



All Hallows  
Catholic High School  
*'Growing Together in the Spirit of Christ's Love'*

# All Hallows Catholic High School

## Student Exam Handbook

**An A – Z of Examinations & Qualifications**

**A guide to everything you could possibly want to know about the examination process and more.**

# A

## Absence from Examinations:

You must attend all examinations to which you are allocated on your individual timetable. Misreading the timetable will **NOT** be accepted as a satisfactory explanation for your absence.

If you are absent from an examination due to illness please notify the School as early as possible by telephone on 01772 746121. We will advise you if a formal medical certificate will be required.

## Access Arrangements:



All arrangements with regards to extra time, reader, scribe, rest breaks and the use of laptop, etc., need to be approved by the Learning Support Department. These arrangements must be the students 'Normal Way of Working' in class and assessments etc.

No arrangements will be made until the Learning Support Department contacts the Examinations Office.

## Access to Scripts (ATS):

Students can request access to their examination paper from the awarding bodies for general interest or to help with future learning. If you wish to request a review of marking, then a copy of the paper will be returned once the review has taken place. You cannot have a review once the examination paper has been returned to school. There is a charge for this service.

If you want to request an examination paper, then you must download the Access to Scripts form from the Exams Information page on the school website and return it by the appropriate deadline.

## Additional Answer Sheets:

Should you require additional answer sheets in an exam please ask an invigilator. All pieces of extra paper must have name, centre number, candidate number and then the question number you are answering written on it. Additional answer sheets must be placed **inside** the booklet. Additional answer sheets should only be used once you have used up all the additional lines on the exam paper.

## Attendance at the Examinations:

Punctuality is important. Exams usually start at 9.00am or 1.30pm and you must be ready at least 10 minutes before. Students who persistently arrive late for examinations will be reported to the Senior Leadership Team. If a student arrives very late (one hour after the published starting time) then a written report must be sent to the Awarding Body, who will determine whether to accept the examination paper completed by that student.

## Authentication Form:

Students must complete and sign an awarding body authentication form and attach it to any non-examined assessment produced for their final qualification. Awarding bodies will refuse to mark any work not accompanied by the signed forms.

## Awarding Bodies:

These are the organisations that provide qualifications for schools. Awarding bodies used by All Hallows Catholic High School are: AQA, Pearson (Edexcel), OCR, and WJEC (Eduqas).

# B

## Bags:

Bags must remain outside the exam room as directed by the invigilators. You are not allowed to keep them with you at your desk during the exam. Please do **NOT** bring valuables with you when you are sitting examinations.

## Bilingual Dictionaries:

Students wishing to use a bilingual dictionary must seek approval through the Learning Support Department. A clean copy should be provided to the Examinations Office for use in exams.

## Black Pens:

Awarding bodies request that students use black ink to complete their answer papers, this is because they now scan papers onto a computer to send to the examiners for marking. Black ink is the only colour their scanners can read. Please do not use Blue, Red, Green or Pencil (unless otherwise instructed) to do your exam, or it may not get marked.

# C

## Calculators:

Calculators may be used in some examinations: your subject teacher will tell you if they are not allowed. In all cases, calculators are not allowed if they offer any of the following facilities: *language translators; symbolic algebra manipulation; symbolic differentiation or integration; remote communication with other machines or the World Wide Web; data banks; dictionaries; mathematical formulae or text.*



No printed instructions or cases are permitted; if you cannot remove the case from your calculator you must ensure that all instructions are securely covered. **You must bring your own calculator if you need one: you may not use the calculator functions on mobile telephones, which are not allowed in all examination rooms, and you may not borrow a calculator from another candidate.**

## Candidate / Exam Number:

Your candidate number is the four-digit number printed on your student card and your individual timetable. You will be seated, by subject, in candidate number order. **Please do not remove or deface your student card, it must be clearly visible on your desk at all times and will be used throughout the exam season.**

## Centre:

Centres can be schools, colleges or other establishments that have been approved by an awarding body to offer qualifications, enter students for exams and conduct the awarding bodies' exams.

Our Centre number is **46723** you will need to write this on all of your exam papers.

## Centre assessed marks:

Assessments are set by the awarding bodies with defined control levels for each stage and marked internally. Your teacher will inform you of your centre assessed marks before they are submitted to the awarding body.

## Certificates:

Certificates are only issued if you have achieved a pass grade i.e. 9 to 1, Distinction to Pass etc.



Once awarded, some students receive more than one from different examination boards; students must check that all the personal information is correct especially the spelling of names. If there is a problem, the certificate must be returned personally to the Exams Office for return to the examination board. This usually takes two/three weeks. Students will be notified of its return, ready for collection.

### Collection after Certificate Evening

Students unable to collect their certificates on the evening must phone school to arrange a convenient time and day to collect their certificates. **Students must not just turn up at school and expect to be issued with their certificates.** Also, certificates will only be issued to a third party (usually parent/guardian) on presentation of written authorisation and proof of identity. Again, please phone for details.

### Safe Keeping and/or Replacement

Once awarded, the certificate must be kept in a safe place as they are difficult and expensive to replace. In some cases, certificates will only be replaced if proof of loss is provided and/or examination boards will only provide a 'Statement of Results'. Examination Boards will issue a 'Statement of Results', typically charging approximately £40 per statement.

The certificate will be required as proof by colleges and / or employers when applying for courses or employment. The Exams Office receive many requests each year from ex-students and prospective employers for proof of examination results for students who have lost their certificates.

## Certificate Evening:

A celebration will be held in early November to give past students a chance to collect their certificates and catch up with fellow peers, friends and school staff. Letters are sent home nearer the time.

## Change of Address:

It is important that you tell the Exams and Data Office as a matter of urgency if you move address. Letters about results etc. may not reach you.

## Change of Name:

It is important that you tell the Exams and Data Office as a matter of urgency if you change your name. Evidence to confirm this must be provided i.e., Passport, Birth Certificate, Change of Name Deed.

## Cheating:

Students caught cheating in examinations – including being in possession of or using a mobile telephone, watches, pagers, mp3 players, iPod, unauthorised aids or notes but also copying from or communicating with other Students – **will** be reported to the awarding bodies.



**Even if the items are in your pocket and you have no intention of using them you will still be reported to the awarding body concerned.**

The range of Penalties includes loss of marks for a unit, loss of GCSE grade.  
Please read the **JCQ Warning to Candidates and Information for Candidates Notices found here**  
<https://www.jcq.org.uk/exams-office/information-for-candidates-documents>

## Clashes:

If you have an examination clash involving different subjects your individual timetable will reflect any changes. You will be provided with the supervision arrangements for any examinations which clash. If you are in this position, you will have to go into supervision between the two examinations and may need to bring a packed lunch and a drink with you if this includes lunchtime. Your mobile telephone will be taken off you at the start of the first examination and you will not be allowed contact with other students in between examinations.

## Clocks:

Will be clearly visible in each exam room, but the Invigilators are not allowed to tell you how long is left until the exam finishes, nor can they give you any warnings that the exam is coming to an end. It is your responsibility to keep an eye on the time. Invigilators will write on the board what time the exam started and what time it will end.

## Controlled Assessment / Non Examination Assessment:

Tasks or Assignments set by the awarding bodies with defined control levels for each stage. These assessments are done under exam conditions.

## Coursework / Non Examination Assessment:

Coursework may be carried out during the academic year. Deadlines are issued by departments. Speak to your teacher if you have any problems with regards to these. Awarding bodies will return most coursework during October/November/December the following year. Students wishing to reclaim coursework should apply to their teachers as soon as possible after this date.

## Conduct in the Examination Room:

**You must be silent in the examination room, including the times when you come in and go out.** Once you have entered an examination room, you are not allowed to leave unescorted until the end of the examination, and only then when you are given permission to do so.

You will not be allowed to leave an exam early even if you have finished

Should you require any assistance, please raise your hand clearly and wait for an invigilator to come to you.

Please do not write on your examination desk: this constitutes vandalism and you will be charged for the removal of graffiti.



## Copyright:

The copyright of any work created by you that is submitted to an awarding body for assessment (referred to as Assessment Materials) belongs to you. By submitting this work, you are granting the awarding body a non-exclusive, royalty-free licence to use your assessment materials (referred to as Assessment Licence) If you wish to terminate the awarding body's rights for anything other than assessing your work, the awarding body must be notified by the Exams and Data Office. It is at the discretion of the awarding body whether or not to terminate such rights. If you want to exercise this right contact the Exams and Data Office.

# D

## Data Protection Form:

All students who have been granted access arrangements must complete and sign this form with Learning Support Department before arrangements can be put in place with the awarding bodies.

## Dates:

Mock exams run in January. You will be advised of the exact dates by your subject teachers, by the Head of Year 11 and in Assembly. GCSEs run from mid-May – end of June each year. Dates will be published on the school website. You must NOT book any holidays during the entire GCSE examination period, including the annual JCQ Contingency Day which is towards the end of June each year.

## Declaration Sheet:

(See Authentication Form)

## Dictionaries:



You may not use a dictionary in an exam unless dictionaries are specifically permitted by the subject specification or special arrangements have been approved by the awarding bodies. If you think you might be entitled to the use of a dictionary, please see the Learning Support Department.

# E

## End of Examinations:

The invigilators will collect your exam papers before you leave the examination room. **Absolute silence must be maintained during this time and until you are outside the building – remember other examinations may be continuing as you leave.**

You may not take any examination materials (additional paper, answer booklets, question papers etc.) from any examination room.

## Enquiries About Results (EARs):

See Review of Marking.

## Equality Act 2010:

Facilities exist for students with disabilities to access the curriculum and all relevant areas of the School. The School recognises its responsibility to provide equal access to education for all students irrespective of disability and confirms its commitment to ensure that no student will be treated less favourably as a result of disability.

## Equipment:

All students must remember to bring their own equipment to any examination that they have. These include pens, pencils, calculators, rulers, rubbers and a pencil sharpener. Borrowing from other Students is **not** allowed.



**Please note that the JCQ regulations state that a BLACK pen must be used in all examinations.**

For diagrams, use an **HB pencil** and a **ruler**.

Gel pens, highlighters, correcting fluids and correcting pens may **NOT** be used in any answer booklets.

Exam rooms do have a limited supply of equipment, these are for emergencies only.

## Examination Dates:

The examination dates are nationally set by the awarding bodies and **NOT** by the school.

**THEREFORE THESE DATES CANNOT BE CHANGED**

There will be days set as contingency days where candidates need to be available in case there are issues during the exam season. Candidates must ensure they are available for all exam and contingency dates.

## Examinations Office:



The Exams and Data Office is open Monday – Friday from 8am until 4pm. We will be happy to help with any queries that you have during this time.

## Examination Regulations:

It is your responsibility to familiarise yourself with the JCQ 'Notice to Students' regulations contained within this Guide. They are also displayed outside all examination rooms. Candidates are under formal examination conditions from the moment they enter the room in which they will be taking their examination(s) until the point at which they are permitted to leave. Candidates must not talk to, attempt to communicate with or disturb other candidates once they have entered the examination room.

## Extra Time:

Will only be granted to a student if they have evidence of need. Students will be assessed by the Learning Support Department, who will identify whether there is a need for students to have extra time.

# F

## Food and Drink:

Food is not allowed into the examination room.



You are only allowed to take water into the examination room. This must be in a clear plastic bottle and all **labels must be removed**. You will not be able to leave the exam room to refill a bottle of water and invigilators cannot leave the exam room to do this for you. Therefore please ensure that you have enough water to last you the whole exam.

Any other type of drink is not permitted – this is in case you spill your drink over your exam paper. If only water is spilt there is a greater chance that your exam paper can be saved.

# G

## Grade Boundaries:

These are not available until after the results are published, on Exam Board websites.

# H

## Headwear:

Only headwear worn for religious beliefs can be left on during the exam. Sports caps, woolly hats, bandanas etc. will not be allowed.

## Handwriting:

Students are responsible for producing legible handwriting on all of their exam papers and answer booklets. You risk losing marks if an examiner cannot read your handwriting.

# I

## Identification:

Senior members of centre staff approved by the head of centre, who have not taught the subject being examined, may be present at the start of the examination(s). This is to:

- a) identify and settle candidates and instil discipline.



b) check that the candidates have been issued with the correct question papers for the day, date, time, subject, unit/component and tier of entry if appropriate.

c) check that the candidates have the necessary equipment and materials, i.e. calculators, preliminary material, anthologies or set texts where permitted;

d) start the examination.

### **Illness:**

If you become ill during the examination weeks, advise the Exams Office so that advice can be given on the best course of action. If you become ill during an examination, then please raise your hand so that an Invigilator can assist you.

### **Internal appeals:**

For further information on our Internal Appeals procedures please consult the policy which can be found on the school website.

### **Invigilator:**

An Invigilator is someone who watches over students in an examination to ensure that JCQ exam regulations are adhered to. You must follow all instructions given to you by an invigilator.

# J

### **JCQ Joint Council for Qualifications:**

Represents all the awarding bodies that offer GCSE qualifications. JCQ ensures that learners of all ages and level of ability have access to qualifications and is responsible for producing administration rules for general qualifications e.g. regulations on access arrangements.

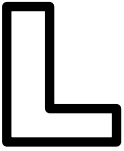
### **JCQ Inspectors:**

On the spot ad-hoc inspections are made to centres during the examinations period to ensure that all centre staff and students are adhering to the general regulations laid down by all awarding bodies.

# K

### **Know your Exam Team:**

The school Exam Officer is Mrs Nicholson, and she will be happy to help you with any queries you have regarding your exams. Please restrict your visits to break. Lunch or after school before 4pm. Do not leave your lessons for exam queries.



## Late Arrivals:

Any candidate arriving after 10.00am or 2.30pm (classed as very late in JCQ regulations) may be allowed into the examination room at the discretion of the Head of Centre; however you should be warned that if you sit the examination then the awarding body may not accept your exam paper.

## Location of Examinations:

The exam room will be shown on your individual examination timetable for each exam. On the day of the exam a room list will be placed by pupil entrance and on the Sports Hall \ Gym & Arts Theatre door. Exams may be located in the Sports Hall, Gym, Arts Theatre or additional rooms around the school. It is essential to check the location of your examination carefully. Please allow enough time to find the correct room/location.



## Malpractice:

Malpractice is any practice which is a breach of the JCQ regulations, or which compromises the integrity of any qualification or the validity of an examination result or certificate. This malpractice can occur in the course of any exam or assessment, including the preparation and authentication of any non-examination assessment, the presentation of any practical work, the compilation of portfolios of assessment evidence and the writing of any exam paper.

## Mobile Telephones & other Electronic Equipment:

**Mobile telephones and other electronic equipment are not allowed into examination or supervision rooms.** The School and JCQ regulations forbid you to bring any of these devices into any examination room or any room being used for supervision, either before or after an examination, so you are strongly advised not to bring such devices with you on examination days. If you do bring in such devices, please **switch them off** and hand your device to the invigilator who will store it for the duration of the exam.



If a **mobile telephone, or other electronic device** is found in your possession in an examination or supervision room – **even if it is turned off** – it will be taken from you and a report made to the appropriate awarding body. The awarding bodies now operate a no-tolerance policy on all students discovered to be in infringement of the regulations and have advised the School that students discovered to have a communications device with them during an examination or supervision face disqualification from the subject concerned, see penalties section for more details. Please do not risk disqualification: either leave your mobile telephone at home or in your bag or hand it in to the invigilator if you realise you have brought it into the examination hall prior to the start of the exam..

# N

## Names:

Exam entries are made using your legal forename and surname. This is the name shown on your birth certificate / passport. You must use this name on all of your exam papers and answer booklets – do not write the name you prefer to be called, or are used to being called at school on any of your examination papers.

# O

## Overnight supervision:

Overnight supervision will be required if you have examinations totalling more than 5 ½ hours if you are a GCSE student. (This is highly unlikely). You will be required to be kept under supervision by your parents until the following morning when you will sit the rest of your examinations that should have been sat the previous day. Overnight supervision is required so that you do not come into contact with anyone else who has already sat exams which you have not. Therefore whilst in supervision you will not be able to have a mobile phone in your possession, use the internet or have any contact with the outside world. A parental declaration form must be completed in the presence of the Headteacher and Exam Officer 7 days before the examination in question.

# P

## Penalties:

The JCQ issues the following penalties depending on the offence that was committed:

1. Warning
2. Loss of all the marks gained for a section
3. Loss of all the marks gained for a component
4. Loss off all marks gained for a unit
5. Disqualification from the unit
6. Disqualification from all units in one or more qualifications taken during the exam series
7. Disqualification from the whole qualification
8. Disqualification from all qualifications taken in that exam series
9. Barred from entering for one or more examinations for a set period of time.

The table below shows the types of offences for possession of a mobile phone and what penalty you may be awarded as a result.

<u>Offence</u>	<u>Warning</u> (Penalty 1)	<u>Loss of marks</u> (Aggregation still permitted) (Penalty 2-4)	<u>Loss of aggregation or certification opportunity</u> (Penalties 5-9)
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Mobile Phone or other similar device	not in the candidate's possession but makes a noise in the examination room	In the candidate's possession, but no evidence of being used by the candidate	In the candidate's possession and evidence of it being used by the candidate

## Personal Data:

To be able to provide examinations and assessments, the exam boards (awarding bodies) need to collect and use information about you. Each awarding body whose qualifications you are entered for 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, plus your exam (candidate) number. More information about this can be found at the end of this document.

## Plagiarism:

There are many definitions of plagiarism, but they all have in common the idea of taking someone else's intellectual effort and presenting it as one's own. The Joint Council's *Guidelines for Dealing with Instances of Suspected Malpractice* defines plagiarism as: "The failure to acknowledge sources properly and/or the submission of another person's work as if it were the candidate's own."

## Pencil Cases:

If you wish to bring a pencil case into the exam room, it must be made of clear plastic.

**Post Results Service:** Students should be made aware that senior members of centre staff will be available immediately on results day to discuss any results and further information is provided closer to results day.

## Prohibited Material:

The following items must not be brought into any examination room:

- books (unless set texts for specific examinations – please note, post-its and excessive annotations are not permitted in open book exams - **ALL BOOKS WILL BE CHECKED PRIOR TO THE EXAM STARTING**), notes, letters, diaries or other printed material;
- calculator cases or instruction books;
- mobile telephones, or other electronic devices;
- pencil cases unless transparent;
- wrist watches;
- glasses cases;
- headphones and personal stereos of any description.
- 



## Quarantine – (for Clash Students, see C)

If you are required to go into quarantine over a lunch period, you must bring a packed lunch and a drink with you on that day as you will not be allowed to use the canteen. Mobile telephones, pagers and electronic devices are not allowed into any quarantine room. You will be notified on your clash form of your quarantine arrangements. You will be supervised immediately after your examination until the end of your quarantine period. In quarantine, you may revise for your next

examination or talk quietly with fellow students. Please be respectful of invigilators and ensure that classroom furniture and/or equipment and books are left as they were found – neat, clean and tidy. You must take your litter with you or place it in the bins provided.

# R

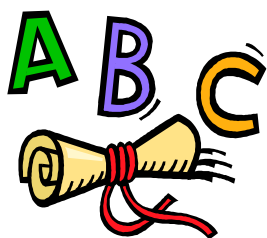
## Reader:

A reader is a responsible adult who reads the instructions of the question paper and the questions to the candidate. Permission is required from an awarding body in advance, though it can be given at short notice for unexpected occurrences.

## Read Aloud:

A student who **persistently** struggles to understand what they have read, may be able to have the arrangement allocated to read aloud during the exam. Students will be assessed by the Learning Support Department, who will identify whether there is a need for students to be awarded Read Aloud arrangements.

## Results:



Students may collect their results from School on results release day. Results for students will be available for collection on that morning in the Senior Dining Room.

Students who cannot collect their results on the day **MUST** follow the procedures outlined below.

### **Collection by Third Party (student's representative)**

The person collecting the results on behalf of a student must be in possession of a Candidate permission form or a letter, signed and dated by the student, stating the name of the person collecting the results on a student's behalf. The person collecting the results must bring photo ID e.g. passport, driving license etc.

### **Emailing Results**

If you wish for the results to be emailed the student must personally complete the form on our website and hand it into the exams office.

### **Posting Results**

If you do not attend on the day your statement of results will be posted to the address we have on our records. Any change of address should be notified through the official change in details process. The school does not take any responsibility for results information sent out to addresses where this process has not been followed.

**Under NO circumstances will examination results be issued over the telephone, or text,**

## Reviews of Marking (RoMs):

The awarding bodies offer the option of having a review of marking, at a fee, if a candidate or member of teaching staff is unhappy with the marks awarded. There is a choice of two different types of RoRs; these are:

- Clerical re-check (Service 1)
- Review of marking (Service 2)

Both services require written consent from the **candidate** (not a parent/carer).

A clerical check is simply when the relevant awarding body checks that all parts of the script have been marked; the totalling of marks and the recording of marks.

A review of marking is a post-results review by a senior examiner of the original marking to ensure that the agreed mark scheme has been applied correctly. This also includes a clerical re-check. **The paper is NOT re-marked.**

If you are not satisfied with the grade you have achieved the first thing you may think about is getting your papers reviewed, however, a review of marking is very costly and not often effective. Therefore it is important to consider the following:

- Are you close to the grade boundary?

Mark reviews usually only alter a grade by a few marks if any at all. If you are very close to a higher grade boundary a review of marking may be worth considering. Speak to your Teacher for advice if you are unsure.

- Your grade can go down as well as up

A review of marking means having your entire paper reviewed therefore your grade can quite easily go down as well as up. If your grade does get lowered, you cannot refuse it and ask for the original higher grade to stand. You must be aware that this is the chance you take when asking for a marking review.

- Cost

RoMs are very expensive and the likelihood is that your grade will not change.

If you want to request a RoM then you must download the relevant form from the Exams Information page on the school website and return it via e-mail by the appropriate deadline. **The form must be completed by the candidate.**



### **Scribe:**

Is a person who writes down what a candidate dictates when the candidate is unable to write. Permission is required from an awarding body in advance, though it can be given at short notice for unexpected occurrences.

### **Seating Plans:**

Seating plans for each exam identifying which students are in each exam room will be displayed outside each exam room.

### **Special Consideration:**

The awarding bodies will not apply special consideration for anything other than serious reasons. Special consideration can only be applied for if a significant event has affected your performance on the day of the examination and you can provide appropriate evidence. Please see the Exams Office immediately if you feel that you may have been affected by a circumstance beyond your control.

### **Start of the Exam:**

Candidates are under formal examination conditions from the moment they enter the exam room. **You MUST NOT talk to, attempt to communicate with or disturb other candidates in any way whilst in the exam room.**

The invigilator will announce clearly to you when you may complete the details on your answer booklet. **You MUST NOT write anything on your answer booklet before being told to do so.**

### **Statements of Entry:**

Produced by school, statements of entry list all the exam units and GCSEs that you are entered for in a particular examination series. It is essential that you check all details on these statements very carefully to ensure that:

- a) you have been entered for the right examinations

- b) all of your personal details are correct, in particular with regards to spelling, as this is the information that will be printed on your examination certificates. Whilst it will be relatively simple to change now, once certificates have been issued substantial costs will be involved if you notice any errors.

## Student Candidate Card:

This is on your desk and displays your, candidate (exam) number and name. **Please do not remove or deface your student card, it must be clearly visible on your desk at all times and will be used throughout the exam season.**

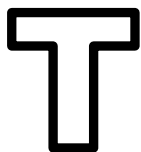
## Supervision:

If you are required to go into supervision over a lunch period, you must bring a packed lunch and a drink with you on that day as you will not be allowed to use the dining hall. **Mobile telephones, pagers and electronic devices are not allowed into any supervision room and will be taken off you at the start of the first examination.**

You will be supervised immediately after your first examination. In supervision, you may revise for your next examination or talk quietly with fellow Students. Please be respectful of invigilators and ensure that classroom furniture and/or equipment and books are left as they were found – neat, clean and tidy. You must take your litter with you or place it in the bins provided.

## Study Leave:

There is no fixed period of study leave during the summer. Students will be expected in class until exams and all revision classes are finished.



## Times:



Unless otherwise stated, all examinations commence at **9.00 am** (morning papers) and **1.30 pm** (afternoon papers).

**YOU SHOULD BE READY TO ENTER THE EXAMINATION ROOM AT LEAST 10 MINUTES BEFORE THE PUBLISHED STARTING TIME.**

## Timetables:

You will be given your individual timetable for Summer exams. Please check it carefully. If there are any errors (e.g. name, date of birth, sex, examination entry), please notify the Exams and Data Office immediately. Check carefully to see if the examination is in the morning or the afternoon. Take special note of any re-arrangements due to a timetable clash. Sometimes we need to start the afternoon exams slightly earlier due to the exam length. It is your responsibility to check the start time for all your exams.

**YOU ARE RESPONSIBLE FOR CHECKING YOUR EXAMINATION TIMETABLE.**  
**IF YOU HAVE ANY QUERIES THEN PLEASE CONTACT THE EXAMS AND DATA OFFICE IMMEDIATELY.**

## Toilet breaks:

Students are not permitted to leave the examination room to use the toilet, unless they have a medical reason to do so.

# U

## **UCI Number:**

A UCI (unique candidate identifier) number is a number which every candidate is given and is used to link all entries and results for a candidate across an exam series and between different exam boards and centres. Your UCI number can be found on your certificates/result slips.

## **ULN Number:**

A ULN (unique learner number) is a 10-digit number allocated to learners which will be theirs for life. Each learner will need a ULN so that they and educational providers, government agencies and awarding bodies can follow their learning progress.

## **Uniform:**

Students must wear full School uniform to all exams. Failure to wear full and correct uniform will result in you not being allowed into your exam.

# V

## **Valuables:**

Students must leave valuables (including calculators, keys, credit cards, cash or mobile telephones, smart watches) at home or in their bags in their lockers. All Hallows takes no responsibility for valuables that go missing should a student chose to bring them into school during exams.

# W

## **Warning:**

All the awarding bodies make it clear that their official examination sessions must be run under strictly fair conditions, with no form of cheating. This rule includes **any form of communication** between students during an examination, as well as any other practice that could conceivably be seen as an attempt to deceive. **(See Cheating, Malpractice, Penalties and Plagiarism)**

## **Watches:**

Following the invigilator's announcement, any mobile phones, watches, or other unauthorised items in the candidates' possession must be handed to the invigilator prior to the examination starting.

## **Word Processors:**

Students who have been granted the use of a word processor in their written exams will use a School laptop/word processor that has had spell check/grammar removed as a condition of the JCQ Adjustments for Students with Disabilities



and Learning Difficulties Regulations. Please remember to insert your name and candidate number onto the page header. Once your work is completed, please wait for assistance with printing. You will be asked by the invigilator to confirm that the work is yours.

### **Word of Advice:**

Remember to have something to eat and drink before taking your examinations, especially on hot days. Food will be available to purchase from 8am in the canteen. Remember to bring a bottle of water into the exam with you so that you do not become dehydrated. A banana eaten half an hour before the start of an exam can boost your concentration levels. See also Food and Drink:

# X

### **X Marks:**

On your results could indicate that you were absent, withdrawn from your unit or transferred to another centre.

# Z

### **Zero Mark:**

In accordance with the penalty recommendations in the JCQ document *Suspected Malpractice in Examinations and Assessments*; a zero mark is awarded for the unit in question when a student is suspected of Malpractice.