



Exam Information for Students

Monmouth School for Girls and Monmouth School for Boys aims to ensure exams run as smoothly as possible for all of our students. We hope the following will provide you with informative and helpful advice to assist you in all of your exams.

Please read carefully so you are aware of the exam procedures and regulations.

The information applies to all of your exams, including internal exams. There are a number of rules and regulations for exams that you must be aware which are set by JCQ/CIE. The school is required to ensure the regulations are followed.

All students must be aware of certain regulations in preparation for their exams. It is your responsibility to ensure that you read all the necessary regulations which can be found via the following links;

MG students

<https://www.habsmonmouth.org/girls/academic/exam-information/>

or

MB students

<https://www.habsmonmouth.org/boys/academic/exam-information/>

Before your examinations

By the end of January, you will receive your Statement of Entry, and you can find copies of the JCQ/CIE warnings and Rules and Regulations on the school website and Firefly. Please check your Statement of Entry carefully. If there are any mistakes (e.g. name, exam entry etc.) you must inform the Exams Officer immediately. After Easter you will receive your Individual Timetable either in paper format or electronically. Again, please check this carefully. If there are any mistakes please inform the Exams Officer immediately.

Clashes

If you have a clash on your timetable (two exams at the same time), arrangements will be made for you to take these subjects one after the other depending on total time or could be split between morning and afternoon sessions (your Exams Officer will let you know). If this happens, an invigilator will supervise you in between exams. During this time, you will not be allowed access to your mobile phone or any other electronic material. However, you will be able to revise for your next exam. You will receive a letter with your Individual time table with details of the clash and the arrangements that have been put in place. If the exams total three hours or less JCQ state you must complete these exams 'back to back' with no more than a 20-minute break. You are not allowed to revise for the following exam during the break.

Dates and times of examinations

Examination dates and times are clearly shown on your exam timetable. Make sure you arrive in school at least 20 minutes before the exam is due to start. Morning exams start at 09.00 and afternoon exams start at 13:30 unless you are informed otherwise. Please check your exam timetable.

Absence

Absence from an exam is extremely serious and may result in the Exam Board withdrawing you from the course. If you are absent through a genuine emergency or you have been delayed getting to school for the start of an exam please telephone the school on MG 01600 711 100 or MB 01600 713413. Please ensure you telephone by 8.30am.

Arriving late to an exam

If you are late for an exam please contact the school as soon as possible and report to Reception on arrival.

Bags and personal belongings

Only items you require for your exam are to be taken into the exam room. Bags and other materials including mobile phones and any electronic devices are not permitted in the exam room and are your responsibility to be stored in a safe place.

Mobile Phones and other Electronic equipment

Any unauthorised materials or equipment e.g. iPods, mobile phones, MP3/4 players, pen drives, wrist watches of any kind are not allowed in the exam room.

Equipment

It is your responsibility to bring your own equipment required to do your exam. Borrowing from other students is NOT allowed when you are in the exam venue. You should bring your equipment in a clear pencil case or a clear, see through plastic bag.

Food and Drink

You are only allowed to take water into the exam room in an unlabeled clear bottle. Please ensure you have enough water for the duration of your exam as you will not be allowed to refill

your bottle during the exam and invigilators cannot do this for you.

Calculators

A calculator can be used unless you are told otherwise. Your subject teacher will inform you if you are not allowed a calculator for a particular paper. If you are allowed a calculator in an exam check the batteries are working properly, clear anything stored in it, remove the case and ensure it is a size suitable for use on the exam desk. You must bring your own calculator if you need one and you are responsible for making sure your calculator works properly and it meets exam board regulations.

Seating plans

Exam room seating plans will be displayed outside of the exam room on the morning of each exam. The exam desk will have a card with your name clearly displayed.

Conduct in the Exam Room

As soon as you enter the exam venue you are under exam conditions. You must not communicate with any of your fellow students. You must ensure you sit at the correct desk to ensure you complete the correct question paper. If you need assistance put up your hand and wait for an invigilator to attend to you. Once you have entered the exam venue, you have to be escorted at all times if you need to leave (for example if you need the toilet or feel unwell).

Listen carefully to instructions and notices that are read out by invigilators – there may be amendments to the exam paper that you need to know about. Before you start check that you have the correct question paper and an answer booklet if required. Read through the instructions on the front of the exam paper before starting the exam and make sure you are clear as to how many questions you are

required to answer. Please put your legal name on your exam paper (not your preferred name). Invigilators are there to help but they cannot help you with any questions in your exam paper. If you have any queries don't be afraid to put your hand up and ask for assistance.

End of the exam

If you finish before the time allowed for the exam, carefully check all your answers, you are not permitted to leave the exam room early and must remain until the end of the exam. Make sure your name and candidate number are on every piece of paper used. At the end of the exam all work must be handed in. Rough paper is not allowed in exams so all work you have done will be sent to the Exam Board for marking. Therefore, remember to cross through any rough work you do not want to be marked. Invigilators will collect your exam papers before you leave the exam room. You will be dismissed from the exam row by row and will be told which exit to use. You must remain in complete silence until you have left the exam venue and surrounding corridors.

Emergency Evacuation

In the event of an emergency for example a fire drill the following must be carried out in complete silence:

- If the fire alarm goes off firstly do not panic. You must stop writing, turn your paper over and remain seated. Listen to the instructions from an invigilator.
- You will be told by an invigilator when to leave and where to assemble. Do not walk to where you usually go in the event of a fire drill as you will not be assembling with the rest of the school
- Leave all your equipment in the exam room
- You must leave the room in complete silence and must not speak to fellow students. When you return to your exam room do not start writing until the invigilator informs you to do so

- The invigilator will make a note of the time of the interruption and how long it lasted
- You will be allowed the full working time set for the examination

Exam Results

Results will hopefully be available to you via Firefly from 6am that day. If you wish to collect your results from school and are unable to do so in person and would like someone else to collect them on your behalf (e.g. a parent or a nominated representative), you will need to put you request in writing, giving the named person permission to collect your results on your behalf, that person must show their ID on collection

Enquiries about Results Review of Marking

If you would like to query a mark/grade or copy of your script upon receipt of your exam results you should contact the relevant Head of Department or subject teacher by the deadline set by the School. The necessary forms and deadline will be available via Firefly.

You should consult your subject teacher/Head of Department to review your marks/grades, the breakdown of marks and grade boundaries before requesting a Review of Marking. Please be aware that grades can be either raised, remain the same or lowered.

If you wish to go ahead with any Enquires about Results, payment will be required before requests can be processed. In all cases the consent form must be signed by you before the application can be processed.

Exam Certificates

Please look at the school website for Certificate collection dates, it is usually end of November.

Special consideration

This is a post-examination adjustment to a student's mark or grade to reflect temporary

illness, temporary injury or some other event outside of the student's control at the time of the assessment, which has had, or is reasonably likely to have had, a material effect on a student's ability to take an assessment or demonstrate his or her normal level of attainment in an assessment.

Special consideration can only seek to go some way to assist a student affected by a potentially wide range of difficulties, emotional or physical, which may influence performance in examinations. It cannot remove the difficulty faced by the student. Only minor adjustments can be made to the mark awarded because to do more than this would jeopardize the standard of the examination.

If you have a problem in an exam you must inform a member of staff by raising your hand. Our Invigilators log everything that happens in the examination room and the log can assist in an application. It is completely at the boards discretion if applications are accepted or rejected.

Contingency Day

In the highly unlikely event that there is national disruption to a day of examinations in summer 2020, the awarding bodies will liaise with the qualification regulators and the DfE to agree the most appropriate option for managing the impact. As a last resort, the affected examinations will be rescheduled. Although every effort would be taken to keep the impact to a minimum, it is possible that there could be more than one timetable date affected following the disruption, up to and including **the contingency day on 29th June 2021.**

The school will be alerted if it was agreed to reschedule the examinations and the affected students will be expected to make themselves available in such circumstances. The decision regarding the re-scheduling of examinations will always rest with the awarding body. The school must conduct the examination on the

scheduled date unless instructed to do otherwise by the awarding body.

Where students choose not to be available for the rescheduled examination(s) for reasons other than those traditionally covered by special consideration, they will not be eligible for enhanced grading arrangements. The school must therefore ensure students and parents are aware of this contingency arrangement so that they may take it into account when making their plans for the summer. However, the awarding bodies will not insist upon students being available throughout the entire timetable period as a matter of course.

Personal Data

Students need to be aware that the school provide relevant personal data including name, date of birth, gender to the awarding bodies for the purpose of examining and awarding qualifications.

Non-Examination Assessments (NEAs)

After students' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation process may lead to mark changes. This process is outside the control of The School.

The Schools will ensure that students are informed of their centre-assessed marks so that they may request a review of the centre's marks before the marks are submitted to the awarding body, if this is the accepted practice of awarding body (except for CIE).

Students will be given sufficient time to allow them to decide to request a review of the marking, this must be done in writing on the Non-Examination Assessment Record sheet and the student must state specifically the area of the assessment for which a review is being requested.

The school will provide a clear deadline for students to submit a request for a review of the

centre's marking. Requests will not be accepted after this deadline. Requests must be made in writing.

Sufficient time will be allowed for the review to be carried out, to make any necessary changes to marks and to inform the student of the outcome, all before the awarding body's deadline.

The student will be informed in writing of the outcome of the review of the centre's marking and the outcome of the review of the centre's marking will be made known to the head of the centre and will be logged as a complaint. A written record will be kept and made available to the awarding body on request.

The moderation process carried out by the awarding bodies may result in a mark change, either upwards or downwards, even after an internal review. The internal review process is in place to ensure consistency of marking within the centre, whereas moderation by the awarding body ensures that centre marking is in line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.

Appeals Procedures – Internal Assessments for External Qualifications

If a student has any concerns about the procedures used in assessing his/her internally assessed work for external examinations, that is, coursework, he/she should discuss these with the Head of Department immediately. Following that, if the matter remains unresolved, the student may invoke the school's internal appeals procedure. Appeals may only be made against the process that led to the assessment and not against the grade or mark submitted to the awarding body. After work has been assessed internally, it is moderated by the awarding body to ensure that the assessment criteria have been fairly, reliably and consistently applied between centres. Such moderation may change the marks awarded for

internally assessed work. This is outside the control of the school and is not covered by these procedures.

Teachers have the right to reject a student's work on the grounds of malpractice if any of the above regulations is broken. The student, his/her parent/guardian, has the right to appeal against any decisions to reject a student's internally assessed work on the grounds of malpractice.

Appeals Procedures – External Assessments for External Qualifications

If a student wishes to appeal to an awarding body after receiving the outcome of an enquiry about results, they must make this request, in writing, to the school within seven days of receipt of the outcome. The grounds for appeal must relate to the awarding body's procedures or the application of their post-result services. Appeals do not normally involve further reviews of marking of students' work. The student will be responsible for any fee charged by the awarding body for the appeal.

In the case of the school not supporting the request, the student may invoke the school's internal appeals procedure.

In the case of a request for a re-moderation of marks, the school will not support an individual's application for this unless all other pupils in the cohort are in agreement that a re-moderation should be carried out.

Internal Appeals Procedure

Appeals should be made as early as possible in order to ensure that the internal appeals process is completed prior to the submission of centre marks/or deadline set by the awarding body. Appeals must be in writing.

On receipt of a written appeal, a senior member of staff, appointed by the Head of centre will conduct the investigation. The purpose of the appeal will be to decide whether the process used for internal assessment conformed to the awarding body's specification and subject-

specific associated documents. The outcome of the appeal will be reported in writing to the student including any relevant correspondence with the awarding body, and any changes made to internal assessment procedures if applicable.

The outcome of the appeal will be made known to the Head of Centre and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the appeal bring any irregularity in procedures to light, the awarding body will be informed.

After work has been assessed internally, it is moderated by the awarding body to ensure that the assessment criteria have been fairly, reliably and consistently applied between centres. Such moderation may change the marks awarded for internally assessed work. This is outside the control of the school and is not covered by these procedures.

Complaints and Appeals Procedure

The Complaints and Appeals Procedure covering general complaints regarding the centre's delivery or administration of a qualification is in place and drawn to the attention of students and their parents/guardians.

If you have any doubts or have question please see your Exams Officer.