



HamiltonSchool

A PLACE OF EDUCATION, GROWTH & OPPORTUNITY

Candidate Handbook

Year 11 Exams

What you need to know before your exams

What exams will I be doing?

Hamilton School enters you for the exams and assessments for the qualifications you are taking. You will be informed nearer the time of which exams you will be taking.

If you are unsure about any exams you are entered for, you should speak to Mr Ramsamy.

What level will my exams be?

Some GCSE subjects have 2 levels (tiers), called *foundation* or *higher*. The subjects you might take that have different levels are:

- Maths
- Physics
- Biology

Hamilton School decides whether to enter you for foundation or higher tier and you will be informed before the exam.

What grades could I get?

If you take a foundation tier exam, you could get grades 5, 4, 3, 2 or 1.

If you take a higher tier exam, you could get grades 9, 8, 7, 6, 5 or 4. If you just miss a grade 4, you may be awarded a grade 3.

If you do not get enough marks to get a grade, you will receive a 'U'.

When will the exams be?

GCSE exams will be held between **9 May and 25 June 2024**.

In the unlikely event that an exam has to be moved nationally because it could not take place when planned, Hamilton School will tell you.

You will be given your individual timetable for exams. You should check this carefully so that you don't miss an exam or assessment.

- If you think there are mistakes in your timetable or if you are not sure about the timing of any exams, speak with Mr Ramsamy or Miss Concannon as soon as possible.

There will **not** be another opportunity to sit the exam or assessment this year. If you miss it because for example, you forgot about it, **you will not be able to sit it on a different day and you will not receive any marks for it.**

- If you think you have missed an exam or assessment, you should speak to Mrs Wilson or Miss Concannon as soon as possible.

Will I have any help in the exam?

Sometimes, reasonable adjustments (also called access arrangements) are made to an exam, or to the way an exam is carried out. These are changes to how an exam is carried out so you can still show what you know, understand and can do. The exam must still test the same knowledge, skills and understanding as for everyone else.

Dr Corfield will be speaking with you and arranging this if we feel that there is something that could help you. It must be your normal way of working at school, so it will only be something that you are already doing.

If you think you need a reasonable adjustment or access arrangement, it is important that you speak to Dr Corfield as soon as possible.

Sometimes, if you have a temporary illness or injury, you may be given a reasonable adjustment (such as needing someone to write for you if you have a broken arm). Dr Corfield will be arranging this if it is needed.

What you should know during your exams

What do I need for my exam?

You will be given a timetable before your exams which will tell you when to arrive and which room you will be in.

You do not need to take any stationery or equipment into your exam – this will all be provided for you. You will also be provided with a bottle of water. For maths and physics, you will also be provided with formulae and revised equations sheets.

- *You must not take into the exam room:*
 - (a) notes;
 - (b) an iPod, a mobile phone, a MP3/4 player or similar device, a watch, AirPods or earphones/earbuds.**Remember: 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.**
- *Do not borrow anything from another candidate during the exam.*

What happens when I arrive for my exam?

You will be asked to wait outside the exam room 15 minutes before the start time and we will check again that you do not have anything you are not allowed with you.

A member of staff will ask you to enter the exam room and show you to your desk. As soon as you enter the room, you must remain silent and not interact with any other students:

- *Do not talk to or try to communicate with, or disturb other candidates once the exam has started.*
- *Do not touch anything on your desk until you are told you may.*

There will be a whiteboard at the front of the room which will show:

- The Centre Number for Hamilton School
- The exam subject
- The paper number
- When the exam starts and finishes

There will also be a clock showing the time.

Who will be in the exam room?

There will be one or two members of staff in the room with you during the exam. They are called 'invigilators' and they are there to check the exam is being carried out correctly.

- If you are not sure about anything, raise this immediately with the exam invigilator
- Listen carefully and follow all instructions given by the exam invigilator

When should I start the exam?

The invigilator will read some instructions to you when you sit down at your desk.

- When the invigilator tells you to, check your exam paper has the correct information on the front of it, for example, date, name and tier of exam
- *Do not open the question paper until you are instructed that the exam has begun.*
- *You must not write inappropriate, obscene or offensive material*
- *You must not ask for, and will not be given, any explanation of the questions*

What happens if I need the toilet?

Raise your hand to speak with the invigilator. If it is during the first half an hour of an exam, you will not be allowed to leave the room. If it is during the last 15 minutes of an exam, you will not be able to leave.

Can I leave the exam room at any time?

You should not leave the exam room at any time, unless authorised by an invigilator. If you do, you will not be allowed to re-enter and sit the remainder of your exam.

If you leave early because you have finished your exam, you will be asked to sign a piece of paper that states what time you left.

If you do feel you need to leave for a reason, put your hand up to speak with one of the invigilators.

What happens when the exam ends?

The invigilator will give you a five-minute warning before the exam ends. When the exam ends:

- *Do not leave the exam room until told to do so by the invigilator.*
- *Do not take any stationery from the exam room. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.*

What you should know about malpractice

What is malpractice?

Malpractice involves some form of wrongdoing. Examples include:

- Sharing answers
- Pretending to be someone else
- Leaking exam papers or other assessment materials
- Swapping exam papers
- Inappropriate use of artificial intelligence (AI) in non-exam assessments such as the use of chatbots
- Smuggling information or taking mobile phones and communication devices into exam halls

To be clear, you **must not** wear a watch in the exam or take a mobile phone into the exam hall with you, as doing so will also be treated as malpractice.

All work submitted as part of exams and assessments must be your own work; submitting any work that is not your own is malpractice.

Students who cheat or commit malpractice face serious sanctions, including being disqualified from all qualifications offered by an awarding organisation.

Who reports malpractice?

Everyone involved in delivering and taking exams and formal assessments has a role to play in preventing and reporting malpractice, including you. This is to make sure that exams are fair for all students.

All allegations of malpractice are taken extremely seriously and will be investigated.

If you see or suspect malpractice you should report it to the invigilator if in the room, or Miss Concannon or Mrs Wilson as soon as possible after the exam.

What happens after you have taken your exams

Marking and grading

After you have taken your exam, your work will be marked. It could be marked by several different people and it is checked at every stage to make sure it is consistent and high quality.

The awarding organisation (sometime called an exam board (we use AQA and EdExcel) then checks Hamilton School's marking against their expectations. Once they have all the marks in for every student, they will decide on a grade for your exam.

Getting your results

You will receive your GCSE results on **Thursday 22 August 2024**.

You will receive information nearer the time about how to collect these from Hamilton School.

What to do if you think there is a mistake in your results

If you think there has been a mistake in the marking of your exams or assessments, you should talk to Miss Concannon. There is then a process that Hamilton School will follow and you will be kept up to date through this process.

This handbook is summarised and simplified from guidance issued by Ofqual: [Ofqual Student](#)

*[Guide 2024 - GOV.UK \(www.gov.uk\)](#); **Information for Candidates from JCQ: [IFC-Written Examinations Sep2023 FINAL.pdf](#)** and centre-specific policies.*