



BEACONSFIELD HIGH SCHOOL
Dare to be remarkable

EXAM GUIDANCE BOOKLET

ACADEMIC YEAR – 2024-2025

Please read this guide carefully and keep it safe. It applies to all Internal assessments/GCSE examinations held at Beaconsfield High School.

Introduction

It is the aim of Beaconsfield High School to make the GCSE examination experience as stress-free and successful as possible for all candidates.

This booklet aims to provide information that is helpful and informative. Please read it carefully and show it to your parents so that everyone is aware of the examination regulations and procedures that will be applied to internal assessments examinations as well as GCSE examinations.

The Examination Boards apply strict criteria for the conduct of examinations; you must read and fully understand the important JCQ Information for Candidates documentation which will be emailed to you and appear on the exams section of our school website. This includes information on written examinations, practical examinations and discussing exams on the internet.

If you have any questions not addressed in this booklet or, if you need clarification on any information, please contact Mrs Cunningham, Examinations Officer, as soon as you can on Cunning-L@beaconsfieldhigh.bucks.sch.uk

Key Examination Dates

Year 11 Mock Examinations – Tuesdayth January – Monday 20th January 2025

GCSE Examinations – Thursday 8th May – Wednesday 18th June 2025

GCSE Examination Contingency Days – Wednesday afternoon 11th June 2025 and all day Wednesday 25th June 2025

GCSE Results Day – Thursday 21st August 2025

GCSE Certification Presentation – date to be finalised by email to students in Autumn term 2025

Subject leads will provide further information on practical mock and exam dates not listed in this document.

Examination Boards

The school uses the following Examination Boards:

AQA – www.aqa.org.uk

OCR – www.ocr.org.uk

Pearson/Edexcel – qualifications.pearson.com/en/home.html

WJEC – www.wjec.co.uk

These websites are a useful source of information; you can access past examination papers and mark schemes and find exam tips and advice.

Centre Number

The centre number for Beaconsfield High School is unique and must be entered on some of your GCSE examination papers – our centre number is 52211. This will be displayed in all examination rooms during GCSE examinations.

UCI Number

Examination Boards identify all candidates using a Unique Candidate Number. You can find this on your GCSE examination timetable, result slips and examination certificates. If you move schools, please ensure that you inform them of your UCI number.

Statements of Entry – Summer 2025 GCSE Examinations

Statements of Entry are issued in late January of Year 11 via your form tutors. Your individual Statement of Entry will show every unit for which you are entered. You and your parents must check the following:

- Make sure the entry has been made for every subject that you are studying (you do not have to check individual units, just that the overall subject is present).
- Check: if this is a tiered subject (Foundation or Higher), are you entered for the correct tier?
- Make sure that an entry has not been made for a subject that you do not study!
- Check that all your personal details are correct, (forename, surname etc) any amendments should be passed to the Pastoral Hub
Pastoralhub@beaconsfieldhigh.bucks.sch.uk so SIMs can be updated.

Any queries with entries should be passed to Mrs Cunningham before Friday 7th February 2025 as entries will be submitted to the Examining Boards on Friday 14th February 2025.

Examination Timetables

A copy of the GCSE timetable will be issued to you and your parents in March. A copy will also be placed in the Exams section of the school website. You can also see your exam entries on Edulink.

You may find that you have two exams scheduled at the same time, this means you become a “clash” student. Arrangements will be made for you to sit all your exams but you may have to remain under supervision by the invigilators between exam sessions. If this is the case, please ensure you bring food with you. You will be able to revise for the next exam but mobile phones/laptops are prohibited. You will only be permitted paper revision materials.

Seating Plans

A seating plan for GCSE candidates will be displayed outside and inside the Sports Hall where the majority of GCSE examinations will take place.

Students should be aware of the following:

- GCSE examinations are sat in exam number order in a “snake like” fashion
- Mock/End of Year domestic examinations are sat in alphabetical order
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Students who have an access arrangement in place may be sat in a separate room but will be notified of this by email before the exam season begins.

Equipment

It is your responsibility to ensure that you have all the correct equipment before your examinations.

The following is a list of essential equipment that you must bring for your examinations. Please bring these in a transparent plastic pencil case. **No Mathematical Instruments tins are allowed.**

Black Ink Biro

Pencils

Rubber

Ruler

Pair of Compasses

Protractor

Scientific Calculator

Clear Plastic Pencil Case

Highlighters

Highlighters may be used on the questions but use of such is prohibited in your answers!

You must not bring correcting fluid, erasable pens or blotting paper.

JCQ Regulations – Calculators

The regulations surrounding the use of calculators is below:

Calculators must be:

- Of a size suitable for use on the desk
- Either battery or polar powered
- Free of lids, cases and covers which have printed instructions or formulas

Calculators must not be designed or adapted to offer any of these facilities:

- Language translators;
- Symbolic algebra manipulation;
- Symbolic differentiation or integration;
- Communication with other machines on the internet;

Calculators must not be borrowed from another candidate during an examination for any reason.

Calculators must not have retrievable information stored in them – this includes:

- Databanks;
- Dictionaries;
- Mathematical formulas;
- Text.

The candidate is responsible for the following:

- The calculator's power supply;
- The calculator's working condition;
- Clearing anything stored in the calculator

Examination Regulations

It is imperative that you read and understand the JCQ Regulations which will be available on the examination information section of our website:-

<https://www.beaconsfieldhigh.bucks.sch.uk/page/?title=Exam+Information&pid=48>.

These apply to all aspects of your GCSE examinations, including written examinations, coursework, controlled assessments and social media.

Any malpractice before, during or after your exams may lead to disqualification as the school is required to report any breach of regulations to the Examinations Board.

These regulations cover the following:

Information for Candidates:

For Written Examinations

For On-Screen Tests

Using Social Media

Non-Examination Assessments (NEA)

GCSE Coursework

Privacy Notice

The following posters are also included but will be visible outside and inside all GCSE examination venues:

Warning to Candidates

No Unauthorised Items Poster

You will be advised of the mark awarded for all Centre Assessed work before they can be submitted to the Exam Board. If you wish to appeal these marks you can request copies of your work, the specification and any other relevant information necessary to assist you to reach an informed decision before proceeding.

If you wish to appeal a mark you must inform Mrs Cunningham, in writing, so we have adequate time before the Exam Board deadline for submission. Further details of timelines will be made available by the subject team when you receive your marks. We will write to inform you of the outcome of your appeal.

Before and During the Examinations

Attendance

You are responsible for ensuring you arrive at school in adequate time before registration for your GCSE examinations. Suggested arrival times for domestic/GCSE are as follows:

Morning Exams - 8.40am, Exam Starts at 9.00am

Afternoon Exams – 1.10pm, Exam Starts at 1.30pm

School staff will be available for support before you enter the exam room.

Registration will take place outside the exam venue as follows:

Internal Assessments – outside the Hall/SFSA – in alphabetical order

GCSE Examinations – outside the Sports Hall – in exam number order

For internal assessments, please **do not go to your Form room to register.**

Personal Belongings

Beaconsfield High School are not responsible for any personal belongings left outside the examination room. Revision material should be collected after the exam finishes.

Any material left abandoned on the floor is a health and safety hazard and may be discarded by school staff when the exam has started.

The following items are prohibited when entering an exam room:

- **Bags**
- **Coats**
- **Mobile Phones**
- **Any electronic device – ipod, all watches, tablets or other**
- **Any revision notes**
- **Food – if you have a medical reason, please ensure Matron advises Mrs Cunningham so invigilators are aware.**

As the Sports Hall is such a big space and the temperature is difficult to regulate, please ensure your wear adequate clothing in case you feel cold!

Drinks

Clear water containers are allowed in the exam room but must be placed under the desk when not in use. No labelled bottles are allowed. Matron can advise Mrs Cunningham in advance of the need for other drinks due to medical reasons.

Watches

Watches are no longer permitted in exam rooms. All rooms have sufficient clocks.

Mobile Phones

Please leave mobile phones in your bag (or at home). Mobile phones are not permitted in the exam room.

Identification

Identification will be confirmed before you enter the exam room. For GCSE exams your examination/candidate number will be clearly visible on your exam desk. You will receive this when you receive your examination timetable.

Exam Conditions

As soon as you enter the exam room you must not speak, distract or communicate with any other candidate in any way. You must also face forwards and raise your hand high if you require any assistance.

Toilet Breaks

We discourage toilet breaks during exams due to distraction, but if you do need to leave the room, please raise your hand to attract the invigilator's attention. For mock exams you can leave without an escort, but for GCSE exams you will be escorted to and from the exam room. You will only get the time back if you have rest breaks as an access arrangement.

Late Arrivals

If you arrive less than 10 minutes late for an exam, please go to the exam room where a member of the invigilation team will be waiting. When calm, you will be allowed to enter the room. For arrivals later than 10 minutes, Mrs Cunningham will be waiting. Permission to enter the exam room will depend on how late you arrive as the exam board have to be notified and can refuse to mark work if you are one hour late.

Absence from Examinations

In the unlikely event that you cannot attend a mock examination please let the school know as soon as possible. This exam will be rearranged as soon as possible. If you are absent for a GCSE examination, you will have to provide evidence so Mrs Cunningham can apply for special consideration.

If you miss a GCSE examination, you cannot sit this examination at a later date.

Instructions for Candidates During the Examinations

- You must enter the room in silence, sit down and face forward, then wait quietly until everyone is seated.
- Listen carefully to instructions and notices – there may be amendments to the exam paper that you need to be aware of
- Check that you have the correct question paper – especially the tier of entry (Higher or Foundation). **If you think something is not correct, please tell the invigilator immediately.**
- Make sure that you fill in all the boxes on the front of the exam paper with the correct details.
- Communication of any kind, verbal or non-verbal, is not allowed in exam rooms. Any attempt to do so may result in your paper being disqualified. You must not look around or behind you as this may be perceived as an attempt to communicate and may distract other students.
- It is very important that any concerns are communicated with the invigilators so the issue can be resolved whilst the exam is in progress and before you leave the room.
- Students are not permitted to leave an exam before all the papers have been collected by the invigilators.
- You will be dismissed in silence, row by row. Remember that other students may still be working and therefore you must leave quietly. Please do not gather outside the exam room talking loudly or discussing your answers.

Invigilators

Beaconsfield High School employs invigilation staff to conduct the examinations in accordance with the rules of JCQ and the Exam boards. Please treat our invigilation staff with respect at all times and follow their guidance.

Invigilation staff cannot discuss any exam content with you or advise on how to answer any questions.

Please remember our invigilators are present to assist in any way. If, at any time, you feel too stressed to continue, please raise your hand to attract attention. If an invigilator cannot help, they will seek further assistance from Mrs Cunningham.

Examination Tips

The following are useful tips and techniques to help you perform to the best of your ability during examinations:

- Read the instructions carefully on the front of the paper while you wait for further guidance.
- When told to begin, scan through the entire paper before you start.
- Exam papers show the marks awarded for each question.
- In Mathematics, ensure all your calculations are clearly visible to the examiner.

Fire Evacuation Procedure

In the event of hearing the fire alarm:

- Please stop writing and close your exam paper
- Follow the invigilators to the meeting point
- Do not communicate with other candidates
- When advised to do so, return to the exam room in an orderly fashion
- Await instructions on when to re-start. Time missed will be added to the end time to ensure you are not disadvantaged

Special Consideration

Special Consideration is a GCSE post-examination adjustment to a candidate's mark or grade to reflect temporary illness, temporary injury or some other event outside of their control at the time of the assessment, which has had, or is likely to have had, an adverse effect on a candidate's ability to take an assessment or demonstrate their level of attainment in an assessment.

Special consideration can only seek to go some way to assist a candidate 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 candidate.

Only minor adjustments can be made to the mark awarded because to do more than this would jeopardize the standard of the examination.

The guidance document can be found here:-

<https://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance/>

Special consideration must be applied for by Mrs Cunningham no more than 7 days later than the final paper of the examination series.

After the Examinations

GCSE results will be emailed to your school email address on Thursday 21st August 2025 – a paper copy with exam board breakdowns will be available for collection in the Main Hall. Timings will be confirmed in the Summer term.

We strongly encourage students/parents to attend on Results Day. This is an opportunity for students, parents and staff to celebrate the remarkable results achieved by our students.

However, if you cannot attend, you may authorise someone to collect your results on your behalf. Please email authority to Mrs Cunningham in advance. We are not permitted to hand results to a third party without prior authorisation. If this is not possible, Mrs Cunningham will email your results at some point during the course of the day. A private email address must be provided for this purpose.

If students cannot attend, please contact 6th form during the Summer Term for advice in case of any problems with A level subject choices during Results Day.

Post Results Services and Appeals

On Results Day, the only services available to students are those reviews where a place on an A Level course is at risk.

All other post results enquiries will be processed on our return for the new academic year in September 2025. Mrs Cunningham will be available to discuss the breakdown of your results. Grade boundary information will be available via the exam board websites and also on the exam section of our website.

All review requests should be discussed with the Subject teacher in the first instance. All completed requests forms and fees (by bank transfer) should be emailed/handed to Mrs Cunningham before the mid-September deadline (date for Summer 2025 to be confirmed). Confirmation that fees have been transferred must be sent to Mrs Cunningham before a request is submitted. A refund will be processed in due course if your result changes as a result of a review of marking.

Certification Collection

An invitation to the collection/presentation of your certificates will be published early in the Autumn Term 2025.

Frequently Asked Questions

These are just a few examples – if you have any other questions, see Mrs Cunningham or email her on Cunnin-L@beaconsfieldhigh.bucks.sch.uk.

Q: When will I receive my statement of entry/examination timetable for the Summer exam?

A: Statement of entry will be issued in late January 2025 via your form tutor. Summer examination timetable will be sent via Comms to students/parents before we break for Easter holiday (to be confirmed)

Q: What do I do if there is a clash on my timetable?

A: Mrs Cunningham will resolve all clashes and advise you of arrangements by email if supervision is required.

Q: What do I do if I think I have been given the incorrect exam paper/tier?

A: Raise your hand immediately to alert the invigilator so checks can be made.

Q: What should I do if I feel ill during an exam?

A: Tell the invigilator who will assist you or call for Mrs Cunningham to assist.

Q: Do I wear school uniform to my Summer exams?

A: Yes, but you can also wear your leaver's hoodie.

Q: How do I know the length of each exam?

A: The length of the exam is written on the exam paper. Start and finish times are also displayed at the front of the exam room. There is a clock in all exam rooms.