



GATEWAYS
SCHOOL

External Examinations

A Guide for Candidates and Parents
2022-2023

Centre Number:	37619
Examinations Officer:	Mrs A Taylor
School Telephone Number:	0113 288 6345

INTRODUCTION

It is the aim of Gateways 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 you and your parents. Please read it carefully and show it to your parents so that they are also aware of the examination regulations and the procedures to follow in the event of any problems occurring.

The awarding bodies (or examination boards) set down strict criteria which must be followed for the conduct of examinations and Gateways School is required to follow them precisely. You should therefore pay particular attention to the Information for Candidates on the school website under <https://www.gatewaysschool.co.uk/public-examinations-information> as well as being aware of the content of the Unauthorised Items and Warning to Candidates posters that will be displayed outside each examination room, examples of which are the end of this guide.

Some of the questions you may have are answered at the back of this booklet. If there is anything you do not understand or any question that has not been addressed, PLEASE ASK. If you or your parents have any queries or need help or advice at any time before, during or after the examinations, please contact the Exams Office.

BEFORE THE EXAMINATIONS

TIMETABLE

- All candidates receive a 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.
- The timetables will contain the date, time and duration of your examinations, plus personal details about yourself (on the initial default timetable only). Please check everything on your timetables, paying particular attention to these personal details. **It is important that the spelling of your name is accurate as this will appear on certificates** and it may be difficult to change once certificates are awarded. If you think something is wrong, please see Mrs Taylor in the Exams Office immediately.
- GCSE and GCE examinations take place in May/June
- Some exams may also take place in November and January
- **Exam Contingency Day Updates. These are now timetabled to be for the afternoons of 8th and 15th June as well as the day of 28th June 2023. These contingency days are designed to be used in the event of national or significant local disruption to examinations.**

EXAMINATION BOARDS

- The School currently uses the following Examination Boards: AQA, Edexcel (Pearson), OCR, and WJEC (Eduqas)

CANDIDATE NAME

- Candidates are entered under the name format of **Legal First Name** and **Surname**. **This is the name you must enter on exam question/answer papers.**

CANDIDATE NUMBER

- Each candidate has a four-digit candidate number. This is the number you will enter on examination papers. It will appear next to your name on seating plans and examination registers. Your candidate number is on your timetable. **Please remember it.**

UNIQUE CANDIDATE IDENTIFIER (UCI)

- In addition to a candidate number, each candidate must have a Unique Candidate Identifier (12 numbers and 1 letter) which is shown on the top of the timetables. This number will usually begin with the Centre Number (37619 unless you have transferred from another school that had already issued your UCI. Your UCI is used for administration purposes and it is not necessary for you to remember it.

CONTACT NUMBERS

- Please check that school has at least one up-to-date contact number for you.

EQUIPMENT

- Make sure you have all the correct equipment before your examinations. Check the regulations in the Notice to Candidates and the information on the following pages.

DURING THE EXAMINATIONS

EXAMINATION REGULATIONS

- In the Summer term you will be given a copy of the 'Information for Candidates', which is issued jointly by all the Examining Boards. All candidates 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

- Candidates are responsible for checking their own timetable and arriving at school on the correct day and time, properly dressed and equipped. Candidates must arrive **10 minutes prior to the start time of their examination**. Please wait quietly.
- Candidates who arrive late for an examination may still be admitted. If special consideration applies then you must speak to Mrs Taylor (see ABSENCE FROM EXAMINATIONS).
- The awarding body may not be prepared to accept the late candidates work if they believe the security of the Examination has been compromised.
- If you believe you are going to be late for a good reason (for example, sudden illness or transport difficulties) please call school reception. When you arrive at school report to reception where someone will collect you to take you to the examination room.
- Full school uniform (business dress for Sixth Form) 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 or ballpoint. No correction pens, highlighters, erasable pens or gel pens are allowed.
- For Mathematics and Science exams, students should make sure their calculators conform to the examination regulations. If in doubt, check with your teacher. Remove any covers or instructions and make sure batteries are new. It is your responsibility to ensure that the memory is cleared for each exam.
- If the **fire alarm** sounds during an examination the examination invigilators will tell you what to do. Don't panic. If you have to evacuate the room you will be asked to leave **in silence** and in the order in which you are sitting. You will be escorted to a designated assembly point. Close your exam paper but leave everything on your desk. You must not attempt to communicate with anyone else during the evacuation. Communication with others during the evacuation can be reported as malpractice and penalties can be incurred. When you return to the exam room do not start writing until the invigilator tells you to. 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

- Subject specialist teachers will normally be present at the start of an examination, outside the main exam room.
- Invigilators are in the examination rooms to supervise the conduct of the examination. They will distribute and collect the examination papers, hand out extra writing paper if required and deal with any problems that occur during the examination, for example if a candidate is feeling ill.
- Please note that invigilators cannot discuss the examination paper with you or explain the questions.

ABSENCE FROM EXAMINATIONS

- If you experience difficulties during the examination period (e.g. illness, injury, personal problems) please inform school at the earliest possible point so we can help or advise you.
- Only in 'exceptional circumstances' are candidates allowed special consideration for absence from any part of an examination. It is essential that medical or other appropriate evidence is obtained on the day by the candidate/parent and given to the Exams Officer without delay in all cases where an application is to be made for special consideration.
- Parents and candidates are reminded that the school will require payment of entry fees should a candidate fail to attend an examination without good reason and without informing the school.

CONDUCT DURING EXAMINATIONS

- **Do not attempt to communicate with or distract other candidates. This includes turning around to smile at other candidates.**
- Examination regulations are very strict regarding items that may be taken into the examination room (see FAQs at the end of this booklet). If you break these rules you will be disqualified from the examination.
- **Mobile telephones/ electronic devices or watches MUST NOT BE BROUGHT INTO THE EXAMINATION ROOM.** If a mobile phone (or any other type of electronic communication or storage device such as smart watch) is found in your possession during an examination (even if it is turned off) it will be taken from you and a report made to the appropriate exam board. No exceptions can be made.
- **Wrist watches must be handed to an invigilator before entering the exam room and may no longer be worn in examinations.** A clock will be visible to all candidates in the room.
- No food or drink is allowed in the examination rooms, unless it is for medicinal purpose e.g. diabetes. A bottle of water will be allowed but must have all labels removed and be in a clear see through plastic bottle, preferably with a 'no spill' top.

- Please do not write on examination desks. This is regarded as vandalism and you will be asked to pay for any damage. We do have seating plans and know who is sitting in each seat.
- Do not draw graffiti, doodle or write offensive comments on examination papers – if you do the examination board may refuse to accept your paper.
- Listen carefully to instructions and notices read at the beginning of exams – there may be amendments to the exam paper that you need to know about.
- Check you have the correct question paper – check the subject, date, paper and tier of entry. This is your responsibility and mistakes may not be rectified once you have completed the paper.
- Read all instructions carefully and number your answers clearly and as instructed by the exam board.
- Candidates will not be allowed (other than for medical reasons) toilet visits during the first 30 minutes of any examination or the last 15 minutes as this may disturb other candidates. You should put up your hand and you must wait to be escorted.
- Candidates must stay in the examination room for the duration of the examination. You will not be allowed to leave an examination room early. If you have finished the paper use any time remaining to check over your answers and ensure that you have completed your 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 ensure that your candidate details and question numbers are clearly marked on these sheets.
- Invigilators will collect your exam papers before you leave the room. Absolute silence must be maintained during this time. Remember you are still under examination conditions until you have left the room.
- Question papers, answer booklets and additional paper must NOT be taken from the exam 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.
- Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

AFTER THE EXAMINATIONS

NOTIFICATION OF RESULTS

- Summer GCE results will be available 17th August 2023
- Summer GCSE results will be available 24th August 2023
- If you wish any other person (including family members) to collect your results on your behalf, you must give your written authorisation to school before results day.
- Candidates who cannot collect their results on results day, may provide us with a current address for posting or a school email address. Emails may not be sent until later in the day (to your school email address) and results will not normally be given out by telephone.
- Results may be published by the school for internal use and/or in external publications such as local Newspapers, if you do not wish your results to be published, you should let us know in writing prior to results day.

POST RESULTS

- If you need post-results advice, senior and teaching staff will be available on results day. They will have paperwork, deadline dates and costs.
- Requests for post results services (copy scripts, review of marking of scripts) must be requested by the appropriate deadline date. An authority letter must be signed by the candidate before any request can be made to the exam board.
- Costs for post results services will be paid either by the candidate or the department (if at their request).

CERTIFICATES

- Students will be able to collect their certificates from the school office/exam office usually from the December following results. Certificates will not be given to anyone other than the candidate without the candidate's written authorisation. Please notify when you intend to collect as a signature will be required.
- Gateways School is only obliged to keep certificates for a period of one year after issue. Certificates may be posted to your last known address after this time unless we are notified otherwise. If candidates do not collect their certificates within this time (or if they lose their certificates) they can only be replaced by direct application to the appropriate examination boards. This will require proof of identity (such as a birth certificate) and a substantial fee per examination board.

FREQUENTLY ASKED QUESTIONS

Q. What do I do if there's a clash on my timetable?

- The school will re-schedule papers internally (on the same day if possible) where there is a clash of subjects. Candidates will normally sit one paper then have a short break during which they will be supervised and must not have any communication with other candidates or access to mobile phones or the internet. They will then sit the second subject paper. Correct times should be on your individual candidate timetable. It may be necessary to arrange overnight supervision if there are a large number of clashed papers on the same day. The Exams Officer will contact your parents to discuss. If in doubt consult the Exams Officer.

Q. What do I do if I think I have the wrong paper?

- You will be asked to check your exam paper before the exam starts. If you think something is wrong put your hand up and tell the invigilator immediately.

Q. What do I do if I forget my Candidate Number?

- Candidate cards with your candidate number will be on your table.

Q. What do I do if I have an accident or I am ill before the exam?

- Inform school at the earliest possible point so we can help or advise you. 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 the school to make an appeal for Special Consideration on your behalf (see below).

Q. What is an 'Appeal for Special Consideration'?

- 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 addition of marks considered inappropriate) to 5% (reserved for exceptional cases). Parents should be aware that any adjustment is likely to be small and no feedback is ever provided from exam 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 Exams Officer must be informed immediately, so that the necessary paperwork can be completed (within 7 days of the last exam 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 exam?

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

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

- Provided you are not more than 1 hour late, it may still be possible for you to sit the examination. You should get to school as quickly as possible and report to Reception. A member of staff will escort you to the exam room. You must not enter an examination room without permission after an examination has started. Please allow enough time to get to school so that if you are delayed (e.g. through transport problems) you will still arrive on time.

A candidate will be considered as being **very late** if you arrive more than 1 hour after the awarding body's published starting time for an examination which lasts more than 1 hour. For examination which last less than 1 hour, a candidate will be considered very late if they arrive after the awarding body's published finishing time for the examination or 30 minutes after the awarding body's published starting time, whichever is later.

In these circumstances a full written report needs to be sent to the awarding body but it is likely that they will not accept the work submitted.

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

- No. Timetables are regulated by the exam boards and you must attend on the given date and time.

Q. Do I have to wear school uniform?

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

Q. What equipment should I bring for my exams?

- For most exams you should bring at least 2 pens (black ink only).
- For Mathematics/Science pencils must be used for diagrammatic work.
- For some exams you will need a calculator e.g. Maths/Science, a transparent 30cm ruler (marked with cm and mm), pencil sharpener and rubber, compasses, protractor, coloured pencils/crayons (not gel pens).
- You are responsible for providing your own equipment for examinations. You must not attempt to borrow equipment from another candidate during the examination.

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

- Only material that is listed on question papers (e.g. a calculator) 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 examinations board. In such circumstances, a student would normally be disqualified from the paper or the subject concerned.

- Bags and coats must be left in your locker and any other items not permitted under examination regulations must be left in the care of the invigilators at the front of the room or in the exams office. Do not bring any valuables into school with you when you attend for an examination.
- No food or drink (other than water – see previous note) is allowed in the exam room.
- **Mobile telephones must not be brought into the exam room even if they are turned off.**

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

- Being in possession of a mobile phone (or any other electronic communication device, e.g. smart watch, iPod) is regarded as cheating and is subject to severe penalty from the awarding bodies:

The minimum penalties may be as follows:

Device found on you and turned **ON** – **disqualification from the entire subject award.**

Device found on you and turned **OFF** – **disqualification from the specific paper you are sitting at the time.**

Phone rings during the exam **wherever it is in the room** the exam board must be informed and you will be **disqualified from all papers for the subject (including any already taken).**

- If there is an emergency that requires that you bring a mobile telephone to school, you must switch it off and leave it in your locker or hand it in to the school office/exams office before entering the examination room. You are responsible for collecting it at the end of the examination. The school can accept no responsibility for valuables left outside the exam room, unattended.

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

- 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 finish time of the exam on a board at the front of the exam room or it will be on the power point. There will be a clock in all examination rooms. If you are unsure, please ask as soon as possible.

Q. Can I leave the exam early?

- It is a requirement of the exam boards that you must stay in the examination room for at least one hour after the published start time of the exam (or for the duration of the exam if it is less than one hour). It is **not** the school's policy to allow candidates to leave the exam room early, as this is disruptive to other candidates. Candidates who are entitled to extra time do not have to use all their extra time, but they must remain in the exam room for the length of the normal time of the exam. A candidate may not leave the examination room without the permission of the invigilators.

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

- 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 as this may constitute malpractice and is reportable.

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

- If it is absolutely necessary. You will be escorted by an invigilator and will not be allowed any extra time. You will not be permitted (unless we are aware of a medical condition) to leave the room within the first 30 minutes or the last 15 minutes of your exam as this is distracting for other pupils.

Q. If I have more than one exam on a day can I get lunch at school?

- Pupils who have examinations in both morning and afternoon sessions may obtain lunch in the dining hall in the usual way.

Q. Why do I need to check the details on the timetable?

- The details on your timetable will be used when certificates are printed. If the name or date of birth on your certificates does not match your birth certificate it could cause you problems if you are asked to show your certificate to a potential employer or college/university at some time 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. I am entitled to extra time - how will this affect the way I take my exams?

- Some students receive an allowance of up to 25% extra time. Where possible such candidates will be seated together to minimize disturbance from other candidates who finish earlier. The invigilators will include the additional time when they display the finishing time of your exam on the board.

Q. What do I do if I don't get the grades I need for college/university?

- Teaching staff will be available to advise you on results day. If you feel strongly that it is necessary to make an enquiry about your result you should first consult the Head of Subject to obtain their advice as to the advisability of requesting a review of marking. You should be aware that your mark could go down as well as up or even stay the same.

Q. Why do we need a Contingency day/afternoon?

- These days are used to accommodate any exams that need to be rearranged due to national or local emergencies or incidents. You must be available up to and including the latest date of 28th June 2023 in case of such an eventuality.



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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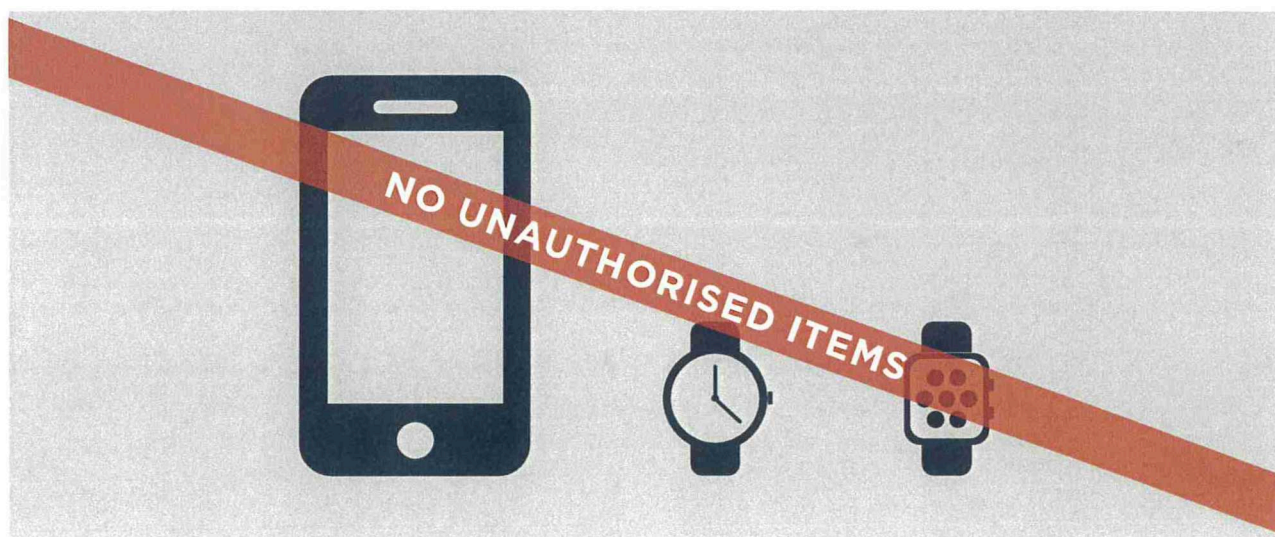
Warning to Candidates

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.

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.