



### Exam Results – Dates to Students

GCSE English Language & Mathematics re-sits – November 2023	Thursday 11 <sup>th</sup> January 2024
BTEC units (certain subjects only) – January 2024	Thursday 21 <sup>st</sup> March 2024
BTEC Level 2 Science exam unit – February 2024	Thursday 4 <sup>th</sup> April 2024
A-Level/BTEC/DEC Level 3/EPQ – Summer 2024	Thursday 15 <sup>th</sup> August 2024
GCSE/BTEC/DEC Level 2 – Summer 2024	Thursday 22 <sup>nd</sup> August 2024

### Things you need to know...

Our aim is to make students feel as comfortable and confident about taking exams as possible and to provide information parents need to support their son through their exam years.

If your son has any questions about exams, he is welcome to visit the Exams Office. If you have any questions, please contact our Exams Officer, Debbie Youl: [dyoul@morehouseschool.co.uk](mailto:dyoul@morehouseschool.co.uk).

There are rules that you should be aware of - set by the exam boards and overseen by the Joint Council for Qualifications (JCQ).

**READ THIS GUIDE – IF THERE IS ANYTHING YOU DO NOT UNDERSTAND, PLEASE ASK**

### JCQ Information for Candidates Documents

In line with JCQ regulations, students must be familiar with Information for Candidates documents on Coursework, Non-Exam Assessments, On-Screen Tests, Written Exams, Privacy Notice and Social Media to support them through their studies. Use the link below for these JCQ documents:

[Information for Candidates documents - JCQ Joint Council for Qualifications](#)

Students should also be familiar with the Unauthorised Items and Warning to Candidates exam room posters. Use the link below for the JCQ posters:

[Exam Room Posters - JCQ Joint Council for Qualifications](#)

## Access Arrangements

Following formal assessment by our Academic Assessor, students may be entitled to support during exams. Access arrangements must reflect a student's normal way of working at school. Students will be informed of their entitlement, which can also be viewed on the Parent Portal via the Daybook.

### Reader

A Reader can read the instructions of the question paper and the questions to the student.

#### NOTE:

**GCSE ENGLISH LANGUAGE ONLY.** FOR PUPILS WITH ENTITLEMENT TO A READER, A HUMAN READER IS NOT PERMITTED. PUPILS CAN, HOWEVER, OPT TO USE A COMPUTER READER OR A READING PEN - FOR WHICH THEY HAVE BEEN ASSESSED - AND CAN PRACTISE IN LDC AND IN ENGLISH LESSONS.

### Scribe

A Scribe writes down or word processes the student's dictated answers. Students are expected to dictate punctuation and grammar, identifying when headings and new paragraphs are required. *Scribes may not add punctuation/grammar unless it is dictated by the student.*

### Word Processor

Word Processors (WP) cannot simply be granted to a student because he wants to type rather than write, can work faster on a keyboard or because he uses a laptop at home.

- A WP with Spellcheck & Grammar DISABLED is available to a candidate if it reflects his normal way of working at school.
- A WP with Spellcheck & Grammar ENABLED is available where a candidate has entitlement to a Scribe, and it reflects his normal way of working at school.

#### NOTE:

- STUDENTS USING A SCRIBE CAN ACCESS SOME MARKS FOR SPELLING, PUNCTUATION AND GRAMMAR (SPAG) IF THEY DICTATE THEIR PUNCTUATION AND GRAMMAR.
- STUDENTS USING A WORD PROCESSOR WITH SPELLCHECK AND GRAMMAR ENABLED ARE NOT ENTITLED TO MARKS FOR SPAG.
- A JCQ SCRIBE COVER SHEET IS ATTACHED TO SCRIPTS INDICATING WHAT WAS DICTATED OR WHICH FACILITIES WERE AVAILABLE ON THE WP.

### Prompter

For those who have significant difficulty in concentrating, the invigilator will remind the student to stay on task.

#### **FACILITATORS OF ACCESS ARRANGEMENTS ARE REQUIRED TO FOLLOW STRICT GUIDELINES**

We are inspected annually and must produce evidence of need together with approval documentation. The school is not able to grant access arrangements without adhering to strict guidelines set out by JCQ. If you have any questions about access arrangements, please contact Head of LDC and our Academic Assessor, Sarah Cavannagh – [scavannagh@morehouseschool.co.uk](mailto:scavannagh@morehouseschool.co.uk).

## Exam Board Subject Specifications

Teachers will be able to provide detailed information of exam board specifications being studied this academic year. A quick reference guide has been provided on the Parent Portal.

## Coursework/Non-Exam Assessments/BTECs

Many subjects have coursework/non-exam assessments. There are strict deadlines by which this must be completed, and teachers will advise you of these. Students' work is marked by their teacher and moderated by a member of the department. In accordance with JCQ regulations, students will be informed of their centre assessed marks so that they have an opportunity to request an internal review of marking, if appropriate, before marks are finally submitted for moderation to the awarding body.

Students will be required to sign an authentication statement confirming that work is his own and that he has not copied from anyone else or from a published source without referencing it.

### THERE ARE PENALTIES FOR BREAKING THE REGULATIONS

Exam boards return work after the results and you can reclaim it after about three months.

Further information is available in JCQ [Instructions for conducting non-examination assessments](#), and JCQ [Information for candidates documents](#).

## BTEC On-Screen Tests

A few BTEC Level 2 qualifications have Onscreen exam units where questions and answers are on a computer. Access arrangements remain in place for these exams.

## Art/Photography Practical Exams

Practical exams are conducted under the same formal conditions as all written exams.

## Timetabled Written Exams

Once exam entries have been made, students will be given a Statement of Entry and a personal Exam Timetable. Check these carefully and if there are mistakes (name, date of birth, exam entry) tell the Exams Officer. Check each exam unit, date, and time carefully. Take note of any re-arrangements due to timetable clashes. Refer to the JCQ Information for Candidates documents and Exam Room Posters.

### IF YOU LOSE YOUR TIMETABLE, ASK FOR A NEW ONE

The MHS Exam Timetable will be displayed outside the Exams Office, in the Refectory and outside the Study Hall. A draft exam timetable for the academic year will be available to view on the Parent Portal.

### Contingency Dates for Written Exams

In the unlikely case of unexpected incidents during the exam season, JCQ sets contingency dates for the possible conduct of subjects which have experienced scheduling problems.

THURSDAY 6<sup>TH</sup> JUNE 2023 (PM)

THURSDAY 13<sup>TH</sup> JUNE (PM)

WEDNESDAY 26<sup>TH</sup> JUNE (DAY)

### Clashes

Sometimes there are exam timetable clashes. If you notice a '*clash*', tell the Exams Officer. Arrangements will be made for students to take subjects one after the other and they will need to be formally supervised between exams. This may occasionally mean overnight supervision is required.

### Absence from Exams

You must attend all exams shown on your timetable. Misreading the timetable is not an acceptable explanation for absence, but if you miss an exam due to illness, telephone school on **01252 792303** as soon as possible on the morning of the exam.

### Location & Time of Exams

Registration for exams takes place outside the Photography Studio. Arrive at least 15 minutes before the start time shown on the timetable so as not to be in a rush. You will be told when they can enter the exam room and must sit at the allocated desk.

- **Morning exams usually start at 9.00am**
- **Afternoon exams usually start at 1.30pm or 2.00pm (dependent on duration)**

**IF FOR ANY REASON YOU ARE GOING TO BE LATE, YOU MUST TELEPHONE THE SCHOOL**

### Bags, Books, Notes & Valuables

Bags/books/notes are not allowed in the exam room and should be left outside or in your form room.

### Drinks/Food

A bottle of water only in a clear plastic bottle is allowed - labels removed.

**CHEWING GUM, SWEETS & OTHER FOOD OR DRINK IS NOT ALLOWED IN THE EXAM ROOM**

### Unauthorised Items in the Exam Room

MOBILE PHONES, WATCHES and other technological/web-enabled sources of information are not allowed in the exam room (*including practical exams*). Do not bring them. If you do, you will be asked to switch them off and put them into the 'exam tray' until the end of the exam.

**POSSESSION OF UNAUTHORISED ITEMS COULD RESULT IN DISQUALIFICATION**

## Calculators

You must bring their own calculator but not the calculator cover.

## What to wear for your Exams?

Year 11 students and below are expected to wear school uniform. You will be asked to remove any jacket. VI Form students should wear their regular school clothing.

## Personal Belongings

You are not allowed to bring any personal belongings into the exam room other than exam equipment listed below. This should either be left in your form room or outside the exam room in a named rucksack.

## Equipment

You must provide your own equipment! Ordinary pencil cases/boxes are not allowed. Equipment should be brought in a clear plastic bag or transparent pencil case.

### BRING THE FOLLOWING TO EVERY EXAM:

- ☒ 2 pens – black ink only (*no erasable or gel pens*)
- ☒ 2 HB pencils
- ☒ Ruler
- ☒ Pencil sharpener
- ☒ Rubber

### FOR CERTAIN EXAMS YOU WILL ALSO NEED:

- ☒ Compasses
- ☒ Protractor
- ☒ Calculator (without the cover)
- ☒ Coloured pencil crayons
- ☒ Set texts unmarked (e.g., A-Level English Lit)

Rough work must be done in the answer booklet. Cross out anything that you do not wish to be marked. Highlighter pens must not be used in answer booklets, but you can highlight parts of the questions. You must only write in the designated sections of the answer booklet – do not write in the margins.

## Seating in the Exam Room

You will be allocated a named desk and staff will be available to guide you to your seat.

## Timing during the Exam

A clock will be visible in the exam hall. You will be told the start and finish times of the exam and be given a warning 5 minutes before the end. You cannot ask how much time you have left to complete the exam.

## Supervision during Exams

Exams are supervised by a team of invigilators – usually teaching staff – who must follow strict rules and regulations.

## Emergency

You will be given clear instructions on what to do and where to go before your exam begins. Remain calm and silent at all times. Any emergency will not impact on your exam. You will be given any time missed for the emergency and Special Consideration will be requested from the exam board where appropriate.

## Exam Room Conditions

You are under formal exam conditions from the moment you enter the exam room until you are given permission to leave by the invigilator.

- You must listen to and follow the instructions of the invigilator at all times.
- You must not communicate with or disturb other candidates.
- Information which will be displayed about your exam is: Centre Number, Subject Title, Paper Number, start and finish times and the date.
- Information about the exam will be read to you and you will be told by the invigilator when to complete your personal information.
- You must not open the question paper until told to do so by the invigilator.

## Behaviour

- Silence is expected from the moment you enter the exam room until you leave.
- Do not try to communicate/disturb other candidates whilst in the room.
- Do not engage in conversation with your reader/scribe.
- Listen carefully to any instructions given by the invigilator.
- Do not call out. Put up your hand if you need help and wait for an invigilator.
- Do not write on the exam desks.
- If you need to leave the room (e.g., to go to the toilet) you will be escorted.
- You will be allowed to leave an exam after the official end of the exam and if you have extra time, must remain until the end of the extra time period.

## Exam Paper

You will be required to complete information about yourself on the exam paper – **Centre Number, Candidate Number, Candidate Name** – and on any additional sheets you use.

**YOU MAY NOT PICK UP YOUR PEN OR WRITE ANYTHING  
UNTIL YOU ARE INSTRUCTED TO DO SO BY THE INVIGILATOR**

## Word Processors

If you use a Word Processor in exams, it will be set up for you in line with exam board requirements - 12-point font and double line spacing. Do not adjust the settings. You will need to print and sign your typed document. Word Processors cannot simply be granted to a student because he wants to type rather than write, or can work faster on a keyboard, or because he uses a laptop at home.

## Cheating

Don't be caught cheating or you will be reported to the exam board. 'Cheating' includes:

- ☒ Being in possession of a watch, mobile phone, or other electronic device
- ☒ Using unauthorised aids
- ☒ Communicating with other candidates (by talking or otherwise)
- ☒ Copying from other candidates

## End of Exam

You must check that any additional sheets are completed correctly and are included in your answer booklet. Question papers, answer booklets and additional paper must remain in the exam room. Invigilators will collect your exam paper before you leave the room, and you must remember to stay silent. Once dismissed you will be told where to go.

## Remember!!

Do not bring any of these into an exam room:

- ☒ Mobile phones, iPods, Smartwatches, MP3/4 players, products with electronic communication/storage or digital facility or any watch which has a data storage facility.
- ☒ Non-transparent pencil cases/boxes
- ☒ Calculator cases and instruction books
- ☒ Bags, rucksacks, PE kits, Books etc.

## Special Consideration

In exceptional circumstances, and at the discretion of the school, Special Consideration may be applied for if something has seriously affected your performance on the day of an exam.

## Exam Results

Exam results are issued on the dates shown on the front page of this leaflet. Students will be issued with 'Statements of Provisional Results' via the Pupil Portal, which provides confirmation of results until certificates are received, about three months later. Senior members of staff and teachers will be available to address any concerns.

## Post Results Services

Following publication of results, Post Results Services may be considered if, in consultation with the subject teacher/Head of Department, it is deemed appropriate following an analysis of results. There are fees for these services and marks can also go down or remain the same. **Candidate's written consent is required prior to any of these services after the publication of results.**

Post results services are available in the form of:

- **Access to Scripts (ATS)** – Copies of scripts support a possible review of marking or to support teaching and learning.

- **Clerical Re-Check (Service 1)** – Recheck of all procedures leading to the issue of results. This is the only service that can be requested for objective tests (multiple choice tests).
- **Review of Marking (Service 2)** – Review of original marking to ensure agreed mark scheme has been applied correctly. *(Reviewers will not re-mark the script.)*
- **Priority Review of Marking (Service 2P)** - (Priority review of original marking to ensure agreed mark scheme has been applied correctly – ***for use when a candidate's place in further/higher education depends on the outcome.*** *(Reviewers will not re-mark the script.)*
- **Re-moderation of Coursework (Service 3)** – Not available to an individual candidate.

## Certificates

Certificates arrive in school about three months after results have been received and you will be invited to collect them at a Certificate Presentation evening in November.

**KEEP YOUR EXAM CERTIFICATES IN A SAFE PLACE**

## Qualification/Exam Fees

Exam fees are payable for all qualifications:

- BTEC – Pupils are registered for BTEC courses at the beginning of their year of starting study and fees for these qualifications will be charged at the beginning of the course. There will be no other fees for BTECs – unless a re-sit of an exam component is required.
- For other subjects, fees are charged after entry for an examination has been made.

Fees vary depending upon the level of qualification.

The Bursary will advise of required charges in their termly invoices.

## Exam Regulations

Below are important details on the conduct of exams you should be aware of.

### Malpractice

To maintain the integrity of qualifications, strict regulations are in place. Malpractice means any act or practice which is in breach of the regulations. Suspected incidents will be investigated and reported to the relevant awarding bodies.

**Malpractice constitutes:** Introduction of unauthorised material into the exam room; breaches of exam conditions; exchanging, obtaining, receiving, or passing on information which could be exam related; offences relating to the content of candidate work; undermining the integrity of exams/assessments.

**Things not to do on Social Media:** Buy/ask for/share exam content/pass on rumours of what is in exams; share your work; work with others so that your non-exam assessment and/or coursework is not your own independent work.



**Research and using references:** In coursework/non-exam assessments where computer-generated content has been used (such as an AI Chabot), your reference must show the name of the AI bot used and the date the content was generated. *(Retain a copy of the computer-generated content for reference and authentication purposes.)*

**Plagiarism:** Involves taking someone else's words, thoughts, ideas, or outputs and trying to pass them off as your own. It is a form of cheating which is taken very seriously.

*Further information is available in the MHS Exams Policy under Irregularities and the MHS Malpractice Policy (Exams).*

### Complaints & Internal Appeals

The MHS Complaint's Policy and MHS Internal Appeals Procedure, cover general complaints regarding the school's delivery/administration of qualifications. If you wish to view these in more detail, please contact the Exams Officer.

### Personal Data

Delivery of exams/assessments involve centres and awarding bodies processing a significant amount of personal data relating to exam entries, access arrangements, conduct of exams, non-exam assessments, special consideration and exam results/post results/certificate information. To understand what information is collected and how it is used, you must read the JCQ Information for Candidates – Privacy Notice (see above).

If you have any questions about data protection, the MHS Data Protection Policy (Exams) can be requested from the Exams Officer.

### Copyright

Copyright of any form of work created by a student and submitted to an awarding body belongs to the candidate. By submitting this work, the student is granting the awarding body a licence to use their assessment materials. *(If a candidate wishes to terminate the awarding body's rights to anything other than assessing his work, the awarding body must be notified by the centre and it is at the discretion of the awarding body whether to terminate such rights.)*

**Further guidelines on the conduct of exams/coursework/controlled assessments are available at [www.jcq.org.uk](http://www.jcq.org.uk).** The MHS Exams Policy and Non-Exam Assessment Policy, Complaints & Appeals Procedure and Post Results Policy & Procedure and other exam policies are held in school and can be requested from the Exams Officer.

If there is anything you do not understand, please ask **Debbie Youl, Exams Officer**, or your son's teacher. We are here to help. [dyoul@morehouseschool.co.uk](mailto:dyoul@morehouseschool.co.uk) 01252 792303