



Kingsway Park
HIGH SCHOOL

Candidate Exam Handbook

GCSE Examinations Summer 2022

Centre name: Kingsway Park High School

Centre number: 33204

Exams officer: Miss R Goldrick

Contact information: Exams@kingswaypark.org

01706 716761 (ext. 744)

This booklet includes information that might be useful to you throughout the exam period.

Exam rooms:

Most exams will be conducted in the sports hall however for smaller groups classrooms and other venues will be used.

This information can be found on your exam timetables. However, it is important to check the exam displays (outside the main hall (G63) and outside of the sports hall) daily for any changes that may occur.

Exam invigilation:

Your summer exams will be invigilated by external invigilators.

The invigilators must follow guidelines set by JCQ.

Invigilators cannot discuss exams with candidates and cannot help with answers.

However, if you need spare paper, equipment (which is limited and will only be given in circumstances such as a pen running out) or tissue they can provide this if you raise your hand.

Please note: toilet breaks, and facilities may be limited during an exam session and any time used for toilet breaks will not be given as extra time. Exam rules state that no one can take a toilet break in the first 30 minutes or the last 30 minutes of an exam.

Exam start and end time:

The general start times for Kingsway Park High School exams are:

- 9:00am for morning exams
- 1:00pm for afternoon exams

This is subject to change so please check your exam timetables to ensure you arrive on time.

You should aim to arrive at the exam venue approximately 15 minutes before the start of your exam.

Candidates must remain seated and silent until the end of the exam. Any communication or inappropriate behaviour will be reported and may result in malpractice (candidates being disqualified from examination/qualification and therefore not receiving a result).

Some exams may extend past the normal finishing time of school, please be aware of this as this may mean you need to arrange alternative transport home.

Exam conditions:

Rules and regulations for exams are given to candidates before every exam.

You must not enter the exam venue until directed to do so by a member of staff.

Please note:

- You are under exam conditions from the moment you enter the exam venue (this includes when storing your bag and collecting your equipment) so must be silent unless talking to a member of staff
- You must listen to and follow any instructions given by members of staff within the exam room
- You must not communicate with other candidates (communication includes but is not limited to talking, turning around in your seats, handshakes and any other hand gestures)
- You should write clearly in black pen only (pencil is acceptable for diagrams etc)
- Information for the front page will be found on the board in the exam room – you must complete the front page of your exam clearly in black ink (remember to check whether a signature is required!)
- Candidates must remain in the exam room for the entire period of the exam – if you do leave the exam room unsupervised at any point during the exam you will be refused entry back into the exam and you will not be able to continue with the exam

Mobile phones and other devices (including *all* watches):

You must ensure your mobile phone/device is switched off and kept in your bag before you find your seat. If you are found to have a mobile/device on your person during the exam it will be confiscated, and this may result in disqualification from the exam and overall qualification.

If you find you still have your mobile phone/device once seated tell an invigilator before the start of the exam. They will take your phone until the end of the exam.

All watches must be kept in your bag (smartwatches should be switched off in your bag).

If you find you still have a watch once seated tell an invigilator before the start of the exam. They will take your watch until the end of the exam.

Equipment:

Only authorised material will be allowed to be brought into the exam venue. You must not bring any notes or books into the exam with you.

You must bring your own equipment to every exam (there will also be basic exam equipment on all desks – if you use this equipment please put the items back in the

pencil case once the exam is finished. If items aren't allowed in specific exams you will be told before the start of the exam – you can then place items on the floor by your desk.

- You must write in black ink (please bring spare pens)
- Highlighters may be used to unlock questions but should not be used in answers
- Your pencil case must be see-through/clear
- Your water bottle must be see-through/clear and labels must be removed
- You cannot use:
 - Correcting pens, fluid or tape (e.g. tipex)
 - Erasable pens
 - Gel pens

Most exams will only require a black pen however it is good practice to bring all basic equipment (black pen, pencil, ruler, eraser and highlighters) to all exams.

Below is a table of additional equipment needed for certain exams

Examination	Additional equipment
Science	Scientific calculator Ruler Protractor
Mathematics	CM and MM ruler Protractor Pair of compasses Calculator (ONLY in calculator papers)
Geography	Calculator

If you are unsure about the equipment you need for each exam, please see your subject teacher.

Calculators:

You must be aware of awarding body instructions regarding the use of calculators in your exams which state:

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 that their calculators meet the awarding bodies' regulations:

Calculators must be:

- *Either battery or solar powered*
- *Free of lids, cases and covers which have printed instructions or formulas*

Calculators must not:

- *Be designed or adapted to offer any of these facilities:*
 - *Language translators;*
 - *Symbolic algebra manipulation;*
 - *Symbolic differentiation or integration;*
 - *Communication with other machines or the internet*
 - *Be borrowed from another candidate*
 - *Have retrievable information stored in them (e.g. databanks, formulas, text or dictionaries)*

The candidate is responsible for clearing anything stored in the calculator.

You will be provided with a calculator however if you would like to use your own calculator please see either Miss Goldrick (Exams officer) or Mr Kolbuck before your exam.

Food and drink:

The only food/drink that will be allowed in the exam venue is water in a clear bottle without labels or writing.

Any labels must be removed before entering the exam room.

Uniform:

You must wear full Kingsway Park High School uniform for all exams. There will be no exceptions made – see a member of staff to report any issues with uniform you may have before entering the exam room.

Please note: if you are wearing the incorrect uniform you may not be able to enter the exam room.

Late arrivals:

You must ensure you arrive at the exam venue approximately 15 minutes before the scheduled start time of all exams. Please inform the school if you are going to be late for an exam.

If you arrive late please report to student services and a member of staff will escort you to the venue.

If you arrive for an exam within an hour of the published start time of the exam you will be allowed to sit the exam and you will be given the full time allowed.

If you are 'very late' (more than one hour after the published start time) you must make the school aware as soon as possible. You may be allowed to sit the exam

however this will be reported to the awarding body and they may not accept your paper.

A 'very late' candidate must prove that you have not had access to the internet after the start of the exam. We recommend that in this event, mobile phones or devices be given to parent/carer who will need to escort you to school. Both the candidate and parent/carer will be asked to make written statements declaring that the candidate was supervised and allowed no internet access until they arrived for the exam.

Please note: the decision about whether to accept the script of a very late candidate is at the discretion of the awarding body and Kingsway Park High School has no influence in this decision.

Sickness:

If you are feeling unwell on the day of your exam you must still attend your exam. You should make a member of staff (exams officer, invigilator or year manager) aware and arrangements may be made to move you to a more suitable venue.

If you start to feel unwell during an exam please inform an invigilator who will be able to assist you.

If in exceptional circumstances, you cannot attend an exam due to illness, you must contact the school immediately to inform them – please note that you may need to provide a medical note from your doctor if you are absent due to illness.

Emergencies during exams:

In the event of an emergency during an exam you must remain seated until a senior member of staff arrives to inform you of what to do.

Results:

GCSE results day:

The date will be advertised on the schools website and social media.

Students can collect their results from 10am until 12pm on results day. There will be members of staff available to answer any questions you have.

No results will be given out over the telephone under any circumstances.

If you require results to be posted arrangements must be made well in advance of results day (please discuss this with the exams officer).

If your results are to be collected by someone other than yourself, you must inform the exams officer in person with details of the arrangements before the end of the school year and the person collecting results must show ID on results day.

Post results:

Kingsway Park High School may need to contact you with information regarding your results after results day. As you will no longer attend the school we will need to collect up to date information (your/parent telephone/mobile phone numbers, email addresses etc.) There will be an information document to complete on results day.

Some of your teachers may want your script to be reviewed. If this is the case we will need to contact you to receive written consent for this to go ahead.

If your results are not as you expected please contact the exams officer to discuss the options available to you (any post results service you request will incur fees which will be outlined when you contact the exams officer).

Exam contingency day:

In the unlikely event that there is national disruption to a day of exams in the summer season, the exam boards have designated Wednesday 29th June as 'contingency day'. Students must make themselves available until this date in case it is necessary to reschedule an exam.