

Haggerston School

Summer Exams 2024

Candidate Handbook

If you can DREAM it, you can DO it (Walt Disney)

Summer exams are starting very soon, this booklet contains important information and advice to help you through the exam period.

The key to a successful exam period is to be prepared, understand what is expected of you, study and do the best you can.

As a school we are bound by the rules and regulations of the JCQ and their guidance for students can be found at the back of this booklet. It is very important that you read these so that you are aware of what is expected of you.

Knowing when your exams will be, is vital to successful planning and revision. The exam timetable that you will receive shows all of the dates and times of your exams along with the room that you will be sitting in along with your seat number.

Some students will have 'exam clashes'. This means that you are timetabled to sit more than one exam at a time. If this is the case the necessary arrangements will have been made so that you can sit both exams. If the total time of the 'clashing' exams are under three hours then you will sit them back to back with a supervised 20 minute break in between. During this time you cannot revise for the next exam.

If the total time exceeds three hours you will sit one in the morning and one in the afternoon. You will be kept in the examination room under supervision with the invigilating team. Please bring a packed lunch on these days. The Exams Team will contact you directly if you have any clashes.

Morning exams have to start by 8.45am and the afternoon exams have to start at 1.30pm.

If you are absent for an exam you **do not** have the opportunity to sit it at another time. You **must** be in school for every exam that you have.

If you are late for an exam, the Awarding Body must be informed and it will be their decision if they accept your paper or not. **You must be on time for all exams.**

Equipment

ESSENTIAL EXAM EQUIPMENT



Please ensure that you bring all of the necessary equipment with you for your exams. This must be in a clear see through pencil case.

You **MUST** use black ink only for your answers. Exam papers are scanned and any other colour or gel pen will not be picked up and you risk losing marks if the examiner cannot see the answer fully.

Calculator lids must be placed into the clear plastic wallet on your desk along with any mobile phone or watch that you have in your possession. Mobile phones and smart watches **MUST** be turned off. Headphones must also be placed into the wallet.

Any water bottle must be clear and see through, any labels from plastic bottles must be removed.

Please place bottles on the floor next to your desk so in the event of a spillage it will not affect your exam paper.

This style of bottle is not allowed as it is not clear and transparent



Appeals Against Internal Assessment

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Haggerston School is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

1. Haggerston School will ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body.
2. Haggerston School will inform candidates that they may request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment.
3. Haggerston School will, having received a request for copies of materials, promptly make them available to the candidate.
4. Haggerston School will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
5. Haggerston School will provide a clear deadline for candidates to submit a request for a review of the centre's marking. Requests will not be accepted after this deadline. Requests **must** be made in writing.
6. Haggerston School will allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline.
7. Haggerston School will ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review.
8. Haggerston School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. Haggerston School will inform the candidate in writing of the outcome of the review of the centre's marking.
10. The outcome of the review of the marking will be made known to the head of centre. A written record of the review will be kept and made available to the awarding body.

The moderation process carried out by the awarding bodies may result in a mark change, either upwards or downwards, even after an internal review. The internal review process is in place to ensure consistency of marking within the centre, whereas moderation by the awarding body ensures that centre marking is in line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.

Enquiries about Results

If you are unhappy about an Examination Result then you have the opportunity to request a review of marking.

The following information explains what may happen following a clerical re-check, a review of marking and any subsequent appeal.

If the school submits an application for a clerical check or a review of the original marking the original mark may be lowered, so your final grade may be lower than the original grade you received, it may stay the same or it may be raised, so your final grade may be higher than the original grade you received.

You may be charged a fee for this request.

In order to proceed with an inquiry about results you must sign your consent and confirm your understanding that marks may go up, go down or stay the same.

Should you disagree with the outcome of an Enquiry About Results each Exam Board has their own Policy for these situations and these will be made available to Candidates on request, along with advice and guidance from Subject Specialists.

The school may want to use your exam script to enhance further teaching and learning, you will also need to sign your consent for this.

JCQ Information for Candidates

Please review the following JCQ examination information so that you are fully aware of the contents. You will find this information on the school website here - <https://haggerston.hackney.sch.uk/teaching-learning/examinations/information-for-students-parents/>

- Information for Candidates – Written Exams
- Information for Candidates – Coursework
- Information for Candidates – NEA
- Information for Candidates – On Screen Tests
- Information for Candidates – Privacy Notice
- Information for Candidates – Social Media