



Candidate Exam Information 2023-2024

Centre Number 57015

Introduction

This booklet is to make you aware of the requirements regarding formal exams. Your mock exams in November/December 2023 for Y11 and March 2024 for Y10 are carried out in the same formal conditions as the real GCSEs and could be used to help inform a final grade in the unlikely event that exams are cancelled in May/June, so much of this applies to those too.

Candidate Details

Candidate Name

Candidates are registered using legal names, not preferred names and should be the same as birth certificates and passports.

Candidate Number

Each candidate has a four-digit candidate number. This is the number you will enter on examination papers.

Unique Candidate Identifier (UCI):

In addition to a candidate number, each candidate has a Unique Candidate Identifier (12 numbers and 1 letter), which is shown on your entry list. Your UCI is used for administration purposes and it is not necessary for you to remember it.

Exam Timetable

Candidate Timetable – On receiving your exam timetable please check that all levels of entry and exam information is correct. Pay particular attention to all your personal details, such as spelling of names, as these will appear on certificates and it may be difficult to change them once certificates are awarded.

Please contact exams@thomaskeble.gloucs.sch.uk immediately if you discover any omissions or errors.

Contingency Day

The awarding bodies have designated Wednesday 26th June 2024 as a 'contingency day' for examinations. Re-scheduled exams may take place on any day before this. **Holidays and appointments must not be booked to take place until this date has passed.** The Y11 Celebration of Achievement Evening is on Thursday 27th June 2024.

Exam Venues

Exam venue / classroom information will be posted on the exam noticeboard in the KS4 area, please check this daily as changes may occur.

Exam Invigilation

Exams are supervised by a team of external invigilators.

Our Invigilators must follow the strict guidelines set by JCQ.

Please note invigilators cannot discuss the examination paper with candidates or explain the questions during the exam.

Exam Start Time

The start time for exams at Thomas Keble School are shown on your personalised timetables.

- Morning exams usually start at 8:45 am
- *Afternoon GCSE exams start at 1.30 pm

*We do not hold mock exams at 1.30pm. We use periods 3 and 4 instead.

School bus at end of the day – If you have a GCSE exam scheduled to finish after the scheduled school bus departure time, you will need to arrange alternative transport home.

Exam Conditions

Candidates must not enter the exam room until directed to do so.

Remember:

- You are under exam conditions from the moment you enter the exam room until after you have left the exam room.
- Candidates must listen to and follow the instructions of the invigilator at all times in the exam room.
- You should not have anything in your pockets.
- You must not communicate with other candidates.
- You should write clearly and legibly.
- The Centre Name is Thomas Keble School and Centre Number is 57015. This will be displayed on the screen or board at the front of the exam room.
- Subject title, paper number and the actual starting and finishing times, and date, of each exam will also be displayed on the screen/board.
- The invigilator will announce clearly to the candidates when they may complete the details on their answer booklet.
- The invigilator will announce clearly to the candidates when they may begin to write their answers. **You must not open the exam paper until you are instructed to do so.** The examination will formally start at this point.
- We will specify the time allowed for the paper(s).

At the end of the exam

An invigilator will make an announcement informing you to stop writing and put down your pens; this will be the end of your exam.

- No candidate will be allowed to leave the room until the end of the published exam time. If you finish with time to spare, go back over your answers and check you haven't missed anything or made any obvious mistakes.
- Candidates must remain silent in their seats until the invigilator instructs you to leave. This will be once all exam materials have been collected in.
- When you leave the exam venue you should walk out in complete silence, and refrain from talking until you are well away from the room so that you do not disturb your fellow students who may still be working in nearby rooms.

Equipment

Only authorised material can be brought into the exam room. You must bring all your equipment to every exam - if you are not allowed to use any particular item you will be informed in the briefing before your exam starts, where you can then hand them in to an invigilator until the exam ends.

- Remember that you need to write in black ink (please bring spare pens).
- Your pencil case must be see through / clear.
- Your water bottle must be see through and have no label or writing on it.

Do not use any of the following in your answers:

- Correcting pens, fluid or tape
- Erasable pens
- Highlighters (you may use a highlighter to highlight parts of a question on the question paper, but you must NOT use a highlighter in your answer booklet)
- Gel Pens

You may use coloured pens or inks for diagrams, maps, charts etc. only if your exam allows, instructions will be given to you in the briefing.

Using Calculators

Candidates may use a calculator in an examination unless prohibited by the awarding body's specification. Where the use of a calculator is allowed, candidates are responsible for making sure their calculators meet the awarding bodies' regulations and working. If in doubt, ask your maths teacher. Before the exam, remove the cover which may contain prohibited information.

Always take a calculator to your science exams, including biology.

Food and drink in exam rooms

Clear plastic bottles of water are allowed in the exam room, all labels must be removed before entering the room.

NO other drinks or food will be allowed in the exam room unless you have a medical need that has been discussed with the Exams/Data Office.

What to do if you arrive late for an exam

You need to ensure that you know the dates and times of all of your exams. Double check each day and find ways to easily identify when/where an exam is taking place, for example, on your timetable, highlight morning exams in one colour and afternoon exams in another.

- If you find you are running late, don't panic.
- **If you are running late or your bus is running late, you or your parents/carers must call the School Office to explain why you are late, what you are doing and where you are.**
- Report to Reception on arrival and then wait for Exam Office staff to meet you.
- You will be able to start your exam late, and given that time back at the end of the exam.
- If you arrive for your exam within an hour of the published start time ie before 10am or 2:30pm, or before the finish time for exams lasting less than an hour, you will be allowed to take your seat and begin your exam. You will be given the full amount of time for that exam.

What to do if you are unwell on the day of an exam

If you feel unwell on the day of your exam:

- You or your parent/carer should call ahead to the School Office and let us know so we can help you as best we can when you arrive.
- Once you are here, speak to Mrs Blight (Examination Officer) or Mrs Nolan (Examination Admin) before your exam.
- We will do what we can to help you – for example seat you close to an exit in case you need to leave the room or place a sick bucket next to your desk.
- If you feel unwell during an exam: let the invigilating team know as soon as possible what is wrong.

What happens in the event of an emergency in the exam room

In the event of the emergency bell sounding the following will happen:

- The invigilator will ask you to stop writing, close your answer booklet and put your pen down/stop working.
- Senior staff will evacuate the room if there is clear danger.
- If there is no clear danger to candidates the invigilator will await instructions from senior management, who will be with you very quickly.

In the event of a false alarm:

- The exam will be re-started once the alarm bell has stopped ringing.
- You will be given a few minutes to compose yourself and get ready to restart.
- The amount of time lost will be added on to your exam time so you do not lose out. The new finish time will be clearly written on the board at the front of the room.

If an evacuation is necessary:

- The invigilator will ask you to line up in complete silence and leave the exam venue. You must not communicate with any candidate during the evacuation, as this may compromise the exam security, and will mean the exam may have to be abandoned.
- Once you have returned to the exam room your new finish time will be calculated and you will be given time to compose yourself before the exam is re-started.

Results

GCSE results will be available for collection on Thursday 22nd August 2024, between 9:00am and 11:00am

If you are unable to attend results day, talk to the exams office exams@thomaskeble.gloucs.sch.uk to discuss what can be done to enable you to have access to your results. GCSE certificates should be available in November 2024. (Year 10 RE Short Course certificates will be available the following year)

It is important you read the following documents:

1. Information for Candidates <https://www.jcq.org.uk/exams-office/information-for-candidates-documents/>

This includes the following:

- Information for Candidates – Coursework 2023-24
- Information for Candidates – Non-Examination Coursework 2023-24
- Information for Candidates – Written Exams 2023-24
- Information for Candidates – Privacy Notice
- Information for Candidates - [Special consideration 23_24](#)
- Preparing to sit exams – see page 6

2. JCQ Warnings to Candidates <https://www.jcq.org.uk/exams-office/exam-room-posters/>

- Unauthorised items - see page 8
- Using social media - see the graphic below

We wish you every success in your exams.

The poster features the JCQ logo and the title 'Information for candidates Using social media and examinations/assessments'. It includes a warning about sharing experiences online, a list of do's and don'ts for social media, and a list of consequences for breaking the rules. A smartphone graphic displays the JCQ website URL.

Information for candidates
Using social media and examinations/assessments

While we like to share our experiences online, when it comes to exams, we have to be careful.

- Sharing ideas online can be helpful when you're studying or revising
- However, sharing certain information (see information on the right) can break the rules and could affect your results
- If you're not sure what you can and can't discuss online, check with your teacher
- If you receive exam content on social media, you must tell your teacher
- Don't be caught out by scammers selling fake exam papers

Things to do on social media:

- Have fun
- Be responsible
- Report any exam content you see to your teacher

Things not to do on social media:

- Buy/ask for/share exam content
- Pass on rumours of what's in exams
- Share your work
- Work with others so that your coursework is not your own independent work

If you do any of the above activities, you may:

- ! Receive a written warning
- ! Lose marks
- ! Be disqualified from a part of or all of your qualifications
- ! Be banned from taking assessments for a number of years

Please take the time to familiarise yourself with the JCQ rules:
[jqc.org.uk/exams-office/information-for-candidates-documents](https://www.jcq.org.uk/exams-office/information-for-candidates-documents)


On your exam day

This checklist will help you to be as prepared as possible for your exams, so that on the day itself you can focus on doing your best.

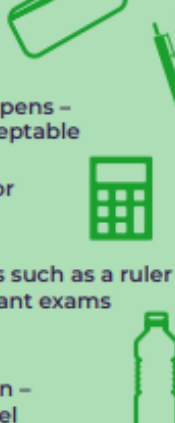
Before sitting your exams, ensure you know:

- the date, time and location of your exams – you might find it helpful to write this information in a calendar or planner
- who to contact at school or college in case there's an emergency that makes you late or unable to sit your exam

What you cannot take into exams:

- any type of phone
 - revision notes
 - any type of watch (this includes analogue, digital and smart watches)
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What you will need:

- a clear pencil case
 - at least two black ink pens – blue pens are not acceptable
 - an approved calculator for relevant exams
 - appropriate apparatus such as a ruler or protractor for relevant exams
 - a clear water bottle if you wish to take one in – it must not have a label
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Other important information:

- Listen carefully to the invigilator's instructions which will be specific to your exam. If you are unsure of anything, please raise your hand and wait for the invigilator.
- Fill in your details on the front of your answer booklet.
- If you need additional answer sheets, raise your hand and wait for an invigilator who will provide you with one. Remember to add your details to this booklet too.
- If you need to use the toilet or feel unwell, raise your hand and wait for an invigilator who will escort you from the exam room.
- Make sure you stay silent – talking to a fellow candidate could result in disqualification from all your exams.

If you have any questions about the format on the day, please ask your teacher or exams officer.



You can also find useful information about preparing for exams at www.jcq.org.uk/exams-office/information-for-candidates-documents

Information for candidates Using social media and examinations/assessments



Image by Patricia Jones

This document has been written to help you stay within exam regulations. Please read it carefully.

We all like to share our experiences when taking exams and sharing ideas with others online can be helpful when you're studying or revising.

However, it is important to consider what you say and to think about what information is being shared as there are limits to what you can share and you need to be careful not to break the rules. The rules are in place to ensure that exams are fair to everyone, students don't become worried about false rumours and any real issues can be sorted out quickly by the right people.

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 (if available). 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 Wright

You need to know that the following would be malpractice:

- copying or allowing work to be copied – e.g. posting written work on social networking sites prior to an examination/assessment;
- collusion: allowing others to help produce your work or helping others with theirs;
- asking others about what questions your exam will include (even if no one tells you);
- having or sharing details about exam questions before the exam - whether you think these are real or fake; or
- not telling exam boards or your school/college about exam information being shared.

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.

Please take the time to familiarise yourself with the JCQ rules:



<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

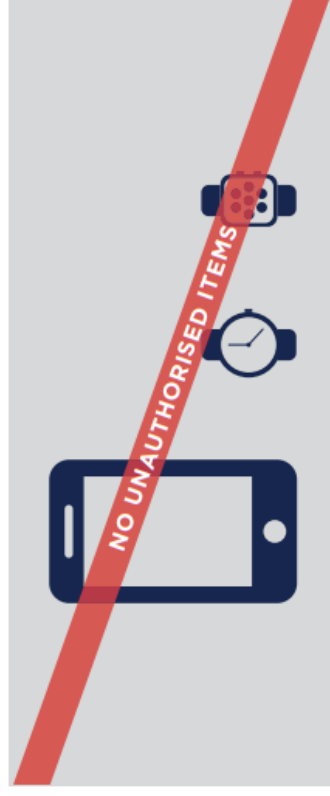
Warning to Candidates

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.