

# A – Z

# of Exams

## Pocket Guide

A guide to everything you could possibly want to know about the examination process and more!

# A



## Absence from Examinations:

You must attend all examinations to which you are allocated on your personal timetable. Misreading the timetable will **NOT** be accepted as a satisfactory explanation for your absence. Punctuality is important. Exams start at **9.00** or **1.30** you must be outside ready to line up 10 minutes before.

YOU MAY BE INVOICED IF YOU FAIL TO ATTEND AN EXAMINATION THAT HAS BEEN PAID FOR BY THE ACADEMY.

If you are absent from an examination due to illness, please notify the Academy as early as possible by telephone on 0113 380 7940 this number has an answer phone for out-of-hours messages. We shall advise you if a formal medical certificate will be required.

## Access Arrangements:



All arrangements with regards to extra time, reader, scribe, rest breaks and the use of a laptop, etc., need to go through the SEND Department and the Exams Officer. These concessions must be the students 'Normal Way of Working' in class and progress tests etc.

**NO ARRANGEMENTS WILL BE MADE UNTIL SEND CONTACT THE EXAMINATIONS DEPARTMENT.**

## Anxiety:

If you are suffering from exam anxiety you can seek help through the pastoral team in school. Alternatively you can visit websites such as [www.youngminds.org.uk](http://www.youngminds.org.uk) or see your GP. Please be aware that anxiety is not a reason for missing an examination or being seated in a separate room unless this is discussed with the exams officer prior to the exam season.

## Access To Scripts (ATS):

Candidates are able to request access to their GCSE examination scripts from the awarding bodies for general interest or to help with future learning after results day. There are two types of access to script services available to candidates; these are:

- Original scripts
- Photocopied scripts

IF YOU WANT TO REQUEST A SCRIPT THEN YOU CAN COLLECT AND COMPLETE THE RELEVANT FORM ON RESULTS DAY

## B



### Bags:

Bags must be placed in the changing rooms. When sitting exams in other rooms of the school you will be advised by the invigilators where to store your bags and coats. You are not allowed to keep them with you at your desk during the exam.

Please do not bring valuables with you when you are sitting examinations.

## Black Pens:

Awarding bodies request that students use black ink to complete their answer papers, so they can be scanned into the computer for marking.

## C

### Calculators:

Calculators are provided by the exams team, but you are allowed to use your own if they comply with the following requirements below.

Calculators are not allowed if they offer any of the following facilities: *language translators; symbolic algebra manipulation; symbolic differentiation or integration; remote communication with other machines or the World Wide Web; data banks; dictionaries; mathematical formulae or text.*



No printed instructions or cases are allowed; if you cannot remove the case from your calculator you must ensure that all instructions are securely

covered. You may not use the calculator functions on mobile telephones, which are not allowed in all examination rooms.

## Candidate Number:

Your candidate number can be found on your exam timetable and is unique to you. If you are unsure of your candidate number in an exam, it can be found on the labels on your desk.

Centre Number: **37653**

## Certificates:

Certificates are only issued if you have achieved a pass grade ie 9-1, Distinction to Pass etc.



Certificates can normally be collected from school reception Mid December. Certificates will not be given to a third party unless written permission from the student is given to the third party.

Certificates for students not leaving will be retained by the exams department for safekeeping until they leave school completely.

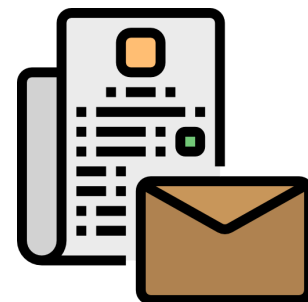
Letters will be sent home when the certificates are ready for collection. Please keep your home address details up to date, and check on the schools website for announcements of certificate collection.

Please note that centres may destroy any unclaimed certificates by a secure method (e.g. shredding) after holding them for a period of 12 months from the date of issue.

TIP: YOU MUST KEEP ALL YOUR CERTIFICATES SAFE AS IT WILL COST YOU TO REPLACE THEM

## Change of Address:

It is important that you tell the school as a matter of urgency if you move address. Letters about results etc. may not reach you.



## Change of Name:

It is important that you tell school as a matter of urgency if you change your name. Evidence to confirm this must be brought at the time i.e.



Passport, Birth Certificate. Awarding bodies will charge approx. £50 per certificate to change them.

## Clashes:

If you have an examination clash involving different subjects, a letter will be attached to your personal timetable. The Exams officer will speak with you regarding the set up of your exams on the day, but you will potentially need to be supervised between sessions. It is a good idea to bring a packed lunch and a drink wherever you have a clash.

## Conduct in the Examination Room:



You must be silent in the examination room, including the times when you come in and go out. Once you have entered an examination room, you are not allowed to leave unescorted until the end of the examination, and only then when you are given permission to do so.

**YOU WILL NOT BE ALLOWED TO LEAVE AN EXAM EARLY EVEN IF YOU HAVE FINISHED**

Should you require any assistance, please raise your hand clearly and wait for an invigilator to come to you.

Please do not write on your examination desk: this constitutes vandalism and you will be expected to remove the graffiti.

## Coursework:

All GCSE coursework will be carried out during the academic year. All deadlines are issued by departments and if you have any problems with regards to these you must speak to the relevant department staff.

# D

## Daily details of the exam:

Candidate lists will be displayed on the BL Exams notice board. They will list the candidates in surname order and let you know which seat to sit in, and which room you will complete your exam in.

## Dictionaries:

You may not use a dictionary in an exam unless dictionaries are specifically permitted by the subject specification or special arrangements have been approved by the awarding bodies. If you think



you might be entitled to the use of a dictionary please see the Exams Officer

# E

## Enquiries About Results (EARs):

The awarding bodies offer the option of having a script reviewed, at a fee, if a candidate or member of teaching staff thinks it has been marked incorrectly. There is a choice of three different types of review; these are:

- Clerical check - awarding body checks that the number of marks given has been added up correctly
- Full review of marking - awarding body sends your examination paper to a different examiner, and asks them to ensure the mark scheme has been applied correctly.
- Priority review of marking

IF YOU WANT TO REQUEST A REVIEW OF MARKING (ROM) THEN YOU MUST SPEAK TO YOUR TEACHER AS THEY WILL BE BEST TO ADVISE YOU. THEY CAN THEN LET THE EXAMS OFFICER KNOW.

WE MUST HAVE SIGNED PERMISSION FORM TO REQUEST A ROM

## Equipment:

Equipment packs will be provided for all students. At your exam table you will find a wallet with all you need for the exam. We ask that you respect this equipment and leave it in a fit state to be used by the next candidate. Any graffiti or destruction of equipment will be treated as vandalism to school property, and where applicable a, a bill will be sent home to your parents



Gel pens, highlighters, correcting fluids and correcting pens are not to be used in any answer booklets.

If you want to use your own equipment, please make sure an invigilator checks it before the exam. Pencil cases must be see through. Invigilators will take away any stationary not complying to exam regulations, and it will be returned after the exam.



## Examination Dates:

The examination dates are nationally set by the awarding bodies and NOT by the school. They cannot be changed.

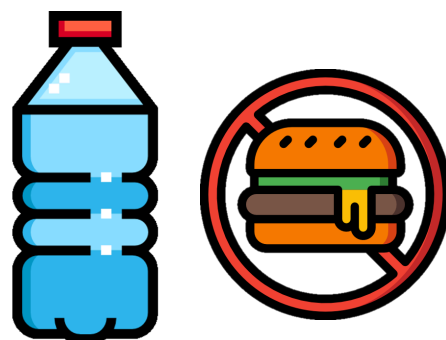
## Examination Regulations:

It is your responsibility to familiarise yourself with the awarding bodies "Notice to Candidates" regulations, a copy of which is posted on the website. These regulations will also be displayed outside all examination rooms

# F

## Food and Drink:

Food is not allowed into an examination room unless special permission has been given.



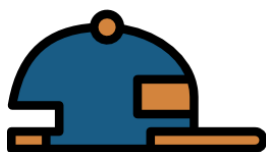
You are only allowed to take into the examination room a drink of water. This must be in a clear plastic bottle and all labels must be removed. Any other type of drink is not permitted.

# G



Good Luck!

# H



## Headwear:

Only headwear worn for religious beliefs can be left on during the exam. Sports caps, woolly hats, bandanas etc. will not be allowed.

## Hoodies:

Hoodies are not permitted to be worn inside the examination rooms. Please be mindful if you have study leave and come to an examination in your own clothes. If you are asked to remove your hoody and have nothing on underneath - you will be provided with a spare school shirt.



# I



## Illness:

If you become ill during your exams, advise your teachers and the exams department so that advice can be given on the best course of action.

## Invigilator:

An invigilator is someone who watches over candidates in an examination to ensure that JCO<sup>cic</sup> exam conditions are met. You must follow all instructions and orders given to you by an invigilator.

# J

## JCO<sup>cic</sup> Joint Council for Qualifications:

Represents all the awarding bodies that offer general qualifications ie GCSE. JCO ensures that learners of all ages and level of ability have access to qualification and is responsible for producing administration rules for general qualifications e.g. regulations on access arrangements.



## JCO<sup>cic</sup> Inspectors:

On the spot adhoc inspections are made to all centres during the examinations period to ensure that all centre staff and students are adhering to the general regulations laid down by all awarding bodies.

# K



## Knowledge:

"Knowledge is power. Information is liberating. Education is the premise of progress, in every society, in every family". [Kofi Annan](#)

Work hard, learn your subjects and excel in your exams and assessments.

# L



## Late Arrivals:

If you are running late for an examination, please make your way to the exam hall as soon as possible. Very late arrivals risk having their scripts rejected for marking by the exam board.

## Location of Examinations:

These will be shown on your examination notice board located on the BL corridor, it is essential to check the location of your examination carefully. Please allow enough time to find the correct room/location.

## Leaving an exam room:



It is not permitted to leave the exam room for the toilet unless you have been issued with a toilet pass. It is expected that you use the toilet to make yourselves comfortable before the exam. If you intentionally leave an exam without permission, it will be reported to the exam board and they may disqualify you from the exam.

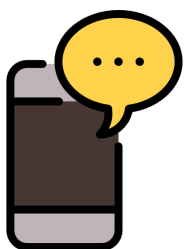
# M

## Malpractice:

Malpractice is any 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 examination result or certificate. This malpractice can occur in the course of any exam or assessment, including the preparation and authentication of any coursework, the presentation of any practical work, the compilation of portfolios of assessment evidence and the writing of any exam paper.

## Mobile Phones:

These should be sealed in your Yondr Pouches, turned off and stowed in your bags. They are not permitted inside the exam room. If one is found in your possession, even if it is turned off or you didn't plan to use it, it will be taken from you and a report will be made to the awarding body.



# N

## Notices:

Check the exam notice board regularly for updates and useful information, this is located on the BL corridor.

# O



## Organisation:

Best practice to prepare for your exam is to be as organised as possible. This could be having a copy of your timetable to hand, ensuring your route to your exam room, or creating yourself a revision timetable. You can find help on the school website for revision help.

# P

## Penalties:

The JCQcic issues the following penalties depending on the malpractice offence that was committed:

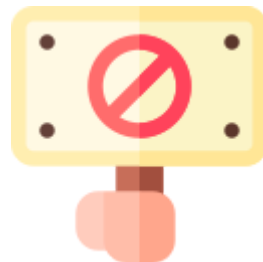
1. Warning
2. Loss of all the marks gained for a single piece of work
3. Loss of all the marks gained for a component
4. Loss off all marks gained for a unit
5. Disqualification from the unit
6. Loss of all the marks gained from all components/units in all qualifications taken during the exam series.
7. Disqualification from the whole qualification
8. Disqualification from all qualifications taken in that exam series
9. Barred from entering for one or more examinations for a set period of time.



## Prohibited Material:

The following items must not be brought into any examination room:

- books / Notes (unless set texts for specific examinations – please note, post-its and excessive annotations are not permitted in open book exams - ALL BOOKS WILL BE CHECKED PRIOR TO THE EXAM BEGINNING), notes, letters, diaries or other printed material;
- calculator cases
- mobile telephones, or other electronic devices
- watches
- personal stereos of any description
- headphones or Air Pods.



# Q

## Quarantine:

Used when you have a clash on your timetable and you need supervising throughout social times until all the exams are completed.

If you are required to go into quarantine over a lunch period, you must bring a packed lunch and a drink with you on that day as you will not be allowed to use the canteen. Mobile telephones, i-Watches and electronic/smart devices are not allowed into any quarantine room.

YOU WILL BE NOTIFIED ON YOUR CLASH FORM OF YOUR QUARANTINE ARRANGEMENTS.

You will be supervised immediately after your examination until the end of your quarantine period. In quarantine, you may revise for your next examination or talk quietly with fellow candidates. Please be respectful of invigilators and ensure that classroom furniture and/or equipment and books are left as they were found – neat, clean and tidy. You must take your litter with you or place it in the bins provided.

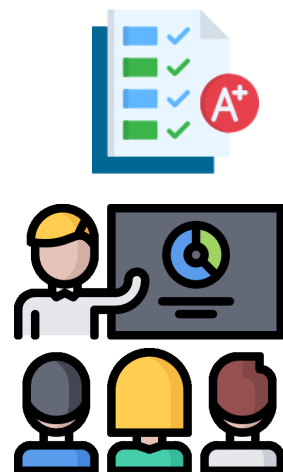
## Qualifications:

You will need to get at least a 4 in English and Maths to be able to get onto most college courses. If you are worried about being able to achieve this, speak to your teachers who will be able to help you!

# R

## Revision:

Revision is one of the most important things you can do, it's bonus time for learning all the things you need to know for the exam. Your



teachers will be giving you lots of ideas about how to revise and helping you to create resources to help you. So, make sure you organise all the FLASH CARDS, REVISION NOTES and MIND MAPS you do in class so you can look at them frequently.

If you're stuck about how to make revision work for you, start by making a revision timetable, **15 minutes a day** can make a big difference. Also have a look at the notice board on the BL corridor for the Academy's revision timetables.

## Results:

Students may collect their results from school. You will be sent a letter detailing the date and times available for your results to be collected. The dates are always set by the exam board:

## GCSE - 3rd Thursday in August



Results will not be handed to a 3<sup>rd</sup> party unless written permission is given to them by you and brought in.

# S



## Seating Plans:

Seating plans are displayed on the exams notice boards on the BL corridor near Student Reception 24hrs before each examination. Please make sure you check where you will be seated for each of your exams.

## Special Consideration:

The awarding bodies will not apply special consideration for anything other than serious reasons. Special consideration can only be applied for if a significant event has affected your performance on the day of the examination and you can provide appropriate evidence. Please see Examinations staff immediately if you feel that you may have been affected by a circumstance beyond your control.

## Study Leave:

There are no periods of study leave during the exam season. There are many revision sessions that run in school that you should make use of.

# T

## Times:

Unless otherwise stated, all examinations at this School commence at

9.00 am (morning papers)

1.30 pm (afternoon papers)



YOU SHOULD BE READY TO ENTER THE EXAMINATION ROOM AT LEAST 10 MINUTES BEFORE THE STARTING TIME.

If you arrive one hour after the published start time for examinations, you will not be permitted to sit the examination.

## Timetables:

You will be given your own personal timetable for Summer exams. Please check your personal timetable carefully – the top copy of your examinations timetables has been produced by the Exams Office and is personal to you ONLY. This will include changes of times/days to accommodate your clashes. If there are any errors (e.g. name, date of birth, sex, examination entry), please notify the Examinations Office immediately. Dates are given on the timetable(s) issued to you. Check carefully to see if the examination is in the morning or the afternoon – extra time may not be permitted if you are late. Take special note of any re-arrangements due to a timetable clash.

YOU, AND YOU ALONE, ARE RESPONSIBLE FOR CHECKING YOUR EXAMINATION TIMETABLE. IF YOU HAVE ANY QUERIES THEN PLEASE CONTACT THE EXAMS OFFICE IMMEDIATELY.

# U

## Understanding:

We ask that you are considerate to your fellow students. It may be that your examination finishes prior to someone else's and you are leaving the hall before them. You may be moving between lessons and see the exam notices outside a room. Your understanding and consideration is asked for during these times.

## Uniform:

Full uniform must be worn at all times for an exam without exception.

# V

## Valuables:

Candidates must leave valuables (including calculators, keys, credit cards, cash or mobile telephones, smart watches) in their bags. We cannot be held responsible for loss or theft of valuables during exams.

# W



## Warning:

All the awarding bodies make it clear that:

- Their official examination sessions must be run under strictly fair conditions, with no form of deception. This rule includes any form of communication between students during an examination, as well as any other practice that could conceivably be seen as an attempt to deceive.
- Anyone attempting unfair practices can expect cancellation of examination entries and possible exclusion from GCSE/AS and A2 level examinations for a period of up to five years.

## Watches:

There are now new rules stating that you must hand in any watch digital or not. Please remember to do this as soon as you are sitting in your place to ensure the smooth running of your exams.



## Word of Advice:

Remember to have something to eat and drink before taking your examinations, especially on hot days. A banana eaten half an hour before the start of the exam can boost your concentration levels.

# X

## X Marks:

On your results slip it could indicate that you were absent, withdrawn from your unit or transferred to another centre.

# Y

## Year End:

The official leaving date for Year 11 will be confirmed towards the end of the exam season during an assembly.

## Your Grades:



You are working towards your grades. Take responsibility for them. You will get out what you put in! IF you work hard and revise for your exams you will reap the rewards and get the grades that you need to go on to the college courses that you want to.

# Z

## Zero Mark:

In accordance with the penalty recommendations in the JCQ document *Suspected Malpractice in Examinations and Assessments*; the award of a zero mark is awarded for the unit in question, when a student is suspected of Malpractice.

## ZZZ:

Please ensure that you have a full night's sleep prior to your exams and do not use exam time for this.



