

**Examination Guide**  
**Important Information for Sitting Exams at**  
**The English School**

**Internal Exams and External (Public) Exams**

**IGCSE / GCSE/ GCE (AS/A2) / IAL**

**For Parents and Students**



FOUNDED 1900

**THE ENGLISH SCHOOL**  
A SECOND CENTURY OF EXCELLENCE

April 2019

---

## Contents

Introduction:.....	3
Who is entered for public exams?.....	3
What arrangements are made for study leave? .....	4
What information do candidates receive regarding their exams? .....	4
Where will the exams be held? .....	4
What about days and times of exams? .....	5
What will happen if a candidate is scheduled to have two exams at the same time? ....	5
What will happen if a candidate is late? .....	6
What should candidates bring to the exam? .....	6
What is not permitted in the exam room? .....	6
What if a candidate is absent from an exam they have entered for?.....	7
How should candidates behave during examinations? .....	7
What can candidates wear? .....	7
What should we do if a candidate has a problem which may affect his/her performance in an exam? .....	8
When and how are results distributed? .....	8
What if the results are not what I expected? .....	9
What about re-sits? .....	9
When are certificates sent out? .....	9
Exam Boards Warning to Candidates posters .....	10

## 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 makes 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 internal mock examinations also.

If you have any questions regarding the examinations, please do contact:

Exams email: [exams@englishschool.ac.cy](mailto:exams@englishschool.ac.cy)

a) Ms. Ursula Pantelides, Assistant Head i/c Examinations, Admissions, Data and Timetabling

T: 22799315

E: [ursula.pantelides@englishschool.ac.cy](mailto:ursula.pantelides@englishschool.ac.cy)

*Or*

b) Ms. Elena Gregoriou Kazantzi, Examinations and Assessment Coordinator

T: 22799303

E: [elena.kazantzi@englishschool.ac.cy](mailto:elena.kazantzi@englishschool.ac.cy)

*Or*

c) Ms. Christina Kkolou, Admissions and Data Officer

T: 22799353

E: [christina.kkolou@englishschool.ac.cy](mailto:christina.kkolou@englishschool.ac.cy)

On exam days it is probably preferable that a message is left with the Reception: 22799300 or Main Office: 22799304.

## Who is entered for public exams?

The policy of the school is that students enter for all their exam subjects at IGCSE/GCSE, GCE (AS/A2) and IAL. The subjects which students are expected to enter are indicated on the entries form sent out to all students prior to their registration for public exams. 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 strongly recommended that **candidates should sit all exams through a single examination centre**. This way, the school will be able to

handle any clashes. The English School is an accredited examinations centre for Pearson/Edexcel, Cambridge and AQA examinations.

### What arrangements are made for study leave?

Study leave generally begins in May depending on the timing of Easter. The precise dates are provided by the school and are on the school calendar. Different study leave dates may apply for 5<sup>th</sup>, 6<sup>th</sup> and 7<sup>th</sup> Forms as the exam periods for I/GCSE, GCE (AS/A2) and IAL subjects do not coincide. During study leave students do not normally attend school unless special arrangements have been made with individual subject teachers for revision sessions or tutorials. No study leave is normally permitted for exams in January and November.

### What information do candidates receive regarding their exams?

Once all entries have been made on the school's exams registration system, 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.

The school will then provide the below two documents:

a) **The English School Individual Exams Schedule** showing:

- Name of the candidate
- Candidate Number
- Subject of the exam
- Date of the exam
- Location of the exam
- Seat number of the student
- Clash arrangements made (if any)

b) **Exam Board Statement of entries**

The English School Individual Exams Schedule is the document that the candidates should have with them during the exam period. Candidates should not lose this or forget this document on the day of the exams, since, as you can see above, it contains very important information. Also, it is essential that these documents are kept clean of any notes.

Any errors on either of the documents, spelling of names, date of birth, unit codes etc **MUST** be communicated immediately to the Exams Office immediately. An email can also be sent to [exams@englishschool.ac.cy](mailto:exams@englishschool.ac.cy) highlighting the issue.

**It is very important that these documents are not lost and the students should keep them until Results Day. Note: it is very difficult for the school to reproduce all the relevant documents.**

### 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 their Individual Exams Schedule where their exams will take place, this includes room number and seat number. On

reaching the exam room, candidates must wait outside. Invigilators will call in candidates and they will be directed to sit accordingly. In all cases, candidates will be asked to sit at a pre-determined desk and seat number.

## What about days and times of exams?

The Statement of Entry tells you on which day the exam takes place, and if it is allocated to the morning or afternoon session. It is important to note the below:

**For internal exams (e.g. mock exams):** morning sessions start at 08.00 and afternoon sessions start at 14.00. Students are expected to be at school 20 minutes before the exam starts.

**For external exams:**

Official Exam Start Times				
Exam Boards	AM		PM	
	GCE, I/GCSE	IAL	GCE, I/GCSE	IAL
Pearson/Edexcel, AQA	10:30	09:00	15:00	12:00
Cambridge	10:30	NA	15:00	NA

**It is useful if parents make a photocopy of their child's Individual Exams Schedule and Statement of Entries as a back-up to he/she does not miss an exam!**

Exam starting times may have been shifted to accommodate clashes, therefore, please check the Individual Exams Schedule for the starting time of each examination.

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. Parents are kindly requested to ensure their child 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, we have a system in place to identify these cases, and arrangements will be shown on the Individual Exams Schedule received by the students. Should candidates identify any errors they should immediately report this to the Exams Office. The arrangements usually made are 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.

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 (call the school reception 22799300 or main office 22799304)**. If a candidate arrives 30 minutes after the start time for an exam, the relevant 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. **Clear, transparent pencil cases or plastic bags** should be used. If a pencil case is not transparent, students will be asked to remove their writing equipment and enter the exam room without their pencil case.

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

Candidates should only bring calculators into the exam where permitted, **without the cover**. 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:

1. **Mobile Phones.** These must not be brought into the exam room. They must be switched off and left in Room 2 or other designated location. The school is not liable for any mobile phones going missing, therefore, if it is absolutely necessary for the student to have a mobile phone with him/her this should be an old phone (of little value). It is important to note that: **if a candidate is found in possession of a mobile phone in an exam room – even if switched off – this is a serious violation of exam regulations.**
2. Calculators must not be brought into the exam rooms when the subject prohibits their use.
3. Notes, books, papers must not be brought into the room but left at home or outside the exam room.
4. Bags, lucky mascots, etc are not permitted in the exam room.

5. No food, chewing gum or fizzy drinks, fruit juices are allowed. Candidates may only take one bottle of still water into the exam room; the label of the bottle needs to be removed.

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

If a candidate is 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 are expected to be outside the designated exam room 20 minutes before the exam starts.

#### **Candidates will be called by the invigilators to enter the room.**

Candidates must enter the exam room in silence. Once inside the exam room candidates must sit in the designated seat and **must not talk** as 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 of these), candidates should wait for the invigilator to start the exam.

When the time is up, candidates are permitted to finish their sentence, they **must remain seated and must not talk**. Exam papers will then be collected by invigilators. Once invigilators are satisfied all papers are in, and have counted them, candidates will be dismissed row by row. Students 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.*

ANY VIOLATIONS OF EXAMINATION REGULATIONS AND PROCEDURES WILL BE REPORTED TO THE EXAMINATION BOARD. THIS MAY MEAN A CANDIDATE WILL RECEIVE A ZERO FOR THAT PARTICULAR PAPER OR UNIT OR THE ENTIRE SUBJECT, OR THE ENTIRE EXAMINATION SESSION (THAT IS, FOR ALL SUBJECTS SAT THROUGHOUT THE EXAMINATION PERIOD.)

### **What can candidates wear?**

For Internal Exams: Candidates **MUST** be in school uniform. Should a candidate not be in proper school uniform, the school will ask the student to leave the exam room. It is the responsibility of the student to obtain correct school uniform to be allowed to sit the exam. No extra time will be given to the candidate for the time lost to obtain the correct uniform.

For Public Exams: 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 of a provocative design or with offensive messages, as has sometimes 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. As it is often difficult to regulate the a/c for individual students, it is advisable to bring a light jacket/jumper.

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

Any sudden illness or situations related to family circumstances which may affect exam performance should be reported to the Exam Office as soon as possible. Firstly via email ([exams@englishschool.ac.cy](mailto:exams@englishschool.ac.cy)) followed by the original letter, in an envelope hand delivered to the Exams Office between 07:30-08:30 Monday to Friday. This will be used to notify the Examination Board for Special Consideration.

### **When and how are results distributed?**

Public exam results are released in August as follows: **13/08/2019 all Cambridge results, 15/08/2019 GCE and IAL results and 22/08/2019 GCSE and IGCSE results.**

Pearson/ Edexcel and Cambridge exam results can be accessed by candidates online through Pearson ResultsPlus Direct and Cambridge Direct. Log-in information will be found together with the Individual Exam Schedule provided to the students via their Form Tutors during Registration Period. They have also been emailed to students at their school email address at the beginning of April 2019. Please keep a copy of these documents for when the results are out.

Pearson creates accounts when a student registers for the first time with them; therefore, the login details should be safely saved as they will be needed for accessing results for all following years as well. Cambridge issues new login accounts for each exam sitting. We strongly recommend students login to these sites and check everything is working fine before the exam results are out.

AQA does not have an online database for accessing results. Thus, students and candidates may collect hard copies of their results from the school's reception once the results are out.

Hard copies of all results can be collected from the school's reception.

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

Should you have any issues with accessing the results, please email the Exams Office ([exams@englishschool.ac.cy](mailto:exams@englishschool.ac.cy)) with full details of the issues faced. Due to heavy workload when the results are out, there may be a delay in getting back to you. Every effort is made to reply in at least 48 hours.



## **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 review of marking can be requested for any of the units sat. A form can be collected from the Exams Office and a fee is charged. If the review of marking is urgent, a priority enquiry about a result can be made for a slightly higher charge. Candidates can also request the return of scripts. All requests must be submitted normally by the middle of September. Official deadlines will be communicated on our website. Note that if a priority review of marking is requested, the deadline is normally a week after results day. Please note that in the vast majority of cases, grades remain unchanged after a review of marking. For this reason, it is worth talking with the subject teacher first and then considering seriously whether there is a real need for a review of marking.

## **What about resits?**

Resits for I/GCSE and IAL exams are possible in January and for Cambridge exams in November. Please note that the school offers public (external) exams only during summer sessions. Therefore, resit registrations for November and January should be arranged through the British Council.

Kindly note that GCE (AS/A2) exams are only available during the summer sessions and therefore, students should register through the school for them during the November registrations windows together with the rest of their examinations for the summer session.

## **When are certificates sent out?**

Certificates usually arrive at the school in November and should be signed for when collected. Students 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 and the cost varies from EUR85.00 to EUR120.00.

*We trust you find this document helpful and wish students every success in their examinations.*

# WARNING



**NO** unauthorised materials in the exam room. For example:

**NO** mobile phones

**NO** smartwatches

**NO** technology with communication or storage

**NO** unauthorised notes or revision materials

If you have unauthorised materials you could be

# DISQUALIFIED

# Notice to Candidates

## You must:

- be on time for all exams and any periods of Full Centre Supervision
- follow the instructions of the invigilator
- leave all used and unused exam materials in the exam room.

## You must not:

- have any unauthorised materials in your possession
- talk to, attempt to communicate with, or disturb other candidates once you have entered the exam room
- be involved in any unfair or dishonest practice before, during, or after the exam.

If you are in any doubt speak to an invigilator.

**If you break any of the rules you could be  
DISQUALIFIED**

This poster must be displayed both inside and outside each exam room and be visible to all candidates



Version 3

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
-----	---------------	------	-----	---------	------



**NO IPODS, MOBILE PHONES  
MP3/4 PLAYERS  
SMARTWATCHES**

**NO POTENTIAL TECHNOLOGICAL/WEB  
ENABLED SOURCES OF INFORMATION**

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.

This poster must be displayed in a prominent place outside each examination room.



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
-----	---------------	------	-----	---------	------

## Warning to Candidates

1. You **must** be on time for all your examinations.
2. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
3. You **must not**:
  - sit an examination in the name of another candidate;
  - have in your possession any unauthorised material or equipment which might give you an unfair advantage.
4. **Possession of a mobile phone** or other 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. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
6. You **must** follow the instructions of the invigilator.
7. If you are in any doubt speak to the 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.

Effective from 1 September 2014