

## 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



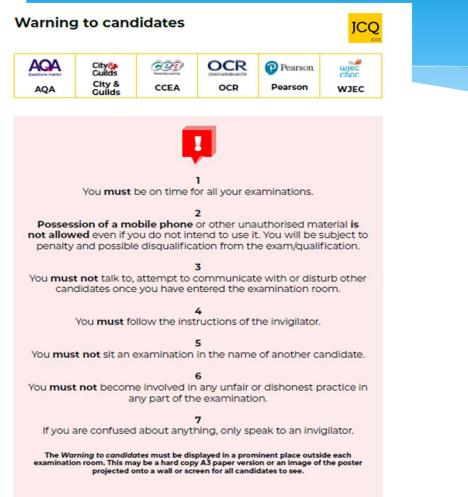
from your examination and your overall qualification.

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.

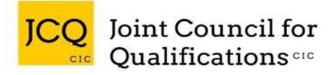


#### Conduct within the Exam Hall/Room



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 14<sup>th</sup> August.
- \* Year 11 & 12 will receive exam results on Thursday 21<sup>ST</sup> 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 <b>after</b> 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**

