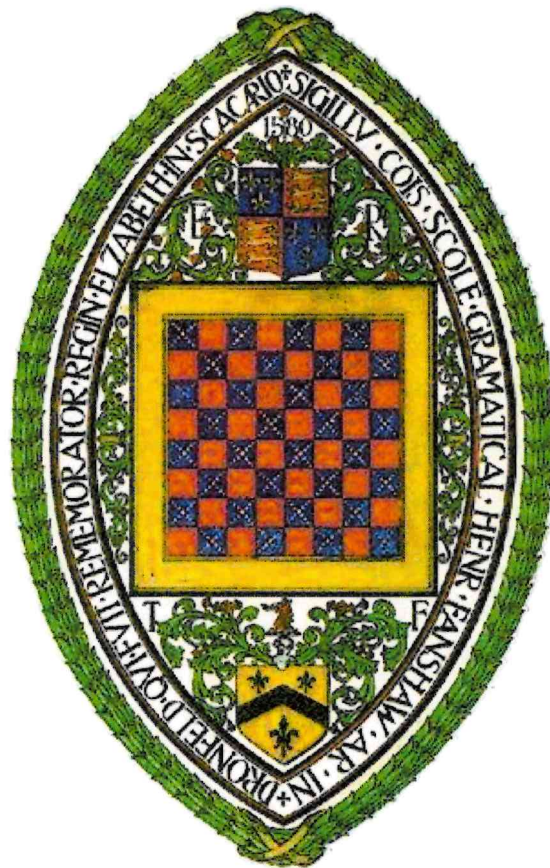


# Dronfield Henry Fanshawe School



## Examination Information for Students, Parents and Carers

Success with care

## **Introduction**

**Examinations can be a stressful time for students, parents, and carers it is important that all those involved are as well informed as possible. Well-informed students will realise that the rules and regulations are designed to ensure fairness and minimise disturbance and it is in the interest of all that the examinations run smoothly.**

**Dronfield Henry Fanshawe School will make every effort to ensure that students receive the best possible preparation for their examinations, that the administrative arrangements run smoothly, and that the examinations are conducted in a way that will cause as little stress as possible and help students to achieve their potential.**

**This booklet provides information about examination procedures, answers some of the most frequently asked questions and helps guide and support students, parents, and carers through the examination process.**

**It also contains the formal notices that are required by regulation to be given to each student.**

**If you have any questions or queries please contact Mrs Gill, the Examinations Officer:**

**Telephone: 01246 412372**

**Email: [sgill@dhfs.uk](mailto:sgill@dhfs.uk)**

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## Important Points to Remember for Students

- Make sure you check your examination entries, name, and date of birth very carefully and report any errors to Mrs Gill straight away.
- Make sure you hand in your assessments on time.
- Make sure you know when your examinations are and that you have an accurate, up to date timetable (the date your timetable was printed will be at the bottom).
- Arrive at your exams at least 15 minutes before the timetabled start time.
- If you are going to be late, inform the school.
- It is your responsibility to bring everything you will need to complete the examination.
- Do not bring any unauthorised materials into the examination room.
- If you sit an examination when you are ill please let Mrs Gill know and she can inform the exam board.
- If you are too unwell to sit an examination, you will need to either get a note from your doctor or complete JCQ Form 14, Self-Certification Form. Form 14 is available from Mrs Gill.
- For students in Y10 and Y11 full school uniform should be worn. Sixth Form students should follow their dress code.

## Who is responsible for the examinations?

The Examinations Officer, Mrs Gill, is responsible for administering all public and internal examination arrangements and for oversight of students during examinations, under direct responsibility from the Headteacher and the Deputy Headteacher.

There is a team of adult invigilators who will always be present during the examinations and who are supervised by the Examinations Officer.

The awarding bodies set down strict criteria which must be followed for the conduct of examinations, and the centre is required to follow them precisely.

## Examination Instructions for Students

- Make sure that you know exactly when your examinations are and what time they are due to start. Please ensure you have your personal timetable to hand. It is your responsibility to know when and where you should be.
- Y10 and Y11 students must wear full school uniform at all times.
- Sixth Form students should conform to the sixth form dress code.
- Please be at your examination room at least 15 minutes before it is due to start.
- If you are ill and are not in school on that day you must telephone the school and leave a message with the Examinations Office or inform your House Support Manager.
- If you miss an examination due to illness you must provide a medical note or complete JCQ Form 14 Self-Certification Form, available from the Exams Office.
- If you attend an examination but are ill on the day please let the Examinations Office know as we can apply for special consideration for you.
- You must not enter the examination room until asked to do so by the invigilator, please line up outside.
- Once inside the room you must remain silent until you leave, you will not be allowed to leave the room if you finish your examination early.
- All bags, coats, books, etc. should be left at the front/back of the hall/room as directed by the invigilator.
- Mobile phones, iPods, AirPods/earphones/earbuds, watches of any kind, MP3/4 players and any potential technological/web enabled sources of information are strictly forbidden in the examination room and must not be brought into school on examination days, they should be left at home, or switched off and placed in your bag before the exam. The exception to this will be students who need access to their phones for medical reasons.

- You need to make sure that you bring in all relevant items for each examination:
  - Black pens
  - Pencil
  - Calculator / mathematical equipment
  - Water in a transparent bottle with no label

All equipment should be in a transparent pencil case or plastic bag.

- Some examinations may run over 3.30pm. You will not be able to leave until the examination finishes and you should therefore ensure that you have made alternative arrangements for getting home. It is your responsibility to organise the appropriate transport if your examination finishes after 3.30pm.
- If you or your parents have any queries regarding your examinations, please contact the Examinations Office by phone 01246 936563 or email [sgill@dhfs.uk](mailto:sgill@dhfs.uk)

## Helpful Hints and Tips

### PREPARATION:

- ✓ Know your examination timetable - all our morning examinations begin at 9.15am and afternoon ones at 1.45pm
- ✓ Get there at least 15 minutes before the start - remember examinations may finish after 3.30pm
- ✓ Allow time for your brain to get started – have a shower, breakfast, walk to the examination.
- ✓ Equipment – make sure you have ALL equipment – is it calculator or non-calculator Maths examination?
- ✓ Have a favourite pen - you enjoy writing with – don't forget your ID card!
- ✓ Keep to a normal routine – go to bed and get up at the normal time.
- ✓ Uniform is compulsory for all examinations!
- ✓ Think Positive!
- ✓ Take water into the examination, transparent bottle without a label, but no food – hydration helps retention and concentration.
- ✓ Don't Panic!!

### IF YOU ARE ILL ON THE DAY:

- ✓ If you are ill on the day, please ask someone to contact either the Examinations Office or your House Support Manager on 01246 412372

### DURING THE EXAMINATION:

- ✓ Once inside the examination room silence is a must and you should not communicate with any other candidates.
- ✓ Mobile phones/MP3/MP4 players, iPods, AirPods, earphones, earbuds, watches of any kind or any potential technological/web enabled sources of information must be switched off and in your bag.
- ✓ Bags and coats must be stored at the back or front of the room - not at your desk.
- ✓ Nerves are good! They help adrenalin and performance.
- ✓ Answer a question you are confident about first – just because it is Q1 you don't always have to complete it first.
- ✓ Any questions - put your hand up and ask the invigilator.
- ✓ Don't be afraid to write down any key formulae, facts, and quotes key words – so you will remember them during the examination.
- ✓ Check your answers – read through and you may find information comes to you.
- ✓ Everyone must stay to the end of their examination - you won't be allowed to leave early to catch your bus!

- ✓ If the fire alarm / lockdown alarm sounds - don't panic - the invigilators will issue clear instructions.

#### EXAMINATION TIPS:

- ✓ Read ALL instructions carefully – plan your answer.
- ✓ Long questions – plan first – keywords, mind maps, bullet points.
- ✓ Highlight key words in a question –breakdown the question and ensure you answer each part.
- ✓ Don't spend too long on one question – set out a timescale to answer each question and stick to it.
- ✓ Write in note form if you're running out of time – you will still gain marks.
- ✓ Get a good night's sleep, eat healthily and drink plenty of water.

### **What happens if a student is late?**

If parents/carers are aware that their child has got the timing of the examination wrong and has missed the start time, you should telephone school immediately to get a message to the Examinations Officer. Depending on how long the examination has been in progress, it may be possible for the student to be admitted. However, we are bound by examination board regulations on this matter. Normally students will be granted access to the room to complete the written paper.

Students who arrive more than one hour after the awarding body's published starting time for an examination that lasts more than one hour, i.e. after 10.00am for a morning examination or after 2.30pm for an afternoon examination or after the awarding body's published finishing time for an examination that lasts less than one hour, will be considered very late and the awarding body will need to be informed. The awarding body may decide to give a mark of 0 for the paper. This decision is beyond the centre's control.

### **What should students bring to the examinations?**

Students should bring writing equipment, coloured pencils, erasers, ruler, calculator etc. in a transparent plastic bag or clear pencil case. Non-transparent pencil boxes or cases will not be permitted in the examination room.

Students must write in pen, not pencil, apart from drawings. Pens must be black.

Some subject papers will require the use of set texts. Students will be advised by their subject teachers about this and responsible for their own texts where necessary. Students are responsible for ensuring that they bring everything they need to the examination.

### **What should students not bring with them?**

Some items are strictly banned from examination rooms and should not be brought into the examination room under any circumstances. The examination boards treat mere possession of these items as an infringement. These items can be handed to an invigilator before the start of an examination, but the centre cannot be responsible for their security.

- Mobile phones
- Watches of any kind
- MP3/4
- Any device that can be connected to a mobile internet network e.g. Fitbit
- AirPods, earphones and earbuds
- Textbooks are only allowed in certain examinations and students will be informed by the subject teachers in advance
- Students should not bring lucky mascots etc. into the examination room

- No food items (unless for medical reasons and previously agreed with the Examinations Officer), or chewing gum are allowed
- Only water is allowed in a transparent bottle with no label
- The use of tippex or correction pens is not permitted. Students should cross through work they do not wish to be marked

### **May students bring a drink?**

Students may bring a drink with them into the examination room. However, this should be still water and in a transparent bottle with no label (preferably a sport cap bottle). No fizzy drinks, cans or pouches will be allowed due to the risk of spillage.

### **Regulations governing the use of calculators**

Some subject papers, especially math, explicitly prohibit the use of calculators. In such cases, students must neither have one in their possession nor attempt to use any form of calculator during the examination.

In cases where calculators are permitted, please note that the following facilities are prohibited:

- Data banks
- Dictionaries
- Language translators
- Retrieval of text or formulae
- QWERTY keyboards
- Built-in symbolic algebra manipulations
- Symbolic differentiation or integration
- Capability of remote communication with other machines

The use, or attempted use, of any such calculators will be regarded as malpractice.

Calculators with graphic displays and programmable functions are permitted if information and/or programs stored in the calculator's memory are cleared before the examination. Retrieval of information and/or programs during the examination is an infringement of the regulations. Students are responsible for clearing any information and/or programs before the examination.

### **What are the regulations regarding mobile phones?**

The regulations state that mobile phones are not to be brought into examination rooms under any circumstances or should be switched off in the student's bag with all alarms disabled. This applies to all public and trial examinations. They cause disturbance to other students and can present opportunities for malpractice. Any pupil found to have a mobile phone on their person in the examination room will be reported to the appropriate examination board. Should this happen students are likely to be disqualified from that paper and possibly from the whole examinations in that series.

The exception to this is students that need to access their phone due to medical reasons and agreed with the Examinations Officer prior to the exam series.

### **What are the regulations regarding watches?**

Watches of any kind are not to be brought into examination rooms under any circumstances or should be placed in the student's bag with all alarms disabled. This applies to all public and trial examinations. They can present opportunities for malpractice. Any student found to have a watch on their person in the



examination room will be reported to the appropriate examination board. Should this happen students are likely to be disqualified from that paper and possibly from the whole examinations in that series.

### **What is meant by malpractice?**

Malpractice is the term that the examination boards use for any irregularity, or breach of the regulations. The Examinations Officer is required to, and will, report all infringements to the appropriate body and they will decide on the action to take based on the nature of the infringement. There is a tariff system of actions that can be taken, and some infringements carry automatic loss of marks as a minimum penalty. The examination boards take the integrity of exams very seriously and it is important that students heed the Examinations Officer's instructions carefully.

### **What happens if a student does not arrive for an examination?**

Parents/carers should be aware that Dronfield Henry Fanshawe School will seek to recover the examination fees if a student does not turn up for a public examination without a viable reason, and is unable to present a medical note or JCQ Form 14 self-certification form; available from the Examinations Officer.

### **How are examinations started?**

The invigilator will usually announce the examination formally, and students will be cautioned that they are subject to the regulations. Any instructions, board notices or changes to papers will be read out and students asked to complete their details on the answer papers. Members of the Senior Leadership Team and the Examinations Officer will also be on hand.

### **What standards of behaviour are expected during examinations?**

At the back of this booklet is the 'notice to candidates' produced by JCQ, which gives general guidelines for conduct.

The centre and the examination boards regard breaches of examination regulations very seriously. Parents/carers should please impress on their child the importance of good behaviour in an examination, as any activities that may disturb or upset other students will not be tolerated.

The Headteacher and Centre Examinations Officer have the power to remove disruptive students.

Students are asked to wait quietly outside the examination venue, and to enter and leave in silence. This avoids disturbance to other students and helps to maintain a calm atmosphere.

Students who try to communicate with other students inside the venue, or who create a disturbance in the examination room, will be asked to leave, and the circumstances will be reported to the exam board. This may result in the student not receiving a grade for the whole of the examinations in the series.

### **What should students wear for examinations?**

Examinations are a school activity and all students in Y10 and Y11 must wear full school uniform, Sixth Form students should follow the dress code for sixth form.

We ask for the co-operation of parents/carers in ensuring students are correctly dressed. All students are aware of the requirements of the school uniform and must ensure they are observed. Students not dressed appropriately will not be permitted to sit examinations.

No clothing is to be left on the backs of the students' chairs.

### **Emergency Evacuations/Lockdown Procedure**

The school has a very well-rehearsed evacuation and lockdown procedure. In the event of an emergency evacuation, students will be directed to leave the building by the senior invigilator. Students should remain silent throughout. Once the all-clear has been given, students will be directed back to the examination room in an orderly way.

If the lockdown alarm is activated, students should hide under their desks and not come out until instructed to by a member of the leadership team.

### **How can a Parent/Carer best help their child during the examination period?**

Examinations are inevitably a stressful time for some students and support from both school and parents/carers can be helpful.

The school will provide advice about revision programmes and examination techniques. Consequently, it should be unnecessary for any student to work abnormally long hours during the revision period.

It is probably helpful to discuss with your child how they intend to organise revision and to talk through any anxieties about particular techniques or subject matter.

Testing knowledge of factual material can benefit the student if such help is requested, but often all that is needed is a quiet place to work and lots of encouragement.

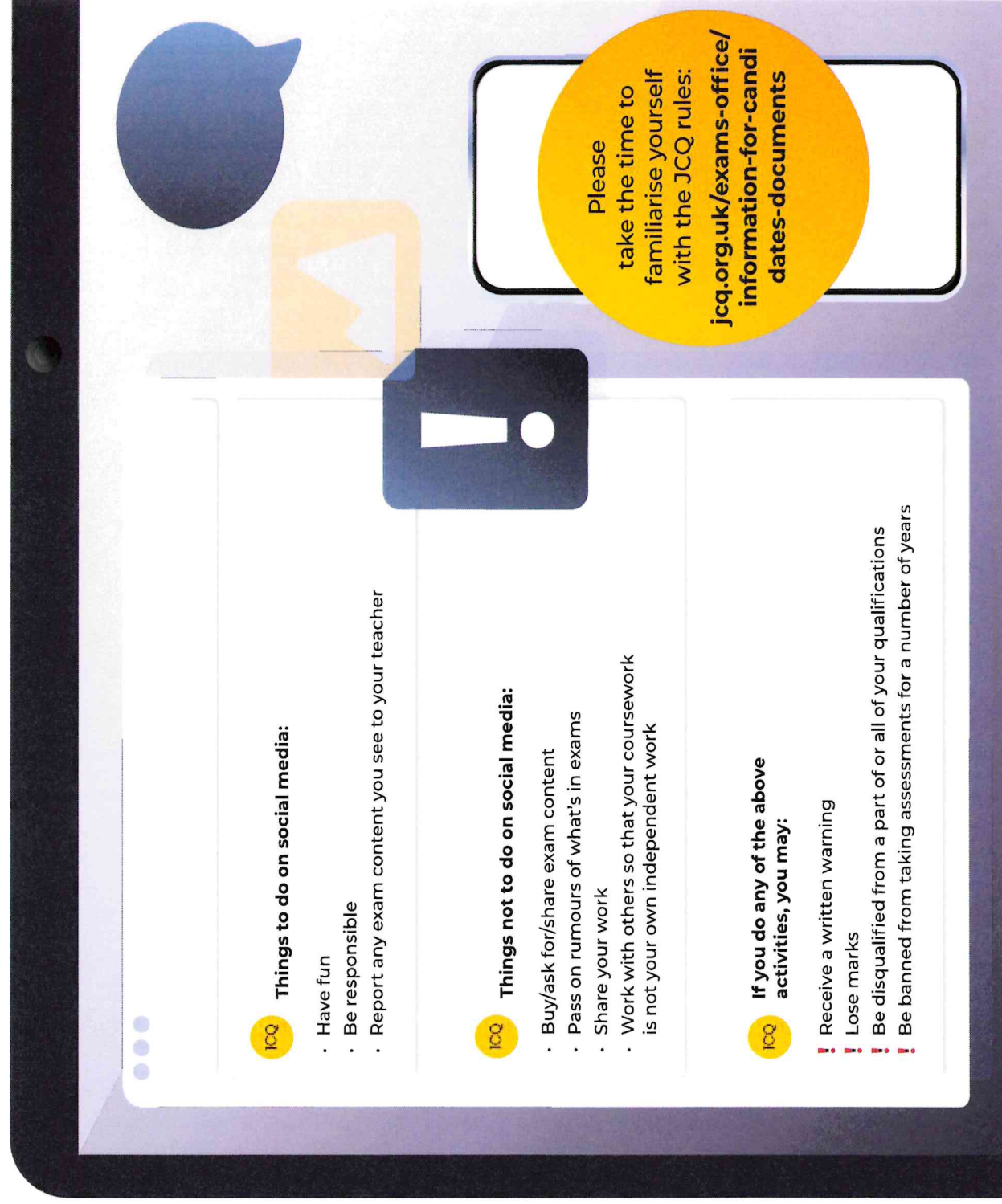
Students should get plenty of sleep and have opportunities to relax. A good breakfast on the morning of examinations will also help with concentration.

## **Appendices**

- I. JCQ Notice to Candidates (social media and examinations & assessments)**
- II. JCQ Preparing to sit your exam**
- III. JCQ Notice to Candidates (Written Examinations)**
- IV. JCQ Notice to Candidates (Warning to Candidates)**
- V. JCQ Notice to Candidates (Mobile devices)**

**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



# On your exam day

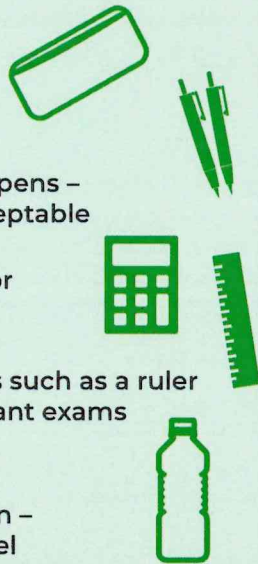
This checklist will help you to be as prepared as possible for your exams, so that on the day itself you can focus on doing your best.

## 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 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



## What you cannot take into exams:

- any type of phone
- revision notes
- any type of watch (this includes analogue, digital and smart watches)



## 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.

## Contingency sessions:

- There are contingency sessions within the Summer 2024 exam timetable – the afternoon of 6 June and 13 June 2024 and the morning and afternoon of 26 June 2024. Make sure you are available on all three dates even if you do not have an exam.

If you have any questions about your exams, please ask your teacher or exams officer.





# Information for candidates

## Written examinations

With effect from 1 September 2023

This document has been written to help you.  
Read it carefully and follow the instructions.

If there is anything you do not understand,  
especially which calculator you may use, ask your  
teacher.

### A. Regulations – Make sure you understand the rules

- 1 Be on time for all your exams. If you are late, your work might not be accepted.
- 2 **Do not** become involved in any unfair or dishonest practice during the exam.
- 3 If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
- 4 You **must not** take into the exam room:
  - (a) notes;
  - (b) an iPod, a mobile phone, a MP3/4 player or similar device, a watch, AirPods or earphones/earbuds.Any pencil cases taken into the exam room **must** be see-through.  
**Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.**
- 5 If you have a watch, the invigilator will ask you to hand it to them.
- 6 **Do not** use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
- 7 **Do not** talk to or try to communicate with, or disturb other candidates once the exam has started.
- 8 You **must not** write inappropriate, obscene or offensive material.
- 9 If you leave the exam room unaccompanied by an invigilator before the exam has finished, you **will not** be allowed to return.
- 10 **Do not** borrow anything from another candidate during the exam.

### B. Information – Make sure you attend your exams and bring what you need

- 1 Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
- 2 If you arrive late for an exam, report to the invigilator running the exam.
- 3 If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
- 4 Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
- 5 You **must** write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.

### C. Calculators, dictionaries and computer spell-checkers

- 1 You may use a calculator unless you are told otherwise.
- 2 If you use a calculator:
  - (a) make sure it works properly; check that the batteries are working properly;
  - (b) clear anything stored in it;
  - (c) remove any parts such as cases, lids or covers which have printed instructions or formulae;
  - (d) **do not** bring into the exam room any operating instructions or prepared programs.
- 3 **Do not** use a dictionary or computer spell checker unless you are told otherwise.

### D. Instructions during the exam

- 1 Always listen to the invigilator. Always follow their instructions.
- 2 Tell the invigilator at once if:
  - (a) you think you have not been given the right question paper or all of the materials listed on the front of the paper;
  - (b) the question paper is incomplete or badly printed.
- 3 Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
- 4 **Do not** start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and/ or the answer booklet before you start the exam. **Do not** open the question paper until you are instructed that the exam has begun.
- 5 Remember to write your answers within the designated sections of the answer booklet.
- 6 Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers.  
Make sure you add your candidate details to any additional answer sheets that you use, including those used for rough work.

### E. Advice and assistance

- 1 If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
- 2 Put up your hand during the exam if:
  - (a) you have a problem and are in doubt about what you should do;
  - (b) you do not feel well;
  - (c) you need more paper.
- 3 You **must not** ask for, and will not be given, any explanation of the questions.

### F. At the end of the exam

- 1 If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order.  
Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use **or CCEA examinations, an loose and answer sheets should be placed behind your script.**
- 2 **Do not** leave the exam room until told to do so by the invigilator.
- 3 **Do not** take any stationery from the exam room. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.

The correct way  
to place your answer  
2024 For CEA  
booklets, any loose  
additional answer sheets  
should be placed behind  
the script.



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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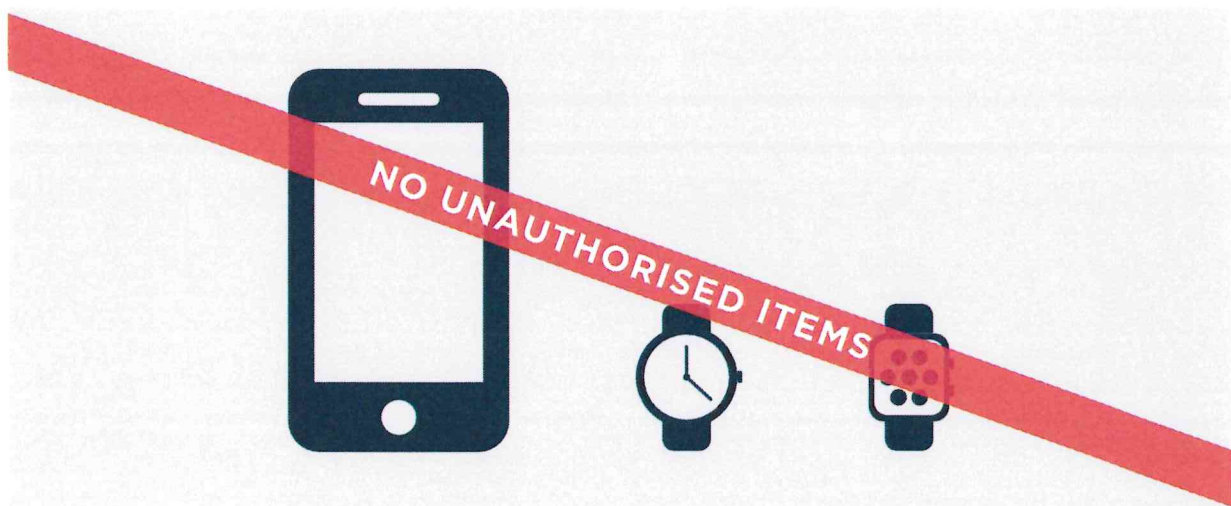
## Warning to Candidates

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 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.