

EXAMINATIONS 2024-25

GUIDANCE FOR STUDENTS & PARENTS

CONTENTS

Introduction

Before the Examinations:

- Statement of Entry
- Awarding Bodies
- Candidate Number (Exam Number)
- UCI (Unique Candidate Identifier)
- Centre Number
- Timetables
- Place
- Timings
- Equipment

During the Examinations:

- Examination Regulations
- Attendance at Examinations
- Invigilators
- Absence from Examinations

After the Examinations:

- Notification of Results
- Post Results Services
- Certificates

Frequently Asked Questions (FAQ's)

Appendices – Important JCQ Documents

- Information for Candidates – For written examinations
- Information for Candidates – Onscreen Tests
- Information for Candidates – Non-Examination Assessments
- Information for Candidates – Coursework
- Information for Candidates – Social Media
- AI and Assessments – A quick guide for students
- On your exam day - checklist
- Warning to candidate Poster
- Unauthorised items poster

Introduction

St. John's School aims to make the examination experience as stress-free and successful as possible for all candidates.

We hope this booklet is informative and helpful for you and your parents. Please read it carefully and share it with your parents so they are aware of the examination regulations and the procedures to follow if any issues arise.

Awarding bodies set strict criteria for conducting examinations, which the school must follow precisely. You should therefore, pay particular attention to all JCQ documents enclosed in this booklet.

Some of the questions you may have are answered at the back of this booklet. If anything is unclear or you need further clarification, please ask the Exams Officer.

If you or your parents have any queries or need assistance before, during, or after the examinations, please contact:

Examinations officer:	Mr Christos Christofi
Direct Telephone No:	Military x 8018, Civilian 25 96 8018
Email:	christos.christofi@modschoools.org

(This guidance is directed towards students and it is important that parents familiarise themselves with the details in order to provide maximum support for their child.)

**This document is available to download from:
www.stjohnsschoolcyprus.com**

Before the examinations

Statement of Entry

- All Candidates will receive two copies of their Statement of Entry: one green and one white. The Statement of entry lists your subjects and tiers of entry, where applicable. Please check that all details, including exam information, name and date of birth are correct as these will appear on your certificates.
You and your parents must sign the green copy and return it to the Exams Officer. Keep the white copy for your records.

Awarding Bodies

- The School uses the following Exam Boards: **AQA, EDEXCEL (Pearson), OCR and WJEC (Eduqas).**

Candidate Number

- Each candidate is assigned a four-digit candidate number which must be entered on all examination papers. Your candidate number is printed on the Statement of Entry. A card displaying this number will also be placed on your desk during exams.

UCI (Unique Candidate Identifier)

- In addition to a candidate number, each candidate is assigned a Unique Candidate Identifier (UCI). This number usually begins with the centre number unless you have transferred from another school that has already issued your UCI. The UCI is used for administration purposes, and you do not need to remember it.

Centre Number

- The centre number for the School is **74089** and you must write it on every examination paper. This number will also be displayed on the card placed on your desk during exams.

Examination Timetable

- A copy of the school's examination timetable, along with your personalised exam timetable, is included in your exam information pack. Please check it carefully to ensure you are aware of your exam dates and times.

Place

- Unless stated otherwise, all external exams will be held in the exam room and conference room. Some exams may also take place in the language or music rooms.

Timings

- Morning exams start at **11:00**.
- Afternoon exams start at **15:30**.

You may notice different start times on official documents from the exam boards. Please **ignore these** as they apply to UK schools. Our exams start at the same time as schools in the UK but follow Cyprus time, adjusting for the time difference.



Equipment

- Ensure you have all the required equipment before your examinations. Refer to the JCQ "Information for Candidates" document and the information on the following pages. The school will also provide equipment if needed.

During the examinations

Examination Regulations

- Copies of the Information for Candidates documents, issued by the Joint Council for Qualifications (JCQ), are printed at the back of this booklet. Please refer to the appendices for these important JCQ documents.

All candidates must read them carefully and be aware that breaking any examination rules or regulations could lead to disqualification from all subjects. The school is required to report any breach of regulations to the awarding bodies.

Attendance at Examinations

- Candidates are responsible for checking their own timetable and arriving at school on the correct day and time, properly dressed and equipped.
You must arrive at least 20 minutes prior to the start time of your examination. Please wait quietly outside the exam room until an invigilator invites you to enter. As soon as you enter the exam room, you are under exam conditions and must remain silent, following the invigilator's instructions at all times.
- All items of equipment, pens, pencils, mathematical instruments, etc. should be visible to the invigilators at all times. **You must either use a transparent pencil case or clear plastic bag.**
- You must use a black pen. Correction pens are not allowed.
- For any exam requiring a calculator, students must ensure their calculator complies with examination regulations. If unsure, check with your teacher.
 - Remove any covers or instructions and make sure batteries are new.
 - Clear the memory before entering the exam room.
 - Check that your calculator is in the correct mode during the exam.

Students may use their own calculator as long as it conforms to the examination rules and regulations. The school provides calculators for all exams that require one, but it is the student's responsibility to clear the memory and ensure they know how to use it.

- Do not communicate with or distract other candidates at any time. Face the front and do not turn around.
- Examination regulations are very strict about what items can be taken into the exam room. Refer to the FAQs at the end of this booklet for details. Breaking these rules could result in disqualification from the examination.
- **Mobile telephones, watches, MP3/MP4 players, AirPods, earphones and earbuds MUST NOT BE BROUGHT INTO THE EXAMINATION ROOM.** If a mobile phone or any other electronic communication or storage device is found in your possession during an exam-even if it is turned off- will be confiscated and a report will be sent to the exam board. No exceptions will be made.
- No food is allowed in the examination room unless you have a valid medical reason and permission from the school SENCo and Head of Centre. You may bring a transparent bottle of water **with the label removed. Non-transparent bottles are not permitted.**
- Do not write on examination desks or the exam card placed on your desk. This is not allowed and you will be required to pay for any damage.
- Do not write graffiti or offensive comments on your examination papers, as these will be sent to the exam board and may lead to disqualification.
- Listen carefully to the instructions and notices read out by the invigilators. There may be important amendments to the exam paper that you need to be aware of.

- **As instructed by the invigilators, please ensure you have the correct exam paper in front of you - check the subject, paper code and tier of entry (if applicable). Any issues, raise your hand and inform the invigilator immediately.**
- Carefully read all instructions and ensure your answers are clearly numbered.
- Candidates must stay in the examination room for the duration of the exam and will not be allowed to leave early. If you have finished the paper, use any time remaining to review your answers and ensure that your details are correctly completed.
- At the end of the examination all work must be handed in – remember to cross through anything that you do not want to be marked. If you have used extra examination stationery, make sure that you have filled in all required details and attach it to the examination paper. Question papers, answer booklets and additional paper must not be taken from the exam room.
- Invigilators will collect your exam papers before you leave the room. Absolute silence must be maintained during this time. Remember you are still under examination conditions until you have left the room.
- Remain seated in silence until you are dismissed. Examination conditions apply until you are outside the examination room. Once outside the examination room please show consideration for other candidates who may still be working and move away from the examination room quietly.
- If the **fire alarm** sounds during an examination, the examination invigilators will tell you what to do. Don't panic. If you have to evacuate the room you will be asked to leave **in silence** and in the order in which you are sitting. You will be escorted to a designated assembly point. Leave everything on your desk. You must not attempt to communicate with anyone else during the evacuation. When you return to the exam room do not start writing until the invigilator tells you to. You will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident.

Invigilators

- Invigilators are present in the examination room to ensure the proper conduct of the exam. They will distribute and collect the examination papers, tell candidates when to start and finish the examination, hand out extra writing paper if required and deal with any issues that occur during the examination, for example if a candidate is feeling ill. Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.
- Please note that invigilators cannot discuss the examination paper with you or explain the questions.

Absence from examinations

- If you experience difficulties during the examination period (e.g. illness, injury, and personal problems) please inform the examinations officer at the earliest possible point so we can help or advise you.
- Only in 'exceptional circumstances' are candidates allowed special consideration for absence from any part of an examination. It is essential that medical or other appropriate evidence is obtained on the day by the candidate/parent and given to the examination officer without delay in all cases where an application is to be made for special consideration.
- Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

AFTER THE EXAMINATIONS

RELEASE OF RESULTS - SUMMER 2025

GCE, BTEC L3

Thursday, 14 August 2025
From 10:00 am – 12:30 pm

GCSE, BTEC L2, CNAT

Thursday, 21 August 2025
From 10:00 am – 12:30 pm



POST RESULTS SERVICES

The Awarding Boards are very keen to reinforce that they follow stringent measures to ensure you receive the correct results for your exams but also acknowledge that occasionally mistakes can be made.

Examination results belong to the candidate, we cannot issue or discuss results with anyone else without express, specific consent from the candidate. **The school must have the candidate's consent before any applications for post results services are made.**

The services that exam boards offer are as follows:

- **Access to Scripts**

Two options are available from most boards:

1. a priority copy of your examination script to enable you to decide whether you wish to apply for other post results services
2. an original copy of your exam script to use for teaching and learning purposes.

You will be asked to confirm whether you are happy for your script to be shared with the school. Some boards return these electronically and they will be forwarded to your school email address, whilst others send them via post and this can take a number of weeks.

PLEASE NOTE you cannot apply for other post results services if you request your original script

- **Clerical Check**

This is a check of all the clerical procedures that lead to the awarding of a grade. In simple terms, they add up the marks and check that the correct grade, according to the grade boundaries, has been applied. It is unusual but not impossible for Grades to change as result of this, particularly as a lot of exam papers are now marked electronically.

- **Review of Marking**

This is not a 'remark'. A remark is no longer available as a post results service. A review includes a clerical check as well as a review of the marking parameters that have been applied to an exam paper. This means that if the mark has been applied may be quite stringent compared to the opinion of another examiner, if the mark falls in with the range allowed, it will not be changed. Marks are only changed if there is a definite and identifiable 'error' in the marking.

- **Priority Review of Marking**

This is only usually available for A' Level students as it is understood that grade decisions can impact their UCAS (University/Higher Education) applications. The deadlines to submit these are very short, so must be applied for as close to results day as possible.

- **Review of Moderation**

Samples of coursework are sent for external moderation by the Awarding Board before the summer exams start. As a result of this, coursework marks can be adjusted by the awarding board and the school is not notified of this until results day when we receive our moderation reports. If requested, the review of moderation ensures assessment criteria has been fairly, reliably and consistently applied. A decision to request a review of moderation sits with the school as it can affect the results of every student in the school that has submitted coursework for the same course.

CERTIFICATES

- Certificates are not issued to the school until the end of November.
- Look after your certificates when you receive them, the only way to replace them is through the Examination Boards and they charge approximately £50 per certificate.
- **All students must give a forwarding address to the Examination Officer before leaving the school in order for their original certificates to be posted on to them.**

FREQUENTLY ASKED QUESTIONS

Q. Who is responsible for the examinations?

- The Head of Centre holds overall accountability for ensuring that the centre complies with all JCQ regulations and awarding body requirements, thereby maintaining the security and integrity of examinations and assessments. The Examinations Officer, appointed by the Head of Centre, manages the administration of public examinations and oversees students during exams. A team of trained invigilators is present during exams to ensure compliance with JCQ regulations and to uphold the integrity of the examination process. The awarding bodies set strict criteria for the conduct of exams, which the centre is required to follow precisely.

Q. Why do I need to check the details on the exam timetable and Statement of Entry?

- It is essential to verify the accuracy of your personal details on your exam timetable and Statement of Entry. Any discrepancies in your name and date of birth could lead to issues when presenting your certificates to potential employers or educational institutions in the future.
Additionally, ensure that all subjects and tiers of entry are correctly listed, and no subjects are missing. If you identify any errors, promptly inform the exams officer to have them corrected.

Q. What do I do if there's a clash on my timetable?

- If you have two or more exams scheduled at the same time, the school will reschedule the papers internally on the same day. Candidates will typically sit one paper, then have a supervised break during which they must not communicate with other candidates, followed by the second paper. The correct times should be on your individual candidate timetable. It may be necessary to bring a packed lunch if you have exams in both the morning and afternoon, as you will need to remain in isolation until all examinations are completed. If you are unsure about any arrangements, consult the exams officer.

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

- Invigilators will instruct you to check the day, date, time, subject, unit/component, and tier (if applicable) on the front of your question paper before the exam starts. If you believe you have been given the wrong paper, raise your hand immediately and inform the invigilator.

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

- Your candidate number is a unique 4-digit identifier assigned to you for examination purposes. This number is typically found on your exam timetable, Statement of Entry and on a card placed on your examination desk. If you forget your candidate number, invigilators are available to assist you in locating it.

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

- The Centre Number is **74089**. It will be clearly displayed in the exam room.

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

- Inform the school as soon as possible so we can provide assistance or guidance. In cases where an injury prevents you from writing, it may be possible to arrange for a scribe to write your answers; however, we require as much advance notice as possible to make this accommodation. You may need to obtain medical evidence if you wish the school to request Special Consideration on your behalf.

Q. What is Special Consideration?

- Special Consideration is a post examination adjustment to a candidate's mark or grade to reflect temporary illness, injury, or other unforeseen circumstances that may have adversely affected their performance during an assessment. Candidates are eligible for special consideration if they have fully prepared and covered the entire course but their performance in the examination or in the production of coursework is affected by adverse circumstances beyond their control. Examples include illness, accident or injury, bereavement or domestic crisis. The examinations officer must be informed immediately so that the necessary paperwork can be completed, and the candidate will be required to provide evidence to support such an application.

Q. What is Malpractice?

- Malpractice refers to any act, default, or practice that is a breach of examination regulations. This encompasses actions that compromise the assessment process, the integrity of qualifications, or the authority of those responsible for conducting examinations and assessments.

The exams officer is obligated to report all infringements to the appropriate awarding body, which will determine the necessary action based on the nature of the infringement. Penalties can range from warnings to loss of marks, or even disqualification from the qualification depending on the severity of malpractice.

Awarding bodies take the integrity of examinations very seriously. It is crucial that candidates adhere to the instructions provided by the exams officer and invigilators to ensure compliance with all regulations.

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

- If you feel unwell during an exam, raise your hand to alert an invigilator, who will assist you accordingly.

Q. If I'm late, can I still sit the examination?

- If you arrive late for an examination, the following guidelines apply:
 - Arrival within one hour of the scheduled start time: You may be permitted to enter the examination room and sit the exam at the discretion of the centre. You will be allowed the full time allocated for the examination.
 - Arrival more than one hour after the scheduled start time: You will be considered very late. In such cases:
 - The centre may still allow you to sit the examination; however, they must inform the awarding body of your late arrival.
 - The awarding body will then decide whether to accept your completed script.
 - Be aware that being very late may result in your work not being accepted by the awarding body.

Q. If I miss the examination can I take it on another day?

- No, examination timetables are set by the awarding bodies, and you must attend on the specified date and time.

Q. What items are not allowed into the examination room?

- Only material that is listed on question papers is permitted in the examination room and students who are found to have any material with them that is not allowed will be reported to the appropriate examinations board. In such circumstances, a student would normally be disqualified from the paper or the subject concerned.
- Bags and coats and any other items not permitted under examination regulations must be left outside the exam room. Do not bring any valuables into school with you when you attend for an examination.
- Mobile telephones, iPods, MP3/4 players, watches etc. must not be brought into the exam room even if they are turned off.

Q. Can I leave the exam early?

- No, candidates must remain in the examination room for the entire duration of the exam to prevent disruption to others. Leaving early is not permitted. Additionally, candidates may not leave the examination room without the invigilator's permission. If you finish your paper early, use the remaining time to review your answers and ensure all details are completed correctly. This approach aligns with the JCQ regulations, which state that candidates should stay for the full duration of the exam unless there are exceptional circumstances.

Q. Can I go to the toilet during the exam?

- If it is absolutely necessary, you may request to use the toilet during an exam. To do so raise your hand to alert an invigilator, who will then escort you to and from the restroom to maintain examination integrity. Please note that no additional time will be granted for such breaks. It is advisable to use the facilities before the exam begins to minimise the need for breaks.