



HADLEY LEARNING  
COMMUNITY

# GCSE Examinations 2022

## Guidance for Students & Parents

School Telephone Number: [01952 387000](tel:01952387000)

## Introduction

It is the aim of Hadley Learning Community to make the examination experience as stress-free and successful as possible for all students.

Please read this booklet carefully so you are 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 Hadley Learning Community is required to follow them precisely. You should therefore, pay particular attention to the Information for Candidates. Please familiarise yourself with these.

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

Remember – we are here to help.

**GOOD LUCK!**

## BEFORE THE EXAMS

### Examination Regulations

- Information to Candidates, Warning to Candidates and Mobile Phone warning posters are issued jointly by all the Examining Boards, are displayed outside each examination hall. All candidates must read these carefully BEFORE ATTENDING AN EXAMINATION 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.

### Examination Boards

- The School uses the following Examination Boards: AQA, Pearson and WJEC.

### Candidate Name

- It is very important that the name entered on the candidates exam paper is their **LEGAL** name and not the name they prefer to be known as at school, e.g. Jon should be Jonathon.

### Candidate Number

- Each student has a four-digit candidate number and this is printed on your personal timetable and candidate cards.

### Timetables

- Examination Timetables are available on the School's website, as well as being on display on the Examinations Noticeboard in the student entrance. You will also receive an individual timetable showing your own specific examinations with details of date, time, and duration of examination. Check it carefully. If you think something is wrong, speak to Mrs Brown/ Mrs Field immediately.

## DURING THE EXAMINATIONS

### Attendance at Examinations

- Candidates are responsible for checking their own timetable and arriving at School on the correct day and time, properly dressed.
- For Morning (AM) examinations students should go to the Dining Hall for 8:40am. Students will be registered and escorted to the examination hall for a 9:00am start. After the exam, return to timetabled lessons.
- For Afternoon (PM) examinations students should go to the dining hall at 12.45pm. Please note that some afternoon exams may run past the end of the school day.
- Candidates who arrive late for an examination may still be admitted but not later than 1 hour after the start time (although this may be less for shorter examinations). If special consideration applies then you must speak to the Examinations Manager (see ABSENCE FROM EXAMINATIONS).
- **Full School Uniform must be worn by all students attending School for examinations.**
- Exam rooms will be on display in the main student entrance so you can check before entering. There will also be cards on the desks showing name and candidate number. If you do not sit in your allocated seat you could sit the wrong paper/tier. If you are not sure where to sit please ask an invigilator for help.
- Please make sure that you are not wearing a watch. **All** watches **must** be removed and placed in your bags.
- Do not attempt to communicate with or distract other candidates.
- Examination regulations are very strict regarding items that may be taken into the examination hall (see FAQs at the end of this booklet). If you break these rules you will be disqualified from the examination.
- **Mobile telephones SHOULD NOT BE BROUGHT INTO THE EXAMINATION HALL.** If you have a mobile phone / MP3 player/iPod/smart watch etc. on you when you enter an examination hall you will be asked to switch it off and hand to the invigilator. Invigilators will not be responsible for your phones. Please see 'MOBILE PHONES' warning poster at the back of this booklet.
- **PLEASE NOTE** 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 Examination Board. No exceptions can be made.
- Listen carefully to instructions and notices read out – there may be amendments to the examination paper that you need to know about.
- No food is allowed in the examination halls. You may bring a sealed bottle of still water into examinations in a clear, unlabelled bottle.
- Do not draw graffiti or write offensive comments on examination papers or candidate cards – if you do the examination board may refuse to accept your paper.
- Check you have the correct question paper – check the subject, paper, and if necessary, tier of entry.

- Read all instructions carefully and number your answers clearly.
- Candidates must stay in the examination hall for the duration of the examination. You will NOT be allowed to leave an examination hall early. If you have finished the paper use any time remaining to check over your answers.
- Invigilators will collect your examination papers before you leave the hall. Question papers, answer booklets and additional paper must NOT be taken from the examination hall.
- Remain seated, in silence, until told to leave the examination hall. Remember you are still under examination conditions until you have left the hall.
- If the **fire alarm** sounds during an examination the examination invigilators will tell you what to do. Remain seated and don't panic. If you have to evacuate the hall 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. You must not attempt to communicate with anyone else during the evacuation. 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**

- The School employs external invigilators to conduct the examinations. Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.
- Invigilators are in the examination halls 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.
- Please note that invigilators cannot discuss the examination paper with you or explain the questions.
- Candidates who are disruptive or behave in an unacceptable manner will be removed from the examination hall by members of the Senior Leadership Team.

### **Absence from Examinations**

- If you experience difficulties during the examination period (e.g. illness, injury or personal problems) please inform the School 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 (Mrs Field) without delay in all cases where an application is to be made for special consideration.
- For the award of a grade by special consideration, where a student misses part of an examination through illness or personal misfortune, a minimum of 25% of the examination (including coursework) must have been completed.
- Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence

## **AFTER THE EXAMINATIONS**

### **Notification of Results**

- Results for the summer 2022 examinations will be available for collection on **THURSDAY 25th AUGUST**
- Year 11 collection times 10.00-11.00am
- If you wish any other person to collect your results on your behalf, you must give your written authorisation to the School before the end of the summer term.
- Results will be posted home for current year 11 students who are unable to collect their results on 20th August.
- Yr 10 candidates unable to collect results will be given them on return to school in September 2020.
- No results will be given out by telephone under any circumstances.

### **Post Results**

- If you are not happy with one of your results and expected a better result, please speak to your subject teacher or the Examinations Officer who will advise you on whether it would be possible to make an 'Enquiry about Results' (EAR). This can involve having your paper re-marked but you should be aware that your mark could go down as well as up, or even stay the same.

### **Presentation of Certificates**

- A Presentation Evening for leavers will take place in November where you will be able to receive your official certificates. Invitations to students and their parents will be sent out with full details nearer the time.
- Students who are unable to attend the Presentation Evening will be able to collect their certificates from the School office after the Presentation Evening. Certificates will not be given to anyone other than the candidate without the candidate's written authorisation.
- Hadley Learning Community is only obliged to keep certificates for a period of one year after issue. If candidates do not collect their certificates within this time (or if they lose their certificates) they can only be replaced by direct application to the appropriate examination boards at a cost.

## Frequently asked Questions

### **Q. Can I go to the toilet during the examination?**

Only if it is absolutely necessary, for instance if you have a medical condition that has previously been notified to the School. You will be escorted by an invigilator and will not be allowed any extra time. If you have a Toilet Pass, please take this to your examination desk to identify to the invigilators that you have a medical condition.

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

Invigilators will ask you to check before the examination starts. If you think something is wrong put your hand up and tell the invigilator immediately.

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

Inform the School, as soon as possible, 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. You will need to obtain medical evidence (from your GP or hospital) if you wish the school to make an appeal for Special Consideration on your behalf (see below).

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

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

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

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

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

Only material that is listed on question papers is permitted in the examination hall 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 in the care of the invigilators at the front/back of the hall.

### **Q. How do I know how long the examination is?**

The length of the examination is shown in minutes on your individual timetable under the heading 'duration'. Invigilators will write the start and finish time of the examination on notices at the front of the examination hall. There will be a clock in all examination halls.

### **Q. Can I leave the examination early?**

It is the School's policy NOT to allow candidates to leave the examination hall early, as this is disruptive to other candidates. A candidate may not leave the examination hall without the permission of the invigilators.

### **Q. Why shouldn't I bring my mobile telephone into the examination hall?**

Being in possession of a mobile phone (or any other electronic communication device) is regarded as cheating/malpractice and is subject to severe penalty from the awarding bodies.



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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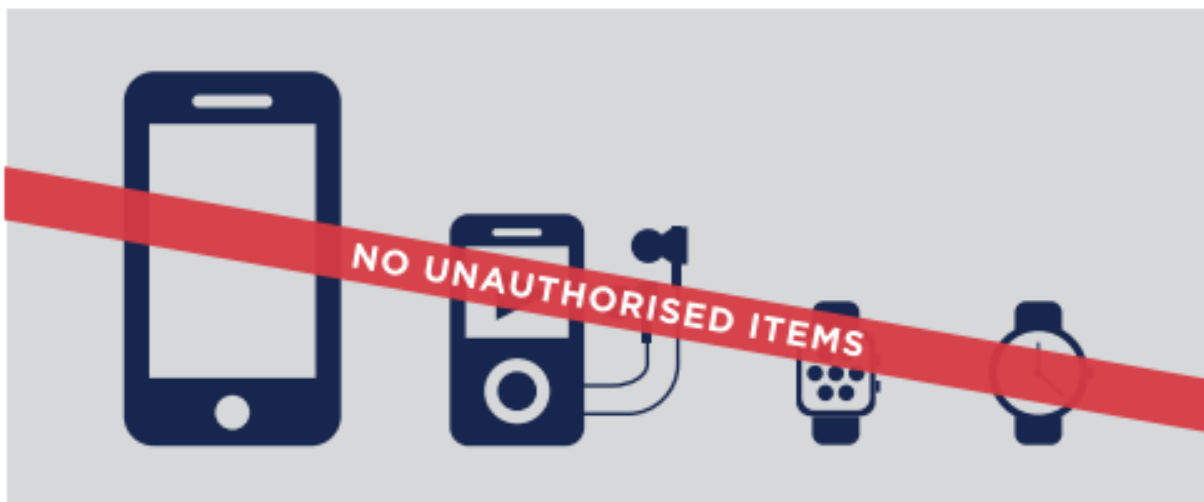
## Warning to Candidates

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.**

**NO MOBILE PHONES  
NO WATCHES  
NO MP3/4 PLAYERS**

**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.



