

*Alcester Academy*

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*EXAMINATION HANDBOOK FOR CANDIDATES*

*2021-2022*

*Centre Number: 31010*

Academy Telephone: 01789 762285

Exams Manager: Mrs L Kirby

## Aim & 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 have been run to the same standards and rules so that, by now, you should be familiar with the process.

Read the information carefully and, if you are unsure of anything, please contact:

Mrs L Kirby, Exams Manager

01789 762285

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

## Before the exam period

### *Checking entries and exam timetable*

Please check your individual timetable 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. If you identify a mistake, please let Mrs Kirby know as soon as possible so she can inform the exam boards.

**The correct subject and tier** e.g. Foundation or Higher – If you think you have been entered for the wrong tier please speak to your class teacher as soon as possible.

Your exam timetable – make sure you know exactly when and what time you have an exam.

### *Getting equipped*

Make sure you bring all the necessary equipment to each exam, especially maths, science, geography and D&T. Check with your class teacher what equipment is necessary for each exam.

You **MUST** write in **BLACK** pen only – exam scripts are scanned before being allocated to the examiner for marking and other colours may not show up on the scanned document. Pencils and crayons can be used for diagrams. You may use highlighter pens to highlight questions, words or phrases within the question paper. Any source material can be annotated for planning responses.

Your equipment must be in either a see through pencil case or a clear plastic bag. The invigilators carry spare stationery for emergencies.

<h3>During the exam period</h3>
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You must attend school until you have taken your last exam. You will be issued with a timetable for the duration of the exam period which will list all your lessons and revision sessions. This is called the 'alternative timetable'.

You may leave the academy after your last exam but you must report to a member of the Senior Leadership Team: Mrs Mellors, Mrs Woodman, Miss Buckthorp, or Mr Cooke before you sign out.

### *Timings*

Please be in the gym by 8.45 am for a morning exam and 1.25pm for an afternoon one, fully equipped for the subject you are taking. Your phone and any kind of watch **MUST** be switched off and left in your bag for the duration of the time that you are in the exam room. You may leave these items with the school office, before you go to the gym, if you prefer not to leave them in your bag.

Please check your timetable for longer exams that may not have finished by the end of the school day as you might need to make alternative arrangements to get home. This is particularly important if you qualify for extra time.

### *Expected standards of behaviour*

Exams are run according to strict regulations from the exam boards, the wording of which is included at the end of this information. The following regulation must be adhered to:

*You must not talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.*

A warning system for behaviour will operate in exams in order to minimise disruption to other candidates. At the first instance of poor behaviour an invigilator will ask you to stop and issue a yellow warning card. If your behaviour continues a red card will be placed on your desk and the Exams Manager or a member of the Leadership Team 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 tell you when to start and finish and help you with any queries you may have - do not be afraid to ask. They are not allowed to discuss the exam paper with you or explain the questions.

### *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 before every exam.

### *Drinks*

You may bring a bottle of water into the exam, but it must have a sports cap (in case of spillage onto your exam paper) and any label must have been removed. No other food or drinks will be allowed in the exam room, unless medically necessary.

*Mobile phones, watches, any web enabled device...*

Your phone and/or watch must be left in your bag in the secure area of your exam room.

*YOU MUST NOT BRING YOUR MOBILE PHONE/WATCH/MP3/4 PLAYERS OR ANY POTENTIAL TECHNOLOGICAL/WEB ENABLED SOURCES OF INFORMATION INTO THE EXAM ROOM UNDER ANY CIRCUMSTANCES*

We have, in the past, experienced instances of students having their mobile phones in an exam room. On every 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.

*Writing on hands/arms*

Please make sure you have no writing or graffiti on your hands/arms when you come into an exam room. This could be perceived as malpractice and has to be reported to the exam board.

*Social Media*

We all like to share our experiences when taking exams. 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.

*The exam*

- You must not write on your exam paper until the invigilator tells you to do so. This includes writing your name and 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 questions thoroughly before you start answering.
- If you need anything raise your arm to attract the 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.
- Make sure question numbers are clearly written in answer booklets (this will be needed in English Literature for example)
- 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.



### *Graffiti*

Please do not draw/write anything offensive on the exam desks, this applies to your exam papers too. Do not draw graffiti or write offensive comments as the exam board may refuse to mark your paper.

### *After the exam*

- You must stop writing when you are told to do so.
- Ensure your name, centre number, exam number and any other requested details are completed on the front of your answer booklet and any additional answer sheets you have used.
- Please don't talk while the exam papers are collected by the invigilators.
- Remain quiet until you leave the exam room, especially if there are other students still working.

## AFTER THE EXAM PERIOD

### *Returning books/equipment*

On the day of your last exam it would be really useful if you could return or donate any revision materials/resources you have used to subjects.

### *Results Day*

Results day is on Thursday 25<sup>th</sup> August 2022. Further details of how we will publish results will follow nearer the time.

Year 11 certificates will be available from November 2022. Further details of how we will distribute these will be published later this year.

### *Post Results Service (Review of Results ROR)*

If you are concerned about any of your results please speak to a member of the leadership team 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 manager, 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'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 when they are available.

*REMEMBER – if you request a re-mark – 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 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 inbetween. During the break you must remain under exam conditions and are not allowed to revise for the clash exam.

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

If you are unable to attend an exam due to illness, your parent/carer must telephone the school office on 01789 762285 and get an urgent message to the Exams Office. Current guidance from the government regarding COVID 19 is as follows: *Children and young people who are unwell and have a high temperature should stay at home and avoid contact with other people, where they can. They can go back to school, college or childcare when they no longer have a high temperature, and they are well enough to attend.*

- *I'm late for an exam?*

Phone the school office if you know you are going to be late. This will save the admin team 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 access arrangements e.g. reader, scribe, extra time?*

You will be seated in an appropriate room for your access arrangements, please check the seating plan in the gym for more information.

- *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 invigilator will tell you exactly what to do and where to go. If you have to evacuate the exam room you MUST be silent, leave everything on your desk and do not attempt to communicate with anyone whilst you are out of the exam room. You are still under exam conditions and any breach could lead to disqualification. 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?*

Make sure you go before the exam starts, going to the toilet disturbs other people in the exam room and it also breaks your concentration. If you have to go during an exam, put your hand up and an invigilator will escort you. You will be allowed to make up the time you are out of the exam room.

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

The admin team 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.***





AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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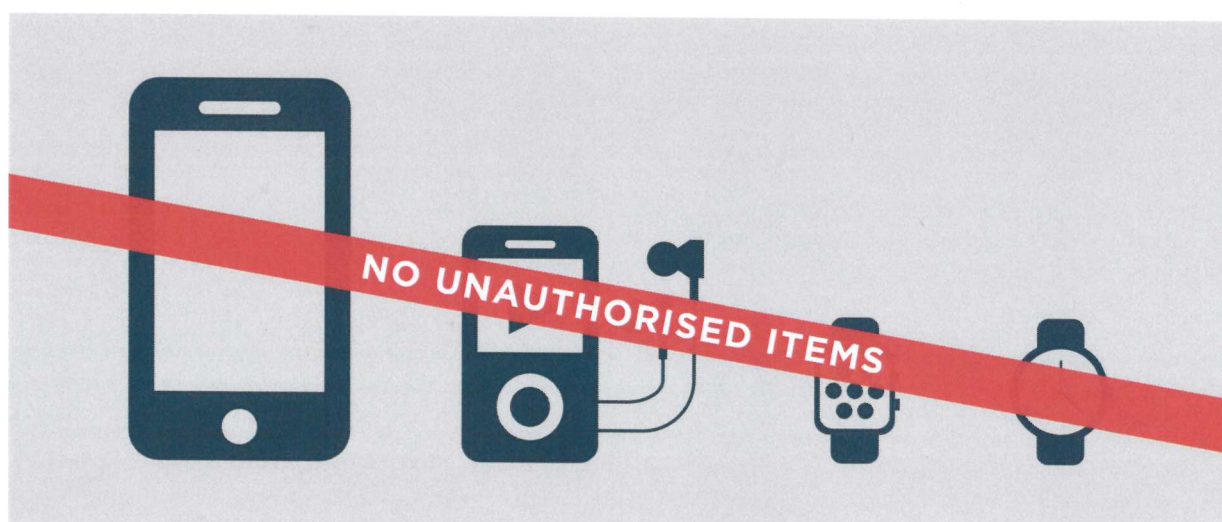
## Warning to Candidates

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 MP3/4 PLAYERS**

**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.



## Information for candidates Using social media and examinations/assessments

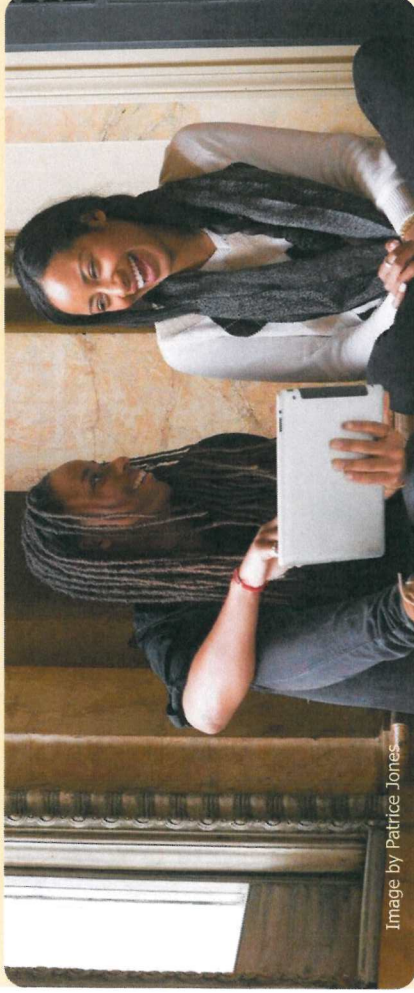


Image by Patrice Jones

**This document has been written to help you stay within exam regulations.  
Please read it carefully.**

We all like to share our experiences when taking exams and sharing ideas with others online can be helpful when you're studying or revising.

However, it is important to consider what you say and to think about what information is being shared as there are limits to what you can share and you need to be careful not to break the rules. The rules are in place to ensure that exams are fair to everyone, students don't become worried about false rumours and any real issues can be sorted out quickly by the right people.

We'd like to ask you to act responsibly when discussing online. If you're in doubt about what you can and can't discuss online regarding your exams, it's always best to check with your teacher.

If you receive what is or what looks to be assessment related information through social media, or any other means, you must tell your teacher or another member of staff. You must show them what you have received (if available). They will then report the matter to the awarding body and it will be investigated.

Where candidates breach the rules for examinations, controlled assessments, coursework or non-examination assessments, awarding bodies have an obligation to investigate and may apply penalties.



Image by Ben Wright

### **You need to know that the following would be malpractice:**

- copying or allowing work to be copied – e.g. posting written work on social networking sites prior to an examination/assessment;
- collusion: allowing others to help produce your work or helping others with theirs;
- asking others about what questions your exam will include (even if no one tells you);
- having or sharing details about exam questions before the exam - whether you think these are real or fake; or
- not telling exam boards or your school/college about exam information being shared.

### **Penalties that awarding bodies apply include:**

- a written warning;
- the loss of marks for a section, component or unit;
- disqualification from a unit, all units or qualifications; or
- a ban from taking assessments or exams for a set period of time.

### **Please take the time to familiarise yourself with the JCQ rules:**

<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

