



# **The Grange School**

Information on Examinations & Procedures  
2024/2025 Edition

*PLEASE READ THIS BOOKLET VERY CAREFULLY. THIS IS YOUR RESPONSIBILITY.*

There are a number of rules and regulations for examinations that you must be aware of and most of these rules are set by the Examination Boards, not by your school!

***IF YOU DO NOT FOLLOW THESE RULES, THEN YOU COULD BE DISQUALIFIED FROM YOUR EXAMS, SO PLEASE MAKE SURE THAT YOU READ ALL THE FOLLOWING INFORMATION VERY CAREFULLY.***

***IF THERE IS ANYTHING YOU DON'T UNDERSTAND, PLEASE GO TO THE EXAMINATIONS OFFICE AND ASK FOR ASSISTANCE.***

### ***Exam Notice Board***

The noticeboards (blue panels) are located outside the Main Hall in the Foyer. All information concerning examinations (both internal and external) is displayed on these noticeboards including timetables and exam venues. It is up to you to check the noticeboards each day during the exam season to ensure that you are up to date with all exam information concerning exam rooms, exam dates, clashes & access arrangements, and last-minute changes.

Our Centre Number is 52109 and is clearly displayed in each exam venue.

### ***Statement of Entry & Timetable***

You will receive a Statement of Entry a few months before the start of the exam season. It is important that you check very carefully all your entries listed (Subject entries, Higher or Foundation, as well as your candidate's details (full legal name, date of birth as this information will be printed on your certificates) and report any error immediately to the Examinations Office. This statement will need to be signed & dated and returned to the Examinations Office for confirmation.

You will also receive a personalised timetable for you to keep at home or in your planner with you. Your timetable will give you the dates and times of all the examinations you have been entered for. It is recommended that you highlight your personalised timetable in different colours – one for the morning examinations and one for the afternoon examinations - to avoid confusion or being late!

Some examinations may clash, e.g. two subjects timetabled at the same time on the same day. If you notice that you have a subject clash or more, please come and discuss it with the Examinations office. Take special note of any re-arrangements as discussed with the Examinations Office due to a timetable clash.

**YOU, ALONE, ARE RESPONSIBLE FOR CHECKING YOUR EXAM TIMETABLE.**

Your candidate number will be printed on both documents and you will need to memorise it.

### ***Punctuality & Exam Venues***

You must wear the full school uniform for all your examinations, including school shoes. School regulations concerning jewellery and make-up also apply to all students taking examinations.

**Morning examinations** start promptly at **9am** and students must report to the correct venue at 8.45am. **Afternoon examinations** start promptly at **1.30pm** and students must report to the correct venue at 1.15pm.

Arriving late for an examination can cause problems and is disruptive for the other candidates. Sometimes, late arrivals can be caused by unforeseen circumstances and if this should happen, you must contact the school immediately on 01296 390 900 (Reception) and/or 01296 390 917 (Examinations Office).

For late arrivals, the Headteacher reserves the right not to allow you to take your exam. If you are more than 60 minutes late, a report will be sent to the Examination Board, but they may not accept your work.

Most examinations will take place in the Main Hall or in the Sports Hall and, occasionally in classrooms for small examinations. Please check the daily update on the noticeboards in the Foyer.

### ***Absence from Examinations***

You must attend all exams that are allocated to you as stated on your statement of entry and timetable. Misreading the timetable will not be accepted as a satisfactory explanation for absence. If you fail to attend an exam that has been paid for by the school, fees will be applicable, and an invoice will be sent home. If you miss an exam due to illness or other exceptional circumstances, you must contact the Examinations Office on 01296 390 917 as soon as possible on the day of the exam so the examination board could be informed, and special consideration may be applied.

**It is not possible to reschedule GCSE/GCE or BTEC examinations during the exam season.**

### ***Conduct in the Exam Room***

You must enter the exam room in silence and remain silent at all times until you are released at the end of the exam. All students are considered to be under examination conditions in the room. You will need to remember your candidate number as students are usually seated by candidate number order for each unit/exam. A candidate card will be placed on each exam desk so please make sure you are sitting at the right desk and check that you have the correct paper in front of you. Please do not write on the exam desks. It is regarded as vandalism, and you will have to pay for any damage.

The start and finish times of each examination will be written on the whiteboards in the exam room. You must listen and follow the instructions given out by the invigilators. Disobeying the instructions will result in sanctions being applied. If you need anything during the exam, you must put your hand up and an invigilator will come and assist you. Invigilators cannot help you with the content of the question paper and are not allowed to explain any part of the paper to you. You will not be allowed to leave the exam room early even if you have finished your work as this disturbs other candidates in the exam room. If exceptionally you need to use the toilet or feel unwell during the exam, you need to put your hand up and you will be escorted out of the exam room.

At the end of each exam, the invigilators will collect your exam paper. Absolute silence must be maintained during this time. Question papers, answer booklets and any additional paper must not be taken away from the exam room. You must remain silent until you are completely outside the building, and you will not be allowed to gather and talk in the foyer as this disturbs the other candidates still sitting their exam.

### ***Exam Equipment***

You must provide your own equipment. Borrowing from other candidates during the exam is not allowed under any circumstances; please do ask the invigilators if you may borrow items if available. Ordinary pencil cases or boxes are not allowed in the exam room. You should bring your own equipment in a clear plastic wallet or transparent pencil case. You must do any rough work in the answer booklet provided and cross out anything that you do not wish to be marked.

The following equipment should be brought to every exam:

- 2 pens – **BLACK INK ONLY AS PER THE EXAM BOARDS' INSTRUCTIONS!**
- 2 HB pencils
- Ruler (marked with millimetres)
- Pencil sharpener (preferably one which catches the shavings!)
- Rubber

For specific exams you will also need the following:

- Compasses
- Protractor

Calculator (mobile phones cannot be used as a calculator!)

Coloured pencil crayons

The Examination Boards do not make any allowances for calculator failure or operational mistakes – you are responsible for making sure your calculator works properly. Check the batteries too!

### **Unauthorised Materials & Mobile Phone Policy during Examinations**

Correction pens, correction fluid, gel pens and highlighter pens must not be used in any answer booklet, but you are allowed to highlight or underline parts of the printed questions if you wish to. This is to protect you and your exam paper; if correction devices were allowed then someone could tamper with your exam paper, and it would be undetectable.

Mobile phones, iPods, pagers, organisers, MP3 players, headphones, **any watches**, fitness trackers, airpods and any type of electronic communication or storage device are not allowed.

If a student is found to be in possession of any unauthorised item after the start of the examination, the device will be confiscated, and a full report will be submitted to the examination board who will take the necessary action in accordance with the JCQ Rules and Regulations on Malpractice. This may result in a disqualification.

Students are required to drop their bags and phones into specific allocated rooms outside the Sports Hall which will be then locked during examinations. For students with access arrangements, the drop-off room will be near where their exams will be taking place.

For morning exam sessions, the rooms will be open from 8.30am and for afternoon exam sessions, from 1pm.

IF A MOBILE PHONE OR ANY ELECTRONIC DEVICE IS FOUND IN YOUR POSSESSION DURING AN EXAM, EVEN IF IT IS TURNED OFF, THE DEVICE WILL BE TAKEN AWAY FROM YOU AND A REPORT WILL BE MADE TO THE APPROPRIATE EXAMINATION BOARD. NO EXCEPTIONS WILL BE MADE.

#### **EXAMPLES OF PENALTIES IMPOSED BY THE EXAMINATION BOARDS (WITHOUT EXCEPTION):**

Device found on you and turned OFF (without evidence of use): **zero for the unit/component**

Device found on you and turned ON (without evidence of use): **zero for the unit/component**

Device found on you and turned ON (with evidence of use): **disqualification from entire subject award & potentially from the Board itself!**

### **Malpractice**

Some examples of malpractice where sanctions will be applied by the Examination Boards:

- Disruptive behaviour and use of offensive language.
- Inclusion of inappropriate, offensive or obscene materials in scripts or coursework.
- Failing to abide by the instructions of an invigilator in relation to the exam rules and regulations.
- Introduction of unauthorised materials into the exam room.
- Obtaining, receiving, exchanging or passing on information by means of talking, written or non-verbal communication.
- Pretending to be someone else or arranging for another to take one's place in an exam.
- Copying from another candidate or allowing others to copy your own exam work.
- Plagiarism: the failure to acknowledge sources properly and/or the submission of another person's work as if it was your own.

If you are caught cheating in any way during an exam, you will be reported to the Examination Board. 'Cheating' means doing anything that is against the rules stated on the *Notice to Candidates* (see end of this leaflet) and includes:

- Being in possession of a mobile phone or any unauthorised items
- Using unauthorised aids
- Communicating with other candidates (by talking or otherwise)
- Copying from other candidates

**PENALTIES FOR CHEATING CAN INCLUDE DISQUALIFICATION FROM TAKING ANY EXAM WITH EXAMINATION BOARDS IN THE FUTURE!**

### ***Drinks & Snacks during Exams***

You are allowed to take into the exam room a **drink of still water in a clear plastic bottle with the label removed**. No food substances/sweets/chewing gums are permitted in the exam rooms. You will not be able to leave the exam room to refill a bottle of water and invigilators cannot leave to do this for you.

Students who have specific medical needs & need to take tablets should let the Examinations Office know before exams begin. The invigilator team will be informed accordingly to avoid delays and confusion.

### ***Special Consideration***

Special consideration can only be applied for if something has seriously affected your performance on the day of your exam. Examples of acceptable reasons for application are bereavement (if a close relative or friend has passed away close to the exam season), injury or illness. If after an exam you think you have a good reason for applying for Special Consideration, you need to see or call the Examinations Office as soon as possible within four days of the exam. The Examination Boards will not accept late applications.

### ***Emergency Procedures during Exams***

In case of fire alarm or emergency evacuation, the invigilators will tell you what to do. If you have to leave the exam room, you need to leave everything behind on your exam desk and leave the room in silence with your invigilator(s). You must not attempt to communicate with any other candidate during the evacuation. A special consideration for the inconvenience and disturbance will be sent to the Examination Board.

### ***Results***

Results will be collected from the school. The Examination Staff and some of your teachers will be in school on results day to help you with any queries that may arise. Results will not be given over the phone or by email.

If you are not able to collect your results or certificates, you may authorise someone else to collect on your behalf, but this authorisation must be in writing. Without a signed letter, we are not allowed to release results or certificates to any third-party including parents/carers or relatives. If you want your results to be posted, please provide a large self-addressed envelope with a large 1<sup>st</sup> class stamp to the Examinations Office before the end of term (Friday 18<sup>th</sup> July 2025).

### ***Certificates***

**Certificates** will be available for collection from December 2025 onwards from Reception.

## **Examinations Etiquette**

### **PLEASE REMEMBER ...**

- All the examination boards have very strict rules and regulations.
- Their official exam season must be run under strictly fair conditions, with no form of deception. An inspector will come and check.
- Anyone attempting unfair practices can expect cancellation of exam entries and the charges that this will incur, as well as possible exclusion from GCSE/GCE exams in the future.
- Don't ruin your chances at getting the results you deserve by making avoidable mistakes.
- Don't be late - getting there early will also give you some breathing space to relax before you start writing your paper.
- Do your best! Writing your paper is your opportunity to apply all your hard work and show what you can do.
- Follow the rules and listen to all the instructions given to you.
- The invigilators have to follow strict rules too and have to report to the Examinations Office anything that they feel could be suspicious.
- Take your time, read all the questions carefully until you understand exactly what is needed.

**Good luck!**