



**Isle of Wight  
Education Federation**

**EXAMINATIONS 2020-21**  
**GUIDANCE FOR**  
**STUDENTS & PARENTS**

**Carisbrooke College Centre Number: 59010**  
**Medina College Centre Number: 59022**  
**The Island VI Form Centre Number: 59024**

**Carisbrooke College: 01983 524651**  
**Medina College: 01983 526523**  
**The Island VI Form: 01983 522886**

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## INTRODUCTION

It is the aim of the Isle of Wight Education Federation to make the examination experience as stress-free and successful as possible for all candidates.

Hopefully, this booklet will prove informative and helpful for you and your parents. Please read it carefully and show it to your parents so that they are also aware of the examination regulations and the procedures to follow in the event of any problems occurring.

The awarding bodies (or examination boards) set down strict criteria which must be followed for the conduct of examinations and the Isle of Wight Education Federation is required to follow them precisely. You should therefore, pay particular attention to the Information for Candidates for written examinations and controlled assessments that is printed on the following 4 pages.

Some of the questions you may have are answered at the back of this booklet. **If there is anything you do not understand or any question that has not been addressed, PLEASE ASK.**

**\*PLEASE NOTE THAT ALL INFORMATION IS CORRECT AT TIME OF PUBLICATION. DATES AND PROCEDURES MAY CHANGE, SUBJECT TO DIRECTION FROM JCQ, OFQUAL AND THE DEPARTMENT FOR EDUCATION.**

If you or your parents have any queries or need help or advice at any time before, during or after the examinations please contact:

Carisbrooke College  
Sharon Edwards, Examinations Officer  
01983 524651  
[exams@carisbrooke.iow.sch.uk](mailto:exams@carisbrooke.iow.sch.uk)

Medina College  
Nic Hargreaves, Examinations Officer  
01983 526523  
[exams@medina.iow.sch.uk](mailto:exams@medina.iow.sch.uk)

The Island VI Form  
Nic Hargreaves, Examinations Officer  
01983 522886  
[exams@theislandviform.org.uk](mailto:exams@theislandviform.org.uk)

**Remember – we are here to help.**

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

**Information for candidates**  
**For written examinations – effective from 1 September 2020**

**This document has been written to help you. Read it carefully and follow the instructions.**

**If there is anything you do not understand, especially which calculator you may use, ask your teacher.**

| <b>A Regulations – Make sure you understand the rules</b>                      |   |
|--|---|
| 1  | Be on time for all your exams. If you are late, your work might not be accepted.  |
| 2  | Do not become involved in any unfair or dishonest practice during the exam.   |
| 3  | If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.   |
| 4  | You <b>must not</b> take into the exam room:<br><b>a) notes;</b><br><b>b) potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device.</b><br><b>Any pencil cases taken into the exam room must be see-through.</b><br><b>Remember:</b> possession of 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  | If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.  |
| 6  | Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.   |
| 7  | Do not talk to or try to communicate with, or disturb other candidates once the exam has started.   |
| 8  | You <b>must not</b> write inappropriate, obscene or offensive material.   |
| 9  | If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.   |
| 10   | Do not borrow anything from another candidate during the exam.  |
| <b>B Information – Make sure you attend your exams and bring what you need</b> |   |
| 1  | Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.  |
| 2  | If you arrive late for an exam, report to the invigilator running the exam.   |
| 3  | If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.   |
| 4  | Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.  |
| 5  | You <b>must</b> write clearly and in black ink.<br>Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.   |
| <b>C Calculators, dictionaries and computer Spell-checkers</b>                 |   |
| 1  | You may use a calculator unless you are told otherwise.   |
| 2  | If you use a calculator:<br><b>a) make sure it works properly; check that the batteries are working properly;</b><br><b>b) clear anything stored in it;</b><br><b>c) remove any parts such as cases, lids or covers which have printed instructions or formulas;</b><br><b>d) do not bring into the exam room any operating instructions or prepared programs.</b>  |
| 3  | Do not use a dictionary or computer spell checker unless you are told otherwise.  |
| <b>D Instructions during the exam</b>  |   |
| 1  | Always listen to the invigilator. Always follow their instructions.   |
| 2  | Tell the invigilator at once if:<br><b>a) you think you have not been given the right question paper or all of the materials listed on the front of the paper;</b><br><b>b) the question paper is incomplete or badly printed.</b>  |
| 3  | Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.  |
| 4  | <b>When the invigilator tells you</b> , fill in all the details required on the front of the question paper and/or the answer booklet <b>before</b> you start the exam. Make sure you fill these details in on any additional answer sheets that you use.   |
| 5  | Remember to write your answers within the designated sections of the answer booklet.  |
| 6  | Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers.<br>Make sure you add your candidate details to any additional answer sheets that you use for rough work.   |
| <b>E Advice and assistance</b>   |   |
| 1  | If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.  |
| 2  | Put up your hand during the exam if:<br><b>a) you have a problem and are in doubt about what you should do;</b><br><b>b) you do not feel well;</b><br><b>c) you need more paper.</b>  |
| 3  | You must not ask for, and will not be given, any explanation of the questions.  |
| <b>F At the end of the exam</b>  |   |
| 1  | If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order.<br>Place any loose additional answer sheets inside your answer booklet.<br>Make sure you add your candidate details to any additional answer sheets that you use.  |
| 2  | Do not leave the exam room until told to do so by the invigilator.  |
| 3  | Do not take from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.   |



**This notice has been produced on behalf of:**

**AQA, City & Guilds, CCEA, OCR, Pearson and WJEC**

### **Information for candidates – coursework assessments**

**This document tells you about some things that you must and must not do when you are completing coursework.**

**When you submit any coursework for marking, you will be asked to sign an authentication statement confirming that you have read and followed these regulations.**

If there is anything that you do not understand, you **must** ask your teacher.

Coursework provides you with an opportunity to do some independent research into a topic. The research you do will involve looking for information in published sources such as textbooks, encyclopaedias, journals, TV, radio and on the internet.

Using information from published sources (including the internet) as the basis for your coursework is a good way to demonstrate your knowledge and understanding of a subject. You must take care how you use this material though - you cannot copy it and claim it as your own work.

**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’.**

If you use the same wording as a published source, you must place quotation marks around the passage and state where it came from. This is called “referencing”. You must make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: (Morrison, 2000, pg.29).

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example:

(<http://www.bbc.co.uk/schools/16/sosteacher/history/49766.shtml>), downloaded 5 February 2021.

You may be required to produce a bibliography at the end of your work. This **must** list the full details of publications you have used in your research, even where these are not directly referred to, for example: Curran, J. *Mass Media and Society* (Hodder Arnold, 2005).

**If you copy the words or ideas of others and do not show your sources in references and a bibliography, this will be considered as cheating.**

## **Preparing your coursework – good practice**

If you receive help and guidance from someone other than your teacher, you **must** tell your teacher who will then record the nature of the assistance given to you.

Your parent/carer may provide you with access to resource materials and discuss your coursework with you. However, they must not give you direct advice on what should and should not be included.

If you worked as part of a group on an assignment, you must each write up your own account of the assignment. Even if the data you have is the same, the description of how that data was obtained and the conclusions you draw from it should be in your own words.

You must meet the deadlines that your teacher gives you. Remember - your teachers are there to guide you. Although they cannot give you direct assistance, they can help you to sort out any problems before it is too late.

Take care of your work and keep it safe. Do not leave it lying around where your classmates can find it or share it with anyone, including posting it on social media. You must always keep your coursework secure and confidential whilst you are preparing it; do not share it with your classmates. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you do not need.

Do not be tempted to use pre-prepared on-line solutions — this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

You must not write inappropriate, offensive or obscene material.

### **Plagiarism**

Plagiarism involves taking someone else's words, thoughts or ideas and trying to pass them off as your own. **It is a form of cheating which is taken very seriously.**

Do not think you won't be caught; there are many ways to detect plagiarism.

- a) Markers can spot changes in the style of writing and use of language.
- b) Markers are highly experienced subject specialists who are very familiar with work on the topic concerned — they may have read the source you are using (or even marked the essay you have copied from!).
- c) Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

### **Penalties for breaking the regulations**

If your work is submitted and it is discovered that you have broken the regulations, one of the following penalties will be applied:

- d) the piece of work will be awarded zero marks;
- e) you will be disqualified from that unit for that examination series;
- f) you will be disqualified from the whole subject for that examination series;
- g) you will be disqualified from all subjects and barred from entering again for a period of time.

The awarding body will decide which penalty is appropriate.

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

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**This notice has been produced on behalf of:**

**AQA, OCR, Pearson and WJEC**

**Information for candidates: non-examination assessments**

**This document tells you about some things that you must and must not do when you are completing your work.**

**When you submit your work for marking, the awarding body will normally require you to sign an authentication statement confirming that you have read and followed the regulations.**

If there is anything that you do not understand, you **must** ask your teacher.

**Preparing your work – good practice**

If you receive help and guidance from someone other than your teacher, you **must** tell your teacher who will then record the nature of the assistance given to you.

If you worked as part of a group on an assignment, for example undertaking field research, you must each write up your own account of the assignment. Even if the data you have is the same, you **must** describe in your own words how that data was obtained and you **must independently draw your own conclusions from the data.**

You must meet the deadlines that your teacher gives you. Remember - your teachers are there to guide you. Although they cannot give you direct assistance, they can help you to sort out any problems before it is too late.

Take care of your work and keep it safe. Do not leave it lying around where your classmates can find it or share it with anyone, including posting it on social media. You must always keep your work secure and confidential whilst you are preparing it; do not share it with your classmates. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you do not need.

Do not be tempted to use pre-prepared on-line solutions — this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

You must not write inappropriate, offensive or obscene material.

## **Research and using references**

In some subjects you will have an opportunity to do some independent research into a topic. The research you do may involve looking for information in published sources such as textbooks, encyclopaedias, journals, TV, radio and on the internet.

Using information from published sources (including the internet) as the basis for your assignment is a good way to demonstrate your knowledge and understanding of a subject. You must take care how you use this material though - you cannot copy it and claim it as your own work.

### **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'.**

When producing a piece of work, if you use the same wording as a published source you must place quotation marks around the passage and state where it came from. This is called 'referencing'. You must make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: Morrison, 2000, p29.

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: <http://www.geocases2.co.uk/rural1.htm> downloaded 5 February 2021.

You may be required to include a bibliography at the end of your piece of written work. Your teacher will tell you whether a bibliography is necessary. Where required, your bibliography must list the full details of publications you have used in your research, even where these are not directly referred to, for example: Curran, J. Mass Media and Society (Hodder Arnold, 2005).

**If you copy the words or ideas of others and do not show your sources in references and a bibliography, this will be considered as cheating.**

## **Plagiarism**

Plagiarism involves taking someone else's words, thoughts or ideas and trying to pass them off as your own. **It is a form of cheating which is taken very seriously.**

Do not think you will not be caught; there are many ways to detect plagiarism.

- Markers can spot changes in the style of writing and use of language.
- Markers are highly experienced subject specialists who are very familiar with work on the topic concerned — they may have read or seen the source you are using, or even marked the work you have copied from!
- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

**Penalties for breaking the regulations**

If it is discovered that you have broken the regulations, one of the following penalties will be applied:

- the piece of work will be awarded zero marks;
- you will be disqualified from that component for the examination series in question;
- you will be disqualified from the whole subject for that examination series;
- you will be disqualified from all subjects and barred from entering again for a period of time.

The awarding body will decide which penalty is appropriate.

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

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## **BEFORE THE EXAMINATIONS**

### **TIMETABLES**

- All candidates will receive their examination timetables prior to the examination series. Please check that these are correct and that they include of the subjects for which you study. Some subjects only have one tier of entry, some have Foundation or Higher tiers. Please check that the tier is correct. Any omissions or amendments please let your subject teacher, or the examinations officer know as soon as possible.

### **EXAMINATION BOARDS**

- The Isle of Wight Federation uses the following Examination Boards: AQA, Pearson (Edexcel), OCR, Eduqas (WJEC) and NCFE.

### **CANDIDATE NAME**

- Candidates are entered under the name format of First Name + Middle Name + Surname, e.g. Adam Jack Smith. Please note for examinations the legal name must be used.

### **CANDIDATE IDENTIFICATION CARDS**

- Each candidate will be issued with an identification card, at their first exam, displaying their photograph, name and four-digit examination candidate number. This ID card will allow the external invigilators to correctly identify the students. The four-digit candidate number on the card must be entered on all the examination papers and any additional answer sheets used. Please keep this card safe and bring it with you to every exam. If you lose or destroy your ID card replacement cards will be available for £3 (due to the high cost of producing them). Please request a new one from the exams office.
- Students of The Island VI Form will use their Lanyard cards as identification.
- Unique Candidate Identifier: Your UCI is used for administration purposes only and it is not necessary for you to remember it.

### **CONTACT NUMBERS**

- Please ensure that school has at least one up-to-date contact number for you.

### **EQUIPMENT**

- Make sure you have all the correct equipment before your examinations. Check the regulations in the Notice to Candidates and the information on the following pages.

## **DURING THE EXAMINATIONS**

### **EXAMINATION REGULATIONS**

- A copy of the “Information for Candidates”, which is issued jointly by all the Examining Boards, is printed at the front of this booklet. All candidates must read this carefully and note that to break any of the examination rules or regulations could lead to disqualification from all subjects. The school must report any breach of regulations to the Awarding Body.

### **ATTENDANCE AT EXAMINATIONS**

- Candidates are responsible for checking their own timetable and arriving at school on the correct day and time, properly dressed and equipped. Candidates must arrive 10 minutes prior to the start time of their examination. Please wait quietly outside your exam room until you are invited to enter by the examination invigilators.
- Candidates who arrive late for an examination may still be admitted and will be given the full allocated amount of time to complete the paper where possible. A form will be returned to the board with the examination paper informing them of the start time. Very late candidates will be offered the opportunity to sit the examination, but the appropriate board will be notified and the paper may not be marked. If special consideration applies, then you must speak to the Examinations Officer (see ABSENCE FROM EXAMINATIONS).
- Full School Uniform must be worn by all students attending school for examinations. No hats or coats should be worn in any centre.
- All items of equipment, pens, pencils, mathematical instruments, etc. should be visible to the invigilators at all times. You must either use a transparent pencil case or clear plastic bag.
- Pens should be black ink or ballpoint. Pencils should be sharp HB. No correction fluid is allowed, all corrections must be crossed out.
- Highlighters should not be used as part of an answer but may be used on the questions.
- For Mathematics and Science exams, students should make sure their calculators conform to the examination regulations, and should have the memory cleared. If in doubt, check with your teacher. Do not bring covers or instructions into the exam room and make sure batteries are new.
- Spare equipment may be available to borrow, but this is not guaranteed.
- Please make sure that any watch alarms are turned off. Watches must not be worn during the exam. Watches must be removed and put in your bags or placed on the exam desk.
- Do not attempt to communicate with or distract other candidates.
- Examination regulations are very strict regarding items that may be taken into the examination room (see FAQs at the end of this booklet). If you break these rules you will be disqualified from the examination.

- **Mobile telephones and smart watches MUST BE TURNED OFF AND IN BAGS (Medina College & VI Form)**
- **Mobile telephones and smart watches MUST NOT BE BROUGHT INTO THE EXAMINATION ROOM (Carisbrooke College). NB – Due to COVID restrictions this policy may be revised & devices be turned off & in bags. You will be advised of this in advance of your exams.**

If a mobile phone (or any other type of electronic communication or storage device) is found in your possession during an examination (even if it is turned off) it will be taken from you and a report made to the appropriate exam board. No exceptions can be made.

- No food or drink is allowed in the examination rooms, except for bottled water. Labels must be removed from bottles.
- Please do not write on examination desks. This is regarded as vandalism and you will be asked to pay for any damage.
- Do not draw graffiti or write offensive comments on examination papers – if you do the examination board may refuse to accept your paper.
- Listen carefully to instructions and notices read out by the invigilators – there may be amendments to the exam paper that you need to know about
- Check you have the correct question paper – check the subject, paper and tier of entry. This is very important, especially in science where different papers are similar.
- Complete your name, centre number, candidate number and signature on the front of the exam paper in the appropriate spaces. Please use your full legal name as shown on your birth certificate or as amended by deed poll.
- Read all instructions carefully and number your answers clearly.
- Candidates, at Isle of Wight Federation centres, must stay in the examination room for the full duration of the paper. You will not be allowed to leave an examination room early. If you have finished the paper use any time remaining to check over your answers and that you have completed your details correctly.
- At the end of the examination all work must be handed in – remember to cross out any rough work. If you have used more than one answer book or loose sheets of paper ask for a tag to fasten them together in the correct order.
- Invigilators will collect your exam papers before you leave the room. Absolute silence must be maintained during this time. Remember you are still under examination conditions until you have left the room.
- Question papers, answer booklets and additional paper must NOT be taken from the exam room.
- Remain seated in silence until told to leave the examination room. Please leave the room in silence and show consideration for other candidates who may still be working.
- If the **fire alarm** sounds during an examination the examination invigilators will tell you what to do. Don't panic. If you have to evacuate the room you will be asked to leave **in silence** and in the order in which you are sitting. You will be escorted to a designated assembly point. Leave everything on your desk, close your answer booklet, and do not attempt to collect personal belongings. You must not attempt to

communicate with anyone else during the evacuation. When you return to the exam room do not start writing until the invigilator tells you to. You will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident.

## INVIGILATORS

- The Isle of Wight Education Federation employs external invigilators to conduct the examinations. Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.
- Invigilators are in the examination rooms to supervise the conduct of the examination. They will distribute and collect the examination papers, tell candidates when to start and finish the examination, hand out extra writing paper if required and deal with any problems that occur during the examination, for example if a candidate is feeling ill.
- Please note that invigilators cannot discuss the examination paper with you or explain the questions.
- Pupils who are disruptive or behave in an unacceptable manner will be removed from the examination room by invigilators and members of the Senior Management Team and the incident will be reported to the appropriate awarding body.

## ABSENCE FROM EXAMINATIONS

- If you experience difficulties during the examination period (e.g. illness, injury, and personal problems) your parent/guardian carer must inform school at the earliest possible point so we can help or advise you.
- Only in 'exceptional circumstances' are candidates allowed special consideration for absence from any part of an examination. Where medical or other appropriate evidence is available it should be given to the Examination Officer without delay in all cases where an application is to be made for special consideration. Where medical or other appropriate evidence is not available a self-certification form (JCQ/ME Form 14) can be obtained from the Examinations Officer.
- For the award of a grade by special consideration, where a student misses part of an examination through illness or personal misfortune, a minimum of 25% of the assessment (including coursework) must be completed.
- Parents and candidates are reminded that the school will require payment of entry fees (approx. £40-45 per subject) should a candidate fail to attend an examination without good reason and without informing the school.
- Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.
- **\*COVID-19.** If you have tested positive, have symptoms or are self-isolating due to having been in contact with someone with COVID-19 you **MUST NOT** attend your exam. The parent/guardian/carers should contact the centre as soon as possible and complete a self-certification form (JCQ/ME Form 14). Where a minimum of 25% of the total assessment will be completed special consideration can be applied for.

## AFTER THE EXAMINATIONS

### NOTIFICATION OF RESULTS

- Summer GCE A Level results will be available for collection on:

**\*Tuesday 24<sup>th</sup> August 2021**  
**From 8.30am to 12.00 noon (TBC)**

- Summer GCSE results will be available for collection on:

**\*Friday 27<sup>th</sup> August 2021**  
**From 9.00am to 12.00 noon (TBC)**

- If you wish any other person (including family members) to collect your results on your behalf, you must give your written authorisation to school before results day.
- Candidates who do not collect their results will receive notification through the normal post.
- No results will be given out by telephone under any circumstances.
- Pass Grades at GCE A Level are from A\*- E. Pass Grades at GCSE are 9-1. A variety of grades are available for vocational qualifications.
- Examination results may be published in the Isle of Wight County Press, and candidates who do not wish their results to be published must notify the exams office prior to the results.

### POST RESULTS

- If you need post-results advice in the summer, Federation staff will be available on Results Day and by appointment on subsequent days. (Dates TBC)
- Post Results services are available from the exams boards and must be requested through the exams officer. These include –
  - **Access to scripts**
  - **Clerical Checks**
  - **Review of Marking**
- The cost of these services varies from board to board and a list of services and fees will be available. Any requests from faculties will be paid for by the school, student requests will need to be paid by the student before the service will be requested. Signed permission is required in all cases.
- Following a review of marking there are three potential outcomes
  - Your original mark is lowered, so your final grade may be lower than the original grade you received.
  - Your original mark is confirmed as correct, so there is no change to your grade.
  - Your original mark is raised, so your final grade may be higher than the original grade you received.

## **CERTIFICATES**

- Certificates are sent to the centres directly from the examination boards.
- Certificates will be available for collection from December 2021 onwards. Certificates are not posted home.
- Please ensure you keep your certificates in a safe place. Replacement certificates cannot be issued from the school and the examination boards charge a substantial fee for issuing replacements.
- Uncollected certificates will be destroyed after 3 years.

## FREQUENTLY ASKED QUESTIONS

### **Q. What do I do if I think I have the wrong paper?**

- A. Invigilators will ask you to check before the exam starts. If you think something is wrong put your hand up and inform the invigilator immediately.

### **Q. What do I do if I forget my examination ID card?**

- A. Please ensure you bring your ID card with you for all exams. If you lose your ID card, please speak to your Year Head/Student Services or the Exams Office. Replacements will cost £3.

### **Q. What do I do if I forget the school Centre Number?**

- A. The Centre Numbers are: **Carisbrooke College – 59010, Medina College – 59022, The Island VI Form - 59024**. It will be clearly displayed in the examination rooms.

### **Q. What do I do if I have an accident or am ill before the exam?**

- A. Your parent/guardian/carer should inform school at the earliest possible point so we can help or advise you. In the case of an accident that means you are unable to write it may be possible to provide you with a scribe to write your answers but we will need as much prior notice as possible. You may need to obtain medical evidence (from your GP or hospital) or complete a self-certification form if you wish the school to apply for Special Consideration on your behalf (see below).

### **Q. What is Special Consideration?**

- A. Special Consideration is an adjustment to the marks or grades of a candidate who is eligible for consideration. The allowance for Special Consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for exceptional cases). Parents should be aware that any adjustment is likely to be small and no feedback is ever provided. Candidates will only be eligible for Special Consideration if they have been fully prepared and covered the whole course but performance in the examination or in the production of coursework is affected by adverse circumstances beyond their control. Students will only be eligible for an award if they have completed a minimum of 25% of the total assessment. Examples of circumstances eligible for special consideration may be illness, accident or injury, bereavement, domestic crisis. The Examination Officer must be informed **immediately**, so that the necessary paperwork can be completed (within 7 days of the last exam session for each subject) and the candidate will be required to provide evidence to support such an application. Special Consideration cannot be applied for after the publication of results.

### **Q. What do I do if I feel ill during the exam?**

- A. Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before or during an exam and you feel this may have affected your performance.

### **Q. If I'm late can I still sit the examination?**

- A. It may still be possible for you to sit the examination. You should get to school as quickly as possible and report to Reception. A member of staff will escort you to the exam room. You must not enter an examination room without permission after an examination has begun. You should also be aware that if you start the exam late, the school must inform the exam board and it is possible that the board may decide not to accept your work. Please ensure that you allow enough time to get to school so that if you are delayed (e.g. through transport problems) you will still arrive on time. This is especially important around the time of the Isle of Wight Festival.

**Q. If I miss the examination can I take it on another day?**

A. No. Timetables are regulated by the exam boards and you must attend on the given date and time.

**Q. Do I have to wear school uniform? (Carisbrooke College & Medina College only)**

A. Yes. Normal school regulations apply to uniform, hair, jewellery, make-up, etc.

**Q. What equipment should I bring for my exams?**

A.

- For most exams you should bring at least 2 pens (black ink only).
- For some exams you will need an HB pencil.
- For some exams you will need a calculator (Maths/Science), a 30cm ruler (marked with cm and mm), pencil sharpener and rubber, compasses, protractor, coloured pencil crayons (not gel pens).
- A highlighter pen may be useful, especially for English and English Literature exams. Do not use this in your answers.
- You are responsible for providing your own equipment for examinations. You must not attempt to borrow equipment from another candidate during the examination.
- If you are using a pencil case for your exams it must be see-through. Sandwich bags can be a useful substitute.

**Q. What items are not allowed into the examination room?**

A.

- Only material that is listed on question papers (e.g. an anthology) is permitted in the examination room and students who are found to have any material with them that is not allowed will be reported to the appropriate examinations board. In such circumstances, a student would normally be disqualified from the paper or the subject concerned.
- Bags and coats and any other items not permitted under examination regulations must be left outside of the room, and if not possible at the front/back of the room. Do not bring any valuables into school with you when you attend for an examination.
- No food or drink is allowed in the exam room, except for bottled water.
- Mobile telephones/iPod/mp3 players, smart watches or any other electronic devices **MUST NOT** be on your person even if they are turned off.

**Q. Why can't I bring my mobile telephone into the exam room?**

A. Being in possession of a mobile phone (or any other electronic communication device, e.g. iPod, headphones) is regarded as cheating and is subject to severe penalty from the awarding bodies:

The minimum penalties are as follows:

Device found on you and turned **ON** - **disqualification for the entire subject award.**

Device found on you and turned **OFF** – **disqualification from the specific paper** you are sitting at the time.

Phone rings during the exam **wherever it is in the room** the exam board must be informed and you will be **disqualified from all papers for the subject (including any already taken).**

**Q. How do I know how long the exam is?**

A. The length of the examination is shown in minutes on your individual timetable under the heading 'duration'. Invigilators will tell you when to start and finish the exam. Finish time of the exam will be displayed at the front of the exam room. There will be a clock in all examination rooms.

**Q. Can I leave the exam early?**

- A. It is a requirement of the exam boards that you must stay in the examination room for at least one hour after the published start time of the exam (or for the duration of the exam if it is less than one hour). It is not the Federation's policy to allow candidates to leave the exam room early, as this is disruptive to other candidates. A candidate may not leave the examination room without the permission of the invigilators.

**Q. What do I do if the fire alarm goes?**

- A. The examination invigilators will tell you what to do. If you have to evacuate the room leave everything on your desk and leave the room in silence. You must not attempt to communicate with any other candidates during the evacuation.

**Q. Can I go to the toilet during the exam?**

- A. If it is considered absolutely necessary. You will be escorted by an invigilator and will not be allowed any extra time.

**Q. If I have more than one exam on a day can I get lunch at school?**

- A. Pupils who have examinations in both morning and afternoon sessions may obtain lunch from the dining hall in the usual way or bring a packed lunch.

**Q. Why do I need to check the details on the Statement of Entry?**

- A. The details on your Statement of Entry will be used when certificates are printed. If the name or date of birth on your certificates does not match your birth certificate it could cause you problems if you are asked to show your certificates to a potential employer for college/university at some time in the future. You should also check that the subjects and tiers of entry you are entered for are correct and that no subjects are missing.

**Q. I am entitled to extra time – how will this affect the way I take my exams?**

- A. If you are entitled to extra time you will be given a special sticker for the back of your ID card which you **MUST** put on the desk where you are taking the exam. The invigilators will know from this card that you have additional time and will inform you of your new finishing time.

**Q. What do I do if I don't get the grades I need?**

- A. Teaching staff will be able to advise you on results day.

COVID-19 RELATED QUESTIONS – Please be aware this advice may be subject to change, depending on government guidance

**Q. Should I attend my exam if I am self-isolating?**

- A. No. If you have tested positive, have symptoms or are self-isolating due to having been in contact with someone with COVID-19 you **MUST NOT** attend your exam. Your parent/guardian/carer should contact the centre as soon as possible and complete a self-certification form (JCQ/ME Form 14). Where a minimum of 25% of the total assessment will be completed special consideration can be applied for.

**Q. Can I wear a face shield/PPE during the exam?**

- A. You can, but you will be asked to remove it before the exam in order to confirm your ID and so it can be examined to ensure it does not breach regulations on unauthorised materials.

**Q. Will there be exams if schools must close?**

A. This will depend on government guidance. The Federation has contingency plans in place to ensure that as long as exams are scheduled to take place, we will be able to run them.



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