



King's
InterHigh

LEADING ONLINE SCHOOL

Private Exam Candidate Handbook

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| This handbook is reviewed and updated annually | |
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| Date of next review | 1 st January 2024 |

Introduction

King's InterHigh is committed to ensuring that private candidates are fully briefed on the exam and assessment process and are made aware of the required JCQ awarding body instructions and information for candidates.

When will exams occur?

Most students in years 11, 12, and 13 will sit exams in the summer exam series, this typically runs between the end of April to the end of June.

There is also another exam series in October and November, that provides the opportunity to sit for the first time or resit a number of subjects. Please note this exam series is smaller than the summer series and does not contain every subject that occurs in the summer series.

Once the exam timetables have been released by the exam boards, we will publish them on the exams page on our website.

<https://kingsinterhigh.co.uk/our-school/exams/?v5>

What exam boards do King's InterHigh use?

Our GCSE and IGCSE exam boards are:

- Pearson Edexcel: Biology, Business, Chemistry, English Language, English Literature, French, Further Maths, Geography, German, History, Maths, Physics, Religious Studies, Spanish
- Cambridge International: Arabic, Computer Science
- WJEC: Film Studies
- AQA: Psychology

Our A Level exam boards are:

- Pearson Edexcel: Biology, Chemistry, French, German, Physics, Spanish
- Cambridge International: Business, Computer Science, Economics, English Language, English Literature, Maths, Further Maths, Geography, History, Law, Psychology, Sociology
- OCR: Classical Civilisation, Media Studies
- AQA: Politics

When should I start registering for exams?

For the summer exam series, registration typically opens in October, however, King's InterHigh will inform all parents and students via email when registration for the series has opened. Registration for the summer exam series tends to close in March, however, students can often still register for exams but will likely be charged more for late entry fees.

For the November exam series, registration typically opens in July, however, King's InterHigh will inform all parents and students via email when registration for the series has opened. Registration typically closes in September, after this date student can usually still be registered but will be charged late entry fees.

Will King's InterHigh find my nearest exam centre?

Our exams team will provide resources for both UK and international students, to assist you in finding an exam centre and all of the information you require to book the exams. However, we are unable to register with an exam centre on your behalf.

What exam centre can I use?

On the Exams page on the King's InterHigh website there are several resources that will help you find a local exam centre. <https://kingsinterhigh.co.uk/our-school/exams/?v5>.

- In many countries overseas, the British Council may be a good option for taking exams <https://www.britishcouncil.org/exam>
- King's InterHigh students receive a 15% discount from Tutors and Exams who have a network of centres in the UK <https://www.tutorsandexams.uk/>
- King's InterHigh also have a small exam centre in South Wales <https://kingsinterhigh.co.uk/our-school/exams/?v5>

Can I sit my exams at the King's InterHigh Exam Centre?

King's InterHigh has an approved exam centre in Abergavenny, Wales. If you wish to travel to our centre for these exams, please visit our website for more information on how to register or contact our exam department via email exams@kingsinterhigh.co.uk.

Please note that this is a small exam centre, ideal for anxious students who do not wish to sit exams in exam halls. The centre has rooms that can seat not more than 10 students, for this reason, we advise booking early to avoid disappointment.

What happens if there are no local exam centres in the student's home country?

Exam centres are available in most countries around the world. If there is no exam centre in your current country of residence, we will endeavour to help you find another suitable centre within travelling distance. Please contact exams@kingsinterhigh.co.uk for support.

Do I have to travel to the UK for exams?

Students can take the majority of examinations internationally. However, the following subjects require students to travel to the UK.

- GCSE Film Studies
- GCSE Psychology
- A Level Classical Civilisation
- A Level Media Studies
- A Level Politics

How much will the exams cost?

Examination fees are not included in King's InterHigh tuition fees. Fees vary from centre to centre, so contact your exam centre of choice for the most accurate information. Typically, you will pay your exam centre £150-350 GBP per qualification (not per examination). Please note qualifications with spoken or practical examinations may be the exception depending on which exam centre you choose.

If we book as a private candidate at a centre and then exams get cancelled, will we get our money refunded?

If formal exams are cancelled, exam entries will still be required to obtain Teacher Assessed Grades, please do not cancel the booking, instead, wait for King's InterHigh to communicate the next steps.

If you do choose to withdraw your child's entry, you may receive a full or partial refund based on your centre's policies.

How many exam papers will there be?

The majority of our IGCSE qualifications require students to complete two examinations. Whereas the majority of our A-Levels require students to complete two AS Level examinations (Typically in the summer of year 12) and two A2 Level examinations (Typically in the summer of year 13).

Please note that examination centres will typically charge you per qualification, so you will not need to pay separate fees for each paper. Qualifications with spoken or practical examinations may be the exception depending on which exam centre you choose.

How do I organise Access Arrangements for exams?

If you are entitled to extra time in exams, use of a word processor, a reader, or any other access arrangement, you should ask about this in your first conversation with your chosen exam centre. They will usually need to make an application to the exam board to gain approval for the access arrangements. Please note that some centres are unable to accommodate students with exam access arrangements.

Students with dyslexia and learning difficulties will need to undergo a form assessment with an educational psychologist or other approved specialist to determine the appropriate arrangements.

Students with Autism Spectrum Disorder, ADHD, mental health needs, or medical needs will typically need to provide evidence from a consultant (within the past two years) confirming their need for Access Arrangements.

King's InterHigh can also provide a statement about your usual way of working to support your request.

How are subjects with coursework or practical elements handled?

Depending on your chosen exam centre, typically for subjects with coursework or practical elements King's InterHigh will enter you for the exam, mark and moderate the non-exam element, and transfer your exam entry to your chosen centre (this means we will arrange to have the exam papers sent directly to the centre).

If King's InterHigh have entered you for an exam the results and certificates will be sent directly to us, we will confirm with you your email address for the result and postal address for the certificates before they are released by the exam board.

Please note that some centres including all the Tutors and Exams centres will make a full entry, and mark and moderate the non-exam elements themselves.

How is the coursework marked?

At King's InterHigh, only the GCSE Film Studies and A Level Media Studies qualifications require coursework to be submitted. Please ask your teacher for more information about this. Your teacher will explain how your work is marked.

What is a 'Statement of Entry'?

After the entry has been made, you will receive a Statement of Entry from the exam centre detailing exams entered for and dates. Please check the details on this carefully and notify the exam centre immediately of any mistakes in your personal details, exam subjects or codes. It is your responsibility to check this document, ensuring all your exams are timetabled and your personal details are correct.

Will all exams appear on my Statement of Entry?

Please note that the speaking assessment will not appear on the exam timetable, as the time and date for this exam will be arranged by the exam centre depending on their availability. All written exams will appear on the 'Statement of Entry.'

What to do if you identify you have two or more exam papers timetabled at the same time (an exam clash)?

Please inform the Exams Officer at your chosen centre if two or more exams are scheduled with the same start date and time on your 'Statement of Entry'. Depending on the length of the exams, it is likely you will sit one paper followed by a short, supervised break, and then the second paper.

Please note, most exam centres can make arrangements for clashes which result in more than 5.5 hours of exams in one day for one candidate. Please contact them as soon as possible if this is the case.

What time your exams will start and finish?

Please check your 'Statement of Entry' for exam start and finishing times.

The JCQ guidelines state that morning exams should start at 9am (with a window from 8.30am- 9.30am) and afternoon exams should start at 1.00pm (with a window from 12.30pm – 1.30pm). These timings apply for CIE exams also.

Times may vary depending on ‘clashes’, so be sure to check your timetable and ask your centre if you are not sure.

Can I leave an exam when I have finished?

You must stay in the exam room for at least 1 hour, or for the duration of the exam if it is due to last less than 1 hour.

What to do if you arrive late for an exam?

If you are aware, you will arrive late, contact your centre as soon as possible. Depending on the policies of your exam centre you should be allowed the full length of the exam if possible.

If you are very late (one hour or more after the beginning of an exam, or after the end of an exam less than one hour long) you should still go to the venue to see if it is possible for you to take the exam. Depending on the situation your exam paper may still be valid.

What to do if you are unwell on the day of an exam?

If you are unwell, depending on the symptoms it may be beneficial to attempt the exam. As there may be ‘emergency access arrangements’ that can be granted, for instance, to allow supervised rest breaks during the exam. If you are unwell but manage to attend the exam, tell the invigilator, and ask your parent/carer to tell the Exams Officer before you start the exam.

If you will be unable to attend an exam, ask your parent/carer to contact the exam centre as soon as possible.

If you feel unwell during the exam, put up your hand. If you just need a short break, you will be escorted out and you will be able to return. If you leave the exam venue alone, you will not be allowed to return.

The Exams Centre will be able to apply for special consideration for you, depending on the situation. If possible, try to arrange evidence such as a doctor’s certificate to support your claim.

What are exam conditions?

Exams conditions are the requirements of how the exams are expected to be taken, and each exam centre will have their own conditions that you will be informed of before exams. Please remember, candidates are under exam conditions from the moment they enter the exam room, until they are given permission to leave by the invigilator. Common exam conditions are:

- Candidates must listen and remain silent in the exam room.
- Candidates must listen to and follow the instructions of the invigilator at all times in the exam room.
- Candidates must not communicate with other candidates in any way once they enter the exam room.

Exam centres will have a board at the front of the room and will display their Centre Number, as well as start and finish times for exams running. There will also be; a clock, exam regulations, fire regulations, and

a forbidden equipment notice. You should raise your hand if you need additional answer sheets/answer books. If you have forgotten some equipment (pens, pencils, calculators), raise your hand and ask the invigilator.

What happens if you break exam rules?

Malpractice occurs when you disobey exam regulations, for example, if you try to communicate with another candidate in the exam venue, either by speaking, signalling, or by another way of communication, this is considered malpractice.

For a minor offence, you would be disqualified from that exam. For a second or more serious offence, you would be disqualified from all JCQ or CIE exams.

What should you not bring into the exam room?

You are not allowed any electronic devices, or watches in exams. Having an electronic device with you, even in your pocket, is malpractice. You should not bring notes into the exam room. If you do bring a forbidden item into the exam, you may be disqualified from that exam, or from all exams in the series, depending on the offence.

What happens in the event of an emergency in the exam room?

In case of emergency follow the directions of the invigilator:

- Never take your exam paper or answer paper out of the exam venue.
- Do not attempt to find your personal belongings. Leave everything where it is.
- If you need to leave the building, don't speak to anyone, because you are still under exam conditions.
- You will be taken to the exam centres fire assembly point and be given further instructions.

Where will you sit in the exam room?

The invigilator will have a seating plan showing where you should sit in the exam room. Your desk will have a label including your name and candidate number.

What equipment do you need to bring to your exams?

Please bring your own writing equipment to the exam. Pencil cases are allowed but must be transparent.

- It is recommended that you bring at least two black writing pens, two pencils, an eraser, a sharpener, and a ruler.
- Highlighters are permitted, but can only be used on the question paper, not your answer paper.
- Ask your teacher what other equipment you are allowed to bring to specific subject exams.

Can I have food and drink in exam room?

Water bottles must be transparent, with the label removed. Candidates are not allowed to bring other drinks or food into the exam room. If there is a medical reason why this may be necessary, please contact the Exams Centre as soon as possible.

What should you wear for your exams?

Please dress appropriately for exams. You are advised to wear comfortable clothing. Please note that you may not be allowed into the exam room if you are dressed inappropriately. Your exam centre will provide guidance on what they deem as inappropriate.

Where will I get my results?

You will need to contact the exam centre where you sat your exams, or where your exam entries were processed. For instance, if King's InterHigh made your exam entries and then transferred you to a local exam centre, King's InterHigh will have your entries. This should be the case if you took UK A Level Media, UK GCSE Film Studies, or UK A Level Sciences - Biology, Chemistry, Physics.

When will I get my results?

Results are typically released by centres between 8am and 12pm on results day, this will depend on the centre procedures, we advise confirming the time with your exam centre. King's InterHigh will not receive a copy of your results. Please remember to send a copy of your results to us at exams@kingsinterhigh.co.uk

How will I get my results?

Your exam centre will arrange the distribution of results with you when you register, most exam centre tend to email the results directly to students and parents, whereas some will post them.

What do I do if I haven't received my results?

You will need to contact the exam centre where you sat your exams, or where your exam entries were processed directly, as due to GDPR reasons, King's InterHigh cannot request or access exam information from exam centre or exam boards.

What should I do if my results are unexpectedly low?

If you are not satisfied with your grade or you are surprised by the outcome and would like your grade(s) to be reviewed, the exam boards offer the following services:

- Access to Script - you will be able to request access to your marked script via your entering centre.
- Clerical check - checking the paper has been marked completely and the grade boundary has been applied accurately.
- Review of marking - this includes the clerical check and a review of the marking by a senior examiner.
- Priority review of marking - the same as above, but a faster service, which costs more, but is useful if you need the results back quickly for a college/university application.

Please note that there will be a fee for all of the above services, ranging between £15-£70 per exam paper. You will be able to claim a refund if your grade changes as a result of the review, for example from a 'B' to and 'A'.

If you would like to request any of the above services, you must contact the exam centre where you sat the exams, or where your exam entries were made and request, they make the review of marking application to the exam board.

Who can I contact about my results?

Your first point of call should be your exam centre. Please note although King's InterHigh cannot process requests for appeals and remarks, we are more than happy to offer advice, please contact us via email exams@kingsinterhigh.co.uk.

The Exam Results Helpline will be available to help young people (and their parents or carers) receiving exam results in August. The helpline has professional careers advisers available to provide free, impartial advice and guidance on the different choices available, including:

- Skills, qualifications, and subject choices
- Resits and re-marks
- Post-16 and post-18 options, including gap years and resits/re-marks
- Moving away from home
- Vocational learning routes including diplomas, apprenticeships, SVQs, and NVQs
- Careers, employment and setting up in business

You can contact the helpline on **0800 100 900** to speak to a professionally qualified careers adviser for advice.

When can I re-sit exams?

The following subjects can be resat in the November exam series, for all other subjects the next opportunity to sit these exams will be the next summer series.

IGCSE Resits:

- Pearson Edexcel: Biology, Chemistry, English Language, English Literature, Further Maths, Maths, Physics, Geography, History, Business Studies, and French.
- Cambridge International: Arabic, Computer Science

A Level Resits:

- Cambridge International: Business, Computer Science, Economics, English Language, English Literature, Maths, Further Maths, Geography, History, Law, Psychology, Sociology.
- Pearson Edexcel International: Biology, Chemistry, and Physics

When will I receive my certificates?

Certificates for the summer exam series are released to the exam centres in November, and certificates for the November exam series are released to the exam centres in April. Depending on what you have organised with your exam centre your certificates will be sent to your home postal address.

Please ensure you arrange how you would like to receive your certificates, as Centres may destroy any unclaimed certificates by a secure method (for example, by shredding, or incineration) after holding them for a period of 12 months from the date of issue. A record of all certificates destroyed by a centre should be kept for a further period of four years from the date of their destruction.

King's InterHigh will not receive a copy of your certificates if we did not make the exam entries.

We have tried to answer our most frequently asked questions in this guide, however, if you have any exam related questions, please do not hesitate to contact our exam department at exams@kingsinterhigh.co.uk.

JCQ Information for candidates – Written Exams

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

Information for candidates – written exams 2017-2018 <http://www.jcq.org.uk/exams-office/information-forcandidates-documents> or direct candidates to the document on the centre’s website and insert an appropriately worded message here.

JCQ Information for candidates – Privacy Notice

You **must** read this information as it informs you how the “JCQ awarding bodies will process your personal data.”

Information for candidates – Privacy Notice 2017-2018 <http://www.jcq.org.uk/exams-office/information-forcandidates-documents> or direct candidates to the document on the centre’s website and insert an appropriately worded message here.

JCQ Information for candidates – Social Media

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

Information for candidates – social media 2017-2018 <http://www.jcq.org.uk/exams-office/information-forcandidates-documents> or direct candidates to the document on the centre’s website and insert an appropriately worded message here.

JCQ No Mobile Phones Poster

This poster will be displayed outside each 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.”

Insert the No Mobile Phones Poster (Effective from 1 September 2017) <http://www.jcq.org.uk/examsoffice/exam-room-posters> or direct candidates to the document on the centre’s website and insert an appropriately worded message here.

JCQ Warning to Candidates Poster

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

Insert the Warning to Candidates <http://www.jcq.org.uk/exams-office/exam-room-posters> or direct candidates to the document on the centre’s website and insert an appropriately worded message here.