

Public Exams

2024/25

Laurelhill Community College



Exams Office

- * Mr Proctor Exams Officer
- * Miss McClean Exams Officer
- * Mrs Henry Chief Invigilator
- * Exam Invigilators Classroom Assistants External Invigilators



Being prepared for Public Exams

- * Have a copy of your exam timetable, pay attention to date, location and time of each exam. THIS IS PERSONAL TO YOU.
- * Arrive promptly to school on the morning of your exam.
- * Have all stationary with you that you will require for each exam.



Morning of an Exam

- * Arrive promptly to school AT 8.55am, get registered and GO TO YOUR EXAM ROOM.
- Leave all school bags, watches, earphones, mobile phones (turned off) with your form tutor.
- * You must be in **full school uniform** (no additional hoodies or jackets).
- * Wait outside your exam room for the invigilator to call you in.
- * Mr Proctor and Miss McClean will be around on the morning of each exam.



Allowed in the Exam Hall

- * A bottle of water with the label removed.
 - * Place this on the floor beside your desk
- * Stationary in a clear plastic pencil or just the items you need on the table.
 - * X2 black pens, ruler, pencil, protractor, calculator, highlighter, compass and rubber
 - * No correction fluid (Tipp-ex) should be used



UUUKNOW?						
and a	DID YOU KNOW?					
S.	Laurelhill Community College has its own					
S.	Stationery Store					
	When					
R	Whone School Library					
11						
11			and a state			
N.	Ballpoint Pen – blue and black	20p	N.			
S.	Fine Line Pen – red and green	40p	N.			
S.	Pencil	20p	N.			
AL AL	Ruler	20p	AN AN			
1	Rubber	20p				
S.	Sharpener	20p	N.			
1	Highlighter	70p	N.			
-	Protractor	20p	AN A			
1 4 A A	Glue	£1.00	A B B			
S.	Colouring Pencils	£2.00	N.			
S.	Maths Set	£4.00	N.			
N	Scientific Calculator	£12.00	N			
	Earphones	£1.00	1 - C - C			
R R			AR A			

Not Allowed in the Exam Hall



AQA City & Guilds CCEA OCR Pearson WJEC

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



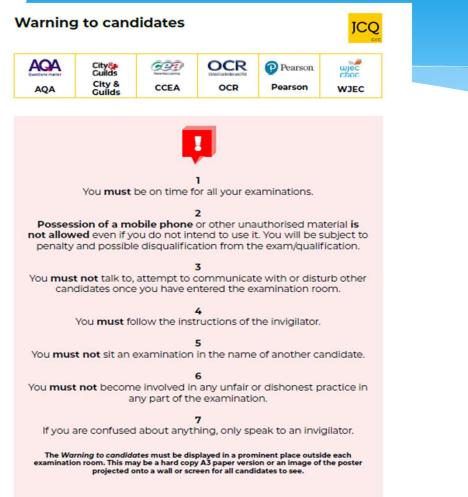
from your examination and your overall qualification.

This poster must be displayed in a prominent place outside each examination room.

- <u>No</u> electronic devices, watches or phones allowed.
- <u>No</u> hoodies/jumpers that are not school uniform.
- Notes, scrap paper, timetables etc removed from pockets.

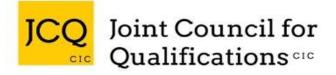


Conduct within the Exam Hall/Room



These are Public Exam Rules that are set by JCQ, not Laurelhill Community College.





Mobile Phones – most common form of candidate malpractice

- Possession = loss of marks (zero) – even if it is just in the pocket and not touched!
- Using/attempted use = Disqualification!

Malpractice



Entering the Exam Hall/Room

- * Mr Proctor / Miss McClean will call you into the hall/room by paper, e.g. Single Award Science Unit 1 Biology foundation tier, Single Award Science Unit 1 Biology higher tier
- * You will be called in and directed to your seat by the invigilators. You must sit in the seat that has your name card.
- * You must enter the exam hall in silence, sit down as soon as you have found your seat and face the front of the exam room/hall.



Conduct within the Exam Hall/Room

- * If an issue arises within the exam and you need to ask a question please raise your hand and an invigilator will come down to you.
- * This could be needing a new pen, extra paper, feeling unwell, needing the bathroom etc.
- * **DO NOT COMMUNICATE** with anyone else.



Extreme Circumstances

- * If you are ill on the morning of an exam please contact the school office by 9AM.
- * If for any unavoidable reason you are running late contact the office by 9AM.
- * If you are not in your exam room by 9.15AM school will notify your parents.
- * If you have notified school and arrive by 9.30AM please wait outside the hall until the invigilator brings you in. After 10.15am you may not be permitted into the exam hall.



After the Exam

- * **DO NOT COMMUNICATE** with anyone else.
- * Please leave the exam hall in silence and only when instructed to do so by the invigilator.
- * Collect your bag from form tutor and return to class.
- * You are <u>not</u> permitted to go home after an exam.



You need to know that the following would be malpractice:

- copying or allowing work to be copied e.g. posting written work on social networking sites prior to an examination/assessment;
- collusion: allowing others to help produce your work or helping others with theirs;
- asking others about what questions your exam will include (even if no one tells you);
- having or sharing details about exam questions before the exam whether you think these are real or fake; or
- not telling exam boards or your school/college about exam information being shared.

Penalties that awarding bodies apply include:

- a written warning;
- the loss of marks for a section, component or unit;
- disqualification from a unit, all units or qualifications; or
- a ban from taking assessments or exams for a set period of time.

Please take the time to familiarise yourself with the JCQ rules:

http://www.jcq.org.uk/exams-office/information-for-candidates-documents







- * Year 13 & 14 will receive exam results on Thursday 14th August.
- * Year 11 & 12 will receive exam results on Thursday 21ST August.
- * Information will be sent to parents/carers regarding the structure of the morning.



CCEA Post Results Services

Reviews of Results

Service Number & Service	GCSE Linear & Modular Terminal	GCSE
1. Clerical Recheck	£8.50	£8.50
2. Review of Marking by Component/Unit (i.e. by script/paper)	£24.30	£18.45
3. Review of Moderation of Centre Coursework/Controlled Assessment	£131.35	£131.35

Access to Scripts - Services and Charges

	Charge per Script
Access to digital convior of script before a review of marking	C8 E0
Access to digital copy of script before a review of marking. Access to digital copy of script after a review of marking.	£8.50
	£8.50
Access to digital copy of script to support teaching and learning – these are not eligible for the Review of Results Service.	
Please note, these scripts will not be issued until after the closing date for Review of Results has passed.	
	£6.30

GOOD LUCK

