



King Edward VII School

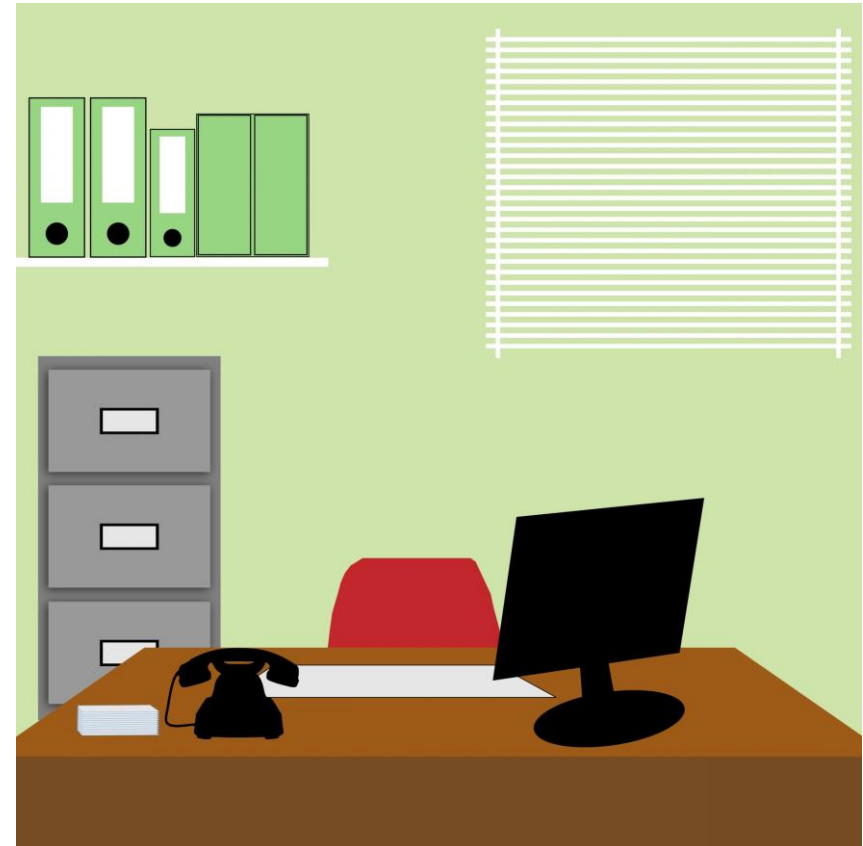
***EXAM INFORMATION FOR PARENTS/CARERS
2023 – 2024***

Exams Office Staff

Mrs Neill –
Exams Manager

Mrs Alsamarai –
Exams Administration Officer

Email: exams@kes.sheffield.sch.uk



Exam Timeline

Summer Exams

- Individual Candidate Timetables (provisional) to be handed out to students at the end of January for checking.
- Notification of any exam clash arrangements will be discussed with students prior to the start of the exam season.
- MFL Speaking tests, Art, Photography etc – Individual times will be given to students via the subject leader/member of staff.
- Final Individual Candidate Timetables will be emailed to students/parents/carers in late April with details of rooming and seating.
- Summer Exam Series starts on Friday 3 May 2024
- Summer Exam Series ends on Friday 21 June (open to change)

Contingency day - Please remember students should be available on Wednesday 26 June 2024

(other dates Thursday 6 and 13 June – pm sessions)

Exam Timetable Example

Exam Timetable Example

Individual Candidate Timetable

Season: Summer Series June 2023

Name: Bloggs, Joseph

Check that this is your legal name and is spelt correctly.

Exams Number: 9042

UCI: 366441234567W

Your Candidate No. You will need this in every exam.

Year: 11

Reg Group: 11M1

Centre Number: 36644

Centre No. needed in every exam

Date	Start Time	Board	Title	Duration	Room	Seat
Mon 16 May	9:00AM	AQA	English Literature Higher	2h 15m	Hall	A9
Thu 19 May	1:30PM	Edexcel	Mathematics (calc) Higher	1h 30m	C10	B1
Mon 6 June	9:00AM	OCR	Computer Science	2h	Hall	G2

Timetable Clashes

- If students are taking two or more papers timetabled in a session and the total time is three hours or less the Exams Manager will decide in which order to hold them. A short, supervised 20 minute break may be given between the two papers in the same session therefore students cannot revise.
- If students are taking two or more papers timetable in a session and the total time is more than three hours the Exams Manager is allowed to schedule an exam in an earlier or later session within the day.
- If students have three or more exams in one day the Exams Manager is allowed to schedule one of the exams for the following day. This will be discussed with the parent/carer and an overnight supervision form will be completed by all parties concerned.
- Notification of any exam clash arrangements will be discussed with the candidate prior to the start of the exam season, details are then emailed to each candidate.

In all circumstances students must be kept under centre supervision between papers and must not be in possession of electronic communication/storage devices or have access to the internet. This is also the case for candidates with overnight supervision.

Attendance at Exams



Morning exams start as follows –

- **External Exams – 9:15am, line up at 9:00am**
- **Trial Exams – 9:00am, line up at 8:45am**

Afternoon exams start as follows –

- **External Exams – 1:30pm, line up at 1:15pm**
- **Trial Exams – 12:30pm, line up at 12:15pm**

- Students are required to arrive earlier than the actual start time of the exam as it takes time to seat everyone in the correct order and read the warning notices.
- Students arriving late will still be allowed to sit the exam, however, the Exams Manager must submit a report to the awarding body. They may decide not to accept the paper for marking if they are not satisfied that the security and integrity of the exam has been maintained.

*Please note, the above times may vary.
You will be informed of any changes to start times.*

Attendance at Exams contd...



- External Exams – Students must read their timetable carefully. If you turn up at the wrong time or on the wrong day you may have missed your exam and will not have the opportunity to take it in this session.
- Bags, coats or other outdoor clothing are not allowed in the exam room. They must be stored in the allocated 'bag room'.
- Equipment – at least 2 **black** ballpoint pens (pencil cases must be clear) ensure you have all the equipment required for every exam.
- Calculators – students to check if exams require a calculator. You will be asked to place the lid on the floor next to your desk. Calculators are not provided by the school.
- Potential technological/web enabled sources of information e.g. mobile phones, iPods, smart watches, watches other electronic devices are not allowed in the exam room. If you are wearing a watch you will be asked to remove it and hand it to the invigilator/s.
- Water is allowed in a small bottle which must be clear of all logos/labels.

Mobile Phones, iPods, Smart Watches, Watches, other electronic devices

- Once the exam has started, if students are found with any device capable of communication with the Internet (switched on or off), the exam board will be informed and action will be taken.
- Marks will be lost if a phone, iPod, smart watch or watch are in a student's possession even if there is no evidence of it being used.
- If there is evidence of a phone, iPod, smart watch, or watch being used during the exam the student can be disqualified from part or **ALL** of their exams.

DO NOT BRING A PHONE, IPOD, SMART WATCH, WATCH OR OTHER ELECTRONIC DEVICE TO ANY EXAMS.



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Afternoon Travel Arrangements

- Exams are generally timetabled to ensure students finish within school hours. On occasion, (normally A level) they will not finish their exams until after school finishes. Students and parents should be aware of this and make appropriate arrangements for getting home.
- Students are not allowed out of an exam early in order to keep the security of the exam paper. Please ensure your child checks their exam commitments for each day on the previous evening and make travel arrangements as appropriate.

Absence from Exams – Illness or Injury



- If you are ill or injured please try to come to school if possible as exams cannot be rearranged. Special arrangements may be made for candidates with an injury or feeling poorly. Proof of major illness should be supported by a GP note.
- Exams **cannot** be rearranged – it is important that students attend unless the illness or injury makes it impossible for them to do so in which case the awarding bodies will require a GP certificate.

Special Consideration

Special Consideration can only be requested for issues that arise, or manifest themselves, at the time of the exam.

Levels of consideration, for example;

- 5% is the maximum allowance and is reserved for the **most exceptional cases** such as terminal illness of the student, parent/carer, very recent death of a member of the immediate family or very serious and disruptive crisis/incident at or near the time of the exam.
- 4% is for very serious problems such as life-threatening illness of the student or member of immediate family, major surgery at or near time of exam, severe disease, very recent death of member of extended family, severe or permanent bodily injury occurring at time of the exam or serious crisis/incident at the time of the exam.
- 3% is a more common category for recent traumatic experiences such as the death of a close friend or distant relative, recent illness of a more serious nature or recently broken limbs, organ disease. More cases will fall in to this category.
- 2%-1% is reserved for more minor problems such as illness at the time of the exam for which the Exams Manager must be satisfied that there is sufficient medical evidence. The majority of cases will fall within the 2% category.

Information as to the % given is not shared with the school. School's only receive notice if applied.

Where the request for special consideration fails to meet the criteria, it will be rejected by the awarding body.

Rules of Conduct

- Exams and Non Examined Assessments (NEA) are important events and students must follow the rules.
- Rules are set by Joint Council for Qualifications (JCQ), not school and are in place to ensure that exams are secure and fair for everyone.
- If students break the rules (deliberately or accidentally) they will be penalised and could be **disqualified** from **ALL** subjects.



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Examples from JCQ Regulations Examination Regulations & Behaviour

Type of offence	Warning (Sanction 1)	Loss of marks (Aggregation still permitted) (Sanctions 2 – 4)	Loss of aggregation or certification opportunity (Sanctions 5 – 9)
Introduction of unauthorised material into the examination room, for example:			
Own blank paper	Used for rough work	Used for final answers	
Calculators, dictionaries (when prohibited)	Not used	Used or attempted to use	
Bringing into the exam room notes in the wrong format or prohibited annotations	Notes/annotations go beyond what is permitted but do not give an advantage; notes irrelevant to subject	Notes/annotations are relevant and give an unfair advantage	Notes/annotations introduced in a deliberate attempt to gain an advantage
Unauthorised notes, study guides and personal organisers	Notes irrelevant to subject	Notes relevant to subject	Notes relevant to subject and evidence of use
Mobile phone or similar electronic devices (including iPod, MP3/4 player, memory sticks, smartwatch)	Not in the candidate's possession but a noise in the examination room	In the candidate's possession but no evidence of being used by the candidate	In the candidate's possession and evidence of it being used by the candidate
Watches (not smartwatch)	In candidate's possession		
Standard penalties:			
<ol style="list-style-type: none"> 1. Warning 2. Loss of marks 3. Loss of all marks gained for a component 4. Loss of all marks gained for a unit 5. Disqualification from the unit 		<ol style="list-style-type: none"> 6. Disqualification from all units in one or more qualifications taken in the series 7. Disqualification from the whole qualification 8. Disqualification from all qualifications taken in that series 9. Barred from entering for examinations for a set period of time 	

Results

GCE Results Day – Thursday 15 August 2024

GCSE Results Day – Thursday 22 August 2024

- Results are emailed to students via their school email at 8am
- Results will not be disclosed over the telephone or by email under any circumstances.
- Certificates arrive in school by late October/early November.
- Distribution of certificates – tbc