

**OAKWOOD PARK GRAMMAR SCHOOL
EXTERNAL EXAMINATIONS
SUMMER 2019**

**IMPORTANT INFORMATION FOR STUDENTS
AND PARENTS**

Students: Please read and keep this booklet with your exams timetable

Parents/Carers: -We hope this booklet provides all the information you may require regarding the examination process here at Oakwood Park Grammar School

Uniform

All students must attend exam days in full school uniform. This includes Sixth form who must adhere to the Sixth Form dress code.

Holidays

We ask all parents NOT to take or book holidays in term time. This is especially important as exams and assessments can take place throughout the academic year.



Coursework & Controlled Assessment Marks (NEAs)

Students will be informed of their coursework/non examination assessment marks and should you disagree with these marks there is a short window of opportunity to challenge them before the marks are submitted to the exam board. You should speak to your subject teacher for details.

Timetables

A copy of your Exam Timetable will be emailed to parents shortly before the start of the Exam session.

Please note it is important, to refer only to the personalised timetable issued to each student as some candidates may have had their timetable altered to accommodate exam clashes.

Please check your timetable carefully, legal name, date of birth, exam entry etc.

1. Your name should be your **legal** name, and this must be used on all your exam papers.
2. Take note of the date and TIME of your exams. If you turn up in the afternoon for an exam scheduled for the morning, there is nothing we can do.
3. Also note the location of your exam. Some exams may be split between several rooms so make sure you know where to go.
4. If there are any mistakes or omissions in your exam entries you should inform the exam office immediately
5. **Please note that all students must be available up to and including Wednesday 26th June 2018 in case of national disruption to exams during the season**

Exam Clashes

If you have a clash of exams the exam officer will make sure you are aware of it and what arrangements will operate on that day. It will usually mean that you must be isolated for part of the day to prevent contact with students who have already sat the exam you are to do in a later session. If you are placed in isolation you will be supervised by an Invigilator and allowed to revise for later examinations. You may talk to other students who may be isolation with you, and to the supervisor, but you will not be permitted access to mobile phones, smart watches, computers etc. A packed lunch will also be required.

Candidate Number

You have been given a four digit candidate number that refers only to you. It appears on all exam timetables and documents. Try to memorize this number as you will write it on all your exam papers and it will remain with you until you leave the school.



Mobile Phones, Smartwatches and other electronic devices

We cannot stress enough how important it is that you do not bring a mobile telephone or any other electronic device including smart watches into the exam room.

Wristwatches are no longer permitted in the exam room.

There are clocks in every exam room.

Leave such items in your locker or in the school office.

If you are found to have a phone or other electronic device on your person during an exam, **even if it is switched off**, you **will** be reported to the exam board and may face disqualification from your exams.

There is a table at the end of this booklet detailing the penalties applied to instances of malpractice for your information. (See P8 & 9)

Travel, Timings & Sickness

Please ensure you allow enough time to get to School on exam days, taking road conditions or any known travel problems into account. Better to arrive early than to miss the start of an exam. If you are delayed en route please inform the school office. 01622 726683

Morning exams **start** at 9.00 am

Afternoon exams **start** at 1:30pm or 2.00 pm (NB:a few may start earlier - check your timetable!)

You should arrive in school at least 20 minutes before the exam start time to allow time for securing valuables, visiting the toilet etc. You should be outside your exam room, lined up in Candidate number order, at least 10 minutes before the start time.

Should you arrive late, you should report to the school office. Please be aware that if you arrive more than an hour after the published start time of the exam (9am or 1:30pm) even if the school permits you to sit the exam, **the exam board** may not accept the paper !

If you are unwell on the day of an exam you should telephone the school and inform the Exams Office. If you are too unwell to sit the exam your parents **MUST** inform the school and should attempt to get a letter from your doctor.

Food & Drink

We advise all students to eat breakfast if you have a morning exam and lunch if you have an afternoon exam. You are not permitted to bring food into an exam room (unless you have obtained prior consent due to a medical condition), but you may bring a **small** clear bottle (500ml max) of still water, provided the label has been removed.

Chewing gum and/or sweets are NOT permitted.

Equipment

The following equipment should be brought to every exam in a clear pencil case or clear plastic bag:-

- 2 pens (fountain or ballpoint) – BLACK ink only & not Gel pens
- 2 HB pencils,
- a ruler,
- a pencil eraser
- a pencil sharpener

You may also need :-

- A scientific calculator(without a lid)
- A compass
- A protractor
- Coloured pencils.



Do not assume that the school will provide you with equipment!

Conduct in the Exam room

You should be silent from the moment you enter the exam room. If there is any communication between students you will be presumed to be cheating and will be dealt with accordingly. Remain facing forward at all times.

You should take note of the warning notices placed outside each exam room and the Information for Candidates notice. (see page 7)

Do not write anything until given permission by the invigilators to do so.

Please treat the invigilators with respect. They are the representatives of the exam boards and are there to ensure that all candidates have the optimum conditions in which to sit their exams.

Do not write on the desks or deface them in any way. Your parents will be charged for the repainting or replacement costs.

Should you finish an exam early, you should remain seated and wait quietly until the end of the exam.

At the end of the exam you will be dismissed by the invigilators. **Please remain silent until well away from the exam room as there may be students continuing to other exams, or there may be other exams in nearby rooms.**

Fire Alarms

Should the fire alarm sound whilst you are sitting an exam you should remain seated until advised by the invigilator to evacuate.

If told to evacuate, **remain silent** and :-

1. Leave everything on your desk.
2. Exit the room through the fire exits
3. Proceed with the invigilator to the muster point.
4. Wait in silence until told it is safe to return.

When back in the exam room listen carefully to the invigilators for instructions as to how to proceed.

Results Days

PreU & GCE Thursday 15th August 2019

IGCSE & GCSE Thursday 22nd August 2019

If you are unable to collect your results yourself please ensure that we have been notified by letter or email in advance of the name of the person collecting them on your behalf and that they have some proof of their identity with them.

Reviews of marking - GCE

If you have not achieved the GCE grades you require for your university place you should speak to a member of the sixth form team or Ms Bevan (Deputy Head) as soon as possible. It may be possible to apply for a review of marking of one or more of your exams, but you must be aware that marks may go down as well as up, so it is not something to be undertaken lightly.

If you are unhappy with your results you should speak to your subject teacher to see if they agree that you have underachieved. If they advise that you should apply for a review of marking you should obtain the form (see Page 11) from the exams office and then speak to Ms Bevan who will check how close you are to the grade boundaries. Ms Bevan **MUST** approve all applications. If the school do not agree with your request for a review there is an appeals procedure. (See page 10) If a review is agreed, the application will not be made until the form and **relevant fee** have been submitted to the exam office. Fees lists will be available on Results days.

It is also possible to apply to see your exam script. Some exam boards **charge** for this. See the exams officer.

Reviews of Marking - GCSE

Students who are concerned about their results should speak to their subject teacher or Head of Year at the earliest opportunity.

It is also possible to apply to see your exam script. Some exam boards **charge** for this. See the exams officer.

The deadline for applying for a review of marking is 20th September.

Exam Certificates

Exam certificates are received from the exam boards towards the end of October. Any student still at OPGS will be invited to collect and sign for their certificates from the School Office. Any student who has left the school will be contacted with details of when to come in and collect their certificates. If you or an authorised representative are unable to collect the certificates you will be asked to send in a cheque for £3 to cover postage costs. Year 13 students will be invited to a "Celebration of Achievement" evening in December when they will be presented with their certificates.

Please note that exam certificates cannot be replaced. Some Universities, Colleges or prospective employers will ask to see the original certificates (both GCSE & A level), so look after them. If you do lose your certificates you may have to apply to each exam board for a Certified Statement of Results which at present costs at least £45.00 per board.

Questions

If you or your parents have any questions regarding exams at any time, please feel free to contact me.

Exam Officer: Mrs P Wright

Telephone: 01622 726683

Email: exams@opgs.org

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Information for candidates
For written examinations – effective from 1 September 2018

This document has been written to help you. Read it carefully and follow the instructions.
If there is anything you do not understand, especially which calculator you may use, ask your teacher.

A	Regulations – Make sure you understand the rules
1	Be on time for all your exams. If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the exam.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4	You must not take into the exam room: a) notes; b) potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device. Any pencil cases taken into the exam room must be see-through. Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
5	If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
6	Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
7	Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
8	You must not write inappropriate, obscene or offensive material.
9	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
10	Do not borrow anything from another candidate during the exam.
B	Information – Make sure you attend your exams and bring what you need
1	Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
2	If you arrive late for an exam, report to the invigilator running the exam.
3	If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
4	Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
5	You must write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.
C	Calculators, Dictionaries and Computer Spell-checkers
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: a) make sure it works properly; check that the batteries are working properly; b) clear anything stored in it; c) remove any parts such as cases, lids or covers which have printed instructions or formulas; d) do not bring into the exam room any operating instructions or prepared programs.
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
D	Instructions during the exam
1	Always listen to the invigilator. Follow their instructions at all times.
2	Tell the invigilator at once if: a) you think you have not been given the right question paper or all of the materials listed on the front of the paper; b) the question paper is incomplete or badly printed.
3	Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4	Fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. Make sure you fill these details in on any additional answer sheets that you use.
5	Remember to write your answers within the designated sections of the answer booklet.
6	Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers. Make sure you add your candidate details to any additional answer sheets that you use.
E	Advice and assistance
1	If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	Put up your hand during the exam if: a) you have a problem and are in doubt about what you should do; b) you do not feel well; c) you need more paper.
3	You must not ask for, and will not be given, any explanation of the questions.
F	At the end of the exam
1	If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order. Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.
2	Do not leave the exam room until told to do so by the invigilator.
3	Do not take from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.

MALPRACTICE IN EXAMS

A table of offences from JCQ 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
Breaches of examination conditions			
A breach of the instructions or advice of an invigilator, supervisor, or the awarding body in relation to the examination rules and regulations	minor non-compliance; e.g. sitting in a non-designated seat; continuing to write for a short period after being told to stop	major non-compliance; e.g. refusing to move to designated seat; significant amount of writing after being told to stop	repeated non-compliance
Failing to abide by the conditions of supervision designed to maintain the security and integrity of the examinations	leaving examination early (no loss of integrity); removing script from the examination room, but with proof that the script has not been impaired; breaching supervision (candidate unaware of regulations)	removing script from examination room but with no proof that the script is safe; taking home materials	deliberately breaking a timetable clash supervision arrangement; removing script from the examination room and with proof that the script has been tampered with; leaving examination room early so integrity is impaired
Disruptive behaviour in the examination room or assessment session (including the use of offensive language)	minor disruption lasting short time; calling out, causing noise, turning around	repeated or prolonged disruption; unacceptably rude remarks; being removed from the room; taking another's possessions	warnings ignored; provocative or aggravated behaviour; repeated or loud offensive comments; physical assault on staff or property
Exchanging, obtaining, receiving, or passing on information which could be examination related (or the attempt to):			
talking	isolated incidents of talking before start of exam or after papers have been collected	talking during exam about matters not related to exam; accepting exam related information	talking about exam related matters during the exam; whispering answers to questions
written communication	passing written communications (notes) which clearly have no bearing on the exam	accepting exam-related information	passing exam related notes to other candidates; helping one another; swapping scripts
social media		accepting assessment related information without reporting it to the awarding body	passing or distributing assessment related information to others
Offences relating to the content of candidates' work			
The inclusion of inappropriate, offensive or obscene material in scripts, controlled assessments, coursework, non-examination assessments or portfolios	isolated words or drawings, mildly offensive, inappropriate approaches or responses	frequent mild obscenities or drawings; isolated strong obscenity; isolated mild obscenities or mildly offensive comments aimed at the examiner or member of staff	offensive comments or obscenities aimed at a member of staff, examiner or religious group; racist, lewd or sexist remarks or drawings
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;			

MALPRACTICE IN EXAMS

A table of offences from JCQ 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)
Collusion: working collaboratively with other candidates beyond what is permitted	collaborative work is apparent in a few areas, but possibly due to teacher advice; candidate unaware of the regulations	collaborative work begins to affect the examiner's ability to award a fair mark to an individual candidate	candidates' work reflects extensive similarities and identical passages, possibly due to a deliberate attempt to share work
Plagiarism: unacknowledged copying from or reproduction of published sources (including the internet); incomplete referencing		plagiarism from published work listed in the bibliography or referenced; or minor amount of plagiarism from a source not listed in the bibliography or referenced	plagiarism from published work not listed in the bibliography or referenced; or plagiarised text consists of the substance of the work submitted and the source is listed in the bibliography or referenced
Making a false declaration of authenticity		sections of work done by others, but most still the work of the candidate	most or all of the work is not that of the candidate
Copying from another candidate (including the misuse of technology)	lending work not knowing it would be copied	permitting examination script/work to be copied; showing other candidates the answers	copying from another candidate's script, controlled assessment, coursework, non-examination assessment; borrowing work to copy
Undermining the integrity of examinations/ assessments			
The deliberate destruction of work		defacing scripts; destruction of candidate's own work	significant destruction of another candidate's work
The alteration or falsification of any results document, including certificates			falsification/forgery
Misuse of, or attempted misuse of, examination material and resources			misuse of examination material or exam related information, including: attempting to gain or gaining prior knowledge of examination information; improper disclosure (including electronic means*); receipt of examination information or removal of secure information from the examination room; facilitating malpractice on the part of others
Theft (where the candidate's work is removed or stolen)			taking somebody else's work (e.g. project/coursework) to pass it off as one's own
Personation			deliberate use of wrong name or number; impersonating another individual; arranging to be impersonated
Behaving in a way as to undermine the integrity of the examination/assessment			for example, attempting to obtain certificates fraudulently; attempted bribery; attempting to obtain or supply exam materials fraudulently
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;		

Enquiries About Results Appeals

Oakwood Park Grammar School's appeals process regarding a decision not to make enquiries about results

After the release of examination results, a candidate has the right to apply to the awarding body, through the centre, for a review of their result if they consider the grade to be too low. This can take the form of a clerical check or a full review of marking of an examination paper or papers. This review is termed an Enquiry about Results (EAR) and is applied for by the centre on behalf of the candidate. Candidates should be aware that this process **may** result in a lowering of the grade awarded. This procedure has a short deadline - September 20th for the main results day - and therefore any requests must be carried out quickly within the strict deadlines outlined below. **Please note there is a fee for each EAR service payable by the student unless otherwise advised.**

Where an examination result affects the candidate's University place it is possible to make a PRIORITY application for review of marking. In these circumstances the candidate MUST speak to Ms Bevan and the Head of Sixth Form and notify the Examinations Officer by 3.00pm on Friday 23rd August 2019. Application for review can result in the candidate's mark being reduced.

Oakwood Park Grammar School advises any candidate who has concerns about a grade awarded for a subject to come and talk their concern through with the Head of Year, Head of Subject or Examinations Officer within two calendar weeks of the issue of results. Following this discussion the centre will immediately apply for a review if this is considered appropriate and **we would expect to support you in most cases**. If however the centre does not consider a review appropriate, the candidate will be informed of this decision within three working days. If the candidate still wishes to proceed with a request for a review, the following procedure will apply:

- The candidate should appeal against the decision within two days by filling in the form included in the School's Internal Appeals Policy on the school website;
- The centre will then arrange a meeting within three days with the candidate and their parent / carer, the Subject Teacher concerned, the Examinations Officer and the Head of Centre or his/her representative from the senior staff;
- The candidate and their parent / carer will be able to present their reasons for asking for the review at this meeting;
- The Head of Centre or his/her representative will make a final decision on whether the appeal should go ahead, and will inform the candidate and their parent / carer verbally, then in writing, of the decision;
- If the final decision is to proceed with the request for a review, the Examinations Officer will carry this out to meet the appropriate deadlines.

Examinations Officer

Candidate's E Mail Address:-

Head of Subject

Ms Bevan/Mrs Lewell

AQA

CAIE

OCR

Pearson

WJEC

ENQUIRIES ABOUT RESULTS AND APPEALS

Candidate consent form

Information for candidates

The following information explains what may happen following an enquiry about a result and any subsequent appeal.

If your school or college makes an enquiry about a result, (review of the original marking) and 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.

In order to proceed with the enquiry about results, you must sign the form below. This tells the head of your school or college that you have understood what the outcome might be, and that you give your consent to the enquiry about results being made.

Candidate consent form

Centre Number 61719	Centre Name Oakwood Park Grammar School
Candidate Number	Candidate Name

Details of enquiry (Awarding Body, Qualification level, Subject title, paper/unit)

Exam Board	Level	Subject	Paper/Unit

I give my consent to the head of my examination centre to make an enquiry about the result of the examination(s) listed above. In giving consent I understand that the final subject grade awarded to me following an enquiry about the result and any subsequent appeal may be lower than, higher than, or the same as the grade which was originally awarded for this subject.

Signed: Date:

This form should be retained on the centre's files for at least six months following the outcome of the enquiry about results or any subsequent appeal.