

SUMMER 2024 PUBLIC EXAMINATIONS



INFORMATION, GUIDANCE & KEY DATES for PARENTS and CANDIDATES

Please ensure you retain this booklet for reference until the Examination Results have been received and any Post Results Service request has been completed.

Examinations Officer

Mr E De Souza
Telephone: 01727 892043
Email: exams@stcolumbascollege.org

<https://stcolumbascollege.org/public-examination-information/>

KEY DATES

Form 5

Form 5	First GCSE examination	Friday 3 rd May
	Study Leave begins	Thursday 9 th May
	Study Provision in school begins	Monday 13 th May
	Final timetabled GCSE examination	Wednesday 19 th June
	Examination Contingency Sessions*	Afternoons of 6 th & 13 th June
		All day Wednesday 26 th June
	GCSE Results	Thursday 22 nd August

Results will be available for collection **from 9.00am until 10.30am.**

Refreshments will be available for students and their families.

Results may only be collected by the candidate unless they give written authority to a parent or other representative who must present photographic identification.

Results can also be viewed on the student's Edulink account from 12.00 noon.

Upper 6th

Upper 6 th	First GCE examination	Wednesday 8 th May
	Study Leave begins	Friday 10 th May
	Final timetabled GCE examination	Friday 21 st June
	Examination Contingency Sessions*	Afternoons of 6 th & 13 th June
		All day Wednesday 26 th June
	GCE A-Level Results	Thursday 15 th August

Results will be available for collection **from 8.00am until 10.00am**

Refreshments will be available for students and their families.

Results may only be collected by the candidate unless they give written authority to a parent or other representative who must present photographic identification.

Results can also be viewed on the student's Edulink account from 12.00 noon.

*Examination Contingency Sessions are for GCSE and/or GCE examinations should sustained national or local disruption arise during the examination series. Information taken from the JCQ regulations is on page 4

CAREERS ADVICE / UNIVERSITY PLACEMENT

University Placement: all being well you will have achieved the necessary grades to progress to your chosen university. If you fall short, however, our Head of Careers, will be available to assist you on **Thursday 15th** during school hours and by personal appointment thereafter.

Telephone 01727 892017 or Email: careers@stcolumbascollege.org

It is strongly advised that you are present for your results, so holidays should be avoided at this time.

ATTENDANCE DURING EXAM SEASON

Attendance for exams: Students should arrive 15 minutes prior to the scheduled start of their exam.

Form 5 should assemble on the Patio or the Playground immediately in front of it.
6th Form should assemble on the 6th Form patio area.

If not attending a supervised study session, Form 5 students must leave the College premises immediately after their exam ends.

Attendance at supervised study: Study rooms will be designated on a daily basis for revision purposes.

Form 5 Students using this facility must sign in at Reception and attend for an entire session, i.e. 8.35am–1.05pm and/or 2.05pm–3.45pm.

Any student attending a full day of supervised study who wishes to leave the premises at lunchtime must sign out and, on return, sign in again.

Students are reminded that they must wear school uniform and are still subject to the College expectations of conduct.

Belongings: Valuable items are the responsibility of students and must not be left unattended or in such a way as they provide the opportunity for theft. Form 5 will be provided with an optional area for their bags to be placed whilst in examinations. This will be at the bottom of the stairwell nearest to the boys' toilets. The College cannot take any responsibility for loss or damage to property left there.

Examination Contingency Sessions: *'In the event of national disruption to a day of examinations in summer 2024, the awarding bodies will liaise with the qualification regulators and government departments to agree the most appropriate option for managing the impact. As a last resort the affected examinations will be rescheduled. Although every effort would be taken to keep the impact to a minimum, it is possible that there could be more than one timetable date affected following the disruption, up to and including the last contingency day. Centres will be alerted if it is agreed to reschedule the examinations and the affected candidates will be expected to make themselves available in such circumstances. The decision regarding the rescheduling of examinations will always rest with the awarding body. The centre must conduct the examination on the scheduled date unless instructed to do otherwise by the awarding body.'*

Where candidates choose not to be available for the rescheduled examination(s) for reasons other than those traditionally covered by special consideration, they will not be eligible for enhanced grading arrangements. Centres must therefore ensure candidates and parents are aware of the contingency arrangements so that they may take them into account when making their plans for the summer.'

Taken from JCQ Instructions for Conducting Examinations 1st September 2023 to 31st August 2024

GENERAL GUIDANCE

The following information is provided to candidates as a guide to all aspects of the public examinations to be held in Summer 2024.

College policies and JCQ information regarding public examinations can be viewed [here](#)

INFORMATION SUBMITTED FOR EXAM ENTRY

The College provides the awarding bodies with personal data for candidates including name, date of birth and gender.

PUNCTUALITY

You are required to arrive on time for all examinations. If you are delayed on your journey to school, please contact Mr De Souza or Reception on 01727 855185.

EXAM TIMES

Morning Examinations begin 9.15am.

Afternoon Examinations begin 1.15pm.

Form 5 must be on the PATIO AREA or PLAYGROUND AREA immediately in front of this location at least **fifteen minutes** before each exam starts.

Upper 6th Form must be on the SIXTH FORM PATIO AREA at least **fifteen minutes** before the start of each exam. Please do not congregate near the Main Hall doors.

PERSONAL TIMETABLE: It is the responsibility of all students to check their examination timetables and be aware of the start times of all papers. The College cannot be held responsible for any problems arising from failure to check the accuracy of personal timetables.

EXAM CLASHES: In the case of a timetable clash, where the total time exceeds three hours, one exam will be sat in the morning session and one in the afternoon. Candidates will be kept in supervised 'quarantine' between sessions. If the total time is three hours or less, JCQ advise that they must take place in the same session with a supervised break, within the examination venue, of no more than twenty minutes.

EXAM VENUES: Most examinations take place in Coindre Hall. You will be assigned a seat for each examination, and this will be personalised by use of a Candidate Card indicating your legal name and candidate number.

EXTRA TIME ALLOWANCE: students who have been granted extra time by the examining bodies must ensure that they have seen Mrs Dubberley who will analyse examination timetables and provide printed guidance as to the timings permitted for each individual situation.

ABSENCE: If, due to illness or other circumstances, a student is unable to attend a particular examination, the College must be informed as **soon as possible**. In the case of illness, a doctor's certificate should be obtained within 24 hours of the examination

and forwarded to the Examinations Officer. This will allow a special consideration request to be made to the exam board. If poor health or other personal circumstance affects performance during an exam, a written explanation of this must be provided to the Examinations' Officer within 24 hours of taking the examination affected.

IDENTIFYING DETAILS ON EXAMINATION ANSWER PAPERS: Candidates are required to insert their legal name on exam answer papers; this must match the name recorded on the awarding body attendance register. No abbreviations are accepted.

COPYRIGHT: The awarding bodies require a licence to use candidates' assessment materials, primarily to assess them. Please see the extract from this year's JCQ regulations, appendix A. Candidate consent will be assumed unless written instruction to the contrary is received.

EQUIPMENT: Students are responsible for having the correct equipment for all examinations. This must be placed in a **clear plastic wallet/pencil case**. Candidates are not permitted to borrow items. Please note that correction fluid such as Tippex, along with eraser pens are prohibited. Examination scripts must be completed in **BLACK** ballpoint pen; gel pens are not acceptable. No other colours are to be used unless indicated on the exam paper.

CALCULATORS: 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. The instructions set out in this section apply to all examinations unless stated otherwise in an awarding body's specification. Candidates must be made aware of these regulations and be familiar with the JCQ 'Information for Candidates' documents (available on the College website).

<p>Calculators must be:</p> <ul style="list-style-type: none"> • of a size suitable for use on the desk; • either battery or solar powered; • free of lids, cases and covers which have printed instructions or formulae. 	<p>Calculators must not:</p> <ul style="list-style-type: none"> • be designed or adapted to offer any of these facilities: <ul style="list-style-type: none"> ○ language translators; ○ symbolic algebra manipulation; ○ symbolic differentiation or integration; ○ communication with other machines or the internet; • be borrowed from another candidate during an examination for any reason; • have retrievable information stored in them. This includes: <ul style="list-style-type: none"> ○ databanks; ○ dictionaries; ○ mathematical formulae; ○ text.
<p>The candidate is responsible for the following:</p> <ul style="list-style-type: none"> • the calculator's power supply; • the calculator's working condition; • clearing anything stored in the calculator. 	
<p>Advice:* An invigilator may give a candidate a replacement calculator.</p>	

Where access is permitted to a calculator for part of an examination, it is acceptable for candidates to place their calculators on the floor under their desks in sight of the invigilator(s) for the non-calculator portion of the examination.

PROHIBITED MATERIALS

Prohibited materials: Examination venues must remain a secure environment in which to conduct exams. It is therefore not permitted to bring into the hall any of the following: coats, books, mobile phones or any other electronic device not agreed under Examining Group regulations, notes, additional paper, or any items which may interfere in any way with the examination process.

MOBILE PHONES: The clear directive from all the Examination Boards is that any candidate who is found to have brought a mobile telephone into the examination hall, by design or by accident, or whose phone disturbs an examination, will be disqualified from that examination and possibly from other examinations in the series.

The College manages the collection of mobile phones prior to the start of examinations by providing clear plastic wallets for mobile phones which are then collected and stored in the exam venue. **It is the candidate's responsibility to ensure that the phone is switched off.**

WATCHES: ALL watches must be removed, any alarms disabled, and placed in the clear plastic wallet for collection in the same way as mobile phones.

Possession of a mobile phone, smartwatch or any other internet enabled device during an exam is considered to be malpractice and must be reported to the examination board.

OTHER ELECTRONIC DEVICES

The above arrangement cannot be extended to other electronic devices capable of storing any information such as iPods, palm-tops, PSPs etc. which could expose a candidate to the accusation of cheating.

Possession of any such item in the exam hall, irrespective of intent, must be reported to the examination board.

Please do not to bring these items to school during exam periods.

INK ERASERS of any description are not permitted.

EXAM CODE OF CONDUCT

Behaviour and Code of Conduct:

All students remain subject to all the rules and regulations of the school, including when travelling to and from exams, until they have officially completed the school year. This is deemed as being when attendance is no longer required due to completion of the examination schedule. The dates of this vary depending upon the subjects being examined but, for the majority will not be before **the end of June**. You can find this information on the individual timetable of examinations.

Conduct in the Examination Venues:

The Examining Boards require all examinations to be carried out according to strict regulations.

- a. Candidates are under formal examination conditions **from the moment they enter the room** in which they will be taking their examination(s) until they have been permitted to leave.
- b. Candidates must not talk to, attempt to communicate with, or disturb other candidates once they have entered the examination room.
- c. Silence must be maintained throughout the examination.
- d. Candidates must sit in their assigned places.
- e. Nothing must be touched or written upon until instructions have been communicated and permission to proceed has been granted by the invigilator.
- f. Candidates may not leave their place during an exam. If a problem arises, they should indicate this by raising a hand and awaiting the invigilator's response.
- g. Candidates who are permitted to leave the exam venue temporarily must be accompanied by a member of centre staff who is not their teacher.
- h. Candidates are required to remain in the venue, under exam conditions, for the duration of the exam, even if they regard themselves as having completed the paper.
- i. Writing must cease immediately when the instruction is given.
- j. The examination does not end until all papers have been collected and students have been dismissed from the hall.
- k. Watches must be silenced and placed, with mobile phones and any other internet-enabled device, in the wallet provided, ready for collection by the invigilator(s)
- l. No food or chewing gum is permitted in the exam venue.
- m. Water is permitted but must be in **a clear bottle without labels, writing or logos on it.**

Examination Instructions

Listen carefully to all instructions. Check that you have been given the correct paper. Raise your hand if you have a question.

Answer Booklets

Ensure that all answer books, and any supplementary pages used, clearly show your legal name, candidate number, centre number and paper reference number.

Rough Work

All rough or preparatory work must be completed in the answer booklet, or on exam board continuation sheets, and must be handed in. No extra paper will be permitted.

Extra Sheets

Any supplementary sheets should clearly show your candidate details and the question answered. At the end of the exam, they should be placed inside the primary answer booklet.

Misconduct

The College is empowered to discontinue the examination of any student who is guilty of misconduct. This will be reported to the relevant Examining Board. The Board has the power to disqualify the candidate, not only from the examination in which the misconduct occurred, but from the exam series.

Offensive or Obscene inclusions in any examination paper are likely to lead to disqualification.

<h2>FIRE PROCEDURE and EXAM ROOM EXIT</h2>

In the case of the sounding of a fire alarm:

- You should remain calm and await instruction **IN SILENCE**.
- Stop writing and close examination booklets.
- All equipment, examination papers and scripts must be left on the your desk.
- When instructed to move, you must do so **in silence** and remain one metre away from the student in front and behind.
- You will be instructed which exit(s) to use from the venue.
- Accompanied by the invigilator(s), proceed, **in silence**, to the Founders Hall end of the playground where you will be supervised. You will be kept separate from the main school body.
- On return to the examination room, you must not re-start the examination until instructed to do so.

A LEVEL POST RESULTS SERVICES

EXAMINING BOARDS provide a range of post-results services as detailed below:

No.	JCQ post-results service (PRS)	Details of the service
1	EAR Service 1: Clerical re-check	<p><i>This is a re-check of all clerical procedures leading to the issue of a result...This service will include the following checks:</i></p> <ul style="list-style-type: none"> • <i>that all parts of the script have been marked;</i> • <i>the totalling of marks;</i> • <i>the recording of marks.</i> <p style="text-align: right;">[PRS 4.3.1]</p>
1a	EAR Service 1 with an ATS copy of re-checked script	
2	EAR Service 2: Review of marking	<p><i>This is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. It is not a re-marking of the candidate's script...This service will include:</i></p> <ul style="list-style-type: none"> • <i>the clerical re-checks detailed in Service 1;</i> • <i>a review of marking as described above.</i> <p style="text-align: right;">[PRS 4.3.2]</p>
2a	EAR Service 2 with an ATS copy of reviewed script	
3	EAR Priority Service 2: Review of marking	<p><i>This is a priority post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. It is not a re-marking of the candidate's script...It is only available if a GCE A-level candidate's place in higher education is dependent on the outcome. [PRS 4.3.3] This service is also available for Pearson GCSE</i></p>
3a	EAR Priority Service 2 with an ATS copy of reviewed script	
4	EAR Service 3: Review of moderation (This service is not available to individual candidates)	<p><i>This is a review of the original moderation to ensure that the assessment criteria have been fairly, reliably and consistently applied. It is not a re-moderation of candidates' work.</i> [PRS 4.3.4]</p>
5	ATS: Copy of script to support a review of marking	<p>This is a priority service that ensures copy scripts are returned to the centre in sufficient time to allow decisions to be made whether a non-priority review of marking should be applied for</p>
6	ATS: Copy of script to support teaching and learning	<p>This is a non-priority service enabling centres to request copies of scripts to support teaching and learning</p>

CONSENT FORM: A request for one of the above services must be accompanied by a completed consent form and payment to cover the fee. The form can be found on the website under [Public Examination Information](#) Prior to making contact with the Exams Officer, please have the following information to hand: subject title, specification code and unit/paper code. This can be found on the Candidate Statement of Results. It is important to note that, if a post-results service is requested, the original results grade is not protected and can go down as well as up.

GCSE POST RESULTS SERVICES

EXAMINING BOARDS provide a range of post-results services as detailed below:

No.	JCQ post-results service (PRS)	Details of the service
1	EAR Service 1: Clerical re-check	<i>This is a re-check of all clerical procedures leading to the issue of a result...This service will include the following checks:</i> <ul style="list-style-type: none"> • that all parts of the script have been marked; • the totalling of marks; • the recording of marks. <p style="text-align: right;">[PRS 4.3.1]</p>
1a	EAR Service 1 with an ATS copy of re-checked script	
2	EAR Service 2: Review of marking	<i>This is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. It is not a re-marking of the candidate's script...This service will include:</i> <ul style="list-style-type: none"> • the clerical re-checks detailed in Service 1; • a review of marking as described above. <p style="text-align: right;">[PRS 4.3.2]</p>
2a	EAR Service 2 with an ATS copy of reviewed script	
3	EAR Priority Service 2: Review of marking	<i>This priority service is only available from Pearson Edexcel for GCSE</i>
3a	EAR Priority Service 2 with an ATS copy of reviewed script	
4	EAR Service 3: Review of moderation (This service is not available to individual candidates)	<i>This is a review of the original moderation to ensure that the assessment criteria have been fairly, reliably, and consistently applied. It is not a re-moderation of candidates' work.</i> <p style="text-align: right;">[PRS 4.3.4]</p>
5	ATS: Copy of script to support a review of marking	This is a priority service that ensures copy scripts are returned to the centre in sufficient time to allow decisions to be made whether a non-priority review of marking should be applied for
6	ATS: Copy of script to support teaching and learning	This is a non-priority service enabling centres to request copies of scripts to support teaching and learning

CONSENT FORM: A request for one of the above services must be accompanied by a completed consent form and, if the student is not joining 6th Form, a cheque to cover the fee. The form can be found on the website under [Public Examination Information](#) Prior to making contact with the Exams Officer, please have the following information to hand: subject title, specification code and unit/paper code. It is important to note that, if a post-results service is requested, the original results grade is not protected and can go down as well as up.

GCSE service requests will be actioned from September 5th.

Appendix A

From JCQ General Regulations for Approved Centres 01/09/23 – 31/08/24

Copyright

6.14

Materials that are submitted by candidates for assessment may include any form of written work, audio and visual materials, computer programmes and data (“Assessment Materials”). The copyright in any assessment materials created by a candidate belongs to him/her.

6.15

Each centre will ask each of its candidates to grant the awarding body a non-exclusive, royalty-free licence to use their assessment materials (the “Assessment Licence”) on the following terms:

- i. the assessment licence becomes effective on submission, in any medium or form, by the candidate of the applicable assessment materials;
- ii. the awarding body is entitled to use such assessment materials for the purpose of:
 - a. assessing such candidates and their assessment materials (“Candidate Assessment”); **and**
 - b. providing education and training services to others;
 - c. research.
- iii. the awarding body is entitled to grant any sub-licences of its rights under section 6.15(ii):
 - a. to third party examiners for the purpose of candidate assessment; **and**
 - b. to third party IT service providers for the purpose of detecting potential and suspected malpractice.
- iv. the awarding body and its sub-licensees are entitled, for purposes of exercising their rights under the assessment licence, to reproduce the assessment materials in any form or medium and in whole or in part;
- v. the awarding body is entitled, for the purpose of providing education and training services to others, to modify, translate or otherwise change the assessment materials to meet needs;
- vi. a candidate shall be entitled to notify the awarding body, by means of a notice to the centre, that he or she wishes to terminate the awarding body’s rights referred to in section 6.15(ii)(b), (c) and it shall be in discretion of the awarding body whether or not to terminate such rights; **and**
- vii. a candidate is not entitled to terminate the awarding body’s rights referred to in section 6.15(ii) (a).