



# EXAMS INFORMATION BOOKLET

2019 - 2020

skipton girls' high school  
  
an engineering academy





## GUIDANCE FOR CANDIDATES AND PARENTS/CARERS – PUBLIC EXAMS 2020

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With the countdown to summer exams hotting up, Skipton Girls' High School strives to make the examination experience as stress free as possible for both candidates and parents/carers and to result in successful outcomes for all students.

Here's our guide to exams including information on the administration process, tips on planning your revision, what to expect on exams days and information about results and post result services.

The information below will help you to understand what is required of candidates and of the Centre, but if you have any questions or need any advice please do not hesitate to contact the school.

As a Centre for Examinations, the school must follow precisely the regulations set down by the Awarding Bodies (Examination Boards). These regulations are set to ensure that the same standards are applied consistently across all centres and we are not allowed to deviate from them.

JCQ (the Body who oversees all exam regulations) have produced several information leaflets for candidates. Candidates and parents are strongly advised to read them carefully. You will find them in an appendix to this handbook. They are also available on Firefly

**The school uses four examination boards: AQA, Edexcel, OCR and WJEC**

**Our Centre Number is: 48271**

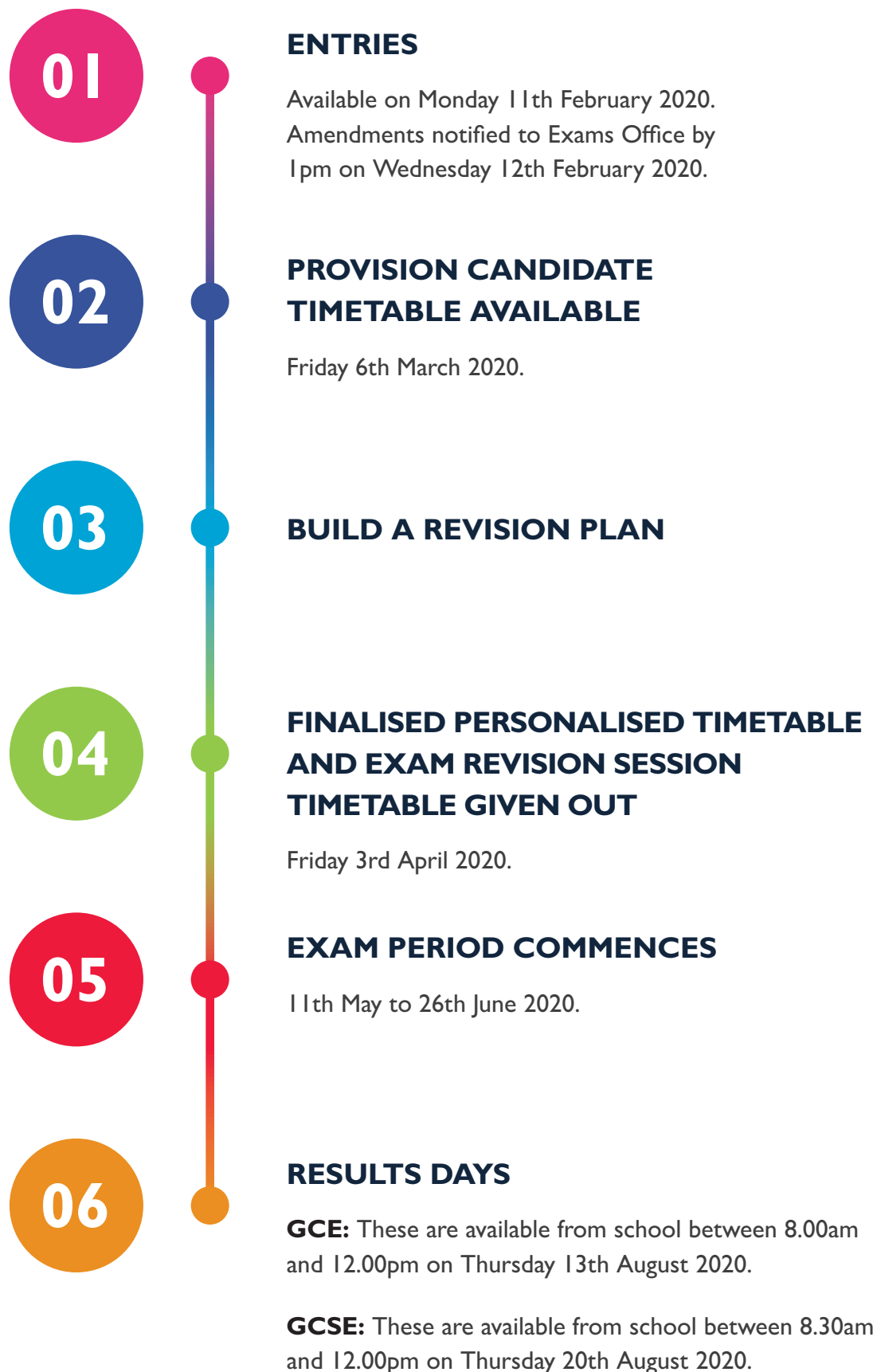
**Head of Centre: Mr M Turner**

**Examinations Officer: Miss J Toner ([exams@sghs.org.uk](mailto:exams@sghs.org.uk))**

**Further information can be found in our Exams Policy on our website and from the JCQ website at: [www.jcq.org.uk](http://www.jcq.org.uk).**

# TIMELINE AT A GLANCE

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# ENTRIES

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## Statements of Entry

Prior to the entries being made each student is issued with a Candidate Statement of Entry.

**Please check:-**

### a. Legal Name

Parents/Carers and students are asked to check that all your legal names are listed and are spelt correctly on the Candidate Statement of Entry. Examination Boards strongly recommend that candidates use their legal name as this will then prove the identity by matching their birth certificate and other documents when applying for further/higher education or for employment. The date of birth should also be checked. It is important that any errors are picked up now as exams boards will charge around £50 each for a correction. Any corrections need to be notified to the exams office by end of school on **Wednesday 11th February**. This is what will appear on your certificate and a charge may be made for any alterations after the certificates have been produced.

### b. Identification

- i. **Candidate Numbers:** This is the 4-digit number given to candidates by the school and is the one entered on the top of all exam papers and on controlled assessments. This is always on the candidate card on the allocated desk in the exam room.
- ii. **UCI (unique candidate identifier):** This is a 12-digit number (usually beginning with the Centre number – 48271) which is used for administrative purposes. It appears at the top of the Candidate Statement of Entry, but there is no need for candidates to remember it.
- iii. **ULN (unique learner number):** The ULN is a 10-digit number which will follow students throughout their life and is used for accessing their personal learning record – whatever their level of learning and wherever they undertake learning. Candidates will receive their ULN number on the Candidate Statement of Entry.

### c. Entries

Students, along with teachers, will be asked to check that all exams/units and correct tier (where applicable) have been entered. This is vital to avoid late entry costs. Please let the Exams Office know of any errors by **1pm on Wednesday 11th February**.

### d. Timetables

Nearer the exam period students are issued with a detailed Exam Timetable, showing the room(s) and seats assigned for each of their written exams. **ALL STUDENTS SHOULD CHECK THE PERSONAL TIMETABLE CAREFULLY.** If there is anything wrong or you have any questions, please see Miss Toner in the Exams Office immediately.

**Clashes:** Occasionally candidates will have exams for two separate subjects scheduled for the same session. If you are affected the Exams Officer will make special timetable arrangements for you that day and will discuss them with you individually.

### e. Equipment

Students are responsible for bringing the correct equipment in full working order to exams. School holds a limited supply if a candidate's equipment runs out or breaks down during the exam. If students forget equipment prior to an exam equipment can be bought from the Library. We realise things don't always go to plan, but students must not rely upon school being able to supply them with this equipment.

Equipment should always be visible to invigilators (i.e. clear pencil case or sandwich bag) and include:

- Two Black Pens (blue pens/correction pens/high-lighters/gel pens are not allowed).
- Pencil
- Ruler
- Eraser
- Compass
- Protractor
- Pencil Sharpener
- Extra equipment (e.g. coloured pencils) may be required for specific exams. Your teacher will let you know if this is relevant.
- Calculators may be used in exams unless stated otherwise on the front of the exam paper. For Maths and Science exams candidates must ensure that their calculator conforms to the exam regulations – do not bring into the exam room any calculator lids/covers or instructions. It must not have anything stored in it. If you are in any doubt, please see your teacher.

## EXAM ATTENDANCE

It is the responsibility of all candidates to check their own timetable and arrive in school 15 minutes before the start of their exam. They must wear full school uniform and be fully equipped for the exam they are about to take. All morning exams start at 9.00 a.m. and afternoon ones at 1.00 p.m. unless you have been told otherwise. Candidates arriving late may still be admitted to the exam room depending on the exam and the arrival time. However, it is at the exam board's discretion as to whether the paper will be accepted and marked.

Examination regulations are very strict about what and what cannot be taken into the exam room. Candidates who break these rules will be disqualified from the exam. Some of the things you **MUST NOT** take into the exam room include coats, bags, books, paper, electronic equipment, mobile phones and watches (even if they are switched off).

If students fail to turn up for an exam then, as per the Exams Policy, they may be invoiced for the cost of entry.

**Mobile phones and smartwatches/watches must not be taken into the exam room even if switched off.** If a mobile phone or smart watch (or any other electronic device) is found in your possession during an exam it will be taken from you and the appropriate report will be made to the exam board. No exceptions can be made.

Still bottled water only is allowed in the exam room. This must be in a clear bottle (NOT METAL) with a secure cap and the bottle must not have a label on it. Candidates must keep the bottle on the floor beside their desk.

## Information for Candidates

All candidates taking exams or assessments which contribute to final examinations are required to take responsibility for ensuring they adhere to JCQ Regulations.

Students are required to read the relevant following documentation complete the form on Firefly to confirm that they have read, understood and will comply with the JCQ regulations.

JCQ DOCUMENT	WHO SHOULD READ THIS?
<a href="#">Information for Candidates - Privacy Notice</a>	<ul style="list-style-type: none"><li>• All Year 10, 11 and 13 students.</li><li>• Year 12 students - who are taking EPQ</li></ul>
<a href="#">Information for Candidates - Social Media</a>	<ul style="list-style-type: none"><li>• All Year 10, 11 and 13 students</li><li>• Year 12 students - EPQ</li></ul>

<a href="#">Information for Candidates - Written Exams</a>	<ul style="list-style-type: none"> <li>• All Year 10, 11 and 13 students</li> <li>• Year 12 students - who are taking EPQ</li> </ul>
<a href="#">Information for Candidates - Non Examination Assessments</a>	<ul style="list-style-type: none"> <li>• All Year 10, 11 and 13 students</li> </ul>

## During and After the Exam

1. Listen carefully to the instructions and notices read out before the exam starts. There may be amendments that you need to know about.
2. Check that you have the right question paper – check the subject, the paper and the tier of entry. Put your hand up immediately if you are in any doubt and have it checked out.
3. Read the instructions carefully and number your answers clearly. Cross out any work that you do not want to be marked. Also, remember to cross out any rough work.
4. Check that all exam scripts, including any extra sheets you have used have been completed clearly with the exam code, your full name, Centre number and candidate number.
5. If you finish working before the end of the exam use the time to check your answers and your details on the front of the paper. You will not be allowed to leave the room before the end of the exam and until all papers have been collected in.
6. If you need to speak to an invigilator put up your hand and wait until the invigilator comes to you.

## You Must Not

7. Disturb or distract by any means, other candidates.
8. Communicate in any way at any time when you are in the exam room with other candidates.
9. Draw graffiti or write offensive comments on examination papers – if you do the exam board may refuse to accept your paper.
10. Deface the desk, your candidate card or any other school property – this is regarded as vandalism.
11. Remove any question papers, answer booklets or additional paper from the exam room
12. Candidates remain under exam conditions whilst papers and equipment are being collected in. You must remain in silence until you have left the exam room. Please show consideration for others who may still be working in the room or candidates who may be in another exam room nearby.

## Invigilators

The school uses specially trained invigilators to conduct the exams. Candidates are expected to follow their instructions and always behave in a respectful manner. Failure to do so will result in school disciplinary procedures.

No matter how distressing to a candidate, invigilators cannot discuss the paper, comment on it or give an explanation or alternative for any part of the context. They may only refer the candidate to re-read the front page.

Candidates who behave in an unacceptable manner or cause disruption will be removed from the exam room by the Invigilator, Exams Officer or member of the Senior Leadership Team.



## Absence

If you are ill and cannot attend an exam it is vital that you or someone on your behalf contacts the school before 9.00 a.m. so that we can help or advise you. Please ask to speak to the Exams Officer. It is essential that medical or other appropriate evidence is obtained on the day of the absence. This should be given to the Exams Officer at the earliest opportunity as it will be required by the exam board.

To be awarded a grade for a GCSE/GCE subject where a candidate misses all or part of an examination through illness or personal misfortune a total of 25% of the total assessment must be completed.







# ACCESS ARRANGEMENTS AND SPECIAL CONSIDERATION

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## Access Arrangements

A few students are granted access arrangements specifically suited to their individual needs. Access arrangements DO NOT give any candidate an advantage. They are requested purely so that all candidates can access all parts of the exam equally. Students who may need access arrangements are carefully monitored throughout their school life to assess their needs. It must be emphasised that any access arrangements in place must be the candidate's NORMAL way of working on a day to day basis in school. See the Exam Access Arrangement Policy.

See the **Exam Access Arrangement Policy** - [www.sghs.org.uk/our-school/policies](http://www.sghs.org.uk/our-school/policies)

## Special Consideration

This can only be applied for in exceptional circumstances applicable at the time of the exam. Not all applications for Special Consideration are granted and the criteria is very specific. It will only be applied if all the criteria are met and a very small percentage of marks (between 0% and 5% in exceptional circumstances) are awarded to compensate for the disruption. Like access arrangements it DOES NOT give one candidate an advantage over another.

# CONTROLLED ASSESSMENTS

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In addition to written exams, candidates may also have Non-Examination Assessments (NEAs) in some subjects. These may take place in the classroom during lessons and are arranged by the class teachers. These are timed, assessed pieces of coursework, marked by school staff to a standard set by the Exam Boards. You will be notified of these provisional marks following the internal deadline set by your teacher. The marks are submitted to the Exam Boards, who then ask for a sample of the work (taken from a range of results within the cohort) and who check to make sure that the marking is consistent with marking throughout the rest of the country. All staff are required to attend regular moderating training to ensure that their marking is accurate and consistent. The Exam Boards can raise or lower the marks for the whole group, not just the sample sent to them for checking.

Candidates may appeal, using the school's approved policy, about Controlled Assessments and NEAs. A copy of the policy is available on the website and Firefly, but please note, appeals may only be made against the process that led to the assessment and not against the mark or grade submitted by the school for moderation by the awarding body.



# RESULTS

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**GCE:** These are available from school between 8.00am and 12.00pm **on Thursday 13th August 2020.**

**GCSE:** These are available from school between 8.30am and 12.00pm **on Thursday 20th August 2020. Sixth Form enrolment will also be on this day.**

Students must collect their results in person. If you wish any family members to collect your results on your behalf he/she must bring your written permission with them to school (the appropriate authorisation form is at the back of this hand-book or available from our website). Results will not be released without this authority and your results will then be posted out to your home address on results day.

**Results will not be given out by telephone or email under any circumstances.**

- Year 11 and Year 13: uncollected results will not be posted out. Please make arrangements with the Exams Office to collect them.
- Year 10: uncollected results will be retained and students may collect their results from the Exams Office on the first day of the autumn term.



# POST RESULTS

- a. **Post Results Advice:** Teaching staff and members of the Senior Leadership team will be on hand on results day if you need post-results advice or help regarding your next steps.
- b. **Enquiries About Results:** If you think that you have been unfairly marked it is your right to ask the exam board to review the marking of your paper or to ask for a clerical check (i.e. the addition of the marks to be checked). You might also wish to request a copy of the exam script. Further information is available below:-

## Enquiries about results options

**Clerical Re-check:** this will check all parts of the script have been marked; the totalling and recording of marks is correct.

**A Review of Marking:** This is NOT a re-mark. An Examiner checks to see that the marking guidelines have been correctly followed by the original Examiner.

**A Review of Marking:** of Coursework (A level) or Controlled Assessment (GCSE) work: BUT this can only be requested if the Examination Board Moderator has changed the teachers' marks **and** all candidates are willing for this process to be carried out. This service is not available to individuals.

**Access to Scripts:** this allows you to have your script returned. Original scripts may not be returned until mid-November. If you want to see the script earlier than this (especially if you want to see it with a view to asking for a Review of Marking or Clerical Check) a photocopy of the script can be requested (GCE only).

**You should be aware that there is a cost involved for each of these options – a cost you will have to meet. Also be aware that marks and thus grades can go down as well as up in any check made. Grades are not considered final until certificates are published at the end of October.**

- c. If you think that you may need any of your papers reviewing, you should first discuss the matter with your teacher and the Exams Officer in school who will have access to the breakdown of your marks. Based on this information, and how close you are to the grade boundary, your teacher can then make a recommendation.

Candidates must sign a form at the time of a request, acknowledging that by requesting a review of marking their marks may go down as well as up, or they may stay the same. This form must be signed by the candidate and not by a relative. The costs for a review of marking vary between exam boards, but average approximately £35 per paper (not subject). School will require payment by ParentPay (or by bank transfer/ cheque for the full amount in the case of external candidates/leavers, which will be refunded/returned as required). The exam boards do not charge if the overall grade is raised and under these circumstances a credit will be given on Parentpay (or the cheque will be returned). If the grade does not change then the school will be invoiced, and any cheques will be banked immediately. For candidates who require an urgent review of marking, with a University place at stake can request a Priority Review of Marking. These need to be submitted within 1 week of the results day and are expected to be processed within 10 days.

The deadline to submit applications is mid-September and applications are made by the school online. Candidates cannot make individual applications.

Please note that you cannot request a review of marking of NEAs and you cannot request a review of any units taken in a previous series. It is not possible to ask for a review of group activities (e.g. Drama Performance).

It takes approximately 4 weeks to get the result of a review of marking and you will be notified of the outcome by email. Further information is available on the JCQ website at [www.jcq.org.uk](http://www.jcq.org.uk)



## Post Result Services Deadline Summary - Summer 2020 Exam Series

LEVEL	FORM	ITEM	DEADLINE
GCSE	1	Review of Marking – non-priority	To be confirmed
GCSE	1	<b>Priority</b> Review of Marking (Edexcel only)	To be confirmed
GCSE	2	<b>Priority</b> Access to Scripts	Thursday 27th August
GCSE	2	Access to Scripts – non-priority	To be confirmed
GCSE	3	Review of Marking – non-priority	To be confirmed
GCSE	4	<b>Priority</b> Review of Marking	Thursday 20th August
GCSE	5	<b>Priority</b> Access to Scripts	Thursday 20th August
GCSE	5	Access to Scripts – non-priority	To be confirmed

### Note:

1. GCE: Priority available for Year 13 in both Review of Marking and Access to Scripts.  
GCSE: Review of Marking - Priority for Edexcel only. Review of Marking with other exam boards only available as non-priority.
2. Year 13 **Priority** Review and Access to Script forms need to be with Miss Toner as soon as possible and by **20th August 2020** at the latest. Schools to receive photocopied scripts by no later than TBC. Priority reviews to be completed within 15 calendar days. Non-priority GCE & GCSE Review forms need to be with the Exams Office by TBC. The Boards aim to deal with requests within 20 calendar days.

## PRESENTATION OF CERTIFICATES

Year 13 Leavers and their families will be invited to a Presentation Evening in December 2020/January 2021. Year 11 students are invited to a Presentation Gathering in mid-November where they will receive all their GCSE certificates, they have been awarded during their time at Skipton Girls' High School. Candidates who are unable to attend the presentation events may collect their certificates in person from school at another time (please arrange with the Exams Officer).

Certificates are quite literally, irreplaceable and students will need to produce them when applying for further/higher education or for employment. The exam boards charge a substantial fee for a replacement letter (not a certificate) and for this reason we prefer not to post them out to the students. You are urged to collect them quickly and keep them safely.

Skipton Girls' High School is obliged to keep certificates for a period of one year after issue. If they remain unclaimed after this time the school will shred them securely and to notify the exam boards that this has been done. Please refer to our Data Protection and Retention Policy for more information.

# AUTHORISATION FOR COLLECTION OF RESULTS – SUMMER EXAMINATIONS 2020

Please complete the forms below.

- This form is to be retained by the person you want to collect results on your behalf.
- The second form is to be returned to Student Services

## COPY TO BE HELD BY AN AUTHORISED REPRESENTATIVE OF CANDIDATE

Please bring this form with you on Results Day to collect results for the below named candidate.

Name of candidate:	
Authorisation:	<b>I hereby authorise the person named below to collect the results for the candidate named above from Skipton Girls' High School in person on their behalf.</b> <b>S/he will present a copy of this letter together with his/her own identification upon collection.</b>
Candidate signature:	
Name of receiver:	
Relationship of receiver: (Friend/parent/Uncle etc.)	
Signature of receiver:	

**This form should only be used in exceptional circumstances – students are strongly encouraged to be available on Results Day.**



# AUTHORISATION FOR COLLECTION OF RESULTS – SUMMER EXAMINATIONS 2020

COPY TO BE RETURNED TO THE EXAMS OFFICE	
Name of candidate:	
Authorisation:	<b>I hereby authorise the person named below to collect the results for the candidate named above from Skipton Girls' High School in person on their behalf.</b> <b>S/he will present a copy of this letter together with his/her own identification upon collection.</b>
Candidate signature:	
Name of receiver:	
Relationship of receiver: (Friend/parent/Uncle etc.)	
Identity checked from valid ID:	<input type="checkbox"/> Passport <input type="checkbox"/> Driver's licence <input type="checkbox"/> Other official document (with signature):
Signature of receiver: (DO NOT SIGN - signed upon receipt of results)	







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