



EXCELLENCE • LEARNING • LEADERSHIP

**KING RICHARD**  
SCHOOL

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**EXAMINATIONS**

**GUIDANCE FOR STUDENTS & PARENTS**

**CENTRE NO: 74061**

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## **INTRODUCTION**

It is the aim of King Richard's School to make the examination experience as stress-free and successful as possible for all candidates.

Hopefully, this booklet will prove informative and helpful for you and your parents. Please read it carefully and show it to your parents so that they are also aware of the examination regulations and the procedures to follow in the event of any problems occurring.

The Awarding Bodies (or Examination boards) set down strict criteria which must be followed for the conduct of examinations and King Richard's school is required to follow them precisely. You should therefore, pay particular attention to the "Information for Candidates" that is printed on the following page.

Some of the questions you may have are answered at the back of this booklet. If there is anything you do not understand or any question that has not been addressed, PLEASE ASK.

If you or your parents have any queries or need help or advice at any time before, during or after the examinations please contact:

The Examinations Officer:	<b>Miss Niki Rose</b>
Direct Telephone No:	Military x 8343, Civilian 2474 8343
Email:	nrose@kingrichardschoolcyprus.com

**GOOD LUCK!**

(This guidance is directed towards students and it is important that parents familiarise themselves with the details in order to provide maximum support for their child.)

**This document is available to download from:**

**[www.kingrichardschoolcyprus.com](http://www.kingrichardschoolcyprus.com)**

## **BEFORE THE EXAMINATIONS**

### **STATEMENTS OF ENTRY**

- All Candidates will receive an Entry Confirmation Form from the school indicating the subjects they have been entered for and the levels of entry, where applicable. Please check that these are correct. As well as the exam information please check your personal information, such as name and date of birth. It is important that the name which appears on your exam documentation is the same as the name on your passport as this is that name that will appear on your official certificates.

### **AWARDING BODIES**

- The School uses the following Examination Boards: **AQA, EDEXCEL (PEARSON), OCR** and **WJEC**.

### **EXAM NUMBER (Candidate Number)**

- Each candidate has a four-digit candidate number. This is the number you will need to enter on your examination papers. Your candidate number is printed on the Statement of Entry.

### **UCI (Unique Candidate Identifier)**

- In addition to a candidate number, each candidate must have a Unique Candidate Identifier. This number will usually begin with the Centre Number (74061) unless you have transferred from another school that had already issued your UCI. Your UCI is used for administration purposes and it is not necessary for you to remember it.

### **TIMETABLES**

- A copy of the school's GCE/GCSE timetable and your personalised exam timetable is included in your exams folder. Please check it carefully in order to make sure that you know when your examinations are.

### **PLACE**

- Unless otherwise stated, all external examinations will take place in the Exam Room (19).

### **TIMINGS**

- All morning examinations will start at **11.00hrs** unless a clash occurs.
- All afternoon examinations will begin at **15.30hrs** unless a clash occurs.

You will see different start times printed on various official documents circulated by the exam boards. Please **ignore these**, since they apply to schools in the UK.



### **EQUIPMENT**


- Make sure you have all the correct equipment before your examinations. Check the regulations in the "Information for Candidates" and the information on the following pages.

## **DURING THE EXAMINATIONS**

### **EXAMINATION REGULATIONS**

- A copy of the “Information for Candidates”, which is issued jointly by the Joint Council for Qualifications (JCQ), is printed at the back of this booklet (Please see Appendices – Important JCQ Documents). All candidates must read this carefully and note that to break any of the examination rules or regulations could lead to disqualification from all subjects. The school must report any breach of regulations to the Awarding Body.

### **ATTENDANCE AT EXAMINATIONS**

- Candidates are responsible for checking their own timetable and arriving at school on the correct day and time, properly dressed and equipped. Candidates must arrive 10 minutes prior to the start time of their examination. Please wait quietly outside the exam room until you are invited to enter by the Examination Officer or Exam invigilators.
- All items of equipment, pens, pencils, mathematical instruments, etc. should be visible to the invigilators at all times. **You must either use a transparent pencil case or clear plastic bag.**
- Pens should be black or ballpoint. Correction pens are not allowed.
- For Mathematics and Science exams, students should make sure their calculators conform to the examination regulations. If in doubt, check with your teacher. **Remove any covers or instructions and make sure batteries are new.**
- Do not attempt to communicate with or distract other candidates.
- Examination regulations are very strict regarding items that may be taken into the examination room (see FAQs at the end of this booklet). If you break these rules you will be disqualified from the examination.
- **Mobiles or watches MUST NOT BE BROUGHT INTO THE EXAMINATION ROOM.** If a mobile phone (or any other type of electronic communication or storage device) is found in your possession during an examination (even if it is turned off) it will be taken from you and a report made to the appropriate exam board. No exceptions can be made. 
- No food is allowed in the examination rooms, unless you have a valid medical reason for this. You may bring a bottle of water (**with the label removed**) with you into the exam room.
- Please do not write on examination desks. This is regarded as vandalism and you will be asked to pay for any damage.
- Do not draw graffiti or write offensive comments on examination papers – if you do so, the examination board may refuse to accept your paper.
- 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.**
- Read all instructions carefully and number your answers clearly.
- Candidates must stay in the examination room for the duration of the exam. You will not be allowed to leave the examination room early. If you have finished the paper, candidates should use any time remaining to check over their answers and make sure 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 room. Please leave the room in silence and show consideration for other candidates who may still be working.
- If the **fire alarm** sounds during an examination, the examination invigilators will tell you what to do. Don't 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.

## INVIGILATORS

- Invigilators are in the examination rooms to supervise the conduct of the examination. They will distribute and collect the examination papers, tell candidates when to start and finish the examination, hand out extra writing paper if required and deal with any problems that occur during the examination, for example if a candidate is feeling ill. Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.
- Please note that invigilators cannot discuss the examination paper with you or explain the questions.

## ABSENCE FROM EXAMINATIONS

- If you experience difficulties during the examination period (e.g. illness, injury, and personal problems) please inform the Examinations Officer at the earliest possible point so we can help or advise you.
- 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 is to be made for special consideration.
- Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

## **AFTER THE EXAMINATIONS**

### **RELEASE OF RESULTS**

- **GCE, BTEC L3, EXT. PROJECT**: Results will be available for collection from the Exams Office on the:

**Date will be advised  
From 10:00 am – 13.00 pm**

- **GCSE**: Results will be available for collection from the Exams Office on the:

**Date will be advised  
From 10:00 am – 13:00 pm**

**Please do not forget to complete the “Collection Form – Examination Results” and return it to the Exams Office.**

### **CERTIFICATES**

- Certificates are not issued and received by the school until November.
- **All students must give a forwarding address to the Examination Officer before leaving the school in order for their original certificates to be posted on to them.** Certificates are sent by registered mail where possible (this does not include BFPO addresses).



## **FREQUENTLY ASKED QUESTIONS**

### **Q. Who is responsible for the examinations?**

- The centre's Exams Officer is responsible for administering all public examination arrangements and for oversight of students during exams, under direct responsibility from the Head of Centre, the Headteacher. There is a team of adult invigilators who will be present during the exams at all times and who are supervised by the Exams Officer. The awarding bodies set down strict criteria which must be followed for the conduct of exams and the centre is required to follow them precisely.

### **Q. Why do I need to check the details on the exam timetable?**

- The details on your exam 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 or for college/university at some time 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.

### **Q. What do I do if there's a clash on my timetable?**

- The school will re-schedule papers internally (on the same day) where there is a clash of subjects. Candidates will normally sit one paper then have a break during which they will be supervised and must not have any communication with other candidates. They will then sit the second subject paper. Correct times should be on your individual candidate timetable. It may be necessary for you to bring a packed lunch if you have exams in the morning and afternoon as you will have to remain in isolation until both examinations are completed. If in doubt consult the Examinations Officer.

### **Q. What do I do if I think I have the wrong paper?**

- Invigilators will ask you to check before the exam starts. If you think something is wrong put your hand up and let the invigilator know immediately.

### **Q. What do I do if I forget my Candidate Number?**

- Candidate Numbers are written on cards which are on your desks and on attendance registers. Invigilators will be able to help you find your number.

### **Q. What do I do if I forget the school Centre Number?**

- The Centre Number is **74061**. It will be clearly displayed in the exam room.

### **Q. How do I know how long the exam 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 exam. They will write the finish time of the exam on a whiteboard at the front of the exam room. There will be a clock in all examination rooms.

### **Q. What do I do if I have an accident or am ill before the exam?**

- Inform the school at the earliest possible point 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 scribe to write your answers but we will need as much prior notice as possible. You may need to obtain medical evidence if you wish the school to make an appeal for Special Consideration on your behalf (see below).

### **Q. What is an Appeal for Special Consideration?**

- Special Consideration is an adjustment to the marks or grades of a candidate who is eligible for consideration. The allowance for Special Consideration is from 0% (consideration given but addition of marks considered inappropriate) to 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 coursework is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness, accident or injury, bereavement, domestic crisis. The Examination Officer must be informed immediately, so



that the necessary paperwork can be completed (within 7 days of the last exam session for each subject) and the candidate will be required to provide evidence to support such an application.

**Q. What is meant by malpractice?**

- Malpractice is the term that the exam boards use for any irregularity or breach of the regulations of any form. The Exams Officer is required to, and will, report all infringements to the appropriate body and they will decide on what action to take based on the nature of the infringement. There is a tariff system of actions from which they can decide within limits and some infringements carry automatic loss of marks as a minimum penalty. The exam boards take the integrity of exams very seriously and it is important that candidates heed the Exams Officer's and invigilators' instructions carefully.

**Q. What do I do if I feel ill during the exam?**

- Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before or during an exam and if you feel this may have affected your performance.

**Q. I'm late can I still sit the examination?**

- Provided you are not more than 1 hour late, it may still be possible for you to sit the examination. You should get to school as quickly as possible and report to Reception. The Exams Officer will escort you to the exam room. You must not enter an examination room without permission after an examination has begun. It may not be possible to allow you any extra time if you start the examination late. You should also be aware that if you start the exam more than 30 minutes after the published starting time, the school must inform the exam board and it is possible that the Board may decide not to accept your work. Please ensure that you allow enough time to get to school so that if you are delayed (e.g. through transport problems) you will still arrive on time.

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

- No. Timetables are regulated by the exam boards and you must attend on the given date and time.

**Q. Do I have to wear school uniform?**

- Yes, for all years other than Years 12 and 13. Normal school regulations apply to uniform, hair, jewellery, make-up, etc.

**Q. What items are not allowed into the examination room?**

- Only material that is listed on question papers (e.g. an anthology) 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 examinations board. In such circumstances, a student would normally be disqualified from the paper or the subject concerned.
- Bags and coats and any other items not permitted under examination regulations must be left outside the exam room. Do not bring any valuables into school with you when you attend for an examination.
- Mobile telephones, iPods, iatches, MP3 players etc. must not be brought into the exam room even if they are turned off.

**Q. Can I leave the exam early?**

- It is not the school's policy to allow candidates to leave the exam room early, as this is disruptive to other candidates. A candidate may not leave the examination room without the permission of the invigilators.

**Q. What do I do if the fire alarm goes?**

- The Invigilator will tell you what to do. If you have to evacuate the room leave everything on your desk and leave the room in silence and in the order in which you are sitting. Remember you are under exam conditions during this process. You must not attempt to communicate with any other candidates during the evacuation. You will be escorted to a designated assembly point. 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.

**Q. Can I go to the toilet during the exam?**

- Only If it is absolutely necessary. You will be escorted by an invigilator and will not be allowed any extra time.

**Q. I am entitled to extra time – how will this affect the way I take my exams?**

- Some students receive an allowance of 25% extra time. Where possible such candidates will be seated together to minimize disturbance from other candidates who finish earlier. The invigilators will include the additional time when they display the finishing time of your exam on the board.