



# **Summer Examination Handbook 17-18**

## **Guidance for Pupils and Parents/Carers**

**Examinations Centre Number: 36527**

School website: [www.chapeltownacademy.com](http://www.chapeltownacademy.com)

**Tel no: 0114 2454803**

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# INTRODUCTION

It is the aim of Chapeltown Academy to make the exam experience as stress-free and successful as possible for all students. This booklet is intended to inform you about examination processes and procedures and to answer some of the frequently asked questions. Hopefully, it will prove informative and helpful for you and your parents/carers. Please read it carefully and share with your parents/carers so that they are also aware of the examination regulations and procedures.

Each awarding body (Exam Board) set down strict criteria which must be followed for the conduct of examinations and Chapeltown Academy is required to follow them precisely. You should therefore, pay particular attention to the JCQ 'Information for Candidates'; 'Warning to Candidates' and 'No Mobile Phones' notices which are displayed on the exam notice board and on our website.

Some of the questions you may have are answered at the back of this booklet. If there is anything you do not understand or any questions that have not been addressed, please ask. If you or your parents/carers have any queries or need help or advice at any time before, during or after the examinations please contact school – we are here to help and support you.

Exam information can also be found on the school website [www.chapeltownacademy.com](http://www.chapeltownacademy.com)

## **Key Dates**

### MFL Speaking exams

- Spanish - Friday 11<sup>th</sup> May 2018
- German - Tuesday 8<sup>th</sup> May 2018
- French - Wednesday 9<sup>th</sup> May 2018

### Summer exams (written)

- 14 May – 25 June 2018

### Results – A-Level

- Thursday 16 August 2018

### Results – GCSE

- Thursday 23 August 2018

# **Before the Examinations**

## **Examinations Boards**

The school uses the following Examination boards: AQA, Pearson (Edexcel), OCR and WJEC.

## **Timetables**

You will be given an individual timetable showing your specific examinations with details of the date, time and duration. Once you receive it, check it very carefully. You should also check that you have been entered for all subjects that you are expecting to get a qualification in.

If you think something is wrong see your form tutor or subject teacher as soon as possible. (Your Examination timetables are available to collect from reception)

You must also check that all your personal details (date of birth, spelling of names) are accurate as these will appear on your qualification certificates and it may be difficult to change them once certificates are awarded. Your name will be your legal name as shown on your birth certificate (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). If any of these details are not correct please see the Examinations Officer.

Some candidates may have an exam “clash” where two or more exams are timetabled on the same day and at the same time. The school will make special timetable arrangements in these cases, which will normally involve sitting one exam after the other. These arrangements will be discussed individually with those candidates impacted.

A timetable showing all the examinations and exam rooms will be displayed on the exam notice board outside the Hall. A copy will also be posted on the school website. You will be notified if there are any changes to the timetable.

## **Candidate Number**

Each candidate has a four-digit candidate number. This is the number you will enter on your examination papers. It is shown on the top of your timetable and it will help if you can remember it. As well as writing this on all your examination papers you will also be seated in candidate number order to comply with JCQ regulations.

## **Centre Number**

The examination Centre number for Chapeltown Academy is **36527**. This is the number you will enter on your examination papers. It will be shown on the wall in your examination room.

## **Equipment**

You are responsible for ensuring you have all the equipment required before your examination. For some Science, Business and Maths exams you will need a calculator. For all exams you should have a black pen (and a spare!)

# During the examinations

## Examination Regulations

A copy of the 'Information for Candidates', which is issued by JCQ on behalf of the Awarded bodies, is printed at the back of this booklet, and also displayed on the door of all the exam rooms. All candidates 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 report any breach of regulations to the Awarding Body.

### **Attendance at Examinations:**

- At Chapeltown Academy, morning examinations start at 09:00am and afternoon examinations start at 1:30pm.
- Candidates are responsible for checking their own timetables regularly and getting to the examination room on the correct date and on time. Candidates should arrive 15 minutes prior to the start of their examination.
- Your equipment must be visible to the invigilators at all times. You must either use a transparent pencil case or clear plastic bag. Pens must be **black** and correction pens are not allowed.
- You should make sure that your calculator conforms to the examinations regulations. Remove any cover or instructions and make sure if you have batteries that they are new. You **must** also clear anything stored in the calculator memory.
- Examination regulations are very strict regarding items that may be taken into the examination room (please see 'Information for Candidates' at the back of this booklet). If you break these rules it could result in disqualification.
- **Mobile phones/smart watches MUST BE SWITCHED OFF AND STORED IN YOUR BAG IN YOUR LOCKER.** If a mobile (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 Awarding body.
- Do not attempt to communicate with or distract other candidates.
- No food is allowed in the examination room.
- Water must be clear without any labels.
- Do not draw graffiti or write any offensive comments on the examination paper – if you do the exam board may refuse to accept your paper.
- Listen carefully to instructions and notices read out by the invigilator – there may be amendments to the exam paper that you need to know about.
- Check that you have the correct exam paper – check the subject, unit and tier.
- Read all instructions on the front of the exam paper carefully and number your answers clearly.

- Candidates must stay in the examination room for the whole duration of the examination. If you have finished the exam use any time remaining to check over your answers and ensure you have filled in 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 more than one answer book ensure any additional answer books are placed in order inside the main answer book. Also make sure your name and candidate number is written on each additional answer book.
- Invigilators will collect your exam paper before you leave the room. Absolute silence must be maintained during this time.
- Remain seated in silence until told to leave the examination room. Please leave the room in silence and show consideration for other candidates who may still be working.
- In the unlikely event of the fire alarm sounding during the examination the invigilator will tell you what to do. Please do not panic. If you have to evacuate the room you will be asked to leave in silence and in the order in which you are sitting. Leave everything on the desk. Do not take your bags. You must not attempt to communicate with anyone else during the evacuation as examination regulations still apply. You will be escorted to a designated area. Once you return to the exam room do not start writing until the invigilator tells you to do so. You will be allowed the full working time for the examination and a report will be sent to the exam board.

### **Invigilators**

- The school employs external invigilators for public examinations. Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.
- Invigilators are in the examination rooms to supervise the conduct of the examination. They will distribute and collect the examination papers, may tell candidates when to start and finish the examination, hand out extra answer books if required and deal with any problems that occur, for example if a candidate feels ill.
- Please note that invigilators cannot discuss the examination paper with you or explain the questions.

### **Absence from examinations**

- If you are ill on the day of an exam, please get a message to the school as soon as possible (0114 245 4803). You must also make every effort to get a doctor's note.
- If you experience difficulties during the examinations (e.g. illness, injury) please inform the school at the earliest point so we can help or advise you.
- In 'exceptional circumstances' candidates are allowed special consideration for absence from all or part of an examination. It is essential that medical or other appropriate evidence is obtained and given to the Examinations Officer as soon as possible.
- Parents/carers are reminded not to arrange family holidays when examinations are taking place.

## Arriving late to an examination

- Candidates who arrive late may still be allowed to sit the examination, at the discretion of the Exams Officer/ Head teacher, depending on the time of arrival and the reason.
- If you know you are going to arrive late you must make contact with the school immediately. We make every effort to contact home if a student does not arrive for an exam, and for this reason it is extremely important that the school has up to date contact numbers.

## Exam Checklist

	Get to the exam room 15 minutes before the start of an exam - (unless you have been instructed otherwise). It is much better to give yourself time to settle before the start of the exam.
	You must leave bags, coats and electrical items in your locker.
	Phones/smart watches - students must not have mobile phones or smart watches in their possession (either on or off). They must be switched off (including any alarms) and in your bags, They can be handed in for safe keeping during the exam if necessary. This is very important – if a phone/smart watch is found, there is a chance you will be disqualified.
	You should not have notes, papers, MP3 players (including ear phones) etc. in your possession.
	Only clear pencil cases are allowed on your desk, any others should be left in your bag. You must use a BLACK pen. Do not use gel pens – this is because the exam papers are scanned and sent electronically for marking – gel pens do not scan well. Highlighters may be used to mark sections in the questions but must not be used in answers.
	In an exam where you have the use of a calculator, you should not have a calculator cover on your desk. You must also clear anything stored in the memory.
	There is absolutely no talking or communication between students once you are told that you are under exam conditions. If you have any questions, you should raise your hand once seated and an invigilator will come and see you.
	No food allowed in the exams rooms.
	Water bottles are allowed in the exam rooms but should be in clear bottles with a spill-proof cap. There should be no label on the bottle.

# **After the Examinations**

## **Notification of Results**

We strongly advise that results are collected by students as there will be school staff available on the day to support you and answer any questions.

GCSE results will be available for collection on **Thursday 23 August 2018 at 10am.**

A Level Results will be available for collection on **Thursday 16 August 2018 at 8:30am.**

- If you wish for any other person (including family members) to collect your results on your behalf, you must confirm this in writing to the Exams Officer before the end of the summer term, and the person collecting the results will need to bring a form of identification with them.
- If you are unable to collect your results they will be posted to you if you leave a stamped self-addressed envelope with the Examinations Officer before the end of the summer term.
- No results can be given out by telephone.

## **Post Results**

If you need any post results advice school staff will be available to answer your questions on results day.

### **-Enquiries about Results (review of marking)**

If you feel that your external examination results do not reflect your performance and are significantly different from what you were expecting, you may request an enquiry requesting the mark to be reviewed for which a fee is payable.

Any enquiry about a result can only be made by the school on your behalf as candidates are not permitted to contact the exam boards directly.

As a result of re-marking there are 3 possible outcomes - your grade may be improved, remain the same, or be lowered. Careful thought and discussion with the subject teacher should take place before requesting a review of marking. If you decide to proceed you will be required to sign a form acknowledging these possible outcomes before any request can be made. Only if your grade is improved will the Examination Board waive the fee.

Enquiries must be made to the Examination Boards by 20<sup>th</sup> September for the summer examinations.

### **-Access to Scripts**

You have the opportunity to have a copy of your script (exam paper) returned to you. Any request has to be made by the school on your behalf and a fee will be payable.

### **Certificates Collection**

Exam Certificates arrive in school mid-November and will be available to collect from the Academy after Monday 19<sup>th</sup> November during normal school hours.

\*Students will need to collect and sign for their certificates in person or provide written permission for a member of their family to collect their certificates.

The school is obliged to keep certificates for a period of one year after students have left. If you have not collected your certificates within this time and school no longer has them you will need to contact the Exam Boards and request replacements. This will require proof of identity and a fee of approximately £40 per certificate.

You are therefore urgent to collect and keep your certificates safe!

## **Frequently Asked Questions**

### **Q. What do I do if there's a clash on my timetable?**

We will reschedule exams internally (on the same day) where there is a clash of exam papers. If the exams do not exceed three hours in duration then candidates will sit one paper after the other. If they exceed three hours then candidates will sit one paper in the morning and the other in the afternoon. In these circumstances, candidates will be supervised and must not have any communication with other candidates. If you have any queries please ask the Exam Officer.

### **Q. What time do exams start?**

Morning exams usually start at 09:00 and afternoon exams usually start at 13:30. There may be alterations to exam times so always check the copy timetable on the exam notice board.

### **Q. How do I know how long the exam is?**

The length of the examination is shown in minutes on your individual timetable under the heading 'duration'. Invigilator will tell you when to start and finish the exam. They will write the finish time of the exam on a flip chart or board at the front of the exam room. There will be a clock in all exam rooms.

### **Q. If I arrive late can I still sit the Examination?**

You should get to school as quickly as possible and report to Reception. If it is still possible for you to sit the examination a member of staff will escort you to the exam room. You must not enter an examination room without permission after an examination has begun.

If you arrive very late we are required to inform the Exam Board, giving the reason and evidence for your lateness. The Board may decide not to accept your work. If you arrive after the published end time for the exam you will not be allowed to sit the exam.

### **Q. If I miss the examination can I take it another day?**

No. Timetables are regulated by the Examination Boards and you must attend on the given date and time. If you miss an exam without good reason you will be charged the entry fee. You also risk not gaining your final GCSE or A-Level grade.

### **Q. How will I know where to sit in the exam room?**

Every desk is labelled with seat numbers. Students **MUST** make sure they know this number. There are always plenty of staff and exam invigilators in the room to help students find their seats. Students must sit at the desk allocated to them and *not sit where they wish or move desks during the exam*.

### **Q. What do I do if think I have the wrong paper?**

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

### **Q. What do I do if I have an accident or I am ill before the exam?**

Inform us at the earliest possible point so we can help or advise you. In the 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 will need to obtain medical evidence (from your GP or hospital) if you wish the school to make an appeal for Special Consideration on your behalf (see below).

**Q. What is an Appeal for special consideration?**

Special consideration is an adjustment to the marks or grades of a candidate who is eligible for consideration. The allowance for special Consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for exceptional cases). Parents/carers 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 fully prepared and covered the whole course and performance in the examination or in the production of coursework is affected by adverse circumstances beyond their control. Example of such circumstances may be illness, accident or injury, bereavement, domestic crisis. The school must be informed immediately, so that necessary paperwork can be completed and the candidate will be required to provide evidence to support such application.

**Q. What do I do if I fall ill during the exam?**

Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before, or during an exam and if you feel this may have affected your performance.

**Q. What equipment must I NOT take into the exam room?**

Food, notes, books, papers, calculator instruction leaflets, correction fluid or pen, reading pens, instruments which can capture a digital image, electronic devices (iPods, MP3/4 players, wrist watches which have a data storage device or digital facilities). **Mobile phones must be switched off and left in your bag.**

**Q. Why can't I bring my mobile into the exam room?**

Being in possession of a mobile phone (or any other electronic communication device, e.g. iPod, headphones, MP3 players) is regarded as cheating and is subject to severe penalty from the awarding bodies.

**Q. When will I get my personal timetable for the summer exams?**

Now, you will have been asked to collect this from reception.

**Q. How will I know if my original timetable has changed?**

If there is any change whatsoever to your original exam timetable you will be issued with a new one.