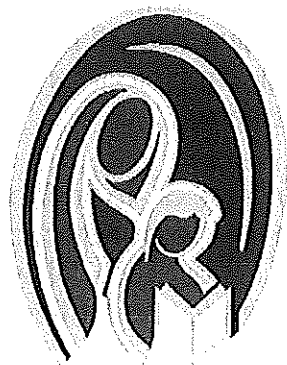


St. Anne's Catholic High School for Girls



EXAMINATIONS 2023

GUIDANCE FOR STUDENTS & PARENTS/CARERS

**Examinations Officer
Telephone No. 020 8886 2165 Ext 5226**

INTRODUCTION

It is the aim of St. Anne's Catholic High School for Girls to make the examination experience as stress-free and successful as possible for all candidates.

Hopefully, this booklet will prove informative and helpful for you and your parents. Please read it carefully and show it to your parents/carers so that they are also aware of the examination regulations and the procedures to follow in the event of any problems occurring.

The awarding bodies (also known as Examination Boards) set down strict criteria which must be followed for the conduct of examinations and St. Anne's Catholic High School for Girls is required to follow them precisely. You should therefore, pay particular attention to the **Notice to Candidates** that is printed on the following two pages.

Some of the questions you may have are answered at the back of this booklet. **If there is anything you do not understand or any question that has not been addressed, PLEASE ASK.**

If you or your parents/carers have any queries or need help or advice at any time before, during or after the examinations, please contact:

The Examinations Officer

The School telephone number is: 020 8886 2165 Ext 5226
The Exam Office email address is: exams@st-annes.enfield.sch.uk

Remember – we are here to help

BEFORE THE EXAMINATIONS

EXAMINATION BOARDS

The School uses the following Examination Boards: AQA, Pearson Edexcel, and OCR.

CANDIDATE NAME:

Candidates are entered under their legal name, as per their individual timetables, attached to this document. If a name is incorrect please see Mrs Gannon immediately.

CANDIDATE NUMBER:

Each candidate has a four-digit candidate number. This is the number you will enter on examination papers. It will appear next to your name on seating plans; examination registers and on the individual exam cards which will be placed on the exam desk.

TIMETABLES

1. Each student will be issued with an individual timetable showing their own specific examinations with details of date, time and duration of exam. If you think something is wrong you should speak to the Examinations Officer immediately.
2. Some candidates have a clash where two subjects are timetabled at the same time. The School will make special arrangements for these candidates only. You must check your individual timetable and the clash timetable. If you think there is a clash on your timetable that has not been identified, please see the Examinations Officer immediately.

CONTACT NUMBERS

Please check that the School has at least one up-to-date contact number for you.

EQUIPMENT

Make sure you have all the correct equipment before your examinations.

This includes a black pen, pencil and ruler for each exam.

For Mathematics exams it should include a protractor and compass and possibly a calculator, these must all be stored in a clear plastic pencil case. Check the regulations in the Notice to Candidates and the information on the following pages.

communication or storage device) is found in your possession during an examination (even if it is turned off). It will be taken from you and a report made to the appropriate exam board. This may result in your disqualification from the exam and may disqualify students who are sitting around you. No exceptions can be made. The mobile phones will be returned at the end of the exam session.

- A small bottle of water is allowed in the examination room, the label must be removed. Opaque/ chilli bottles are not permitted. *Food is not allowed, *Any medical issues must be reported to the exams officer.
- Please do not write on examination desks. This is regarded as vandalism and you will be asked to pay for any damage.
- **Do not draw graffiti or write offensive comments on examination papers – If you do, the Examination Board may refuse to accept your paper.**
- Listen carefully to instructions and notices read out by the invigilators – there may be amendments to the exam paper that you need to know about.
- **Check you have the correct question paper – check the subject, paper and tier of entry.**
- **DO NOT start to write anything on your exam paper until instructed to do so.**
- Read all instructions carefully and number your answers clearly.
- Only use Highlighter pens on Resource booklets or inserts, DO NOT use on the actual exam answer booklet. These are sent to the exam boards and scanned, and highlighted words do not scan.
- At the end of the examination the invigilator will announce that it is time to stop writing. You must stop immediately, failure to do so constitutes malpractice and the exam board will be notified.
- At the end of the exam all work must be handed in – remember to cross out any rough work. If you have used more than one answer book or loose sheets of paper, make sure that you have put your name on each sheet.
- Invigilators will collect your exam papers before you leave the room. Please remain seated and in absolute silence must be maintained during this time. Remember you are still under examination conditions until **you have left the room**. Please also be aware when you leave that other students may still be sitting examinations, refrain from talking until you reach the Hall.
- Question papers, answer booklets and additional paper **must NOT** be taken from the exam room.
- If the **fire alarm** sounds during an examination the examination invigilators will tell you what to do. **Don't panic**. If you have to evacuate the room you will be asked to leave **in silence** and in the order in which you are sitting. You will be escorted to a designated assembly point. Leave everything on your desk. You must not attempt to communicate with anyone else during the evacuation. When you return to the exam room do not start writing until the invigilator tells you to. You will be allowed the full

AFTER THE EXAMINATIONS

NOTIFICATION OF RESULTS

Summer 2023 Exams

Results will be available for collection from the Upper School Hall on:

- ❖ GCSE Year 11 - Thursday 24th August 2023- 10 a.m. to 12.(midday)
- ❖ GCE & BTEC Year 12/13 - 17th August 2023 10 am to 12 (midday)
- If you wish any other person (including family members) to collect your results on your behalf you must give your written authorisation to the School before the day of the results. (exams@st-annes.entfield.sch.uk)
- Any results not collected will be posted to the home address registered on the School's database. If you have moved home or changed address please ensure that you have notified the school.
- results will not be given out by telephone or emailed under any circumstances.

POST RESULTS

- If you need post-results advice, various teaching staff including the Examinations Officer will be available on Results Day.
- All general post exam queries will be dealt with on the return to school in September, which is within the exam board deadlines.
- Any requests for a review of marking or a script recall must be made through the Exams office, information will be given in your results envelope. All students requesting a review or script will be required to complete an application form and pay the relevant fee.
- St. Anne's Catholic High School for Girls does not enter former students for re-sits

DISTRIBUTION OF CERTIFICATES- these usually arrive in School early November

- a message will sent out and will also be posted on the School website to notify Students when their certificates are available to collect from the Exams Office. **Certificates will not be given to anyone other than the candidate without the candidate's written authorisation.**
- St. Anne's Catholic High School for Girls is only obliged to keep certificates for a period of **one year** after issue. If candidates do not collect their certificates within this time (or if they lose their certificates) they can only be replaced by direct application to the appropriate examination boards. This will require proof of identity (such as a birth certificate) and a fee will be payable per Certificate per examination board. **You are therefore urged to collect your certificates as soon as possible after they are available and keep them safely; you will need them for University applications and for job applications for the rest of your working life.**

Q. If I'm late can I still sit the examination?

This will entirely depend on the circumstances and the amount of delay. You must notify the school of any delay. You should get to the School as quickly as possible and report to Reception. A member of staff will escort you to the exam room. **You must not enter an examination room without permission after an examination has begun. You will not receive any extra time if you are late.**

You should also be aware that if you start the exam more than 30 minutes after the published starting time, the School must inform the Examination Board and it is possible that the Board may decide not to accept your work. Please ensure that you allow enough time to get to the School so that if you are delayed (e.g. through transport problems) you will still arrive on time. **Please arrive by 7.45 am for morning exams or 1.00 pm for afternoon exams. The Examinations Officer will be here even earlier to prepare for your exams!**

Q. Do I have to wear School Uniform?

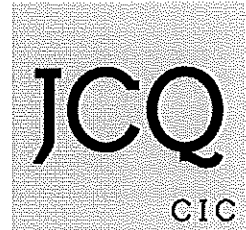
Yes. Normal School regulations apply to uniform, hair, jewellery, etc
All scarfs etc. must be removed. 6th Formers must wear appropriate clothing.

Q. What equipment should I bring for my exams?

- For all exams you should bring a black pen, pencil, ruler, eraser + for Science, Maths exams, a calculator, protractor and compass
- You are responsible for providing your own equipment for examinations. You must not attempt to borrow equipment from another candidate during the examination.

Q. What items are not allowed into the Examination Room?

- Only material that is listed on question papers is permitted in the Examination Room and students who are found to have any material with them that is not allowed will be reported to the appropriate Examinations Board. In such circumstances, a student would normally be disqualified from the paper or the subject concerned.
- Bags, coats, scarfs and any other items are not permitted in an examination room under examination regulations and must be left in the cloakroom. **Blazer pockets should be empty.** Do not bring any valuables into the School with you when you attend for an examination.
- Mobile phones, iPods, MP3/4 players; all watches etc. are not allowed in exam rooms. Being in possession of a mobile phone (or any other electronic communication device, e.g. iPod, MP3/4, pagers, headphones) is regarded as **MALPRACTISE** and is subject to severe penalty from the awarding bodies. These will be collected in the School Hall before each exam. The phone/iPod/MP3/4 /watch will be placed in a clear wallet and you will be given a numbered ticket as a receipt, **PLEASE** keep it safe. Your phones etc. will be kept safely locked in the exams safe storage room. At the end of the exam session you can collect from the Exams Officer on presentation of your ticket. If you lose the ticket then you will have to wait until all of the other phones have been collected. The school reserves the right to do spot checks for mobile phones.



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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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 MP3/4 PLAYERS**

**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.

