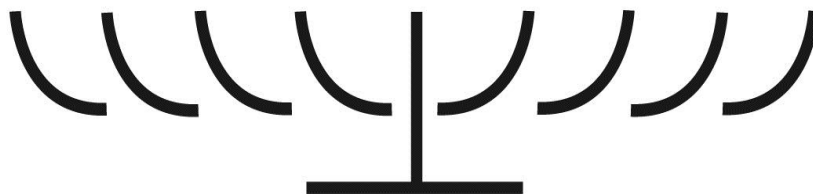


HASMONEAN



אל תקרי בניך אלא בוניך

Hasmonean High School

Examinations Advice and Information
for Candidates

2017-2018

Girls' School Centre Number: 12240

Boys' School Centre Number: 12242

School Telephone: 020 8203 1411

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Introduction

Hasmonean High School is committed to ensuring that candidates are fully briefed on the exam and assessment process in place in the school and are made aware of the required JCQ awarding body instructions and information for candidates.

Aim of the candidate exam handbook

The aim of this guide is to help you get through the examinations period by explaining the procedures and answering any questions that you may have. Please read this booklet carefully and if you have any questions or are still unsure about anything then please come along to the Exams Office and ask.

We are here to help you.

Examination Timetables

Your timetable is IMPORTANT and should be kept safe for reference purposes. All students MUST refer to their individual timetables for information on examination times and venues. Please read it very carefully and make sure you know when and where your exams are going to take place.

Your timetable is unique to **YOU**.

Do not ask your friends where the exam is ...they may be somewhere different.

Your timetable will tell you the date and time of your examinations. Display this somewhere clearly visible at home so that you and your family can see it and you are all aware when you should be at school taking an exam. **If you lose your timetable, you will be able to get a replacement from the Exams Office or from your Year Leader or Head of Sixth Form.**

What do I do if I have two or more exam papers timetabled at the same time (an exam clash)?

You will be informed of any special arrangements involving clashes before your exams. If you have a clash of exams, arrangements will be made for you to take these subjects one after the other. If the total time is more than three hours, the exams will be split between the morning and afternoon sessions. If this happens, an invigilator will supervise you over lunchtime to ensure you do not discuss the exam papers with any other students or teachers, a form of 'quarantine'. Mobile phones or any other electronic devices will not be allowed. You will need to bring a packed lunch and a drink with you if this is the case. Any clashes **should** have been resolved prior to your individual timetable being distributed.

If you notice a clash on your individual timetable which has not been resolved, you must tell Miss Speight (s.speight@hasmonean.co.uk Girls' School) or Miss Sabin (m.sabin@hasmonena.co.uk Boys' School) immediately.

What happens about study leave?

You will be advised by your head of year if and when study leave has been granted to you. It will be made clear when your study leave starts and finishes. If in any doubt, check with your form tutor or head of year.

Where will the examinations take place?

All GCSE and A Level examinations will take place in the gym and library at Hasmonean High School. Please arrive at school at least 20 minutes before the start time shown on your timetable so that you are not in a rush before your exam. You will be told when you are allowed to enter the exam room

and you **MUST** sit at the desk that has been allocated to you, unless the invigilator instructs otherwise. If you do not sit in the correct seat, the invigilators could mark you as absent. You are **NOT** allowed to enter the exam room before the exam time.

What time will the examinations start and finish?

All public exams at Hasmonean High School start at 9.00 am for morning exams and 1.30 pm for afternoon exams.

Please make sure you check your timetable carefully. You should aim to be at school no later than 20 minutes before the start of an exam. If for any reason you are going to be late and miss the start of the exam, you **MUST** telephone school. You will then be told how long you have left before you will be refused entry. If you arrive more than 20 minutes after the start of the exam, you will be refused entry into the exam. Exceptional circumstances will be considered if you arrive after this time.

Please also be aware that if you are late for your exam, and allowed entry into the exam, the Examination Board may not accept your paper and the time you have missed may not be added onto the exam.

Supervision during your exams

You must be silent at all times when you are in the exam room. This includes when you enter and leave. If you need assistance, put your hand up clearly and wait for an invigilator to come to you. Do not turn round and try to communicate with other students. Disruptive behaviour will be considered malpractice and it will be reported to the examination board. If for any reason you need to leave the exam room, you will have to be escorted at all times.

Do I have to wear school uniform?

Yes. On hot days you will be permitted to remove your tie and blazer once inside the exam room (boys).

If you take your blazer off, it must be laid underneath or beside your desk (boys).

For Sixth Form students the usual dress code for attending lessons is expected.

What are all the notices inside and outside the exam rooms for?

The notices on display show you the rules of the exams which every candidate has to follow. These are not school rules – they are set out by the exam boards and apply to everyone taking exams in England.

Take time to read the notices – links to these are included on pages 15 and 16 of this handbook. Be sure you know what is expected of you and what is not allowed.

If you are not sure about anything within an exam put your hand up and ask an invigilator. Communicating in any way with another candidate is not allowed and may result in you being disqualified from your exam. Please see appendices.

Where will I sit in the exam room?

It is essential that you know your candidate number prior to the start of the exams.

Seating plans will be displayed outside the gym and outside the library if it is being used for an exam. The exam room will be organised in the form of a grid and your candidate number will be displayed in a box, representing a seat on the grid (please see next section 'Seating Plan'). Please ensure you know which seat you are going to and move silently to it.

If you are in any doubt about where you are sitting, check with an invigilator in the room. When you get to your seat you will find your candidate card on the desk.

Your candidate number is the 4-digit number on your individual timetable. If you are not sure of your number, please ask your Exams Officer.

Seating Plans

Seating plans will be displayed outside the gym, and the library if it is being used, before each exam. If you are sitting your exam in another room, this will be shown on the seating plan and you should make your way to that room.

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

The seating plans will look like this:

Seating Plan - 7th November PM ENG1F/H, A680/01 English

FRONT OF ROOM			
	A	B	C
1	1234 JONES:Theo	9123 STEVENS:Josef	3456 JOHNSON:Wi
2		4567 HART:Chris	7891 EASTON
3	5678 HOBBS:John	8912 CHANNING:Tim	2345 DONOVAN:Rex

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

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

How is my identity confirmed in the exam room?

A copy of Hasmonian High School student cards with their photograph will be kept with the Lead Invigilator in the main exam room for identity purposes. If you are an external/returning student taking an exam at Hasmonian High School, please bring ID which must have a clear and recent photo, such as a passport or driving license.

Note

*“A private, external or transferred candidate who is not known to the school or college must show **photographic documentary evidence** to prove that he/she is the same person who entered/registered for the examination/assessment, e.g. passport or photographic driving licence.” [ICE 9.2]*

*“In cases where it is impossible to identify a candidate due to the wearing of religious clothing, such as a veil, the candidate should be approached by a member of staff of the same gender and taken to a private room where they should be politely asked to remove the religious clothing for identification purposes. **Centres must inform candidates in advance of this procedure and well before their first examination.***

Once identification has been established, the candidate should replace, for example, their veil and proceed as normal to sit the examination.” [ICE 9.3]

What should I do if I feel unwell on the day of an exam?

If you are unwell to the extent that it is going to prevent you attending the exam, it is vital that you **inform your Year Leader and contact the Examinations Officer immediately** on:

Boys' School - Ms M Sabin: m.sabin@hasmonian.co.uk, ext. no. 229

Girls' School - Ms S Speight: s.speight@hasmonian.co.uk, ext no. 318

If you are unwell to the extent that it is going to prevent you attending the exam, it is vital that you contact the Examinations Officer immediately.

You cannot take the exam on another day in that exam season. In some circumstances you may be able to retake the exam in a future season. Information on this is available from the Exams Officer in individual circumstances should the need arise.

What happens if I am absent from an exam?

If you are unable to attend an exam due to illness, a medical note from your doctor **MUST** be given to the Exams Officer. It must be specific about dates and exact reasons about why you could not sit your exam. A parental note or a letter from the school will not be accepted. Even with a medical note, the Exam Boards can refuse to issue you a final grade.

What equipment should I bring into my exams?

You must provide all your own equipment; no equipment will be available on the day. Pencil cases or boxes are not allowed in the exam room. You should bring your equipment in a clear plastic bag or transparent pencil case.

You may use a calculator unless you are told otherwise. This information will also be on the front of the exam paper. Operating instructions for calculators are not permitted in the exam room. It is not advisable to buy a new calculator on the day of your exam – buy it now to give you time to learn how to use it.

If you wish to highlight key parts of the text on the exam paper, you will need to bring a highlighter pen with you

Highlighter pens must not be used in answer booklets, but are allowed to highlight parts of the printed questions. You are not allowed to use correction fluid, pens or 'mice' in any answer booklets.

Using calculators

You must be aware of JCQ awarding body instructions regarding the use of calculators in your exams which states:

"Candidates may use a calculator in an examination unless prohibited by the awarding body's specification. Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations"

3. Using calculators	
Candidates may use a calculator in an examination unless prohibited by the awarding body's specification. Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations.	
The instructions set out in this section apply to all examinations unless stated otherwise in an awarding body's specification.	
Candidates must be told these regulations beforehand and be familiar with the Information for candidates documents.	
Calculators must be: <ul style="list-style-type: none">○ of a size suitable for use on the desk;○ either battery or solar powered;○ free of lids, cases and covers which have printed instructions or formulas.	Calculators must not: <ul style="list-style-type: none">● be designed or adapted to offer any of these facilities: -<ul style="list-style-type: none">○ language translators;○ symbolic algebra manipulation;○ symbolic differentiation or integration;○ communication with other machines or the internet;● be borrowed from another candidate during an examination for any reason;*● have retrievable information stored in them - this includes:<ul style="list-style-type: none">○ databanks;○ dictionaries;○ mathematical formulas;○ text.
The candidate is responsible for the following: <ul style="list-style-type: none">○ the calculator's power supply;○ the calculator's working condition;○ clearing anything stored in the calculator.	
Advice: * An invigilator may give a candidate a replacement calculator.	
Where access is permitted to a calculator for part of an examination, it is acceptable for candidates to place their calculators on the floor under their desks in sight of the invigilator(s) for the non-calculator portion of the exam.	

[Taken from JCQ Instructions for conducting examinations 2017/2018]

What cannot be taken into the exam room?

Mobile phones, pagers, smart watches, organisers, music players, headphones and any type of electronic communication or storage device are not allowed in the exam room. The exam boards and Hasmonean High School do not allow any of these items into any exam room or into any room being used for 'quarantine', either before or after an exam. You are strongly advised not to bring any such devices with you to school when you have an exam, as Hasmonean High School cannot take any responsibility if they are lost or damaged.

During an exam all watches must be removed and placed on the desk.

If a mobile phone, pager or other electronic communication device is found in your possession during an exam or quarantine, EVEN IF IT IS TURNED OFF, the device will be taken from you and a report made to the appropriate exam board. No exceptions will be made.

MINIMUM penalties imposed by the exam boards are as follows (without exception):

Device found on you and turned ON: disqualification from entire subject award

Device found on you and turned OFF: disqualification from that component

What food and drink can I take into the exam room?

You are allowed to take a drink of water in a clear plastic bottle with **the label removed** into the exam room. Chewing gum and any other food or drinks are not allowed. You will not be able to leave the exam room to refill a bottle of water, and invigilators cannot leave to do this for you, so please make sure you have enough for the whole exam time. Drinks brought into any computer rooms must be left at the front of the room with the invigilator.

What do I do if I don't understand a question?

Invigilators cannot explain a question or rephrase it into different words. You must make the best sense of the question you can and attempt to answer. No help will be given in understanding the questions.

What happens at the end of the exam?

You will be advised when there are five minutes remaining in the exam, and when the exam has finished. At that point you must cease your work immediately. Students who continue to write once told to stop risk having their exam paper disqualified.

If you have used more than one answer booklet, and/or any loose sheets of paper, you must place them in the correct order.

Ensure that your name and candidate number is on all sheets of papers.

You must not take from the exam room any exam stationery, used or unused, rough work or any other materials provided for the exam.

You must sit in silence until ALL exam papers have been collected by the invigilators. You must REMAIN in silence until you are outside the exam room. You may only leave the exam room when advised to do so.

Exams may be continuing after you have finished. You are therefore required to leave the room in silence and not talk to friends until you are out of the school buildings.

Suspected malpractice

All of the exam boards have very strict rules and regulations. They make it clear that their official exam sessions must be run under strictly fair conditions, with no form of deception. This rule severely excludes any form of communication between candidates during an exam, as well as any other practice that could conceivably be seen as an attempt to deceive.

Anyone attempting unfair practices can expect cancellation of exam entries and the charges that this will incur, as well as possible exclusion from GCSE and A Level exams for a period of up to 5 years.

If you are found to be involved in any malpractice during an exam, you WILL be reported to the exam boards.

Publication of Results

Results are available on Bromcom on the following dates:

GCE Thursday 16th August 2018 from 6.00 am

GCSE Thursday 23rd August 2018 from 6.00 am

If this is your first public exam season you will be provided with Login details for Bromcom before you break up in July. However, if you have not received your login details by then please contact Dr Finkelstein by email (L.finkelstein@hasmonean.co.uk). Please note that the request for a login must come from the student themselves and not from a parent.

Getting your exam results

To log on to the system, you need to do the following:

1. Enter the address www.bromcomvle.com in to your browser
2. Enter the school ID which is 11295
3. Enter your Username – this should be the same as your username for the school system
4. Enter your password

You will then be given the opportunity to enter data to help you retrieve your password should you forget it. You will be asked this every time you logon until you enter the additional information. If you do not want to do this you can click on 'later'.

Once logged in you can use the 'Account Settings' link on the top right to change your password to something easier to remember.

Please go to the examinations section. You will then have the option to see either your exam timetable or your previous exam results (if you have any). Please check that both these sections are working. On results day you will find that your results for this summer's examination will have been loaded for you to see and this is how you will get your results.

Please note that the examinations results section of the system is normally unavailable for about 48 hours before the publication of results and should anyone log in during that time to search for exam results, no records of any examinations will be found.

Post-results services

Post result information can be found on the school website at <http://www.hasmonean.co.uk/information/exams/>

*" The centre agrees to...have in place **written** procedures for how it will deal with candidates' requests for access to scripts, clerical checks, reviews of marking, reviews of moderation and appeals to the awarding bodies, and to ensure that details of these procedures are made widely available and accessible to all candidates. Candidates must be made aware of the arrangements for post-results*

services **before** they sit any examinations **and** the accessibility of senior members of centre staff immediately after the publication of results...”

[JCQ publication [General Regulations for Approved Centres](#), Section 5.14]

“...ensure that candidates have provided their written consent for clerical checks, reviews of marking and access to scripts services offered by the awarding bodies after the publication of examination results...”

[JCQ publication [General Regulations for Approved Centres](#), Section 5.14]

“This permission must be sought only after the candidates have received their results for the respective examination series.”

[JCQ publication [Post-Results Services, June 2017 and November 2017](#), Section 6.2]

Internal appeals procedures

The Hasmonean High School Internal Appeals Policy can be found on the school website at: <http://www.hasmonean.co.uk/information/policies/>

* “The centre agrees to...have in place and be readily available for inspection purposes, a written internal appeals procedure relating to internal assessment decisions and to ensure that details of this procedure are communicated, made widely available and accessible to all candidates... The centre **must** inform candidates of their centre assessed marks as a candidate is allowed to request a review of the centre’s marking **before marks are submitted to the awarding body.**”

[JCQ publication [General Regulations for Approved Centres](#), Section 5.8]

* “The centre agrees to...have readily available for inspection purposes and draw to the attention of candidates and their parents/carers, a written internal appeals procedure to manage disputes when a candidate disagrees with a centre decision not to support a clerical check, a review of marking, a review of moderation or an appeal; (A centre may place its internal appeals procedure on the school/college website or alternatively the document may be made available to candidates upon request.)”

[JCQ publication [General Regulations for Approved Centres](#), Section 5.14]

Complaints and appeals procedure

The Hasmonean High School Complaints and Appeal Policy can be found on the school website at: <http://www.hasmonean.co.uk/information/policies/>

“The centre agrees to...draw to the attention of candidates and their parents/carers their **written** complaints and appeals procedure which will cover general complaints regarding the centre’s delivery or administration of a qualification.”

[JCQ publication [General Regulations for Approved Centres](#), Section 5.7]

Emergency Evacuation Procedure

In the event of an emergency Invigilators at Hasmonean High School have been informed that they must take the following action (in accordance with JCQ ICE regulation 18: Emergencies):

- Listen carefully to the instructions the invigilators give you
- **you must remain in silence at all times**
- you will be instructed to stop writing
- the attendance register will be collected to ensure that all candidates are present
- you will be instructed to leave all question papers and answer booklets on your desk
- you will be instructed to evacuate the exam room in line with the normal emergency procedures
- Do not talk to other students, either from the exam or from outside – remember that you are still under exam conditions and have to follow the exam regulations
- Leave the exam room calmly and stay with the members of staff at all times
- You will be escorted out of the building and wait outside until the emergency is over
- You will not lose any time from your exam. When it is possible to return to your exam room, any time lost will be added onto the end of your exam time
- If you break any of the exam regulations during the evacuation procedure, this will be treated in exactly the same way as if it had happened in the exam room

Appendix 1

JCQ Information for candidates – controlled assessments

You **must** read this information if you are undertaking any legacy GCSE qualifications that contain elements of controlled assessment.

The *Information for candidates - controlled assessments 2017-2018* can be found here

<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

Appendix 2

JCQ Information for candidates - coursework

You **must** read this information if you are undertaking any legacy GCE unitised AS and A-level subjects that contain elements of coursework and/or any Entry Level Certificate and Project qualifications.

The *Information for candidates - Coursework 2017-2018* can be found here

<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

Appendix 3

JCQ Information for candidates – non-examination assessments

You **must** read this information if you are undertaking any reformed GCE & GCSE qualifications that contain elements of non-examination assessment.

The *Information for candidates – non-examination assessments 2017-2018* can be found here

<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

Appendix 4

JCQ Information for candidates – on-screen tests

You **must** read this information if you will be undertaking any externally assessed on-screen tests as part of your qualification(s).

The *Information for candidates – on-screen tests 2017-2018* can be found here

<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

Appendix 5

JCQ Information for candidates – written exams

You **must** read this information before you undertake any externally assessed written exams.

The *Information for candidates – written exams 2017-2018* can be found here

<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>.

Appendix 6

JCQ Information for candidates – Privacy Notice

You **must** read this information as it informs you how the “*JCQ awarding bodies will process your personal data.*”

The *Information for candidates – Privacy Notice 2017-2018* can be found here

<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>.

Appendix 7

JCQ Information for candidates – social media

You **must** read this information to help you stay within examination/assessment regulations when using social media.

The *Information for candidates – social media 2017-2018* can be found here <http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

Appendix 8

JCQ No Mobile Phones poster

This poster will be displayed outside each exam room. You **must** note that *“Possession of unauthorised items, such as a mobile phone, is a serious offence and could result in **DISQUALIFICATION** from your examination and your overall qualification.”*

The *No Mobile Phones Poster* (Effective from 1 September 2017) <http://www.jcq.org.uk/exams-office/exam-room-posters> can be found here