



# Hazrat Khadijatul Kubra Girls School

## **Candidate Exam Handbook**

**(Guidance for pupils and parents)**

## **GCSE Examinations**

**2023/2024**

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## **INTRODUCTION**

Public examinations can be an extremely stressful time for students and parents alike. It is important that all those involved are as well informed as possible. All of our students are aware that rules and regulations are designed to ensure fairness and minimise disturbance and it is the interest of all that the exams run smoothly.

Hazrat Khadijatul Kubra Girls School will make every effort to ensure that candidates receive the best possible preparation for their examinations, that the administrative arrangements run smoothly, and that the examinations are conducted in a way that will cause as little stress as possible and help students to achieve their full potential. Mock exams are run to the same standards and rules in order that students are familiar with the process beforehand.

This booklet is intended to inform about our examination procedures, to answer some of the more frequently asked questions and to help guide and support students and parents through the examination process.

It also contains the formal notices that the examinations regulatory body, the Joint Council for Qualifications (JCQ), require all candidates to be made aware of. After reading this booklet, if you have any further questions please do not hesitate to contact our Exams Office. After reading this booklet if you have any queries or need help or advice at any time before, during or after the exams please contact the exams officer:

Exams Officer: Mrs Faria Chughtai

School telephone: 0121 773 7496

Remember – we are here to help. We want you to do the best that you can.

# **BEFORE EXAMS**

## **EXAM BOARDS & EXAM SERIES**

Hazrat Khadijatul Kubra Girls School uses the following exam boards: AQA and Edexcel. There is one exam series throughout the academic year - in May/June (Summer).

## **EXAM REGULATIONS**

Links to the JCQ Warning to Candidates, Information for Candidates and Mobile Phone notices can be found on the last page of this handbook. Breaking any rules or regulations could lead to disqualification from units or subjects. Make sure you are aware of what is expected of you.

## **EXAM CANDIDATE NUMBER, CENTRE NUMBER & NAME**

You will be issued with a four-digit exam candidate number which must be written on all answer booklets and additional sheets together with the Hazrat Khadijtaul Kubra Girls School Centre Number: 20242. This information will be on a card on your desk for each of your exams. You must write your full legal name on your exam papers. Known-as names, abbreviations and preferred names must not be used.

## **TIMETABLES**

You will be asked to check the statement of entry to ensure that personal details and exam entries are correct. Please speak to the Exams Officer if any information is incorrect.

Once your entries have been confirmed you will be issued with an exam timetable. Please check that all levels of entry and exam information is correct. If you have any queries, inform the Exams Officer immediately. You are responsible for knowing the dates and times of your exams.

Please refer to 'Information for candidates' – written exams and exam room posters

## **EXAM CLASHES**

If you are timetabled to sit two or more exams at the same time, this is known as a clash. All clashes should be brought to the attention of the Exams Officer. The following information explains what will happen:

- You will be kept under supervision in between your two exams
- During this time you can revise, however you must not have access or have on your possession any electronic communication/storage devices or have access to the internet. (All revision material should be left with an Invigilator at the beginning of your first exam.)
- during this time you cannot have contact with other pupils, except those pupils who are being supervised in the same room as you
- It is advisable to bring a snack and a drink (please hand this to your Invigilators at the beginning of your first exam).
- You will be collected from your first exam by an invigilator and taken to another classroom where you will begin your next exam.

- In rare cases it may be necessary for a paper to be taken the next day and it is a requirement that you are supervised overnight. This is essential to avoid compromising the integrity of the examination and needs to be organised well in advance.

If you do not understand your clash instructions, please speak to the Exams Officer, Mrs Faria Chughtai.

# DURING EXAMS

## COPING WITH EXAM PRESSURE

'Stress is not necessarily a bad thing'

People react to stress in different ways. Stress can be a great motivator for some students, giving them the 'get up and go' that they need to succeed. Other students are indifferent to stress; they can float along without getting affected by stress in a good or bad way. Stress can be a bad thing for some students, when exam pressures become overwhelming.

The key things to remember are:

- Stress is nothing to be scared of
- Anxiety is not inevitable
- You can learn how to cope more effectively.

### First and foremost...

Have positive intentions, be sincere, do as much as you can, then relax.

Be less stressed knowing that Allah rewards much on the little, and that He is The Provider and Ultimate Grader of our life test. Success or failure on a worldly test won't define you or shame you.

Ask Allah t'ala to guide you and grant you ease.

### Dua for Exams

اللَّهُمَّ لَا سَهْلَ إِلَّا مَا جَعَلْتَهُ سَهْلًا،  
وَأَنْتَ تَجْعَلُ الْحَزْنَ إِذَا شِئْتَ سَهْلًا

Allahumma la sahla illa ma ja'altahu sahla,  
wa 'anta taj-alul hazna idha shi'ta sahla

O Allah! There is nothing easy except  
what You make easy, and You make the  
difficult easy if it be Your Will

### Some Tips

- Be in a state of wudhu whilst studying
- Say BismAllah (In the Name of Allah) before you start
- Send peace and blessings upon the Prophet (saw). Sending peace and blessings upon the Prophet is always a major source of Barakah (blessing).
- You can make earnest dua to Allah t'ala. Just pour out what is in your chest in your own words, and Allah hears and helps. Remember, when you make dua, you are actually realising your purpose in life. The Prophet (peace and blessings upon him) said: "Verily supplication is worship."

So when you're making dua, you are actually making your scale of good deeds for the Akhira much heavier with rewards. That's already success.

- Use this as an opportunity to be good to your parents and ask them for their dua for you. A parent's dua to his/her child is accepted. The Messenger of Allah said: "There are three supplications that will undoubtedly be answered: the supplication of one who has been wronged; the supplication of the traveler; **and the supplication of a father for his child.**" [Sunan Ibn Majah]
- After you complete your exams, seek Allah's help and your parents' blessings, then relax knowing that whatever happens, insha'Allah will carry goodness for you. As the Prophet says:
 

"How wonderful is the affair of the believer, for his affairs are all good, and this applies to no one but the believer. If something good happens to him, he is thankful for it and that is good for him. If something bad happens to him, he bears it with patience and that is good for him." [Sahih Muslim]

### **How to control physical reactions to anxiety**

Deep Breathing -When you become anxious, your breathing becomes shallow and fast. Breathing slowly and deeply will help you calm down and feel in control.

- Sit comfortably with a straight back
- Place your left hand on your chest, and right hand below it, on your diaphragm
- Inhale deeply through your nose for 5 seconds
- Hold your breath for 2 seconds
- Exhale slowly through your mouth
- Feel the expansions in your diaphragm
- Repeat for 1 or 2 minutes until you feel calm

To help you with breathing, relaxation, focus and mindfulness, use the smiling mind exercises via <https://www.smilingmind.com.au/>

### **How to feel confident about exams**

Many people with high exam anxiety can't stop worrying about failing or the consequences of failing. These types of beliefs focus on what you can't do rather than what you can. Find a positive, realistic belief that can replace the negative belief. For example, if your negative belief is 'I am terrible at maths', a positive, realistic alternative could be 'Even if I will never be the best at maths, I will do better if I have a revision plan and stick to it.'

The key things to remember are:

- If you suffer from anxiety, replacing negative beliefs can help
- Some people find it helpful to keep a record of their beliefs
- You can become a more confident person with a 'can-do' attitude

### **How to plan your revision**

1. Create a plan - Break down everything you need to revise into small topics and just revise one topic at a time. By creating a plan, you are taking control.

2. Set targets - Identify when you are going to revise each topic. Give yourself a time limit for when to complete each topic.

3. Check progress - Check your progress and set yourself a new time limit if necessary. Once you've met a target, set yourself a new one.

The key things to remember are:

- Targets should be achievable and manageable
- Targets must be short-term and include a time-limit
- Review your targets, and when complete, set new ones.

## **DRESS CODE**

It is a requirement that you wear your full HKKG School uniform for all your exams. There will be no exceptions made. Writing should be removed from your bare skin, and any tattoos should be covered with a plaster.

## **WHERE WILL YOU TAKE YOUR EXAMS**

Your exams will be held in Room U6. We will notify you before the exam day, if there are any changes.

## **WHAT TIME YOUR EXAMS WILL START AND FINISH**

The start time for exams at Hazrat Khadijatul Kubra Girls School are:

- 9:30 am for morning exams
- 13:15 pm for afternoon exams

You should aim to arrive at school at least 10 minutes before the start of your exam. Once you have registered, make your way to your exam venue. You must remain seated and in silence until the end of your exam. If you are entitled to extra time you will not be allowed to leave the exam room until the end of your scheduled exam time.

## **LATE ARRIVAL**

If you are running late, you should get to school as quickly as possible and immediately. If it is still possible for you to sit the examination, a member of staff will escort you to the exam room.

Hazrat Khadijtul Kubra Girls School will do its utmost to ensure that you are able to sit the exam in the full allocated time.

**If you arrive more than 15 minutes late, you will NOT be allowed to sit the examination and will NOT gain a GCSE qualification.**

If you arrive very late and the school decides to allow you to sit the examination, the school must inform the Awarding Bodies, giving the reason and evidence for your lateness. The



awarding body may decide not to accept your work. If you arrive after the end of an exam, **you will NOT be admitted.**

If you are running late for your exam, you or your parents/carers must call the School Office on 0121 773 7496 requesting to urgently speak to the Exams Officer or the Headteacher, so that we are aware of your position and advise you accordingly.

## PERSONAL BELONGINGS

Personal belongings such as bags and coats must be left in the cloakroom before you enter the exam room. Unauthorised materials including switched off mobile phones and wrist watches will be collected by the invigilator(s) and placed in individual clear plastic bags.

## EQUIPMENT

You must bring in your own equipment for your exams. A list of standard exam equipment you require is included below. You should ensure all of your equipment is in working order prior to entering the exam room. If you know a piece of equipment is not required for your exam e.g. calculator in a non-calculator maths exam, please do not bring this into the exam room.

Exam regulations are very strict regarding items that may be taken into the exam room (refer to JCQ issued 'Information for Candidates' documents on the school website). If you break these rules it must be reported to the awarding body and could result in disqualification.

The following list provides guidance from the JCQ about what you can bring into the exam room. Bringing any other items into the exam room is breaking the rules whether you intend to use them for your exams or not.

You will need to have the following equipment for your exams in a **see-through pack**;

- ☉ 2 black pens
- ☉ 2 pencils
- ☉ calculator (removed if not required, see below for the calculator regulations)

For exams where a geometry set is required you should also have the following items (in a see-through pack, no tins will be allowed in the exam room);

- ☉ ruler graduated in centimetres and millimetres
- ☉ protractor
- ☉ pair of compasses
- ☉ black pen
- ☉ HB pencil
- ☉ eraser

If tracing paper is required it will be supplied to you by the school, no tracing paper should be brought into the exam room.

You **must not** use any of the following items on your exam papers:

- × correcting pens, fluid or tape

- × erasable pens
- × highlighter pens in your answers (although you may use them to highlight questions, words or phrases within the question paper or question/answer booklet. You may also use a highlighter pen to highlight extracts in any resource material provided)
- × gel pens in your answers
- × blotting paper

## **CALCULATORS**

You may use a calculator in an exam unless prohibited by the awarding bodies specification. Where the use of a calculator is allowed, you are responsible for making sure that your calculators meet the awarding bodies regulations.

Calculators must be:

- of a size suitable for use on the desk;
- either battery or solar powered;
- free of lids, cases and covers which have printed instructions or formulas.

Calculators must not:

- be language translators;
- be symbolic algebra manipulation
- be symbolic differentiation or integration;
- be communication with other machines or the internet;
- be borrowed from another candidate during the exam
- have retrievable information stored in them – this includes: databanks; dictionaries; mathematical formulas; text

The use, or attempted use, of any such calculators will be regarded as malpractice.

## **SEATING**

- There will be a room seating plan displayed outside of your exam venue, with your name, seat number and candidate number, please arrive 10 minutes before the start time.
- Please find your desk quickly and quietly and sit down. Once you enter into the room you are under strict exam conditions
- If you require assistance, put up your hand and an invigilator will attend to you, do not communicate or disturb any other candidate.

## **EXAM ROOM CONDITIONS**

Candidates must not enter the exam room until directed to do so by the Examination Officer or Invigilator.

An exam briefing for all candidates will be given by an Examination Officer or Invigilator in the exam venue before the exam begins.

Remember:

- You are under exam conditions from the moment you enter the exam room until you are given permission to leave

- Candidates must listen to and follow the instructions of the invigilator at all times in the exam room
- Candidates must not talk to, attempt to communicate with or disturb other candidates once you have entered the exam room.
- You should write clearly and legibly
- The centre number, subject title, paper number; and the actual starting and finishing times, and date, of each exam will be displayed on the whiteboard.
- We will ask candidates to check that they have been given the correct question paper for the day, date, time, subject, unit/component and tier of entry, if appropriate
- We will ask candidates to read the instructions on the front of the question paper
- We will ask candidates to check that candidates have all the materials they need for the examination
- We will tell the candidates about any erratum notices.
- We will instruct candidates about emergency procedures.
- We will announce clearly to the candidates when they may complete the details on their answer booklet
- We will announce clearly to the candidates when you can start your examination, your exam will formally start at this point.
- We will specify the time allowed for your exam.

### **MALPRACTICE (CHEATING) & UNAUTHORISED MATERIALS**

Mobile phones, iPods, MP3/4 players, wrist watches, smart watches or any other products with text/digital facilities must not be brought into the exam room even if you do not intend to use them.

Other forms of malpractice include:

- Being in possession of unauthorised materials e.g. revision notes, reading pens
- Communicating with other candidates (by talking, signing or otherwise)
- Copying from other candidates
- Sitting an exam in the name of another candidate.

Hazrat Khadijatul Kubra Girls School has a zero tolerance policy towards the use of artificial intelligence (AI) during examinations. Any attempt to employ AI for unauthorised assistance, such as automated cheating or accessing prohibited information, is strictly prohibited.

Any form of malpractice including possession of unauthorised material is a very serious offence and you will be subject to penalty and possible disqualification under the JCQ Suspected Malpractice Procedures.

### **WHAT YOU MUST NOT BRING IN THE EXAM ROOM**

Exam regulations are very strict regarding items that may be taken into the exam room. If you break the rules it must be reported to the awarding body and you may be disqualified from the exam.

The following items are **STRICTLY PROHIBITED** from the exam room.

Potential technological/web enabled sources of information such as:

- × mobile phones
- × iPods
- × MP3/MP4 players
- × Any type of wrist watches
- × headphones (wired and wireless)

If any item from the above list is found in your possession during an exam (even if it is turned off and you do not intend to use it) it will be taken from you and a report will be made to the appropriate awarding body. No exceptions can be made.

### **FOOD AND DRINK IN THE EXAM ROOM**

A Clear plastic bottle of water (juice is not permitted) is allowed in the exam room, all labels must be removed before entering the room.

NO other drinks or food will be allowed in the exam room unless you have a medical need that has been discussed with the Examinations Officer.

### **SUPERVISION DURING YOUR EXAMS**

Invigilators will be in the exam rooms to supervise the conduct of the exam and ensure all exam regulations and procedures are applied.

They will supervise candidates, report non-attendance, distribute and collect the exam papers, tell candidates when to start and finish the exam, hand out extra writing paper (if required), print word processed scripts and deal with any issues or problems that occur during the exam. If you need to speak to an invigilator during your exam, please raise your hand and speak quietly to minimise disruption to your fellow candidates.

Pupils are expected to behave in a respectful manner towards invigilators and follow their instructions at all times. Failure to follow instructions may result in malpractice being reported to the awarding body.

Invigilators cannot discuss the exam paper with you or explain the questions. Where there is an alleged error on the question paper and it has been confirmed that the awarding body has not issued an erratum notice, you must answer the question as printed.

### **WHAT HAPPENS IN THE EVENT OF AN EMERGENCY IN THE EXAM ROOM**

<b>Emergency evacuation procedure</b>
• Do not panic
• Stop writing immediately when asked to by the invigilator
• Evacuate the examination room in line with the instructions given by the invigilator

<ul style="list-style-type: none"> <li>• Leave all question papers and scripts in the examination room. Please ensure you close your answer booklet</li> </ul>
<ul style="list-style-type: none"> <li>• Leave the room in silence</li> </ul>
<ul style="list-style-type: none"> <li>• No discussion should be made about the examination while you are out of the examination.</li> </ul>
<ul style="list-style-type: none"> <li>• You will be allowed the full working time set for the examination</li> </ul>
<ul style="list-style-type: none"> <li>• In the event of a fire bell, evacuate the exam room immediately by the nearest fire exit.</li> </ul>
<ul style="list-style-type: none"> <li>• You will be escorted to the assembly point where you will await further instructions</li> </ul>
<ul style="list-style-type: none"> <li>• When/if allowed to return to the exam room, you will be allowed time to settle down, but you will be under formal exam conditions and therefore must not restart writing your answers until instructed to do so</li> </ul>
<ul style="list-style-type: none"> <li>• Once the interruption has ended, the exam will resume. You will be asked to draw a line underneath the work you have completed before leaving the room so that the examiners can see at what stage interruption occurred</li> </ul>
<ul style="list-style-type: none"> <li>• The Invigilator will announce clearly when you may begin to write your answers (the exam will formally resume at this point) and will specify the remaining time allowed for the paper(s)</li> </ul>
<ul style="list-style-type: none"> <li>• The time the exam(s) resumed and the new finishing time will be displayed on the whiteboard.</li> </ul>

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

- You must complete the candidate details (name, candidate number, centre number and paper code) on the exam/question paper where required. You must write your full name on your exam papers. Known-as names, abbreviations and preferred names must not be used.
- An invigilator will make an announcement informing you to stop writing and put down your pens, or stop working, this will be the end of your exam.
- No candidate will be allowed to leave the room until the end of the published exam time.
- If you are entitled to extra time, you will not be allowed to leave until the end of your extra time.
- Candidates must remain seated until all papers have been collected and the Invigilator instructs you to leave.
- When you leave the exam venue you should walk out in complete silence, and refrain from talking until you are well away from the room so that you do not disturb your fellow students who are still working.

### **ILLNESS OR ABSENCE FROM EXAMS**

If you feel unwell on the day of your exam:

- You or your parent/carer should call ahead to the School Office and let us know so that we can help you as best we can when you arrive
- Once you are here, speak to the Exams Officer/Headteacher before your exam and update us on how you are feeling
- We will do what we can to help you – for example seat you close to an exit in case you need to leave the room or place a sick bucket next to your desk
- If you feel unwell during an exam: Let the invigilating team know as soon as possible what is wrong so that they can take any measures possible to assist you.
- If you think your illness may have affected your performance, you may be eligible for Special Considerations.
- You must obtain medical evidence (from your GP or hospital) if you wish the school to make an appeal for Special Consideration on your behalf.

If you miss the examination you cannot take it on another day. Timetables are regulated by the Awarding Bodies and you must attend on the given date and time.

### **SPECIAL CONSIDERATION**

- Special consideration is an adjustment to the marks of a candidate who is eligible for consideration, under special circumstances such as illness, bereavement, injury, domestic crisis etc.
- The allowance for special consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for really exceptional cases).
- You should be aware that any adjustment is likely to be small and no feedback is provided.
- Students are only eligible for special consideration if they have been fully prepared for the whole course but their performance in the examination or in the production of coursework is affected by adverse circumstances beyond their control.
- The Exams Officer must be informed immediately so that the necessary paperwork can be completed.
- You will be required to provide evidence for your application.

### **CONTINGENCY DAY**

The awarding bodies have designated the afternoons of **Thursday 6<sup>th</sup> and Thursday 13<sup>th</sup> June 2024** and the full day of **Wednesday 26<sup>th</sup> June 2024** as 'contingency days' for exams. The designation of a 'contingency day' within the common exam timetable is in the event of national or local disruption to exams.

For the Summer exam series, you are advised that you should remain available **up to and including Thursday 26<sup>th</sup> June 2024** should an awarding body need to invoke its contingency plan (this is determined by the awarding bodies, not the school). If you complete all of your exams before this date you will not need to remain available.

## **AFTER EXAMS**

### **RESULTS**

- GCSE results will be available for collection on Thursday 22<sup>nd</sup> August 2024, between 10:00am and 12pm. Further details will be sent to you closer to the date confirming the details.
- We strongly advise students to attend with their parents/carers to collect results, where we will have a team, consisting of Head Teacher, Deputy headteacher and Subject teachers to offer you guidance and support.
- No results will be given out by telephone or via email under any circumstances.
- If you wish any other person to collect your results on your behalf, you must give your written authorisation to school before results day. The person will be required to provide photo ID when collecting your results.
- If your results are not collected on this day you will be able to collect them when the school re-opens after the Summer Holidays.

### **POST RESULTS SERVICE (PRS)**

On results day if you have not got the grades you need for sixth form/college:

- Speak with a member of staff who will be available for advice.
- Speak with your chosen place of Further Education and explain your situation. They can advise if you are still eligible for admission.
- If you feel strongly that it is necessary to make an enquiry about your result, you should first speak to your subject teacher.
- You should be aware that if you apply a Review of Marking that marks could go down as well as up or stay the same.
- If you wish to go ahead with a Review of Marking after speaking to your teacher, you must see the Exams Officer for the relevant forms and fees. All students have to sign a consent form before a review of marking can be submitted.

**Please note that there is a deadline with the Review of Marking and Access to Scripts services.**

## **CERTIFICATES**

### **Issue**

Certificates will be issued to the school in November 2024. Your certificates will be presented to you at a GCSE Certificate Presentation Evening/Afternoon at the school; you will be advised of this date closer to the time.

### **Collection**

If you are not able to make the Presentation Evening/Afternoon there will be the opportunity to collect your certificates from the school Reception after this evening/afternoon.

If you wish a relative or friend to collect your certificates, you will need to notify the school beforehand and the collector must show some form of ID.

### **Unclaimed**

Awarding bodies prescribe that unclaimed certificates may be destroyed after they are held for a period of 12 months from the date of issue. If you do not collect your certificates within this period, they may no longer be available to you. After this period, awarding bodies will be able to issue you a statement of your results (not a full certificate as originally issued) and will charge you for this service. You should apply directly to the awarding body for this service.



## JCQ INFORMATION FOR CANDIDATES

### JCQ Information for candidates – non-examination assessments

You **must** read this information if you are undertaking qualifications that contain components of non-examination assessment.

[IFC-NE Assessments 2023 FINAL.pdf \(jcq.org.uk\)](#)

### JCQ Information for candidates – coursework assessments

You **must** read this information if you are undertaking qualifications that contain elements of coursework assessment.

[IFC-Coursework Assessments 2023 FINAL.pdf \(jcq.org.uk\)](#)

### JCQ Information for candidates – social media

You **must** read this information to help you stay within examination/assessment regulations when using social media.

[JCQ Social Media Infographic v4](#)

### JCQ Information for candidates – written examinations

You **must** read this information before you take any externally assessed timetabled written exams.

[IFC-Written Examinations Sep2023 FINAL.pdf \(jcq.org.uk\)](#)

### JCQ Information for candidates – Privacy Notice

You **must** read this notice as it contains “*Information About You and How We Use It*”

[Microsoft Word - Information for candidates - Privacy Notice MR \(jcq.org.uk\)](#)

### JCQ Unauthorised Items poster

This poster will be displayed outside the exam room. You **must** note that “*Possession of unauthorised items, such as a mobile phone, is a serious offence and could result in **DISQUALIFICATION** from your examination and your overall qualification.*”

[2022 Unauthorised-Items-poster live text September22 \(jcq.org.uk\)](#)

### JCQ Warning to Candidates poster

This poster will be displayed outside each exam room. You **must** note all the warnings.

[jcq.org.uk/wp-content/uploads/2022/08/Warning-to-Candidates-2022\\_23.pdf](#)