



St Paul's
CATHOLIC SCHOOL

Ministerium Tuum Imple Love | Serve | Do the best that is possible

**GUIDANCE FOR
STUDENTS & PARENTS**

EXTERNAL EXAMINATIONS

Centre Number: 52318



This information is to help provide valuable advice for examinations held at
YOUR SCHOOL.

**Please read this document carefully
and retain it for future reference**

If there are **ANY** questions or problems, please contact the Examinations Team –
examofficer@st-pauls.org.uk

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INTRODUCTION

It is the aim of **St Paul's School** to make the examination experience as stress-free and successful as possible for all candidates.

Hopefully, this booklet will prove informative and helpful for candidates and parents. Please read it carefully and share it with your parents so that they are also aware of the examination regulations and the procedures which must be followed in the event of any problems that may occur.

The awarding bodies (examination boards) set down strict criteria which must be followed for the conduct of examinations and **St Paul's** is required to follow them precisely. Candidates should therefore, pay particular attention to the **JCQ INFORMATION FOR CANDIDATES** that is enclosed with this booklet.

Some of the questions are answered at the back of this booklet in the FAQ section. If there is anything that is unclear or any question that has not been addressed, **PLEASE ASK NOW!**

CONTACT NUMBERS

- Please check that school has at least one up-to-date contact number. Please email enquiries@st-pauls.org.uk or send a note to school office for our database to be updated. If candidates or parents/carers have any queries or need help or advice at any time before, during or after the examinations please contact Mrs McRoberts or Mrs Price from the Examinations Team.
- The school telephone number is: **01908 669735**
- Email: examofficer@st-pauls.org.uk

Remember – we are here to help.

GOOD LUCK!

BEFORE THE EXAMINATIONS

Timetable:

All Candidates receive an Examination Timetable from school indicating the subjects they are being entered for and the levels of entry, where applicable. Please check that these are correct. Some subjects only have one tier of entry, some have Foundation or Higher Tiers.

Please check everything on the timetable very carefully. Particularly check that all personal details (date of birth, spelling of names) are accurate as these will appear on certificates and it may be difficult to change them once certificates have been awarded. If you need to change any information, please contact the Reception or email enquiries@st-pauls.org.uk

Examination Boards:

St Paul's uses the following Examination Boards: AQA, Edexcel, Pearson OCR, NCFE, WJEC, City & Guilds and Signature.

Candidate Name:

Please check names are spelt correctly on the timetable.

Candidate Number:

Each candidate has a four-digit candidate number. This is the number that is entered on examination papers. Please remember it.

UCI Number:

In addition to a candidate number, each candidate must have a Unique Candidate Identifier (UCI) this is shown on the top of statements of entry / timetables. The UCI number is used for administration purposes only.

Timetables:

Candidates should make sure they know the dates and times of examinations. If a Public Examination is missed **it is not possible to take that paper at another time.**

Unless notified otherwise:

- Morning examinations start at **9.00am**
- Afternoon examinations start at **1.00pm**

CANDIDATES MUST ARRIVE 30 MINUTES BEFORE THESE TIMES and line up outside the Sports Hall unless advised otherwise.

You are responsible for being on time for your examinations. Please ensure that you know the dates and times of your examinations. If you are late for an examination, the Examination Board may not accept the script, this will depend on the circumstances, however, **if you know you are going to be delayed you should call the School (01908 669735) so that the invigilators will know that they are expecting a delayed candidate.**

Please check the timetable carefully to ensure that all expected written examinations are detailed. If there are any errors or omissions, please notify the Examinations Office IMMEDIATELY.

Examination Clashes:

Each year, a few candidates may have a clash where two subjects are timetabled at the same time. If this applies to you, details of your clash and the arrangements made will be attached to your printed timetable.

Special Arrangements:

Special arrangements, including extra time, may be approved for candidates with:

- Physical difficulties;
- Language difficulties;
- Specific learning difficulties.

These arrangements will have been discussed and communicated to the Examinations office through the SENDCo.

Special Consideration:

Candidates who are fully prepared for an examination, but are ill on or just before the day of an examination, may be entitled to 'Special Consideration'. Examination Boards decide on the validity of each application. To support the application for Special Consideration, you will be required to provide a doctors certificate or sufficient evidence to support your application.

Equipment:

YOU SHOULD MAKE SURE YOU HAVE ALL THE CORRECT EQUIPMENT BEFORE YOUR EXAMINATIONS. Check the regulations in the JCQ INFORMATION FOR CANDIDATES poster and the information on the following pages.

You **MUST** provide all of your own equipment. Borrowing from other candidates is **NOT** allowed under any circumstances. Ordinary pencil cases or boxes are not allowed in the examination room. Equipment should be contained in a transparent pencil case or clear plastic bag.

The following equipment should be brought to **EVERY** exam:

- 2 pens – **black only**
- 2 HB pencils
- Ruler (marked with millimetres)
- Pencil sharpener (preferably one which catches the shavings!)
- Eraser

For certain examinations you will also need the following:

- Compasses (provided by school)
- Protractor
- Calculator
- Coloured pencil crayons

DURING THE EXAMINATIONS

Examination Regulations:

Details of the links for the JCQ 'INFORMATION FOR CANDIDATES', which is issued jointly by all the Examining Boards, can be found at the end of this document. You **MUST** read this carefully and note that to break any of the examination rules or regulations could lead to disqualification from **ALL** subjects. The school **MUST** report any breach of regulations to the Awarding Body.

Attendance at Examinations:

You are responsible for checking your own timetable and arriving at school on the correct day and time, properly dressed and equipped. You must arrive 30 minutes prior to the start time of an examination and wait quietly until you are invited to enter the examination room by the examination invigilators.

If you arrive late for an examination, you may still be allowed to enter the examination room and sit the examination, however, this is entirely at the discretion of the centre. If you arrive late, you will be allowed the full time for the examination, however, the Awarding Body may refuse to mark your paper.

FULL SCHOOL UNIFORM must be worn by all students attending school for examinations.

All items of equipment, pens, pencils, mathematical instruments, etc. should be visible to the invigilators at all times. You must either use a transparent pencil case or clear plastic bag.

Pens should be **black** ink pens. Gel pens are not permitted as they do not show up when scanned by the machines at the examination paper scanning centres. Correction pens/fluids are **NOT** allowed. Highlighters **MUST NOT** be used in your answers but may be used on question papers.

For Mathematics and Science examinations, students should make sure that their calculator conforms to the examination regulations. If in doubt, check with teachers/tutors well in advance of the examination date. **Remove any covers** (which must **NOT** be brought into the examination room) and make sure batteries are new. Calculators with a memory function should be cleared before entering the examination room.

Once you have entered the examination room do not attempt to communicate with, or distract other candidates.

Examination regulations are very strict regarding items that may be taken into the examination room. If you break these rules you will be disqualified from the examination. **MOBILE TELEPHONES SHOULD NOT BE IN YOUR POCKETS, ON OR UNDER YOUR DESK** even if they are turned off. Please get into the habit of checking pockets before entering the room. If a forbidden device is found, please hand it to an invigilator immediately to avoid a severe penalty or disqualification from the examination board/s.

If a mobile phone is found once the examination has started the examination board must be informed and you could be disqualified from this and possible future examinations.

ALL TYPES OF WATCHES are **FORBIDDEN** in the examination room.

No food is allowed in the examination rooms (unless there is a medical need). However, water bottles are allowed in the examination hall if necessary. These **MUST** be clear bottles with a spill-proof cap. **There MUST be no label or permanent writing on the bottle.**

Please do not write on examination desks. This is regarded as vandalism and you will be asked to pay for any damage.

Do not draw graffiti or write offensive comments on examination papers – the examination board may refuse to accept the paper.

Listen carefully to instructions and notices read out by the invigilators – there may be amendments to the examination paper that you need to know about.

Check the correct question paper has been laid on your desk – check the subject, paper and tier of entry.

Read all instructions carefully and number answers clearly.

You are not allowed to leave an examination room early. If you feel that you have finished the paper, you should use any time remaining to check over your answers and ensure you have completed their personal details correctly.

At the end of the examination all work must be handed in – remember to cross out any rough work. If you have used more than one answer book or loose sheets of paper ask for a tag to fasten them together in the correct order.

Invigilators will collect examination papers before you are able to leave the room. **ABSOLUTE SILENCE** must be maintained during this time. You remain under examination conditions until you have left the room.

Question papers, answer booklets and additional paper must **NOT** be taken from the examination room.

Remain seated in silence until told to leave the examination room. **Please leave the room in silence and show consideration for other candidates who may still be working.**

If the **FIRE ALARM** sounds during an examination the examination invigilators will tell you what to do. If an evacuation is needed you **MUST** leave in silence and in the order in which you are sitting. You will be escorted to a designated assembly point. You should leave everything on your desk. You **MUST NOT** attempt to communicate with anyone else during the evacuation. When you return to the examination room, you should not start writing until the invigilator tells you to do so. You will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident.

INVIGILATORS

The school employs invigilators to conduct the examinations. You are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.

Invigilators are in the examination rooms to supervise the conduct of the examination. They will distribute and collect the examination papers, tell you when to start and finish the examination, hand out extra writing paper if required and deal with any problems that occur during the examination, for example if you are feeling ill.

Please note that invigilators cannot discuss the examination paper with you or explain the questions.

Pupils who are disruptive or behave in an unacceptable manner will be removed from the examination room by invigilators and members of the Senior Leadership Team.

ABSENCE FROM EXAMINATIONS

Illness on the day of an examination:

If you are ill and unable to attend an examination it is vital contact is made with the school first thing in the morning (01908 669735). Please call and leave a message for the Head of Year or Examinations Team.

Where possible, you should obtain a note from a doctor detailing the reason for non-attendance. There is the possibility of submitting this note to the Examinations Board to ask for special consideration. The Board looks at each application on an individual basis and makes a decision on using the evidence presented to them.

If you are feeling unwell, but still feel you are able to travel: We suggest you come to the examination and we can assess the situation then. In most cases it is better to take the examination if you can.

If in doubt – TELEPHONE THE SCHOOL

Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

Although we encourage all students to arrive in plenty of time for all examinations, so that there is not a last minute panic, it is important that we have up-to-date contact telephone numbers for candidates and their parents, or anybody else who might be able to help in an emergency. If the information we hold has changed recently, please ensure that the school Reception Team is informed.

Candidates who are late for an exam, may not be able to get the examination paper accepted by the Examination Board.

Parents are encouraged to save the school telephone number on their mobile phone so that they can call in if there is an emergency: **01908 669735**.

EXAMINATION CHECK LIST

- Candidates must arrive at school 30 minutes prior to an examination **AT THE LATEST**. It is much better to leave a safety margin on timings in case of problems with the journey.
- When taking examinations, bags and coats should be left (where available) in a locker.

Do not bring these items to the examination room.

- Phones / Watches / Ear Pods / Ear Phones – Students **MUST NOT** have any unauthorised material in their possession (either on or off). They can be handed in for safe keeping during the examination if necessary. The school is not held responsible for the safe keeping of your items.
- Do not take into the examination any unauthorised electronic devices; stereos, digital equipment, reading pens, electronic communication/storage devices, iPods, Smart Watches, Ear Pods, Ear Phones, MP3/4 players or any other products with text/digital facilities.
- **You should bring:** pen, pencil, rubber and any other writing equipment needed for examinations. Only clear pencil cases are allowed on the desk; any others should be left in a locker or bag. **GEL PENS** are **FOBIDDEN** – this is because many of the examination papers are now scanned and sent electronically for marking – gel pens do not scan well.
- In an examination where a calculator may be used, the cover should be removed and not be brought into the examination room.
- **Sshh!** There is absolutely no talking or communication between candidates once you enter the examination hall. If there are any questions, candidates should raise their hand once seated and an invigilator will come to them.
- Normal School Uniform rules apply.
- No food allowed in the examination hall (if you have a special requirement – please see The Medical Team or Examinations Team before the examinations)
- Water bottles are allowed in the examination hall if necessary. These should be clear bottles with a spill-proof cap. There should be no label or permanent writing on the bottle.

You may wish to use these forms as a Personal Timetable:

Week Beginning:

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
MORNING					
AFTERNOON					

Week Beginning:

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
MORNING					
AFTERNOON					

Week Beginning:

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
MORNING					
AFTERNOON					

Week Beginning:

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
MORNING					
AFTERNOON					

Week Beginning:

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
MORNING					
AFTERNOON					

Week Beginning:

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
MORNING					
AFTERNOON					

Week Beginning:

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
MORNING					
AFTERNOON					

Week Beginning:

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
MORNING					
AFTERNOON					

FREQUENTLY ASKED QUESTIONS

- Q. Why do I need to check the details on the Statement of Entry/my Examination Timetable?**
A: The details on your Timetable will be used when certificates are printed. If the name or date of birth on your examination certificates does not match your birth certificate it could cause you problems if you are asked to show your certificates to a potential employer or for college/university in the future. You should also check that the subjects and tiers of entry you are entered for are correct and that no subjects are missing.
- Q. My name has been misspelt on my timetable. What can I do?**
A: We can rectify this problem very quickly. Please inform the school reception team and we will amend our records. This will ensure that your certificate is correct.
- Q. What do I do if there's a clash on my timetable?**
A: We will re-schedule papers internally (on the same day) when there is a clash of subjects. Candidates will normally sit one subject paper followed by the second paper. You will need to make arrangements for getting home if this means you finish after the school day or bring in a packed lunch if you need to be supervised between examinations. This information will be detailed in a letter to you attached to your printed timetable. If in doubt contact the Examinations Team.
- Q. What do I do if I think I have the wrong paper?**
A: Invigilators will ask you to check before the examination starts. If you think something is wrong put your hand up high and inform the invigilator immediately. It is your responsibility to gain the invigilators attention, so please hold up your hand high so it can clearly be seen.
- Q. What do I do if I forget my Candidate Number?**
A: Candidate Numbers are on the identification cards on your desk. Invigilators will be able to help you find your number.
- Q. What do I do if I forget the YOUR SCHOOL Centre Number?**
A: The Centre Number is 52318. It will be clearly displayed in the examination room. It is also on the identification card on your desk
- Q. What do I do if I have an accident or I am ill before the Exam?**
A: Inform YOUR SCHOOL at the earliest possible point so we can help or advise you (School Reception: 01908 669735). In the case of an accident that means you are unable to write it may be possible to provide you with a scribe to write your answers but we will need as much prior notice as possible. You may need to obtain medical evidence (from your GP or hospital) if you wish us to make an appeal for Special Consideration on your behalf.
- Q. What is an Appeal for Special Consideration?**
A: Special Consideration is an adjustment to the marks or grades of a candidate who is eligible for consideration. The allowance for Special Consideration is from 0% (consideration given but mark allowance not appropriate) up to a maximum 5% (reserved for exceptional cases). Parents should be aware that any adjustment is likely to be small and no feedback is ever provided from the examination boards. Candidates will only be eligible for Special Consideration if they have been fully prepared and covered the whole course but performance in the examination or in

the production of coursework is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness, accident or injury, bereavement, domestic crisis. The Head of Year and Examinations Team, must be informed immediately, so that the necessary paperwork can be completed (within 7 days of the last examination session for each subject) and the candidate will be required to provide evidence to support such an application.

Q. What do I do if I feel ill during the Examination?

A: Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before or during an examination and you feel this may have affected your performance.

Q. If I'm late can I still sit the Examination?

A: Provided you are not more than one hour late, it may still be possible for you to sit the exam. You should get to school as quickly as possible and report to Reception. A member of staff will escort you to the examination room. You must not enter an examination room, without permission.

You should also be aware that if you start the examination more than 30 minutes after the published starting time, the school is obliged to inform the Examination Board and it is possible that the Board may decide not to accept your work. Please ensure that you allow enough time to get to school so that if you are delayed (e.g. through transport problems) you will still arrive on time.

Q. If I miss the Examination can I take it on another day?

A: No. Timetables are regulated by the Examination Boards and you must attend on the given date and time.

Q. Do I have to wear school uniform?

A: Yes. Normal school regulations apply to uniform, hair, jewellery, make-up, etc.

Q. What equipment should I bring for my Examinations?

A: For most examinations you should bring at least 2 pens (black ink only).

For Science Modules you need 2 x HB pencils.

For Mathematics pencils must be used for diagrammatic work.

For some examinations you will need a calculator (Maths/Science), a 30cm ruler (marked with cm and mm), eraser, compasses, protractor, coloured pencil crayons (not gel pens). Compasses will be supplied by the school.

You are responsible for providing your own equipment for examinations.

You must NOT attempt to borrow equipment from another candidate during the exam.

Q. What items are not allowed into the Examination room?

A: Only authorised material is permitted in the examination room and students who are found to have any material with them that is not allowed will be reported to the appropriate Examination Board. In such circumstances, a student would normally be disqualified from the paper or the subject concerned. If in doubt ask!

Bags and coats and any other items not permitted under Examination regulations should be placed in your locker (where available). Do not bring any valuables into school when you attend for an exam.

No food is allowed in the examination room. However, water bottles are allowed and these should be clear bottles with a spill-proof cap. There should be no label on the bottle.

Q. Why can't I bring my mobile telephone into the Examination room?

A: Being in possession of a mobile 'phone (or any other electronic communication device, e.g. iPod, MP3/4 Players or similar device, a watch, AirPods or earphones/earbuds) is regarded as cheating and is subject to severe penalty from the awarding bodies:

Q. How do I know how long the Examination is?

A: The length of the examination is shown in minutes on your individual timetable under the heading 'duration'. Invigilators will tell you when to start and finish the Exam. They will write the start & finish time of the Examination on a flip chart or board at the front of the Examination room. There will be a clock in the Examination room.

Q. Can I leave the Examination early?

A: It is a requirement of the Examination Boards that you must stay in the examination room for at least one hour after the published start time of the examination (or for the duration of the examination if it is less than one hour). It is not OUR policy to allow candidates to leave the examination room early, as this is disruptive to other candidates. A candidate may not leave the examination room without the permission of the invigilators.

Q. What do I do if the fire alarm goes?

A: The examination invigilators will tell you what to do. If you have to evacuate the room leave everything on your desk and leave the room in silence. You must not attempt to communicate with any other candidates during the evacuation.

Q. Can I go to the toilet during the Exam?

A: If it is absolutely necessary. You will be escorted by an invigilator and will NOT be allowed any extra time. You will not be allowed out with the first 30 minutes or last 30 minutes of the examination.

Q. If I have more than one Examination on a day can I get lunch?

A: Students who have examinations in both morning and afternoon sessions may obtain lunch from the dining hall in the usual way or bring a packed lunch.



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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AQA

City & Guilds

CCEA

OCR

Pearson

WJEC

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.

This poster must be displayed in a prominent place outside each examination room.

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AI and Assessments

A quick guide for students



What is AI?

- AI stands for artificial intelligence and using it is like having a computer that thinks
- AI tools like ChatGPT or Snapchat My AI can write text, make art and create music by learning from data from the internet, but watch out – they can also make things up and be biased



How can AI be misused in assessments?

AI misuse is when you take something made using AI and say it's your own work.

THIS IS CHEATING!



How do I make sure I don't misuse AI?



1 Know the rules

- You're **not allowed** to use AI tools when you're in an exam
- Your teachers will tell you if you're allowed to use AI tools when doing your coursework – the rules will depend on your qualification
- Even if you're allowed to use AI tools, you can't get marks for content just produced by AI – your marks come from showing your own understanding and producing your own work

2 Reference reference reference!

- If you're allowed to use AI tools, you must reference them clearly
- Name the AI tool you used
- Add the date you generated the content
- Explain how you used it
- Save a screenshot of the questions you asked and the answers you got

3 Declare it's all your own work

– When you hand in your assessment, you have to sign a declaration. Anything without a reference must be all your own work. If you've used an AI tool, don't sign the declaration until you're sure you've added all the references



What happens if I misuse AI?

If you've misused AI, you could lose your marks for the assessment – you could even be disqualified from the subject.

DON'T RISK IT!



REMEMBER
Misusing AI is cheating!

Know the rules
Talk to your teachers
Reference clearly

JCQ – INFORMATION FOR CANDIDATES DOCUMENTS

Please look at information published on the JCQ website for candidates which include:

- Information for candidates – coursework – 2023 – 2024
- Information for candidates – non examination assessments 2023 – 2024
- Information for candidates – on-screen tests 2023 – 2024
- Information for candidates – written exams 2023 – 2024 (Amended in January 2024)
- Preparing to sit exams
- Information for Candidates – Privacy Notice 2022 – 2023
- Information for Candidates - Social Media 2022 - 2023

These can be found on this link: <https://www.jcq.org.uk/exams-office/information-for-candidates-documents/>

If there are **ANY** questions or problems, please contact the Examinations Team –
examofficer@st-pauls.org.uk