

EXAMINATIONS GUIDE FOR STUDENTS & PARENTS
2023



MARLING
SCHOOL

CENTRE NUMBER
57037

Exams Officer: Mrs Collier-Bromelow
Exams Assistant: Mrs Bijkerk

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INTRODUCTION

At Marling School we aim to provide a calm approach to taking exams, whether it be mocks or GCSEs/A-Levels, where each candidate has all the information needed and everyone has a level playing field. We understand that this can be a stressful time for students, so we are here to help and make the process run as smoothly as possible.

Please read this entire booklet carefully so that you are fully prepared for what to expect during the exam season. There are set rules and regulations to follow from JCQ (Joint Council for Qualifications) which must be adhered to; these will be detailed in this booklet.

If at any point during the academic year, you or your parents have any queries to do with exams, please do not hesitate to call either Mrs Collier-Bromelow or Mrs Bijkerk in the Exams Office or email examinations@marling.school

There is also useful information on the school website under the [exams section](#) which is regularly update throughout the exam season.

Each of the exams undertaken are through Examination Boards and there are links below which would be useful to look at for information:

AQA

<https://www.aqa.org.uk/student-and-parent-support>

EDECEL

<https://qualifications.pearson.com/en/home.html>

OCR

<https://www.ocr.org.uk/students/>

WJEC

<https://www.wjec.co.uk/students/>

WE WISH YOU THE BEST OF LUCK!

BEFORE EXAMINATIONS

At the beginning of each academic year, the Exams Office will enter each candidate for their exams through each specific board. The candidates will need to check this information. Things to look out for are checking your name/DOB is correct and also what level you are entered for, as some subjects have a Higher or Foundation Tier.

CANDIDATE NAME & NUMBER

Each candidate is entered as follows:

First Name - initial of ONE middle name - (Legal) Surname e.g. James T Hall

Each candidate will be given a 4-digit Examination Number (Candidate Number) which you will keep throughout the whole exam season, and this must be written on all papers that are sat. You can find out your number prior to the start of the exam season from your Tutor in registration. **PLEASE remember this number!**

TIMETABLES

If you would like to have an early indication of exam dates, you can check each board's website for provisional timetables.

You will receive a timetable through your tutor; please check this for accuracy.

Also, your individual timetables, exam dates and times will be on your EduLink App.

A [timetable](#) will be on the Exams Notice Boards in school and on the school website.

It is possible that you may have an **exam clash**. Please come as soon as possible to see us in the Exams Office so that we can make arrangements. Clashes are resolved by using the JCQ guidelines. Exams may be moved to a different session (am or pm). You may find that you take three exams in one day or two exams in one session. This is normal and follows JCQ rules.

EQUIPMENT

What will you need?

At least two black pens/biros, sharpened pencils, ruler, rubber, highlighters, calculator.

NO GEL OR ERASABLE PENS ARE ALLOWED

These must be in a clear plastic bag or pencil case. It doesn't have to be expensive, a ziplock sandwich bag works well.

Drinks bottles must be clear plastic; these could be shop bought bottles with the label removed.

Check with your subject teacher if you are unsure what equipment is required.

DRESS CODE

Students in Years 7-11 should be in full school uniform, and Sixth Form should be appropriately dressed as per the dress code. Failure to do so, students could risk not being allowed entry into the exam room.

WARNING POSTERS FROM JCQ

Please look at these posters below before the exam season begins. They are on the website and will be displayed at the entrance to the exam hall. It is important that they have been read.

[Unauthorised items poster](#)

[Social media poster](#)

[Warning to Candidates](#)

DURING & END OF AN EXAMINATION

LOCATION OF EXAMS

Exams from mid-May to July 2023 will be in the SPORTS HALL.

You will be able to find your seat number next to your name before each exam to know exactly where you will be sitting.

If you have a practical exam such as art, music, or language orals, please ask your subject teacher where they will be held.

INVIGILATORS

Marling provides external invigilators for all exams to follow the regulation of JCQ. All our invigilators are DBS checked and we expect all candidates to respect and listen to all instruction given by them.

If you have any queries or problems during an exam, please raise your hand and an invigilator will come to help.

TIMINGS

Report to the exam hall at least 20 minutes before the start times.

Morning sessions are 9.00am (arrive no later than 8.40am)

Afternoon sessions are 1.15pm (arrive no later than 12.55pm).

ENTERING THE EXAM HALL

As soon as you enter the exam hall you are immediately under exam conditions. You must therefore remain completely silent.

- First: you need to leave your bag in the bagging area and take with you only your clear pencil case and clear water bottle
- Second: you need to look for your seat number which will be up on the wall and walk to it calmly
- DO NOT attempt to communicate with other candidates or cause disruption, or you will be taken out of the exam hall and risk disqualification
- No food is allowed in the examination hall
- DO NOT graffiti either the exam table or paper
- Listen carefully to the instructions read out by the invigilators. They will ask you to check the paper in front of you.

REMEMBER

- NO MOBILE PHONES, iPods, MP3 players or watches are allowed in the exam room
- Covers on calculators must be removed
- If the fire alarm goes off, DON'T PANIC, the invigilators will tell you what to do.

FEELING UNWELL/ACCIDENT/INJURY?

- Telephone school immediately if you are ill or unable to get to get to your exam on time
- If you feel unwell during an examination, tell an invigilator immediately. Do not call out - a hand in the air will be noticed. You may not leave the examination room alone
- Please note that only you can decide whether you are too unwell to sit an exam, School or the Exams Office cannot make that decision for you
- If you have problems immediately before or during the examination period i.e. family problems, accident, injury, illness please tell the Exams Office. Email examinations@marling.school or telephone the Exams Office
- Special Consideration may be requested from the Exam Boards if there is a problem. (A doctor's note will be required).

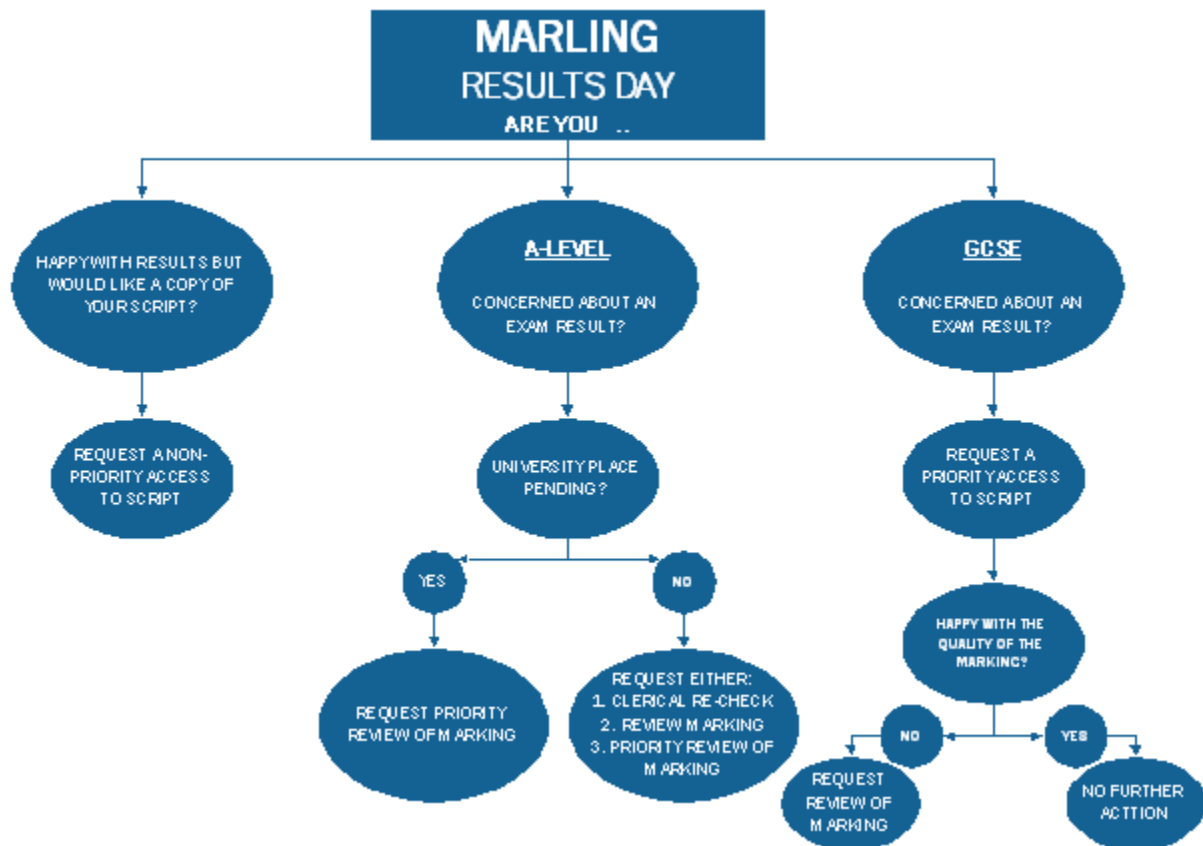
AT THE END OF AN EXAM

You must stop writing when the invigilators say the time has ended.

After your exam is over and you leave your desk, PLEASE be aware that there may be others still sitting an exam. You must remain completely silent until you have collected your belongings and are an appropriate distance outside of the Sports Hall to respect others still inside.

AFTER THE EXAMINATIONS

RESULTS



All information for results day will be put on the website.

CERTIFICATES

If you are a Year 13 or a Year 11 leaver your certificates will be ready for posting in December 2023. Certificates will be sent in a hardback envelope by Royal Mail Second Class Standard service.

If you are a Year 11 who continues into Year 12 at Marling, then your certificates will be handed out during Tutor group.

NB: Certificates will be sent to the address held on record at the centre. Any change of address should be notified through the official change in details process. The centre does not take any responsibility for certificates sent out to addresses where this process has not been followed.

