

**EXAMINATIONS HANDBOOK FOR STUDENTS**

**2024 – 2025**



**INTRODUCTION**

Exams are a crucial part of your life and Harrogate Grammar School will make every effort to ensure you receive the best possible preparation, that the administrative arrangements run smoothly and that exams are conducted in a way that will make the experience stress-free and successful. Your forthcoming exams can influence what you do in the future, so it is very important to us that you have as much information as possible.

This Handbook aims to be informative and helpful to you and your parents/carers. It also contains Joint Council for Qualifications (JCQ) formal notices that are required by regulation.

**PLEASE READ THIS HANDBOOK CAREFULLY**.

Your school e-mail will be the main form of communication from the Exams Office - **REMEMBER TO CHECK YOUR E-MAIL REGULARLY**. If you experience any problems with your email or iPad please contact Network Services promptly. You will also be able to view your exam entries and timetables in Arbor so please also check these regularly in case of any changes.

If you or your parents/carers have any queries, need help or advice at any time before, during or after your exams, please contact the Exams Office, your Year Manager or Head of Faculty.

Information regarding exam timetables and policies can be found on the School's website: [Harrogate Grammar School - Examinations](https://www.harrogategrammar.co.uk/students/examinations/)

We wish you the best of luck in all your forthcoming exams.

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**BEFORE EXAMS**

**EXAM BOARDS & EXAM SERIES**

* The school uses the following exam boards: AQA, Pearson, OCR & Eduqas/WJEC. There are three main exam series throughout the academic year - in November (mainly GCSE re-sits), January and May/June (Summer).

**EXAM REGULATIONS**

* Copies of the **JCQ Warning to Candidates, Information for Candidates** and **Prohibited Items** notices will be emailed to you and are displayed outside every exam room. Breaking any rules or regulations could lead to disqualification from papers, units or subjects. Make sure you are aware of what is expected of you.

**EXAM CANDIDATE NUMBER, CENTRE NUMBER & NAME**

* You will be issued with a four-digit exam candidate number which must be written on all answer booklets and additional sheets together with the School's Centre Number: **48219 – this information will be on a card on your desk for each of your exams**. You must write your legal name on your exam papers. Your name will be that same as that printed on the card.

**STATEMENT OF ENTRY AND TIMETABLES**

* Once your entries have been confirmed with the Faculty Leader, you will be issued with your personal statement of entry. **Please check this carefully and make sure you have been entered for all the exams you were expecting and where appropriate the correct tier.** If you have any queries, inform the Exams Office immediately so this can be followed up with your teachers. You will also be sent a timetable giving all the dates and times of your exams. You also need to check this and ensure that you know when all your exams are. Your exams will also appear on your calendar in Arbor. It is **YOUR responsibility to know the dates and times of your exams** and make sure you arrive at the correct time.
* Unfortunately, the Exams Office cannot provide individual timetables prior to exam entries being confirmed. Timetables for all the exams taking place in the Summer will be put on the school website once they become available.

**EXAM CLASHES**

* If you have 2 or more exams timetabled at the same time, one exam will follow-on after the other unless the total exam time in a morning or afternoon session is more than 3 hours. If the total time exceeds 3 hours, the exams will be split between the morning and afternoon sessions. The Exams Office will inform you if you have a genuine clash and confirm in writing your individual clash arrangements. In these circumstances, you will be supervised over lunchtime and will not be able to communicate with other candidates, so it is recommended that you bring a packed lunch and a drink with you.

**ACCESS ARRANGEMENTS**

* If you have been granted any access arrangements in exams following confirmation by Learning Support and approval by the exam boards, you will be informed of these arrangements separately.

**DURING EXAMS**

**DRESS CODE**

* Full school uniform and correct dress code is required for all exams. Sixth form students must display their identification badge on their exam desk. No hoodies will be allowed.

**PERSONAL BELONGINGS**

* Bags, coats, phones, airpods, earpods, watches and personal belongings will not be allowed into the exam room. You should only bring the equipment needed for your exam. All other items must be left in your locker or the designated bag room.

**WRIST WATCHES**

* **No watches** of any type are allowed in the exam room. These must be removed and left in the bag room.

**SEATING PLANS**

* Seating plans will be posted outside the exam room before each exam commences and are listed in candidate exam number order. You must check the seating plan to ensure you are in the correct seat. It is imperative that you sit in the numbered seat allocated to you for a specific exam or you may be given the wrong paper.

**EXAM CONDITIONS**

* You are under strict exam conditions from the time you **enter the exam room** until the time **all** candidates leave.
* If you are using a laptop/PC to type your exams you will still be under exam conditions until after you have printed and signed your typed exam paper.

**LATE ARRIVAL**

* If you arrive late for an exam, you must go immediately to the exam room and report to an Invigilator. The school will do its utmost to ensure you are able to sit the exam in the full allocated time. Be aware that exam boards **may not** accept work from candidates who arrive **very** late (*more than an hour after the official start time*).

**BE PREPARED**

* Exams start at 9.15am and 1.15pm. Make sure you arrive at the exam room 15 minutes prior to the start time of each exam and wait quietly outside until invited to enter by a member of staff.
* It is your responsibility to ensure that you have all the necessary equipment with you. The school is under no obligation to provide equipment during exams. All items of equipment, pens, pencils, calculators, mathematical instruments, etc. should be visible to the invigilators at all times. **Pencil cases must be see-through**.
* Pens should be **black ink** or **black ballpoint**. Correcting pens, fluid or tape, erasable pens, highlighters or gel pens are not allowed.
* You must listen carefully to instructions and notices read out by the invigilator as there may be amendments to the question paper.
* **Check** you have the **correct** question paper - subject, unit and tier.
* Read all instructions carefully and number your answers clearly.
* Write your name, exam candidate number and centre number on all answer booklets and additional sheets when instructed to do so by the invigilator.

**CALCULATORS**

* You are responsible for making sure that your calculator meets the exam boards' regulations and that it is in good working order.

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| --- | --- |
| Calculators **must** be:* 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.

Candidates are responsible for * the calculator’s power supply
* the calculator’s working condition,
* clearing anything stored in the calculator.
 | Calculators **must not**:Be designed or adapted to offer any of these facilities* 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:* Databanks
* Dictionaries
* Mathematical formulas
* Text
 |

Any stored information must be deleted before the exam. Any graphical calculators allowed in examinations must be put into **Exam Mode** before entering the exam room.

**MALPRACTICE (CHEATING) & UNAUTHORISED MATERIALS**

* **Mobile phones, iPods, MP3/4 players, watches, earpods or any other potential technological or web enabled sources of information MUST NOT BE BROUGHT INTO THE EXAM ROOM even if you do not intend to use them.**

Other forms of malpractice include:

* + Being **in possession** of unauthorised materials eg. revision notes, reading pens, phone
	+ Communicating with other candidates (by talking, signing, gesturing or otherwise)
	+ Copying from other candidates
	+ Sitting an exam in the name of another candidate.
* Any form of malpractice including possession of unauthorised material is a very serious offence and you will be subject to penalty and possible disqualification under the *JCQ Suspected Malpractice Procedures.*

**FOOD & DRINK**

* No food or drink is allowed in the exam room except for **water**. Bottles must be clear, transparent, have **no writing/logos/markings** on them and must have any labels removed. Chewing gum is not allowed. Aluminium insulated bottles water bottles **will not be allowed**.

**LEAVING THE EXAM ROOM TEMPORARILY**

* If you need to leave the exam room temporarily either to go to the toilet or to deal with a medical condition, you will be accompanied by an invigilator or member of the exams office. You will not be able to leave the exam room until one of them is available.

* No time compensation will be allowed for a toilet break (unless you have a medical condition which makes this more likely). Time compensation **will** be given if you have to leave the room for medical reasons.

**AT THE END OF AN EXAM**

* You must complete the candidate details (name, candidate number, centre number and paper code) on the exam/question paper where required. You must write your full name on all your exam papers.
* At the end of an exam, all work must be handed in - remember to cross out any rough work. If you have used more than one answer booklet or additional sheets, place them inside your answer booklet in the correct order.
* Invigilators will collect your question papers and completed answer booklets **before** you leave the room. Absolute silence must be maintained during this time. Remember, you are still under exam conditions until you have left the room.
* Question papers, answer booklets and additional sheets must **NOT** be taken from the exam room.
* You must remain seated until told to leave. You must leave the room in silence, one row at a time, and show consideration to other candidates who may still be working.

**INVIGILATORS**

* You are expected to behave in a respectful and polite manner towards the invigilators and follow their instructions at all times.
* Invigilators are in the exam room to supervise the conduct of the exam. They will distribute and collect question papers and answer booklets and deal with any problems that may occur during the exam eg. if you feel unwell.
* Invigilators cannot give explanations of questions.
* Put your hand up if you need to speak to an Invigilator.
* If you are disruptive or behave in an unacceptable manner, you will be removed from the exam room and your conduct may be reported as potential malpractice to the awarding body.

**ABSENCE FROM EXAMS**

* If you are unwell or have been affected by circumstances outside your control at the time of your exam but feel able to sit it, please inform the Exams Office immediately. Special consideration may be applied for in some cases.
* If you are unable to attend an exam due to illness or some other serious reason, your parent/carer must contact school reception before 9.00am on the day of the exam. Medical evidence must be provided stating your illness and giving the specific dates that you were unfit to take the exam.
* You are reminded that reimbursement of entry fees will be required should you **fail to attend an exam without good reason and prior notification to the school**. If you do not provide medical evidence where relevant you may be asked to pay for future attempts at those exams missed.
* Misreading your timetable is not an acceptable reason for absence.

**EMERGENCIES**

* If the **fire alarm** sounds during an exam, the invigilators will tell you what to do. **Don't panic**! If you must evacuate the room, you will be asked to leave in silence and in the order in which you are sitting. Leave everything on your desk. You will be escorted to a designated assembly point. 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 duration of time for the exam and a report will be sent to the exam board detailing the incident.

**NON-EXAMINATION ASSESSMENTS & COURSEWORK**

* Non-examination assessments and coursework are also subject to JCQ rules and regulations and you will be emailed these regulations. You must make yourself familiar with these and if there is anything you do not understand, discuss it with your subject teacher.
* The regulations state that;

**"the work which you submit for assessment must be your own"**

**“you must not copy from someone else or allow another candidate to copy from you"**

**If you copy the works or ideas of others and don't show your sources in references and a bibliography, this will be considered as cheating.**

**REMEMBER - IT'S YOUR QUALIFICATION SO IT NEEDS TO BE YOUR OWN WORK**

* You will be required to sign a form to verify that any coursework or NEA work is your own.
* Your subject teachers will mark your Coursework/NEA and let you know the mark they have given you. They cannot however give you a grade as the awarding bodies have not decided these at this stage.
* If you believe that the mark scheme has been applied incorrectly or the correct procedures were not followed when marking your NEA you have 7 working days to make an appeal for a review of the centres marking. *Further details regarding making an appeal are available in the schools ‘****Internal Appeals Procedures’*** *policy which is available on the school website.*

**NB:**The moderation process carried out by the awarding bodies may result in a mark change, either upwards or downwards, even after an internal review. Therefore, please be aware that all **marks submitted** to the awarding bodies are **subject to change** and should therefore be considered **provisional.**

**AFTER EXAMS**

**NOTIFICATION OF RESULTS**

* Results for the May/June (Summer) series will be available from 9.00am on:

**GCSE/ Cambridge Nationals/ Level 1/ 2 BTECs/ Functional Skills**

**Thursday 21 August 2025**

**A Levels/BTEC Nationals /Cambridge Technicals**

**Thursday 14 August 2025**

* It is strongly recommended that you keep your **statement of results** for future reference. They are particularly useful for completing UCAS applications.
* If someone else is to collect your results, they will require a completed Results Day Collection Form signed by you, (available at the back of this booklet or to print from the school website) and some form of ID.
* If you are unable to collect your results on the day they will be emailed to your school email address. If you are going to be out of the country you will be unable to access this account. If this is the case and you want your results emailing to a personal email address please let the exams office know by emailing hgsexams@hgs.rklt.co.uk from your school account stating the alternative email address you would like your results sending to.

**POST RESULTS**

* Results guidance sheets will be available on the above dates. If you want to have any papers reviewed or scripts returned, the relevant form online form will be available on results day and links to this be given to you with your results.
* Please be aware of the deadline dates as these are set by the exam boards not the school. We are unable to process review requests without the completed signed form even if a payment has been received before the deadline date.
* If you require advice on results days, Exams Office staff, 6th Form Management Team and Faculty Leaders will be available for guidance.

**CERTIFICATES**

* Once certificates arrive in school, leavers will be informed of where to collect them and current students will receive certificates via form tutors.
* If you wish a relative or friend to collect your certificates, the collector must have a signed letter of authority from you.
* If you wish your certificates to be posted to you, please make payment of £5 via the online payments section of the school website to cover the cost of the postage. Once payment has been made please contact the exams office to arrange for your certificates to be sent out
* **Remember - your certificates are extremely important documents and must be kept safe. They are very expensive to replace.**



**RESULTS COLLECTION REQUEST**

***For the attention of the Examination Office***.

I authorise the person named below to collect my \***GCSE** / **A LEVEL** exam results on my behalf.

**\*delete non applicable**

Name of Person Collecting Results (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of ID provided by Person Collecting Results: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Name (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This form has to be handed in when the authorised person collects your results. The authorised person will also need to bring with them a photographic form of ID for the results to be released. Results will not be released unless all correct documentation is made available.

If you require any further information about your results please do not hesitate to email hgsexams@hgs.rklt.co.uk.