

# *Alcester Academy*

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## *EXAMINATION HANDBOOK FOR CANDIDATES*

*Summer 2025*

*Centre Number: 31010*

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## AIM AND INTRODUCTION

The aim of this guide is to help you get through the examination period by explaining the procedures and by answering some of the questions you may have. It also contains the formal notices that are required by regulation to be given to each candidate.

The academy will make every effort to ensure you receive the best possible preparations for your examinations, that the administrative arrangements run smoothly, and that the examinations are conducted in a way that will cause as little stress as possible and help you achieve your best.

Mock exams and previous exam seasons have been run to the same standards and rules so that, by now, you should be familiar with the process.

Read the booklet carefully and if you are still not sure of anything please contact:

Mrs L Kirby, Exams Manager

Telephone: 01789 762285

Email: [lyndseykirby@alcesteracademy.org.uk](mailto:lyndseykirby@alcesteracademy.org.uk)

## BEFORE THE EXAM PERIOD

### ***CHECKING ENTRIES AND EXAM TIMETABLE***

Please check your Individual Candidate Timetable very carefully for the following:

**Your personal details** – this means the correct spelling of your name and your date of birth. These are how they will appear on your certificates and should agree with your passport/birth certificate. If you identify a mistake, please let the Exams Manager know immediately.

**The correct subject and tier** e.g.: Foundation, Higher. If you think that any of this information is incorrect, please see your subject teacher to clarify your entry. If an amendment is needed your teacher will let the Exams Manager know.

**Your exam timetable** – make sure you show your timetable to your parents, check very carefully the date and timing of each exam. The timetable will also be available to view on the academy website. Please

### ***GETTING EQUIPPED***

Make sure you bring all the necessary equipment to each exam especially maths, science, geography and DT. Check with your subject teacher what equipment is necessary for each exam and that your calculator is not programmable.

**You must write in BLACK pen only – this is because exam scripts are scanned into a computer before being sent off for marking.** Pencils and crayons may be used for diagrams etc. You must not use correcting pens, fluid or tape, erasable pens, gel pens or highlighter pens in your answers. However, you may use highlighter pens to highlight questions, words or phrases within the question paper or question/answer booklet. Your equipment should be in a clear plastic bag or see through pencil case. Remember to pack some spares!

**You must not arrive at an exam with any writing/drawing on your hands/arms.** The invigilators will give you a wipe to remove anything visible and you will not be allowed to sit your exam until it has been removed.

## DURING THE EXAM PERIOD

Students will attend school until they have taken their last exam. You will be issued with a Year 11 Alternative Timetable for the duration of the exam period which will list all your lessons and revision sessions.

### ***TIMINGS***

You should report to the gym **at 8.50am for a morning exam and at 1.20pm for an afternoon exam**, fully equipped for the subject you are taking. Your phone, which **must** be switched off may either be left in the secure area at the back of the hall, or you may hand it in to the office beforehand. Please check your timetable for early afternoon start times for longer exams. Please also make arrangements to be collected if your exam is going to finish after the school bell at 3.25pm. This is particularly important if you qualify for extra time.

### ***EXPECTED STANDARDS OF BEHAVIOUR***

Exams are run according to strict guidelines from the examination boards, the wording of which is included at the back of this booklet. The following regulations must be adhered to:

- **You must not talk to, attempt to communicate with or disturb other candidates once you have entered the examination room, if you do, this must be reported to the relevant awarding body.**  
*(Eye contact and grinning at another candidate is counted as communicating and can be very distracting to other candidates)*
- **You must not open the question paper until the examination begins. If you do, this must be reported to the relevant awarding body.**

A warning system for behaviour will operate in exams to minimise disruption to other candidates:

At the first instance of poor behaviour an invigilator will ask you to stop. If you continue to exhibit poor behaviour a yellow warning card will be placed on your desk.

**If your behaviour continues a red card will be placed on your desk and the Exams Manager, an invigilator or a senior member of staff will remove you from the exam. This may result in you being disqualified from the subject.**

### ***INVIGILATORS***

Invigilators are employed by the academy to conduct the exams, and you are expected to be polite to, and co-operate with them, at all times.

The Invigilators will supervise the conduct of the exam, distribute and collect exam papers, tell you when to start and finish and help you with any queries you may have. They are not allowed to discuss the exam paper with you or explain the questions.

You might see an invigilator using a mobile phone during an exam – this is how they communicate with each other if they need support or there is an emergency in the exam room.

### ***SEATING PLAN***

You must sit at the correct desk in the correct room. There will be seating plans clearly displayed on the walls of the gym for you to identify your room and seat.

### ***DRINKS***

You may bring a bottle of water into the exam, but it must have a sports cap and the label must be removed. No other drinks or food will be allowed in the exam room, unless medically necessary.

### ***MOBILE PHONES, WATCHES, MP3/4 PLAYERS etc...***

Your phone and/or watch should be left in your bag in the secure area at the back of the hall. If you sit your exams in any other exam rooms, you may leave your phone and/or watch switched off in your bag.

**YOU MUST NOT BRING YOUR MOBILE PHONE, WATCH OR ANY POTENTIAL TECHNOLOGICAL/WEB ENABLED SOURCES OF INFORMATION INTO THE EXAM ROOM UNDER ANY CIRCUMSTANCES.**

We have experienced instances of students having their mobile phones in an exam room. On each occasion they have lost all their marks for the paper they were taking. It doesn't matter if the phone is switched off or not.

## ***SOCIAL MEDIA***

We all like to share our experiences when taking examinations. However, it is important to consider what you say. Your comments may lead to an investigation for malpractice and result in the application of a penalty. Awarding bodies monitor social media and websites. Examples of statements or activities that will lead to a malpractice investigation are given at the end of this booklet.

## ***THE EXAM***

- You must not write on your exam paper until the invigilator tells you to do so. This includes writing your name and exam details.
- Listen carefully to the instructions given at the start of the exam.
- Check that you have the right paper for your tier and subject.
- Take a little time to read the question thoroughly before you start answering.
- If you need anything raise your arm to attract an invigilator's attention.
- If you do any rough work put a line neatly through it – don't obscure it completely as you may be awarded marks for your calculations/writing.
- Finish times will be displayed on a board at the front of the exam room. You will be given a 5-minute warning before the end.

**STUDENTS WILL NOT BE ALLOWED TO LEAVE THE EXAM ROOM BEFORE THE SCHEDULED FINISH TIME.**

## ***GRAFFITI***

Please do not write on exam desks. This is regarded as vandalism, and you will be asked to pay for any damage. Exam desks will be checked before and after every exam by the invigilators. This applies to your exam papers too. Do not draw graffiti or write offensive comments as the exam board may refuse to accept your paper.

## ***AFTER THE EXAM***

- You must stop writing when you are told to do so.
- Ensure your name, exam number and any other requested details are completed on the front of your answer booklet and any additional answer sheets you have used.
- Stay silent while the exam papers are collected by the invigilators.
- Remain silent until you leave the exam room, there may be other exams still in progress.

## AFTER THE EXAM PERIOD

### ***RETURNING BOOKS/EQUIPMENT***

On the day of your last exam please make sure you have returned all books to the academy.

### ***CONTINGENCY DAY***

**Wednesday 25<sup>th</sup> June** is the awarding bodies contingency day and you must be available on this date in case an external exam needs to be re-scheduled in case of national or significant local disruptions.

### ***RESULTS DAY***

GCSE Results Day is **Thursday 21<sup>st</sup> August 2025**. Further details of how we will publish results will follow nearer the time.

**Year 11 Certificates** will be available from November 2025. Further details of how we will distribute these will be published later this year.

### ***POST RESULTS SERVICE (Review Of Results)***

If you are concerned about any of your results speak to one of the subject teachers on results day if possible.

- RORs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking.
- RORs may be requested if a candidate is close to the next grade boundary up.
- If a result is queried, the exams officer, teaching staff and head of centre will investigate the feasibility of asking for a re-mark at the centre's expense.
- When the centre does not support a candidate or parent's request for an ROR, a candidate may apply to have an enquiry carried out. If a candidate requires this against the advice of subject staff, they will be charged.
- A candidate's written consent must be obtained before any ROR is made.



You can apply for either a clerical check of the marks or a review of marking for the whole paper. You can also apply for a copy of the exam paper to be returned following the process. Further details of the fees involved will be published shortly.

**REMEMBER IF YOU REQUEST A RE-VIEW OF RESULTS  
YOUR GRADE COULD GO UP OR DOWN**

**INTERNAL APPEAL PROCESS**

Subject Leaders will inform candidates of their non-examination assessment/coursework marks which could be subject to change by the awarding body moderation process.

Candidates must be informed of these marks in a timely manner to enable an internal appeal to be submitted by a candidate and the outcome known before final marks are submitted to the awarding body. Further details are available from the exams office and on the website.

## WHAT IF.....

- **There's a clash on my timetable?**

You will sit the papers one after the other in the same session, with a supervised rest break in between. During the break you will not be allowed to communicate with anyone else nor have access to your mobile phone. The Exams Manager will explain the arrangements to you in more detail if you have a clash.

- **I'm ill on the day of my exam?**

If you are not well enough to attend an exam your parent/carer must telephone the school office on 01789 762285 and leave a message for the Exams Officer. You will not have the opportunity to sit the exam at another time. Your parent/carer will be asked to fill in a self-certification form which will be submitted to the exam board. It is their decision whether to apply special consideration for the missed paper.

- **I'm late for an exam?**

Phone the academy office if you know you are going to be late. This will save the Exams Manager time trying to get in touch with you. You will be allowed to sit the exam but must be aware that the exam board may not accept your paper, depending on how late you are.

- **I'm entitled to extra time, a reader, a scribe, supervised rest breaks or any other access arrangement?**

If you are entitled to any access arrangements, you must report to the gym for each exam to find out where you will be sitting. Where possible you will be seated together to minimise disturbance from other candidates who finish earlier.

**Please check your timetable carefully to see if you need to organise a lift home following an afternoon exam where you qualify for extra time.**

- **I feel ill during an exam?**

Raise your hand and wait for an invigilator to come to you. You can leave the exam room under supervision and return to the room when you have recovered. You will be allowed to make up for any time you have missed. You may be entitled to special consideration from the exam board.

- **The fire alarm goes off during one of my exams?**

Don't panic – the Exams Manager or an Invigilator will tell you exactly what to do. 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 on the playground. Leave everything on your desk and ***do not attempt to communicate with anyone else*** during the evacuation. You are still under exam conditions and any breach of the regulations could mean disqualification from your exam. 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 will be sent to the exam board.

- **I need to go to the toilet during an exam?**

Remember that going to the toilet not only disturbs other people in the room, it also breaks your concentration. Try to go before the exam and if you have to go during an exam, put your hand up and an invigilator will escort you.

- **I don't turn up for an exam?**

The Exams Manager will try and contact you if you do not turn up for an exam to give you the opportunity to get to the academy as soon as possible.

**YOU WILL NOT BE ABLE TO SIT THE EXAM AT ANY OTHER TIME.**

**Please find following the JCQ information sheets which you should read before you take any external exams:**























