



Light Hall School

STUDENT INFORMATION BOOKLET

Examinations
2023/2024



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Introduction

It is the aim of Light Hall School to make the examination experience as stress free as possible to allow all candidates to perform to the best of their ability.

The awarding bodies (also known as examination boards) set strict criteria for the conduct of examinations and each centre (school) is required to ensure that all candidates are aware of these regulations and to enforce them.

Notices are posted on the school website in the 'Examinations' section. These give information to candidates on examinations, coursework assessments, controlled assessments, fair processing and the policy and appeals procedure for internal assessments. Please make sure you understand and comply with all of these instructions.

There is an examinations calendar on the website which is updated regularly. The provisional timetable for the main summer series of exams will be posted in September 2023 and updated throughout the school year.

A copy of this booklet can be obtained electronically to parents via the school email system.

You will also find information on statements of entry, timetables, emergency situations, late arrival, illness, results, post results services, appeals and certificates.

If there is anything you do not understand or do not consider has been covered in this booklet, then please ask.

If you have any questions or need advice on any aspect of the examination process, you can contact our Examinations Officer, Mrs Kelly Regan.

The Examinations Office is located in Churchill building opposite the PE office. If you need to telephone or email please use the main school office number or email address.



Kelly Regan
Exams officer

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Light Hall
School & Sixth Form

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Before the examinations

You will receive a **Statement of Entry** giving your personal details, the subjects you are entered for and the tier of entry (if applicable). Please check that all details are correct. The name on the certificates should be your legal surname and legal forename. Inform the Exams Office of any errors immediately. Awarding bodies will charge for amendments to final GCSE certificates.

Your **candidate number** has 4 digits and will be on the card on your exam desk. The **centre number** is **20756** and will be displayed in the exam room. Both will need to be written on the front of all of your exam papers.

The **awarding bodies** or **exam boards** that are used at Light Hall are:

AQA
Pearson Edexcel
OCR
WJEC (Eduqas)

The mock exams in year 11 are important. If a student misses the summer exams for any reason we can ask for special consideration. The exam board may want evidence of mock exam results carried out under examination conditions.

Before the main exams, you will be issued with a personal **timetable** which gives the dates, times, **seat number** and duration of your exams. Check it carefully and show it to your parent/carer so that they also know when you have exams. The dates and times of exams are set nationally and cannot be changed, except in the case of a subject clash. If you think something is wrong please see Mrs Regan, Exams Officer.

The examination timetable for 2024 is on the school website. Copies of your individual timetable will also be emailed to your school account.

Occasionally candidates will have a timetable clash where exams for two subjects are timetabled at the same time. Any such clashes will be resolved and amended times will be shown on your timetable. Candidates will sit one exam, have a supervised break and then sit the second exam. During the supervised rest break you will be permitted to revise for your next exam with the aid of written notes or text books. You will not be permitted to use mobile phones or any other unauthorised items. If you think you have a clash that has not been resolved please see Mrs Regan.

The JCQ documents on the school website are produced on behalf of all of the awarding bodies. These regulations cover all examinations, controlled assessments and coursework. Any breach of these rules must be reported and could lead to disqualification from all of your exam subjects. Please see examples of the examination notices at the back of this booklet.

During the Examinations

Start times for exams at Light Hall are 9:00am and 1:30pm, unless you are advised otherwise.

We make every effort to contact you if you fail to arrive for a timetabled exam. **Please ensure that we have up to date contact details for your parent/carer.**

Be aware that some exams will go on longer than the school day. On these occasions it is imperative you make alternative arrangements to get home if required. You are not allowed to leave the exam room early to catch your bus.

Most subjects run 8am revision classes. However, candidates should arrive at school in good time for their exams and assemble on the tennis courts **at least 15 minutes before the start time**. When not in an exam, students will follow their standard timetable unless advised otherwise.

Full school uniform must be worn for all examinations. Failure to comply may result in you not being permitted to enter the exam room.

Candidates should know their **seat number** for each exam. Seat numbers will be on your individual timetable and will be displayed by form tutors.

Communication with any other candidate is not allowed in the exam room. If you need to speak to an **invigilator**, stay in your seat and raise your hand.

Make sure that you complete the details on the front of your answer book and on any additional sheets that you use. These should be attached to the answer book with a treasury tag. You must use your legal surname and forename.

Examination materials may not be taken from the exam room.

After the papers have been collected you will be dismissed in rows. Remember that you are still under **exam conditions** until you are outside the exam room. Be silent and considerate; other candidates may still be working.

It is important you are prompt for every exam. Candidates who arrive **late** may still be admitted to the exam and allowed the full time. A report must be sent to the awarding body depending on the time of arrival and duration of the exam. They will decide whether or not to mark the paper.

If you encounter any problems during the examination period (illness, injury etc), inform school as early as possible so that we can help and advise you.

Equipment

All equipment must be visible to invigilators at all times. You must either use a **clear pencil case** or **clear plastic bag**. Only **black pens** may be used. As a minimum you will need two black pens, a pencil, eraser, scientific calculator, ruler and maths equipment.



Calculators must conform to exam regulations. Check with your Maths teacher if you are unsure. You **may** need a calculator for **all** exams, not just Maths. No cases, lids or instruction leaflets are allowed. If you have a calculator that can store information you must make sure that all memory has been cleared.

Listen to all **announcements** made at the start of the exam and **read all instructions** on the question paper. Check that you have the correct paper, tier and subject.

Unauthorised Items

The following items **must not** be taken **into** the examination room:

- Mobile phones
- Any electronic or web enabled device such as MP3/4 players and ipods
- Watches **of any kind** (not just smart watches)
- Reading pens – unless this is an approved access arrangement
- Notes and papers
- Any material which might be deemed to be of help to you (even if you do not intend to use it)
- Bags and coats (these may be left in another room but if possible, do not bring them with you to the exam).
- Drinks bottles that are not clear or have a label. Drinks should be in a clear, transparent bottle that is free of all labels.
- Correction pens, fluid or tape or erasable pens



Access Arrangements

The Disability Discrimination Act 1995 requires that all candidates taking examinations have fair access to assessments. Access arrangements are not there to give candidates an unfair advantage, but to put all candidates on a level playing field on which to demonstrate their skills, knowledge and understanding. All assessments for access arrangements are overseen by Mrs E Yu. Applications are subject to a rigorous checking procedure to ensure that JCQ criteria have been met.

If you have been approved for AAs, you will have been told in advance. Candidates requiring a reader or scribe will be accommodated separately and will follow exactly the same regulations as everyone else. Candidates who are allowed extra time will be seated at the front of the exam hall and the extra time will be added to the end of the exam.

Plagiarism

Coursework and Controlled Assessment are important elements of many qualifications. The awarding bodies have expressed concern regarding the authenticity of work submitted by candidates. In an effort to combat this, all candidates are required to sign an authentication form for each piece of work submitted. In the interest of fairness to all candidates, we ask parents and carers to ensure their son or daughter is clear about this and that they are aware of the implications of submitting work which is not their own. Neither copying nor allowing your work to be copied is acceptable. Both are infringements of the regulations. Awarding bodies can disqualify anyone caught cheating from the subject concerned and possibly from all examinations in the series. Any malpractice will be reported to the awarding body without exception.

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.'

REMEMBER – IT'S YOUR QUALIFICATION SO IT NEEDS TO BE YOUR OWN WORK.

Fire Alarm Procedure

If the fire alarm sounds during an exam, keep calm and listen to the instructions given by the invigilator.

You will be told to stop writing and turn your examination paper over.

If required to do so, after authorisation from the Head teacher or member of the Senior Leadership Team, the invigilator will instruct you to leave the exam room in rows and to assemble on the tennis courts in your row and seat order.

Exam regulations should be observed at all times and any infringement could result in disqualification. All exam materials should be left in the exam room. Once the all clear has been given you will return to the exam room and complete your examination.

The finish time will be adjusted to account for the interruption.

The awarding body will be informed of the disruption.

School Closure

In the event of school closure due to bad weather conditions or other emergency, **external exams will continue**. The school has a well-planned/organised provision for such an event.

Up to date information will be posted on the school website.

What to do if you are ill on the day of an exam

If you are ill and unable to attend an exam it is vital you phone the school first thing in the morning on 0121 744 3835 to inform either your Head of Year, Education Welfare Officer or the Exams Officer.

You should make every attempt to attend your examination. Even if this means the school providing slightly different arrangements for you on the day.

If in doubt **phone school**. If you do not attend an exam without a valid reason, you will be charged for that exam and you will receive a 'U' grade.

After the Examinations

Results for the 2024 exams will be issued to year 11 candidates on Thursday 22nd August 2024. They will be available for collection from Churchill Hall between 8:00am and 10:00am.

If you are unable to collect your results in person, you may nominate someone to do so on your behalf. You will need to send your written consent to the Exams Officer prior to the end of the summer term via email – kregan@lighthall.co.uk. The nominee will need to produce proof of identity before results can be released.

If you have not collected your results by 10:00am on Thursday 22nd August they will be emailed to your school email address.

Grades in 2024 will all be numerical from grade 1-9. The exception to this is iMedia, Sport Science and Child Development. Results in these subjects will be graded Pass, Merit or Distinction.

Post Results Service

There are three post results services available to candidates:

- Review of marking – your paper will be checked for any possible mistakes in marking and grading.
- Request for original scripts (please note that a review cannot be requested after the return of an original script).
- Clerical check – this services re-checks a marked paper and makes sure that all pages were marked, all of the marks were counted and that the result matches the marks on the paper.

A senior member of staff will be available to you on results day so that results may be discussed and decisions made on the submission of reviews of marking.

Details of these services and costs will be provided on request. Please be aware that grades can also go down.

Certificates

A certificate collection date is held in November. All candidates will receive an invitation. Students who are unable to attend on this date/time can collect their certificates from the school office during school hours. Certificates must be signed for and will not be given to anyone apart from the candidate unless we have the candidate's written consent. Please note that certificates cannot be posted, they must be collected in person.

Light Hall School is only obliged to keep certificates for one year. You are therefore advised to collect them on certificate evening or as soon as possible thereafter. It is possible to obtain copies from exam boards but the cost can be as high as £40 each so please keep your certificates safe.

Tips for exam success

- Create a revision timetable well ahead of the summer exams; prioritise subjects you need to work on most.
- Organise your study space.
- Use flow charts and diagrams.
- Practise using 'past papers'. Go to the exam board website where you will find lots of past papers. A list of which exam board is used for each subject is found on the school website or ask your subject teacher if you are unsure.
- Explain your answers to others when revising.
- Organise study groups with friends.
- Take regular breaks.
- Feed your brain with regular healthy snacks.
- Plan your exam day and fit revision around your exam timetable.
- Speak to your teachers for tips or any subject related queries.

Good Luck!



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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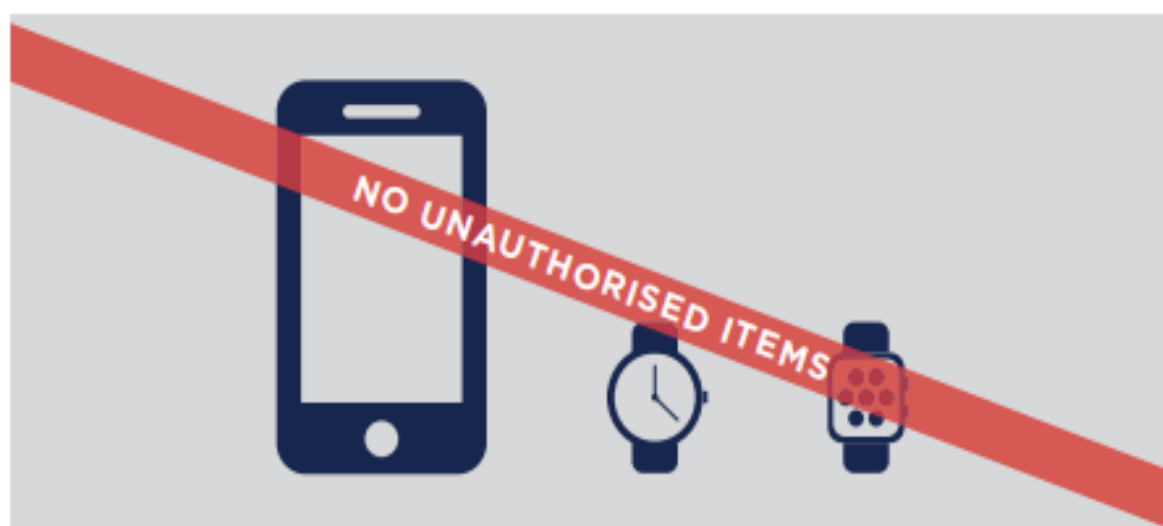
Warning to Candidates

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.

NO MOBILE PHONES NO WATCHES

**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.



AI and Assessments

A quick guide for students



What is AI?

- AI stands for artificial intelligence and using it is like having a computer that thinks
- AI tools like ChatGPT or Snapchat My AI can write text, make art and create music by learning from data from the internet, but watch out – they can also make things up and be biased



How can AI be misused in assessments?

AI misuse is when you take something made using AI and say it's your own work.

THIS IS CHEATING!



How do I make sure I don't misuse AI?



1 Know the rules

- You're **not allowed** to use AI tools when you're in an exam
- Your teachers will tell you if you're allowed to use AI tools when doing your coursework – the rules will depend on your qualification
- Even if you're allowed to use AI tools, you can't get marks for content just produced by AI – your marks come from showing your own understanding and producing your own work

2 Reference reference reference!

- If you're allowed to use AI tools, you must reference them clearly
- Name the AI tool you used
 - Add the date you generated the content
 - Explain how you used it
 - Save a screenshot of the questions you asked and the answers you got

3 Declare it's all your own work

– When you hand in your assessment, you have to sign a declaration. Anything without a reference must be all your own work. If you've used an AI tool, don't sign the declaration until you're sure you've added all the references



What happens if I misuse AI?

If you've misused AI, you could lose your marks for the assessment – you could even be disqualified from the subject.

DON'T RISK IT!



REMEMBER
Misusing AI is cheating!

Know the rules
Talk to your teachers
Reference clearly