

EXAMINATION HANDBOOK
FOR PARENTS AND STUDENTS
2023-24
CENTRE NUMBER: 61203

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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 accompany this handbook.

If there is anything you do not understand or you have any queries, PLEASE ASK.

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

The Examinations Officer: Mrs S Nevin

Telephone number: 01634 851262 Extn.643

Email: SallyNevin@universityofkentacademiestrust.org.uk

BEFORE THE EXAMINATIONS

STATEMENT OF ENTRY

- 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. Student's 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.

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 in the Exams Office. Your timetable will show the dates and start times for each exam and which seat you will be sitting in. A copy of your timetable will be given to you during Personal Tutor time and a copy emailed to your academy email address.

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.

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.

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 (61203) unless you have transferred from another academy 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 students will have a ULN number. A Unique Learner Number is issued to every student in the UK when they are in primary academy. 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 you can share with other parties e.g., employers, colleges, universities.

CLASHES

- If a student has a clash where two subjects are timetabled at the same time, the academy will make special timetable arrangements. This will normally involve sitting one exam after the other. In rare circumstances when the exam period will exceed three hours lunchtime supervision may be required. If you think there is a clash on your timetable that has not been resolved, please go to the Exams Office immediately.

TIMETABLES

- External and mock exam timetables are displayed on the academy website. Prior to the start of the exam series students will receive an individual timetable detailing dates, times, duration, venue, and seat number. This must be checked carefully and if a student has any queries, they should speak to the Exams Officer, immediately. In addition to these timetabled examinations there may be practical elements/ language speaking tests and controlled assessments throughout the course.

CONTACT NUMBERS

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

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: -

Calculators must be: 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 formulae.	Calculators must not: <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;• be borrowed from another student during an examination for any reason.• have retrievable information stored in them - this includes: databanks. dictionaries. mathematical formulae. text.
The student is responsible for the following: the calculator's power supply. the calculator's working condition. clearing anything stored in the calculator.	

DURING THE EXAMINATIONS

EXAMINATION REGULATIONS

- A copy of the "Information for Students", which is issued jointly by all the Examining Boards, has already been emailed to students academy email and a copy is on the academy website <https://www.chathamgrammar.org.uk/exam-information>. 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 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

- Students are responsible for checking their own timetable and arriving at the academy on the correct day and time, in full uniform. Students must arrive 10 minutes prior to the start time of their examination. Please wait quietly outside your exam room until you are invited to enter by the examination invigilators.
- 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 they 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 ABSENCE FROM EXAMINATIONS).
- Full Academy Uniform must be worn by all students attending the academy 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 (see FAQs at the end of this booklet). If you break these rules, you will be disqualified from the examination.
- Mobile Telephones, Watches or any 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). 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.
- Students must stay in the examination room for at least one hour after the published start time of the exam (or for the duration of the exam if it is less than one hour). 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.
- 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.

INVIGILATORS

- The Academy employs external invigilators to conduct the examinations. Students are always 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.

ABSENCE FROM EXAMINATIONS

- If you experience difficulties during the examination period (e.g., illness, injury, personal problems) please inform The Academy 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 Examination 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 Examination 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.

AFTER THE EXAMINATIONS

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

Results to be collected from the School Hall.

If you wish any other person (including family members) to collect your results on your behalf, you must give your written authorisation to the academy before results day, and they must bring proof of identity. Candidates that would like their results to be posted can bring a stamped addressed envelope to the Exams Office prior to results day, these will then be posted at the end of results day. We strongly advise that results are collected by students themselves as there will be academy staff available on the day to answer any questions and discuss programmes of study for the coming academic year. Any results not collected by the specified time will be kept in the Exams Office until the start of term after which they will be archived by the Exams Officer.

POST RESULTS ADVICE

If you need any post results advice academy staff and the Exams Office will be available to answer your questions on results day.

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 academy 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 a candidate wishes to proceed, they will need to sign a form to agree that they will accept the new mark/grade if it changes.

ACCESS TO SCRIPTS

The academy 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 academy to recall your script, can you, please sign the form in your results envelope.

COLLECTION OF CERTIFICATES

Certificates will be ready for collection during Term 2 from Reception. When they are ready for collection the Exams Officer will write directly to each student informing them of when the certificates will be ready for collection and information will be on the website. 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.

FREQUENTLY ASKED QUESTIONS

What time do my exams start?

Morning (AM) exams start at 9.00am

Afternoon (PM) exams start at 1.00pm

What time do I need to arrive for my exams?

All students must be here by 8.50 am for morning exams and 12.50 pm for afternoon exams.

What happens if my exam runs through lunchtime?

Exams are scheduled by the Awarding Bodies and must run at the same time in all centres across the country. Therefore, academies cannot move the times because of lunch or break time. Any student that misses their break time will be allowed some time to eat and rest before returning to their usual timetable.

Do I have to wear my uniform?

Yes, normal academy 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 so 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 of 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 by the Exams Office or your lockers during the exam. If possible, you should leave your valuables at home on the day of the exam.

My timetable says TBA under the date, what is this?

This means To Be Advised. This applies to exams that can be sat in a window of time given by the Awarding Body, such as Language speaking exams. As soon as these dates are confirmed they will be communicated to you.

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

The academy will re-schedule 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 student's final timetable. Occasionally it may be necessary for student 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 seating plans which are displayed outside the exam room and on the picture card 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 61203. 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.

How do I know how long the exam is?

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

Can I leave the Exam Early?

No. It is academy 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?

Yes, if it is necessary as this causes disruption to the other candidates around you. Raise your hand to attract the Invigilators attention and they will escort you. 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.

I am entitled to extra time; how will this affect the way I take my exams?

Some students receive an allowance of up to 25% extra time for some of their examination. Where possible these students will sit together to minimise disruption from the other candidates who finish earlier. The Invigilators are aware of student requiring extra time.

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'.