



**TRURO
SCHOOL**

GCSE, and A Level

**Examinations Guide
2019**

Centre Number: 53859

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All students taking public examinations must read this guide carefully.

Queries about Examinations

Any questions about examinations should be directed to one of the following:

- Examinations Officer, Miss Riley mnr@truroschool.com
- Head of Learning Support, Mrs Fiol vjf@truroschool.com
- Deputy Head (Academic), Dr Pope skp@truroschool.com
- Director of Studies Mr Vanstone mv@truroschool.com

Emergency Contact

In the event of emergencies during the examination season (illness, late for an examination, etc.), the first point of contact to communicate information to the school should be the School Office.

Tel: (01872) 272763

The staff in the School Office will then notify appropriate staff.

1. Examination Administration and Regulations

1.1 Entries for Public Examinations

All student entries for examinations must be made through the Head of Department. For subjects where there is no Head of Department (eg Chinese or Russian), consent must be given by Mark Vanstone, Director of Studies. No entries or withdrawals will be made by the Examinations Officer without the consent of the Head of Department or Director of Studies.

1.2 Candidate Timetables

All students will be issued with an *individual candidate timetable*. This will have a four-digit candidate number and centre number 53859. It will also detail each written examination paper, start time, duration and location.

1.3 Examination Clashes

Occasionally some examinations are timetabled at the same time. Anyone with examination clashes will receive separate details from the Examinations Officer detailing arrangements for clash and supervision arrangements (if required) between examination sittings.

1.4 Access Arrangements (Special Needs)

A student's examination access arrangements (such as extra time or the use of a word processor) are determined by the Head of Learning Support. They are based on evidence of need which includes a formal assessment report by the Learning Support Department (or an external specialist teacher or an Educational Psychologist) and a portfolio of evidence. The access arrangements must be based on a students' normal way of working.

Any Sixth Form student entering Truro School from the 5th Year of another school needs to have been reassessed in the Sixth Form before being awarded a concession for examination access arrangements. Those students only need a new report if they change schools and are also sitting new Sixth Form examinations (eg A Levels). If new students come to the Sixth Form and already have a Post-16 assessment relating to Sixth Form examinations, then that is acceptable and there is no need to be reassessed.

The necessary arrangements for students with examination access arrangements are organised by the Examinations Officer in liaison with the Head of Learning Support and, where necessary, the Director of Studies.

1.5 English as an Additional Language and Use of Bi-Lingual Dictionaries

The use of bi-lingual dictionaries for students whose first language is not English is only permitted by some examination boards for some subjects. Requirements for the use of bi-lingual dictionaries will be assessed by the EAL Co-ordinator.

1.6 Examination Start Times

Morning examinations begin at 9.15am; and afternoon examinations begin at **1.30pm**. The main exceptions are for examination clashes which will be detailed by the

Examinations Officer and communicated to students. Students must consult their own personalised timetables; if in doubt they should check with the Examinations Officer.

1.7 Examination Venues

The main exam room is the Sports Hall. For students with Examination Access Arrangements which require separate accommodation exam rooms will be suitable classrooms located throughout the school. For *onscreen* examinations, ICT rooms are used.

For the purposes of this guide, “Exam Room” refers to any of the rooms used for public examinations.

1.8 Special Consideration (adjustment to marks or grades by exam board)

Special Consideration is an adjustment to marks or grades of eligible candidates. Only minor adjustments can be made. The maximum amount is 5% which is reserved for the most exceptional cases such as terminal illness of a close family member. The Examination Officer completes the necessary documentation and submits it to the Examination Board. It is the Examination Board which makes the decision about whether or not to adjust marks.

1.9 Illness

If students are going to be absent from an exam due to illness, please contact the School Office as soon as possible. **Tel: (01872) 272763**. The message will be passed on to the Examinations Officer who will then determine the best course of action.

If students are unwell during an exam, they must let an invigilator know. The invigilator will then decide what action should be taken and will provide the Examinations Officer with all relevant information. If appropriate, an application for Special Consideration can be made by the Examinations Officer. A Medical Certificate may be required for this, and this will be confirmed by the Examinations Officer.

1.10 Late for an Examination

If students are delayed arriving at school and are likely to be late for an exam, the School Office must be contacted. **Tel: (01872) 272763**.

If students arrive late they must go straight into the timetabled exam room and report immediately to an invigilator.

If students are not going to be in the exam venue and under our supervision by 10.00am for a morning exam or 2.00pm for an afternoon exam, a parent, guardian or other adult must, wherever possible, remain with the student until they are under centre supervision. This must include escorting the student into the exam room and reporting to an invigilator. This is required to help provide evidence that the student was supervised until under centre supervision by an official invigilator.

Depending on the degree of lateness, the exam board may need to be informed and it will then be their decision whether to accept an examination paper or not. Students arriving late will be advised that their paper may not be accepted/marked by the board.

1.11 Adverse Weather

In the case of adverse weather conditions every effort will be made to keep the School open for examination candidates. Information regarding the School's response to adverse weather will be provided in the usual manner (School Comms, website, etc.). If there is any doubt about arrangements, the School Office should be contacted directly. **Tel: (01872) 272763.**

1.12 Absent from an Examination

The school will contact the parents or guardians of all students that are absent from an examination, unless notification to the School Office has been received.

Where students are absent from an examination due to extenuating circumstances (such as accident or illness) they will either:

- be withdrawn and re-entered at a later exam series if not certificating in the current series (i.e. Maths, Geology or DT modules sat in Lower Sixth);
- be put forward for *enhanced grading* via special consideration if certificating the qualification in the current series and the minimum requirements of the qualification have been met (contact the exams office for details).

1.13 Withdrawal from an Examination

Requests to withdraw from any re-take examination should be discussed in advance with the Director of Studies. There will be no refund of the examination fee if this request is granted after **18 March 2019.**

2. Examination Conduct

2.1 JCQ regulations

There are important documents from the Joint Council for Qualifications (JCQ) regarding conduct during public examinations. These are available from the following location on the Truro School website: <http://www.truroschoo.com/truro-senior-school/academic/exam-information/>

The documents are also on the student section of the intranet. Details of rules of conduct for controlled assessments and coursework are also published in these two locations. It is the responsibility of all students to read all of the JCQ rules in conjunction with this Examinations Guide.

2.2 Summary of Examination Rules

2.2.1 School Rules and Uniform

School rules continue to apply, along with the need to wear school uniform when on the school site before, during and after any examinations.

2.2.2 Waiting Outside an Exam Room for an Examination

Candidates must wait quietly outside the examination room 10 minutes before the published start time. For those few students with examinations in the Heseltine Gallery

(or its Studio annexe) candidates must wait at the bottom of the exterior staircase until called up by an invigilator.

2.2.3 Prohibited Items

The following items are prohibited from the exam room (even if turned off):

- mobile phones;
- e-readers, calculators or palmtops with retrievable information (databanks, dictionaries, formulae, text, etc.);
- iPODs, MP3 or MP4 players, etc.;
- smart watches or watches with alarms, calculator functions or data storage.
- any other electronic devices capable of storing data such as USB pen drives;

If at all possible students should not bring such items into school on exam days. If they are brought in, it is the student's responsibility to store them safely (in a locker) well before the start of the exam and away from the exam room. They may not be stored in the exam room areas (i.e. not in Sports Hall changing rooms or Heseltine Gallery entrances). The following guidance will help:

- Leave electronic devices at home;
- Lock them in a locker near the form room before going to the exam room
- Hand them in to the School Office before entering the exam room; they will be deposited in a numbered envelope and stored securely; students will be given the corresponding numbered ticket to identify the correct item for collection from the School Office at the end of the examination.

Students must ensure that their pockets (jacket and trouser/skirt pockets) are empty before entering the exam room. Invigilators will conduct random checks of pockets for prohibited items and the school reserves the right to challenge individuals to empty pockets if we feel it necessary. At the start of the exam, students will be asked to put watches on their desks. We also reserve the right to request the removal of any watch if we believe it may be a prohibited item. Any students found to have unauthorised items in their pockets as they enter the exam room will be reported to the Director of Studies.

Students will also be given a final warning about mobile phones and other banned electronic devices at the start of each exam. If at that point students realise they have them, they must then hand them in to an invigilator. The Director of Studies will subsequently be advised.

Any student found with unauthorised items during the exam will be reported to the exam board in which case students may face disqualification from that exam, the whole subject or the entire exam season (see 2.2.12).

Coats, bags and revision notes and textbooks may not be brought into the exam room. They must not be left outside the exam room or in any corridors or rooms nearby (such as changing rooms). Instead, they must all be stored in lockers or in form rooms well away from the exam room.

Mascots and 'lucky objects' are also prohibited from exam rooms.

Calculators with printed formulae are prohibited. Any calculator lids with formulae must be removed before entering the exam room. These should be stored at home or in a locker at school. Calculator memories must be cleared before starting an exam.

The use of blotting paper, scrap paper, ink erasers, correcting pens, correcting fluids or tape is prohibited.

Pencil cases are prohibited. Any container for the allowed stationery items must be transparent.

Students may bring still water into the exam room as long as it is in a small (maximum 750 ml), clear plastic bottle with all labels removed. Water in any other type of container will be confiscated.

All other food and drink are not allowed in the exam room (including sweets in wrappers), unless there are medical reasons and only if permission has been sought and given before the examination. Students must see the Examinations Officer in the first week of the summer term if they need to arrange to bring in food or drink for medical reasons.

Before waiting outside the exam room students must ensure that they have no writing or diagrams on hands or arms. They must also not draw on hands or arms during the exams. Drawing or writing on exam desks is also strictly prohibited.

2.2.4 Items Provided by a Student

It is the student's responsibility to provide all other materials required for an examination: e.g. black ink pens, pencils, rubbers, rulers, calculators, etc.

As a minimum, students must have a black ink pen or black biro with which to write. gel pens are not allowed. No other colours are allowed for writing answers. Pens and pencils in other colours may be used in some subjects for maps and diagrams only.

The school may provide some of these materials as spares, but the school will not be held responsible if there is insufficient supply for all students, or for any malfunction of the equipment.

2.2.5 Seating Plans

Seating plans are displayed on a large notice outside the exam room. These seating plans will be based on the four-digit exam number which is printed on individual candidate timetables.

Before entering an exam room, students must check the column for their seat (A, B, C, etc.) displayed on the seating plan. Students will be called in to the exam room a column at a time.

Students sit in candidate number order and each desk will have the appropriate exam number on it. The removal or defacing of this number card (or defacing of the exam desk) is an infringement of examination regulations and will be reported to the Director of Studies. Under no circumstances must a student change places with another student in the exam room or sit at a desk that does not have their candidate number on it.

Students will not always be in the same seat; students must therefore take time before each exam to study the seating plan which will be available outside the exam room. Students with extra time and those using word processors will be sat separately, out of candidate number order.

2.2.6 Entering an Exam Room

All students are under exam conditions as soon as they enter the exam room.

School uniform must be worn smartly as students enter.

As they enter, students must show their transparent case of stationery items (pencils, etc.), their calculator (with no lid) and any 750 ml water bottles. These items must not be in pockets.

Students are required to be silent as they enter. No form of communication is allowed between students. This includes non-verbal. If there is any disturbance to an examination (for example the fire alarm sounding), students must remain under examination conditions and not communicate with each other.

2.2.7 Exam Access and other Special Arrangements

If students have been awarded extra time for an examination, this will be indicated on a red card on the exam desk.

If students are allowed to use a laptop or a dictionary, these will be provided. Students should raise their hand before an examination begins if they think there is any error regarding equipment or access arrangement.

If students are registered with the Head of Learning Support for colour naming they need to raise their hand during the exam if they need assistance.

For those students that have exam clashes, an orange card is used to indicate this. These students must remain behind at the end of the examination before being escorted to a supervised room. On no account must a student with an exam clash leave the exam room unsupervised between exams.

2.2.8 Checking Examination Papers and Asking Invigilator's Questions

Examination papers must remain closed until the invigilator has given instructions to start the examination.

Students may only write on the front of the examination paper when instructed by an invigilator and also only after checking the details on the front of the paper.

There may be several different exams taking place at the same time in the exam room. Students should always check that they have been given the correct exam paper for the correct subject, unit and tier. If there is a suspicion of an error, students must put up their hand and ask an invigilator.

The invigilators are only allowed to answer questions about the instructions on the front of the exam paper. If students believe there is an error on the question paper, please let an invigilator know and they will then refer it to the Examinations Officer who will contact the examination board.

If there has been a problem with how the examination has been undertaken, students must put up their hand and make an invigilator aware of this before leaving the exam room.

2.2.9 Use of the Lavatory

A student who needs to leave the exam room temporarily must put up their hand and wait. Only one student at a time may be escorted by an invigilator. The time spent outside the exam room will not be added on to the finish time; that time is lost.

2.2.10 Sudden Illness During an Exam

If a student feels unwell in an exam and cannot continue, they should put up their hand. They will be escorted out of the exam room by an invigilator.

2.2.11 Leaving an Exam Room

Students must leave the exam room only after being given instructions by the invigilator. Students will not be allowed to leave the exam room until the end of the scheduled duration for that exam (except in very exceptional circumstances).

Students must remain silent whilst papers are being collected at the end of the exam right through until they have left the exam room and building.

All examination materials must be left in the exam room. This includes question papers, answer booklets and additional answer sheets (even if they have been left blank). It is an offence to remove any such material from the exam room. Should an infringement occur, a report will be submitted to the exam board and the Senior Leadership Team.

2.2.12 Inappropriate Conduct Before, During and after an Examination

- **Uniform:** Anyone failing to wear correct school uniform will be sent to a member of the Senior Leadership Team or the appropriate Head of Year immediately after the examination. However, anyone wearing clothes considered by the invigilator to be highly inappropriate or distracting to other candidates may not be allowed to sit the examination. NB There will always be a member of the Senior Leadership Team or a Head of Year present in the exam room to check at the start of the examination.
- **Behaviour:** Students must behave appropriately at all times before, during and after an examination. Students who misbehave will be dealt with immediately;

this may involve starting the exam later, being withdrawn to a different venue, or being withdrawn from the examination altogether.

- **Reporting of Inappropriate Conduct:** In the event of inappropriate conduct during an examination, a report must be submitted to the examination board, the Senior Leadership Team and Head of Year. Depending upon the incident, sanctions may follow from both the school and the examination board. Students should be aware that serious incidents can lead to disqualification from that specific examination, all examinations in that subject, all examinations with that examination board, all examinations with any examination board and, in the most serious cases, disqualification from all examinations for a fixed period (see below).

2.2.13 Fire Evacuation Rules

If the fire alarm sounds when an exam is in progress:

1. Students will be told to stop working.
2. Students must remain silent and seated; there must be no communication (verbal or non-verbal) between students.
3. There will be an initial check to see if there is a false alarm.
4. If evacuation is required, students will be instructed to leave the room in silence, a column at a time, in single file with an invigilator between every 30 students.
5. All belongings and papers must remain in the exam room.
6. Students will be escorted to the fire assembly point, where they will line up in front of their escorting invigilator. Students must not assemble with their tutor group.
7. There must be no talking when walking to or from the fire assembly point
8. A register will be taken by an invigilator at the assembly point and students will only be allowed to speak to confirm they are present.
9. Students must await confirmation that it is safe to return to the exam room.
10. If and when possible to return to the exam room, students will be given the full time allowance for the exam.
11. The examination board will be contacted about the incident so that any allowances can be made when marking scripts.
12. Any student that has infringed examination regulations will undergo any necessary examination board discipline procedures.

A notice showing the Fire Evacuation Assembly points will be displayed in the exam room.

3. Examination Results

3.1 Dates and Venue for Collecting Results

Upper Sixth Results: A Level results will be available to Upper Sixth students from 8.00am on results day, **Thursday 15 August**, in the Sixth Form Centre.

Lower Sixth Results: AS Level results will be available to Lower Sixth students from 10.00am on results day, **Thursday 15 August**, in the Sixth Form Centre.

5th Year Results: GCSE results will be available to 5th Year students from 9.00am on results day, **Thursday 22 August**, in the Sixth Form Centre.

3.2 Collecting Results

Boarding students that live out of the country or county will automatically have their results emailed to their school email account at some point on results day. It is expected that all other students will collect their results in person on results day at the times given above. Please note that results data is the property of the student and parents may only collect results for their children if they have been nominated in advance.

If, for any reason, a student cannot come in to collect their results on results day, they may nominate another person to do this on their behalf or request an email. Please note that the email may be sent much later in the day and not at the times given above for collecting in person.

Emailing Results

- Day students themselves must confirm this request in advance to the Examinations Officer (mnr@truroschoo.com) using their school email account. This should be requested no later than **Friday 3 May**. Requests received after this date may not be actioned. Results can only be emailed to the student's school email account.

Collection by Proxy – Nominated Person

- If students wish a **nominated person** (including a parent) to collect results on their behalf, email or written and signed permission must be given to the Examinations Officer no later than **Friday 3 May**, stating the name of the person collecting the results. Email requests can only be actioned if received directly from the student's email account (not a parent's).

Any results that are not collected on examination results day will always be posted to the address appearing on school records (unless otherwise requested) the following day.

3.3 Support on Receiving Results

On the day of the release of the Sixth Form AS and A Level results, the Senior Leadership Team, Examinations Officer, Heads of Department, Heads of Year, Tutors and the Heads of Careers and University Admissions will be present to provide advice. The Head of 5th Year, Tutors, Examinations Officer and the Senior Leadership Team will be present on the day that 5th Year examination results are released.

3.3.1 GCSE 5th Year Students

Those who wish to enter the Lower Sixth at Truro School but wish to change their A Level options in light of their GCSE results should contact the Director of Studies to arrange a meeting to discuss any changes. Email: mv@truroschoo.com

Students who have not indicated their intention to enter the Lower Sixth at Truro School but now wish to do so, should contact the Admissions Assistant as soon as possible. Tel: 01872 246062 email eeew@truroschool.com

The Admissions team will provide details of the induction day. These students must also contact the Director of Studies to discuss their A Level options.

Similarly, students who no longer wish to take up their place in the Lower Sixth should contact the Admissions Assistant as soon as possible.

3.3.3 Upper Sixth Students

The Deputy Head (Academic), Heads of Sixth Form, Heads of Department and Director of Studies will be available on the day to offer advice and support in the event of students not receiving the grades required by their university offers. Advice will be summarised in a document called 'Procedures and Advice for A Level Results Day'.

3.4 Post-Results Services

If students wish to query their marks or grades for examinations papers, examination boards offer the following services for a fee:

1. Priority review of marking (only available for Upper Sixth students if a place at university is at stake);
2. Review of marking;
3. Review of marking plus return of scripts;
4. Original script returned;
5. Priority photocopied script (available for some GCSE and all AS and A2 written papers – not coursework).
6. Clerical check

Further explanation, details of fees, the relevant forms and closing dates will be made available on the school intranet during the summer term and on the day when results are collected. Deadlines vary and it is the responsibility of the student to consult with staff and ensure they complete all necessary paperwork and submit payment in good time. Forms received without the correct signatures and/or payment will not be actioned. Further advice will be given by the Examinations Officer and other staff on results day.

3.5 Issuing of Examination Certificates

Students will be informed by the Examinations Officer of when they may collect their certificates. The date is in late November and students will be emailed using the contact details that are held on the school file.

Certificates must be collected in person from the School Office, where the student will sign to indicate they have been collected. The only exception is for students that have left school that are also living out of the county. In these cases, the certificates may be posted by registered post if written consent is received by the school.

If students cannot collect certificates themselves, and wish a nominated person to collect them on their behalf, signed written permission must be sent directly from the student to the Examinations Officer, stating the name of the nominated person. Parents and guardians may only collect results certificates if they have been nominated by the student in advance.

Please note, certificates must be collected within 12 months of issue. Certificates not collected within this timeframe may be confidentially destroyed. It is therefore very important that you make arrangements to collect your certificates as soon as possible. Students requiring official confirmation of their results whose certificates either have been destroyed (because they have not been collected) or because they have been lost/stolen will need to contact the relevant exam boards for certifying copies of results. Exam boards charge for these replacements.

4. Upper Sixth and 5th Years Returning Textbooks

Textbooks should be returned to the Dodd Library. It is a student's responsibility to return textbooks in a good condition. It is best to return books on the day of the last exam in each subject. Please note the final deadline for return below. Also note:

- Books must be delivered in person.
- Details will then be recorded as evidence they have been returned in an acceptable condition.
- A receipt will be issued to the student.
- Books must not be handed in to the School Office.

Students should aim to hand in subject textbooks at the end of the last examination in that subject. Note that the final deadline for the 5th Year and Upper Sixth is the day of the final examination for that year group.

5th Year Book Return date: Friday 14 June (last whole school GCSE)
Upper Sixth Book Return date: Tuesday 25 June (last A2, Physics Paper 3)

After the final deadline, parents will be charged for any books that have not been returned in an acceptable condition.

5. Study Leave Dates

From the first day of Study Leave students are only required to attend school for their examinations or for any co-curricular commitments such as sport. The first day of study leave for each year group is indicated below. Lessons in usual classrooms will continue to be staffed by subject teachers for the first week of Study Leave for the Sixth Form. For the 5th Year, we will continue to staff all lessons from the first day of Study Leave up to half term for any students that wish to attend.

5th Year Study Leave: Begins Monday 13 May

Voluntary attendance in lessons until half term; then by arrangement with teachers.

Lower Sixth Study Leave: No study leave, see below for exam day attendance

Upper Sixth Study Leave: Monday 3 June

Voluntary attendance in lessons for one week; then by arrangement with teachers.

Lunch will always be provided for all students in attendance at school. Lunch for 5th Years, Lower Sixth and Upper Sixth may be taken in the dining hall from 12.40pm onwards (or 12.30pm on Wednesday) if they have no lesson to attend or if they have an afternoon exam beginning at 1.30pm

6. Sixth Form and 5th Year Specific Conduct

6.1 Upper Sixth Conduct

School Rules, including the Sixth Form dress code, continue to apply throughout the examination period whether students are in an examination or not.

Before Upper Sixth Study Leave

Upper Sixth students doing AS retakes may revise at home in the morning if they have an afternoon exam. On such occasions, they should sign in at the Sixth Form Centre if they arrive after morning registration and before the afternoon exam.

For all Upper Sixth students without an examination, the usual school attendance procedures apply. For any students taking a morning examination, they will return to normal lessons afterwards.

During Upper Sixth Study Leave

When Upper Sixth Study Leave begins students do not need to be in school, apart from when they have examinations. Students are welcome to be in school when they have no examination, but they must sign in at the Sixth Form Centre, signing out when they depart.

6.2 Lower Sixth Conduct

School Rules, including the Sixth Form dress code, continue to apply throughout the examination period.

Lower Sixth students sitting AS exams may revise at home in the morning if they have an afternoon exam. On such occasions, they should sign in at the Sixth Form Centre if they arrive after morning registration and before the afternoon exam.

6.3 5th Year Conduct

6.3.1 5th Year Wednesday Afternoon Activities

For the 5th Year, Wednesday Afternoon Activities are not compulsory during the Summer Term. However, students representing Truro School in cricket are expected to attend training and fixtures if not in an examination.

Students may leave school after period 5 (1.35 pm) and before 2.15pm. Students must sign out at the School Office when leaving School.

If students choose to remain in School on Wednesday afternoon they must:

- attend a supervised activity;
- attend an academic clinic;
- revise quietly in the Heath Hall;
- revise quietly in the Dodd Library.

6.3.2 5th Year Attendance until Study Leave

Up to the day before Study Leave students are required to be in school as usual from 8.45am, whether they have an examination or not. Students are required to attend normal morning registration, assembly and timetabled lessons.

6.3.3 5th Year Routines when Study Leave begins

When Study Leave begins, School Rules will continue to apply for all students. Students must continue to wear correct school uniform when attending school and when sitting an examination. The only exception is when students are engaged in a school sporting activity for which they will wear approved sports kit.

Students will only be required to attend their examinations, and should arrive outside the exam room at least 10 minutes before an examination. If in school 45 minutes or more before an examination, students must sign in at the School Office, where they will be allocated a supervised room. Students must not wander around the campus during lesson times.

Lessons will continue to be manned by teaching staff up to half term. During this period, students may attend their normal timetabled lessons before an examination, after an examination and between morning and afternoon examinations. In those lessons, they may get further revision advice from their subject teacher or quietly revise independently.

Students must depart from school immediately after an examination, unless:

- they are in morning break or lunch;
- they are in lessons, supervised by a teacher;
- they are attending another supervised activity organised by a member of staff.

6.3.4 5th Year Use of the Sixth Form Café

From the beginning of Study Leave 5th Year students are welcome to use the Sixth Form Café for snacks and drinks during morning break. It should be noted that cash payment is required. Lunch must be taken as usual in the dining hall.