

Information and Guidance for Students & Parents/Carers

Examinations 2017/2018

INTRODUCTION

Hopefully, this booklet will prove informative and helpful for you and your parents and make your examination experience stress-free and successful.

Please read it carefully and show it to your parents so that they are also aware of the examination regulations and the procedures to follow in the event of any problems occurring.

The examination boards set down strict criteria which must be followed for the conduct of examinations and Strood Academy is required to and will follow them precisely. You should therefore, pay particular attention to the Notice to Candidates.

Some of the questions you may have are answered at the back of this booklet. **If there is anything you do not understand or any question that has not been addressed, PLEASE ASK.**

If you or your parents have any queries or need help or advice at any time before, during or after the examinations please contact:

Examinations Officer: **Miss J Towes**

Email: exams@stroodacademy.org

The school telephone number is: **01634 717121.**

GOOD LUCK!

BEFORE THE EXAMINATIONS

INDIVIDUAL TIMETABLES

- All Candidate will receive a statement of entry indicating the subjects they are being entered for and the levels of entry, where applicable. Please check that these are correct. Some subjects only have one tier of entry, some have Foundation or Higher tiers.
- You must check everything on your statements of entry very carefully. Particularly check that all personal details (date of birth, spelling of names) are accurate as these will appear on certificates and it may be difficult to change them once certificates are awarded. These statements are yours to keep.

EXAMINATION BOARDS

- The Academy uses the following Examination Boards: AQA, Edexcel, OCR, and WJEC.

CANDIDATE NAME

- Candidates are entered under the name format of (Legal) First Name, Middle Name + (Legal) Surname, e.g. Sarah Jane Glass. Only your Legal Name can be used to make exam entries and this is the one that will show on you certificates.

CANDIDATE NUMBER

- Each candidate has a four-digit candidate number. This is the number you will enter on examination papers. You will be seated according to your candidate number for all examinations.

UCI

- In addition to a candidate number, each candidate must have a Unique Candidate Identifier (12 numbers and 1 letter) which is shown on the top of statements of entry. This number will usually begin with the Centre Number (61249) unless you have transferred from another school that had already issued your UCI. Your UCI is used for administration purposes and it is not necessary for you to remember it.

ULN

- All Candidates will have a ULN Number. A Unique Learner Number is issued to every candidate in the UK. This number will appear on your timetables, you will need this number to access your Personal Learning Record (PLR). The PLR is a online, lifelong record of an individual's achievements, which they can share with other parties e.g. employers, colleges, universities.

CLASHES

- A few candidates may have a clash where two subjects are timetabled at the same time, for example, GCSE Media Studies and GCSE History might be on the same afternoon on the same day. The Academy will make special timetable arrangements for these candidates. Clash arrangements will be in place well before the exam season starts.

CONTACT NUMBERS

- Please check that the school has at least one up-to-date contact number for you.

EQUIPMENT

- To try and ease some stress, the Academy provides all stationary and equipment for each exam, except coloured pencils for ADT subjects. You are welcome to bring your own, but please ensure that you check the regulations in the Notice to Candidates and the information that will follow in this booklet. If you wish to use your own calculator regulations below are as follows:

<p>Calculators must be:</p> <ul style="list-style-type: none">• 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.	<p>Calculators must not:</p> <p>be designed or adapted to offer any of these facilities:</p> <ul style="list-style-type: none">• language translators;• symbolic algebra manipulation;• symbolic differentiation or integration;• communication with other machines or the internet;
<p>The candidate is responsible for the following:</p> <ul style="list-style-type: none">• the calculator's power supply;• the calculator's working condition.	<p>be borrowed from another candidate during an examination for any reason;*</p> <p>have retrievable information stored in them - this includes:</p> <ul style="list-style-type: none">• databanks;• dictionaries;• mathematical formulas; text.

DURING THE EXAMINATIONS

EXAMINATION REGULATIONS

- A copy of the "Notice to Candidates", which is issued jointly by all the Examining Boards, for both written and on-screen test is printed at the back of this booklet. All candidates must read this carefully and note that to break any of the examination rules or regulations could lead to disqualification from all subjects. The Academy **must and does** report any breach of regulations to the Awarding Body. If you have been in breach of the regulations and a report is submitted to an awarding body then you will be informed in writing of the incident and the outcome.

ATTENDANCE AT EXAMINATIONS

- Candidates are responsible for checking their own timetable and arriving at school on the correct day and time, properly dressed and equipped. Candidates must arrive 15 minutes prior to the start time of their examination. You will be met outside the Main Reception, where possible get yourself into college order. A member of staff will be on duty to help.
- Candidates who arrive late for an examination may still be admitted and will receive any additional time, as long as we have the staffing to do so. However, Examination Boards are unlikely to consider any examination paper which has not been started by the official latest start time. If special consideration applies then you must speak to the Examinations Officer immediately after the examination. Special consideration can apply if a candidate is late for a good reason, such as sudden illness or transport difficulties.
- Full School Uniform must be worn by all candidates attending the Academy Examinations.
- Please ensure that all watches are placed on your desk, and any alarms disabled.

- All items of equipment, pens, pencils, mathematical instruments, etc. should be visible to the invigilators at all times. You must either use a transparent pencil case or clear plastic bag.
- Pens should be **black** ink or **black** ballpoint. Blue ink or ballpoint is no longer allowed. No ink erasers or tippex pens are allowed.
- Do not attempt to communicate with or distract other candidates. This includes smiling, and turning around from your seat and making noises; it is a form of non-verbal communication and is forbidden.
- You are under Exam conditions as soon as you enter the Exam Room.
- Examination regulations are very strict regarding items that may be taken into the examination room (see FAQs at the end of this booklet). If you break these rules you will be disqualified from the examination.
- **Mobile telephones, Smart watches or any other electronic equipment MUST NOT BE BROUGHT INTO THE EXAMINATION ROOM.** If a mobile phone (or any other type of electronic communication or storage device) is found in your possession during an examination (even if it is turned off) it will be taken from you and a report made to the appropriate exam board. No exceptions can be made.
- We do not allow Food in the examination rooms (unless prior arranged because of a medical condition) you can bring in a clear bottle of water, with the label removed.
- Please do not write on examination desks. This is regarded as vandalism and you will be asked to remove it.
- Do not draw graffiti or write offensive comments on examination papers – if you do the examination board may refuse to accept your paper.
- Listen carefully to instructions and notices read out by the invigilators – there may be amendments to the exam paper that you need to know about.
- It is your responsibility to check that you have the correct question paper – check the subject, paper and tier of entry. If you think you have the wrong paper let the invigilators know straight away.
- Read all instructions carefully and number your answers clearly.
- Candidates must stay in the examination room for the whole examination time. You will not be allowed to leave an examination room early. If you have finished the paper use any time remaining to check over your answers and that you have completed your details correctly.
- At the end of the examination all work must be handed in – remember to cross out any rough work. If you have used more than one answer book or loose sheets of paper ask for a tag to fasten them together in the correct order. You cannot remove or leave with anything
- Invigilators will collect your exam papers before you leave the room. Absolute silence must be maintained during this time. Remember you are still under examination conditions until you have left the room.
- Question papers, answer booklets and additional paper **MUST NOT** be taken from the exam room.
- Remain seated in silence until you are told to leave the examination room. Please leave the room in silence and show consideration for other candidates who may still be working, or lessons that are still taking place around the school.

- If the **fire alarm** sounds during an examination the examination invigilators will tell you what to do. **DON'T PANIC.** If you have to evacuate the room you will be asked to leave **in silence** and in the order in which you are sitting. You will be escorted to a designated assembly point. Leave everything on your desk. You must not attempt to communicate with anyone during the evacuation. Always obey the invigilators. You will be allowed the full working time for the examination and a report will be sent to the examination board detailing the incident.

INVIGILATORS

- The Academy employs external invigilators to conduct the examinations. Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.
- Invigilators are in the examination rooms to supervise the conduct of the examination. They will distribute and collect the examination papers, tell candidates when to start and finish the examination, hand out extra writing paper if required and deal with any problems that occur during the examination, for example if a candidate is feeling unwell.
- Please note that invigilators cannot discuss the examination paper with you or explain the questions.
- Subject specialist teachers will normally be present at the start of an examination only.
- Pupils who are disruptive or behave in an unacceptable manner will be removed from the examination room by the Exams Officer and/or a senior member of staff, and if necessary reported to the awarding body (Exam board).

ABSENCE FROM EXAMINATIONS

- If you experience difficulties during the examination period (e.g. illness, injury, and personal problems) please inform your Director of Study at the earliest possible point so they can help or advise you.
- Only in 'exceptional circumstances' are candidates allowed special consideration for absence from any part of an examination. It is essential that medical or other appropriate evidence is obtained on the day by the candidate/parent and given to the Examination Officer without delay in all cases where an application is to be made for special consideration.
- For the award of a grade by special consideration, where a student misses part of an examination through illness or personal misfortune, a minimum of 50% of the examination (including coursework) must be completed.
- Parents and candidates are reminded that the school will require payment of entry fees (usually £32.00 per subject) should a candidate fail to attend an examination without good reason and without informing the school.
- Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

Level 3 Courses
Thursday 16 August 2018

Level 2 Courses
Thursday 23 August 2018

Summer 2018 Result Days

NOTIFICATION OF RESULTS

- Results for **ALL Students** will be available
For collection from 9am – 10am
- If you wish any other person (including family members) to collect your results on your behalf, you must give your written authorisation to the school before results day.
- No results will be given out by telephone under any circumstances.

POST RESULTS ADVICE

- If you need post-results advice, a number of Strood Academy teaching staff will be available on Results Days.

CERTIFICATES

- All Certificates arrive in centre by late October. Arrangements for collection will be made at a later date, normally late November.
- Once you have your Certificates please do not lose them. The examination boards will charge you for replacements.
- We are unable to post your Certificates home, collection only

INTERNAL APPEALS PROCEDURE

Please see the Examinations Officer regarding information on Internal Appeals Procedures.

Pearson guideline state that you are eligible of contest the outcome of your qualification (BTEC) for up to 6 years after certification – please contact them directly in case of dispute.

FREQUENTLY ASKED QUESTIONS

What time do my exams start?

Morning (AM) start at 9am

Afternoon (PM) start at 1pm

Please note some exams may run over the school day.

What time do I need to arrive for my exams?

All students are required to line up 15 minutes before the start time.

What happens if I miss my break or lunch?

Exams are scheduled by the Awarding Bodies and must run at the same time in all centres across the country. Therefore schools cannot move the times around break or lunches. Any candidate that misses break and lunches will be allowed sometime to eat before returning to their normal timetable.

Do I have to wear my uniform?

Yes. All students must be in full school uniform

What do I do if I feel unwell during the exam?

Let us know immediately so we can give you guidance as to what to do as this may affected your performance.

What do I do if I have an accident or I'm to unwell on the day of my exam?

Inform school at the earliest possible point so we can help or advise you. In the case of an accident which means you are unable to write it may be possible to provide you with emergency access arrangements, as much prior notice is appreciate.

You may need to obtain medical evidence (from your GP or hospital) if you wish the school to make an appeal for Special Consideration on your behalf.

What happened if I'm late for an exam?

You must report to Main reception straight away. You will then be given instructions and will be take to the exam room. Provided you are not more than 1 hour late, it may still be possible for you to sit the examination. You **must not enter** an examination room without permission after an examination has begun. It may not be possible to allow you any extra time if you start the examination late.

You should also be aware that if you arrive after the published starting time the school must inform the exam board and it is possible that the Board may decide not to accept your work. Please ensure that you allow enough time to get to school so that if you are delayed (e.g. through transport problems) you will still arrive on time.

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

No. Timetables are regulated by the exam boards and you must attend on the given date and time.

Where should I leave my belongings during the exam?

All belongings should be left in your locker, we do not take in coats or bags, we will collect from you any devices that are forbidden in the examination room. If at all possible, please leave your valuables at home the days of the exam.

Why can't I bring my mobile phone into the exam room?

Being in possession of a mobile phone (or any other electronic communication device, e.g. iPod, headphones) is regarded as cheating and is subject to severe penalty from the awarding bodies:

The minimum penalties are as follows:

Device found on you and turned **ON** - **disqualification for the entire subject award.**

Device found on you and turned **OFF** - **disqualification from the specific paper** you are sitting at the time.

Phone rings during the exam **wherever it is in the room** the exam board must be informed and you will be **disqualified from all papers for the subject (including any already taken).**

If there is an emergency that requires that you bring a mobile phone to school, you must switch it off and hand it in before entering the examination room. You are responsible for collecting it at the end of the examination.

If I am entitled to extra time – will this affect the way I take my exams?

No. Some students receive an allowance of 25% extra time. Where possible such candidates will be seated together to minimize disturbance from other candidates who finish earlier. The invigilators will include the additional time when they display the finishing time of your exam on the board.

If you feel that this booklet has not covered something you would like to know, then please speak to the Examination Officer, Miss Towes.

