



Ysgol  
**Bryn Elian**  
High School

# Examinations Guidance for parents and learners (October 2020 to include Covid restrictions)



## EXAMINATIONS 2020-2021

### GUIDANCE FOR LEARNERS AND PARENTS

Examinations are a very important part of the education of every learner at Ysgol Bryn Elian. We are aware that, for many, exams may be a time of real concern and stress. We therefore want to do all that we can to support and help our learners in their preparation and in actually sitting the exams.

**This guide gives a brief outline of various procedures and information and it is important that you keep it available for future reference.**

Exams take place throughout the school year, along with ongoing coursework and controlled assessments and Non-Exam Assessments referred to as NEAs, and it is very important that the learners are aware of deadlines and exam dates. The external exams that take place are within the national calendar that is produced by the Examination Boards.

### EXAMINATIONS CALENDAR:

November	GCSE English and Maths & Resits
January	GCSE English and Science & Resits are available
May & June	Main GCSEs and GCEs for 2021 have been cancelled and only Vocational examination are currently taking place.
August (Awaiting Date to be Confirmed due to Covid).	GCE Results
August (Awaiting Date to be confirmed Due to Covid)	GCSE Results

Learners will be entered for exams by their teachers through the Exams Office. The entry fee will be paid by the school, but if the learner does not attend or sit the exam without sufficient reason, parents will be contacted and asked to reimburse the school for the cost of all exams missed.

**Once candidates have been informed in writing about the date and time of the exam, it is their responsibility to keep a record and arrive at the right time, with the correct equipment to complete the exam.**



### **TIMETABLE FOR EXAMS**

All learners will be given an individual timetable of exams that he/she will be entered for. This is a very important document, as it contains the information needed for every exam:

- Individual candidate number – this must be written on all exam papers
- An Exam Centre Number - this must be written on all exam papers: **68105**
- A list of exams, dates, times and seating specific to each candidate

A seating plan and notice of instructions will be displayed at least a day before each exam on the exam notice board. It is the responsibility of every candidate to read this notice and follow the instructions.

Candidates must sit at the designated desk that will be labelled and shown on the seating plan.

### **RULES AND REGULATIONS**

The rules and regulations that are set out for each candidate to be read before the exams are very important and must be followed without exception. These rules have been produced by the National Examination Boards and the school must adhere to them at all times.

Exam invigilators are employed to run the exams and to make sure that all rules are followed. All incidents will be reported to the Exam Board and may result in penalties or disqualification. These cannot be overturned by the school.

**MOBILE PHONES** and other electronic devices including wrist watches with data storage devices are NOT permitted. Wrist watches must be taken off and placed at the front of the desk.

Please ensure that they are left in a secure place outside the exam room.

School bags are also not permitted inside the room. There will be a room available to leave coats, bags etc that will be locked at the start of the exam until the end, but it is recommended that nothing is brought to the exam area except pens and equipment needed.

All candidates are required to wear full school uniform. Although not explicitly required to wear a face mask in the exam hall itself, this will be left to pupil choice. Learners who wish to wear a mask can do so.



### **EQUIPMENT NEEDED**

Please make sure that your son/daughter has all the necessary equipment needed for the exam season.

**BLACK** ink ONLY is permitted in all written papers.

**CALCULATORS** are necessary for some exams and each candidate is responsible to provide his/her own (specifications are available from the MATHS Department). Other items are also required so please ensure that they are brought into each exam in a clear pencil case or plastic bag.

Pencils, ruler, eraser, pencil sharpener, set square, protractor and compass. TIPPEX is not permitted.

### **EXAM DAY PROCEDURE**

Morning exams begin at           09.00am  
Afternoon exams begin at       14.00pm

Candidates are to meet in Studio 1, unless instructed to line up outside the exam room at least 15 minutes before the scheduled start of the exam, and before entering must read the signs with the rules and seating plans. From here the invigilators will lead them into the exam room.

**There must be silence from then until after the end of the exam.**

### **ENQUIRIES ABOUT RESULTS**

After results are published there is a short period of time when enquiries can be made to the Exam Boards if you or your son/daughter are unhappy about the results given. This is done through the Exams Officer:

1. A clerical check – when the paper is looked at and marks are checked and totalled.
2. A review of marking – the marking of the paper is reviewed and a clerical check of marks.

There is a cost for these services, and marks may be increased or decreased.

### **COURSEWORK AND NEAs**

Coursework is a very important part of the curriculum. The teachers are responsible for the work and submission of coursework/NEA. Learners must submit their own work and will be required to sign a statement of authentication stating that the work is their own. If a learner breaks these rules, penalties or disqualification may result, following instructions from the Exam Board.



### **NON-EXAMINATION ASSESSMENTS - NEAs**

NEAs are compulsory for many GCSEs. Teachers are responsible for all the NEAs. Some of these are carried out in the class under exam conditions and must be attended by all candidates.

### **APPEALS ON INTERNAL ASSESSMENT OF WORK**

All coursework/controlled assessment work is marked within the school by teaching staff. It is checked and moderated by the Exam Board's external moderators. If a learner is not happy with this process in relation to his/her work, there is an internal appeals procedure available through the Exams Office. If required, please contact the Examinations Officer for a written explanation of Ysgol Bryn Elian's Appeal Procedure.

Information about the exams is available from the Exams Office. If you have any questions, concerns or need any assistance please do not hesitate to contact the Exams Officer at any time:

[jak@brynelian.conwy.sch.uk](mailto:jak@brynelian.conwy.sch.uk)

Water is permitted in a small clear plastic bottle without the label. No food or chewing gum is permitted.

Candidates are not permitted to leave the room until the official end of the exam, even if he/she has finished. If a toilet break is required, a candidate will be escorted by an invigilator. With COVID restrictions we are asking learners to only ask to go to the toilet breaks if absolutely necessary, without affecting their performance in the exam (during the pandemic toilet breaks apart from learners with medical conditions will not be allowed to leave the exam room, so need to go before attending the exam).

At the end of the exam all candidates will leave the room following the instruction of the invigilator.

### **EMERGENCIES**

Please inform the school by phone if your child is injured or unwell on the day of the exam, and we will do our best to accommodate him/her, and inform the Exam Board of any special considerations. A doctor's note will be required.