



LUTTERWORTH HIGH SCHOOL



MINI ASSESSMENT HANDBOOK 2021 A Guide for Students, Parents and Carers

Candidate Name:

Candidate Number:

CENTRE NUMBER: 25269

Examinations Officer – Miss Jane Moore

☎ 01455 552710

✉ jmoore@lutterworthhigh.co.uk

INTRODUCTION

Lutterworth High School is committed to ensuring that candidates are fully briefed on the examination and assessment processes in place and are made aware of the required Joint Council for Qualifications (JCQ) awarding body instructions and *Information for Candidates* documents.

Please read this information carefully and show it to your parents so that they are also aware of the regulations and procedures to follow.

At Lutterworth High School we will follow the assessment processes for all mini assessments in the Summer 2021 series.

Some of the questions you may have are answered in this booklet. **If there is anything you do not understand or any question that has not been addressed, PLEASE ASK.**

If you or your parents have any queries or need help or advice at any time please contact:

Miss Jane Moore - Examinations Officer

☎ 01455 552710

✉ jmoore@lutterworthhigh.co.uk

Remember –we are here to help

GOOD LUCK!

Contents

1. BEFORE THE ASSESSMENTS
2. DURING THE ASSESSMENTS
3. AFTER THE ASSESSMENTS
4. FREQUENTLY ASKED QUESTIONS
5. EXAMINATION AND ASSESSMENT MALPRACTICE
6. POST RESULTS

APPENDICES:

- WARNING TO CANDIDATES
- WARNING NOTICE – MOBILE PHONES AND ALL ELECTRONIC DEVICES
- INFORMATION FOR CANDIDATES –USING SOCIAL MEDIA AND EXAMINATIONS/ASSESSMENTS
- CONSENT FORM – PERMISSION TO COLLECT RESULTS / CERTIFICATES

1. BEFORE THE ASSESSMENTS

STATEMENTS OF ENTRY

- All Candidates are given a Statement of Entry indicating the subjects they are being entered for and, where applicable, the levels of entry. Most subjects only have one tier of entry, however, some have Foundation or Higher Tiers. You must check everything on your Statement of Entry very carefully. Particularly check that all personal details (spelling of names, Date of Birth) are accurate as these will appear on certificates and it may be difficult to change them after certificates are printed.
- **Please note: full legal forenames and surnames will appear on all certificates.**

EXAMINATION BOARDS (AWARDING BODIES)

- Lutterworth High School uses the following Examination Boards:
AQA, OCR and Pearson (Edexcel)

CANDIDATE NUMBER

- Each candidate has a **four digit Candidate Number**. It is on your Statement of Entry and exam timetables. This number will also be published, along with your name, on the seating lists for each examination, which will be displayed outside the examination venue on the day.
- Please write your name and Candidate Number on the front of this booklet. You will need to write your Candidate Number on your examination papers and answer booklets. **Please learn it.** Remember, failing to write your Candidate Number on your assessment paper or answer booklet could void it.

UCI

- In addition to a Candidate Number, each candidate must have a Unique Candidate Identifier (12 numbers and 1 letter). This appears on the top of your Statement of Entry. This number will usually begin with Lutterworth High School's Centre Number (25269) unless you have transferred from another centre that had already allocated your UCI. It is not necessary for you to remember your UCI; it is used for administration purposes only.

MINI ASSESSMENT DATES

- Assessments will take place between 26th March and 28th May. In addition, there are Practical assessments, Oral assessments, and OCR Cambridge National assessments.
- Any appointments, medical or not, should be rearranged.
- A contingency procedure has been put in place. Should you have to self isolate at any time please contact Miss Moore immediately.

TIMETABLES

- Each candidate will receive an individual timetable showing the specific assessments with details of the date, time, room and duration of the assessment. This will be included in our *Plan, Prepare, Achieve Parents Pack*. Please check it carefully. If you think something is wrong, please see Miss Moore **IMMEDIATELY**.
- Parents: Please ensure that you make yourself aware of your child's assessment timetable. An overall timetable will also be available on the Lutterworth High School website.
- Approximately 3 weeks prior to the start of the assessment period, each candidate will receive a timetable detailing the room, row and seat number for each assessment. Please keep this in a safe place, and do not deface it.

ASSESSMENT CLASHES

- Candidates may have clashes where two or more assessments are timetabled at the same time. If this applies to you Miss Moore will reschedule one of your assessments to be held at another time within that day and you will be kept under supervision between the assessments.

EQUIPMENT

- You are responsible for providing your own equipment and for the majority of assessments you will require:

Your student Identification card

- 2 **BLACK** biros
- a pencil
- an eraser
- a ruler
- a pencil sharpener
- a **transparent** pencil case

For certain assessments such as Mathematics, Science and Design and Technology you will also need:

- a protractor
- a pair of compasses
- drawing equipment
- a calculator

Calculators **must not** contain programs. Invigilators will carry out checks for formulas stored in your calculator's memory – please clear them in advance. Please do not bring calculator lids or instructions into the examination rooms, they are not allowed and will be removed by the invigilator.

Candidates may bring a drink to their assessments but this **must be water** and has to be in a clear plastic bottle without branding. All labels must be removed. Anything other than water in a clear plastic bottle will be removed by the invigilator and returned after the assessment is finished.

Check the regulations in the JCQ Notices printed at the back of this handbook.

2. DURING THE ASSESSMENT

ASSESSMENT REGULATIONS

- All mini assessments will be conducted under JCQ regulations. All candidates must read the JCQ notices at the back of this handbook.

ATTENDANCE AT ASSESSMENTS

- Candidates are responsible for checking their own timetable and arriving at school on the correct day and time.
- All candidates attending school for their assessments must wear full school uniform and a face covering, unless they have a medical exception.
- Morning assessments start at 9.15am and afternoon assessments start at 1.45pm, unless otherwise stated.
- Candidates should assemble outside of the examination room 15 minutes before the start time and must wait until invited to enter by the Examination Invigilators.

EQUIPMENT

- Candidates are responsible for providing their own equipment as detailed in section one of this handbook '*Before Your Examinations*'.
- The following items are **NOT** allowed to be taken into the examination room:
 - ◆ Correction fluid e.g. 'Tippex'
 - ◆ Highlighter pens (may be used in texts but not in answers)
 - ◆ Gel pens
 - ◆ Dictionaries (unless specified – these will be provided by LHS if required)
 - ◆ Electronic devices (mobile phones, smart watches, iPods, earphones etc.) **Candidates in possession of a mobile telephone/smart watch or any electronic device are at risk of disqualification (even if the device is switched off). The device will be removed by the invigilator and a report made to the Examination Board. No exceptions will be made.**
 - ◆ Calculator lids or instruction leaflets
 - ◆ Notes or pieces of paper
 - ◆ Pencil cases that are not transparent
 - ◆ Bottles (unless they are clear with the label removed, and must only contain water)
 - ◆ Food of any kind - unless for medical purposes – must be pre-authorized by the Exams Officer or Mrs Davies, (*SEND Exam Coordinator*) and any packaging must be checked by an invigilator
 - ◆ Any item not listed on the examination paper, as it may be classed as unauthorised
 - ◆ Any writing, marks or symbols must be removed from your skin before entering the examination room

These regulations must be adhered to at all times.

LATE ARRIVALS

- All candidates must arrive on time; however, we understand that in exceptional circumstances candidates may arrive late. Please contact LHS Reception as early as possible informing staff that you have an examination. Reception staff will notify Miss Moore.
- Candidates arriving after the start of the examination should report to Reception first, who will then contact Miss Moore as they may not be permitted to enter the examination room.

CONDUCT

Lutterworth High school expects candidates to behave in a considerate and responsible manner and

- Adhere to normal school rules on behaviour and dress.
- Wear full school uniform throughout the assessment period.
- Arrive on time for your assessments and, when asked, enter the examination room in silence. You should not turn around and must always face the front of the room. Should you need to attract the invigilator's attention, raise your hand.
- Place your student identification card on the top right hand side of your desk for the invigilator to clearly see
- If you cause a disturbance in or near the examination room, you may be removed from the room.
- Avoid bringing any unnecessary personal belongings into the examination room as LHS accepts no liability for their loss or damage.
- Follow the rules laid down by JCQ on the use of mobile phones and all electronic devices with text or digital facilities at all times which states that candidates cannot be in possession of mobile phones, electronic devices, smart watches etc. Candidates will be required to

switch off and hand in their devices to invigilators before entering the examination room. Items will be securely stored and returned to candidates at the end of the examination.

- Make no attempt to talk or communicate with anyone else once you are inside the exam room – strict examination conditions apply. Should you need to attract the invigilator's attention, you must raise your hand.
- Listen carefully to instructions and notices read out by invigilators – there may be amendments to the examination paper that you need to know about.
- Check you have the correct question paper – check the subject, paper and tier of entry.
- Read all instructions carefully and number your answers clearly.
- Produce legible handwriting on your examination paper. You will lose marks if the examiner cannot read your answers.
- Be aware that anyone caught writing on or defacing a desk during an examination will be asked to pay for any damage.
- Produce answers free from graffiti and offensive comments – if you do deface your answers we may refuse to accept your paper..
- Remain in the examination room for the full duration of the examination. Candidates are not allowed to leave early, this is to protect the security of the examination.
- Hand all of your work in at the end of the examination – remember to cross out any rough work. If you have used more than one answer book or loose sheets of paper ensure you collate them in order and write your full name and candidate number on each book/page.
- Remain silent whilst the invigilators collect the examination papers. Candidates are still under examination conditions until they leave the examination room in silence, showing consideration for other candidates who may still be working.
- Not remove any question papers, answer booklets or additional paper from the examination room.

INVIGILATORS

- Lutterworth High School employs external invigilators to conduct the examinations. Candidates are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.
- Only members of staff approved by the Head and agreed with the Exams Officer may be present at the start of the examination.
- Invigilators are in the examination room to supervise the conduct of the examination. They will distribute and collect the examination papers, give out instructions relating to the exam, hand out extra writing paper if required and deal with any problems that occur during the examination, for example, if a candidate is feeling ill.
- Please note that invigilators cannot discuss the examination paper with candidates or explain the questions.
- Candidates who are disruptive or behave in an unacceptable manner will be removed from the examination room by invigilators, the Exams Officer or members of the Senior Leadership team.

ACCESS ARRANGEMENTS FOR EXAMS

- Candidates meeting the relevant JCQ criteria will have Access Arrangements put in place by the SEND Exam Coordinator and will be in place for all mini assessments. Notification of entitlement will be sent home to parent/carers.

ABSENCE FROM ASSESSMENT

- Candidates experiencing difficulties during the assessment period (e.g. illness, injury or personal problems) should inform school at the earliest possible time so we can help and advise. A parent/carer must contact the school by telephone on 01455 552710 and specifically ask that the message is given to Miss Moore. We must receive a call for ANY assessment missed.
- Not attending the assessment, even due to illness, has to be the very last resort. All possible attempts must be made to sit the assessment. However, please make Miss Moore aware of any such disadvantage before the assessment.
- **Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.**

3. AFTER THE ASSESSMENT

RESULTS

- GCSE results are available to be collected from school on Thursday 12th August 2021. This is subject to any change in the current Government Covid restrictions. Further information regarding this will be distributed to candidates and published on the school website.
- If a candidate is unable to collect their own results in person, the following action is required:
 - ◆ A written request, signed by the candidate, with full details of the nominated person authorised to collect the results. This form is to be handed to Miss Moore at any time during the summer term
 - ◆ Sight of photographic proof of identity of the nominated person (not the candidate) in the form of a passport or driver's licence
 - ◆ A form has been included within this booklet for completion and is available on the website.
- If a candidate is away on holiday, they can leave an A4 size stamped addressed envelope (with sufficient postage) at School Reception for results to be posted on Results Day. This envelope can be handed in at any time.
- Results belong to the candidate and, to protect their confidentiality, LHS is unable to release results without such consent or evidence
- Results will **NOT** be given out by telephone or email, under **ANY** circumstances

CERTIFICATES

- All certificates are issued in the candidate's legal names
- Certificates arrive in school in November and will be presented to candidates at our Presentation Evening subject to any change in the current Government Covid restrictions . Further information regarding this will be distributed to candidates and published on the school website
- After the Presentation Evening has taken place, uncollected certificates will be available for collection, in person, during school hours. Candidates will be asked to sign to acknowledge receipt of certificates.
- If a candidate is unable to collect their own certificates in person, the following is required:

- A written request, signed by the candidate, with full details of the nominated person authorised to collect the certificates. A form has been included within this booklet for completion
- Photographic proof of identity of the nominated person (not the candidate) in the form of a passport or driver's licence
- Once issued, certificates cannot be replaced by the school if lost or damaged. Examination Boards rarely issue duplicates. It is very expensive and time consuming to obtain a 'Certifying Statement of Results' and this is obtained only by contacting the Examination Boards directly.
- **It is vital that you collect your certificates.** LHS is obliged to hold certificates for a minimum of 12 months but candidates should ensure these are collected and kept safely. Colleges, training providers and employers will require sight of your certificates to confirm your qualifications.
- At no point will LHS post certificates out to candidates.

4. FREQUENTLY ASKED QUESTIONS

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

Any clashes will have been re-scheduled (on the same day) where there is a clash of subjects. Candidates will sit one paper at 9am then have a break in a 'quarantine room' during which they will be supervised and must not have any communication with other candidates. They will then sit the second subject paper at 10.50. It may be necessary for you to bring a break snack if you have clashed assessments in the morning, as you will have to remain in isolation until both assessments are completed. If in doubt consult Miss Moore.

Q What do I do if I think I have the wrong paper?

Invigilators will ask you to check before the assessment starts. If you think something is wrong put your hand up and tell the invigilator immediately.

Q What do I do if I forget my Candidate Number?

Candidate Numbers are printed on LHS Student ID cards, personalised timetables and seating lists (which are displayed outside the examination room). Invigilators will be able to help you find your number, which also appears on their examination registers.

Q What do I do if I forget the school Centre Number?

The **Centre Number is 25269** and will be clearly displayed in the examination room.

Q What do I do if I have an accident or if I am ill before the assessment?

Inform Miss Moore at the earliest possible point so we can help and advise you. In the case of an accident that means you are unable to write, it may be possible to provide you with a scribe to write your answers or a word processor, but we will need as much prior notice as possible. There will be no special considerations in place this year as teachers will consider a wide range of evidence.

Q What do I do if I feel ill during the exam?

Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before or during an assessment.

Q Do I have to wear school uniform?

Yes. Normal school regulations apply to uniform, face coverings, hair, jewellery, make-up etc.

Q What equipment should I bring for my exams?

You must have a clear pencil case

For most exams you should bring **at least 2 pens** (black ink only- No gel pens)

For some exams you will need a calculator, a 30cm ruler (marked with cm and mm), a pencil sharpener and a rubber, a pair of compasses, a protractor and coloured pencils.

You are responsible for providing your own equipment for examinations. You must not attempt to borrow equipment from another candidate during the examination.

Q What items are not allowed into the examination room?

- Only materials that are listed on question papers (e.g. an anthology) are permitted in the examination room and candidates who are found to have any materials with them that are not allowed will be reported to the appropriate Examinations Board. In such circumstances, a candidate would normally be disqualified from the paper or the subject concerned.
- **Bags, coats and any other items not permitted under examination regulations must be left with the invigilators.** Do not bring any valuables into school with you when you attend for an examination.
- Candidates may bring a drink to their examinations but this **must be water** and has to be in a clear plastic bottle without branding. All labels must be removed. Anything other than water in a clear plastic bottle will be removed by the invigilator and returned after the exam is finished.
- Mobile telephones, headphones, smart watches and any other technological equipment must not be kept on your person even if it is turned off. You will be given an opportunity to hand these in to the invigilators but it is your responsibility to ensure that they are **switched off**. Even if you have handed something in and it goes off you may still lose your marks for one or possibly all of your exams.
- Before the start of every exam, invigilators will instruct candidates to remove their wristwatches and place them on the far corner of their exam desks, Failure to comply with this JCQ regulation will be treated as malpractice and will almost certainly lead to candidates being disqualified from their exam (s). Smart watches must be handed in with the mobile phones.

Q Why do JCQ Regulations state that I cannot bring my mobile telephone, smart watch or earphones into the exam room?

Being in possession of a mobile phone (or any other electronic communication device, e.g. iPod, smart watch, earphones), is regarded as cheating and is subject to a severe penalty from the

awarding bodies. The penalties are explained in section 5 of this handbook "*Examination and Assessment Malpractice*".

Q How do I know how long the assessment is?

The length of the assessment is shown in minutes on your individual timetable under the heading 'duration'. Invigilators will tell you when to start and finish the exam. They will write the start and finish time of the exam on a flip chart or board at the front of the exam room. There will be clocks in all examination rooms.

Q Can I leave the assessment early?

It is not the school's policy to allow candidates to leave the examination room early, as this is disruptive to other candidates. Candidates must leave the examination room in a quiet orderly fashion at the end of the exam, showing consideration to other candidates who may still be taking a longer assessment or assessments in other rooms.

Q May I go to the toilet during the assessment?

Only if it is absolutely necessary. You will be escorted by an invigilator and will not be allowed any extra time. Only one candidate can leave the examination room to go to the toilet at any time.

Q Why do I need to check the details on the Statement of Entry?

The details on your Statement of Entry will be used when certificates are printed. If the name or date of birth on your certificates does not match your birth certificate it could cause you problems if you are asked to show your certificates to a potential employer or for college/university at some time in the future. You should also check that the subjects and tiers of entry you are entered for are correct and that no subjects are missing. Failure to notify the school of incorrect details or entries will involve certificate reprints or late entries having to be made which will be charged for.

Q I am entitled to extra time – how will that affect the way I take my assessments?

Some candidates have been granted an allowance of 25% extra time due to identified needs. Candidates will be seated in separate rooms or at the side of the room to minimise disturbance from other candidates who finish earlier. The invigilators will include the additional time when they display the finishing time of your assessment on the board. Candidates entitled to extra time must remain in the examination room for the full duration of the assessment, including the extra time.

If you have any further questions not covered here, please see Miss Moore.

5. MINI ASSESSMENT MALPRACTICE

What is malpractice?

'Malpractice' is any act, default or practice, which is a breach of the JCQ regulations or which:

- Compromises, attempts to compromise or may compromise the process of assessment, the integrity of any qualification or the validity of an assessment result or certificate.

This malpractice can occur in the course of an exam or assessment, including the preparation and authentication of any controlled assessments, the presentation of any practical work, the compilation of portfolios of assessment evidence and the writing of any examination paper.

The following all constitute malpractice offences for which there are penalties

- Possessing a mobile telephone (even with the SIM card or battery removed), or a watch, MP3, iPod, headphones or any other electronic device whilst in the exam room or quarantine room
- A breach of the instructions or advice given by an invigilator in relation to the examination rules and regulations
- Failing to abide by the conditions of supervision designed to maintain the security and integrity of the assessments
- Collusion – working collaboratively with other candidates beyond what is permitted
- Plagiarism - Copying from another candidate – unacknowledged copying from published sources, including the internet; incomplete referencing
- Deliberate destruction of work – including defacing your own script
- Disruptive behaviour in the examination room or assessment session, including the use of offensive language
- Talking in the exam room
- Communication between candidates – written, verbal, facial expressions or gestures
- Using social media – accepting, passing or distributing assessment related information to/from others
- Taking unauthorised notes or paper into the examination room and/or using permitted notes/books that have been annotated, calculators/dictionaries when prohibited.
- Writing or symbols on hands/skin
- Including inappropriate, obscene or offensive materials in scripts or controlled assessments, including drawing/comments which could cause offense to others
- Making a false declaration of authenticity – using work of others and declaring it is your own work
- Theft of someone else's work (project or controlled assessment) to pass off as your own
- Leaving the examination room or quarantine room unescorted before the end of the exam or during clash supervision
- Impersonation – deliberate using of wrong name or candidate number or arranging to be impersonated
- Altering results documentation, including certificates

**Make sure you know what you can and cannot do in an examination room, before it is too late.
Do not take unnecessary risks otherwise all your efforts during the year could be wasted.**

GCSE Exam Results Day

Results will be available from Lutterworth High School, subject to any change in the current Government Covid restrictions, on

Thursday, 12th August 2021
9am – 10.30am

Results should be collected in person – Third Party Collection forms are available from our website, Student Reception or Exams Office should you wish to nominate someone else to collect your results.

Results will **not** be given over the telephone or email under **ANY** circumstances

A copy of both this Handbook can be found on the LHS website <http://www.lutterworthhigh.co.uk>. Additional information relating to policies, timetables, special notices, will be added to the website as we progress through the year. Any queries or concerns which remain unanswered can be directed to:

Miss Moore, Examinations Officer

☎ 01455 552710 Ext. 250

✉ jmoore@lutterworthhigh.co.uk