



St Mary Redcliffe
and Temple School

Guide to Exams & Coursework

**Redcliffe Sixth Form Centre
2023**

Contents

Section 1 – Examinations

- Exam Entries
- Candidate Statements of Entry
- Withdrawing from a Subject
- Individual Exam Timetables
- Clashing Exams
- Examination Day
- Access Arrangements
- Transfers of Credit
- Lateness / sickness on day of exam
- Absence from Examinations
- Conduct in the Exam Room
- Suspected Malpractice
- Equipment
- Watches
- Mobile Phones...
- Special Consideration

Section 2 – Coursework

- Presenting your Coursework
- Coursework & Plagiarism
- Submitting your Coursework
- Internal Appeals Procedure

Section 3 – Exam Dates, Results & Certificates

- Results Days
- Post Results Services
- Certificates

Appendix: **Essential Information** for Candidates – JCQ Regulations

- **Links to important information from the Joint Council for Qualifications and SMRT**

Section 1 – Examinations

Exam Entries

- Exams are all taken in the Summer Season (May/June). There are no longer any GCE/GCSE exams in January.
- There are different types of exam entry:-
 1. **Centre** – these are entries made and paid for on your behalf by your subject teachers in accordance with the planned syllabus.
 2. **Re-sit** (private entries) – these are entries made and paid for by yourself because you wish to improve your result.
 3. **Late** – these are entries made after the deadline date. They will be double or triple the standard fee, in line with exam board charges.



What you need to do ...

1. Centre entries will be made by your teachers.
2. For re-sits or private entries, complete the appropriate re-sit form.
3. Bring form and money to the Exams Office **by lunchtime** on:

DEADLINE for GCSEs in November – 1st October

DEADLINE for all summer exams – 10th February

Candidate Statements of Entry

- Candidate Statements of Entry are produced after the entry deadline date.
- They are very **IMPORTANT** documents.
- **You** must check that your details and your entries are correct.



What you need to do ...

1. Check your **name** and **date of birth** are shown correctly as this is how they will appear on your certificates, which are legal documents.
2. Check your **exam entries** carefully against the module codes in your student planner.
3. If there is **anything wrong you need to see the Exams Officer immediately**.
4. Amendments and withdrawals can be rectified but if you don't tell the Exams Officer immediately this will cost YOU money.

Withdrawing from a Subject

- Sometimes students decide to withdraw from subjects.
- Students are liable for costs for exam entries if we are too late to obtain a refund from the Awarding Body.



What you need to do ...

1. Talk to your tutor and get the “Dropped Subject” form.
2. FROM 2nd JANUARY - Come to the exams office to check you have no exam or coursework entries for the subject you have dropped.
3. Return the form, with **all** appropriate signatures, to Kerrie Davis.
4. If it is too late for a refund, you will need to pay the appropriate fee to the Exams Office.

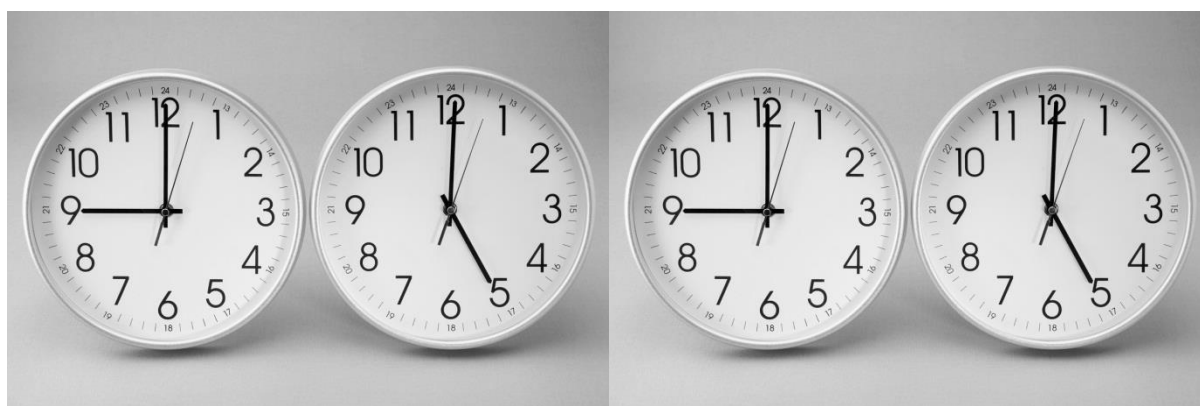
Individual Candidate Timetables

- Individual Candidate Timetables are produced in April for the Summer Season.
- They are very **IMPORTANT** documents.
- You must check that all your exams are indicated on the timetable, and that you do not have any entries for any subjects you have dropped.
- Along with your timetable, if you have any clashing exams that cannot be sat one after the other in the same session you will receive a letter detailing arrangements for these exams (see next page).



What you need to do

1. Check your Individual Timetable carefully, **including your personal details**. These details will appear on your exam certificates.
2. If it is wrong you need to see the Exams Officer **immediately**.
3. Ensure **you know exactly WHEN and WHERE** your exams will be held.



Clashing Exams

- If students are entered for two or more papers timetabled for a session (morning or afternoon) and the total time is **more than 3 hours**, then schools can reschedule examinations to a later or earlier session within the same day, so long as the students remain supervised.
- If students are entered for three or more papers timetabled for the same day and the total time is more than 6 hours, then students may be allowed to take an examination in the earliest possible session on the next day.
- Clash supervision means you cannot communicate with anyone not also in supervision, so mobile phones, mp3/4 players, smart watches and any other electronic or internet-enabled devices are not permitted.



What you need to do

1. Read your Clash Supervision letter carefully.
2. Remember to bring some revision material with you.
3. Remember to **bring food and drink** if your supervision occurs over lunch time – you will **not** be allowed to go to the shop or the canteen.

Examination Day

Start Times:

- Morning Session – 9.00am
- Afternoon Session – 1.20pm
- You must check these times and **arrive 10 minutes before the start**, even if you decide not to take one of your exams in the session. **If you are late, you may or may not be able to take your exam**, depending on the circumstances.

Exam Rooms:

- Lists of exam venues and seat numbers will be placed on the Exams Notice board in Sixth Form Centre before the exam.

During the Exam

- You cannot leave early as this causes disruption to other students.
- No revision or talking is allowed between papers.
- No mobile phones are allowed.
- No food is allowed in the exam room and only bottled **water** is permitted; the bottle must have **all labels removed**.



What you need to do ...

1. Check your timetable and notice board in case there are any last minute changes to rooms.
2. **Arrive 10 minutes before your exam is due to start.**

Access Arrangements

- These are pre-examination adjustments, primarily based on a history of need and a history of provision.
- The arrangements may be appropriate for those with special educational needs and those with a temporary injury, such as a broken hand. They may also be appropriate for students with disabilities.
- Access arrangements can include scribe, reader, word processor, extra time, rest breaks, prompter, modified papers; this list is not exhaustive.
- If you have had access arrangements for your GCSE's then you may need them for your A level's, but **they will not automatically be applied.**



What you need to do ...

1. For long-term Access Arrangements contact the Learning Mentors in the 6th Form Centre or the Learning Support Team on B Floor in the main school building. You must do this in October to allow time for your Access Arrangements to be evaluated.
2. For a temporary arrangement during the exam period, e.g. for an injury, contact Learning Support as soon as possible.

Transfers of Credit

- Candidates who move to another school or who, for other reasons, have to change their course of study part way through a GCE course may be eligible to transfer credit between specifications and/or awarding bodies, provided that the specifications have the same subject titles.
- For example, you may have studied AS Mathematics with OCR and want to transfer to the A2 Mathematics course with Edexcel.
- It is usually possible to transfer credits between exam boards but we need to apply to the exam boards to do so.



What you need to do ...

1. Bring your Statement of Results or Certificate of Results for the subject or unit you wish to transfer to the Exams Officer.
2. Also bring details of your previous school's centre number and your UCI number if these are not included on your Statement of Results or Certificate.

DEADLINE – 15th October

Lateness on Day of Exam

The Rules for Late Arrival to the Examination before 10.00am or 2.30pm

- For general qualifications, a candidate who arrives before 10.00 am for a morning examination or before 2.30 pm for an afternoon examination may be allowed to enter the examination room and to sit the examination.
- A candidate who arrives after the start of the examination may, at the discretion of the Centre, be allowed the full time for the examination, depending on the centre's organisational arrangements and provided adequate supervision arrangements are in place.

The Rules for Late Arrival to the Examination after 10.00am or 2.30pm

- For general qualifications, a candidate who arrives after 10.00 am for a morning examination or after 2.20 pm for an afternoon examination may be allowed to enter the examination room and to sit the examination. However, the candidate should be warned that **the awarding body is unlikely to accept the work.**
- In these cases of very late arrival, a report must be submitted to the Awarding Body. You will be invited to discuss the circumstances of your lateness prior to the report being submitted.

The Rules for Arrival after the Examination

- If any candidate arrives after the scheduled finishing time, the centre must record the candidate as 'absent' and the centre must not allow the candidate to take the examination. In such cases, the centre must tell the candidate that he or she will not be awarded marks for the component.
- If a candidate arrives in the afternoon for a paper that had been re-arranged for a morning session, the candidate may be allowed to take the paper at the published time as long as he or she has not had any contact with any candidate who sat the paper earlier. **The awarding body will then decide whether or not to accept the script.**



What you need to do:

1. If you are late DO NOT go straight the exam room as your late arrival will be very disruptive to candidates already in the examination.
2. If you arrive late DO **go to the reception desk** of the building in which your exam is taking place. The receptionist will contact the Exams Officer and note your time of arrival.
3. From the moment you report to reception you will be deemed to be under secure examination conditions.

Absence from Examinations

- You **MUST** attend all exams that are allocated to you on your individual candidate timetable. Misreading the timetable will not be accepted as a satisfactory reason for absence.
- You will be expected to pay if you fail to attend an exam that you have been entered for by the school unless you provide the documentation below within 2 days of the exam date.

If you are unable to attend an exam due to illness:



What you need to do...

1. You must **advise the Attendance Administrator on 0117 377 3465** as soon as possible on the morning of the exam
2. We will advise whether we will require a doctor's note or self-certification form to be completed to provide evidence of your illness.
3. If you test positive for Covid or are coughing/sneezing infectiously and Covid cannot be eliminated, you should contact us for advice.
4. Depending on circumstances we *may* be able to apply for Special Consideration for the exam affected as long as you follow the procedure above. You can be awarded a grade as long as you sit at least one paper.

Conduct in the Exam Room

You must be **silent at all times** when you are in the exam room. This includes when you **enter** and **leave**.

If you need assistance, put your hand up clearly and wait for an invigilator to come to you.

You will not be allowed to leave the exam room for toilet breaks. You will not be allowed to leave the exam room unattended.

If you have finished the exam early, **you will NOT be allowed to leave** as this disturbs other candidates in the room.

Any damage/vandalism to school property will be invoiced to parents.



What you need to do...

1. DO ensure you use your FULL LEGAL NAME on your exam answer paper and any spare sheets you use – Exams Office staff are not allowed to correct your details after the exam.
2. DO NOT doodle on your exam papers – examiners can refuse to mark papers if they deem them to be defaced in any way.

Suspected Malpractice

Candidate Malpractice means malpractice by a candidate in the course of any examination or assessment, including the preparation and authentication of any coursework, the presentation of any practical work, the compilation of portfolios of assessment evidence and the writing of any examination paper.

If you are caught cheating in an exam, you **WILL** be reported to the Exam Board. Cheating means doing anything that is against the rules stated on the *Information for Candidates*, which is on the back of your timetable, and on the school website, and includes:

- Being in possession of a mobile phone, a smart watch, or other devices with electronic/digital communication or storage **whether or not you use it**.
- Possessing unauthorised aids, including having writing on your hand/rubber etc.
- Communicating with other candidates in any way.
- Copying from other candidates.

Procedure:

If a candidate is suspected of malpractice, this **will be** reported to the Exams Officer.

The Exams Officer will complete the JCQ Report of Suspected Malpractice with the assistance of the person reporting the incidence, which will be submitted to the relevant awarding body. The Candidate will be given the opportunity to write a statement to accompany the report.

The Exams Officer will communicate the Awarding Body's decision to the candidate and the teachers concerned.

Penalties for Malpractice

These range from an official warning, through loss of marks for the unit or subject concerned, to debarment from sitting exams in the current or future season(s).

Equipment

You must provide **all you own equipment**. Borrowing from other candidates is **NOT** allowed under any circumstances.

Ordinary pencil cases or boxes are **NOT** allowed in the exam room. **You should bring your equipment in a clear plastic bag or transparent pencil case.**

You are **NOT** allowed to use correcting fluid or tape. This is to protect you and your exam; if correction devices were allowed then someone could tamper with your exam

paper and it would be undetectable. Highlighter pens may be used on QUESTION papers only; they may NOT be used in your answers.

Watches

The rules have changed, and you are no longer allowed watches, of any kind, in an exam room. These **MUST** be left in your bag and in your locker.

The school has invested in new digital clocks for the main exam rooms which are very visible and easy to read.

Mobile Phones, iPods, MPS/MP4 Players or any other technological or web-enabled devices

You are **NOT** allowed the above items in the exam. These **MUST** be left in your bag and in your locker. You must ensure that all devices are **switched off**, and cannot switch themselves on again, for instance with an alarm.

MOBILE PHONE MALPRACTICE WILL ALWAYS BE REPORTED TO THE EXAM BOARD

- If your mobile phone is not in your possession still makes a noise in the exam room, e.g. receives a notification whilst on the invigilator's table, you are likely to receive a **WARNING LETTER** from the Awarding Body.
- If your mobile phone is in your possession even though it is switched off, you are very likely to **receive ZERO marks** for the paper.
- If you use your mobile phone, you are likely to be **DISQUALIFIED** from this and possibly other exams by the exam board.

Special Consideration

- Special Consideration is a post-examination adjustment.
- These may be given following an examination or assessment to ensure that a candidate with a temporary illness, injury or other temporary indisposition at the time the examination is conducted, is given some recognition of the difficulty they have faced.
- Special consideration cannot take away the difficulty the candidate has suffered.
- Special consideration can only be a minor adjustment to ensure the integrity of the standard is not compromised.
- Where a student was present at the assessment but disadvantaged, the Percentage of Marks which may be awarded is between 0 – 5%:
 - 0% where consideration was given but the addition of marks was considered inappropriate.
 - 5% extremely grave cases such as terminal illness of candidate or death of parent.
- Where students are absent for acceptable reasons they must meet the minimum requirements if enhanced grading is to be applied for. At least 25% of the total assessment must be completed.

Reasons that do NOT merit Special Consideration

- Long term illness or other difficulties affecting revision time, unless the illness manifests during the assessment.
- Bereavement occurring six months before the assessment unless an anniversary has been reached at the time of assessment or there are ongoing implications such as inquests or court cases.
- Domestic inconvenience such as moving house, lack of facilities, taking holidays at time of assessment.
- Minor disturbance in the examination caused by candidates, such as bad behaviour, mobile phone etc.
- Consequences of committing a crime.
- Consequences of taking alcohol or any other non-prescribed drugs.
- Consequences of disobeying the centre's internal regulations.
- Failure to prepare candidates properly for the examination for whatever reason.
- Staff shortages, building work or lack of facilities.
- Misreading the timetable and/or failing to attend at the right time and in the right place.
- Misreading the instructions of the question papers and answering the wrong questions.
- Making personal arrangements such as a wedding or holiday which conflict with the examination timetable.
- Missing all examination and coursework components.
- Failure to cover the course as a consequence of joining the class part way through.
- Long-term or permanent disability unless illness affects the candidate at the time of assessment.
- Adverse weather conditions, including those leading to cancelled travel arrangements..

Reasons that MAY merit Special Consideration

- Temporary illness or accident/injury at the time of the assessment.
- Bereavement at the time of the assessment.
- Domestic crisis at the time of the assessment.
- Serious disturbance during an examination, particularly when recorded material is being used.
- Other accidental events such as being given the wrong exam paper, being given a defective exam paper or tape, failure of practical examination.
- Participation in sporting events at international level at the time of certification.





What you need to do ...

1. Check if you are eligible for special considerations.
2. See your tutor or exams officer to discuss.
3. You may be asked for evidence depending on the circumstances.

PAYMENT FOR EXAMS

The school will take responsibility for paying for the first sitting of all exams for courses on the student's timetable.

However students who **fail to complete coursework** to an acceptable standard or attend class to an acceptable level might be asked to **pay**. Students who **fail to attend an exam** for which they have been entered will be asked to **pay**, and so it is vital that statements of entry are properly checked and that **students dropping subjects after 1st January check with the exams office to withdraw entries**. Students will need to pay for all resits of exams.

Section 2 – Coursework

Presenting your Coursework

- All coursework/portfolios submitted for assessment must be the candidate's own work. Written material may be handwritten or word-processed unless stated otherwise in the specification and should, if possible, be on A4 paper.
- Where appropriate, coursework/portfolios may include films, tapes, models, etc. Candidates must be clearly identified on these.
- Coursework/portfolios must include a **title** and, where relevant, a table of contents and a bibliography. Material included as appendices (such as tables of statistics, diagrams, graphs, illustrations, photographs, maps etc) will be given credit only if it is pertinent to the work and is referred to in the text.
- Written work should be submitted in **plain** covers or folders - bulky covers or folders must not be included. The cover must be marked clearly with:-
 - Your full name and Exam/Candidate number.
 - Our centre number (50615).
 - The specification title or code and the component/unit title or code.
- If the coursework is word-processed, you must ensure that your name appears on each page as a **header or footer**.
- Awarding Body **cover sheets** must be included with the work. You **must sign** this sheet.

Tips for Success

Do ...

- If you receive help and guidance from someone other than your teacher, **DO** tell your teacher who will record the nature of the assistance given.
- If you worked as part of a group on a project, **DO** write up your own account of the project. Even if the data you have is the same, the description of how that data was obtained and the conclusions you draw from it should be in your own words.
- **DO** meet the deadlines that your teacher gives you for submitting drafts and final pieces of work. Your teachers are there to guide and assist you — showing them your work as it progresses will allow you and your teacher time to sort out any problems before it is too late.
- **DO** take care of your work and keep it safe. If it is stored on the computer network, keep your password secure. **DO** save your work regularly and make back-up copies.

Don't ...

- **DON'T** leave your work lying around where your classmates can find it. Collect all copies from the printer and destroy those you don't need.
- **DON'T** be tempted to use essays from online essay banks — this is cheating. Electronic tools can detect this sort of copying.

The Rules & Regulations

- The work which you submit for assessment **must** be your own.
- If you submit work typed or word-processed by a third person you **must** acknowledge this.
- You **must not** copy from someone else or allow another candidate to copy from you.
- If you copy the words or ideas of others and don't show your sources in references and a bibliography, you will be committing **plagiarism** — and that's cheating.

Plagiarism

Plagiarism involves taking someone else's words, thoughts or ideas and trying to pass them off as your own. It is a form of cheating which is taken very seriously.

There are many ways to detect plagiarism:

- Markers can spot changes in the style of writing and use of language.
- Markers are highly experienced subject specialists who are very familiar with work on the topic concerned — they may have read the source you are using (or even marked the essay you have copied from.)
- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

Penalties for breaking the rules

- If your work is submitted and it is discovered that you have broken the regulations, one of the following penalties will be applied:
 - the piece of work will be awarded zero marks;
 - you will be disqualified from that unit for that exam series;
 - you will be disqualified from the whole subject for that exam series;
 - you will be disqualified from all subjects and barred from entering again for a period of time.
- The awarding body will decide which penalty is appropriate.

An Appeals Procedure for Internally Assessed Units is available on the exams page of the school website and there is a link to it in the Appendix at the end of this document.



Section 3 – Exam Dates, Results & Certificates

Summer Examination Season: 15th May to 23rd June 2022 (including contingency day)

N.B. Practical or Oral examinations are arranged prior to these dates.

The exam board websites will have more detailed information about dates for your exams, and you will receive a personalised timetable when all exam seating arrangements are finalised.

Results Days

- There are two results days:
 - Thursday 17th August - Summer A/AS levels
 - Thursday 24th August - Summer GCSEs



What you need to do...



- **If you are not going to be able to collect your results in person you will need to provide the Exams Office with an adequately STAMPED Addressed Envelope so that they can be posted to you. OR**
- **Give your written permission to someone collecting on your behalf. This authorisation must be brought by your nominated person on results day.**

Post Results Services

Enquiries about Results (EARs) (You will have to pay for these – prices will be on the forms provided after the results come out.)

- **Clerical Re-check** – a re-check of all clerical procedures which lead to the issue of a result e.g. to ensure the marks are added up correctly.
- **Marking review** – This service will include the clerical re-check and a review of marking of units by a senior examiner. Marks will not change unless a mistake has been made in the original marking. You may request a copy of a reviewed script for an additional charge.
- **Consent** – If you request either of these services you must provide consent that you are aware that your mark can be raised, lowered or remain the same.
- **Refund** – In the case of an overall grade change (or a *unit* grade change in the case of some exam boards) your fee will be refunded.

Access to Scripts

- **Priority Copy Scripts** – These may be requested prior to making an EAR, but are only available for a short time following publication of the results.

- **Original Scripts** – These will take longer to arrive back in the school and once requested a marking review will no longer be available.

Missing & Incomplete Results

- This service does not cost anything but does have a deadline date – come and speak to the Exams Officer without delay.



What you need to do...

1. Use the Post Results Application Form from your Results Envelope or the website.
2. Complete and return to the Exams Office with your payment by the deadline date shown on the form.
3. **Check your emails** – Outcomes of Post-Results queries will be emailed to you.

Certificates

- Certificates are legal documents and cannot be replaced.
- The Awarding Bodies can provide you with Certified Statements of Results if you lose your certificates or do not collect them on time. They will charge you for this service.
- The school is only required to keep your certificates for one year, so please collect them from the Exams Office in the Sixth Form Centre from December onwards.
- Certificates will not be issued to anyone but the person named on the certificate unless the student emails the Exams Office giving permission to their named representative, or a letter of authority has been provided.
- **Certificates will not be sent in the post, they must be collected in person from the school.**
- **If you took an exam at a different school, you will need to contact that school for your certificates.**



What you need to do ...

1. Collect your certificates from the Exams Office during the allocated week in December – check the letter in your results envelope and on the website for details.
2. **If you are not able to collect during this week, you can arrange to collect them during term time. Please email cachandti@smrt.bristol.sch.uk to make an appointment – do not just turn up – there may not be anyone available to help you.**
3. If you would like someone to collect your certificates for you, you must provide them with written authority to do so.

Appendix – Essential information for candidates

*Do not ignore this information –
it is your responsibility to be
aware of the rules and regulations
in the documents below.
Failure to comply may result in
DISQUALIFICATION*

In addition to the information in this booklet it is also expected by the Awarding Bodies that **all candidates will have read** the following information sheets:

["JCQ Information for candidates - Written Examinations"](#)

["JCQ Information for candidates - Coursework Assessments"](#)

["JCQ Information for candidates - Non-Examination Assessments"](#)

["JCQ Information for candidates - Social Media"](#)

["JCQ Information for candidates - Privacy Notice"](#)

**These documents may also be found on the Exams Information page
of the school website.**