be communicated by the KS5 team.

**What can I take into the exam room?**

Black pens – ensure these are the ordinary non-erasable type as the scanning process can melt erasable ink. Please do not write exam answers in any other colour as exams are marked by computer and must scan well.

Equipment for a specific exam. It is the student's responsibility to check any special items with their subject teacher. The invigilation team may not have enough to lend out if lots of students forget something. If that should happen then we will not be able to lend anything out as it cannot be decided who should or should not receive an item. This is particularly important for Maths, when students should bring their own calculator, ruler, rubber, protractor and set of compasses. Tracing paper will be provided if needed, students should not bring their own.

If you have a calculator that takes batteries, please ensure that you have recently changed these so that they do not run out in the middle of an examination paper. This is particularly important for the graphical calculators used for advanced Maths.

All these items must be in a clearly transparent pencil case.

Water bottles must be made of clear material and all labels must be able to be removed. They must only contain water, no other drink is permitted.

**What can I not take into the exam room?**

Any kind of written notes – on paper, equipment or anywhere on the body.

Any kind of internet-enabled device. Including, but not limited to, mobile phones, i-pods, MP3 players. Airpods and any kind of earbud/headphone are specifically prohibited in 2024, unless needed for an MFL or Music listening exam. If handed in, please ensure that the case is clearly labelled.

Any type of watch, clock or fitbit.

Food of any kind or any other drink but water, unless agreed in advance with Mrs Haldane.

**Procedures in the examination room**

- : Remain silent at all times and listen carefully to all instructions given.
- : Sit in the seat indicated to you.
- : Listen carefully to the instructions at the beginning of the exam.
- : Do not open or write on the exam paper until you are told to.
- : Attract help by raising your hand and waiting for an invigilator to come to you
- : Remain facing front at all times and do not make contact in any way with other students

### **Malpractice in examinations**

Examples of malpractice include, but are not limited to:

- : Bringing unauthorised notes into the examination eg writing on hands
- : Bringing a mobile phone, watch, airpods/earbuds/headphones even if turned off
- : Copying
- : Communicating with other candidates
- : Leaving the exam room without permission
- : Deliberate disruption
- : Breach of instructions, such as failing to stop writing when told to

**NB:** students should note that if they request a toilet break, they will be asked to turn out their pockets before they are allowed into the toilet.

The school is required to report all incidences of malpractice in order to maintain its Centre registration. An investigation will be carried out by the examination board, which is likely to result in a penalty. This penalty could be a warning, zero marks for the paper being sat, disqualification from the entire subject or even from all exams sat in that year or in years to come.

### **End of the examination and leaving the exam room**

Students have to stay in the room until the end of the standard time for the examination irrespective of the time they actually finish.

If a student finishes the exam early, they should check their work thoroughly. They must keep their eyes on their own paper and avoid the temptation to look around.

When students are told to stop writing, they must do so immediately.

Students should remain seated and silent. Exam papers must be collected before students can leave the room.

Students will be dismissed from the examination room one row at a time. They must walk to the front of the row and not cut through the desks.

Students must remain silent until they are well away from the building where the examination has been held. They should not gather in corridors or wait for others outside the exam room. There will be students still working.

Students should remember to sign in if staying after an examination. It will be assumed that a student has left the premises if they do not sign in when remaining.

### **Emergency Procedures – Fire and Lockdown**

If either of the emergency alarms sound, students should stop writing immediately and wait for instructions. The invigilator will make a note of the time. Students should remain silent and facing the front of the room.

**Students must not communicate with anyone** other than a member of the examinations staff, even if they are asked to evacuate the venue.

In the event of an evacuation, all materials must be left on the desk. Students will be escorted to the fire assembly point **where they must remain in order and silent**. They must stand away from the rest of the school and at least a pace away from any other examination student, **remaining in silence throughout**.

Once the "All Clear" has been given, students will be escorted back into the examination room. Again they must walk in complete silence. When seated, students must wait for instructions from the invigilator before resuming work. Students will be given the full remainder of the examination time.

### **What to do if a student is late for an examination**

If for any reason, a student knows that they will be late arriving for an examination:

The student or student's parent/carer should leave a message for the Exams Officer with Reception via 01628 816500. She will need to know

- : the student's name
- : the student's year group
- : which exam the student is sitting
- : why they are late
- : when they are expected to arrive

If a student arrives late such that the Archway is closed, they must enter the site via Reception and wait to be collected by a member of staff. They **must not** go to the examination venue unaccompanied, so that all exam-related procedures can still take place.

If a student arrives after 10.00am for a morning exam or after 2.30pm for an afternoon exam, they are classed as 'very late'. The school must report this to the examination board, who can choose whether or not they accept the paper for marking. Such students will still be given the full time to sit the examination paper but depending on the time, it may involve changing the planned venue, so they must enter the site via Reception and wait to be collected by a member of staff.

If a student arrives after the examination they were expecting to sit has finished, they may not be permitted to sit the paper as its security and integrity will have been compromised.

To try and avoid students being classed as 'very late', if a student is missing from the examination register, a member of school staff will telephone the emergency contacts we have listed for the student in an attempt to get them into school before the 'very late' deadline. Leaving a message with Reception if a student is known to be running late will help with this process. If your landline rings on an exam day, please answer it.

### **What to do if you are unwell**

**External examinations cannot be moved or sat at another time. Therefore a student must make every effort to attend. Examinations are not able to be rescheduled due to illness or to any other unforeseen circumstances.**

In order to apply to the examination board for special consideration in the case of absence, candidates will be sent JCQ/ME Form 14 to complete, stating their illness symptoms and whether a medical professional was contacted. This needs to have been returned within three days of the student's last examination. If a student misses more than one examination, it will need to be completed for each one.

If a student is too unwell to sit an examination their parent / carer should send an email to [examabsence@swbgs.com](mailto:examabsence@swbgs.com) The Exams Officer will need to know

- : the student's name
- : which exam the student was due to sit
- : details of the illness that is preventing them from sitting the paper

If you need to phone rather than email to notify the absence, the school switchboard on 01628 816500 is open from 8am to 4pm and is the quickest way to let us know during school hours. If you need to leave a phone message out of school hours please use the normal school absence phone line: 01628 816545

### **Covid**

If you have a high temperature or other Covid 19 symptoms, you should not attend school, even for an examination, until these symptoms are gone. The Government does not recommend testing for Covid unless advised to by a medical professional. However if you have taken a test and you receive a positive result, even if you feel well, you should not attend school for 3 days after the date of the positive test. If this means missing an examination you should inform the school immediately, as detailed above, so that a JCQ/ME Form 14 can be sent for completion. It needs to be completed by both student and parent and it should be noted that electronic signatures are not acceptable.

Students no longer mask in school but if a student wishes to mask during an exam, or whilst lining up for one, they may do so.

### **Medication**

If a student needs to bring medication into an exam, this should be notified to Mrs Haldane in advance. It should be brought in in as little packaging as possible but please do not decant medication in case it gets lost and is then unidentifiable. Medication should be left on the student's desk so that the student does not have to reach into a pocket to get it.

### **Special Consideration**

A student's parent/carer must notify the school of circumstances arising shortly before or during the examination season, which may affect examination performance. Notification must be made to the Exams Officer via [exams@swbgs.com](mailto:exams@swbgs.com) together with any supporting documentary evidence available, no later than three days after the student's last examination.

All decisions are made by the examination board concerned. If the application is accepted, then a small adjustment may be made. No feedback on applications is provided and the examination boards will not enter into communication with either the school or parents about applications.

### **Results Day**

Results Day is Thursday 15 August for A Level exams and Thursday 22 August for GCSE exams. How the results will be made available will be notified nearer the time by email.

### **Post-Results Services 2024**

The information below is to give parents and candidates advance information of the services available. This information will also be supplied with the results on results day so that it can be as up-to-date as possible.

Before requesting any post-results service, a student is advised to seek advice and support from their subject teacher. However the final decision on whether or not to apply remains with the candidate.

To request any of the post-results services, candidates must complete the appropriate post-results service form and submit it with appropriate payment to the exams officer by the relevant deadline. The charge for each service will include the examination board charge and the cost of administration by the school. The school is authorised to make applications and will receive the results, which will be forwarded by the exams officer to the e-mail address provided on the application form. The exam boards will not deal directly with students or parents

The services are:

#### **EAR 1 Clerical Check**

The script is checked to ensure that all the questions were marked and that all the marks were totalled correctly.

#### **EAR 2 Review of Marking**

A different examiner reviews the marking of the original script to check that it has been carried out in accordance with the marking guidelines. Candidates are required to sign the request form to indicate they are aware that marks and grades can go up, down or remain the same. A fee is payable for each examination paper for which a review of marking is required. It is not necessary to have all papers in a qualification reviewed.

If a candidate's mark increases enough to increase the overall grade then no fee is payable. Candidate marks could increase without a grade change. This service automatically includes the EAR1 Clerical Check.

**NB:** this service is not a re-mark whereby a second examiner would sit down with a fresh copy of the paper and mark it without seeing the first examiner's marks. Such a service does not exist.

**NB:** EAR 2 can be requested as a priority service where a university place may be at stake. This service is not available for GCSE and IGCSE papers.

#### ATS: Access to Scripts

Students may request a copy of their marked script to help them make a decision as to whether they wish to request either of the EAR services outlined above.

Students may also request a copy of their marked script to use as a study tool or an example of work if they wish to study that subject at a more advanced level.

Fees for all post-results services are payable at the time of request. No application will be processed until payment has been received.

#### Certificates

Exam certificates arrive in school in early November. Once they have been checked as correct, they will be available to collect from Reception.

Once they are ready, a notice will be placed on the school website on the front page of the Exams section detailing the arrangements, as can be seen [here](#) for the 2023 students.

**There are some specific arrangements for certain papers this year  
All students should read the next section carefully**

#### Supervision after the end of a short examination

As exam students must be supervised until 10.00am or 2.30pm there is a possibility, depending on exactly what time an examination starts, that students will need to be supervised until these times even though their examinations have finished. They will be collected from the exam room by a member of staff. It isn't necessary to be in silence during this supervision, but devices cannot be collected until it is over and they must not make contact with any other student until 10.00am or 2.30pm.

**This may apply to the A level English exam on Monday 5 June in the morning**

Students will be reminded of these arrangements before the relevant examinations.