

**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

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

April 2023

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## Introduction:

Since public examinations can be an extremely stressful time for both candidates and parents. It is therefore important 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. Maria Rousou, Assistant Head i/c Examinations  
T: 22799316  
E: [maria.rousou@englishschool.ac.cy](mailto:maria.rousou@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)

During the exams period 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 all students register for the exams of the subjects they follow at school, which include IGCSE, GCSE, Level 2 Certificate, GCE, IAS and IAL. The subjects' exams students should register per academic year are indicated on the Expected Entries email sent to students and parents before the registrations period. The school can only accept registrations from students currently enrolled with the school, for the subjects they follow at school only.

The school is not allowed to accept registrations from private candidates (i.e., exams for subjects studied outside the school), unless they clash (scheduled for the same day and time) with an exam studied at school. Students interested to register for exams in subjects they follow out of school, may register through the British Council or any other Exams Centre that can accept private candidates.

The English School is an accredited examinations centre for Pearson/ Edexcel, Cambridge International 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 per year group are mentioned on the school calendar. Different study leave dates may apply for 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup> and 7<sup>th</sup> Forms as the exams period 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?

The school will provide students with **The English School Individual Exams Schedule** showing:

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

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

## Where will the exams be held?

Unless special arrangements have been made in particular cases, all examinations take place at The English School main building. Candidates are advised on their Individual Exams Schedule where their exams will take place; this includes room number and seat number. When reaching the exam room, candidates must quietly 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 Individual Exams Schedule informs students about the day and time each exam takes place. It is important to note the below:

**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.

### External exams:

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

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 have been approved by the Exam Boards to receive extra time for their exam so finishing times may be later. Students involved will be aware of this. However, it is the candidates' responsibility to know the start time of all their exams.

Parents are kindly requested to ensure their child checks dates and times prior to examinations, especially on the previous evening. **It is useful if parents make a photocopy of their child's Individual Exams Schedule as a back-up!**

### What happens 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, there are specific guidelines on how to handle these cases and arrangements will be shown on the students' Individual Exams Schedule. Should candidates identify any errors or their timetable, they should immediately report this to the Exams Office.

The clash arrangement made is one of the exams to be taken at a later or earlier time on the same day. Candidate will have to remain under supervision between the two exams to ensure the security of exams is not compromised.

It is advisable that candidates have some food and drink with them. No attempt to communicate with other candidates or other individuals will be allowed. Mobile phones and other electronic means of communication are not permitted.

### What will happen if a candidate is late?

If a candidate is going to be late due to transport problems or any other reason, **the school must be notified immediately (Exams Office 22799303, Reception 22799300 or Main Office 22799304)**. If a candidate arrives 30 minutes after the start time for an exam, the relevant Exams 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, they 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. If calculators are allowed, their memory should be cleared or set on Test/ Exam Mode.

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. Water bottles must be see-through with labels removed.

## 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 need to be reported by the Exams Office to the Exams Board.** Such items are:

1. **Mobile Phones.** They must not be brought into the exam rooms. They must be switched off and left in MB06 or other designated location. **The school is not liable for any mobile phones going missing or damaged,** therefore, it is strongly recommended students should not bring them to school. It is important to note that: **if candidates are found in possession of a mobile phone in an exam room – even if switched off – this is a serious violation of exam regulations and they may be disqualified by the Exam Board.**
2. Calculators must not be brought into the exam rooms when the subject prohibits their use.
3. For all exams where calculators are permitted, students must clear their memory or put in Exam/Text Mode, depending on the type of calculator.
4. Watches of any kind are not allowed in the exam rooms.
5. Notes, books, papers must not be brought into the exam rooms.
6. Bags, lucky mascots, etc are not permitted in the exam rooms.
7. No food, chewing gum or fizzy drinks, fruit juices are allowed in exam rooms. Candidates may only have one bottle of still water into the exam rooms and the label of the bottle needs to be removed.
8. Any other unauthorized material is not permitted in the exam room.

## Bathroom Breaks

We would advise that students visit the bathroom before their exam so as to avoid taking up valuable time during the exam. Time away from the exam venue will be logged.

## 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 remain quiet, 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 these details), candidates should wait for the invigilator to start the exam.

When the time is up, candidates are permitted to finish their sentence, **must remain seated and should not talk**. Exam papers will then be collected by invigilators. Once invigilators are satisfied all papers have been collected and counted, 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 children the seriousness of any misbehaviour or misconduct.***

ANY VIOLATIONS OF EXAMINATION REGULATIONS AND PROCEDURES WILL BE REPORTED TO THE EXAM 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 during the morning sessions. Should a candidate not be in proper school uniform, the school will ask them to leave the exam room. It is the responsibility of the student to obtain correct school uniform in order to be allowed to sit the exam. No extra time will be given to students 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. Candidates who are inappropriately dressed may not be permitted into the exam room. Please avoid rings or bracelets that may make unnecessary noise and can be considered a disruption to 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 an issue during the exams period which may affect their performance?

Any sudden illness or situations related to family circumstances which may affect exam performance should be reported to the Exam Office via email ([exams@englishschool.ac.cy](mailto:exams@englishschool.ac.cy)) as soon as possible and no later than two days after the exam affected is held. This will be used to notify the relevant Exams Board for Special Consideration.

## When and how are results distributed?

Public exam results are released in August. The specific dates per Exam Boards and level will be forwarded to you in due time.

Pearson/ Edexcel and Cambridge International exam results can be accessed by candidates online through Pearson ResultsPlus Direct and Cambridge Direct. The access information have been forwarded to students via email on 22<sup>nd</sup> of March. Please keep a copy of these documents for when the results are out.

**Pearson/ Edexcel** creates ResultsPlus Direct accounts when students register for an exam with them through an Exam Centre (i.e., the school) for the first time; therefore, the login details should be safely stored, as they will be needed for accessing results for exams registered through the school for all following years.

**Cambridge International** issues new login accounts for each exam sitting. Students may access their results in August and the accounts are accessible for a few months after the results are out.

We strongly recommend students login to their accounts and check everything is working fine before the exam results are out.

**AQA** does not have an online database for accessing results. Thus, students 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 as soon as possible.

### 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 for the specific subject. A form can be collected from the Exams Office and a fee is charged. If the review of marking is urgent, due to a university application, a priority enquiry about a result can be made for a slightly higher charge. Note that if a priority review of marking is requested, the deadline is normally a week after results day. Candidates can also request the return of scripts. All requests must be submitted normally by the middle of September.

Official deadlines will be communicated in due time. Please note that in the 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. If the review or marking application is positive (i.e., the overall grade for the subject changes), then the fee paid for the specific unit is refundable.

### What about resits?

Resits for I/GCSE and IAL exams are possible in January and for Cambridge International 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.





GCE (AS/A2) exams are only available during the summer sessions. Graduate students should register through the British Council.

Students enrolled with the school interested to resit during the summer session, should register through the school during the November registrations window, together with the rest of their expected exams for the academic year.

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

Certificates usually arrive at the school in November and should be signed for by students or parents/guardians when collected. 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 €100 to €200.

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



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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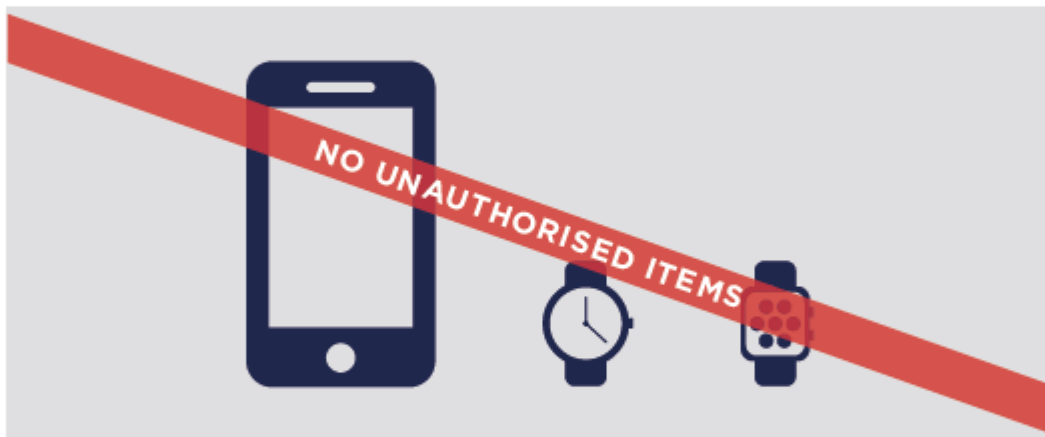
## Warning to Candidates

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.



THE ENGLISH SCHOOL  
A SECOND CENTURY OF EXCELLENCE

# WARNING



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

**NO mobile phones**

**NO watches**

**NO technology with communication or storage**

**NO unauthorised notes or revision materials**

**If you have unauthorised materials you could be**

# DISQUALIFIED

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



Version 3

 **Cambridge Assessment  
International Education**

# 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 2