

Examinations

The Logistics

Miss Aherne

Examinations Officer



Time Line

- PPEs are in January, timetable will be shared with students shortly.
- GCSE entries checked and timetables issued by February half term, hopefully earlier.
- GCSE Exams start Monday 11th May 2020.
- Language speaking exams and any practical (i.e. Food, Art, etc.) will be before this
- Summer Exam Series ends Thursday 18th June.
- Contingency Date - 24th June 2020.



Examinations Guidance



AQA City & Guilds CCEA OCR Pearson WJEC



**NO IPODS, MOBILE PHONES
MP3/4 PLAYERS
SMARTWATCHES**

**NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION**

Possession of unauthorised items, such as a mobile phone, 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.

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Table of offences graded according to levels of seriousness and showing appropriate ranges of penalties applied to candidates

NOTE: In instances where the box is blank the penalty may be used.

Type of offence	Warning (Penalty 1)	Loss of marks (Aggregation Still Permitted) (Penalties 2 – 4)	Loss of aggregation or certification opportunity (Penalties 5 – 9)
Introduction of unauthorised material into the examination room, for example:			
Own blank paper	used for rough work	used for final answers	
Calculators, dictionaries (when prohibited)	not used	used or attempted to use	
Bringing into the exam room notes in the wrong format or prohibited annotations	notes/annotations go beyond what is permitted but do not give an advantage	notes/annotations are relevant and give an unfair advantage	notes/annotations introduced in a deliberate attempt to gain an advantage
Notes, study guides and personal organisers	notes irrelevant to subject	notes relevant to subject	notes relevant to subject and evidence of use
Mobile phone or other similar electronic devices (including iPod, MP3/4 player, Smartphone Smartwatch)	not in the candidate's possession but makes a noise in the examination room	in the candidate's possession but no evidence of being used by the candidate	in the candidate's possession and evidence of it being used by the candidate
Standard penalties:			
1	warning;	6	disqualification from all units in one or more qualifications taken in the series;
2	loss of marks gained for a section;	7	disqualification from the whole qualification;
3	loss of all the marks gained for a component;	8	disqualification from all qualifications taken in that series;
4	loss of all the marks gained for a unit;	9	barred from entering for examinations for a set period of time.
5	disqualification from the unit;		

Attendance at Exams

- Morning exams begin at 9:00am.
- Afternoon exams begin at 1.30pm.
- Students arriving late may still be allowed to sit the exam, however, the Examinations Officer must submit a report to the Awarding Body.
- Uniform must be worn at all times.
- Candidates must bring all the appropriate equipment into the exam in a see-through pencil case.
- All wrist watches/smart watches to be removed before the exam commences.
- Water in a clear bottle only.



- NO MOBILE PHONES

Equipment for Exams

- Two **BLACK** pens – all answers in **BLACK** not blue or pencil
Ruler, Rubber, Pencil sharpener, Protractor, Compass
- OWN SCIENTIFIC CALCULATOR

Spares of all of the above are available from the invigilator during an exam, but there is not enough for the whole year group.



Absence from Exams

- All illnesses/injuries experienced during the exam season must be reported to the Examinations Officer
- Special Consideration can only be requested for issues that arise, or manifest themselves, at the time of the exam.
- Levels of consideration, for example;
 - **5%** is the maximum allowance and is reserved for the most exceptional cases such as terminal illness of the student or parent/carer
 - **4%** is for very serious problems such as life-threatening illness of student or member of immediate family
 - **3%** is a more common category for recent traumatic experiences such as the death of a close friend or distant relative
 - **2%-1%** is reserved for more minor problems such as illness at the time of the exam for which the Examinations Officer must be satisfied that there is sufficient medical evidence



Results & Certificates

- GCSE Results Day will be on Thursday 20th August 2020 from 9:00am until 11:00am in the N plaza.
- **No results will be handed out to anyone that isn't the student themselves unless it has been arranged in advance.**
- All GCSE certificates **MUST** be collected. The JCQ regulations state that any certificates more than 12 months old must be confidentially destroyed. A replacement certificate will cost over £30 per exam board!
- All future college/apprenticeship/job interview will want to see those certificates, so keep them safe!



Examinations Manager – Miss Aherne

- This slideshow will be available on our website.
- Any queries relating to exams, either phone 01843 864941 or email exams@danecourt.kent.sch.uk.
Students are welcome to come and see me in my office at any time!
- Helpful Links:
<https://www.jcq.org.uk/>

