

St Columba's Catholic Boys' School



**Examination and NEA Information
2020 - 2021**



Dear Parent/Guardian and Student

The 2020 Examination season was unique and stressful for everyone involved. As we publish this booklet, no one can accurately predict what will happen this academic year. As you know, we are probably doing more than the majority of schools to keep everyone safe and keep our school open.

You had a disrupted Yr 10, but if you followed our advice and worked hard, you will still do well in the summer. Working hard throughout your GCSE courses should be obvious but this year it has become even more important. If we are unable to have normal examinations again, please give us the evidence to give you great grades by working hard throughout the year and taking all assessments seriously.

This booklet has been designed to provide information on the exams process at St. Columba's.

Please read the information contained in it carefully. There is information concerning exams and also non-examination assessments', *please keep this booklet for future reference*. It is essential that all students understand the rules and what is expected of them.

Exams can be a stressful time, so we hope that this booklet will explain the process and what should happen.

If you have any questions or problems, please contact the following staff at the school:

Mr P McGonnell Assistant Headteacher (pml@st-columbas.bexley.sch.uk)

Ms B Reddington Exams Officer (brn@st-columbas.bexley.sch.uk)

Ms L Shreidan Head of year 11 (lsn@st-columbas.bexley.sch.uk)

Subject Teacher and/or For queries concerning courses, NEA & tiers.
Department Head

Careful planning now will avoid stress later on. I would like to take this opportunity to wish you every success in your forthcoming public examinations.

Yours Sincerely

Mr N Fisher
Headteacher

EXAM ENTRY POLICY

It is the policy at St. Columba's that all students will be entered for all exams in the subjects they study. However, there is an exception to this rule:

If Heads of Department, in consultation with subject teacher, consider that a student should be withdrawn from examination entry on educational grounds, they will raise the matter with Mr McGonnell (Assistant Headteacher), and discuss the reasons for their recommendations. Attendance, attitude and completion of coursework will be taken into consideration.

Every student is issued with an individual statement of entry, listing all the examinations the student has been entered for (in January/February for summer exams). They should check that their personal details are correct and that they have been entered for correct exams, they should contact the Exams Officer if any errors. Later amendment requests may incur charges.

The final decision on entry rests with the Headteacher. If, after an entry has been made, a pupil fails to arrive for an examination, or is withdrawn on educational grounds (i.e. insufficient coursework), then the parents are **liable for the full exam fee.**

Illness on the day of the examination, *supported by a doctor's note*, removes the liability.

Every student will be issued with a personal examination timetable as early as possible. The timetable will list all of their examinations in date order and will state how long the examination is and which session, AM or PM.

If there are any changes to a student's entries or timetable, they will be issued with an updated version in writing.

If you, or your child, have any queries or problems about examination entries, please contact the Examination Officer at the school as soon as possible.

EQUIPMENT

Every student **MUST** provide all equipment for **ALL** their examinations. Equipment required will vary depending on the exam but may include the following:

- Pens must be **black**
- HB Pencil & sharpener
- Eraser
- Ruler
- Scientific Calculator
- Pair of Compasses
- Protractor
- Highlighters

Each subject teacher will inform the students of any other materials such as set texts and scripts, required for examinations.

All equipment should be in a **clear pencil case or plastic bag only**. The use of correction fluid and correction pens is not permitted.

Using calculators

Candidates may use a calculator in an examination unless prohibited by the awarding body's specification.

The instructions on the question paper will say whether calculators are not allowed or if they are expected to be used in the examination. If the instructions do not include either of these statements, calculators are treated as standard equipment and may be used by candidates. Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations.

<p>Calculators must be:</p> <ul style="list-style-type: none"> o of a size suitable for use on the desk; o either battery or solar powered; o free of lids, cases and covers. 	<p>Calculators must not:</p> <ul style="list-style-type: none"> • be designed or adapted to offer any of these facilities: - <ul style="list-style-type: none"> o language translators; o symbolic algebra manipulation; o symbolic differentiation or integration; o communication with other machines or the internet;
<p>The candidate is responsible for the following:</p> <ul style="list-style-type: none"> o the calculator's power supply; o the calculator's working condition; o clearing anything stored in the calculator. 	<ul style="list-style-type: none"> • be borrowed from another candidate during an examination for any reason; • have retrievable information stored in them - this includes: <ul style="list-style-type: none"> o databanks; o dictionaries; o mathematical formulas; o text.

Students without the correct equipment may penalise their own examination performance.

YOU MAY NOT BORROW EQUIPMENT FROM ANY OTHER STUDENT DURING THE EXAM.



Mobile phones, i-pods, MP3/4 players, watches, products with electronic communication/storage device or digital facility are NOT allowed to be on your person during an exam. They will be collected before the exam begins, they must be turned off (not silent). You will be disqualified from an exam if you are found to have a device in your pocket even if it is turned off. They must remain turned off until you leave the exam room.

Possession of unauthorised material is an infringement of the Regulations, even if you do not intend to use it.

Malpractice

Any breach of exam regulations will result in the student being reported to the relevant awarding body for malpractice. The awarding body will then decide the course of the action to be taken. This is usually zero marks for that paper but can include zero marks for all exams with that board.

The most common forms of Malpractice that we have encountered are:-

- Possession of a mobile phone – whether turned on or off
- Writing on the exam paper before being instructed to do so
- Writing anything on the front of the paper apart from information requested
- Watch left on wrist – **all** watches must be handed in
- Revision notes left in pocket

Please be aware of *all* the exam regulations, listen to the invigilators and follow the instructions, ensure you hand your phone and watch in.

Internal School Exams

We would like to make it clear that whilst the rules and regulations in this booklet apply to all external exams, as a school we also hold all year 10 and 11 internal school exams following these same rules.

This ensure that students are familiar with the procedures and rules they need to follow when they sit “real” exams.

The only major difference is that in school exams we do not collect students’ phones (or watches), but they need to be turned off and out of sight – anyone with a phone that makes a noise during an internal exam will receive a SLT detention.

Anyone breaching the exam rules and regulations during a school exam will be reported to SLT and a sanction issued.

NB School exams will be scheduled throughout the day, students will be expected to stay till the end of the exam, which will probably be after the end of normal school day of 2:30pm. An individual timetable will be issued to students as soon as arrangements confirmed, so they will be aware of days they will be finishing later.

EXAMINATION RULES

- Make sure you wear the correct school uniform; otherwise you may be refused entry to the exam room.
- Be in the assembly area (usually the science area) 10 minutes before the start time. Please check the displayed seating plan in case there are any late changes.
- Go to the toilet before the exam – you will not be allowed to go during an exam.
- Make sure you have all the appropriate writing/drawing equipment you need ready to take in with you to each exam. **You will not be allowed to share equipment with other students**
Only clear pencil cases will be allowed in the exam room.
- You may bring water to drink in a *clear plastic bottle without any labels on*. No other food or drink will be permitted.
- Before the examination, you should line up quietly outside your examination room and wait to be called into the exam room. Leave your coats and bags where instructed and go to your seat quickly and quietly
- When you are told to enter the examination room, you should be **silent** from the moment you enter the room until you leave the exam room. Raise your hand if you have a question.
- You must NOT communicate with any other student via any means. You should sit facing the front of the room at all times.
- Make sure the candidate details on the desk are yours. If they are not yours, raise your hand and wait for an invigilator.
- Electronic equipment, mobile phones and all watches must be turned OFF, placed in the envelope/pencil case provided and handed in.

- Make sure you have been given the correct question paper- check the date, subject code and correct tier of paper has been given to you. If you are unsure, raise your hand. *Mistakes cannot be rectified afterwards.*
- **Listen** carefully to the instructions given to you by the invigilator at the beginning of each exam. If you do not follow instructions, the exam board may refuse to mark your exam paper.
- Make sure you write in **black ink** only. Anything else is unacceptable and the examiner will refuse to mark your exam paper.
- Do not use correcting pens, erasable or gel pens or highlighters as the use of these is forbidden. Do not scribble, draw or doodle on your exam paper; the exam board may refuse to mark it.
- Ensure your pockets are empty, no revision notes or other unauthorised material. We will provide tissues if needed.
- **Once you have entered the exam room, you will not be allowed to leave** except in the case of an emergency.
- **If you have any problem during the course of the exam, you must raise your hand and wait for an invigilator.**
- **Students will NOT be allowed to leave the examination room before the scheduled finishing time.** If you have any time left before the end of the exam, use it sensibly to check your work and make sure you have answered ALL the questions you should have, and check you have filled in the front of your answer booklet correctly.
- At the end of the examination, sit silently, **remain in silence** until you are dismissed. Exam conditions apply until you leave the room, **no** electronic equipment may be switched on in the Exam Room.

WHEN THINGS GO WRONG

If you have any problems at all that may affect your examination performance you must tell us as soon as possible so we are aware of the circumstances, ie death in family, broken wrist etc and then we can make suitable arrangements where possible. Contact Mrs Reddington, Exams Officer 01322 553236 ext:240, e-mail: brn@st-columbas.bexley.sch.uk

If you are unwell on the day of the exam. If at all possible you should sit the exam, we may be able rearrange seating, ie place you nearer door. Let the invigilators know if you are unwell, have migraine etc. A Medical certificate or note from your doctor must be sent to the Exams Officer within three days of the examination in order for an application for special consideration to be made.

If you are going to be late, phone the school and *let us know*. Get into school as quickly as possible (it is best if someone can bring you) and report to the Main Office without speaking to any other student. If you arrive late you may be allowed to sit the paper but the Examination Board may refuse to accept your paper. If you arrive after the exam has finished you will NOT be able to sit the exam.

If you are absent from the start of the exam, the school will try to phone you as quickly as possible to find out where you are and to remind you that you should be in an exam. But it is **your responsibility** to know when your exams are. **It is important that we have your current Phone details on system.**

If you are absent for an exam, please let us know the reason as soon as possible, and if possible provide evidence. Dependent upon the circumstances the board may still be able to award a grade, but this is at the discretion of the exam board - not the school.

It will not be possible, for whatever reason, for you to sit an exam at another time or on another day.

If you misbehave during an exam, disrupt another candidate or break any of the rules, you **will be** reported to the Exam Board who will decide what action to take. Action can range from disqualifying you from the exam to you being barred from sitting any further exams.

Contact details

It is *vital* that the school has current contact details for students and their guardians so we can try to contact you if a pupil is absent.

Please ensure that the school has your current phone numbers on record and notify us of any changes: office@st-columbas.bexley.sch.uk

Contingency Day

The awarding bodies have designated up to **Tuesday 29th June 2021** as 'contingency days' for examinations.

In the highly unlikely event that there is a national disruption to a day of examinations, as a last resort the affected examinations will be rescheduled. It is possible that there could be more than one timetable date affected following the disruption, up to and including the contingency day.

Candidates must remain available until Tuesday 29th June 2021 should an awarding body need to invoke its contingency plan.

Should a candidate **not** be available for a rescheduled exam they will be marked as absent and receive zero score for that paper.

Once a candidate has completed all their exams there is no longer a need for them to remain available until 29th June.

RESULTS DAY

Thursday 26th August 2021

A Statement of Results will be available for collection on the day specified above from 9:30am – 10:30am.

If you **will not** be able to collect your results on this date you have two options:-

1. You can supply a stamped self-addressed A5 envelope in order to have your results posted to you,
2. Provide a letter, signed by you, giving permission for a named person, ie parent, to collect your results on the day. (They will need to bring photo proof of ID with them to collect your results.)

These must be provided to the Exams Officer before the end of Summer Term.

There will be staff available on results day to discuss any questions you may have. The exam officer, Ms B Reddington, will be available to answer any question on 26th and 27th August between 9am - 2:30pm.

Certificates – Usually distributed via a prize giving in Nov/Dec – if this is not possible you will be notified of how and when they can be collected, more details nearer the time.

Your results will not be sent or handed to anyone else, without your written permission, given in advance (as above).

If results cannot be handed out due to covid, results will be emailed out to students school email addresses on the morning of 26th August.

NB. Results date correct at time of printing – may change if exam timetable subsequently altered by government. Changes will be notified to students via your school email address.

The following pages contain important information & rules for:-

- Social Media
- Privacy Notice
- Warning to Candidates
- No phones information
- St Columba's Internal Assessment Appeals Policy
- Post results services

Please also read the Information for Candidates documents, that are available via school website from Joint Council for Qualifications (JCQ). Student tab/Exams:-

- Written Exams
- Non-Examination Assessments
- On-Screen Tests

It is important that **all** students in years 10 and 11 read these documents. These rules apply to all Exams and Non-Examination Assessments held at this school.

Information for Using social media and examinations/assessments



Image by Patrice Jones

This document has been written to help you stay within examination regulations.

Please read it

We all like to share our experiences when taking examinations. However, it is important to consider what you say and to think about what information is being shared. Sharing ideas with others online could be helpful when you're studying or revising. However, there are limits to the amount of information you can share and you need to be careful not to break the rules. We'd like to ask you to act responsibly when discussing online. If you're in doubt about what you can and can't discuss online regarding your exams, it's always best to check with your teacher.

If you receive what is or what looks to be assessment related information through social media, or any other means, you must tell your teacher or another member of staff. You must show them what you have received. They will then report the matter to the awarding body and it will be investigated. Where candidates breach the rules for examinations, controlled assessments, coursework or non-examination assessments, awarding bodies have an obligation to investigate and may apply penalties.



Image by Ben Wight

You should be aware that the following might constitute malpractice:

- copying or allowing work to be copied – i.e. posting written work on social networking sites prior to an examination/assessment;
- collusion: working collaboratively with other candidates beyond what is permitted;
- allowing others to help produce your work or helping others with theirs;
- being in possession of confidential assessment related information in advance of the examination;
- exchanging, obtaining, receiving or passing on assessment related information by any means of communication (even if just attempting to);
- failing to report to your centre assessment related information being shared online; or
- passing on rumours of exam content.

Penalties that awarding bodies apply include:

- a written warning;
- the loss of marks for a section, component or unit;
- disqualification from a unit, all units or qualifications; or
- a ban from taking assessments or exams for a set period of time.



Information for Candidates

Information About You and How We Use It

You have entered general or vocational qualifications such as GCSE, A-level, functional skills qualifications etc with one or more of the awarding bodies listed above. In order to be able to provide examinations and assessments, the awarding body needs to collect and use information about you. This notice provides you with a high level summary of the information the awarding body is required by law to give you about of what happens to that information. For more detail see each awarding body's full Privacy Notice:

AQA <https://www.aqa.org.uk/about-us/privacy-notice>

CCEA http://ccea.org.uk/legal/privacy_policy

City & Guilds <https://www.cityandguilds.com/help/help-for-learners/learner-policy>

NCFE <https://www.ncfe.org.uk/legal-information>

OCR <https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/>

Pearson <https://www.pearson.com/corporate/privacy-notice.html>

WJEC <https://www.wjec.co.uk/about-us/data-protection/WJEC%20Privacy%20Notice.pdf>

Who we are and how to contact us

Each awarding body is a separate organisation. Your school or examination centre will be able to confirm to you which awarding body is delivering each qualification you are undertaking and you will receive a statement confirming what qualifications you have been entered for and which awarding body. You will find links to each awarding body's website and information on how to contact them here: www.jcq.org.uk/contact-us/contact-details-for-jcq-and-members.

Information about you and from where it is obtained

Each awarding body whose qualifications you enter will need to use a variety of information about you. This includes obvious identification details such as your name, address, date of birth and your school or examination centre. It also includes information about your gender, race and health, where appropriate. This information is provided by you or your parents/guardians and/or by your school or examination centre.

Each awarding body will create certain information about you such as a candidate number, examination results and certificates.

You will find further information about this in the awarding bodies' full Privacy Notice (see links above) or by contacting the awarding body (see above).

What happens to the information about you

The awarding bodies use the information about you to deliver the examinations and assessments which you have entered. This includes making a variety of arrangements for you to sit the examinations or assessments, marking, providing you and your school or centre with results and certificates. The awarding bodies also use some of the information about you for equality monitoring and other statistical analysis.

The awarding bodies may share information about your results with official bodies such as the Department for Education and the examinations regulators (eg Ofqual in England) and also relevant local authorities and the Universities and Colleges Admissions Service (UCAS). An awarding body may also use information about you to investigate cheating and other examination malpractice and will share information about malpractice with other awarding bodies.

The awarding bodies take the security of the information about you that they hold seriously.

You will find further, technical information about what the awarding bodies do with information about you, why and the legal basis in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

Your rights

The law gives you a number of rights in relation to the information about you that the awarding bodies holds. Those rights are:

- Access – you are entitled to ask each awarding body about the information it holds about you.
- Rectification – you are entitled to ask each awarding body to correct any errors in the information that it holds about you.
- Erasure – in certain circumstances you are entitled to ask each awarding body to erase the information about you that it holds.
- Object to or restrict processing – in certain circumstances you are entitled to ask each awarding body to stop using information about you in certain ways.
- Complain – you are entitled to complain to the Information Commissioner (the body regulating the use of personal information) about what each awarding body does with information about you.

You will find further information about your rights in relation to information about you in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

How long the information about you is held

Each awarding body retains information about you only for as long as it is needed. Some of the information is needed only during the period in which you are undertaking the examination or assessment and is securely destroyed a short while afterwards. Other information about you, such as your name, gender, address, qualification and subjects entered and the results, are held indefinitely and for at least 40 years.

Each awarding body has its own retention policy that sets out what information it retains, how it is retained and for how long. You can find out more about retention policies by contacting each awarding body (see above).

How to find out more about the information about you that the awarding bodies use

To find out more about the information about you that the awarding bodies collect and use, including what happens to that information why, you can review the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or contact the awarding body. You will find links to each awarding body's website and information on how to contact them here: www.jcq.org.uk/contact-us/contact-details-for-jcq-and-members.

Please note

It is important to note that this notice concerns only how the awarding bodies use information about you (called your "personal data"). Complaints about how an awarding body handles your personal data can be made to the Information Commissioner (www.ico.org.uk). Information about the examinations and assessment themselves, including the rules about assessments, can be found on the JCQ Exams Office pages (www.jcq.org.uk/exams-office). The awarding bodies are regulated by Ofqual (<https://www.gov.uk/government/organisations/ofqual>) in England; Qualifications Wales (www.qualificationswales.org) in Wales, and the Council for the Curriculum, Examinations and Assessment (<http://ccea.org.uk/regulation>) in Northern Ireland.



AQA

City & Guilds CCEA

OCR

Pearson

WJEC

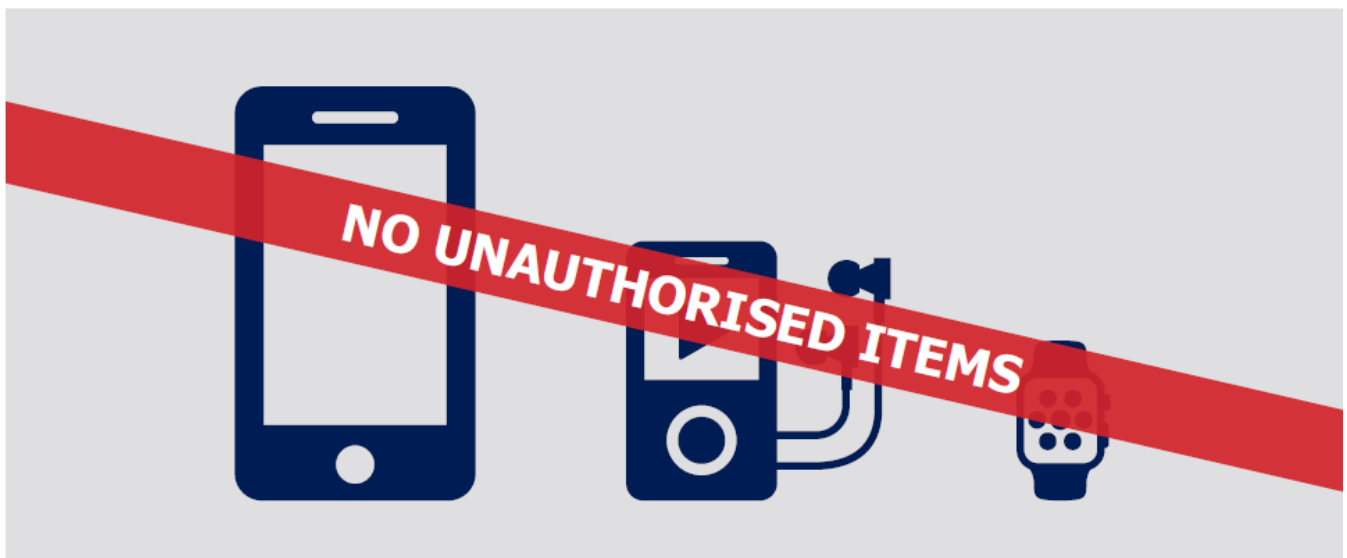
Warning to Candidates

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 SMARTWATCHES MP3/4 PLAYERS

**NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION**



Possession of unauthorised items, such as a mobile phone, 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.

© 2016 – Effective from 1 September 2016



St Columba's Catholic Boys' School

Appeals against Internal Assessment of Work For External Qualifications

St Columba's Catholic Boys' School is committed to ensuring that whenever its staff assesses students' work for external qualification this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments are conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity. The Centre is committed to ensuring that assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant specifications for each subject. Where a set of work is divided between staff, internal moderation and standardisation will ensure consistency.

If a student feels that this may not have happened in relation to his work, he may make use of this appeals procedure. Note that appeals may be made against the process that led to the assessment and against the mark or grade submitted by the centre for moderation by the awarding body.

This procedure is available from the Exams Office and is posted on the School website.

1. Appeals should normally be made by 30th April for examinations in the summer series. *This deadline may be extended in exceptional circumstances in situations where the coursework marking and moderation schedule extends beyond this time.*
2. Appeals should be made in writing by the candidate's parent/carer to the Assessment Manager, who will investigate the appeal with at least two other

members of staff who have not been involved in the internal assessment decision. The purpose of the appeal will be to decide whether the process used for the internal assessment conformed to the published requirements of the awarding body and the examinations code of practice of the QCDA.

3. The appellant will be informed in writing of the outcome of the appeal, including any relevant correspondence with the Awarding Body and any changes made to the procedure relating to internal assessment.
4. The outcome of the appeal will be made known to the Headteacher and will be logged as a complaint. A written record will be kept and made available to the Awarding Body upon request. Should the appeal bring any significant irregularity to light, the Awarding Body will be informed.
5. If the appellant is unhappy about the response in writing, he can ask for a personal hearing, where a panel will consist of two persons not previously involved, normally the Headteacher and a member of the Governing Body.

Note:

Each Awarding Body specifies detailed criteria for the internal assessment of work. In addition, the Awarding Body must moderate the assessment and the final judgement on marks awarded is that of the Awarding Body. Appeals against matters outside the Schools control will not be considered in the School's appeals procedure.

Post Results Services

Review of Marking (RoM)

Reviews of Marking will normally be paid for by the candidate.

Information regarding the deadline, how to apply and how to pay for reviews of marking will be included in the envelope with students' results.

The school will endeavour to identify those results it feels should be considered for a review, and inform the candidate of the option. But the school has no obligation to do this and candidates should ensure they understand their results and what options are available to them. Any questions, on results, should be directed to the exams officer.

Clerical Recheck and Access To Scripts

Information regarding these services will also be included in the candidates' results envelope. The options do vary by exam board – information is also available on the exam board web sites.

NB Relevant School policies are always available on the school website.

The information contained in this booklet is also available on the school website. Should you require another hard copy, this can be obtained from reception.