

**EXAMINATIONS GUIDE FOR STUDENTS & PARENTS  
2024**



**MARLING**  
SCHOOL

**CENTRE NUMBER  
57037**

## **INTRODUCTION**

At Marling School we aim to provide a calm approach to taking exams, whether it be mocks or GCSEs/A-Levels, where each candidate has all the information needed and everyone has a level playing field. We understand that this can be a stressful time for students, so we are here to help to make the process run as smoothly as possible.

Please read this booklet carefully so that you are fully prepared for what to expect during the exam season. There are set rules and regulations to follow from JCQ (Joint Council for Qualifications) which must be adhered to; these will be detailed in this booklet.

If at any point during the academic year, you or your parents have any queries to do with exams, please do not hesitate to call either Mrs Bijkerk or Mrs Peet in the Exams Office or email [examinations@marling.school](mailto:examinations@marling.school)

There is also useful information on the school website under the [exams section](#) which is updated throughout the exam season.

Each of the exams undertaken are through Examination Boards and there are links below which would be useful to look at for information:

### **AQA**

<https://www.aqa.org.uk/student-and-parent-support>

### **EDECEL**

<https://qualifications.pearson.com/en/home.html>

### **OCR**

<https://www.ocr.org.uk/students/>

### **WJEC**

<https://www.wjec.co.uk/students/>

**WE WISH YOU THE BEST OF LUCK!**

## **BEFORE EXAMINATIONS**

At the beginning of each academic year, the Exams Office will enter each candidate for their exams through each specific board. The candidates will need to check this information. Things to look out for are checking your name/DOB are correct and also what level you are entered for, as some subjects have a Higher or Foundation Tier.

### **CANDIDATE NAME & NUMBER**

Each candidate is entered as follows:

First Name - initial of ONE middle name - (Legal) Surname e.g. James T Hall

Each candidate will be given a 4-digit Examination Number (Candidate Number) which you will keep throughout the whole exam season, and this must be written on all papers that are sat. You can find out your number prior to the start of the exam season from your Tutor in registration. **PLEASE remember this number!**

### **TIMETABLES**

If you would like to have an early indication of exam dates, you can check each board's website for provisional timetables.

You will receive a timetable via email; please check this for accuracy.

Also, your individual timetables, exam dates and times will be on your Bromcom account.

A [timetable](#) of all GCSE and A Level exams can be found on the school website.

It is possible that you may have an **exam clash**. Please come as soon as possible to see us in the Exams Office so that we can make arrangements. Clashes are resolved by using the JCQ guidelines. Exams may be moved to a different session (am or pm). You may find that you take three exams in one day or two exams in one session. This is normal and follows JCQ rules.

## **DURING EXAMINATIONS**

### **EQUIPMENT**

You will need at least two black pens/biros, sharpened pencils, ruler, rubber, highlighters, calculator.

### **NO GEL OR ERASABLE PENS ARE ALLOWED**

These must be in a clear plastic bag or pencil case. It doesn't have to be expensive, a ziplock sandwich bag works well.

Drinks bottles must be clear plastic; these could be shop bought bottles with the label removed.

Check with your subject teacher if you are unsure what equipment is required.

### **DRESS CODE**

Students in Years 7-11 should be in full school uniform, and Sixth Form should be appropriately dressed as per the dress code. Failure to do so, students could risk not being allowed entry into the exam room.

### **WARNING POSTERS FROM JCQ**

Please look at these posters below before the exam season begins. They are on the website and will be displayed at the entrance to the exam hall. It is important that they have been read.

[Unauthorised items poster](#)

[Social media poster](#)

[Warning to Candidates](#)

## **DURING & END OF AN EXAMINATION**

### **LOCATION OF EXAMS**

Exams from 9th May to 24th July 2024 will be in the Sports Hall.

You will be able to find your seat number next to your name before each exam to know exactly where you will be sitting.

If you have a practical exam such as Art, Music, or a Language speaking exam, please ask your subject teacher where they will be held.

### **INVIGILATORS**

Marling provides external invigilators for all exams to follow the regulations of JCQ. All our invigilators are DBS checked and we expect all candidates to respect and listen to all instructions given by them.

If you have any queries or problems during an exam, please raise your hand and an invigilator will come to help.

### **TIMINGS**

Report to the exam hall at least 20 minutes before the start times.

Morning sessions are 9.00am (arrive no later than 8.40am)

Afternoon sessions are 1.15pm (arrive no later than 12.55pm).

### **ENTERING THE EXAM HALL**

As soon as you enter the exam hall you are immediately under exam conditions. You must therefore remain completely silent.

- First: you need to leave your bag in the bagging area and take with you only your clear pencil case and clear water bottle
- Second: you need to look for your seat number which will be up on the wall and walk to it calmly
- DO NOT attempt to communicate with other candidates or cause disruption, or you will be taken out of the exam hall and risk disqualification
- No food is allowed in the examination hall
- DO NOT graffiti either the exam table or paper
- Listen carefully to the instructions read out by the invigilators. They will ask you to check the paper in front of you.

## **REMEMBER**

- No mobile phones, iPods, AirPods, earphones/earbuds, MP3 players or watches are allowed in the exam room
- Covers on calculators must be removed
- If the fire alarm goes off, don't panic, the invigilators will tell you what to do.

## **FEELING UNWELL/ACCIDENT/INJURY**

- Telephone school immediately if you are ill or unable to get to your exam on time. Exams can still be sat within an hour of the published start time.
- If you feel unwell during an examination, tell an invigilator immediately. Do not call out - a hand in the air will be noticed. You may not leave the examination room alone
- Please note that only you can decide whether you are too unwell to sit an exam, School or the Exams Office cannot make that decision for you
- If you have problems immediately before or during the examination period i.e. family problems, accident, injury, illness please tell the Exams Office. Email [examinations@marling.school](mailto:examinations@marling.school) or telephone the Exams Office
- Special Consideration may be requested from the Exam Boards if there is a problem (a doctor's note will be required).

## **AT THE END OF AN EXAM**

You must stop writing when the invigilators say the time has ended.

After your exam is over and you leave your desk, PLEASE be aware that there may be others still sitting an exam. You must remain completely silent until you have collected your belongings and are an appropriate distance outside of the Sports Hall to respect others still inside.

## **AFTER THE EXAMINATIONS**

### **RESULTS**

Results days for 2024 are 15th August for A/AS Levels and Level 3 results, and the 22nd August for GCSEs.

Should you be concerned about an exam result, there are procedures available to students where they are able to request a copy of their exam scripts and request a clerical re-check/review of marking. For Year 13 students with a university place pending, exam boards provide a priority service. Details of these services will be available on the Marling website in July.

**All information for results day will be put on the website.**

### **CERTIFICATES**

Certificates will be ready for distribution in December. Students and parents/carers will be contacted with dates when these can be collected from school.