



EXAMINATION HANDBOOK

FOR PARENTS AND STUDENTS 2023-24

CENTRE NUMBER: 61249

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INTRODUCTION

It is our aim to make the examination experience as stress-free and successful as possible for all students.

Hopefully, this handbook will prove informative and helpful for both students and parents. Please read it carefully so that you are aware of the examination regulations and the procedures to follow in the event of any problems occurring.

The Examination Awarding Bodies set down strict criteria which must be followed for the conduct of examinations, and we are required to follow them precisely. You should therefore pay attention to the regulations that have been emailed to you, and can also be found on the Strood Website.

If there is anything you do not understand or you have any queries, please do not hesitate to contact a member of the team.

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

The Examinations Officer: Julie Towes

Assistant Principal - Inclusion: Harriet Carter

Assistant Principal - Outcomes: Sav Fatania

Telephone number: 01634 717121

Email: exams@stroodacademy.org

1. BEFORE THE EXAMINATIONS

1.1: STATEMENT OF ENTRY

Your statement of entry is an important document that confirms the subjects you're registered for in the upcoming exams, along with their respective levels (if applicable). Here's what you need to do:

Upon receiving your statement, check all details thoroughly, especially your legal name (first and last, as shown on your birth certificate). This is how your name will appear on your certificates, and changes might be difficult after they're awarded. Contact us immediately if you discover any mistakes on your statement, don't hesitate to contact the Exams Officer right away. They can help you ensure everything is accurate before the exams begin.

The statement will also display your exam schedule, including the dates for each subject. Make sure you note these down and plan accordingly.

We recommend keeping your statement of entry in a safe place for future reference.

All students will receive a statement of entry indicating the subjects they are being entered for and the level of entry, where applicable. Please check that these are correct and speak to the Examinations Officer immediately if you have any queries. Students must check everything on their statements of entry very carefully. Particularly that all personal details (date of birth, spelling of names) are correct as these will appear on certificates and may not be able to be changed once they have been awarded. Students names should be their legal name as shown on their birth certificates and will be shown in the format of Legal Forename, Legal Surname e.g., Amy Smith
MCAS also displays the examination dates, this will appear from the end of this term.

1.2: INDIVIDUAL TIMETABLES

All students receive an individual timetable 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. If you think that you should be entered for a subject and it does not appear, then please come and query this with the Exams Officer. Your timetable will show the dates and start times for each exam and which seats and rooms you will be sitting in (on the final copy).

1.3: CANDIDATE/STUDENT NAME

Students are entered under the name format of (Legal) First Name + (Legal) Surname, e.g., Amy Smith. Only your Legal Name can be used to make exam entries and this is the one that will show on your certificates.

1.4: STUDENT EXAM NUMBER

Each student has a four-digit student number, this is the number you will enter on examination papers. It will appear next to your name on seating plans and examination registers. Students should learn their student number.

1.5: UCI

In addition to a student number, each student must have a Unique Student 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.

1.6: ULN

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

1.7: CLASHES

If a student has a clash where two subjects are timetabled at the same time, the school will make special timetable arrangements. This will normally involve sitting one exam after the other, this will also require supervision in between the examinations, with a member of the exam team. If you think there is a clash on your timetable that has not been resolved, Please do not panic, the Exams Officer will directly speak to you. Currently we are aware of the following Exams Clashes Summer 2024:

Media Component 2 and LIBF Finance

Spanish Listening & Reading and Health And Fitness

Health and Social care and Statistics Paper 1

1.8: CONTACT NUMBERS

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

1.9: EQUIPMENT

- Bring with you in a clear pencil case the equipment that you need for your exam:
- BLACK pens – all answers in **BLACK** not blue or pencil (only rough notes or diagrams can be done in pencil)
- Ruler
- Rubbers
- Pencil sharpener
- Calculator
- Protractor
- Pair of compasses
- Coloured pencils
- Highlighters may be used to mark sections in the questions but must not be used in answers. It is **YOUR** responsibility to bring your own equipment!

Calculator the regulations below must be followed:

<p>Calculators must be:</p> <p>of a size suitable for use on the desk.</p> <p>either battery or solar powered.</p> <p>free of lids, cases and covers which have printed instructions or formulae.</p>	<p>Calculators must not:</p> <ul style="list-style-type: none">• be designed or adapted to offer any of these facilities: - language translators. symbolic algebra manipulation. symbolic differentiation or integration. communication with other machines or the internet;
<p>The student is responsible for the following:</p> <p>the calculator's power supply.</p> <p>the calculator's working condition.</p> <p>clearing anything stored in the calculator.</p>	<ul style="list-style-type: none">• be borrowed from another student during an examination for any reason.• have retrievable information stored in them - this includes: databanks. dictionaries. mathematical formulae. text.

You may use a calculator unless you are told otherwise.

If you use a calculator:

- A. make sure it works properly; check that the batteries are working properly;
- B. clear anything stored in it;
- C. remove any parts such as cases, lids or covers which have printed instructions or formulae;
- D. do not bring into the exam room any operating instructions or prepared programs.
- E. Do not use a dictionary or computer spell checker unless you are told otherwise.

2. DURING THE EXAMINATIONS

2.1: EXAMINATION REGULATIONS

A copy of the "Information for Students", which is issued jointly by all the Examining Boards, has already been emailed to students' school email and a copy is on the school website [Exam Guidance](#) . All students must read this carefully and note that to break any of the examination rules or regulations could lead to disqualification from all subjects. The school 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.

2.2: ATTENDANCE AT EXAMINATIONS

Students are responsible for checking their own timetable and arriving at the school on the correct day and time, in full uniform. Students must arrive 15 minutes prior to the start time of their examination.

Students who arrive late for an examination may still be admitted and will receive the full time allowed for the exam; however a form will be completed detailing the student's lateness for the Awarding Body and then will then make the decision as to whether they will mark your paper. If special consideration applies, then you must speak to the Examinations Officer (see 2.4 ABSENCE FROM EXAMINATIONS).

2.3: EXAM CONDUCT

- Full school uniform must be worn by all students attending the school for examinations.
- Do not attempt to communicate with or distract other students. This includes looking at other students, turning around and making noises.
- Examination regulations are very strict regarding items that may be taken into the examination room. If you break these rules, you will be disqualified from the examination.
- Mobiles, ALL Watches, Airpods or any similar 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.**
- No food or drink is allowed in the examination rooms (other than a bottle of water with the label removed- **no designs**). If you have a medical condition that requires you to eat during the exam then please come to see the Exams Officer before the day of the exam (medical evidence may be requested).
- 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.
- Check you have the correct question paper – check the subject, paper and tier of entry.
- Read all instructions carefully and number your answers clearly.

- You will not be allowed to leave the 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.
- 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 told to leave the examination room. Please leave the room in silence and show consideration for other students who may still be working.
- If the fire alarm sounds during an examination the examination invigilators will tell you what to do. **Don't panic**. If you must 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 else during the evacuation. When you return to the exam room do not start writing until the invigilator tells you to. You will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident.

2.3: INVIGILATORS

- The School employs external invigilators to conduct the examinations. Students are expected to behave in a respectful manner towards all invigilators and follow their instructions.
- Invigilators are in the examination rooms to supervise the conduct of the examination. They will distribute and collect the examination papers, tell students 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 student is feeling ill.
- Please note that invigilators cannot discuss the examination paper with you or explain the questions.

2.4: ABSENCE FROM EXAMINATIONS

- If you experience difficulties during the examination period (e.g. illness, injury, personal problems) inform the School at the earliest possible point so we can help or advise you.
- Only in 'exceptional circumstances' are students 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 student/parent and given to the Exams Officer without delay in all cases where an application is to be made for special consideration. A self-certification form (JCQ/ME Form 14) can be obtained from the Exams Officer which can be countersigned by your doctor or nurse.
- 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 25% of the total assessment must be completed.
- Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

2.5 ACCESS ARRANGEMENTS

Students are identified as needing access arrangements on an individualised basis. Specific access arrangements are assessed using different assessments, usually by an external assessor. There are also arrangements that can be put in place to support the student that are also centre assessed. Further to this, any access arrangement must be the students normal way of working throughout their lessons.

- **Extra Time**
 - **If a student has been assessed to receive 25% extra time.** The student will qualify to receive an extra 25% after the official end of the examination.
- **SRB (Supervised Rest Breaks)**
 - Students are able to leave the room for up to a 5 minute break, the time spent during the rest break is then added onto the end of the examination.
- **WP (Word Processor)**
 - Students complete their exams on the word processor. However this is not exhaustive, students can use a mixture of exam answer booklets and word processors. Students will be asked to attend a meeting early Term 5 to explain this process and how this works for external examinations.
- **Concentration Aid**
 - This is normally a piece of Blu tac or an aid that has been approved by the SENCO.
- **Coloured paper**
 - Exam papers are printed onto a colour to enable the student to see it clearer. Students must inform the invigilator if this isn't provided as a matter of urgency.
- **Ear Defenders**
 - Students can wear ear plugs/ear defenders in order to grant their normal way of working.
- **Reading Pen**
 - Students will be issued with a reading pen for exams to use, guidance on how this is used with be given in Term 5

3. AFTER THE EXAMINATIONS

3.1: RESULTS DAY

- Summer 2024 Results will be available for collection on:
- Thursday 15th August 2024 for GCE & Level 3 qualifications
- Thursday 22nd August 2024 for GCSE & Level 2 Qualifications

**Results to be collected from the Main School Hall and Information of times will be shared nearer the time.*

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 and they must bring proof of identity. We strongly advise that results are collected by students themselves as there will be school staff available on the day to answer any questions and discuss programmes of study for the coming academic year. Any results not collected will be posted to the current address we hold on the MIS system.

3.2: POST RESULTS ADVICE

If you need any post results advice, school staff and the Exams Officer will be available to answer your questions on results day. Please speak directly to staff or use the email address to ask any questions that you may have - exams@stroodacademy.org

3.3: ENQUIRIES ABOUT RESULTS (review of marking).

If a student feels that their external examination results do not reflect their performance and are significantly different from what was expected, then they may request an enquiry requesting the mark to be reviewed. All enquiries must be directed through the school as candidates are not permitted to contact the Exam Boards directly.

As a result of a review the candidate's mark may be confirmed, raised, or lowered. Careful thought and discussion with the subject teacher should take place before requesting a review of marking. If candidates wish to proceed, they will need to sign a form to agree that they will accept the new mark/grade if it changes.

3.4: ACCESS TO SCRIPTS

The school may wish to recall your script (exam answer paper) for teaching and learning purposes or to support an enquiry about a result. If you are willing to allow the school to recall your script, can you, please sign the form in your results envelope.

3.5: COLLECTION OF CERTIFICATES

Certificates will be ready for collection during Term 2 from Reception but the Exams Officer will write directly to each student informing them of when the certificates will be ready for collection. If you are unable to collect your certificates personally then please remember that you must give the person collecting your certificates WRITTEN PERMISSION to do so. They must bring this written permission with them when they come to collect your certificates. If certificates are not collected, they will then be put into secure storage. We can only guarantee that certificates will be kept for one year after this date, after this time they may be returned to the Awarding Bodies. Copies will only then be available directly from the Awarding Bodies which does incur a cost.

4. FREQUENTLY ASKED QUESTIONS

Please see the links on our website for all Exam Information. [Exam Website](#)

What time do my exams start?

Morning (AM) exams start at 9.00am

Afternoon (PM) exams start at 1.30pm

Please note some exam times may vary but this will be communicated

What time do I need to arrive for my exams?

All students must be here by 8.30am for morning exams and 1pm for afternoon exams.

Do I have to wear my uniform?

Yes, normal school regulations apply to uniform, hair, jewellery, make-up, shoes etc. Normal sixth Form dress code also applies.

What do I do if I feel sick on the day of the exam?

You should try, if possible, to attend for your exam but let us know immediately so we can give guidance as to what to do. Medical evidence is always required from exam boards if you miss a final exam.

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

Put your hand up and an Invigilator will assist you. You should tell an Invigilator or the Exams Officer if you feel ill before the exam.

What would happen if I injured myself or am too sick to attend on the day of the exam?

If it was an injury such as breaking your arm, but you felt able to attend the exam, then we could apply for an emergency access arrangement to enable someone to write for or to assist you. If you are unable to attend due to injury or sickness, then you will need to get a medical certificate from your doctor or a hospital discharge letter.

What happens if I am late for an exam?

You must report to the Exams Office as soon as you are in. You will then be given the exam instructions and will be taken to the venue. You will be allowed the full time for your exam but will not be given extra time, unless you have an Access Arrangement that allows you extra time. If you are very late (1 hour after the published time) then you will still be allowed the full time, but a form will have to be sent with your paper to the exam board, they will then decide whether to mark your paper. Being late could mean you are disqualified and don't receive a grade.

Where should I leave my belongings during the exam?

All belongings must be left in the designated area or handed in before you enter the exam room. If possible, you should leave your valuables at home on the day of the exam.

What do I do if there is a clash on my timetable?

The school will reschedule papers internally (on the same day) when there is a clash of subjects. Students will normally sit one paper and then sit the second paper straight after depending on the duration of the exams. Correct times should be on the student's final timetable. Occasionally it may be necessary for students to be supervised over lunchtime in which case they will need to bring a packed lunch. If this is the case, they will be advised beforehand. If in doubt, please contact the Exams Officer.

What do I do if I have the wrong paper?

Invigilators will ask you to check before the exam starts. If you think something is wrong, put your hand up and tell the invigilator immediately.

What do I do if I forget my Candidate Number?

Candidate numbers are printed on the desk ticket on your exam desk. Invigilators will be able to help you find your number.

What do I do if I forget the Centre Number?

The Centre number is 61249. It will be clearly displayed in the Exam Room.

What is an Appeal for Special Consideration?

Special Consideration is an adjustment to the marks or grades of a candidate who is eligible. The allowance for Special Consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for exceptional circumstances). Parents should be aware that any adjustment is likely to be small and no feedback is ever provided. Candidates will only be eligible for special consideration if they have been fully prepared and covered the whole course but performance in the examination is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness (affecting performance on the day of the exam), accident or injury, bereavement, or domestic crisis. The Exams Officer must be informed immediately, so that the necessary paperwork can be completed. The candidate will normally be asked to provide evidence to support such an application.

If I miss an Exam, can I take it on another day?

Not in the current exam series. For GCSE most Exams are now taken at the end of a two-year course so there will not be another opportunity to re-take. You will be awarded 0 marks for the paper you have missed.

What items are not allowed into the examination room?

Only material that is listed on the question paper is allowed. Bags and coats are not permitted and should be left in the designated area. No food or drink except for a small bottle of water in a clear bottle with no label. No stress balls, fidget toys, blue tac, unless you have this approved by the SENCO.

How do I know how long the exam is?

The duration of each exam is shown in minutes on the student's individual timetables. Invigilators will state when to start and finish. The finish time will be on a board at the front of the Exam room.

Can I leave the Exam Early?

No. It is school policy not to allow students to leave the exam early as this is disruptive to other students. If students finish early, they should use the time to check their answers and check that all their details are correctly filled in.

Can I go to the toilet during an Exam?

Only in an absolute emergency, this will only be agreed if it is necessary. This causes disruption to other candidates around you. Raise your hand to attract the Invigilators attention and they will escort you. You may be asked to wait before you are taken. You will not be allowed the time added on.

Why do I need to check the details on my Statement of Entry?

These are the details that will be printed on Certificates. If the name and date of birth on your Exam Certificates does not match your birth certificate it may cause you problems if you are asked to prove your qualification to an employer or college/university in the future. You should also check that you have been entered for all subjects that you are expecting to get a qualification in.

What do I do if I don't get the grades I need?

Staff will be available on results day to offer advice. If your university place is at stake speak to the Exams Officer immediately, who can advise re 'Priority Re-marks'.

Other Helpful Links

- [JCQ Website](#)
- [Information for candidates – coursework – 2023 – 2024](#)
- [Information for candidates – non examination assessments 2023 – 2024](#)
- [Information for candidates – on-screen tests 2023 – 2024](#)
- [Information for candidates – written exams 2023 – 2024](#)
- [Preparing to sit exams](#)
- [Access Arrangements and Reasonable Adjustments 2023 – 2024](#)
- [Gov Coping with Exam Stress guide](#)

Good Luck with the Summer 2024 Exams
