



**Cox Green School**  
**External Examinations**  
**Summer 2024**

<b>Contents</b>	
	<b>Page</b>
Introduction to The Summer Examinations Booklet Key Dates Procedure on Arrival for Exams	2
Procedures in The Examination Venue Required Equipment for Exams Forbidden Items in The Examination Venue	3
Malpractice in Examinations End of the Examination and Leaving the Examination Venue Emergency Evacuation Procedures	4
What to Do If You Are Late for An Examination What to Do If You Are Unwell or Unable to Attend an Examination Extreme Weather and Unforeseen Circumstances JCQ Statutory Notices	5

## **Introduction to The External Summer Examinations Booklet**

This booklet contains important information relating to all aspects of the external summer examinations season. Please ensure that you and your parent/s read this booklet carefully prior to the start of the examination period.

Your individual timetable, which takes account of any clashes, is available on EduLink. Please check your timetable carefully and any errors must be notified to the Examinations Manager, Mrs E Richardson.

It is your responsibility to know exactly when and where each of your examinations will take place and to come prepared for every session.

Normal school uniform and jewellery rules apply throughout the examination period.

## **Key Dates**

The external summer exams will take place on Thursday 9th May and the exams will run until Friday 21<sup>st</sup> June. The exam dates are set by the exam board so will not change unless there is a national incident. If this arises there are several contingency dates set:

- Thursday 06 June 2024 (afternoon)
- Thursday 13 June 2024 (afternoon)
- Wednesday 26 June 2024 (all day)

These contingency dates form part of awarding bodies' standard contingency planning for examinations and are designated to be used in the event of national or significant local disruption to examinations; all pupils/students must remain available until after Wednesday 26<sup>th</sup> June 2024.

Where an Awarding Body is required to invoke its contingency plan and reschedule an exam to a contingency date, and a candidate is unavailable, candidates will not be eligible for special consideration so will receive a zero mark for the paper(s).

## **Procedure on Arrival for Exams**

- On arrival to school you should go to line up outside the Sports Hall and be registered there.
  - If you have a morning examination that starts at 9am, you should line up outside the examination venue by 8.40am.
  - If you have an afternoon exam beginning at 1pm, you should line up outside the examination venue by 12.40pm.
- Seating plans will be displayed outside the examination venue/s showing which seat you have been allocated.
- You must line up immediately under the designated letter, in the correct seat number order at least 15 minutes before the scheduled start of the examination.
- You must be prepared to fall silent when asked to do so. Once you have entered the Sports Hall through the external door, you must stay silent at all times. New JCQ regulations mean that any talking after entering the Sports Hall or any other exam room will be recorded and can lead to disqualification.
- In the Sports Hall, you will enter from A1 to A11, B1 to B11, C1 to C11, and so on.
- In the Dance Studio, you will enter when told to do so by the invigilator
- For other exam rooms please wait outside in silence until the invigilator tells you to enter. New JCQ regulations mean that any talking after entering any exam room will be recorded and can lead to disqualification.
- In the hall, all bags and coats should be left in the foyer or the gym, as directed when you enter. In other rooms please follow instructions from the invigilator(s).

### **Procedures in The Examination Venue**

- You must remain silent at all times and listen very carefully to all instructions given.
- On your desk, you may have only the equipment required for that paper.
- Pens (black ink), pencils, rubbers, rulers, sharpeners, protractors and compasses must be in a clear plastic bag or clear pencil case. Note that tinted or patterned/embossed pencil cases are not permitted.
- A clear bottle of water is permitted in the venue however it must be devoid of any labels. No coloured drinks e.g. squash, tinted bottles or bottles with writing are permitted.
- If you need assistance in any way, raise your hand to attract the attention of the invigilator. Do not leave your seat; the invigilator will come to you. For example, if you drop something during the examination, you must ask an invigilator to retrieve it for you.
- You must not make contact in any way with other students; you must remain facing the front at all times.
- You must not write anything until you are instructed to do so by a member of the Examinations Team. This includes filling in your personal details on the front of your question paper or answer booklet.

### **Required Equipment for Exams**

For all exams please bring the required equipment, which includes:

- At least 2 BLACK pens;
- Pencils and eraser;
- Ruler, protractor and compass;
- For certain exams a calculator (which must be taken out of its case). This must be in a clear pencil case or clear plastic bag.

### **Forbidden Items in the Examination Venue**

All of the following items are not allowed for examinations so please leave them in your bag:

- Blue ink pens;
- Correcting pens / tippex / erasable pens / gel pens;
- Bags;
- Coats;
- iPods;
- Lucky mascots;
- MP3/4 players;
- Headphones;
- Notes.

In addition, the following are not allowed at your desk, please leave them in your bag outside the exam room:

- Mobile phones (please turn off);
- Watches including digital, analogue and smart watches;
- Calculator covers (and for some exams, calculators).

If you accidentally bring any of the above to your desk put them in the tray provided or if this has been collected, you must alert a member of the Examinations Team immediately and surrender the item, ensuring mobile phones/electronic items have been switched off. It is your responsibility to collect it at the end of the examination once you have handed in your paper and are dismissed.

## **Malpractice in Examinations**

Malpractice carries a minimum penalty of zero marks for the paper being sat at the time the malpractice occurs. Additional penalties for external examinations can include:

- Disqualification from the entire award being sat;
- Disqualification from the entire examination series;
- Disqualification by the Awarding Body;
- Disqualification by all UK Awarding Bodies;
- Disqualification from taking any examinations in the UK for up to 10 years.

Examples of malpractice include:

- Bringing unauthorised materials into the examination room;
- Copying or attempting to copy;
- Communicating with other candidates or turning around;
- Leaving the examination venue without permission;
- Deliberate disruption;
- Candidates writing inappropriate comments or drawings on their examination scripts;
- Unauthorised use of a memory stick where a candidate is allowed to use a laptop;
- Breach of instructions from an invigilator, such as candidates continuing to write when told to stop.

## **End of the Examination and Leaving the Examination Venue**

- If you finish early, check your work thoroughly; you may then rest your head on your arms or on your desk to avoid the temptation to look around.
- You must stay in the room until the end of the examination, irrespective of the time you finish.
- When you are told to stop writing, you must do so immediately. You are not permitted to complete the sentence.
- You will be dismissed column by column. You must leave quickly and silently. You must walk to the front of the column, along the hall and then to the back of the venue; you must not cut through desks.
- Please collect your bags in silence - you must remain silent until you are well away from the venue.

Be aware that other examinations and lessons will be taking place in other venues around the school; you must therefore move around the school quickly and quietly.

## **Emergency Evacuation Procedures**

If the fire alarms sound, stop writing immediately and close your exam booklet(s). The invigilator will make a note of the time. Remain silent and facing the front of the room and follow the invigilators' instructions.

You must not communicate with anyone other than a member of the Examination Team. This applies equally if you are asked to evacuate the venue.

All examination materials, including stationery, must be left on your desk.

On exiting the hall/exam room you must not speak with any candidate, other students or member of staff, other than a member of the Exam Team. You should remain in seating order and line up as directed by the invigilators or member of the Exam Team (usually in the Sports Hall car park).

Once the 'all clear' has been given, examination students will be escorted back to the examination room(s).

Once you have re-entered the examination room you must await instructions from the invigilator before opening your papers and resuming the examination. You will receive the full remaining time for the paper.

### **What to Do if You Are Late for an Examination**

If for any reason you know you will be late arriving for an examination, please contact reception who will pass a message to the Exam Team. Please state:

- Your name;
- Which examination you are sitting;
- Why you are late;
- When you expect to arrive in school.

On arrival to school you should sign in at reception. They will then contact the Exams Manager, who will advise whether you are able to sit the exam.

In certain situations, you may be eligible to apply for a “Very Late Arrival” and sit the exam, but be aware that the Exam Board is unlikely to mark the paper unless there are very exceptional circumstances.

Please note that in line with the JCQ regulations, if you are allowed to start the exam late, you will be allowed the full time allocated to sit the examination.

### **What to Do if You Are Unwell or Unable to Attend an Examination**

If for any reason you are unable to attend an examination, please phone to report your absence as usual stating:

- Your name and year group;
- Which examination you are sitting;
- Why you are unable to attend.

You must provide medical evidence to the Exams Manager within 2 weeks of the missed exam, to enable an application for Special Consideration. Without this, you will receive a zero mark for the missed paper(s) and the school may charge for any exams missed without extenuating circumstances.

### **Extreme Weather and Unforeseen Circumstances**

The school will make every effort to remain open in extreme weather conditions for examination year groups. However, we strongly recommend that:

- Students and parents check the school website regularly for further information and updates where applicable;
- Students have a back-up plan in place, including alternative plans for travelling to and from school and accommodation with a friend or member of the family, close to school.

### **JCQ Statutory Notices**

You must read and adhere to the following JCQ statutory notices on the website:

<https://www.jcq.org.uk/exams-office/information-for-candidates-documents/>.

- Coursework - Information for all Candidates
- Social Media and Examinations
- Written Examinations - Information for all Candidates
- Privacy notice - Information for all Candidates
- Warning to Candidates
- Mobile Phones - Information for all Candidates