



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 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 to the right hand side of the sports hall when entering. 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 may be used in some examinations: your subject teacher will tell you if they are not allowed. In all cases, 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, always ask the invigilator to check it for you.

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 3rd party unless written permission from the student is given to the 3rd party.

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

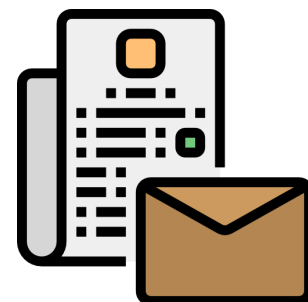
Letters will be sent home when the certificates are ready for collection. Please keep your home address details up to date, and check on the schools website for announcements of certificate collection.

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 IN MOST CIRCUMSTANCES THEY CANNOT BE REPLACED

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. £40 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

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 EAL department.

E

Enquiries About Results (EARs):

The awarding bodies offer the option of having a script remarked, at a fee, if a candidate or member of teaching staff is unhappy with the marks. There is a choice of three different types of remarks; these are:

- Clerical check
- Full remark
- Priority remark

A clerical check is simply when the relevant awarding body checks that the number of marks given has been added up correctly.

A full remark the awarding body sends your examination paper to a different examiner, this time a senior examiner, and asks them to remark it using the same mark scheme.

IF YOU WANT TO REQUEST A REMARK 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 AN EAR

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.

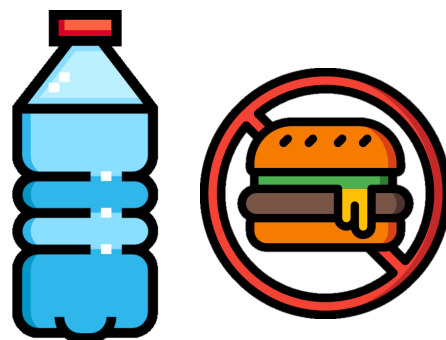
Examinations Office:

The Exams Office (CF3) is open Monday – Friday from 8.30 am until 3.30pm. Ask for an Exams Officer, who will be happy to help with any queries that you have during this time.

F

Food and Drink:

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



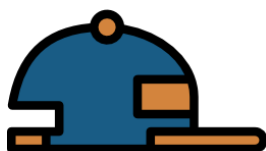
You are only allowed to take into the examination room a drink of water. This must be in a clear plastic bottle and all labels must be removed. Any other type of drink is not permitted.

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 Jcq^{cic} exam conditions are met. You must follow all instructions and orders given to you by an invigilator.

J

Jcq^{cic} Joint Council for Qualifications:

Represents all the awarding bodies that offer general qualifications ie GCSE. Jcq 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.



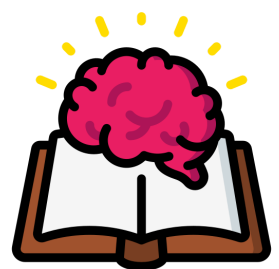
Jcq^{cic} Inspectors:

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/qualifications.

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:



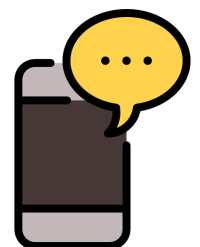
Although it is permitted for you to leave an exam room to go to the toilet, it is not always possible to let you go immediately. There may not be enough invigilators available to escort you, or facilities may not be available. In a short exam it also causes a tremendous amount of disruption. It is expected that you use the toilet to make yourselves comfortable before the exam. If you intentionally leave an exam room without permission, it will be reported to the exam board and they

may disqualify you from the exam.

M

Malpractice:

The school and awarding bodies' regulations forbid you to bring in any of these electronic devices into any examination room or any room being used for quarantine, so you are strongly advised not to bring such devices with you on examination days. If you do bring in such devices, please leave them switched off in the equipment bags on your exam table and they will be collected by the invigilators and returned to you at the end of the exam. There are different sanctions depending on the malpractice committed; these range from loss of marks, papers not being marked and full disqualification from the whole subject.



Even if the items are in your pocket and you have no intention of using them you will still be reported to the awarding body concerned.

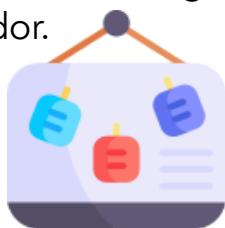
PENALTIES INCLUDE EXCLUSION FROM SCHOOL AND DISQUALIFICATION FROM ALL EXAMINATIONS FOR UP TO FIVE YEARS. SEE THE JCQCIC "NOTICE TO CANDIDATES".

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.

P

Penalties:

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

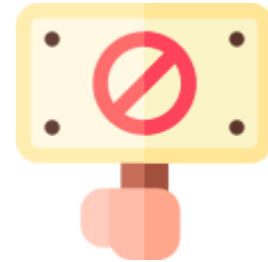
1. Warning
2. Loss of all the marks gained for a single piece of work
3. Loss of all the marks gained for a component
4. Loss off all marks gained for a unit
5. Disqualification from the unit
6. Loss of all the marks gained from all components/units in all qualifications taken during the exam series.
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/Lids or instruction books;
- mobile telephones, or other electronic devices;
- Watches
- pencil cases;
- glasses cases
- personal stereos of any description
- headphones or Air Pods.



Q

Quarantine:

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 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:

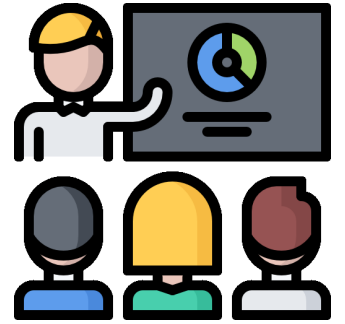
You will need to get at least a 4 in English and Maths to be able to get onto most college courses. If you are worried about being able to achieve this, speak to your teachers who will be able to help you!



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
A Level - 2nd Thursday in August



Results will not be handed to a 3rd 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

Text Messages:

Are used to contact students regarding important information, please ensure that you have told the school if you have changed your mobile phone number.

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.

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 of 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.



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 JCO 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.



Notes: