

# Exams briefing for Candidates

## Summer 2024 GCSE Examinations

### Timetable

A full exam timetable is now available to view on the [exams information page](#) of the school website. You will also be sent an electronic copy of your individual timetable prior to the start of the exams season. It is your responsibility to make sure that you arrive on time for all your timetabled exams. If you have any questions about your timetable, you should speak to your tutor in the first instance.

### Contingency Day – Summer 2024

The national Contingency Day for the Summer 2024 series is 26th June 2024. You must make sure that you are available to sit exams up to and including this date.

### Follow-on exams

If you have two of your exams scheduled to occur in the same session, you will be provided with details of the order in which you will be sitting the exams. This is likely to mean that you may have to sit one exam, immediately followed by the second.

The exam times are provided by the individual awarding bodies and we have very little leeway when it comes to making changes. The JCQ regulations outlined in [‘Instructions for conducting examinations 2023-24’](#) refer in item 7 (page 17) to timetable clashes. Specifically, 7.3 and 7.4 applies. If the total time is three hours or less, the centre (us) may decide the order within the timetabled session (am or pm) in which to conduct the examinations, but they (the candidate) must remain under supervision during the periods they are not in an exam.

Practically, we will ensure that the three papers are taken with a suitable interval between each, within the parameters prescribed. It should also be noted that on these occasions, an exam may finish after the end of the normal school day. As a result, you will need to make your own arrangements for getting home.

### School Uniform

You must wear the correct school uniform when sitting your exams. This is your entry badge to the school during the exam period. Summer uniform rules may be applied on a day-to-day basis.

### Start Times

Morning exams will start at 9.00am and afternoon exams will start at 1.00pm. Please make sure that you are waiting outside your exam room/meeting area at least 20 minutes before the start time.

## **Exam Rooms & Seating plans**

You are most likely to be sitting your exams in the Sports Hall. For some candidates who have particular access arrangements or are in a small group of students taking a subject, you may be seated elsewhere.

Exam locations and seating plans are displayed outside exam rooms before each exam and are also shown on your personalised exam timetable.

DO NOT assume that you will always be in the same room or the same seat for each exam. Please regularly check your timetable in Arbor as the rooming and seating plans are subject to change.

## **Equipment**

**It is your responsibility to ensure that you have all the equipment necessary for you to complete your exams.**

Once you have entered the exam room you are not allowed to leave unaccompanied.

Please make sure that you bring all the equipment you might need with you into the exam room.

If you are entitled to use a laptop for your exams, or use ClaroRead, it is your responsibility to ensure that your **laptop is charged** and fit for use before each exam. If you are having problems with your laptop, please take it to IT Services. **We do not have laptops available to borrow on the day of an exam.**

## Equipment list

- Black biro x2
- Pencil x2
- Ruler
- Eraser
- Pencil sharpener
- Calculator
- Protractor (Maths exams)
- Pair of compasses (Maths exam)
- Charged laptop (if permitted by access arrangements)

## The Rules and Regulations

A useful video from The Exams Office, highlighting the main rules and regulations [can be viewed here](#)

## What NOT to bring into the Exam Room

YOU MUST NOT bring any Wi-Fi enabled devices (e.g. mobile phones & Fitbits) **or watches of any kind** into the exam room.

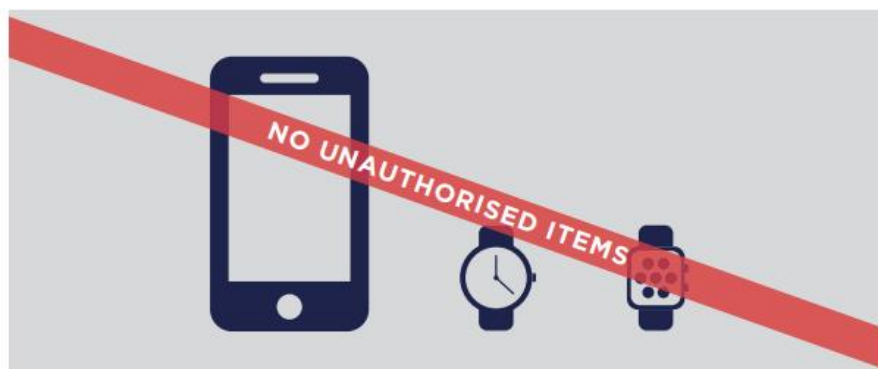
Pencil cases must be clear with no writing on them, and calculator lids must be left outside or placed on the floor beside the exam desk.

Water bottles must not have writing on them of any kind, all labels must be removed.



## NO MOBILE PHONES NO WATCHES

NO POTENTIAL TECHNOLOGICAL/WEB  
ENABLED SOURCES OF INFORMATION



Possession of unauthorised items, such as a mobile phone  
or any watch, is a serious offence and could result in

# DISQUALIFICATION

from your examination and your overall qualification.

If you are found with any of these prohibited items, you will be reported to the Awarding body and risk being disqualified from the exam and in some circumstances from all exams for that Awarding body.

All personal belongings must be placed in the changing rooms, if you are taking your exam in the Sports Hall, and where directed by the Invigilators, if you are elsewhere



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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## Warning to Candidates

1. You **must** be on time for all your examinations.
2. **Possession of a mobile phone** or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.
3. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
4. You **must** follow the instructions of the invigilator.
5. You **must not** sit an examination in the name of another candidate.
6. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
7. If you are confused about anything, only speak to an invigilator.

**The *Warning to Candidates* must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.**

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### Behaviour expectations

You are expected to always adhere to school/exam behaviour rules.

**No talking is allowed once you have entered the exam room  
& you are expected to find your seats in silence.**

If you have a problem during the exam, please raise your hand and an invigilator will assist you. Once the exam has concluded, you are expected to remain in your seat, in silence, until all the exam papers have been collected and you have been dismissed. No talking is allowed until you are out of the exam room.

## Malpractice

'Malpractice' means a failure to follow the rules of an examination or assessment. ***Exam conditions begin the moment you enter the exam room, to the moment you walk out of the door.*** There are severe penalties for malpractice.

Consequences of malpractice:

- Loss of marks for that paper
- Loss of marks for that subject
- Loss of marks for all exams with that Awarding body
- All your exams cancelled by all Awarding bodies

***In 2022, 4,300 candidates were penalised for malpractice in England.***

Examples of malpractice:

- Possession of a watch, mobile phone or smart enabled device - **even if switched off**
- Writing or drawing obscene material
- Talking during the exam or disrupting others
- Possession of notes
- Writing on hands/skin

### **What to do if you arrive late for your exam**

If you know you are going to be late arriving at school for your exam you should contact Main Reception as soon as possible on **01962 734361**.

If you arrive late for an exam, you must go to Main Reception immediately, where you will be escorted to the exam location and the invigilators will assist you. If you arrive within 30 minutes of the published start time of the paper, you may be able to sit the paper, but you should be aware that for external exams the Awarding body will be informed and has the right not to accept your exam paper. If you arrive any later, the school reserves the right to decide whether to allow you to sit the paper, depending on the circumstances.

### **What to do if you are unwell on the day of your exam**

If you are unwell on the day of your exam, you should inform Main Reception as soon as possible. **Please do not leave a message on the absence line.** You will need to provide evidence of your illness and the school will apply for special consideration from the Awarding body on your behalf. We suggest that you try to attend the exam, if at all possible.

### **What to do if you are unwell during your exam**

If you feel unwell during your exam you should raise your hand to draw the attention of the Invigilators. They will escort you from the room. If you feel better, you can re-enter the exam room and complete your exam.

### **What happens if you miss an exam**

If you miss an exam for a reason other than illness, or an exceptional circumstance, you will be marked as absent and will not receive a mark for that paper.

### **What happens in the event of an emergency in the exam room**

The Invigilators will give you instructions in the event of an emergency. You will remain under exam conditions at all times and must not enter into conversation with your fellow students. A member of Senior Management or the Exam Office team will give further instructions if necessary.

### **What happens if there are exceptional circumstances**

If there are circumstances that you feel have affected your performance during an exam or the exam series, please contact the Exams Office as soon as possible. Circumstances that might be considered are serious family illness, bereavement, illness of the candidate, recurrence of a previously diagnosed illness. If you are unsure, please contact the Exams Office who will be able to offer advice.

## Contact Details

If you change address or contact details, please let the school know so that we can update our records. This is particularly important if you move house over the summer.

## Results

The Summer 2023 exam results will be available to students on **Thursday 22nd August 2024**, between 9.30am and 11.30am from the Café at Perins School. If you are unable to collect your results in person, you can ask someone to do this for you, but you must email [exams@perins.hants.sch.uk](mailto:exams@perins.hants.sch.uk) giving your permission and stating the name of the person collecting on your behalf. Results will also be emailed to candidates Perins email accounts later in the day. We are unable to email to any other email accounts or send results in the post.

## Post-results Services

If you would like to take advantage of the post-results services on offer after you have received your results, you must complete the relevant paperwork which will be included in your results envelope and on the exams information page of the school website, before a request can be made to the Awarding body. If you wish to request a review of marking, there is a charge made by the Awarding bodies. This information will also be included with your results. There are tight deadlines set by the Awarding bodies and no review can be made after the deadline has passed.

If you have any questions about the information above, please speak to your Tutor in the first instance.

The Exams Office team can be contacted through the Main Reception on 01962 734361 or by email: [exams@perins.hants.sch.uk](mailto:exams@perins.hants.sch.uk)

More information can be found at <https://www.perins.net/exams-information/>