



**EXAMINATION INFORMATION AND  
SUPPORT BOOKLET 2022  
FOR STUDENTS AND PARENT/CARER**

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## Introduction

The aim of this guide is to enable students and parents/carers to access information about examination procedures that is usually provided directly to students and to answer some of the most frequently asked questions, guiding and supporting students and parents/carers through the examination process.

Read it carefully, and if you are still not sure about anything ..... **please ask!**

The Exams Officer, Mr Don Hilton, is located in his office, next to S8/the Serious Incident Room.

You can contact him by:

- a) Speaking to him in person in his office before school, at break 1, lunchtime, or after school.
- b) Telephoning him on 01752 406961
- c) emailing using: 2022exams@coombedean.co.uk

**Please don't forget he is here to help YOU!**

**Exams-related information is available on the exams section of the school website.**

The school will make every effort to ensure that candidates receive the best possible preparation for their examinations, that the administrative arrangements run smoothly, and the examinations are conducted within JCQ regulations in a way that will cause as little stress as possible and help students to achieve their best.

A government-produced student guide to exams is available here:  
<https://www.gov.uk/government/publications/student-guide-to-exams-and-formal-assessments-in-2021-to-2022/student-guide-to-exams-and-formal-assessments-in-2021-to-2022>

A student guide to coping with exam pressure is available here:

<https://www.gov.uk/government/publications/coping-with-exam-pressure-a-guide-for-students/coping-with-exam-pressure-a-guide-for-students>

## **Uniform**

For Year 11, School Uniform must be worn at ALL times, when sitting exams, and when you are in school during the examination and subsequent study leave period. For Years 12 and 13, all Sixth Form should be aware that 'appropriate' casual clothing should be worn. Outdoor jackets are not permitted in the exam venues, so please ensure you dress warmly enough to suit the venue, underneath any jacket you may wear to school.

## **Exam Plan**

You will receive a generic exam plan which will detail provision for you during the exam period. It will detail arrangements prior to each exam, where you need to go and when. The exam plan will also be published on the school website.

## **Attendance**

### **Year 11**

You are expected to attend lessons as normal until the agreed date when lessons take place differently from the usual arrangements. These arrangements are detailed in the exam plan. If you have an exam in the morning, make your way to the agreed location for final preparation as detailed in your exam plan, you will then be escorted or sent to your exam venue by your teacher(s) for a prompt start, 10 minutes prior to the start of your exam.

If you have an exam in the afternoon, make your way to the baggage venue at least 10 minutes prior to the scheduled exam start time following your break for lunch.

Externally timetabled GCSE Examinations begin week commencing Monday 16th May 2022. Individual exam schedules have been distributed via tutors during w/c 25<sup>th</sup> April.

### **Year 12**

Very few Year 12 students have exams because A level courses are two-year courses. You are expected to attend all timetabled lessons in each of your subjects unless you have an exam that prevents your attendance.

## **Year 13**

You are expected to attend all timetabled lessons in each of your subjects until you have sat the final exam in that subject, following the details in the exam plan. In the case of applied subjects that don't have an exam, you are expected to attend through the examination period until you have submitted your final work for that qualification and your teacher authorises you to stop attending. They should communicate this to Mrs McDowall for recording on your attendance record.

### **Your candidate or exam number**

You have been given a candidate number (sometimes called Exam Number) – you will find this on the top of your Individual Candidate Timetable. **Ensure you know your candidate number which is used to identify you to invigilators when checking seating and the examiner marking your paper.**

### **Individual Candidate Timetable**

This document is **important** and should be kept safely for reference purposes, all students **MUST** refer to their Individual Candidate Timetable for information on rooming and timing. Please read your timetable very carefully to make sure you know when and where your exams take place. Your timetable is unique to you. Do not ask your friends where the exam is .... they may be somewhere different!

You should bring a copy of your exam timetable to every examination so that you know which room you are in and your seat number.

If you lose your timetable you can get a replacement from the Exams Officer. If you miss an exam because you misread the exam timetable, you will not qualify for special consideration!

### **Exam Start Times**

**Morning Examinations usually start at 9:15am and certainly between 9.00am and 9:30am**

Breakfast will be available for you to purchase once you have used your free allocation before morning examinations from 8:15am in the dining hall, you can collect this before making your way to your usual classroom for some final contact (this information will be communicated to students via the exam plan) before making your way to the baggage room and exam venue.

**Afternoon Examinations usually start at 13.30pm but certainly between 13:00 and 13:30.**

These times may vary in some cases, please rely on **your** individual timetable – not your friends or your Statement of Entry – as it may well be different.

**Please be in the designated venue (gym for Year 11, Post-16 common area for Post-16) at least 10 minutes before the scheduled start time of the exam to ensure a prompt start.**

**It is your responsibility to know the exam start times, not reading your timetable is not an excuse to turn up late or at the wrong time or the wrong day!**

### **Access Arrangements**

**i.e., Extra Time, Reader, Scribe, Word Processor, etc.,**

Your Individual Candidate Timetable will reflect the presence of an Access Arrangement by indicating any additional time and / or an alternative room. If you have any queries regarding your Access Arrangement or feel that you no longer require an existing Access Arrangement, please see or contact Mrs Avery immediately. **If you have existing access arrangements, make sure you make full use of them, they are put in place to support and help you and your assessment outcome.**

### **Rooming**

We use the Sports Hall for most large exams, but we also use the other classrooms in the school and occasionally the New Hall – your timetable will tell you where to go .... please check it carefully! Seating plans will also be displayed outside the exam venue.

## **Seat Numbers and registers**

You **MUST** sit at the correct desk! Check your timetable for your seat number before each exam. You can also check outside the exam venue. The letters and numbers are displayed around the side walls of the larger venues. If you are unsure of where you are seated, remember you are called forward in seat order for each exam if you are in the sports hall. In the larger venues, registers are attached to the front desk in each row.

By following the labels across the front and side of the room you should be able to find your seat. Each exam may have a different seating plan so BEWARE! Bring your timetable to every exam so that you can check, if you forget.

For smaller venues, you will be called by your allocated invigilator to attend the correct room.

A register is taken in each exam venue, this information is shared with staff at the school who monitor attendance at exams.

## **Being Silent!**

Please wait quietly outside the exam room (Post-16) and in the gym (Year 11 in the Sports Hall) – you will be called in when the room is ready.

**Once you enter the gym and then the exam room, YOU ARE UNDER JCQ RULES AND SHOULD REMAIN SILENT, until the examination is over and you are well away from the exam room (it is important you respect those students still sitting their exams in your venue or other venues around the school).** You must not communicate with any other student either by speaking or mouthing to them, turning around to see what might be going on behind you or for any other reason.

Even eye contact or smiling at another student is counted as communicating and could be treated as misconduct – as an exams centre, we are required to report all cases of malpractice and on possible outcome of an exam board investigation is that you could be disqualified from all your exams – BEWARE!

You must not pass anything to another student in an examination. If you need to borrow a pen or pencil or have a question – put your hand up and speak to an invigilator – they are there to help you.

## **The right equipment**

**It is your responsibility to ensure that you have the necessary equipment with you for each examination**, eg: **black pens x 2**, pencils x 2, coloured pencils, eraser, ruler, pencil sharpener, **calculator**, compass and protractor (if you are unsure, check with your subject teacher ahead of each paper) if in doubt bring it anyway and you can check in the baggage room! There is a limited supply of replacements available should yours stop working.

**If your paper is a calculator paper, ensure you bring a calculator!**

You can buy exam materials from the School Shop, calculators are also available. If you need support purchasing materials, please speak to your tutor or another member of staff.

You will need to bring all your equipment to the exam room in a clear plastic pencil case or plastic bag.

You must not bring any unauthorised books or paper into the exam room – this is regarded as malpractice and will need to be reported to the exam board. However, remember to bring any set texts or books that are required.

During the summer months exams, rooms can get very hot you are advised to bring a drink of water with you – this should be in a **clear plastic bottle, with any labels removed**. NO fizzy or fruit drinks – the liquid must be transparent!

## **At the start of an examination**

Check you have the correct paper in front of you... if you think that the paper is not correct, signal for an invigilator straight away by raising your hand.

You will be told how to complete the details on the front of your exam paper (please await instructions before doing this) or on the answer booklet. LISTEN carefully to all instructions given at the start of the exam and make sure you know how long you have to complete the paper.

On every paper, you must write:

1. Your surname and forename (this is your legal name not your 'known as' name).
2. Candidate (exam) number.
3. Centre Number **54413**

Only write in **BLACK** ink – DO NOT WRITE IN PENCIL – only use pencil for diagrams. Do not use correction fluid (tippex) or correction pens!

You cannot ask the invigilators questions regarding the content of the exam, but if you think there is something missing from your paper, then put your hand up and ask for guidance. Equally, if you feel you have not been given the correct amount of reading time for example, signal for an invigilator and bring it to their attention – the front of the paper will list what you are entitled to.

When your exam has finished and your papers have been collected in, you will be dismissed a row at a time. PLEASE LEAVE IN SILENCE – other students may still be working in the room or a room nearby. You are not allowed to take anything from the exam room except your own possessions – it is an offence to remove exam material.

Once you have been dismissed you must follow the details given in the exams plan, if the time you are required to be attending school full time has passed, you should either go home or go to the designated study room (the library). PLEASE DO NOT DISTURB THE REST OF THE SCHOOL which will continue to operate as normal!

### **Your coats, bags and valuables**

For all exams in the Sports Hall, coats, bags and personal belongings will be left in LA1 for Year 11 and the designated room in Post-16. If your exam is in another room you will be advised by the invigilator where to leave your belongings.

**Please Note:** Coombe Dean School cannot guarantee the security of your personal property during examinations. Our advice therefore is that all valuables should be left at home and any devices that are brought are switched off when they are left in the baggage room.

### **Mobile phones, Smart Watches, pagers, MP3 players and any other gadgets .....**

It is important that you follow all directions regarding these devices that should be switched off and secured inside your bag. Please note that if you are found to have a mobile phone or Smart Watch on you during an examination – whether it is turned on or not and whether it is oversight or intentional – you risk being disqualified from that examination and may jeopardise all your other examinations. All such cases have to be reported to the relevant exam board and will be investigated. Exam Boards can disqualify students from taking examinations for up to 5 years. You will be asked prior to entering the exam venue to ensure you have no device on your person.

*Please be aware that any infringement of this rule must be reported to the relevant Examination Board, this isn't a rule just for Coombe Dean.*

### **Travel arrangements**

It is your responsibility to ensure you arrive at the examination room at least 10 minutes before the examination is due to start, using the timings on your individual candidate timetable. If your exam is not due to finish until after 3:00pm, you must make your own arrangements to get home.

### **If you have transport problems**

If you are ill, or going to be late on the day of your exam, you or your parent/carer should notify the school IMMEDIATELY on 01752406961, asking to be put through to the attendance officer who will advise you. If your bus is delayed, provided you arrive within the time allowed after the start of the paper, we will accommodate you in one of our exam venues.

You must be aware that if you are too late, your exam paper may not be accepted by the Exam Board, even if we are able to accommodate you.

### **If you are ill**

For 2022, please see the summary guidance provided for special consideration which contains information about Covid-related illness. This document is available via the exams section of the school website.

## **Special Consideration**

The school can write to the Exam Board to ask for Special Consideration in exceptional circumstances ONLY. Feeling unwell or stressed will, unfortunately, not qualify for Special Consideration. Serious illness of a student will qualify as will deaths of close family members and major traumas but will require you to submit a letter specifying dates and exact reasons – otherwise we will not be able to submit an application to the Exam Board. Please inform the Exams Office at the earliest opportunity prior to or on the morning of your exam if you have any problems i.e. broken arm where we will need to put arrangements in place for you **using the exams email [2022exams@coombedean.co.uk](mailto:2022exams@coombedean.co.uk)**

**Remember, Special Consideration will only be granted in exceptional circumstances allowances in these cases are not significant – more information is available about this on the exams section of the website.**

## **Frequently Asked Questions.**

### **What if the fire alarm goes off?**

If the fire alarm does go off during an exam, you will be told to put your pens down and to sit in silence while awaiting instructions. If the fire alarm is genuine, you will be instructed by the invigilator, and led to the assembly point in an orderly manner and in silence. You must not communicate with the other candidates. If the fire alarm is not relating to a threat to those in the exam venue, you will remain seated in the exam room in silence. In either situation, the length of time of disruption will be noted and will be added on at the end, and Special Consideration will be applied for all candidates.

### **What if during the exam I am disturbed by noise or other distractions?**

You must bring it to the attention of the Invigilator immediately. They in turn, will contact the Exams Officer who will investigate and deal with the issue appropriately. The Exams Officer may also decide to add extra time to the exam if he feels you have been severely affected and/or apply for Special Consideration. Please be aware that any issues must be raised at the time of the assessment.

### **What if I need to go to the toilet during the exam?**

If you get the right balance between remaining hydrated and not needing the toilet, disruption will be kept to a minimum. If you are desperate to go to the toilet during the exam, raise your hand and wait for an invigilator to come to you. He or she will then accompany you to the toilet. **Please remember – going to the toilet not only disturbs other candidates in the room, it also breaks your concentration, make sure you go before each exam you sit and don't consume excessive amounts of water during the exam. You must not get up and leave the exam venue to go to the toilet - you must be accompanied. Failure to follow these instructions will result in your paper being voided.**

### **What if I feel ill during the exam?**

If you feel unwell during an exam, raise your hand and wait for an invigilator to come to you. Explain what the problem is and they will deal with it appropriately. **Please remember – if you have a cold or suffer from hay fever, bring plenty of tissues with you and take appropriate medication in advance!**

### **What if I have a clash?**

Depending on the total length of the exams, you will take them one after the other in either the morning or afternoon session. Any serious clashes will have been identified by the Exams Office and you will have been informed what arrangements have been made. We can move an exam due to clashes from a morning or afternoon session and very occasionally we can move it to the next day – we CANNOT move it to the previous day! If you notice you have a clash or are concerned please contact the Exams Office immediately.

### **What if I have an appointment the same day as my exam?**

You will need to change your appointment! Exams MUST happen on the date and time specified by the exam board because they are dates and times for student across England. Attending a medical appointment, going on holiday, or to a wedding or having your hair done is not a valid excuse!

### **For the scribblers!**

Defacing of exam papers is forbidden and could result in you being disqualified! Graffiti on exam desks is also forbidden! All the desks are scribble free and we would like to keep them that way. If you are found scribbling or scratching on your desk you will be asked to remain behind after the exam to clean it. We have detailed seating plans and we will know WHO YOU ARE!

### **Summer 2022 Exams Results days**

**GCE results day is on Thursday 18<sup>th</sup> August 2022.**

**GCSE results day is on Thursday 25<sup>th</sup> August 2022**

**Year 11 (and Y12/13 GCSE & L2 retakes)**

You can collect your results from the post-16 centre between 8:30am and 10:30am.

### **What if I cannot collect my results on results day?**

Results will be available for you to collect until 10:30am on the results day. If you cannot make it between those times you can collect them from the exams officer, at a later date.

If you wish to have them posted, you should give a stamped addressed A5 envelope to the Exams Office before Friday 15<sup>th</sup> July 2019. **Your results will be posted on the afternoon of results day.**

If you would like your exam results emailed to you, you must request this using the email [2022exams@coombedean.co.uk](mailto:2022exams@coombedean.co.uk) and they will be sent by email as soon as possible after the 8:30am opening of the school. We will send your results to your school email address, so please ensure you know your details to access this. If you are in Year 13 or Year 11 and leaving the school, you will have access to your school email until the end of August at least.

We are not able to give out results over the phone or fax and we cannot give them to a friend to deliver for you.

If you wish someone (even your parent) to collect them for you, you must send a signed note explaining that you give permission for that person to collect your results – there is a form at the back of this booklet that you should use.

## **Examination Policies and Internal Appeals**

### **Enquiries About Results**

If you are concerned about any aspect of your results, please speak to your subject teacher, the Head of Department or member of the senior leadership team urgently – there are strict deadlines provided by the Exam Board and these are not negotiable. There are costs associated with remarking papers and the school will only pursue remarking where there is a clear reason to. You can opt to pay for your own remark. There is exam board paperwork that will require your signature and further details, it is always advisable therefore for you to collect your results yourself.

### **Certificates**

Students will receive notification of when their certificates are available – Mr Hilton will notify students about collecting certificates which are normally available from 2nd week of November via text, social media and the School website. These can be collected from Post-16 reception.

**Lost Certificates** - Students are warned that replacing lost certificates can be expensive. Please be advised that certificates should be treated with the same level of care as a passport or driving license, they are often required as evidence when applying for jobs or education courses.

## **Careers Advice**

Several members of Coombe Dean staff will be available to discuss any concerns you may have on results day between 8:30 and 10:30am.

If you wish to change your 6<sup>th</sup> form choices in the light of examination results (or indeed if your exam results mean that you will have to change your 6<sup>th</sup> form choices) you can discuss this with a member of the Sixth Form Team either on Results Day or on the first day of term in September. **Urgent** queries can be directed to Mr Koehler-Lewis in the period between results day and the start of the academic year and he will advise further at that stage although a response may not be immediate.

**PLEASE ENSURE YOU TAKE SOME TIME TO READ CAREFULLY  
THROUGH THE FOLLOWING JCQ INFORMATION BEFORE YOU  
START YOUR EXAMS.**

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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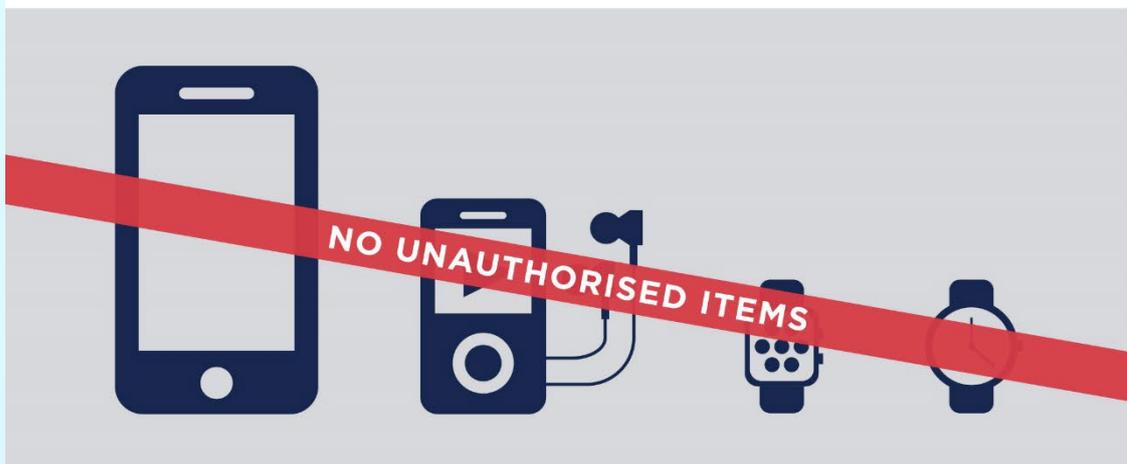
## Information for candidates For written examinations – effective from 1 September 2017

This document has been written to help you. Read it carefully and follow the instructions.  
If there is anything you do not understand, especially which calculator you may use, ask your teacher.

<b>A</b>	<b>Regulations – Make sure you understand the rules</b>
1	Be on time for all your exams. If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the exam.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4	You <b>must not</b> take into the exam room: <ul style="list-style-type: none"> <li>• notes;</li> <li>• potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player, a smartwatch or a wrist watch which has a data storage device.</li> </ul> <p><b>Any pencil cases taken into the exam room must be see-through.</b></p> <p><b>Remember:</b> possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.</p>
5	If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
6	Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
7	Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
8	You <b>must not</b> write inappropriate, obscene or offensive material.
9	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
10	Do not borrow anything from another candidate during the exam.
<b>B</b>	<b>Information – Make sure you attend your exams and bring what you need</b>
1	Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
2	If you arrive late for an exam, report to the invigilator running the exam.
3	If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
4	Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
5	You <b>must</b> write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.
<b>C</b>	<b>Calculators, Dictionaries and Computer Spell-checkers</b>
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: <ul style="list-style-type: none"> <li>• make sure it works properly; check that the batteries are working properly;</li> <li>• clear anything stored in it;</li> <li>• remove any parts such as cases, lids or covers which have printed instructions or formulas;</li> <li>• do not bring into the exam room any operating instructions or prepared programs.</li> </ul>
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
<b>D</b>	<b>Instructions during the exam</b>
1	Always listen to the invigilator. Follow their instructions at all times.
2	Tell the invigilator at once if: <ul style="list-style-type: none"> <li>• you think you have not been given the right question paper or all of the materials listed on the front of the paper;</li> <li>• the question paper is incomplete or badly printed.</li> </ul>
3	Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4	Fill in all the details required on the front of the question paper and/or the answer booklet <b>before</b> you start the exam. Make sure you fill these details in on any additional answer sheets that you use.
5	Remember to write your answers within the designated sections of the answer booklet.
6	Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers. Make sure you add your candidate details to any additional answer sheets that you use.
<b>E</b>	<b>Advice and assistance</b>
1	If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	Put up your hand during the exam if: <ul style="list-style-type: none"> <li>• you have a problem and are in doubt about what you should do;</li> <li>• you do not feel well;</li> <li>• you need more paper.</li> </ul>
3	You must not ask for, and will not be given, any explanation of the questions.
<b>F</b>	<b>At the end of the exam</b>
1	If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order. Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.
2	Do not leave the exam room until told to do so by the invigilator.
3	Do not take from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.

**NO MOBILE PHONES  
NO WATCHES  
NO MP3/4 PLAYERS**

**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

**DISQUALIFICATION**

from your examination and your overall qualification.

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



Produced on behalf of: AQA, City & Guilds, CCEA, OCR, Pearson and WJEC

## Information for candidates – Privacy Notice

### General and Vocational qualifications

Effective from 1 September 2017

The JCQ awarding bodies will process your personal data in accordance with the Data Protection Act 1998, and from when it comes into force the General Data Protection Regulation, and any regulatory requirements as specified by the qualification regulators of England, Wales, Northern Ireland and Scotland.

**Correspondence on any aspect of a candidate's examination or assessment will only be conducted between the awarding body and the head of the centre, a member of the senior leadership team or the examinations officer.**

Awarding bodies will undertake the following administrative activities in relation to the processing and exchange of candidates' personal data:

1. Personal data relating to the name(s), date of birth, gender, Unique Candidate Identifier (UCI) or Unique Learner Number (ULN) of an individual candidate will always be collected by an awarding body for the purposes of examining and awarding qualifications. In some cases additional information, which may include sensitive personal data relating to health, will also be collected to support requests for access arrangements and reasonable adjustments and/or special consideration. Such personal data will be supplemented by the results of examinations and assessments undertaken by the respective candidate.
2. A candidate's personal data will only be collected from registered examination centres in the context of examination entries and/or certification claims.
3. Such data collected will not be used by an awarding body other than for examination administration purposes, conducting examinations and assessments and the issuing of examination results and certificates. Candidates' personal data including examination results and outcomes of any reviews of marking, reviews of moderation and appeals may be shared by the awarding body with the centre which entered the candidates, as well as within a consortium or Academy Trust of which the centre is a member.

4. Personal data within candidates' work will be collected and processed by an awarding body for the purposes of marking, issuing of examination results and providing candidates with access to post-results services. Examination results will be retained for a minimum of forty years.

In order for an awarding body to achieve this, some personal information may be transferred to third parties such as examiners, who may in some instances, reside outside the European Economic Area.

5. Awarding bodies may be required to provide a candidate's personal data to educational agencies such as DfE, WG, DE, The Skills Funding Agency, regulators, HESA, UCAS, Local Authorities, EFA and Learning Records Service (LRS). Additionally, candidates' personal data may be provided to a central record of qualifications approved by the awarding bodies for statistical and policy development purposes.

6. Some of the information candidates supply will be used by the Skills Funding Agency to fulfil its statutory functions, issue/verify a candidate's Unique Learner Number (ULN) and update/check a candidate's Personal Learning Record.

The Skills Funding Agency may share a candidate's ULN and Personal Learning Record with other education related organisations, such as a careers service, a candidate's school or college, Government Departments and public bodies responsible for education. Further details of how information is processed and shared can be found at:

<http://www.learningrecordsservice.org.uk/>

7. Awarding bodies are obliged to confirm what personal data is held, what it is held for, to whom the data is to/may be disclosed to, and disclose the information that they hold about data subjects, (e.g. the candidates) within 40 days of receiving a formal request for disclosure, subject to the application of any relevant exemptions under the Data Protection Act 1998.

Candidates should make an application to the appropriate awarding body's data protection officer. Awarding bodies may charge a fee for this service.

8. If you have not reached the age of 16, you may first wish to discuss this Privacy Notice with your parent or carer.

Awarding bodies, schools, Department for Education (DfE), Welsh Government (WG), Department of Education Northern Ireland (DE), Local Authorities, regulators, Ofsted, and Skills Funding Agency (SFA) are all 'data controllers' under the Data Protection Act 1998. They will determine the purpose(s) for which 'personal data' (information about living individuals from which they can be identified) is processed and the way in which that processing is undertaken.

It is a requirement for data controllers to provide data subjects (individuals who are the subject of personal data) with details of who they are, the purposes for which they process the personal data, and any other information that is necessary to make the processing of the personal data secure and accurate, including any third parties to whom it may be passed to.



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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## Warning to Candidates

1. You **must** be on time for all your examinations.
2. **Possession of a mobile phone** or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.
3. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
4. You **must** follow the instructions of the invigilator.
5. You **must not** sit an examination in the name of another candidate.
6. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
7. If you are confused about anything, only speak to an invigilator.

**The *Warning to Candidates* must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.**

- ✓ Set realistic goals. You are only expected to do your very best.
- ✓ Create a realistic revision timetable well ahead of time. Prioritise and plan what you are going to revise and when, but remember to be flexible too.
- ✓ Revision should be an active process. Practice recalling what you have been taught. Make notes of your notes, highlighting all of the key points. Use different colours for different ideas. You could draw 'spider diagrams' or 'mind maps' to connect different but related revision topics visually. Summarise the key points for each topic at the end of your notes. You could even make up rhymes or songs, (mnemonics), to help you learn and remember information better.
- ✓ Practice answering questions and assessing your answers. Using past exam papers can be a really good way of testing yourself on the topics you have just revised. These papers will show you the format, mark scheme and the style of the questions you will be asked, which means you will not be thrown by any of these on the day. By practising the exam questions you can give yourself a rough idea of how long each sort of question will take you and so be able to divide up your time sensibly for the actual exam. If you have been able to get hold of a lot of past papers you will soon realise that some of the same sorts of questions come up year after year. Knowing this will go some way to building up your confidence.
- ✓ Minimise distractions by turning off the TV and your mobile and combat boredom by taking plenty of breaks – about ten minutes every hour.
- ✓ Reward yourself. When you've worked hard and achieved one of your goals, reward yourself.
- ✓ Whether this is going out, having a relaxing bath or catching up with friends, look after yourself and give your brain a rest. Different methods work for different people and for different styles of exams so find what works best for you!

## **Last-minute revision**

This is not recommended but some last-minute retrieval can help a little.

- ✓ Do not give up – you can still make a difference, marginal gains are still gains, just marginal ones.
- ✓ Try not to panic – you probably know more than you think you do.
- ✓ Try to focus on the areas that you feel you understand and go over these. Do not stay up cramming all night, keeping yourself awake with endless coffee or sugary sweets. However good an idea this seems to you, you will not thank yourself when you wake up on the morning of the exam with a banging headache and bleary eyed from lack of sleep! You need to be fresh, so try to have an early night.

## **Exam stress**

Most of us get stressed about exams but this stress can affect us in different ways. For some people, the adrenalin and pressure can have a positive effect but others may find themselves filled with anxiety. Learn to relax, talk over any worries you may have with friends and family, eat a balanced healthy diet, exercise well and get plenty of sleep. And if it all gets too much, just shout 'arrrrgghh!' and release that tension. You'll feel much better.

<https://www.gov.uk/government/publications/coping-with-exam-pressure-a-guide-for-students/coping-with-exam-pressure-a-guide-for-students>

## **On your exam day**

- ✓ Eat breakfast - even if you feel queasy - as food will help you concentrate – slow release food is the best for this and can support you for a longer period.
- ✓ Check you have all the materials you need in a clear pencil case before you leave the house.
- ✓ Remember that some exams may allow you (or require you) to bring a calculator.
- ✓ Bring a clear bottle of water with the label removed.
- ✓ Arrive early at the exam room and try to relax – attend preparation sessions with your teachers before your exam.
- ✓ Listen to the exam rules.

- ✓ Make sure you fill out all the relevant details on the front of your exam paper in clear capitals before you open the paper.
- ✓ Read the whole paper from cover to cover, looking carefully at any directions you are given. Look on the back page to check there aren't questions on there too!
- ✓ Make sure you know how many questions you are required to answer.
- ✓ Underline key words in the questions (describe, discuss, compare, contrast, evaluate etc).
- ✓ Essay-based questions: Plan the amount of time you can realistically take for each part of the paper and stick to this.
- ✓ Plan your answers before you start writing, as this will show the examiner the direction you wanted to take even if you didn't have time to go there.
- ✓ Leave space at the bottom of your answers so that if you think of any other ideas during the exam you can add them in at the end.
- ✓ Read through your answers and check spelling, punctuation and grammar.
- ✓ Revision is hard and definitely easier said than done, but don't give up. Try to keep exams in perspective – nothing is the end of the world – and do your best on the day

### **And finally ...**

These exams should represent the culmination of several years of your hard work at Coombe Dean. Do not behave in any way that might jeopardise your chances or those of other students in the exam room. **Remember – even eye contact can be taken as communication!**

Exam Board rules are strict and must be followed to the letter – the Exams Officer - Mr Hilton – has no choice but to report any breaking of rules, the sanctions applied in this case are decided by the exam board and not the school. Any misbehaviour or infringement of rules **MUST** be reported to the Exam Board and will **ALWAYS** be dealt with very formally.

PERMISSION FORM - FOR SOMEONE ELSE TO  
COLLECT YOUR EXAMINATIONS RESULTS



The results of your examinations are **your** property. Until you have received them, we are not allowed to release them to anyone else – or even tell someone what the results are.

Unless you give specific permission for someone else to pick them up on your behalf, without **your** permission, we will refuse to give them out.

Every year, on results day, parents and friends (even brothers and sisters) ask for the results of a student who is away on holiday or working or unable to get to school. We **cannot** give them to anyone without your permission.

To avoid any difficulty, please fill in the form below and bring it to the Exams Officer and/or submit to the email address [2022exams@coombedean.co.uk](mailto:2022exams@coombedean.co.uk).

I, \_\_\_\_\_ (your name), give permission for the following person to pick up my examination results on my behalf:

Name: \_\_\_\_\_

Relationship to you: \_\_\_\_\_ E.g. Parent, brother, sister, friend

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Tutor Group: \_\_\_\_\_  
(Your signature)

This form must be returned to the Exams Officer before 16<sup>th</sup> July 2022

ID such as a driving licence or passport should be brought by the person collecting your results



**EXAMINATION INFORMATION  
AND SUPPORT BOOKLET 2022  
FOR STUDENTS AND PARENT/CARER**