



# GCSE

# Exams Handbook

# 2024-25

**Key Contact Information:**

**Mrs Lancaster**

Examinations Officer

**Email:** [exams@kingsschoolhove.org.uk](mailto:exams@kingsschoolhove.org.uk)

**Telephone:** 01273 840004

**Office Location:** 1<sup>st</sup> Floor near LRC



## Contents

Introduction .....	4
Preparation .....	4
Your Legal Name and Candidate Number.....	4
Reading Your Timetable.....	5
Equipment and Unauthorised Materials .....	6
Use of Calculators in GCSE Exams.....	7
Examination regulations .....	7
On the Day of the Exam .....	8
When to Arrive.....	8
Before the Exam.....	8
Lining Up .....	8
Sickness, Lateness, and other Emergencies.....	9
In the Exam Room .....	9
Invigilators.....	9
Filling in the Front of Your Exam Paper.....	10
During the Exam.....	10
If the Fire Alarm Sounds.....	10
Behaviour & Malpractice .....	10
At the End of the Exam .....	10
Frequently Asked Questions .....	11
Appendix .....	12
Post Results Information.....	12
Exam Contingency Day.....	14
Internal Appeals Policy for Centre Assessed Marks.....	14
Links to JCQ guidance (digital handbook only) .....	15

## Introduction

It is our aim at King's School to make the exams experience as stress free and successful for you as possible. We have put together this handbook to give you all the information you need so that you can be well prepared for all your exams.

Please:

- Read this booklet carefully
- Make sure you are aware of all the regulations and procedures and know how to stick to them
- Keep this booklet in a safe place so that you can refer to it when you need to

It is essential that you follow the regulations and procedures set out by the exam boards. The exam invigilators will help you do this. Failure to follow the rules can result in disqualification from some or all of your subjects. We don't want this to happen!

As well as the information contained in this book there is also a Frequently Asked Questions section at the back; hopefully we have covered everything that you need to know, but **if there is anything you do not understand or if there is any question that has not been addressed then please ask.**

## Preparation

### Your Legal Name and Candidate Number

You are entered for your exams using your **legal name**. This is the name that will be printed on your exam certificates. The certificates are legal documents so they must match your birth certificate or passport to prove that the qualifications are yours and not anyone else's. If you want your certificates in your preferred name, you will have to provide the school with a Change of Name Deed.

Your legal name will be shown on your candidate card. Always use this name on your exam answer booklets/papers to avoid any confusion when the papers are received for marking by the examiners.

Your **candidate number** identifies you to the exam board. It is unique to you within the school. Ensure it is recorded on ALL answer booklets/scripts/controlled assessments. You can use the space below to make a note of your personal candidate number.


<b>Centre Number:</b> 65675	<b>Candidate Number:</b>
--------------------------------	--------------------------

## Reading Your Timetable

You will receive your individual timetable around Easter. This is your personalised timetable showing you the dates and finalised times of your exams. Please check it carefully and make sure all the information is correct, including:

















- Your personal details: legal name, date of birth and candidate number
- Exams: check that you have been entered for all the correct exams at the correct tier

If you spot any mistakes or have any questions about your timetable, please speak to your subject teacher, form tutor or Mrs Lancaster.

Candidate Entries Summer GCSE 2023		King's School 	
UCI: 6567512345A	ULN: 1123456789	Cand No: 1111	Centre No: 65675
Name: Mickey Mouse	DoB: 01/01/2007	Tutor Gr: 11C (Year 11)	
Exam Option Entries for Summer GCSE 2023			
Exam Option Entries for Summer GCSE 2023	Code	Board	Level
Business	1BS0	Edexcel GCSE	GCSE
Combined Sci: Trilogy Tier H	8464H	AQA	GCSE
English Language	1EN0	Edexcel GCSE	GCSE
English Literature	1ET0	Edexcel GCSE	GCSE
Mathematics Option F	1MA1F	Edexcel GCSE	GCSE
Religious Studies A Option Ma	8062MA	AQA	GCSE

## Equipment and Unauthorised Materials

Before the exam season starts, please make sure that you have all the equipment you will need and that you know what you cannot bring into an exam room. You are responsible for bringing your own equipment to all your exams. We will not be able to lend you equipment on the day.

EXAMS EQUIPMENT CHECKLIST		UNAUTHORISED MATERIALS	
WHAT TO BRING		WHAT NOT TO BRING	
Clear pencil case or plastic bag		Mobile phones	
Black pens (not gel pens)		iPods/Mp3/4 players	
Pencils		Any type of wristwatch	
Ruler, marked in cm and mm		Any other device that can be used to communicate, store data or connect to the internet	
Rubber		Notes	
Pencil sharpener		Tipp-Ex or other correction fluids or tape	
FOR MATHS: Protractor and compass		Food and drink, except water in a clear bottle with the label removed	
FOR MATHS (Paper 2), SCIENCES and GEOGRAPHY: Calculator		Possession of unauthorised materials can lead to <b>DISQUALIFICATION!</b>	
FOR DT: Coloured pencils			

## Use of Calculators in GCSE Exams

You may use calculators for GCSE Mathematics (Paper 2 & 3) and for examinations that state a calculator may be used – for example, Science papers and Geography. Please check with your subject teacher if you believe a calculator is allowed for a paper.

### You are responsible for the following:

- The calculator's power supply
- The calculator's working condition
- Clearing anything stored in the calculator

<b>Calculators must be:</b>	<b>Calculators must not:</b>
<ul style="list-style-type: none"><li>• Of a size suitable for use on the desk</li><li>• Either battery or solar powered</li><li>• Free of lids, cases and covers, printed instruction or formulae</li></ul>	<p>Be designed or adapted to offer any of these facilities:</p> <ul style="list-style-type: none"><li>• Language translators</li><li>• Symbolic algebra manipulation</li><li>• Symbolic differentiation or integration</li><li>• Communication with other machines or the internet</li></ul> <p>Be borrowed from another candidate during an examination for any reason</p> <p>Have retrievable information stored in them -this includes:</p> <ul style="list-style-type: none"><li>• Databanks</li><li>• Dictionaries</li><li>• Mathematical formulas</li><li>• Text</li></ul>

## Examination regulations

All schools must follow the JCQ (Joint Council for Qualifications) regulations for exams. Their 'Information for Candidates' and 'Warning to Candidates' documents are included at the back of this booklet.

**Please read these carefully. The rules ensure that the exam process is fair for all candidates, no matter where in the country they are sitting exams. If you break any of the rules or regulations, you may be disqualified. The Exams staff and invigilators have a duty to report any breach of regulations to the exam boards, who will then make a decision on the action to take.**

## On the Day of the Exam

### When to Arrive

Morning exams start at **9:00 am**. This usually means we will start entering the exam room from 8:45am.

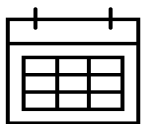
You should be in school by 8.15am as normal and go to the designated registration point.

Afternoon exams start at 1:30 pm. This means you need to be at the designated registration point ready to enter the exam room by 1.20pm.

### Before the Exam



You must go to the toilet before you enter the exam room as you will not normally be allowed to go during the exam unless it is an emergency. There are no toilet breaks in the first 30 minutes or the last 15 minutes of any exam.



Check the seating plan to see where you will be sitting. Copies will be displayed in your tutor room.



Leave your coats and bags at the back of the exam room. Make sure you have all the necessary equipment with you. Leave your mobile phone, watch, ear buds and calculator cover in your bag.



**IMPORTANT!! Please make sure your phones are switched off and in your bag, you are not wearing any type of wristwatch and that your water bottle is clear, or you have removed the label.**

**You must ensure that you have no writing on your hands, or legs, as this could be deemed as cheating, and will be reported to the exam board. Do not write on yourself, or your desk during the exam.**

### Lining Up

Line up in your rows outside the sports hall or your designated exam room as instructed.

Listen carefully to instructions from the teachers/invigilators, and make sure you have been registered if this is being done outside the exam hall.

When instructed, make your way into the exam room **in absolute silence**.

**If you have a problem or a question once you have entered the room, you must ONLY speak to an invigilator. They are there to help you. Take your seat and put your hand up so that the invigilator knows you need help.**

**You must not leave the room without an invigilator once you have entered, even for example, to fill your water bottle.**



## Sickness, Lateness, and other Emergencies

If you feel ill or there is another emergency before you get to school, please ask your parent/carer to ring the school to get a message to Mrs Lancaster as soon as possible. She will advise you as to what your options are. If you are able, it is usually always better to come into school and attempt the exam rather than miss it entirely.

If you are running late, please ring the school and ask to leave a message for Mrs Lancaster to let her know you will be late. When you arrive, go straight to your examination room, or if you are unsure, ask at the main school reception and they will advise you.

If you are very late, you will be allowed to sit your exam, but the exam board may not award any marks.

## In the Exam Room

As soon as you are in the exam room, you are under strict exam conditions.

- Check that you have all the necessary equipment with you and hand over any unauthorised items
- Remain in **absolute silence**. You must not communicate with other students in any way – this includes turning around, making eye contact, smiling, facial expressions, fist bumping or body language. Please face the front of the exam room throughout, even if you finish early, and especially when papers are being collected.
- Find your desk and sit down. There will be a card with your name and candidate number on it. Please do not remove the card, cover the photo, or deface it in any way. These are legally required for the school to run the exams, and for the invigilators to identify you.
- If you need anything or have a question, **raise your hand and wait for an invigilator**. Do not ask another candidate or call out.
- Listen carefully to the invigilator's instructions. You will hear them every time you sit an exam.
- If you remove your blazer, you must fold it and place it under your chair. There must not be anything hanging on the back of your chair. You must not wear a hat, or have your hood up if wearing a leavers' hoodie.

When the invigilator asks you to check your pockets for unauthorised items, **please do so. This is the last chance.** Once the exam has started any unauthorised items found will be reported to the exam board, and you may be disqualified from this, or all of your exams. **Don't let it happen to you!**

## Invigilators

The school employs external invigilators to conduct the examinations. They are there to ensure that the exams are well organised and fairly run, and to support you if you need help. They make sure that the rules and regulations are followed. Invigilators have a duty to log any incidents that occur in the examination room. This will include incidents as minor as a student making eye contact with another. If necessary, the log is sent to the examination board with the exam scripts. The board will then make a decision on marking and whether the incident is deemed to have interfered with the examination.

Our invigilators also really want you to be able to do your best throughout the exam season and not make any silly mistakes that have to be reported. You must follow their instructions at all times, and behave in a respectful manner towards all invigilators. If you are disruptive or behave in an unacceptable manner, you will be removed from the examination room by a member of the Senior Leadership Team, and this will be noted on the log.

Please note that invigilators cannot discuss the examination paper with you, explain the questions or tell you which questions to answer.

## Filling in the Front of Your Exam Paper

You must only fill in the front of your exam paper when the invigilator instructs you. This will be during the announcement at the start of every exam. You must not write **anything** before you are told. Your name must be your legal name. Make sure that you write your name and candidate number on all answer papers and any additional sheets. Do not write anything else on the front of your paper at any point during the exam.

## During the Exam

- Read the instructions carefully
- Make sure you answer the correct questions
- Show all your working/rough work. Cross it through when you've finished with it. All paper must be handed in with the rest of your answers, and has to be sent back with your script. Don't write or draw anything inappropriate or obscene as the examiner may report this as malpractice.
- Leave yourself 5 – 10 minutes at the end to read through and check all your answers.
- You must stay for the full duration of the exam.
- If you need anything, have a question or feel unwell, put your hand up and wait for an invigilator.

## If the Fire Alarm Sounds

**Remain seated in silence and listen to the instructions from the invigilator.**

When the invigilator tells you to, you will evacuate the building to the fire evacuation point, where you must stand in your exam seating rows.

You remain under exam conditions and **you must not talk**. If you are found talking about the exam, you could be disqualified.

If it is safe to go back inside, you will be instructed to return to the exam room and resume the exam. You will be given the full time to complete the exam.

## Behaviour & Malpractice

The exams staff and invigilators have a duty to report any suspected or actual cases of malpractice to the exam boards. These include:

- Any form of communication with another student, e.g. talking, whispering, making eye contact, trying to distract another student, laughing, repetitive coughing, turning in your seat etc.
- Disruptive behaviour
- Using unauthorised items such as phones and notes, or writing on hands, arms or legs
- Having any unauthorised items on your person after the exam has started, even if you do not intend to use them

**If you try to cheat or break the rules in any way, you could be disqualified from all your subjects.**

## At the End of the Exam

**You MUST stop writing when instructed by the invigilator – even if you are in the middle of a word or sentence.**

- Remain seated in silence and facing front while the invigilators collect the papers
- The invigilator will dismiss you in rows. Please remain in silence and collect your belongings promptly from the back of the exam hall, so that the next row can be dismissed.
- Please leave the room quietly, as there will be students still working.

**Please do not congregate outside the sports hall to discuss the exam, move away as quickly as you can.**

## Frequently Asked Questions

- **Do I have to wear school uniform?** Yes, you must wear full school uniform for all your exams.
- **What if there's a clash or a subject missing on my timetable?** Speak to your teacher, or Mrs Lancaster (Exams Officer) as soon as possible.
- **What if I lose my timetable?** You should try to keep your timetable in a safe place and also write the dates and times of your exams in a planner or calendar. If you have lost your timetable and do not know the dates of your exams, you can consult the timetables on your tutor noticeboard, on the MCAS app or ask Mrs Lancaster or the front office to print another copy.
- **What if I'm late – will I still be able to sit the exam?** If you are running late, you should telephone the school as soon as possible to let us know. Depending on how late you are, you may still be able to sit the exam as soon as you arrive (you will be given the full time to complete the exam).
- **What do I do if I think I have the wrong paper?** Invigilators will ask you to check that you have the right paper before the start of the exam. If you have the wrong paper, put your hand up and let the invigilator know immediately. **This is your responsibility, so please listen to the announcements and be thorough when asked to check.**
- **What equipment should I bring?** See the section about this on page 6. You must not attempt to borrow equipment from another candidate during an exam. This could result in disqualification.
- **I am entitled to extra time – how will this affect the way I take my exams?** Generally, you will be seated with other extra time students at the side of the exam room or in a separate room. The invigilators will display the finishing time of your exam and your extra time allowance and finish time on the board.
- **What do I do if I have an accident or am ill BEFORE an exam?** Inform the school as soon as possible so we can help or advise you. You will need to provide medical evidence (from your GP or hospital).
- **If I miss an exam for any of the above reasons can I take it on another day?** No.
- **What materials are not allowed in the exam room?** See the section about this on page 6. You should check your pockets and pencil case for any of these materials and leave them in your bags. Invigilators will also ask you to check before the start of the exam: this is your last chance to hand these items in. If they are found on you during the exam, you could be disqualified.

- **What if I have a problem during the exam?** Put up your hand and an invigilator will come to help you. If you think you are missing something (e.g. tracing paper, laptop, reading pen), or you cannot hear listening exams or announcements, please let us know so that we can put it right for you. It is too late once the exam has finished.
- **What if I'm unwell during the exam?** Put your hand up and wait for an invigilator to help you.
- **Can I go to the toilet during an exam?** You will not normally be allowed to go to the toilet during exams as this can be disruptive to other students. However, if absolutely necessary, you will be escorted by an invigilator. You will not be allowed any extra time, and you will not be allowed to leave the exam room during the first 30 minutes, or last 15 minutes of the exam.
- **Can I leave the exam early if I've finished?** No. If you finish the exam early, you must stay seated in the exam room until it ends. This is because it can be disruptive to other students if people leave at different times. You should use any remaining time you have to check over your answers.
- **When will I get my results?** Your provisional GCSE results will be available to collect from school on Thursday 21st August and certificates will be available in early December 2025. You will be given further details about results day in the summer term.

## Appendix

### Post Results Information

You will receive your provisional results on Thursday 21st August 2025. As the name suggests, these results could be liable to change. This is unlikely, but an awarding body is entitled to carry out marking and internal reviews, which may result in a grade being changed. If this happens, the school will be notified, and we will contact you directly.

Once you receive your results, please check your personal details carefully to ensure that all the information is correct, as this is the information that will be printed on your certificates. If there is an error, please contact the awarding body directly.

### What if I disagree with the mark I have been awarded?

The Senior Leadership Team (SLT) want to support you in every way they can. When you receive your provisional results, members of SLT will be available should you wish to discuss your results or your next steps. If you think your mark for a particular subject is wrong for whatever reason, you can make an "Enquiry About Results" using one of the services listed below.

### Post Results Services

If you wish to request a post results service, you must do this via the school. The awarding bodies (exam boards) will not accept private applications from students. You must discuss your concerns with a member of staff, preferably the Head of Department of the subject concerned.

The following information explains what may happen following a clerical re-check, a review of marking, and any subsequent appeal.

If a request is submitted for a clerical re-check or a review of the original marking, and then a subsequent appeal, for one of your examinations after your subject grade has been issued, there are three possible outcomes:

- Your original mark is lowered, so your final grade may be *lower than* the original grade you received.
- Your original mark is confirmed as correct, so there is *no change* to your grade.
- Your original mark is raised, so your final grade may be *higher than* the original grade you received.

You will be charged for the review of marking unless the grade for that paper is changed. Fees for the different services and the application form will be available when you collect your results on the 22nd August 2024. All requests must be received in writing, and only from the student themselves.

**You must be aware that a Clerical Check or Review of Marking can result in a grade going down as well as up.**

### **Service 1 – Review of Results – Clerical Recheck**

This is a re check of all clerical procedures leading to the issue of a result. The service will include the following checks:

- That all parts of the script have been marked
- The totaling of marks
- The recording of marks
- The application of any adjustments
- The application of grade thresholds

### **Service 2 – Review of Results – Review of Marking**

This is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. **Reviewers will not re-mark the script.** They will only act to correct any errors identified in the original marking. This service will include:

- The clerical re checks detailed in service 1 above
- A review of marking as described.

### **Access to Scripts Service**

#### **A1 – Copy of script to support a review of marking**

This is a priority service that ensures copies of scripts are returned in sufficient time to allow decisions to be made whether a non-priority review of marking should be applied for.

#### **A2 – Copy of script to support teaching and learning**

This is a non-priority service to request copies of scripts to support teaching and learning.

## Exam Contingency Day

The summer written exam period for King's School will run from Thursday 8<sup>th</sup> May 2025 to Wednesday 18<sup>th</sup> June 2025. You will be given your individual exam timetables in the Easter term, which will highlight when your own final exam is scheduled to take place.

In addition to the exams listed on your timetable, you need to be available for one full 'contingency day'. These sessions have been arranged by the examination awarding bodies "in the event of widespread, sustained national or local disruption to examinations during the June 2025 examination series". The Joint Council for Qualifications (JCQ) have ruled that they require an option to postpone an exam (or exams) in the event of an incident and rearrange them for a later date to allow all students a fair and equal chance.

This decision is not a school decision and applies to all candidates in all schools. Please make a note of the contingency date below in the event that an awarding body needs to invoke its contingency plan. If this happens, we will notify you as soon as possible.

Contingency Day

25<sup>th</sup> June 2025

## Internal Appeals Policy for Centre Assessed Marks

### **Reviews of Marking – Centre Assessed marks (GCSE non-examination assessments)**

King's School is committed to ensuring that whenever its staff mark candidates' work this is done fairly, consistently and in accordance with the awarding body's specification and subject specific associated documents.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. King's School is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where more than one subject teacher/tutor is involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

1. King's School will ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body.
2. King's School will inform candidates that they may request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment.
3. King's School will, having received a request for materials, promptly make them available to the candidate. This will either be the originals viewed under supervised conditions or copies.
4. King's School will provide candidates with sufficient time, normally at least five working days, to allow them to review copies of materials and reach a decision.

5. King's School will provide a clear deadline for candidates to submit a request for a review of the centre's marking. Requests will not be accepted after this deadline. Requests must be made in writing and candidates must explain on what grounds they wish to request a review.
6. King's School will allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline for the submission of marks.
7. King's School will ensure that the review of marking is conducted by an assessor who has appropriate competence, had had no previous involvement in the assessment of that candidate for the component in question and has no personal interest in the outcome of the review.
8. King's School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. King's School will inform the candidate in writing of the outcome of the review of the centre's marking.
10. The outcome of the review of the centre's marking will be made known to the head of centre. A written record of the review will be kept and made available to the awarding body upon request. The centre will inform the awarding body if it does not accept the outcome of a review.

The moderation process carried out by the awarding bodies may result in a mark change, either upwards or downwards, even after an internal review. The internal review process is in place to ensure consistency of marking within the centre, whereas moderation by the awarding body ensures that the centre's marking is in line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.

### [Links to JCQ guidance \(digital handbook only\)](#)

A digital copy of this handbook, including links to key JCQ items, is available from the school website.

- JCQ Information for Candidates  
[https://www.jcq.org.uk/wp-content/uploads/2024/08/IFC-Written\\_Examinations\\_2024\\_FINAL.pdf](https://www.jcq.org.uk/wp-content/uploads/2024/08/IFC-Written_Examinations_2024_FINAL.pdf)
- JCQ Information for Candidates – Non examination assessments  
[https://www.jcq.org.uk/wp-content/uploads/2024/08/IFC-NE\\_Assessments\\_2024\\_FINAL.pdf](https://www.jcq.org.uk/wp-content/uploads/2024/08/IFC-NE_Assessments_2024_FINAL.pdf)
- JCQ Information for Candidates – Coursework assessments  
[https://www.jcq.org.uk/wp-content/uploads/2024/08/IFC-Coursework\\_Assessments\\_2024\\_FINAL.pdf](https://www.jcq.org.uk/wp-content/uploads/2024/08/IFC-Coursework_Assessments_2024_FINAL.pdf)
- JCQ Warning to Candidates  
[https://www.jcq.org.uk/wp-content/uploads/2024/08/Warning-to-candidates-poster\\_2024\\_5.pdf](https://www.jcq.org.uk/wp-content/uploads/2024/08/Warning-to-candidates-poster_2024_5.pdf)

[https://www.jcq.org.uk/wp-content/uploads/2022/08/2022-Unauthorised-Items-poster-live-text\\_September22.pdf](https://www.jcq.org.uk/wp-content/uploads/2022/08/2022-Unauthorised-Items-poster-live-text_September22.pdf)

- JCQ Using Social Media and examinations/assessments

<https://www.jcq.org.uk/wp-content/uploads/2024/05/JCQ-Social-Media-Infographic-v6.pdf>

- JCQ On Your Exam Day

[https://www.jcq.org.uk/wp-content/uploads/2024/08/Preparing-to-sit-your-exams-2024\\_25.pdf](https://www.jcq.org.uk/wp-content/uploads/2024/08/Preparing-to-sit-your-exams-2024_25.pdf)