

IGCSE/GCSE GCE AS/A2

Public Examination Guide

For parents and students



The English School, Nicosia

Introduction:

Since public examinations can be an extremely stressful time for both candidates and parents it is vital that those involved are made fully aware of all procedures, rules and regulations. These are in effect designed to ensure the smoothest running of the examinations period as possible.

The School is prepared to make every effort to ensure that students are properly prepared for all their public examinations. Part of this process is the administrative arrangements that need to be made so that all exams are conducted in such a way as to allow all candidates to perform to the best of their abilities.

The aim of this booklet is to provide information regarding the examinations procedures and for answers to be supplied for the most common questions that arise before, during and after the examinations period. Please note that expectations regarding the conduct of exams apply to Mock Examinations also.

If you have any questions regarding the examinations, please do contact Mr Yiannis Georgiou, Senior Teacher in-charge-of Examinations:

T: 22799313

E: georgiou.yiannis@englishschool.ac.cy

On exam days it is probably preferable that a message is left with the Main Office: 22799300

Who is entered for public exams?

The policy of the school is that all students enter for their exam subjects at IGCSE/GCSE, AS and A2. It may be the case that a candidate is also following a course of study outside school and wishes to sit an exam in that subject. It is important that entries for any subjects studied outside school are made through the school. It is an exam board regulation that a candidate must sit all his/her exams through a single examination centre. The English School is an accredited examinations centre for all EDEXCEL, CIE and AQA examinations.

What arrangements are made for study leave?

Study leave generally begins in May. The precise dates are provided by the school and are on the school calendar. Different study leave dates apply for 5th, 6th and 7th Forms as the exam periods for GCSE, AS and A2 subjects do not coincide. During study leave students do not normally attend school unless special arrangements have been made with individual subject teachers for tutorials. No study leave is normally permitted for exams in January.

What information do candidates get regarding their exams?

Once all entries have been made on the School's intranet site, these are uploaded onto spreadsheets and checked for any inaccuracies. All entries are then sent electronically to the exam boards. Once they receive our entries, exam boards will issue Statements of Entry which show individual timetables for each candidate. These Statements of Entry also include the candidate's individual candidate number, which they will need when

filling in details on exam papers. It is, therefore, important that candidates take this Statement to all of their examinations.

Where will the exams be held?

Unless special arrangements have been made in particular cases, all examinations take place at the English School. Candidates are advised on where their exams will take place on the notice board in the Main entrance and on notices pinned up in the Canteen. Sometimes, if an exam involves a large number of candidates, a number of rooms will be used. Notices will in this case indicate where candidates should go according to their candidate number. On reaching the exam room, candidates must wait outside. Invigilators will call in candidates by name and will be directed to sit accordingly. In the case of the Sports Centre, candidates may be asked to sit at the desk which bears their candidate number.

What about days and times of exams?

The Statement of Entry tells you on which day the exam takes place. It will also state whether it is a morning or an afternoon exam. Please note that all morning exams begin at 10.30am and that all afternoon exams begin at 3.00pm. It can be useful if parents make a photocopy of the Statement of Entry as a back-up to ensure that a candidate does not miss an exam!

In certain cases, candidates may receive extra time for their exam so finishing times may be later. Those involved will be aware of this. However, it is the candidate's responsibility to know the start time of all his/her exams. Please ensure your son/daughter checks

dates and times prior to examinations, especially on the previous evening.

What will happen if a candidate is scheduled to have two exams at the same time?

Such a situation is known as a clash. If a candidate is timetabled for two (or more) exams at the same time, s/he must inform the Examinations Officer, Mr Georgiou. He will then make arrangements for one of the exams to be taken at a later or earlier time on the same day. The candidate will have to remain under supervision between the two exams to ensure the security of exams is not compromised. Candidates need to inform Mr Georgiou of clashes as early as possible (as soon as Statements of Entry are received) so that arrangements can be finalised in good time. All clash arrangements will be posted on the notice board outside Mr Georgiou's office. If an exam is delayed from morning to afternoon, it is advisable for a candidate to have some food with them and a drink. During this period, they will continue to be supervised. No attempt to communicate with other candidates will be allowed. Mobile phones and other electronic means of communication are also not permitted.

What will happen if a candidate is late?

If a candidate is going to be late due to traffic/transport problems etc, the school must be notified immediately. If a candidate arrives 30 minutes after the start time for an exam, the Examination Board will make the decision whether to accept the candidate's scripts, depending on whether the security of the exam has been breached. If a

candidate arrives after the scheduled end of the examination, s/he will not be allowed to sit the exam.

What should candidates bring to the exam?

Candidates should bring writing equipment, including pens, pencils, erasers, etc. Transparent pencil cases should be used. If a pencil case is not transparent, invigilators are instructed to examine the contents to ensure only permitted items have been brought into the exam room.

Please note: **ONLY BLACK INK PENS MAY BE USED.**

Some subjects allow the use of bi-lingual dictionaries. These are provided by the school. Candidates should not bring their own.

Candidates should only bring calculators into the exam where permitted. Their subject teachers will inform them whether they are allowed calculators.

It is the responsibility of candidates to bring all their own writing equipment to the exam. They should not expect the school or invigilators to provide pens, pencils etc. Please note that correction fluids or Tippex tape/pens are not permitted.

What is not permitted in the exam room?

There are a number of items that are banned from exam rooms. If you are in possession of a banned item, this will be considered a violation of examination regulations

and will be reported by the Examinations Officer to the Examination Board. Such items are”

Mobile Phones. These must not be brought into the exam room. They must be switched off and left on a table by the entrance to the exam room. If a candidate is found in possession of a mobile phone – even if switched off – this is a serious violation of exam regulations.

Subjects in which calculators are not allowed must not be brought into the exam room.

Notes, books, papers must not be brought into the room but left at home or outside the exam room.

Bags, lucky mascots, etc are not permitted in the exam room.

No food, chewing gum or fizzy drinks, fruit juices are allowed. Candidates may only take one bottle of still water into the exam room.

What if a candidate is absent from an exam they have entered for?

If you are absent without a doctor’s note or an acceptable reason for special consideration, the exam grade will be based only on the units/papers sat.

How should candidates behave during examinations?

It is extremely important for all candidates to behave appropriately to ensure the smooth running of examinations. Candidates should be **outside the designated exam** room by at least 10.10am for morning

sessions and by 2.40pm for afternoon sessions.

Candidates should not expect invigilators to invite or call candidates to come to the exam room. Once inside the exam room candidates must sit in the designated seat and **must not talk.** Once inside the exam room regulations for the conduct of exams are in force.

Candidates should wait patiently for all to be seated and should then listen to the invigilator's instructions. Once exam papers have been given out and details entered on the front of the exam script (invigilators will supply details on these), candidates should wait for the invigilator to start the exam. No candidate can leave an exam until one hour has passed and should remain seated for the final 10 minutes. When the time is up, candidates **must remain seated and must not talk.** Exam papers will then be taken in by invigilators. Once invigilators are satisfied all papers are in, candidates will be dismissed and should leave quickly and quietly. This is especially important if there are other exams still in progress in the same exam room.

It cannot be over-emphasised that any misconduct will not be tolerated for the sake of all candidates. Parents are requested to impress on their sons/daughters the seriousness of any misbehaviour or misconduct.

What can candidates wear?

Candidates are not expected to wear school uniform for public exams. However, they are expected to be appropriately dressed and should avoid wearing shirts or tops with offensive messages, as has been the case in the past. Candidates who are inappropriately dressed may not be permitted into the exam room. Please also avoid

rings or bracelets that may make unnecessary noise and can be considered a disruption for other candidates.

What should we do if a candidate has a problem which may affect his/her performance in an exam?

In these cases, candidates may be eligible for extra time. These are known as access arrangements and applications for such arrangements must be made to the Examinations Officer with supporting evidence from a relevant specialist.

Any sudden illness or situations related to family circumstances which may affect exam performance should be reported to the Examinations Officer so that an application can be made to the Examination Board for special consideration.

When and how are results distributed?

Public exam results are released in August. The precise dates vary from year to year and candidates will be informed before the examination period. Results can be collected from the Main Office. EDEXCEL exam subject results can be accessed online by candidates as long as they are in possession of an access code which is generally sent to the school during the exam period. Efforts are made to ensure all candidates receive this before they disappear for the summer.

Please note: **Examination results will not be given over the phone.** If you wish, you may send an authorised person to collect results, but this person should bring a signed note of authorisation from you.

What if the results are not what I expected?

If a candidate seriously feels there are grounds for questioning the grade for a particular exam subject, a re-mark can be requested for any of the units sat. A form can be collected from this from the Main Office and a fee charged. If the re-mark is urgent, a priority enquiry about a result can be made for a slightly higher charge.

Candidates can also request the return of scripts, though this can take longer. All requests must be submitted by September 20th (unless a priority remark is requested, in which case the deadline is normally a week after results day). Please note that in the vast majority of cases, grades remain unchanged after a re-mark. For this reason, it is worth talking with the subject teacher first and then considering seriously whether there is a real need for a re-mark.

What about re-sits?

Re-sits are arranged generally through the British Council (except for AQA exams, which the school administers). Advise on procedures for re-sits will be supplied by the school.

When are certificates sent out?

Certificates generally take some time and can arrive at the school in November. When collected, they should be signed for. Those that have graduated and are unable to collect their certificate should send someone with a signed authorisation. If certificates are not collected after at least a year following the exam, they may be destroyed. Replacement certificates can be obtained from exam boards for a small fee.