



WHAT TO DO IN EXAMINATIONS

A Leighton Park guide to the rules and regulations

A. Before the Examination

- When you receive your Statement of Entry, check all the details carefully: spelling of your name, date of birth, UCI, subjects listed, etc. If there are any details that need to be corrected, please write them on a piece of paper and give it to the Examinations Officer without delay. Note that you may have examinations with different Boards, and each issues its own Statement of Entry. Check with your subject teacher which Board you are doing.
- Know your Candidate number, which is given on your Statement of Entry. You will find this on the name-card on the desk allocated to you in the examination room, and you will be writing it on every paper!
- Know the date and time of each examination, given on the Statement of Entry. At Leighton Park, morning examinations begin at 09:00. If you have a morning exam you should be outside the exam room by 8.50am at the latest. Afternoon examinations begin at 13:30 and you should be outside the exam room by 13.20 at the latest. If there is any change to this, you will be informed by the Examination Officer. If you have an afternoon examination, obtain a 12:30 Early Lunch Pass from your Housemaster.
- Know where your examination is to be held. Check the examination timetable which is displayed in each of the Boarding Houses and in the Sixth Form Centre and Oakview.
- Arrive at the examination room at least 10 minutes before the time the paper is due to start. If you arrive at a time other than the standard starting times, please be absolutely silent before you are called into the room.
- Check the seating plan displayed outside the examination room, so that you can locate your seat quickly.
- Make sure you know which Tier you are entered for. Tier changes cannot be made in the examination room.

B. Bring all your own equipment

- **You** must provide all your own writing equipment, either loose, or in a clear plastic bag. This should include: at least 2 pens **BLACK INK ONLY**, 2 pencils, coloured pencils if needed for the subject, ruler, eraser, pencil sharpener, calculator unless specifically prohibited. Geometry equipment (compasses, angle measurer, set square) is useful but not absolutely essential, and some is available on request from the invigilator. All examinations must be written in **BLACK** ink or ballpoint pen. Pencil should be used for diagrams. Coloured pencils/pens may only be used for map/diagrams/charts, etc. unless the instructions on the question paper state otherwise.
- You must also provide your own calculator for papers for which its use is allowed. It is your responsibility to ensure that it has a good battery (it is a good idea to replace the battery just before the examinations begin) and that it is of a type that is acceptable – please check this with your Mathematics teacher well in advance. It is also your responsibility to clear all memory stores and program areas before entering the examination room. An invigilator has the right to “reset” your calculator at any time during the examination.
- **NO EQUIPMENT MAY BE BORROWED FROM ANOTHER CANDIDATE IN THE EXAMINATION ROOM.** A small amount of spare equipment is available in emergency.
- Bi-lingual dictionaries in book form are permitted for overseas students, except in English exams. Please have your dictionary checked by the Exams Officer before your examinations. No loose papers may be tucked inside the dictionary. An invigilator has the right to check your dictionary at any time during the examination.

C. What NOT to bring into the Examination Room

- Mobile phone / text messenger.
- Books, files, notes, papers – unless it is pre-release material, or permitted texts e.g. for English Literature.
- Bags and non-transparent pencil cases.
- Calculator case / cover or instruction leaflet.
- Tippex or other “white-out” product, highlighters, or pale-coloured gel pens; their use is forbidden by the Examination Boards.
- iPod, MP3 /MP4/ Personal stereo / CD player, TV, radio, memory stick or any other electronic communication device.
- Food or drink – the only exception to this is cough lozenges, for which you should have a note from your House Matron, and you should inform the invigilator before the start of the paper.
- Mascots of any description.
- There are severe penalties for having possession of ‘unauthorised materials or equipment which might give you an unfair advantage’ in the examination room ranging from cancellation of that particular paper to cancellation of all your subjects.

There is limited space to store your belongings which cannot be brought into the examination room and the school cannot accept responsibility for personal items left unattended. It is better to leave them in your room.

D. In the Examination Room

- Examination conditions – SILENCE – start at the moment that you are asked to enter the examination room.
- Find your seat quickly and without fuss. If there is a problem at this stage, go to the invigilator.
- Sit down and put your equipment on the desk.
- Listen to the invigilator, and do exactly what you are asked, when you are asked.
- The examination paper may already be on the desk when you arrive. Do not open it until you are told you may.
- You may write your name, etc. on the front cover of the answer booklet before the start of the examination.
- If there are instructions on the front of the examination paper, **you should read them carefully.**
- If you wish to speak to the invigilator, raise your hand clearly – above head level – and wait. Do not call out under any circumstances, or leave your seat.
- Tell the invigilator if you have a problem.
- Tell the invigilator if you think you have not been given the correct paper, or all the materials listed on the front.
- Tell the invigilator if your paper is incomplete or badly printed – even if you discover this part-way through the examination.
- Do not ask the invigilator to explain a question or word to you. The answer will always be “no”. “Rough work” is to be done in the examination booklet. Cross it through neatly (it may contain valuable insight for the examiner, if he / she can read it!)
- If you go badly wrong on a diagram or graph, or use up all the available space for an answer, ask the invigilator for an extra piece of paper on which to do the correct work. This will be attached to the back of your script, and must be clearly labelled with all your details and the question number. You may be able to use a blank back page instead.
- Do not look around the examination room during the paper. In particular, do not glance at other candidates or give them a smile of encouragement. This may be interpreted as unfair communication and endanger your paper.

E. At the end of the Examination

- No candidate may leave an examination before the full time for that paper has elapsed.
- At this point, you should check that you have filled in all your details on every sheet or booklet you have used. If you have used more than one sheet or booklet, they should be

placed in order and tagged together with your name, centre no. and candidate no. on each sheet.

- When the end of the paper is announced, stop writing immediately. You may not finish a word or sentence!
- NO WRITING AT ALL IS TO BE DONE AFTER THE END OF THE PAPER.
- Sit in silence while all the scripts are collected. Still do not look around the room.
- When a signal is given, you may get up and leave. Do so as quietly as you can, since others may still be writing their examination papers.
- When you are outside the room, go away from that area quickly before starting to talk.
- You may not take any examination material out of the examination room.
- If you experienced a problem/illness that may have affected your performance in the examination inform the invigilator at the end of the examination, and the Examinations Officer as soon as possible **in writing**.

F. If you have extra time or other concession:

- The invigilator should be aware that you have a concession, from his / her seating plan.
- You will usually be seated in such a way that you are disturbed as little as possible when the other candidates leave.
- The finish time for your paper will be recorded separately on the board at the front of the room.
- You may ignore the “stop” announcement given to the other candidates, but you must respond when your ‘extra’ time comes to an end.
- If you finish your paper before the end of the “extra” time, you may put up your hand to let the invigilator know. However you should ensure that you have employed all the tactics taught by the ILC for use in that ‘extra’ time. Your paper will be collected, and you may then go. However, if this is close to the end of the “extra” time, you will be asked to wait, if someone else is still working.

G. If you have a clash of papers

- Let the Examination Officer know of a clash as soon as you get your Statements of Entry. This may already have been noticed, but clashes between examinations with different Boards are not always noticed at an early stage.
- If there are two papers in the same session, and the total time is less than 3½ hours, you will be expected to take both exams in that session. You will be allowed a toilet break if necessary.
- If the total time exceeds 3½ hours, one paper may be moved to another session on the same day, and you will be supervised over lunchtime. Only in extreme cases will the paper be moved to another day, and this will entail overnight supervision
- A “supervised break” means that you **must** be under the supervision of a member of staff at all times. You may **not** leave the group at any time, and the group must keep close together. Usually, the group is taken to a toilet area, or to a nearby classroom.
- NB: papers will not be moved for reasons such as a match. If you have another reason for requesting a move of time of a paper, please consult the Examination Officer well in advance to see whether it might be possible.

H. What to do if you are unwell

- If you feel unwell on the day of the examination, go to the Health Centre before the start of the paper if at all possible. Otherwise, go as soon as you come out of the examination. Inform the invigilator that you are not feeling well.
- If you feel unwell during the examination, put up your hand and speak to the invigilator. If necessary, our Health Centre will be contacted and their advice taken.
- In extreme cases, arrangements may be made for you to take your examination elsewhere.

- If you are so unwell that you cannot come in to do your examination, please ring the school to let us know. See your own doctor, and get a letter to say what is wrong with you. Give this letter to the Examination Officer as soon as possible.
- It is important that you follow these notes about illness, so that application can be made for Special Consideration to be given to you.

I. What to do if you are late for an examination

- As soon as you arrive, come into Reception and tell them you are late for an exam and need to be taken in by the Examination Officer. She will ask you questions about what you have done since getting up and your journey to school before allowing you into the exam room when you have recovered your breath and are calm enough to do so. You may be allowed to start your paper. If this is the case, you may not be given the full time.
- Even if you are allowed to do the paper, it may not be accepted by the Examination Board. Full details of why you were late and whether the security of the examination was maintained while you were not in the examination room have to be given to the Board, who will make the final decision.
- If you have a problem on your way to take the examination which is going to delay you, please call the school Reception (0118-987-9600) to let us know, giving an estimate of when you will arrive.
- The message is: DON'T BE LATE!

Make sure that you read carefully the JCQ 'Notice to Candidates. Examinations held in the period 1 September 2008 to 31 August 2009'.

J. Coursework and Portfolios

- Coursework must be your own work.
- Coursework may be word-processed, but you must do this yourself.
- If handwritten, you must use BLACK ink or ballpoint pen, reserving pencil and colours for diagrams, charts or graphs.
- You must not copy anyone else's work, words or ideas and claim it as your own as this is plagiarism.
- If you have referred to a book, Encarta, a Website, etc. you must give full details of your source, and make it clear what you have gained from the source. Quotes from the source must be given in quotation marks. Include a bibliography at the end of your work.
- If you receive help from another person, in whatever form, you must acknowledge this somewhere in your coursework, and indicate what form the help took.
- THERE ARE SEVERE PENALTIES FOR PASSING OFF SOMEONE ELSE'S WORK AS YOUR OWN OR ALLOWING ANOTHER CANDIDATE TO COPY YOUR WORK.

Make sure that you read carefully the JCQ 'Notice to Candidates. GCE, VCE, GCSE and GNVQ Examinations: Coursework and Portfolios'.

WARNING: If you cheat, use any unfair practice, or break the rules in any way, in an examination or coursework, you may be disqualified from that subject, or even all your subjects. The maximum penalty for breach of exam regulations is a two year disqualification from any Public Exam with any Examination Board anywhere in the country. This could have a long-lasting effect on your future.

INTERNALLY ASSESSED COURSEWORK APPEALS PROCEDURE

Introduction

Leighton Park School is committed to ensuring that when candidates submit coursework for internal assessment towards an external qualification, this is done fairly, consistently, and in accordance with the specification for the qualification concerned:

- The Head of Department takes responsibility for ensuring that the coursework on which the candidate's work is properly related to the syllabus for the qualification.
- Clear guidelines for the coursework will be given to the candidates, a copy of which will also be kept in the Examination Office
- Clear deadlines are set for the candidates, and these must be adhered to.
- The member of staff supervising the group has the responsibility of being satisfied that the work produced by candidates is their own work, and that sources are acknowledged. Each piece of work is authenticated according to the requirements of the Examination Board, and authentication forms are signed by both the candidate and supervisor.
- Assessment of candidates' work is carried out by staff who have the appropriate knowledge, understanding, and skills, and who have been trained in this activity.
- Members of staff who are new to this activity are monitored by the Head of Department during the period in which the candidates are working on the coursework, and then the assessment period.
- Where more than one member of staff carries out assessments, an internal consensus meeting takes place.
- Meetings are held to standardise the work from different groups of candidates.
- Notes from the consensus meeting are kept by the Head of Department until after the results for the qualification concerned are issued, and the period during which Enquiries About Results [EAR] can be made has elapsed.

After the work has been assessed internally, it is moderated externally, by the Examinations Board, to ensure consistency between Centres. Such moderation may change the marks awarded internally. This is outside the control of Leighton Park School, and is not covered by the procedures given below.

If a candidate feels that their work has not been fairly and consistently assessed in the manner described above, they may wish to use this appeals procedure. It should be noted that any appeal is in respect of the process that led to the assessment, as given above, and not in respect of the mark or grade itself.

The existence of this procedure is made known to the students by reference in the document "Examinations: What to do at Leighton Park - a guide to the rules and regulations" issued to all examination candidates. A copy is displayed in each House, and further copies are available from the Examinations Officer.

Appeals Procedure

1. Appeals may be made at any time during the coursework process and its assessment internally. Appeals must be made by the following dates:

Date	For submission in the examination session in:
November 30 th	January [AS/A2 subjects]
January 31 st	March [GCSE Modular subjects]
March 31 st	Summer [A2/AS/GCSE]
October 15 th	November [GCSE English / Maths]

2. Appeals should be made in writing to the Head, who will instruct the Director of Studies to investigate the appeal. If the Director of Studies was directly involved in the assessment in question or is not able to conduct the investigation for some other reason, the Head will appoint another member of staff of similar or greater seniority to conduct the investigation.
3. The person conducting the investigation will decide whether the process used for the internal assessment conformed to the requirements of the Examination Board, and the examinations code of practice of the JCQ (Joint Council for Qualifications). This will be done before the end of the half-term following the dates given above.
4. The parents and the candidate will be invited to a meeting to discuss the issues raised.
5. The candidate will be informed in writing of the outcome of the appeal, including any correspondence with the Examination Board, any changes made to the assessment of their work, and any changes made to school procedures to improve matters in the future.
6. The outcome of the appeal will be made known to the Head, and a written record filed in the Examinations Office, and in the candidate's personal file. This may be made available to the Examination Board at their request. Should the appeal bring any significant irregularity to light, the Examination Board will be informed.
7. Forms on which to make an appeal are obtainable from the Examinations Officer on request.

If a candidate has concerns about the external moderation process that takes place after the work has been assessed internally, the Examinations Officer may be consulted about making an appeal to the Examination Board. Note that such an appeal can only be made in respect of the process involved, and not the mark or grade awarded.



INTERNALLY ASSESSED COURSEWORK : APPEAL

Name: Candidate number:.....

Subject:

Module / component:

Coursework dates: Started: Ended:

Member of staff supervising the coursework:

.....

Member of staff assessing the work [if different from above]:

.....

Please describe the nature of your concern overleaf, remembering that it must relate to the process involved. The following is a list of possible issues that might arise, for reference only.

- *The coursework is properly related to the syllabus for the qualification.*
- *Clear guidelines for the coursework will be provided for the candidates, a copy of which will be kept in the Examination Office*
- *Clear deadlines are set for the candidates, and these must be adhered to.*
- *The work produced by candidates is their own work, and sources are acknowledged.*
- *The assessment is carried out by staff who have the appropriate knowledge, understanding, and skills, and who have been trained in this activity.*
- *The Head of Department monitors members of staff who are new to this activity.*
- *Internal consensus is sought to standardise the work from different groups of candidates.*
- *Notes from the consensus meeting are kept by the Head of Department*

[Please turn over]

Name of candidate _____

Nature of the concern:

Signature of parent _____

Signature of son/daughter _____

Date _____

Please submit this form to the Head, having signed and dated it.



INTERNALLY ASSESSED COURSEWORK

Investigation Procedure

The investigation into an appeal submitted by a candidate shall be carried out as follows:

1. A copy of the appeal form will be sent to the Head of Department concerned.
2. The Head of Department will discuss the appeal with the member of staff supervising the candidate in question. Any necessary evidence will be collected by them.
3. A meeting will take place between the investigator [Director of Studies or other appointed person], the Head of Department, and the supervisor within three days of the appeal being notified to the Head of Department.
4. A second meeting will then be held, within five days of the first meeting, with the candidate and the above mentioned persons, to present further facts or evidence to each other. At this stage, it is hoped that a way forward will have been identified, that is acceptable to all parties. [If the work has not yet been assessed, this meeting may be delayed until it has been assessed. In this instance, the date for the meeting must be agreed with the investigator within five days of the first meeting]
5. The investigator will then write a report, based on all the received evidence, and the outcomes of these meetings. The report will include any recommendations for immediate and future implementation by the Department and / or the candidate.
6. Copies of the report will be forwarded to the Head. A letter will be written to the candidate giving the outcome of their appeal, and confirming the agreed way forward. A copy of this letter, together with the original Appeal form, will be kept in the candidate's personal file in the School Office.
7. Should the investigator be made aware of any irregularity breaching the regulations of the Examination Board or JCQ, it must be reported to the Board immediately, unless it can be remedied within the Centre before the coursework is submitted for assessment.
8. Similarly, if there are suitable recommendations to improve the whole process of coursework production that are relevant to all candidates nationally, these should be made to the relevant Examination Board.
9. Appeals relating to the period of time in which internally assessed coursework is being produced, and whilst the coursework is still in production, must be completed within two weeks, so that the candidates have the chance to remedy their work appropriately before the submission deadline.
10. Appeals relating to the internal assessment process must be completed within the half-term following the receipt of the appeal, and within two weeks of the end of the examination session for which the coursework is submitted, whichever comes earlier.