



## EXAMINATIONS 2022

### GUIDANCE FOR STUDENTS AND PARENTS/GUARDIANS

CENTRE NUMBER: 25345

CENTRE NAME: HARINGTON SCHOOL

SCHOOL TELEPHONE NO: 01572 772579

HEAD TEACHER John Harrison  
[john.harrison@haringtonschool.com](mailto:john.harrison@haringtonschool.com)

EXAMINATIONS OFFICER Sharon Carr  
[sharon.carr@haringtonschool.com](mailto:sharon.carr@haringtonschool.com)

### INTRODUCTION

The examination season can be a very stressful time for students and for parents/guardians. It is important that all those involved are well informed and prepared. The aim of this booklet is to inform you about examination procedures and outline the rules and regulations, as set out by the Joint Council for Qualifications (JCQ). It is also hoped that the booklet will answer any questions you may have.

### WHO IS RESPONSIBLE FOR THE EXAMINATIONS?

It is the responsibility of the Examinations Officer to administer all public examination arrangements and to oversee the students during their examinations. During every examination there will be a team of adult invigilators present at all times. There will also be at least one senior invigilator in the examination room. All invigilators are under the guidance of the examinations officer.

The awarding bodies, AQA, OCR, Edexcel & WJEC set out strict criteria which must be followed at all times during the examinations. These rules apply to all persons entering the examination room. The school has a legal responsibility to follow these rules and to inform the awarding bodies of any irregularities during examinations.

## WHO COMPLETES EXAMINATION ENTRIES?

It is the responsibility of the Examinations Officer, Subject Teachers and the Head of Centre to ensure that students are entered for the correct examination. The examinations officer will make the entries via the system used by the School. These entries will then be submitted to the awarding bodies using a secure website.

Students will receive a statement of entry which must be checked carefully by students and parents/guardians. Any problems should be addressed to the subject teacher for clarification in the first instance. Any alterations should be given to the Examinations Officer via your Form Tutor. The statement of entry needs to be signed by you and your parents/guardians and returned to the Examinations Officer. This document serves two purposes:

1. To check that all entries have been made correctly.
2. To inform parents/guardians/students of the examinations the students have been entered for.

## COURSEWORK & CONTROLLED ASSESSMENT DEADLINES

Some subjects will have an element of coursework within the syllabus which needs to be completed, marked and assessed by subject teachers. These marks are then sent to the moderators and the examination boards several weeks before the formal written examination takes place. The moderator will then send for a "sample" of work to check that the marking is consistent and in line with the guidelines set out by the awarding bodies. The School is set strict deadlines for the submission of coursework and you will need to complete work by the internal dates set.

If a student does not complete a piece of coursework in time they cannot be allocated a mark for that section of the subject. Therefore the overall grade for the subject will be lower. A copy of the notice to candidates for coursework can be found at the end of the booklet.

## WHERE DO STUDENTS GO FOR AN EXAMINATION?

The main location for all examinations will be in the sports hall, although other spaces within the Federation may be used, especially for larger exams. To ensure that candidates are promptly and correctly seated students need to be at the venue at least 15 minutes before the published start time. Students will wait quietly outside the examination room until asked to take their seats. Examination conditions apply on entry to the examination room as stated in the examination regulations. Before the examination students will be allocated a seat number. It is important that students sit in the correct seat to ensure that they receive the correct examination paper. Seating plans will be displayed on the examinations notice board in the School in the assembly area at least 48 hours before the examination for students to access. The Examinations Officer or Invigilators will also have a copy in the examination room.

## HOW WILL STUDENTS KNOW WHEN THEY HAVE AN EXAMINATION?

The main period for the examinations is from mid May until the end of June. However, some oral and practical examinations will take place earlier. All candidates will receive a copy of their individual examination timetable at the beginning of the examination season. This timetable will state the date and time of the examination they will sit. This timetable is dictated by the examination boards. All morning examinations will start at 9am and all afternoon examinations will start at 1pm.

Students will need to be at the examination venue at 8.45am for morning examinations and 12.45pm for afternoon examinations. Please check the exam notice board carefully before each exam. As the length of examinations varies some may not finish until after the end of the School day. Students and parents/guardians should be advised that they will need to make appropriate arrangements for getting home. Students cannot leave an examination early for any reason.

## WHAT HAPPENS IF THERE IS A CLASH ON A STUDENTS TIMETABLE?

If students are timetabled to sit two examinations at the same time, they should notify the Examinations Officer immediately. In most circumstances the clash will have been sorted out by the Examinations Officer in advance of issuing the timetables. Should this clash be unavoidable, students will generally sit one examination and then be kept in isolation until being taken to the examination room to sit the

other one. In such cases, isolation is necessary to prevent students from coming into contact with other candidates who have already sat the examination.

### **WHO INVIGILATES THE EXAMINATIONS?**

The School employs a team of invigilators, many of whom have other roles within the School. The invigilators are there to supervise candidates under the guidance of the Examinations Officer. On entry to the examination room students must be supervised at all times and respond quickly to any requests made of them. Failure to do so can result in students being removed from the room and prevented from sitting the examination. All invigilators are trained and experienced in examination procedures and are subject to strict regulations and police checks (DBS).

In all examinations there will normally be a member of the subject teaching staff present to make sure that students have the right papers and to give any subject specific instructions. These staff will not be required to stay throughout the examination. The rules of the examination room will be read out by the Examinations Officer or invigilator prior to the start of each examination.

### **WHAT HAPPENS IF STUDENTS ARRIVE LATE FOR AN EXAMINATION?**

If students or parents/guardians are aware that the student is going to be late for an examination they should telephone the School and ask for a message to be passed to the Examinations Officer. If the examination has started and the start has been missed by just a few minutes it may be possible to admit the student. However, examination regulations state that if a student are more than 30 minutes late, the awarding bodies will need to be informed and they will decide whether to accept the examination paper.

If students arrive after half the set time for any examination has lapsed they will not be able to enter the examination room and sit the examination. Under no circumstances will a candidate be allowed to sit the examination if it has finished, except in the event of a timetable clash.

### **WHAT MATERIALS AND EQUIPMENT DO STUDENTS NEED?**

During the GCE examinations students are expected to supply the necessary equipment for each examination. Students are expected to consult with their Subject Teacher if they are unsure. All equipment taken into the examination room must be in a clear pencil case. Blue pens cannot be used. Students may have a drink of either water or diluted squash but it will need to be in a clear plastic bottle with the label removed.

### **ARE THERE ANY PROHIBITED ITEMS?**

There are some items that cannot be taken into examination rooms. The awarding bodies treat the possession of these items as a serious breach of examination regulations and can lead to disqualification from one or all examinations:

- Mobile phones
- Storage devices
- Electronic devices
- SMART watches / Fitness Trackers
- Tippex
- Correction pens
- Food items including chewing gum
- Wrist watches must be placed on the desk during examinations

### **WHAT IS MALPRACTICE?**

Malpractice is the term that the awarding bodies use for any irregularity or breach of the regulations in any way. The Examinations Officer is required to inform the awarding bodies of any suspected irregularities or infringements during examinations, such as a student using a mobile phone. The awarding bodies will decide if any action is needed. They operate a system whereby the minimum

penalty is loss of marks and the maximum penalty is disqualification from the subject, all examinations by that awarding body, or in extreme cases admission to sit any form of examination for a period of time.

### **WHAT HAPPENS IF STUDENTS DO NOT ATTEND AN EXAMINATION?**

If a student cannot attend an examination then a doctor's note will be needed to enable us to request special consideration. If students do not attend an examination and do not have a doctor's note they will not be eligible for a special consideration request. In this event students will be awarded a mark based on the components which students have completed and that have been marked.

Parents/guardians should be aware that if a student does not sit an examination for which they have been entered without having a very good reason for being absent, they will be invoiced for the entrance fee for the examination.

### **BEHAVIOUR DURING EXAMINATIONS**

The Joint Council for Qualifications (JCQ) issue several different notices for candidates and these are also displayed inside and outside the examination room. Copies of these can be found in the back of this booklet. The Examinations Officer and the Head of Centre are legally obliged to remove any student who is disruptive from the examination to prevent other students from being disadvantaged or compromised. Anyone who tries to communicate with another candidate in any way inside the examination room will be asked to leave and the incident will be reported to the awarding body. This may result in a student's disqualification from the subject.

### **DRESS CODE**

Examinations are still a school activity and with this in mind all students are required to wear full school uniform for all examinations. Students who are inappropriately dressed will not be permitted to sit the examination. Items of jewellery such as bracelets should not be worn as they may cause a disturbance during the examination and would be deemed as a disruption to other students.

### **IF STUDENTS ARE ILL DURING THE EXAMINATION PERIOD?**

If students become ill in the weeks leading up to the examination series, thus affecting their revision time or attendance, then a doctor's note must be produced immediately, together with an accompanying letter. This procedure is the same for illness during the examination. If hospital admission is required then a letter from the hospital is essential. If the Examinations Officer has this information they may be able to ask the awarding bodies to make special consideration for the affected examinations. It should be noted that the awarding bodies will only give a maximum of 5% extra marks for special consideration.

If students are unable to attend an examination because of other circumstances (e.g. family circumstances or bereavement) the Examinations Officer must be informed on the day of the examination. Medical certification or other proof will be required within 48 hours if an application for special consideration is to be made to the awarding bodies. Parents/guardians and students should be advised that any adjustment in marks will be small and no feedback is given by the awarding bodies.

On the first day of illness or difficulty please notify the Examinations Officer on the number on the front of this booklet. They will be able to give clear guidance on the best course of action.

### **CAN STUDENTS TAKE HOLIDAY DURING THE EXAMINATIONS?**

The dates for examinations are fixed by the awarding bodies but are subject to change right up until the first examination. These cannot be changed in any way to suit the needs of the School. Under no circumstances will holiday be permitted during the examination periods.

### **DO STUDENTS GET STUDY LEAVE?**

Students will be given study leave, with the exact start of this confirmed closer to the examinations. Students are welcome to revise in School at any time within its opening hours and the Subject Teachers will be available during the regular scheduled lesson time and other times by prior arrangement.

## HOW DO STUDENTS GET THEIR RESULTS?

Students GCE results will be emailed to their personal account, not their Harington School account, at 8:30am on **Thursday 18 August 2022** to correspond with UCAS which confirm university places at a similar time. The School will be open from 09.30 if students would like to collect their results. Teachers and other school staff will be located in the assembly area where students can collect their results and enjoy the atmosphere of the morning.

## WHAT DO I DO IF I HAVE AN ENQUIRY ABOUT RESULTS/APEALS?

If a student or parent/guardian wishes to make an appeal against any of the examination results there is a process available. We would normally advise that an appeal is only appropriate when a student's marks are 1-2 away from the next grade boundary. Where teaching staff and students/parents believe an appeal is worthwhile the School will pay. If students/parents wish to appeal contrary to School advice then parents will be expected to pay. In both cases a permission form will need completing. Parents and students should be aware that marks could go up or down and that the outcome of any appeals are final. Students will be notified of the outcome by letter. A copy of the appeals permission form is included within this pack. The completed form should be returned to the School no later than **26 August 2022**.

## HOW DO STUDENTS COLLECT THEIR EXAMINATION CERTIFICATES?

Examination certificates are sent to the School during the autumn term.

A formal Presentation Evening will be held at the School in either December 2022 or early January 2023 where certificates and prizes will be presented.



## EXAMINATION APPEALS PROCEDURES

### INTERNAL COURSEWORK REVIEW PROCESS

Harington School is committed to ensuring that all students' work that is submitted for assessment for an external qualification is assessed fairly, consistently and in accordance with the specification for the qualification concerned. Assessments should always be conducted by staff who have the appropriate knowledge, understanding and skills of the subject being assessed. All students' work should be produced and authenticated according to the requirement of the examination board. Where a set of work is divided between staff, consistency should be assured by means of internal moderation and standardisation. If a student wishes to challenge the marks they have been awarded in their coursework there is a review process that should be followed.

Stage 1: Student requests review of marks. At this point the class teacher will explain with the candidates the specific marks with close reference to mark schemes. If the candidates remains dissatisfied:

Stage 2: Head of School or person nominated will review internal procedures to check they have been followed in accordance with the published guidance.



## APPEAL REQUEST FORM

STUDENT NAME.....

Please complete the form below, identifying the specific paper, which you would like re-marking. Please ensure that you have checked and interpreted the grade boundaries carefully. By signing, you understand that your marks could go up or down and the decision of any appeal is final.

### APPEAL DETAILS

Subject	Paper code

Signed (Student) ..... Date .....

Signed (Parent)..... Date .....

Please send the completed form to the Examinations Officer at the address below:

Sharon Carr  
Examinations Officer  
Harington School  
Huntsmans Drive  
Oakham  
Rutland  
LE15 6RP

.....  
For office use only

Invoice Created	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Head of School agreed	<input type="checkbox"/>	<input type="checkbox"/>

Date.....