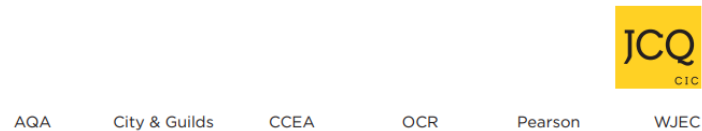


Joint Council for Qualifications
(JCQ)
Guidance for Students
Public Examinations



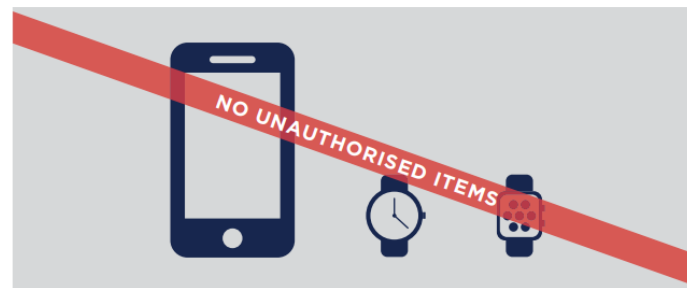
MOBILES/WATCHES

MUST be switched off and left in bags **BEFORE** entering the exam venue – this is deemed suspected candidate malpractice!



**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.



Warning to Candidates

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.



Student responsibility to ensure revision plans are underway!



Student responsibility to own and know exam timetable!

YEAR 11 Winter Examinations 2011					
Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday
26 th January	27 th January	28 th January	31 st January	1 st February	2 nd February
9.15 Biology TA (75 mins) 9.35 – 10.50 DA (60 mins) 9.50 – 10.50	Bus Studies (80 mins) 9.30 – 10.50	Mathematics (90 mins) 9.20 – 10.50	Physics TA (75 mins) 9.35 – 10.50 DA (60 mins) 9.50 – 10.50	History (70 mins) 9.40 – 10.50	PE (90 mins) 9.20 – 10.50 *IN J. HALL*
BREAK 10.55 – 11.15					
11.15 RS Full (90 mins) 11.20 – 12.50 Short (45 mins) 12.05 – 12.50	French (90 mins) 11.20 – 12.50	Chemistry TA (75 mins) 11.35 – 12.50 DA (60 mins) 11.50 – 12.50	English (45 mins) 12.10 – 12.55	Spanish (90 mins) 11.20 – 12.50	Art (in Department) 11.15 – 12.25
LUNCH 12.55 – 1.40					
12.55 1.40 Eng Lit (1 Hr) 2.25 – 3.25	Geography (75 mins) 2.10 – 3.25	ICT (60 mins) 2.25 – 3.25 Music (in Dept) (60 mins) 2.25 – 3.25	HE (60 mins) 2.25 – 3.25	Add Maths (90mins) 1.55 – 2.25 Drama (100 mins) 1.45 – 2.25	Art (in Department) 1.45 – 3.25
3.30 1.55 – 3.25					

From Wednesday 26 January – Wednesday 2 February, Year 11 pupils must attend school from 9.00 am - 3.30 pm on each day they have an examination. They should arrive in the examination room during any sessions when they do not have an examination. On a day when pupils in Year 11 have no examinations, it is not necessary to attend school. Pupils should revise at home that day and bring a note from parents on return to school the next day. On Wednesday 2nd February, only year 11 pupils that have PE or Art examinations need attend school and may leave once their examinations are over. No notes are required from parents for this day.



Student responsibility to be on time for all their exams! Students to be outside exam venues at least 15 minutes before the exam start time. The time on student individual exam timetables is when the exam starts!



6th Form only – Lanyards to be worn or other photo ID produced, eg driving licence





Not in pencil cases or on you!





Maths equipment must be clear/
transparent



Calculator case left in bag or
Placed on the floor by desk



Removed and left in bags before entering exam venue!

X



NO WATCHES

NO WATCHES

NO WATCHES

NO WATCHES

X



X



X



X



X



X



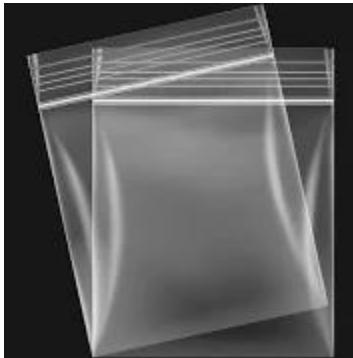
Must be left in bags or placed on the floor under your desk



Tissues out of packet and left on desk!



These must be shown to Invigilators before exam starts



Medication/cough/glucose sweets in clear bag left on desk





Transparent water beakers only!



Labels removed!

Bottles/beakers must be placed on the floor by your desk



Metal flasks must not be brought into exam room



Behaviour to be exemplary at all times!



No communication at all in the exam venue
– this is deemed candidate suspected malpractice!



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6th Form – to the usual required standards
all hoods on hoodies must be down!

Other year groups – school uniform and GA
hoodies only with hoods down!

Headwear allowed for
religious/medical only



No cheating – this is malpractice!



No writing on hands – this is malpractice!



No defacing exam paper – you could lose marks!



No smart watches of any type – this is malpractice!



NO WATCHES

NO WATCHES

NO WATCHES

NO WATCHES



No FitBits or Garmin watches – this is malpractice!

No wrist watches – these MUST be left in bags – this is malpractice!



CLASH INFORMATION

Clash exams are where 2 exams are scheduled to take place at the same time (eg; A Level/GCSE Business & Music). A false clash is where one paper follows another (eg, GCSE MFL Languages Listening & Reading)

All clashes will be managed and reflected on the students' final seated exam timetable to students/parents. Clash students will also receive an additional communication outlining the arrangements we have put in place.

Clash regulations:

Where 2 exams clash that are equal to or less than 3hrs in total including extra time (eg, the combined time of both papers), students are only entitled to a supervised 20 minute break and are not allowed to revise or eat

Where 2 exams clash that exceed 3hrs in total including extra time (ie the combined time of both papers), then the supervised break can be longer at the discretion of the school and students will be allowed to revise and have refreshments



STUDENT RESPONSIBILITY

- Mobiles
- Watches
- Adherence to Invigilator Instructions
- Behaviour
- Equipment
- Student Arrival/Dismissal

Students are required to adhere to the guidance relating to the above, to ensure they have a successful exam experience. Failure to do so, will result in disruptions that will be investigated/managed by the Exams Team and our Senior Leadership Team, discreetly and professionally.

The above may possibly lead to sanctions being levied against a student who fails to adhere to the regulations regarding the above.



EXAM BOARD SANCTIONS

- Formal Warning
- Loss of Marks: a section; a component/paper
- Disqualification: a paper; all papers or whole qualification or from the exam series
- Candidate Dis-barral

The above penalties may be levied by the Exam Boards against students who fail to observe the guidance relating to Mobiles, Watches (and other technological devices), Invigilator Instructions, Behaviour and Malpractice.



RESULT DAYS!

- November 2024 Exam Series – 9 January 2025
- January 2025 Exam Series – 20 March 2025
- Summer Exam 2025 Exam Series:
 - A Levels – 14 August 2025
 - GCSEs – 21 August 2025

More detailed information on each results day will be published nearer the time on the website with all Post Result Services available.



POST RESULTS SERVICES

If the results achieved are less than expected it is possible for students to request one of the following services:

- Priority Access to Scripts
- Priority Service 2: A review of marking (a review of the original marking to ensure that the agreed mark scheme has been applied correctly)
- Service 2: A review of marking (a review of the original marking to ensure that the agreed mark scheme has been applied correctly)
- Copy of Scripts
- Detailed information regarding these services will be sent to all students and will be published on the website under the Examinations page
- We can only accept or discuss queries for Post Results Services from the student direct. If a student would like us to liaise with a parent/carer on their behalf students will need to email their permission in advance to exams@georgeabbot.surrey.sch.uk



CERTIFICATES

- These do not arrive in school until all Post Result Services have been concluded and generally arrive mid November
- Students NOT returning to George Abbot will be able to collect their certificates the following January at our certificate collection event
- Students unable to collect their certificates during the January collection event, may nominate another individual by emailing the Exams Office in advance giving their permission from their own personal email address – it must be the student who emails their permission from their own personal email address!
- Photo ID is required when collecting certificates in all cases
- Certificates can be sent via Recorded Delivery for a fee; please complete the form and submit payment via MCAS Payments before a student leaves George Abbot
- Students returning to George Abbot in our Sixth Form will receive their certificates December/January
- This information is on our website under <https://www.georgeabbot.surrey.sch.uk/examinations/>

