

HASMONEAN



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Hasmonean Multi-Academy
Trust

Examinations Advice and Information
for
Candidates and Parents/Carers

2022-23

Hasmonean High School Centre Number:12240
Exams Officer: Ms Janell Owusu – j.owusu@hasmonean.co.uk
Hasmonean High School for Boys Centre Number: 12242
Exams Officer: Mrs Jane Leigh- j.leigh@hasmonean.co.uk

School Telephone: 020 8203 1411

Introduction

This document has been designed to help you be prepared for your examinations, and contains essential information and advice. Samples of the exam board regulations are also attached and will be adhered to. (These will be on display at all exam locations and students should take time to read the signs on display prior to entering the exam room.)

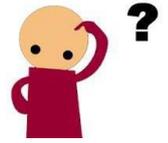
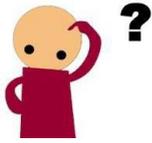
Read this information carefully – if there is anything that you don't understand seek help from your tutor, subject teacher or from the Examinations Officer – Mrs Jane Leigh (boys) and Ms Janell Owusu (girls).

You will have received an examination timetable which details times and dates of your exams. You can also check on Bromcom at any time for details of the units entered. Please check your timetable for the following:

1. All your personal information is correct, your full name AND your date of birth – these are the details that will appear on your exam certificates – notify your exams officer immediately of any corrections required
2. That ALL the subjects and exams you are expecting to take are listed. If there is anything extra or missing, speak to the Exams Officers immediately
3. That the tier levels (F for Foundation or H for Higher) are correct

Questions and Answers	
What must I do prior to the exam?	It is vital to check the timetable that is sent to you via your form tutor. This will give you a list of the exams the school has entered you for. Check the timetable thoroughly and report any errors to the Exams Officer immediately. Take your timetable home and put it on the wall where you will be able to check regularly which exams you have and when they are.
What happens if I find a clash on my timetable?	Arrangements will be made for you to sit your exams at different times, but still in the same session or day.
Where will the exams take place?	Most written exams will take place in the gym. The pink exams sheet outside the gym (boys) will have the seating plans for exams which will indicate the exact location and times.
Do I have to wear school uniform?	Yes. On hot days you will be permitted to remove your tie and blazer once inside the exam room (boys). For 6th form students the usual dress code for attending lessons is expected.
Can I take my bag and coat into the exam room with me?	No. If you take your blazer off, it must be laid underneath or beside your desk (boys).
What equipment do I need and do I carry my pens and pencils in my usual pencil case?	You must have a full stationery set including at least two black biros (no gel pens or erasable pens), two HB pencils, a sharpener, eraser, ruler, pair of compasses and protractor. These should be brought into the exam hall in a clear plastic pencil case or plastic bag. No coloured plastic cases or other types of container are permitted including geometry set cases. Correction fluid of any type (e.g. Tippex) is not allowed.
Can I bring food and drink into the exam?	You may only bring water into the exam room. This should be in a clear bottle, with no label, with a sports style top. Nothing other than clear water is permitted. No food, including chewing gum, is allowed in the room unless you have a known condition where medically you must have something available. You should make one of the invigilators aware of your need in this case upon arrival in the exam room.
What are all the notices inside and outside the exam rooms for?	The notices on display show you the rules of the exams which every candidate has to follow. These are not school rules – they are set out by the exam boards and apply to everyone taking exams in England. Take time to read the notices – copies are included with this handbook – and be sure you know what you are expected to do and not allowed to do. If you are not sure about anything within an exam put your hand up and ask an invigilator. Communicating in any way with another candidate is not allowed and may result in you being disqualified from your exam.

<p>When should I arrive for my exams?</p>	<p>Morning exams usually start at 9:00am and afternoon exams start at 1:30pm. Check your timetable carefully to make sure you know whether the exam is morning or afternoon.</p> <p>You should arrive 15 minutes before the start of the exam, to allow time for all candidates to be checked in and seated. Exams will start promptly at the stated times. Know your timetable and make arrangements to ensure you arrive in plenty of time. You should check the exams notice board when you arrive at school so you know where you are sitting from the seating plan, and can pick up any last minute notices from your exams officer.</p>
<p>I am entitled to Special Arrangements for my exams, what do I do?</p>	<p>Please check the seating plans displayed outside the gym to find out where you are to be seated for your exam. If you are to be seated in an alternative room, you should arrive at that room 15 minutes prior to the start of the exam. If you are entitled to extra time and you are to sit your exam in the gym, check that your candidate card displays this information. You will be given your extra time at the end of the normal finish time. Please do not leave the gym but continue working until you are told that your time is up by the invigilators. If you finish before the maximum extra time is up, you can tell an invigilator and will be asked to sign to say you did not wish to take the full time.</p>
<p>Where do I sit?</p>	<p>It is essential that you know your candidate number prior to the start of the exams!</p> <p>Seating lists/grids will be displayed outside the gym on pink sheets. The exam room will be organised in the form of a grid and your candidate number will be displayed in a box, representing a seat on the grid – know which seat you are going to and move silently to it.</p> <p>If you are in any doubt about where you are sitting, check with an invigilator in the room. When you get to your seat you will find your candidate card on the desk.</p> <p>Your candidate number is the 4-digit number on your individual timetable. If you are not sure of your number, ask your Exams Officer/an invigilator.</p>
<p>Must I attend?</p>	<p>Yes. You have no choice.</p> <p>If you do not arrive for the exam as expected the school will make every effort to contact, you and arrange for your late arrival.</p> <p>If you do not attend an exam you may be charged for its cost.</p>
<p>What happens if I am late?</p>	<p>If you are going to be late, please try to let the school know that you are on your way as soon as possible. Late entrance into the exam is at the discretion of the Exams Officer. If you are very late the exam board will be advised, and your work might not be accepted. If you arrive after the exam has finished, you may not be allowed to take the exam.</p>
<p>What about calculators?</p>	<p>Please see the JCQ regulations below:</p>



Questions and Answers

10. Using calculators

- 10.1 Candidates may use a calculator in an examination unless prohibited by the awarding body's specification.

The instructions on the question paper will say whether calculators are allowed or not. If the instructions do not include such a statement, calculators should be treated as standard equipment and may be used by candidates.

Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations.

- 10.2 The instructions set out in this section apply to all examinations unless stated otherwise in an awarding body's specification.

- 10.3 **Candidates must be told these regulations beforehand and be familiar with the Information for candidates documents.**

Calculators must be:	Calculators must not:
<ul style="list-style-type: none">○ 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 formulas.	<ul style="list-style-type: none">• be designed or adapted to offer any of these facilities: -<ul style="list-style-type: none">○ 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:<ul style="list-style-type: none">○ databanks;○ dictionaries;○ mathematical formulas;○ text.
<p>The candidate is responsible for the following:</p> <ul style="list-style-type: none">○ the calculator's power supply;○ the calculator's working condition;○ clearing anything stored in the calculator.	

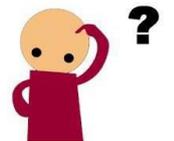
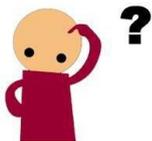
- 10.4 An invigilator may give a candidate a replacement calculator.
- 10.5 **Where access is permitted to a calculator for part of an examination, it is acceptable for candidates to place their calculators on the floor under their desks in sight of the invigilator(s) for the non-calculator portion of the examination.**

Make sure that you have fresh batteries in your calculator, and that anything stored in the memory has been cleared.

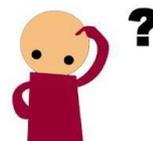
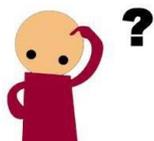
Operating instructions for calculators are not permitted in the exam room.

Calculator lids must remain outside the exams room.

It is not advisable to buy a new calculator on the day of your exam – buy it now to give you time to learn



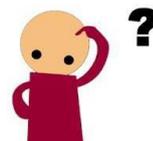
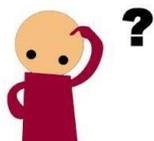
	<p>how to use it. If you have any doubts about your calculator check with the exams officer in good time before the exam.</p> <p>Ensure that any calculators used for A Level Exams are in exam mode. A green rim should be visible around the screen.</p> 
<p>What about dictionaries or spellcheckers?</p>	<p>You MUST NOT use a dictionary or spell-checker unless you have permission granted from the exam boards to do so.</p>
<p>Can I wear a watch?</p>	<p>No.</p>
<p>Can I take a personal stereo in with me as I like to work listening to music?</p>	<p>No! No hoodies or headwear covering the ears are allowed as use of headphones is strictly against exam rules. Any equipment found to contain MP3 players or similar will be confiscated, and may result in your exam paper being disqualified.</p>
<p>Can I keep my mobile phone with me?</p>	<p>No! Under no circumstances will mobile phones be allowed in the exam room. Anyone found with a phone on their person during an exam will be reported to the exam board and at the very least their paper will be disqualified.</p>
<p>What should I do if I'm not sure how to complete the front of the</p>	<p>Included with this guide are some notes on completing the front of the exam answer papers. Please take time to look at these examples, including the ones showing extra sheets you may need. If you are in any doubt on the day, ask an invigilator to advise you. We cannot fill in any gaps on the front of your exam paper for you.</p>



answer booklet, or any additional sheets?

Questions and Answers

Before I start answering questions, is there anything else I should do?	Read the front of the question paper CAREFULLY and follow ALL the instructions. It is worth spending a minute or two of your time to understand what you should do before you begin work on the questions themselves. Fill in the front of the exam paper when instructed to do so but do NOT write anything else on the front of the exam paper.
What happens if I feel unwell during the exam or need to go to the toilet?	You are not allowed to leave the exam room until the exam has finished. If you feel unwell, or need to go to the toilet, tell a member of staff on invigilation duty. If you HAVE to leave the exam room, you will be accompanied by a member of staff. If you feel extremely unwell before the exam starts, please tell an invigilator so you can be seated closer to the exit.
What about rough work?	Do your rough work only on exam board stationery. Cross it through neatly to show it should not be marked and hand it in with your answers. Any extra paper you write on must be handed in with your answer paper.
Where do I write my answers?	Please ensure you only write your answers in the boxes provided. If you write outside the boxes your work may go un noticed and not be marked.
If I have rest breaks what can I do during a rest break?	During a rest break you should close your paper. You are not allowed to do any work during a rest break. They are provided for you to rest. If you think you need one, put up your hand to alert the invigilator.
What if I am unwell on the day of the exam?	If you are unwell to the extent that it is going to prevent you attending the exam, it is vital that you contact the Examinations Officer immediately. You cannot take the exam on another day in that exam season, although in some circumstances you may be able to retake in another later season. Information on this is available from the Exams Officer in individual circumstances should the need arise.
What do I do if I don't understand a question?	Invigilators cannot explain a question or rephrase it into different words. You must make the best sense of the question you can and attempt to answer. No help will be given in understanding the questions.



<p>What happens at the end of the exam?</p>	<p>You will be advised when there are five minutes remaining in the exam, and when the exam has finished. At that point you must cease your work immediately. Students who continue to write once told to stop risk having their exam paper disqualified.</p> <p>If you have used more than one answer booklet, and/or any loose sheets of paper, you must place them in the correct order.</p> <p>Ensure that your name and candidate number is on all sheets of papers.</p> <p>You must not take from the exam room any exam stationery, used or unused, rough work or any other materials provided for the exam.</p> <p>You must sit in silence until ALL exam papers have been collected by the invigilators. You must REMAIN in silence until you are outside the exam room. You may only leave the exam room when advised to do so.</p> <p>Exams may be continuing after you have finished. You are therefore required to leave the room in silence and not talk to friends until you are out of the school buildings.</p>
<p>What happens if someone cheats during an exam?</p>	<p>Cheating is judged by following the exam board rules, not school rules – all instances of cheating will be reported. Any case of cheating in an exam can lead to disqualification from ALL exams.</p>
<p>What happens about study leave?</p>	<p>You will be advised by your head of year if and when study leave has been granted to you. It will be made clear when your study leave starts and finishes. If in any doubt, check with your form tutor or head of year.</p>

Examination Fees - Absence from an examination

The school pays fees to the Exam Board for each examination that a student is entered for, regardless of whether the student sits the exam or not.

If a student fails to take the examination and is unable to produce medical evidence from their doctor or provide the school with a reason considered valid by the Head Teacher, then parents/guardians will be required to pay the full examination entry fee.

Similarly, if a student fails to produce the required coursework by the date required by the exam board, they may not be awarded a grade in that subject. Parents/guardians will again be required to pay the full examination fee.

Emergency Evacuation Procedure

What to do if there is an emergency during your exam

- Listen carefully to the instructions the invigilators give you
- Leave the exam room calmly and stay with the members of staff at all times
- Do not talk to other students, either from the exam or from outside – remember that you are still under **exam conditions** and have to **follow the exam regulations**
- Staff will take you out of the building and you will wait outside until the emergency is over
- **You will not lose any time from your exam.** When it is possible to return to your exam room, any time lost will be added onto the end of your exam time
- If you break any of the **exam regulations** during the evacuation procedure, this will be dealt with in exactly the same way as if it had happened in the exam room

Information for Candidates

The JCQ produces various notices giving help for candidates. You can find up to date copies of these on the school website at <https://hasmoneanboys.org.uk/exams-information/#toggle-id-2>

Seating Plans

Seating plans/lists of candidates will be displayed outside the gym/hall before each exam. If you are sitting your exam in another room, this will be shown on the seating plan and you should make your way to that room.

You are seated for exams in CANDIDATE NUMBER ORDER. When looking for your seat, first look for your candidate number rather than your name.

The seating plans will look like this:

Seating Plan - 7th November PM

ENG1F/H, A680/01 English

FRONT OF ROOM			
	A	B	C
1	1232 FREUD:Theo Mark	6001 ABRAHAM:Yosef	6005 ATHERSYCH: Will iam
2		6003 AHAROON:Yishai Ariel	6045 KESTEL:
3	6041 HOLDER:Joseph	6012 CHAIT:Zak Samuel	6070 SCHER:Alexander

Your candidate number, name and the paper reference of the exam will be shown. You should note down your seat so you know where you are going to in the room.

Once you are in the exam room, your name label will be on the desk in the room, along with any access arrangement cards.

Filling out the front sheet of the answer papers

When you receive your question papers, you will often receive a separate answer booklet. Sometimes your answer will take more space than is provided (although the space allowed is usually a guide for how much you are expected to write). Read the instructions on the answer booklet carefully.

The following are designed to show you how to complete your answer papers correctly.

Use a treasury tag
to secure them in
the right place
inside the main
booklet before
you hand your
work in.

Paper reference
shown on the
front of your
question paper

The form is a pink AQA examination form. It contains the following fields and handwritten entries:

- Paper Reference:** 3702/4
- Examination Date:** 23 05 11
- Centre Number:** 12240
- Candidate Number:** 1234
- Surname:** BARRALET
- Other Names:** ALISON JANE
- Your Signature:** [Handwritten signature]
- Number of answer books submitted:** 1

Annotations include:

- A box around the Centre Number field with the text "Centre No." and an arrow pointing to the field.
- A box around the Paper Reference field with the text "Paper reference shown on the front of your question paper" and an arrow pointing to the field.
- Vertical text "leave blank" on the left side of the form.
- A box around the number "1" in the "Number of answer books submitted" field with an arrow pointing to it.

Enter the number of
answer booklets you are
submitting.

Make sure you
**SIGN EVERY
CONTINUATION SHEET**

For AQA make sure you write the number of the question you are answering inside the pink answer booklet.

Results

A Level results will be available on Bromcom on 17th August 2023.

GCSE results will be available on Bromcom on 24th August 2023.

Details of how to get your results can be obtained by looking at the school website under <https://hasmoneanboys.org.uk/wp-content/uploads/2021/07/Getting-Your-Exam-Results-2021.pdf>

A LEVEL and GCSE Grade Boundaries

When you get your results you will be given both a grade and a mark beside it. Often students are very close to the next grade up and may wish to have a paper re-marked. To help decide if a re-mark may be worthwhile, please contact your examinations officer who will be able to help you further.

Post-results Services

Information about post-results services is on the Exams page on the school website. The school does not generally advise applying for a re mark unless you are just below a grade boundary or your result is significantly different to the expected one, as most re marks do not result in a change of grade. **There is also the possibility that a re mark can result in a grade going down.**

If you require information as to whether you are close enough to the next grade to consider a re mark **EMAIL** your exams officer. They will send back a detailed breakdown of your marks, indicating where you are close to the next grade up.

Forms for applying for a re mark or return of scripts will be available on the Exams page on the school website. The deadlines for the return of this form to your Exams Officer will be shown clearly on the form. Please adhere to these deadlines as they cannot move – they are set by the exam boards.

Certificates

Certificates for summer exams are normally available from the school by mid-November. Certificates for your exams are extremely important and will be needed by you throughout your future for education and employment purposes.

Please arrange to collect them either in person from the Exams Officer once you are told they are ready, or they may be collected by someone on your behalf who will be asked to sign to say they have done so.

You've worked hard to earn your grades – by proud of your achievements and look after your certificates well. 😊

AND FINALLY GOOD LUCK TO ALL OF YOU WITH YOUR EXAMS!

Exams Officers

Mrs Jane Leigh Hasmonean High School for Boys; j.leigh@hasmonean.co.uk

Ms Janell Owusu Hasmonean High School for Girls; j.owusu