



St Dunstan's  
School



# Exams Information Booklet 2024-2025



St Dunstan's  
School

**Our Centre Number:** is 63419

**The Exam Boards used at our Centre:** AQA, Edexcel (Pearson), OCR, WJEC (Eduqas) and NCFE.

**Examinations Officer:** Mrs J Rigby-Jones

**Head of Centre:** Mr PBalkwill

The school aims to ensure that exams run as smoothly as possible for all students. This booklet provides you with advice and information to assist you during your exams. Please read this booklet carefully so you are aware of the exam procedures and regulations. The information in this booklet applies to all of your exams, including Mock Exams.

There are a number of rules and regulations for exams that you must be aware of, most of these are set by the Exam Boards. The school is required to ensure that the regulations are followed and that you are informed of them.

Please ensure that you have read the following documents which are attached at the end of the booklet. These are issued by JCQ (Joint Council for Qualifications).

**Appendix 1** JCQ: "On your exam day"

**Appendix 2** JCQ: Information for candidates - For written examinations

**Appendix 3** JCQ: Information for candidates – Coursework assessments

**Appendix 4** JCQ: Information for candidates - Non examination assessments

**Appendix 5** JCQ: Information for candidates - Social Media

**Appendix 6** JCQ: Information for Candidates – Information About You and How We Use It

**Appendix 7** JCQ: Warning to Candidates

**Appendix 8** JCQ: Unauthorised items poster

### Frequently Asked Questions

At the end of the booklet is a section on "Frequently Asked Questions". However, if you do not understand something or have any further questions please contact Mrs Rigby-Jones, the Examinations Officer (based in the Main Office) [jrigby-jones@stdunstansschool.com](mailto:jrigby-jones@stdunstansschool.com)

If you are worried or concerned about something you can speak to:

Mrs A Kench (Head of KS4) [akench@stdunstansschool.com](mailto:akench@stdunstansschool.com)

## Before your Examinations

### Personal Data

Personal data relating to pupils, including name, date of birth, gender and exam numbers, are sent to the awarding bodies when exam entries are processed. For further information, please see Appendix 5.

After the February half term you will be issued with a "Candidate Statement of Entry". If there are mistakes with your personal information (e.g. name, date of birth, exam entry etc.) please speak to Mrs Rigby-Jones, Examinations Officer, immediately. Please be aware that Exam Certificates will be issued in your "legal name".

### Contact Information

Please ensure that St Dunstan's has the most up to date contact information for your parents on our system, your tutors can check this for you.

### Timetable Clashes

Your timetable may indicate that you have a "timetable clash" (two exams at the same time). If this is detailed on your timetable, arrangements will be made for you to take these exams one after the other within the same exam session (if the total exam time is not more than three hours).

The school is not permitted to move exams to a different time or day if the total time does not exceed 3 hours. If you are taking two or more examinations in a session and the total time is 3 hours or less, you can choose to take a supervised break of no more than 20 minutes between the papers. This break will be conducted within the examination room under formal exam conditions. You are not allowed access to revision notes during this break.

If the total time is more than three hours, the exams will be split between morning and afternoon sessions. If this happens, you will be supervised by an invigilator between exams.

If you have a timetable clash, please speak to Mrs Rigby-Jones, the Examinations Officer, who will discuss the arrangements with you.

### Centre Number

You will be asked to enter the school centre number on all of your exam booklets and/or answer booklets. The school centre number is 63419. This number will be displayed at the

front of the examination room.

## Candidate Number

Students will be given a four-digit number which can be found on your exam timetable. This is your candidate number. You will be asked to enter this number on all of your exam booklets and/or answer booklets. This candidate number is how the exam boards will identify you.

## Examinations – Dates and Times

Examination dates and times are clearly shown on your exam timetable. Make sure you arrive at least 15 minutes before the start of your examination. Morning exams start at 9:00am and afternoon exams start at 1:15pm for external examinations, unless you are informed otherwise.

For Mock Examinations, start times will differ and you will need to consult your mock timetable.

You will need to register for the exam in the Assembly Hall.

## Absence

Please telephone the school main reception on 01458 832943 if you are unable to attend your exam due to illness or you have been delayed getting to school for the start of an exam. Please ensure you telephone before 8:30am for morning exams and before 12:30pm for afternoon exams.

If you are absent due to illness you will need to complete a JCQ/ME Form 14.

[https://www.jcq.org.uk/wp-content/uploads/2020/09/Form-14\\_Self-Certification-Form.pdf](https://www.jcq.org.uk/wp-content/uploads/2020/09/Form-14_Self-Certification-Form.pdf)

If you speak to or visit a Doctor, please obtain a Doctor's note. Please speak to Mrs Rigby Jones if you are absent with illness.

The school will always try to contact home where students have failed to attend an external exam. Please make sure that the school has up to date contact details for your parents.

The school will be aware if a school bus is running late.

Please note if you fail to arrive at an exam without informing the school your parents may have to pay a fine.

## What to wear

All students must wear full uniform to all examinations. All bags and outerwear must be left within the Gym.

## Arriving Late

If you arrive late for an exam, please report to the Main Reception.

If you are more than an hour late your exam paper may not be accepted by the Exam Board.

## Bags and Personal Belongings

Only the items you require for your exam are to be taken into the exam room. Bags and other materials including ear phones, smart glasses, mobile phones/electronic devices must be switched off and left in your bag. You must also remove your watch if you are wearing one. None of these items are allowed into the examination room. All bags must be kept within the Gym.

If you accidentally bring your phone or watch into the exam. Please put your hand up and wait for an Invigilator to collect it prior to your exam starting. Your phone/watch will then be taken to the Main Office where you can collect it after the exam has finished.

## Food and Drink

You are only allowed to take water into the exam room in an unlabelled clear transparent sports cap bottle (screw top bottles and reusable bottles are not permitted). These must be a disposable clear bottle that can be refilled. Bottles must be see-through, free from writing or illustration. Invigilators must be able to see that the bottle contains liquid and nothing else. Bottles of water must be kept on the floor. No chewing gum or any other food and drink is permitted.

If you require food for a medical purpose, notify the exams officer prior to the exam.

Please ensure you have enough water for the duration of your exam, as you will not be allowed to refill your bottle during the exam and Invigilators cannot do this for you.

## Unauthorised Items

Any unauthorised materials or equipment e.g. iPods, mobile phones, Fitbits, MP3/4 players, pen drives, earphones or any type of watch, or any products with an electronic communication/storage device or a digital facility must not be taken into the exam room. Possession of unau

thorised material is breaking the rules and you will be subject to a penalty and possible disqualification. All unauthorised items must be switched off and kept within your bag.

## Equipment

You MUST ensure that you bring the correct equipment to your exams, this is your responsibility.

All exams must be completed using a BLACK BIRO (no blue or gel pens). This is because exam scripts are scanned into a computer and your writing needs to be clear.

The following is a list of essential equipment that students must have with them during their GCSE examinations. Equipment must be in a transparent plastic pencil case. No Maths tins are allowed. You are not allowed to borrow any equipment from another pupil once in the examination room. You will need:

Black Biro

Pencils

Rubber

Ruler

Pencil Sharpener

Pair of Compasses

Protractor

Scientific Calculator

All of these items can be purchased from the School Shop

## Calculators

Calculators must be of a size suitable for use on the desk, either battery or solar powered, free of lids, cases and covers. Calculators must not be designed or adapted to offer any of these facilities:

Language translators, symbolic algebra manipulation, differentiation or integration. They must not communicate with other machines or the internet. Calculators must not have retrievable information stored on them. This includes, databanks, dictionaries, mathematical formulae or text.

You are not allowed to borrow a calculator from another candidate during the examination for any reason.

You are responsible for the calculators power supply, the calculators working condition and clearing anything that is stored in the calculator

## During and After the Exam

- You will be told of where to sit when you are registering for your exam (in the Gym). Once you have registered, leave your belongings in the Assembly Room and make your way in silence into the Sports Hall and sit down at your desk. If you are taking your exams in a different examination room please follow the instructions given by the teacher

registering you. Please wait outside the room until instructed to enter.

- You must NOT complete the front of your exam paper until instructed to do so by an Invigilator.
- Listen carefully to the instructions and notices read out before the exam starts. There may be amendments that you need to know about.
- Check that you have the correct question paper for your subject and tier of entry (Higher of Foundation). If you have any doubt, please put up your hand and wait for an Invigilator.
- When instructed to do so, make sure that you fill in all the boxes on the front of the exam paper. Some exam papers require you to sign the paper. Please ensure that you use your legal name.
- Candidates MUST NOT open the question paper until you have been instructed to by the invigilator.
  - You must write in the designated sections of the answer booklet. You must write all rough work in your answer book and neatly cross it through with a single line.
- Check that all exam scripts and any additional sheets that you have used have been completed clearly with the exam code, your full name, centre number and candidate number.
- If you need the toilet, please put up your hand and wait for an invigilator to escort you. You will not be allowed to go to the toilet within the first 30 minutes of the exam and the last 20 minutes of the exam.
- If you finish the paper with time remaining, use the time to check your answers and the details on the front of the paper. You will not be allowed to leave the examination room until the exam had finished and all the papers have been collected.
- Put up your hand during the exam if you have a problem and are in doubt about what you should do, you don't feel very well, or you need more paper.

### Do Not's

- Do not use correcting pens, fluid or tape erasable pens, or blotting paper. You must not use highlighters or gel pens in your answers.
- Do not write inappropriate, obscene or offensive material.
- Do not disturb, communicate or try to communicate with other candidates at any time once you have entered the examination room. This includes turning around in your seat and attempting to engage in eye contact with other candidates.

### Do Not's continued

- Candidates must remain under exam conditions whilst scripts, booklets and equipment is collected. You must sit in silence and be considerate to other candidates who may have been awarded extra time to complete their paper. When you leave the examination room do so in silence and remain quiet until you have collected your bag and exited through the double doors.

### Invigilators

The school uses specially trained invigilators to conduct the exams in accordance with the exam boards regulations. You must follow their instructions and behave in a respectful manner towards them.

Please be aware that you cannot ask for, and Invigilators will not be able to provide you with, any explanation of the questions. Invigilators cannot advise you how to answer a question or assist you in any way with the content of the paper.

## Access Arrangements

If you have any queries in relation to your access arrangements then please speak to the SEND Team.

If you use a Word Processor to type your answers please ensure that the centre number, candidate number and the unit/component code appear on each page as a header or footer. Each page MUST be numbered e.g. 1 of 6. Remember to save your work at regular intervals.

## Special Consideration

Special Consideration is a post examination adjustment to a candidate's mark to reflect temporary illness, injury, or other indisposition at the time of the assessment. The allowance for Special Consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for the most exceptional cases).

Candidates will only be eligible for Special Consideration if they have covered the whole course, but performance in the actual examination or assessment is affected by adverse circumstances beyond their control. Special consideration can go some way to assist a candidate affected by a wide range of difficulties.

The Examinations Officer must be informed immediately of any potential factors that may qualify a student for special consideration so that the necessary paperwork can be completed. The candidate will be required to provide evidence to support such an application.

Long term circumstances do not usually qualify a student for special consideration.

## Contingency Day

The awarding bodies will designate a 'contingency day' for examinations during summer 2025. This is an additional day at the end of the exam period. It will only be used in the event of major, local or national disruption to the summer 2025 exams, in which case it is possible that timetable dates could be affected up to and including the contingency day. These additional dates are on Wednesday 11th June 2025 and Wednesday 25 June 2025

You must make sure that you are available to sit exams up until Thursday 26 June 2025



should an awarding body need to invoke its contingency plan.

“Where candidates choose not to be available for the rescheduled examination (s) for reasons other than those traditionally covered by special consideration, they will not be eligible for enhanced grading arrangements” JCQ Instructions for conducting examinations 1 September 2024 to 31 August 2025.

### Frequently Asked Questions

1. When will I receive my timetable?

You will receive your timetable before the start of the Easter Holidays

2. My timetable indicates that I have an exam clash?

Your exams will have been rescheduled before you receive your timetable. If you have any queries in relation to a timetable clash, please see Mrs Rigby-Jones.

3. Where can I find my candidate number?

Your candidate number will be printed and placed on your exam desk.

4. Where can I find the centre number?

The centre number is 63419. This number is located at the front of the examination room.

5. What do I do if I think I have the wrong paper or the wrong tier?

Put your hand up and tell the invigilator immediately, so that we can check that an error has not been made.

6. Can I change the day or time of my exam?

No, the awarding bodies set the time and date of the examinations, these cannot be changed.

### Frequently Asked Questions

8. What do I do if I need the toilet during an exam?

If you need the toilet, put your hand up and wait for an invigilator to assist you. You cannot go to the toilet within the first 30 minutes of the exam and the last 20 minutes of the exam.

9. Do I have to wear school uniform?

Yes, school uniform must be worn for examinations.

10. How do I know how long an exam is?

The length of the exam will be shown in minutes on your timetable. The start and finish times will be displayed on the whiteboard at the front of the room. There will be a clock displayed in every examination room. The total time for the exam is also shown on the front of the question paper.

11. If I am doing an exam in a classroom (e.g. a practical exam or online assessment) do examination regulations still apply?

Yes, failure to follow exam regulations will be treated as misconduct and must be reported to the examination board.

12. What is a contingency day?

Exam boards have delegated two contingency sessions, Wednesday 11 June 2025 and the morning and afternoon of Thursday 26th June 2025. In the event they have to make an essential change to the exam timetable that cannot be accommodated later. Students must make sure that they are available to sit exams on these days.

13. When can I collect my results?

Results will be available to collect on Thursday 21st August 2025. We will notify you of the arrangements for collecting your results prior to the end of the summer term.


# On your exam day

This checklist will help make sure you are as prepared as possible for your exams, so that on the day itself you can focus on doing your best.

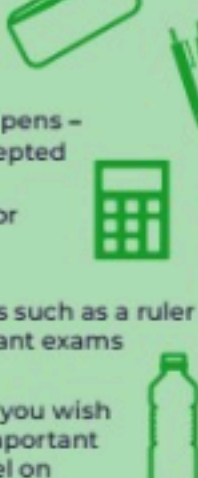
## Before sitting your exams, ensure:

- You know the date, time and location of your exams – you might find it helpful to write this information in a calendar or planner
- You know who to contact at school in case there's an emergency that makes you late or unable to sit your exam

## What you cannot take into the exam:

- Any type of phone
  - Revision notes
  - Any type of watch (this includes analogue, digital and smart watches)
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## What you will need:

- A clear pencil case
  - At least two black ink pens – blue pens are not accepted
  - An approved calculator for relevant exams
  - Appropriate apparatus such as a ruler or protractor for relevant exams
  - A clear water bottle if you wish to take one in – it is important it does not have a label on
- 

## Other important information:

- Listen carefully to the invigilator's instructions which will be specific to your exam. If you are unsure of anything, please raise your hand and wait for the invigilator
- Fill in your details on the front of your exam paper
- If you need additional answer sheets, please raise your hand and wait for an invigilator who will provide you with one. Remember to add your details to this booklet as well
- If you need to use the toilet or feel unwell, please raise your hand and wait for an invigilator who will escort you from the examination room if possible
- Make sure you stay silent – talking to a fellow student could result in disqualification from all your exams

If you have any questions about the format on the day, please ask your teacher or exams officer.



You can also find useful information about preparing for exams at [www.jcq.org.uk/exams-office/information-for-candidates-documents](http://www.jcq.org.uk/exams-office/information-for-candidates-documents)



Joint Council for  
Qualifications <sup>CIC</sup>

## Information for candidates

Written examinations

With effect from 1 September 2024

Produced on behalf of:



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**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.

## **A. Regulations – Make sure you understand the rules**

- 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 exams.
- 4 You **must not** take into the exam room:
  - (a) notes;
  - (b) AirPods, Earphones/Earbuds, an iPod, a mobile phone, a MP3/4 player or similar device, a watch, smart glasses or any other smart device.

Any pencil cases taken into the exam room **must** be see-through.

**Remember: 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.**

- 5 If you have a watch, the invigilator will ask you to hand it to them.
- 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 you have entered the exam room.
- 8 You **must not** 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. Information – Make sure you attend your exams and bring what you need

- 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 **must** 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.

## C. Calculators, dictionaries and computer spell-checkers

- 1 You may use a calculator unless you are told otherwise.
- 2 If you use a calculator:
  - (a) make sure it works properly; check that the batteries are working properly;
  - (b) clear anything stored in it;
  - (c) remove any parts such as cases, lids or covers which have printed instructions or formulae;
  - (d) **do not** bring into the exam room any operating instructions or prepared programs.
- 3 **Do not** use a dictionary or computer spell checker unless you are told otherwise.

## D. Instructions during the exam

- 1 Always listen to the invigilator. Always follow their instructions.
- 2 Tell the invigilator at once if:
  - (a) you think you have not been given the right question paper or all of the materials listed on the front of the paper;
  - (b) the question paper is incomplete or badly printed.
- 3 Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
- 4 **Do not** start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and or the answer booklet. **Do not** open the question paper until you are told that the exam has begun.
- 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, including those used for rough work.



## E. Advice and assistance

- 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:
  - (a) you have a problem and are not sure about what you should do;
  - (b) you do not feel well;
  - (c) you need more paper.
- 3 **You must** not ask for, and will not be given, any explanation of the questions.

## F. At the end of the exam

- 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. For CCEA examinations, any loose additional answer sheets should be placed **behind** your script.

- 2 **Do not** leave the exam room until told to do so by the invigilator.
- 3 **Do not** take any stationery from the exam room. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.

## Information for candidates

Coursework assessments

Effective from 1 September 2024

Produced on behalf of:



This document tells you about some things that you **must** and **must not** do when you are completing coursework.

When you submit your work for marking, you will be asked to sign an authentication statement confirming that you have read and followed these regulations.

If there is anything that you do not understand, you **must** ask your teacher.

In some subjects you will have an opportunity to do some independent research into a topic. The research you do may involve looking for information in published sources such as textbooks, encyclopedias, journals, TV, radio and on the internet.

You can demonstrate your knowledge and understanding of a subject by using information from sources or generated from sources which may include the internet and AI. Remember, though, information from these sources may be incorrect or biased. You **must** take care how you use this material - you **cannot** copy it and claim it as your own work.

The regulations state that:

'the work which you submit for assessment **must** be your own';

'you **must not** copy from someone else or allow another candidate to copy from you'.

If you use the same wording as a published source, you **must** place quotation marks around the passage and state where it came from. This is called 'referencing'. You **must** make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: (Morrison, 2000, p29).

For material taken from the internet, your reference should show the date when the material was downloaded and **must** show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: [http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid\\_2621000/2621915.stm](http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm), downloaded 5 February 2025.

Where computer-generated content has been used (such as an AI Chatbot), your reference **must** show the name of the AI bot used and should show the date the content was generated. For example: ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2025. You **must** submit a copy of the computer-generated content with your work for reference and authentication purposes.





























