

Langley Grammar School

A Student Guide to Public Exams

Examinations Officer

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YOUR GUIDE TO THE EXAMINATIONS PROCESS

Before the examinations

Candidates must acquaint themselves with the rules and regulations of examinations as laid out by the Joint Council of Qualifications (JCQ). All the documents you need to read are on the school website [here](#).

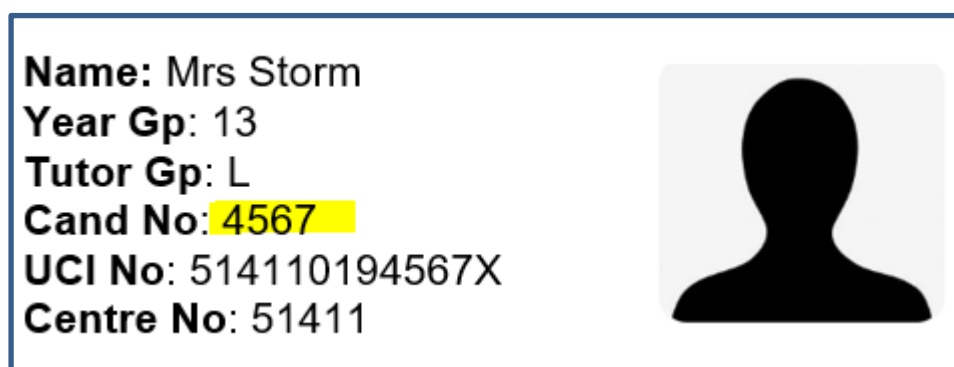
Alternatively, you can find them on the Joint Council of Qualifications (JCQ) website, [here](#).

Useful visual aids can be found at the end of this handbook.

Below, you will find answers to frequently asked questions. If you can't find the answer to a question, please email the exams officer by clicking [here](#).

1. What is my candidate number?

Each candidate has a four-digit candidate number which is used by all the awarding bodies to identify you. You must write it on all your examination papers and coursework. It can be found on your candidate card which will be placed on your desk for every exam.



Candidate cards are used to confirm your identity.

In addition to your NAME, CANDIDATE NUMBER and CENTRE NUMBER, they list you UCI NUMBER which is your “Unique Candidate Identifier”. This is a 14-character string made up of

- a) the Centre number, 51411;
- b) a year code, 3 digits e.g. 001;
- c) your candidate number, e.g. 7150 and
- d) a single capital letter code, e.g. D.

2. Who are the awarding bodies?

AWARDING BODIES or EXAMINING BOARDS write the **specifications** that you study, set the exams, print the papers, mark your answers and give you a QUALIFICATION.

There are 4 Boards that you’re likely to come across: AQA, EDEXCEL, OCR and WJEC. They all have websites on which you can find their specifications (usually as downloadable .pdf files), specimen papers, timetables and so on.

The JCQ (“Joint Council for Qualifications”) has the job of making sure that the specifications on offer from the various Boards are all to the same standard even though their contents and styles may be different.

3. What are entries?

In February you will be entered to take the exams for the subjects you study. The exams officer creates ENTRIES and sends these to the Boards. You’ll get a STATEMENT of ENTRY which you **must check carefully** for **mistakes**. Notify the exams officer immediately if anything is missing or incorrect. Otherwise wrong information on the school database can find its way onto your certificates, which you will need to present when applying to Uni and jobs. **So make sure the information is correct.**

4. When will I get my exam timetable?

Provisional exam timetables are published on the school website in December. Individual Candidate Timetables for the summer exam season are

emailed to students before Easter. These will detail your room and seat number. Most students will sit their exams in the sports hall, but check your timetable carefully for variations.

5. What if I have more than one exam on the same day?

When two exams are scheduled for the same date and time it is called a CLASH. Clash students usually take the longer exam first and take the shorter exam second. Exam clashes are 'resolved' when we produce seating plans for each exam session so make sure that you know when and where to turn up, especially if you must be in school in the morning because you have an afternoon clash.

VERY IMPORTANT – you will be supervised between exams on a day that you have a clash. You will not be allowed to communicate with anyone other than invigilators until after your last exam of the day. You are not free to wander around the school, talk to other candidates or use any internet enabled device such as a mobile phone. You will need a packed lunch and a drink on the days that you have a clash as you will not be able to go to the Canteen.

During the examinations

6. What happens on the day?

Arrive at school and make your way to your exam room **at least 10 minutes** before the start of the exam.

Morning exams usually start at **9am**.

Afternoon exams usually start at **1pm**.

Store your bags in the wire racks outside the sports hall. Do not bring any watches or valuables to school. If you must bring a mobile phone, hand this in to the invigilator before the exam.

7. What are invigilators?

The school employs a small number of trained external invigilators. Invigilators are in the examination room to supervise the conduct of the examination. They distribute and collect the examination papers, tell you when to start and finish, hand out extra answer booklets if required, and deal with any problems that occur during the examination, for example if a candidate is feeling ill.

Invigilators cannot discuss the examination paper with you or explain the questions. Remember to put up your hand if you need to attract the attention of an invigilator for any reason. Pupils are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.

At the end of the exam you will be reminded to make sure that you've written your centre number (51411) and candidate number on your answer book and any additional answer booklets. All papers will be collected in and you will be invited to leave in silence and in an orderly manner.

There may well be other exams still in progress when *you* finish.

8. What are exam conditions?

As soon as you enter the examination room there must be complete silence; you must not speak to, distract or communicate with other candidates in any way. You must listen to and follow the instructions of the invigilator. Do not write anything on or open the exam paper until you are told to do so. You must face the front at all times. If you need anything you must put up your hand and wait for an invigilator to come to you. Examination conditions must be maintained until you have left the examination room. If you do not keep to exam conditions, it is malpractice.

10. What is malpractice?

Malpractice means any act or practice which is in breach of the Regulations. Any alleged, suspected or actual incidents of malpractice will be investigated

and reported to the relevant awarding body/bodies. Examples of malpractice include – taking an unauthorised item such as a mobile phone into an examination room (even if it is turned off and you did not intend to use it).

Things not to do on social media:

- Buy/ask for/share exam or assessment content
- Pass on rumours of what's in exams or assessments
- Share your work
- Work with others so that your assessment is not your own independent work

Research and using references in coursework/Non examined Assessment

Where computer-generated content has been used (such as an AI Chatbot), your reference **must** show the name of the AI bot used and should show the date the content was generated. For example: ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2025. You **must** submit a copy of the computer-generated content with your work for reference and authentication purposes.

If you copy the words, ideas or outputs of others and do not show your sources in references and a bibliography, this will be considered as cheating.

Plagiarism

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

If you commit malpractice you could be disqualified from one or all of your exams.

11. What equipment should I take into the examination room?

- A black pen to write with. No blue pens or gel pens allowed.
- Mathematical instruments and calculator (where required).
- Pencil, ruler, sharpener and rubber. No correction fluid/tape allowed.
- All equipment must be in a clear pencil case.

- You may bring a clear plastic water bottle with its label removed. If using a re-usable bottle, please choose a clear one with no text on it.

12. I'm entitled to access arrangements, how will this affect how I take my exam?

Some pupils receive an allowance of extra time, arranged by our Individual Needs Coordinator, and approved by the awarding bodies. The extra time is added at the end of the examination – you start at the same time as everyone else. Where possible, extra time candidates will be seated together to minimise disturbance from other candidates who finish earlier. All access arrangements are determined according to need and approved in advance with our Individual Needs Team.

13. What if I'm late for an exam?

Don't panic! It happens, usually because of train or traffic delays. You still get the full amount of time but you start late and finish late. Let the School know as soon as you think you'll be delayed; that message will be passed on to the Invigilators.

14. What if I miss an exam? Can I take it on another day or on a contingency day?

No, you cannot. Timetables are regulated by the awarding bodies and **you must attend on the given date and time**. We will try to contact you or your parents once we know you are absent - but it is your responsibility to attend all of your examinations. Always double check your timetable.

Contingency days are reserved for use by exam boards in the event of a national emergency and cannot be used by students who accidentally miss an exam. Candidates must make sure they are available for all of their exam dates and the contingency dates as determined by the exam boards.

15. What if I'm ill or injured?

Many students have some kind of health issue during the exam period. Usually these are coughs, colds and hay fever. It is best that you try to make it into school on the day. You **can't** take the exam on another day when you are better. Inform the school immediately so we can help or advise you. If you have an injury which makes you unable to write, it may be possible to provide you with a scribe. If you are incapable of sitting the exam due to illness – we can apply for an AEGROTAT award, where the Board *may* grant you a grade based on the fact that you've done at least 25% of the course in exams/coursework. You must provide a Medical Certificate for this.

16. What is special consideration?

Special Consideration is an adjustment made by the awarding body to the marks of a candidate who is eligible for consideration for reasons such as illness, accident or injury, bereavement or domestic crisis. The Exams Officer must be informed immediately so that the necessary online application can be completed. You will be required to provide evidence to support the application.

The allowance for Special Consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for really exceptional cases). You should be aware that any adjustment is likely to be small and no feedback is ever provided by the Exam Boards to either the school or to candidates. Candidates will be eligible for special consideration if they have been fully prepared and have covered the whole course but performance in the examination, or in the production of coursework or non-examination assessment, is materially affected by adverse circumstances beyond their control.

After the examinations

17. When are results days?

When you've finished your last exam, please return all of your school books. Then it is time to relax until RESULTS DAY; Thursday before August-bank-

holiday-Monday for GCSE and Thursday before that, for A-level. Results will not be given out over the phone. They are normally emailed to your school email address.

18. What if I'm not happy with my results?

There are several options open to you after you get your grades. You can have papers REVIEWED and you can ask to have your papers back ('Access to Scripts'). Both requests have to be made through the school and both have to be paid for by YOU. Also, both have deadlines; if you apply too late your request will not be accepted by the Boards. You will need to check the school website for the latest fees and deadlines and make your application using the correct Microsoft form. Visit the post results page by clicking [here](#).

Remember, reviews can result in your grade going up, down or staying the same. If your mark goes up as a result of a review, the board fee will be refunded.

19. When will I get my certificates?

Certificates arrive at school in November. They are then sorted and made available to students, either via presentation evenings, or via collection from the exams office or reception. You will be emailed the details as soon as they are available. You must keep your certificates safe as they will be needed for your future education and employment. The school cannot provide replacements and exam boards will charge you for certificate services.

Appendix 1 - Reminders




On your exam day

This checklist will help you to be as prepared as possible for your exams so that you can focus on doing your best on the day.

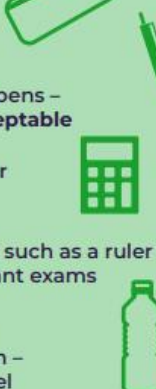
Before sitting your exams, ensure you know:

- the date, time and location of each of your exams. You might find it helpful to write this information in a calendar or planner.
- who to contact at school or college in case there's an emergency that makes you late or unable to sit your exam.

What you cannot take into exams:

- any type of phone
 - revision notes
 - any type of watch (this includes analogue, digital and smart watches)
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What you will need:

- a clear pencil case
 - at least two black ink pens – blue pens are **not acceptable**
 - an approved calculator for relevant exams
 - appropriate apparatus such as a ruler or protractor for relevant exams
 - a clear water bottle if you wish to take one in – it **must not** have a label
- 

Other important information:

- Listen carefully to the invigilator's instructions which will be specific to your exam. If you are unsure of anything, please raise your hand and wait for the invigilator to respond.
- Fill in your details on the front of your answer booklet.
- If you need additional answer sheets, raise your hand and wait for an invigilator who will provide you with one. Remember to add your details to this booklet.
- If you need to use the toilet or feel unwell, raise your hand and wait for an invigilator who will escort you from the exam room.
- Remember to stay silent – talking to a fellow candidate could result in disqualification from all your exams.

Contingency sessions:

- There are contingency sessions within the Summer 2025 exam timetable – the afternoon of 11 June 2025 and the morning and afternoon of 25 June 2025. Make sure you are available on all three dates even if you do not have an exam.

If you have any questions about your exams, please ask your teacher or exams officer.



You can also find useful information about preparing for exams at www.jcq.org.uk/exams-office/information-for-candidates-documents

EFFECTIVE FROM 1 SEPTEMBER 2024

Appendix 2 – unauthorised items



AQA

City & Guilds

CCEA

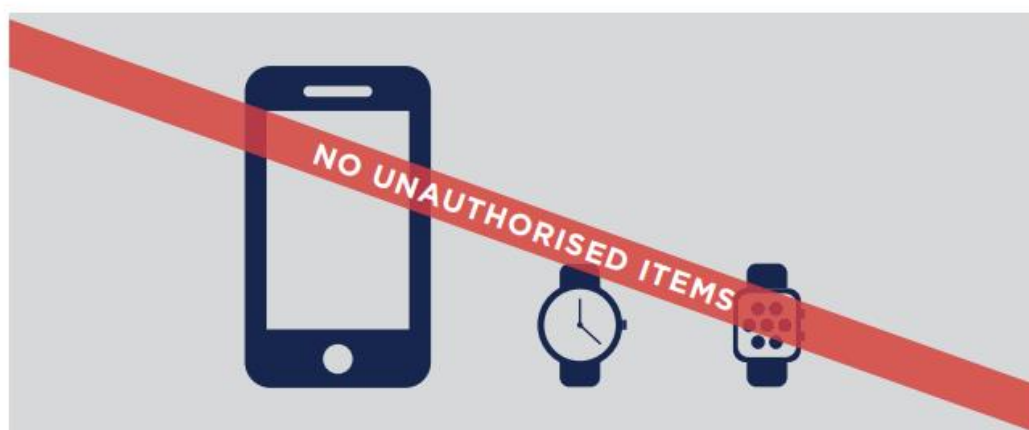
OCR

Pearson

WJEC

NO MOBILE PHONES NO WATCHES

NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION



Possession of unauthorised items, such as a mobile phone
or any watch, is a serious offence and could result in

DISQUALIFICATION



from your examination and your overall qualification.

This poster must be displayed in a prominent place outside each examination room.

Appendix 3 – Warning to Candidates

Warning to candidates



 Questions matter AQA	 City & Guilds City & Guilds	 Rewarding Learning CCEA	 Oxford Cambridge and RSA OCR	 Pearson Pearson	 wjec cbac WJEC
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1

You **must** be on time for all your examinations.

2

Possession of a mobile phone or other unauthorised material is **not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.

3

You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.

4

You **must** follow the instructions of the invigilator.

5

You **must not** sit an examination in the name of another candidate.

6

You **must not** become involved in any unfair or dishonest practice in any part of the examination.

7

If you are confused about anything, only speak to an invigilator.

The *Warning to candidates* must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.