

Centre No 10248



Portland  
Place  
School

## **EXAMINATION GUIDANCE AND INSTRUCTIONS**

### **INTRODUCTION**

It is the aim of Portland Place 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 Portland Place School is required to follow them precisely.

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 Examinations Officer – **Mrs C McNamara** (GPS Building)

The school telephone number is: 0207 307 8700

Remember – we are here to help.

**GOOD LUCK!**

## **BEFORE THE EXAMINATIONS**

### **STATEMENTS OF ENTRY**

In January you will receive a statement of entry indicating the subjects you are being entered for and the levels of entry, where applicable. Please check that these are correct. Most subjects only have one tier of entry, some have Foundation or Higher tiers. The statements of entry need to be signed and returned to the exams officer, please also write your email address if you want to receive your results via email.

### **EXAMINATION BOARDS**

The School uses the following Examination Boards: AQA, CIE, Pearson (formally Edexcel), OCR and WJEC.

### **CANDIDATE NAME**

Candidates are entered under their legal forename and surname. Candidates must write their legal name on exam scripts, variations of a name may mean that the exam board will not match it to the entry and therefore not assign a mark. Please check the statement of entry to ensure we have your correct details.

### **CANDIDATE / EXAM NUMBER**

Each candidate has a four-digit candidate/exam number assigned to them. It will appear next to your name on exam candidate cards and seating plans. **The candidate/exam number is how the exam boards identify you.** You will write this number on every exam you take; therefore you must ensure it is written correctly.

### **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 timetable. This number will usually begin with the Centre Number (10248) 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.

### **TIMETABLES**

Timetables will be distributed in the Spring. If you have two subjects timetabled at the same time this is an examination clash, please note that two exams of the same subject is not a clash and these exams are sat back to back, for example Spanish reading Spanish listening. If you have a clash the school will make arrangements for you.

### **CONTACT NUMBERS**

Please check that school has up-to-date contact numbers for you and your parent/guardian.

### **EQUIPMENT**

Make sure you have the correct equipment needed for your examinations, failure on your part to have the correct equipment will impact on your exams.

### **COURSEWORK / CONTROLLED ASSESSMENT/ NEA**

You will be given your mark for any (and all) internally assessed units you have taken providing you have met your teacher's deadline for submitting work. If you feel that the mark awarded is not accurate you can appeal, the appeal must be made within 3 working days of receiving the mark and can ONLY be on the grounds that there was a flaw in the assessment process. The appeal is not against the mark. For more information, please see the policy 'Appeals against centre assessed marks'.

## **DURING THE EXAMINATIONS**

### **EXAMINATION REGULATIONS**

A copy of the "Information for Candidates", which is issued jointly by all the Examining Boards can be found on the exam firefly page. 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 (full uniform) and equipped.

Candidates who arrive late for an examination may still be admitted but if too much time has elapsed and the security of the exam has been compromised the exam board may not accept their script.

All items of equipment, pens, pencils, math sets 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, **you must only write in black ink**. Exam scripts are scanned and sent to examiners; blue ink cannot be seen and so your work will not be marked. No erasers or correction pens are allowed.

For Mathematics and Science exams, students should make sure their calculators conform to the examination regulations and do not have data storage facility. If in doubt, check with your teacher. Remove the cover and make sure batteries are new.

**Mobile telephones / iPods / iWatches etc MUST NOT BE BROUGHT INTO THE EXAMINATION ROOM.** If a mobile phone (or any other type of electronic communication or storage device) 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 exam board. The exam board will refer to this as malpractice, the sanctions will be either, they will not award you a mark for that exam or in some cases will not allow you to certify meaning you will not receive a grade for that subject. No exceptions can be made.

Wrist watches must be removed and placed on the examination desk. Any watch with an electronic storage device will not be permitted in the exam room. **If in doubt an invigilator will remove the watch from your desk to avoid accusations of malpractice – this is in your best interest so please do not challenge them.**

Do not attempt to communicate with or distract other candidates.

No food or drink, other than a small bottle of water (with the label removed), is allowed in the examination rooms. Water bottles must be see through.

Do not draw graffiti 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 out by the invigilators – there may be amendments to the exam paper that you need to know about!

Check you have the correct question paper – check the subject, paper and tier of entry.

Read all instructions carefully and number your answers clearly. Fill in ALL the details on the front of the examination script. Write your legal name on the exam script, DO NOT USE a preferred or abbreviated name as the exam board will not recognise this and **may not award you a mark.**

Candidates must stay in the examination room for the duration of the exam. 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 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 put them together in the correct order ensuring your name is on all pages.

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.

If the **fire alarm** sounds during an examination the invigilators will tell you what to do. Don't panic; follow the instructions of the invigilators at all times. 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. Leave everything on your desk. You must not attempt to communicate with anyone else during the evacuation. When you are allowed to return to the exam, you will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident. Should any candidates be communicating during a fire evacuation a report of the incident will be sent to the exam board as this is Malpractice.

## **INVIGILATORS**

The school employs external invigilators to conduct the examinations. Students 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 candidates 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 a candidate is feeling ill.

Invigilators cannot discuss the examination paper with you, such as explain the questions or help with spelling or timing.

Pupils who are disruptive or behave in an unacceptable manner will be removed from the exam room by invigilators and members of the Senior Management Team, if the exam has already started a report of the incident will be sent to the exam board as this is Malpractice and your exam script may not be accepted. In severe cases examination boards can disqualify you from the exam series.

## **ABSENCE FROM EXAMINATIONS**

Timetables are regulated by the exam boards and you must attend on the given date and time.

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 Examination Officer without delay where an application is to be made for special consideration as an absence. The decision to award a grade/mark is solely at the discretion of the awarding body.

We, Portland Place School, cannot guarantee you will be awarded a mark for missed examinations and therefore encourage you to attend.

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

## **SPECIAL CONSIDERATION**

Special Consideration as a disadvantaged candidate 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% which is reserved for exceptional cases.

Please be aware that any adjustment is likely to be small and no feedback is ever provided.

Candidates will only be eligible for Special Consideration if they have been fully prepared and covered the whole course but performance in the examination is affected by adverse circumstances beyond their control.

Examples of such circumstances may be illness, accident or injury, bereavement or domestic crisis.

If you wish to pursue a special consideration application the Examination Officer must be informed immediately after the examination has finished so that information can be collected and the necessary paperwork can be completed.

The candidate will be required to provide evidence to support such an application within 2 working days of the examination having taken place, failure to do so will mean the application will not be processed.

## **AFTER THE EXAMINATIONS**

### **NOTIFICATION OF RESULTS**

**RESULTS ARE THE PROPERTY OF THE CANDIDATE. UNDER NO CIRCUMSTANCES WILL RESULTS BE RELEASED TO ANYONE, INCLUDING PARENTS, OTHER THAN THE CANDIDATE UNLESS THE CANDIDATE HAS GIVEN WRITTEN PERMISSION FOR THE SCHOOL TO DO SO.**

Results will be available for collection on Friday 27<sup>th</sup> August 2021.

If you have supplied the school with an email address, we will email your results the morning of results day.

No results will be given out by telephone under any circumstances.

Pass Grades at GCSE are from 9 – 1 with 9 being the highest and 1 the lowest. Pass

Results not collected by 1pm will be posted home.

### **POST RESULTS**

There will be some teaching staff available on Results Day if you need post-results advice.

There are a number of post results services available, such as access to scripts or review of marking, these are requested through the exams office.

Post results information and application forms which include deadlines and fees will be available nearer to results day.

**Please note that only the candidate can request post results services and will need to sign the authorisation form.** Fees for these services will have to be paid in advance via bank transfer or cheque.

### **CERTIFICATES**

You will receive a letter in the autumn inviting you in to collect your certificates in January 2022. It is important that you collect your certificates or ask a family member / friend to do so should you not be able to make it. Certificates are kept for one year only and will be destroyed December 2022.

## EXAM TIMES

**Morning session 9.00am**  
**Afternoon session 1.30pm**

EXAMS WILL START AT 9.00AM OR 1.30PM  
PLEASE MAKE SURE YOU ARE AT SCHOOL AT LEAST **30 MINUTES BEFORE** THE  
START OF EACH EXAM

Please check your exam timetable and know when your exams are.

## ILLNESS / EMERGENCY

If you are ill or there is a serious emergency on the day of the examination, you or your parent /carer must contact the exam office.

Illness; even if you would not normally visit your doctor's surgery for illness it is important that you do so at examination time. If a candidate is unable through illness to sit a paper the exam board may, after receiving a doctors letter / medical evidence award a grade. This decision is solely at the discretion of the awarding body. We, Portland Place School, cannot guarantee you will be awarded a mark for missed examinations and therefore encourage you to attend.

**CONTACT: 0207 307 8700**

[caroline.mcnamara@portland-place.co.uk](mailto:caroline.mcnamara@portland-place.co.uk) / [admin@portland-place.co.uk](mailto:admin@portland-place.co.uk)



## MOBILE PHONE / iWATCHES / DATA STORAGE DEVICES

MOBILE PHONES/ iWATCH / CALCULATORS WITH DATA STORAGE FACILITY ARE  
NOT ALLOWED IN THE EXAM VENUE.

WE WOULD RECOMMEND THAT YOU DO NOT BRING ANY OF THESE ITEMS IN TO  
SCHOOL ON YOUR EXAM DAYS, HOWEVER, IF YOU DO YOU MUST NOT BRING  
THEM INTO THE EXAM VENUE.