



Student Guide to Y11 Examinations

School Centre Number: 19362

INTRODUCTION

As the formal examination series at Sybil Andrews Academy approaches quickly, we hope to create the examination process as stress-free as possible for all candidates.

Hopefully you will find everything you need to know within this booklet. Please read it carefully so you are aware of procedures and regulations that you need to know.

At the back of the booklet are copies of the regulations that we, as a school, have to abide by. The rules are set by the Joint Council of Qualifications (JCQ) and each awarding body expect us to conduct our examinations under these regulations.

The Examinations Officer is Mrs Chamberlain whose office is at green block opposite the MFL department. There is an exams notice board outside the exams office which will show general information and last minute tips. Please check this board regularly during exam season.

If you have any queries about the exams process, please do not hesitate to contact the Exams Office by phone or email jchamberlain@sybilandrewsacademy.co.uk

BEFORE THE EXAMINATIONS

Statement of Entries

Examination entries are made in the February prior to the summer exam period and once these are submitted, all candidates will receive a statement of entry form, indicating the subjects and the relevant tiers that they have been entered for. Please ensure you check these are correct and return the signed copy to the exams office. You must ensure the spelling of your name is correct as these will appear on certificates and it will cost you to change them once the certificates are awarded. Legal names must be used unless by prior agreement under exceptional circumstances. If there are any errors you must advise the Exams Office as soon as possible. Along with the statement of entry you will be given the regulations for written examinations.

Access Arrangements

Access Arrangements are made for those pupils who have permanent or long-term disabilities and/or learning difficulties. The SENCO, Ms Bergin & The Exams Officer, Mrs Chamberlain make applications to the awarding bodies to those people it applies to and the Learning Support team will confirm any arrangements in writing.

Special Consideration

A candidate or a group of candidates may be eligible for Special Consideration following unforeseen circumstances beyond the control of the candidate such as bereavement, accidents, fire evacuation etc **at the time of the exam**. Parents should contact the Examinations Officer regarding Special Consideration. Depending on the circumstance, written evidence may be needed. The awarding body may request more information and it is them that decides the level of consideration given but please note that we are not given any feedback.

Timetables

Candidates will receive an individual timetable showing the specific date and time of external exams. At Sybil Andrews Academy, the majority of mock and summer examinations will take place in the sports centre (Skyliner) unless otherwise advised (such as some MFL exams). Please check your timetable carefully and contact the Exams Office should you see a clash (where you have two exams at the same time), as separate arrangements will have been made. You will also be made aware if you are not taking your exams in the Sports Hall.

Seating Plans

Seating numbers for the day's exams will be displayed at the pupil entrance to Skyliner on the day of the exam.

THE EXAMINATION PERIOD

As you know, the school has to follow exam regulations provided by the JCQ. A copy of the rules that candidates are required to know are at the end of the booklet.

Exam Day

- Candidates are responsible for arriving promptly and in time for their exams each day.
- Candidates must register as normal. Staff will send pupils to exam hall at 9.20, in order to start the exam no later than 9.30am. Please wait outside the sports hall until you are asked to enter the exam room by the Exams Officer, Invigilators or SLT.
- Full school uniform **must** be worn.
- Enter the exam room in complete silence. You are under exam conditions from the moment you enter the exam room, to when you leave the room. Please be silent once you leave the exam room as some students may still be working. **Talking or attempting to communicate with another candidate in the exam room will be treated as malpractice, the consequence could be loss of marks or disqualification from that exam. This also applies in the exam room before the exam has started and after it has finished.**
- All items of equipment should be placed in a clear plastic pencil case or loose on the desk that is clearly visible to the invigilators.
- Pens must be black ink (not blue), and calculators must have the lids removed.
- You are not allowed to bring food into the exam room but you can bring in water in a clear bottle with the labels removed.
- Mobile phones and watches must **NOT** be brought into the exam room. Regulations are very strict and if you break these rules, you risk being disqualified from the examination.
- Listen carefully to the invigilators. There may be last minute notices that you need to be aware of.
- Check the seating plan so you know your seat number before you enter the exam room.
- All desks will have a candidate card that has photograph of student, the centre number, candidate number. Please do not deface or remove these cards. You will need the information for every exam.
- Check you have been given the correct paper. Check the date, subject, paper number and tier.
- Tell the invigilators at once if you think you have not been given the correct paper, if the paper is incomplete or badly printed. If a page is meant to be blank, it will say so!
- Candidates must stay in the exam room for the duration of the exam. No candidates will be allowed to leave an exam early. If candidates are allowed 25%

extra time, they will be allowed to leave the exam at the end of normal time if they do not wish to use the extra time allowance.

- If you need any assistance, please put up your hand to attract the attention of the invigilator.
- Invigilators will collect your exam papers and additional booklets. If you use continuation sheets, please ensure it has your candidate name, number, centre number, centre name clearly labelled on the work. Cross out any rough work. You will not be permitted to take exam question papers home.
- For those candidates using a laptop, make sure you use double spacing & **save** your work regularly onto the given memory stick. Autosave is also a good idea. You will need to stay until your work has been printed off so you can sign the sheets.
- If the fire alarm sounds, please wait for instructions from the invigilators. Don't panic. If you do have to evacuate the room you will be asked to close your answer booklet & leave in silence and will be escorted to a designated assembly point. You must not attempt to communicate in any way with other candidates as you will still be under exam conditions. 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 exam and a report detailing the incident will be sent to the awarding body.
- **Please be aware, as afternoon exams start at 1.30pm, there are a number of exams that will finish after 3.10pm.**

Invigilators

The school have employed a team of invigilators to conduct external and mock examinations. Students are expected to behave in a respectful manner towards all invigilators and follow their instruction at all times.

Invigilators cannot discuss the content of the examination paper with you or explain the questions. Think of those staff as working for the exam board.

Illness

Please make every effort to attend the exam.

If you are **extremely** ill and unfit to sit an external exam, phone the school before 8am to inform us on 01284 413400. Parents or Carers should write a letter to the Examinations Office giving details of the reason for the absence. You may be asked to provide a medical note. If appropriate, the Examinations Officer will ask the awarding body to ask for Special Consideration. The Awarding Body looks at this along with other exam marks & coursework marks from the student in that particular subject.

Please do note that you will **not** be able to sit a missed exam at a later date. In most cases, it is better to take the exam if you can.

AFTER THE EXAMINATIONS

Results Day

Results from the Summer 2023 examinations will be ready for collection on

Thursday 24th August

9am until 11am in the school hall

Results will only be released to candidates. If you are unable to come into school and wish to send a designated person to collect, please complete the form at the end of the booklet and return to the Exams Office. (Form also available on the school website under “examinations.” The designated person must bring photo ID such as a passport or driving licence.

Staff will be available on results day should you wish to discuss your results or ask about “after results day services”.

Post Results

The following services are available to candidates:

Review of Results

Service 1 – Clerical Check (checking things add correctly)

Service 2 – Review of Marking (looking at candidate answers & marks awarded)

Access to Scripts

More information will be made available on results day regarding post results service.

There is a charge to these services. The awarding bodies set deadlines for the submission of requests for Reviews of Marking, access to scripts and appeals.

Parents will be asked to pay for any services from exam boards that they may wish to use.

If a pupil has any concerns regarding the outcome of a Review of Marking they should contact Mr Blakey as soon as possible to discuss the Appeals procedure. Appeals are made by the school on behalf of the pupil.

FREQUENTLY ASKED QUESTIONS

What time shall I arrive at school?

Please arrive promptly in time for normal registration. You will then be sent to sports hall to wait in the foyer until you are called to enter the exam room. Arrive at afternoon exams 15 minutes before they are due to start.

Where shall I leave my bags?

Due to limited space, bags may be left at the side of the sports hall. All equipment must be ready in your hands as you enter the hall and there must be no loitering by the bag drop.

What equipment do I need?

You must provide all your own equipment and bring it in a clear plastic pencil case.

The following must be brought to every exam

At least:-

- 2 pens, **black** only
- 2 pencils
- Ruler
- Pencil sharpener
- Rubber

For certain exams, you will also need the following

- Compass
- Calculator
- Protractor

What do I wear?

Full school uniform must be worn at all times.

Can I bring in food and drink?

Only water in a clear plastic bottle, with label removed is permitted. No sports bottles will be allowed.

Can I wear a watch?

No. Watches of any type are not permitted in the exam.

What do I do if I forget my candidate number?

Candidate numbers are printed on individual candidate cards that will be on the exam tables. It also contains the centre number which will also be displayed on the whiteboards in the exam hall.

What do I do if I have an accident before the exam?

Inform the school at the earliest possible point so we can help or advise you. In case of an accident that means you are unable to write, it may be possible to provide you with a scribe to write your answers for you but we will need as much prior notice as possible. You may need to obtain medical evidence (from the GP or hospital) if you wish the school to make an appeal for Special Consideration on your behalf.

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

No! Definitely not. Timetables are regulated by JCQ and Awarding boards and you must attend on the given date and time.

If I am late can I still sit the examination?

There are very strict rules regarding lateness as this compromises the security of the exam. Depending on how late you arrive, the school must inform the awarding body and it is quite possible that the board may decide to not accept your work. Please ensure that you allow enough time to get to school so that if you are delayed (eg with traffic) you will still arrive on time.

How do I know how long the exam is?

The length of the exam is shown in minutes on your individual timetable under the heading "duration". Invigilators will tell you when to start and finish the exam. They will write the start and finish times of the exam on a whiteboard at the front of the exam room. There will be clocks (analogue and digital) in all exam rooms. If you are allowed extra time, this will be shown on the whiteboard in the exam room. The duration shown on timetables is the standard time without extra time. Please note as afternoon exams start at 1.30pm, there are a number of exams that will finish after 3pm.

I can't see the clock in the exam hall

We have two large analogue clocks on the wall at the front of the exam and some placed to the side of the rooms if the room is large. We also have a digital clock at the front of the room. If you cannot see the clock, please advise an invigilator.

Can I go to the toilet during the exam?

Only if it is absolutely necessary. You will be escorted to and from the toilet by an invigilator but will not be allowed extra time. Candidates abusing this may be reported to the exam board due to the disruption of other candidates. We will not permit toilet trips during the first 30 mins of the exam and the last 15 minutes.

What do I do if I have medication to take during an exam?

You should inform the Examinations Officer well in advance of the exam if possible.

What happens if my pen runs out and I don't have a spare?

Put your hand up and let the invigilators know as we will have spare equipment. Please make sure you return any borrowed equipment at the end of the exam.

What happens if I have left my mobile phone in my pocket and it rings?

Mobile phones & watches are strictly prohibited in the exam room. You are reminded at the start of the exam to check your pockets for such items. If, during the exam you are seen to be in **possession** of a mobile phone, we will report you to the exam board and it is very likely you will be disqualified from that exam.

What happens if I feel ill during an exam?

Put your hand up and inform the invigilator. We will assess the situation on a case by case basis.

How do I get my results if I am away on 24th August?

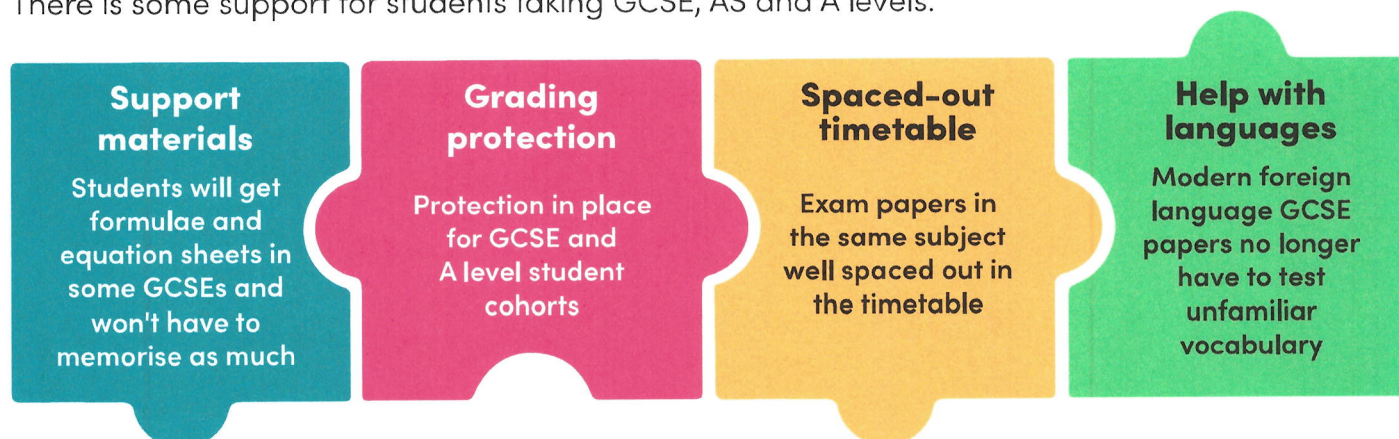
Please complete an authorisation form for someone to collect on your behalf and return it to the Exams Office before the end of your exams. The designated person collecting your results will have to bring photographic ID with them on the day. Exam results will not be emailed.

Good luck with your exams.

Arrangements for exams and assessments in 2023

Exams and assessments are largely back to normal in 2023. This is important, to prepare you for college, university or employment and help you to make choices about your future.

There is some support for students taking GCSE, AS and A levels:



Where vocational and technical qualifications are taken instead of A levels for progression, similar support will be provided.

Preparing for exams:

Exam timetable

Your school or college will give you a copy of your exam timetable. Make sure you check this carefully so you know where you need to be and when. If you think there's a mistake, speak to your school or college.

For GCSEs, AS and A levels, the timetable includes contingency sessions in case an exam can't take place as planned nationally and needs to be moved. Contingency sessions are on the afternoons of 8 and 15 June, and the day of 28 June. You must be available for all three sessions. For other qualifications, check with your school or college whether there are specific contingency sessions that you must be available for.

Reasonable adjustments

Reasonable adjustments, often called access arrangements, are changes made to an exam or assessment, or to the way an exam or assessment is carried out so that disabled students can show what they know, understand, and can do. Reasonable adjustments can't change what is being assessed.

Different adjustments can be made depending on the student's needs. You should speak to your school or college for more information.

During exams and assessments

Exam rules and cheating

Make sure you know what you need to bring to your exams and what you can and can't take into the exam room.

It's important you understand the rules when sitting exams. Breaking the rules is called malpractice, and is very serious. It could mean you don't get any marks for a paper, or don't get your qualification.

Remember, don't bring in phones, devices or watches to your exams or you risk being disqualified.



Special consideration

If a student is affected by an issue outside of their control at the time of an exam or assessment, then they might be entitled to special consideration. This could be changes to how assessments are taken, a small number of extra marks, or awarding a grade if you unavoidably miss an exam (as long as you have completed at least one other exam or non-exam assessment).

A student cannot get special consideration because their education has been disrupted – it is only given when something happens at the time of assessment.

If you think you might be eligible for special consideration you should talk to your school or college.

After your exams

Marking and grading

Marking is done in different ways depending on the assessment. Some work might be marked by your teachers, and then a sample checked by the awarding organisation (the organisation that gives you your qualification and grade) to make sure that it meets their expectations. Exams are marked anonymously by expert examiners. Different questions from one paper are often marked by different examiners.

Your work will be marked and graded in the normal way this year, as it would have been before the pandemic. Because of the disruption caused by the pandemic, examiners will be slightly lenient when setting grade boundaries for GCSE, AS and A level. Vocational and technical qualifications that are used instead of A levels for progression to higher education, will use a similar approach.

Results

If you're taking AS, A levels, or the Extended Project Qualification (EPQ), you'll get your results on **Thursday 17 August 2023**. If you're studying a level 3 vocational or technical qualification and are planning to use your results to go on to further or higher education, you'll receive your results on or before 17 August.

If you're taking GCSEs you'll get your results on **Thursday 24 August 2023**. If you are studying a level 2 vocational or technical qualification and are planning to use your results to go on to further or higher education, you'll receive your results on or before 24 August.

Reviews of marking, moderation and appeals

If you think there has been a mistake in the marking of your exams or assessments, you should talk to your school or college. Your school or college can ask the awarding organisation to check if there were any errors in how your exam or assessment was marked.

For some qualifications, including GCSEs, AS and A levels, and Technical Qualifications (part of a T Level), your school or college can ask to see your marked assessment or exam paper. They can do this before deciding whether to ask for a review of marking, to see if they think there was a mistake when your work was marked.

Schools and colleges can also appeal decisions on access arrangements and reasonable adjustments, special consideration, malpractice and review of marking and moderation decisions.

If you are a private candidate (you didn't study at a school or college), you can contact the awarding organisation directly to ask for your marked paper or a review of marking.

More information

[Ofqual's full student guide](#) with more information is available on the Ofqual website.

Grading new GCSEs

New grading structure	Former grading structure
9	A*
8	
7	
6	B
5	
4	
3	D
2	E
1	F
	G
U	U



Joint Council for
Qualifications^{CIC}

REVISION ONE

Information for candidates

Written examinations

With effect from 1 September 2022

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Produced on behalf of:



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**This document has been written to help you.
Read it carefully and follow the instructions.**

If there is anything you do not understand, especially which calculator you may use, ask your teacher.

This document was first published on 1 September 2022. It was amended on 7 February 2023. Where a subsequent amendment has been made, **the text is highlighted in yellow.**

A. Regulations – Make sure you understand the rules

- 1 Be on time for all your exams. If you are late, your work might not be accepted.
- 2 **Do not** become involved in any unfair or dishonest practice during the exam.
- 3 If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
- 4 You **must not** take into the exam room:
 - (a) notes;
 - (b) an iPod, a mobile phone, a MP3/4 player or similar device, or a watch.

Any pencil cases taken into the exam room **must** be see-through.

Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.

- 5 If you have a watch, the invigilator will ask you to hand it to them.
- 6 **Do not** use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
- 7 **Do not** talk to or try to communicate with, or disturb other candidates once the exam has started.
- 8 **You must not write or draw offensive or obscene material.**
- 9 If you leave the exam room unaccompanied by an invigilator before the exam has finished, you **will not** be allowed to return.
- 10 **Do not** borrow anything from another candidate during the exam.

B. Information – Make sure you attend your exams and bring what you need

- 1 Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
- 2 If you arrive late for an exam, report to the invigilator running the exam.
- 3 If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
- 4 Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
- 5 You **must** write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.

C. Calculators, dictionaries and computer spell-checkers

- 1 You may use a calculator unless you are told otherwise.
- 2 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.
- 3 **Do not** use a dictionary or computer spell checker unless you are told otherwise.

D. Instructions during the exam

- 1 Always listen to the invigilator. Always follow their instructions.
- 2 Tell the invigilator at once if:
 - (a) you think you have not been given the right question paper or all of the materials listed on the front of the paper;
 - (b) the question paper is incomplete or badly printed.
- 3 Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
- 4 **Do not** start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. **Do not** open the question paper until you are instructed that the exam has begun.
- 5 Remember to write your answers within the designated sections of the answer booklet.
- 6 Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers.

Make sure you add your candidate details to any additional answer sheets that you use, including those used for rough work.

E. Advice and assistance

- 1 If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
- 2 Put up your hand during the exam if:
 - (a) you have a problem and are in doubt about what you should do;
 - (b) you do not feel well;
 - (c) you need more paper.
- 3 **You must** not ask for, and will not be given, any explanation of the questions.

F. At the end of the exam

- 1 If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order.
Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.
- 2 **Do not** leave the exam room until told to do so by the invigilator.
- 3 **Do not** take any stationery from the exam room. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Warning to Candidates

1. You **must** be on time for all your examinations.
2. **Possession of a mobile phone** or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.
3. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
4. You **must** follow the instructions of the invigilator.
5. You **must not** sit an examination in the name of another candidate.
6. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
7. If you are confused about anything, only speak to an invigilator.

The *Warning to Candidates* must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.

NO MOBILE PHONES NO WATCHES

**NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION**



**Possession of unauthorised items, such as a mobile phone
or any watch, is a serious offence and could result in**

DISQUALIFICATION

from your examination and your overall qualification.

This poster must be displayed in a prominent place outside each examination room.



Sybil Andrews Academy Exam Result Collection Authorisation Form

Full Legal Name of Candidate: _____

Date of Birth: _____

Address: _____

I hereby authorise *[print name]* _____ of *[insert address]*

to collect my exam results on my behalf on Thursday 24th August 2023.

Signed: _____ Date: _____

Notes:

The signature must be that of the person whose results are being collected.

The authorised person **must** bring photographic ID e.g. Driving Licence, Passport.

This form needs to be returned either by post or emailed to
jchamberlain@sybilandrewsacademy.co.uk **before** 23rd August 2023.

Please note we cannot accept this form on result day, it must be with the Exam Officer
by the dates mentioned.