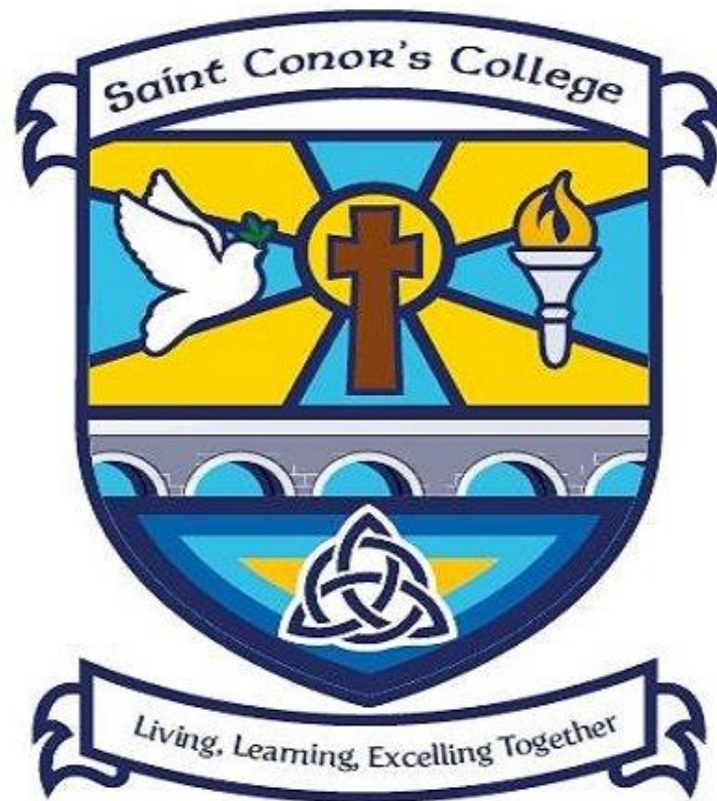


St Conor's College



EXAMINATIONS INFORMATION FOR STUDENTS & PARENTS/CARERS 2024/2025

Dear Student and Parents/Guardians,

We are now entering the public examinations season and it can be a very stressful time. It is important to understand how exams work and how best to support your child through the process. This booklet is designed to provide you with all the information you will need regarding examinations this academic year (2024 – 2025). Further details can be found on the school website. See below:

[PLEASE SEE THE ST CONOR'S WEBSITE FOR MORE DETAILS INCLUDING THE FOLLOWING ATTACHMENTS:](#)

1. Information for Candidates – JCQ Written examinations
2. Information for Candidates – JCQ On-screen tests
3. Information for Candidates – JCQ Coursework assessments
4. Information for Candidates – JCQ Non-examination assessments
5. Information for candidates – CCEA GCSE Controlled assessments
6. Information for Candidates – JCQ Information Privacy Policy
7. Information for Candidates – JCQ Social Media
8. Information for Candidates - AI
9. JCQ Warning to Candidates notice
10. JCQ NO MOBILE PHONES, NO WATCHES - This notice is also placed outside each exam room to remind students of the regulations for unauthorised items.
11. CCEA Preventing Malpractice in Examinations and Assessments – pupil guide
12. CCEA Preventing Malpractice in Examinations and Assessments – parent guide
13. JCQ – On your exam day checklist
14. Dealing with Exam Stress
15. St Conor's Examination Information for Candidates and Parents/Guardians Power point

[EXAMINATION SEASONS:](#)

There are a number of examination seasons:

November Series	GCSE English GCSE Maths GCSE Science
January – March Series	BTEC Construction BTEC Sport GCSE Science OCN NI Essential Skills in English
May – June Series	GCSE All Subjects GCE All subjects

[EXAM REGULATIONS](#)

JCQ is the Joint Council for Qualifications. It is the single voice on issues of examination administration, including rules and regulations which pupils must adhere to when taking external examinations for any of the exam awarding bodies such as CCEA, AQA, OCR, OCN, Pearson and WJEC

[NOTICE TO PUPILS AND PARENTS/GUARDIANS](#)

- It is important that you are fully aware of and follow the Joint Council Examinations JCQ/CCEA and other exam awarding bodies rules and regulations. The school has to implement these very precise sets of requirements for all public exams. St Conor's Examination Information for Candidates and Parents/Guardians power point for candidates and parents provides an overview. It is vitally important that parents and pupils know, understand and apply these rules and regulations.
- Parents can you please ensure that you encourage your child to read these notices and follow the regulations. If he/she in any way violates these instructions, then the Awarding Body may disqualify him/her or make him/her subject to other sanctions and penalties.

- Further information is available from the JCQ, CCEA, AQA, OCN, OCR, WJEC, BTEC and EDEXCEL websites.

It is the responsibility of every student to read these documents and be aware of the rules and regulations set by the Awarding Bodies and JCQ. We would ask parents to also be aware of the exam regulations outlined in these documents. Students must adhere to the JCQ rules and regulations. Any case of malpractice must be reported to the Awarding Body concerned and appropriate penalties applied. In extreme cases, the Awarding Body may decide to disqualify a candidate from all examinations in the session

TIMETABLES

You are issued with an individual candidate timetable prior to each exam session. You are responsible for checking this. Please check your timetable very carefully – paying particular attention to the date and time of the examination.

EXAM CLASHES & TIMETABLE VARIATIONS

If you have a clash or a timetable variation, please notify the exams officer (Mrs G. McCallion) who will advise you of arrangements.

ACCESS ARRANGEMENTS AND SPECIAL CONSIDERATION

Some pupils may be entitled to access arrangements such as additional time and/or a reader or other arrangements, as this is the pupils normal way of working. These will be applied during the exam season. In certain circumstances special consideration may be applied, if for example a candidate is extremely ill prior to or during an exam or has suffered a recent injury or bereavement etc. However, in the case of a medical issue, a medical certificate or note from the doctor needs to be provided.

EXAM TIMES

Please arrive at your allocated venue at least 10 minutes before the start of each exam. Morning exams usually start at 9.15 am and afternoon exams start at 1.00pm. However, times may vary to accommodate access arrangements. Pupils on access arrangements must check the examination board as their start and end times may vary.

PROBLEMS DURING THE EXAMINATION PERIOD

- If you are too ill to attend school for an exam, please advise the school as soon as you are able, prior to the exam. You and your parent/carer will be required to obtain a medical note for that day.
- The responsibility for attending your exams lies with you and your parents/carers.
- Absence from an exam due to misreading the timetable will not be considered a satisfactory explanation.

IF YOU ARE LATE

If you have a genuine reason please contact school immediately. It may be possible for you to sit the exam depending on how late you are (no more than 30 mins) but it is imperative that once the call to school is made you do not communicate with anyone. This is important as we need to prove to the Awarding Body that the security of the exam has been maintained.

UNIFORM

Full school uniform must be worn during each exam.

MOBILE PHONES AND DIGITAL DEVICES

Mobile phones, watches or data watches and similar web-enabled electronic devices MUST NOT be taken into the exam room. The Awarding Bodies have the right to disqualify you from an exam or indeed, the whole exam session, if you are found to have any of these items in your possession. Do not run the risk. NO WATCHES smart or regular OR HEADPHONES, AIRPODS, EARPHONES, EARBUDS are permitted in the Exam Room.

EQUIPMENT

You are responsible for bringing all the equipment you require to every exam. We cannot guarantee that equipment can be borrowed and failure to bring this equipment may jeopardise your performance. You cannot borrow equipment from another pupil during the exam. All equipment must be in a clear see through holder or pencil case. Black pens must be used. Do not use erasable pens, correcting fluid, highlighters.

WATER

Water may be brought into the exam room in a clear plastic bottle with the label removed. You will be asked to dispose of any bottles that do not match these guidelines. Food is not allowed unless for medical reasons and prior permission is obtained from a member of the exams team.

STARTING YOUR EXAM

- Listen carefully to instructions and notices read out by the invigilator and do not start writing anything until instructed.
- Check you have the correct paper, especially if there are higher and foundation tiers. It is your responsibility to inform the invigilator if you think you have the wrong paper.
- Read the instructions carefully before you start to answer the questions.
- Don't use eraser pens, gel pens or highlighters within your answers. Write with a BLACK pen.
- Make sure you put your candidate number and name on all the answer sheets you use.

INVIGILATORS

External invigilators are employed by the school to conduct examinations. Students must follow their instructions at all times and behave in a respectful manner. The main role of invigilators is to ensure that the Exam Board regulations are followed and if students break any of the regulations, invigilators will inform the Exams Officer. Invigilators cannot read any words printed on the question papers for you, other than the instructions on the front cover. They cannot offer advice on which questions to answer or explain questions to you. If you need assistance, e.g. if you need more paper or if you feel ill, raise your hand and wait for an invigilator to come to you.

EMERGENCIES

If the fire alarm sounds during an exam, the invigilators will tell you what to do. Please do not panic. If you have to evacuate the room, you will be asked to leave in silence. You must not attempt to communicate with anyone during the evacuation. On return, you will be allowed the full working time for the exam.

Leaving the exam room – You MUST NOT leave the exam room unsupervised. If you do, you will not be allowed to re-enter the exam room and the Exams Officer may need to report this to the exam board. If you require a toilet break, or do not feel well, you must put your hand up and let the invigilator know.

AT THE END OF AN EXAM

- At the end of an exam all work must be handed in. Remember to cross out any rough work. If you have used more than 1 answer book, ensure your name and candidate number is written on every additional book.
- Remain seated in silence until told to leave the exam room. Please leave in silence and show consideration for other candidates who may still be working.
- Question papers, answer booklets, additional sheets must not be taken from the exam room.

PUPIL WELLBEING SUPPORT

It is important to prepare yourself by looking after your mental health and wellbeing. Please read through the attachment on dealing with exam stress.