



Audenshaw School

**CANDIDATE
EXAMINATIONS
HANDBOOK
2021-2022**

Hazel Street, Audenshaw, Manchester, M34 5NB
Telephone Number: 0161 336 2133
Email: exams@audenshaw.tameside.sch.uk

OUR MISSION

Our School aims to provide a quality education in a caring community based on values of **respect, responsibility** and **resilience** and a relentless pursuit of excellence in all that we do.

OUR VISION

Our School will be recognised as a fully inclusive, aspirational, high achieving centre of excellence, firmly rooted in the local community.

We will create, develop, and maintain a challenging and stimulating personalised learning environment where no student is overlooked or left behind and where teaching and learning is high quality, inspirational and innovative.

We will consistently have high academic standards and expectations for every individual and continue to place considerable value on sport and healthy living and developing strong links with the community.

All members of our School community will be valued, and every success will be celebrated. Our School will maintain a safe, secure, and caring environment in which to work and learn.



Examination Rules, Regulations & Procedures

September 2021 – July 2022

1. Full school uniform **MUST** be worn for examinations. Failure to comply with School Policy could potentially mean a student would be placed in RESET; a phone call to home and the Awarding Body will be made aware of the situation. In addition, students should only be in possession of their examination equipment and timetable, and all pockets should be empty and clear by the point they come to the security check. Any prohibited items will be confiscated and/or thrown away. If a student is found to be in possession of any prohibited materials during their examinations, the Awarding Body will be immediately informed which could result in the student being disqualified from the examination and even the Awarding Body.
2. Students **MUST** remain in the exam room for **THE WHOLE DURATION** of the examination.
3. Coats and bags will not be allowed in the Exam Hall or exam rooms. Students must leave all bags and coats in an allocated storage area prior to their examination start time. Students are advised not to bring anything valuable such as mobile phones into school with them as the school will not be held responsible for any loss or damages.
4. The starting time for the examinations varies depending on the length of the papers. Students are required to arrive at their exam location shown on their timetable 15 minutes before the official start time. This ensures that all security checks are carried out in sufficient time and do not impact on the examination time.
5. It is essential that students arrive **ON TIME** to their examinations (if late, their paper could be made invalid, and the Awarding Body may refuse to mark the paper).
6. Examinations taken in the academic year 2021/2022 will be held in the **MAIN HALL, SPORTS HALL** and classrooms. The location of each examination and the seating location of each student will be set by the school and noted on their individual timetables.
7. It is essential that all students check:
 - The date, including the day, of their examination
 - The starting time of their examination
 - Their **seat number** and **room location** (seating lists are posted outside each exam location).
8. If stated in government guidelines at the time of examinations whilst in communal areas students will be expected to wear face coverings at all times. They will then be asked to remove their face covering when they have taken their seat. The face covering should then be stored in the inside blazer pocket and not be touched until instructed to by either the Exams Officer or Invigilation Staff. This procedure will be communicated to students and parents/carer prior to the exam series starting, please note that this could also be introduced or removed during the exam series.

Students must **NOT** enter an examination room until instructed by the Exams Officer/Invigilation staff.

9. **Mobile phones are not allowed under any circumstances:**

If a student is found with a mobile phone whilst under examination conditions the Awarding Body must be informed, and this could lead to the disqualification of the student from the examination and possibly the whole qualification. THIS INCLUDES SWITCHED OFF MOBILE PHONES.

DURING THE SUMMER OF 2016 THERE WERE 4 CASES OF MALPRACTICE WHICH LED TO THE DISQUALIFICATION OF THE STUDENTS FROM THE EXAMINATIONS. DUE TO THIS, THE SCHOOL HAS IMPLEMENTED SECURITY CHECKS PRIOR TO THE START OF THE EXAMINATION WHICH WILL INCLUDE THE USE OF A MOBILE PHONE SCANNER.

The school does not provide a secure place to store mobile phones and will NOT accept liability for them. Due to this, the school expects that parents/carers actively encourage students not to bring mobile phones to school. If a student is found to be in the possession of a mobile phone during the security checks, the School Policy on the use of mobile phones will be enacted.

10. No other electronic equipment must be brought into the examination room e.g., iPods & MP3 players, Smart watches etc. This is now a set regulation and any breach of this could result in disqualification. If there are any concerns about a particular device, the Exams Officer should be contacted prior to the examinations to discuss the matter.
11. The official examination regulators have decided that from September 2021 students will not be allowed to bring in **ANY TYPE** of watch to the exam hall/room. All watches **MUST** be removed and placed into students' bags prior to the exam starting. If a student is found to be in the possession of a watch this could result in disqualification.
12. NO chewing gum or sweets are allowed in the exam rooms.
13. ONLY plain bottled **WATER** is allowed to be taken into the exam room. If bottles are brought in, ALL wrappers/packaging **MUST** be removed before entering so the bottle is **CLEAR/SEE THROUGH**.
14. Students must provide their own equipment: **BLACK** pen, pencil, pencil sharpener, eraser, and ruler. Calculators (where allowed- see below) and for maths, candidates should also have a protractor and compass.
15. CALCULATORS – must be of a suitable size and be either battery or solar powered. Calculators must be scientific. Students are responsible for the calculator's working condition. All calculators must have a clear memory and spot checks will take place. They **MUST NOT**:

Be designed or adapted for any of the following facilities:

- Language translators
- Symbolic algebra manipulation
- Symbolic differentiation or integration
- Communication with other machines or the internet
- Have retrievable information stored in them, including
 - Databanks
 - Dictionaries

- Mathematical Formulae
- Text

*No calculator cases will be allowed on the desks, the calculators **MUST** be removed from the cases before entering the exam room.*

16. All pencil cases **MUST BE** clear.
17. Students who fail to bring the required equipment will be disadvantaged.
18. Students will not be allowed to share with other students **OR** borrow equipment from school.
19. **NO** talking or any form of non-verbal communication between students is allowed inside the exam rooms for example turning around or signalling to other students. These incidents will be reported to the Awarding Body, and it will be their decision on what action to take.
20. Any student causing a disturbance within an exam room may be asked to leave the room and any instances of disturbance will be reported to the Awarding Body. For example, minor noise, forced coughing, sniffing, tapping, whistling etc. This could result in malpractice and the disqualification of the student from the examination.
21. All exam staff and invigilators **MUST** be treated with respect at **ALL** times and any instructions/direction given by them must be strictly adhered to. Any student who is rude, disrespectful and/or disruptive will be reported to the Exams Officer and the appropriate action will be taken.
22. Where examination 'clashes' occur, these will be resolved using the JCQ guidelines. Please note that Audenshaw School will only use the provision of overnight supervision as a last resort and therefore, this may mean that on certain days some students will have several examinations. Students with resolved clashes **MUST** remain supervised at all times (as directed by the exams staff) to ensure the security of the examination papers and the examinations themselves. If they leave the supervised area their actions would be deemed as 'malpractice' and they would have to be reported to the Awarding Body, resulting in possible disqualification.
23. Examination entry costs (not including re-sits) are met by the School. However, if a student fails to turn up for an examination, then parents/carers will be expected to meet the cost of entry. (Costs per examination start from £36). Only in exceptional circumstances will the school not enforce these charges, such as, serious illness, supported by a doctor's note within 7 days of the examination date.
24. For any absences due to COVID-19 (including, self-isolation) the school will follow the government and Awarding Bodies set guidance at the time of examinations taking place. This may require parent/carers providing evidence to the school and would be classed as an exceptional circumstance with regards to examination entry costs.

Further Information

Non-Examination Assessment & Coursework Units

During your Non-Examination Assessment and/or Coursework Units in certain subjects your teacher may advise you of a **projected grade**. The teacher will advise the projected grade will be based on what the grade boundaries are at the time. They will stress this is only a guide and once the Non-Examination Assessments and/or Coursework Units have been sent off to be moderated these grades can decrease/increase or stay the same based on current grade boundaries.

Illness/Other Difficulties

If you are ill during the examinations and cannot come to school, you must telephone the School on 0161 336 2133 and speak with the Exams Officer; they will advise you of the regulations.

Sometimes students experience other personal difficulties, apart from illness, during the examination periods. If you have any concerns or are experiencing any difficulties, please **speak to the Exams Officer** who can talk to you about what arrangements, if any, can be made during your examinations. We are unable to act retrospectively so it is important you notify us of any possible issues prior to examinations. You can also send an email on exams@audenshawschool.org.uk