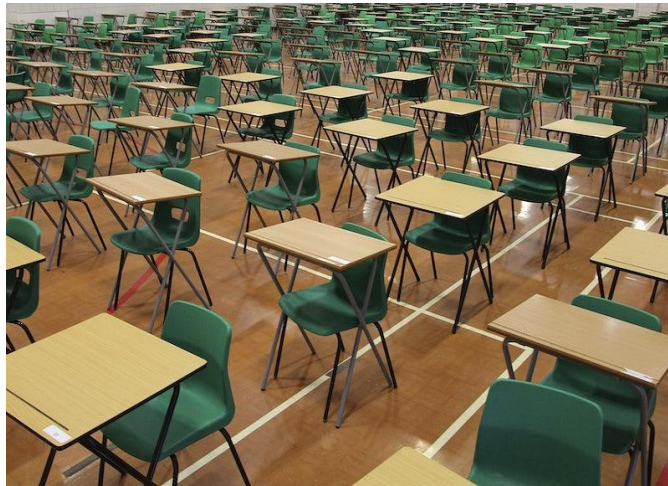




## Examinations Guidance for Parents & Students



Centre Number: **61706**

Academy Telephone No: **01622 250 050**

Examinations email: [exams@snowfieldsacademy.org.uk](mailto:exams@snowfieldsacademy.org.uk)

This information booklet forms part of the Academy's Examination Policy which aims to conform to guidance issued by the Joint Council for Qualification (JCQ) and the Awarding bodies. (Awarding Bodies is a global term for different Examination Boards).

### References Sources can be found on the Internet:

- JCQ Instructions for conducting Examinations
- JCQ Instructions for conducting coursework/portfolios
- JCQ Access Arrangements and Special consideration
- JCQ Entry, Aggregation and Certification Procedures and rules
- JCQ Post Results Services

# Introduction

It is the aim of Snowfields Academy to make the examination experience as stress-free and successful as possible for all candidates.

Hopefully, this guidance will prove to be informative and helpful for you and your son/daughter. Please read it carefully and show it to your son/daughter so they are also aware of the examination regulations and procedures to follow in the event of any problems occurring.

The awarding bodies (or examination boards) set down strict criteria which must be followed for the conduct of examinations and Snowfields Academy is required to follow them precisely. You must, therefore, pay particular attention to the Notice to candidates that is printed in section 5.7.

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 question that has not been addressed, please ask.

## **Data Sharing**

The process of entering/registering candidates with examination boards requires us to share data with them. This will include, full name, Date of birth, age, gender, details about personal circumstances relevant to the examination process and Unique Learner number.

## **Exam Series**

Exams will be offered to candidates as follows:

*\*provided that individual modules are available from the exam board*

Year	BTEC Onscreen tests e.g P.E and ICT are organised on demand throughout the year.
November	GCSE Resits (Mathematics and English only)
December	Year 11 Core Subject Mocks
April	Year 10 All Examination Subject Mocks
Summer	BTEC Exams GCSE Exams Functional skills

## **Entries**

The Exams Office liaise with teaching staff to determine which examination each candidate is to be entered for.

### **Funding**

The Academy will fund one entry per candidate for each GCSE/GCE subject that they sit.

The Academy reserves the right to reclaim entry fee from parents if a candidate:

- a. Fails to sit the examination without reasonable cause
- b. Does not attend academy regularly for the necessary course of study
- c. Does not complete and submit the necessary work to attain a pass grade by the correct time (i.e course work and assessments)
- d. Infringes the Examination Boards Regulation concerning unfair practice in an examination.

### **Misconduct**

JCQ and the Awarding bodies issue strict rules regarding the whole examination process. Any breach is referred to as 'misconduct' and the sanction for misconduct can result in disqualification from all examinations taken in that examination series. Any cases of misconduct will be reported to the Exams Officer in the first instance, who will act accordingly to JCQ or any other governing bodies regulations. Candidates must be aware of their responsibilities.

Please note: The Academy's policy is that wrist watches will no longer be permitted in the examination room.

### **Notice to Candidates: JCQ Notifications**

**Candidates must ensure that they are familiar with the following:-**

#### **Warning notices**

Specify which items **may not** be taken into the examination room.

#### **Information Notices**

Provide information on a number of topics

#### **Course work and assessments**

Some examinations have teacher assessed units that are not examined but work is marked internally and grades sent to the examination board. There are protocols to ensure standardisation of marking and sample of the work is requested by exam boards for moderation. These are known as Non Examined Assessments(NEA). The academy policy is under section 2.6 when a candidate is advised of the grade that will be sent to the Awarding Body, they have a right to appeal that mark. In the first

instance they must talk to the teacher and use the specified appeals process, which does have strict time limits.

\* \* \*

# **Before the Examinations**

## **Revision:**

It is your responsibility to ensure that you are adequately prepared for your exams, this includes revision. Your teachers will be able to offer you advice on revision and where to find resources that suit your needs.

We advise that you attend the in school subject clinics and complete some revision at home - especially during the Easter and May/June half terms.

## **Non Summer Examinations**

Dates for non-Summer examinations will be made available candidates by the Exam Office/Officer

## **Summer 2024**

Throughout the year Non- Examined Assessments will take place and language speaking exams take place. Some items of work are then submitted to the Awarding Bodies according to a subject specific timescale.

## **Written Exams:**

Summer series Written exams will fall between 6th May-28th June 2024\*\*

*\*\* Please note that Awarding Bodies may, in an emergency, reschedule any examination to and including 28th June. It is the candidates responsibility to be available.*

## **Results Available:**

- GCSE - 22nd Aug 2024
- Functional Skills - released by school 22nd August 2024

You will be able to collect your results in school at 10am on 22nd August

If you are unable to collect your results they will be sent to you by First Class Post on 22nd August.

***Official certificates are released approximately 3 months after 'Results Day'. They will be sent to school and we will ensure that they are delivered to you.***

## **Individual timetables**

Awarding bodies issue examination dates and times, which, in conjunction with examination entries, enables the Exams team to produce and issue timetables to candidates.

Time tables show date and start time of each examination that a candidate is due to sit, and specify subjects they are being entered for and the levels of entry, where applicable. Candidates are responsible for checking that these are correct and

directing any concerns immediately to the Exams Office. Some subjects only have one tier of entry, others have Foundation or Higher tiers.

The candidate must check everything on their timetable very carefully. Particularly check that all personal details (date of birth, spelling of names) are accurate as these will appear on certificates and it may be difficult to change them once certificates are awarded.

Timetables do not show coursework or assessments that take place in a time frame rather than a set time. Candidates must note carefully any dates, times and deadlines issued for these assessments that will be issued by their teachers.

### **Clashes**

A few candidates may have a clash where two subjects are timetabled at the same time. The academy will make special timetable arrangements for these candidates only. Your child must check their individual timetable.

If you think there is a clash on your timetable that has not been resolved, please contact the Exams Office immediately. As last resort, and if a clash cannot be resolved in any other way, overnight supervision arrangements may be put in place where parents and students will need to sign to accept a number of conditions to ensure the candidate cannot meet, communicate or have access to internet/tv etc.

### **Candidate number**

Each candidate has a four-digit candidate number which will be shown on their exam time table and name place card. This is the number that will be entered on the examination papers.

### **UCI**

In addition to a candidate number each candidate must have a unique candidate identifier (12 number and 1 letter) which is shown on the top of statements of entry. This number will usually begin with the Centre Number (61706) unless your child has transferred from another Academy that had already issued a UCI. This UCI is used for administration purposes and is not necessary to remember it.

### **Special Arrangements/Medical information**

Any special arrangements or medical information (e.g diabetes, epilepsy etc) regarding a candidate will be printed on their name place card. This is to assist exam staff and invigilators in implementing the arrangements and being aware of any special needs. If you have any queries or concerns please do not hesitate to contact the Exams Office regarding this.

### **Contact Details**

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

## Equipment

Your child will be provided with the correct equipment for their examinations by the Snowfields academy Exams Office.

Once candidates have their equipment they are responsible for it and must not attempt to borrow equipment from another candidate during the examinations.

Candidates will be provided with a black pen, pencils, ruler to every exam in a clear pencil case. Candidates must not use correcting pens, fluids or tape, highlighters or gel pens in your answers. Pencils must be used for graphs and diagrams only unless otherwise directed.

For Mathematics and Science exams, candidates will be provided calculators that conform to the examination regulations. Candidates will also be provided with Specialist maths equipment (for example compass, set square, protractor).

## Personal Belongings

Exam Board regulations state that no unauthorised materials may be taken into exam rooms (e.g notes, calculator cases/instruction leaflets, bags,coats, mobile phones, iPods, MP3 players, smart watches etc.) Candidates will have a designated area to store belongings whilst they are taking their exams. However, the academy cannot accept responsibility for any loss of personal belongings and therefore candidates are advised not to bring anything of value especially mobile phones, iPods, MP3 players etc. to the academy during exam period.

**Mobile phones/watches 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 the candidates possession during an examination (even if it is turned off) it will be taken from them and a report made to the appropriate exam board. No exceptions can be made.

**No food is allowed in the examination rooms** (unless on medical grounds or whilst under clash supervision) Candidates may bring water but it must be in a clear bottle without a label. We will provide a snack for candidates once they leave the exam room.

## Uniform

We expect students to sit their exams in school uniform. Coats and hoodies are not permitted in the exam room - if a jumper is required, it must not have pockets at the front.

\* \* \*

# **During the Examinations**

## **Examination Regulations**

All candidates must read this carefully and note that to break any examination rules or regulations could lead to **disqualification from all subjects**. The Academy is duty bound to report any breach of regulations to the Awarding Body.

## **Attendance at examinations**

Candidates are responsible for checking their own timetable and arriving at academy on the correct day and time, properly dressed and equipped. Candidates must arrive 10 minutes before the start time of their examination. They must wait quietly outside the exam room until invited to enter by the examination invigilators.

Candidates who arrive late for examination may still be admitted but may not receive any additional time. If special consideration applies, then you must speak to the Examination officer.

Full school uniform must be worn by all candidates for examinations.

## **Absence from Examinations**

If your child experiences difficulties during the examination period (E.g illness, injury, personal problems) please inform the academy at the earliest possible opportunity so we can help or advise you.

Only in 'exceptional circumstances' are candidates allowed special consideration for absence from any part of the examination. It is essential that medical or other appropriate evidence is obtained on the day by the candidate/parent and given to the Examination Officer without delay.

## **Behaviour**

Do not attempt to communicate with or distract other candidates.

Writing on examination desks is regarded as vandalism and you will be asked to pay for any damage.

Drawing graffiti or writing offensive comments on the examination papers may result in the examination board refusing to accept the paper.

## **Examination Cards**

Examination cards are used to convey key information to both candidates and invigilators. These cards must not under any circumstances be defaced or removed from the examination room.



### **Invigilators and Exam instructions**

The Academy uses internal staff to conduct the examinations. Internal invigilators have been trained. Candidates are expected to behave in a respectable manner towards all invigilators and follow their instructions at all times.

Invigilators are in the examination room to supervise the conduct of the examination. They will distribute and collect the examination papers, tell candidates 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 candidate is feeling ill.

Please note that invigilators cannot discuss the examination paper with candidates or explain the questions.

Pupils who are disruptive or behave in an unacceptable manner will be removed from the examination room by members of the Examination Team/Senior leadership team.

For the award of grade by Special consideration, where a candidate misses part of the examination through illness or personal misfortune, a minimum of 25% of the examination (including coursework) must be completed.

Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

PARENTS AND CANDIDATES ARE REMINDED THAT THE ACADEMY WILL REQUIRE PAYMENT OF ENTRY PLUS ADMINISTRATION FEES, IF A CANDIDATE FAILS TO ATTEND AN EXAMINATION WITHOUT GOOD REASON OR WITHOUT GOOD REASON OR WITHOUT INFORMING THE ACADEMY.

### **Exam instructions**

Candidates must listen carefully to the instructions and notices read out by the invigilators- there may be amendments to the exam paper that they need to know about.

Candidates must check that they have the correct question paper- check the subject, paper and tier of entry.

Candidates will be required to enter name, centre number and candidate number on their examination paper. A card carrying all these details will be on the candidates desk. The name entered must be their legal name as detailed on the exam card. Any query about the accuracy of this must be discussed with the Exams officer.

Candidates must read all of the instructions carefully and number their answers clearly.

Candidates 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). Candidates will not be allowed to leave an examination room early. If the candidate has finished the paper they must use any time remaining to check over their answers and ensure that they have completed their details correctly.

At the end of the examination all work must be handed in- candidates must remember to cross through any rough work but leave legible as credit is sometimes awarded for workings. If they have used more than one answer book each page must be marked with name, candidate number and clearly show answer number. These must be placed in your script at the first page that the extra work refers to.

Invigilators will collect the exam papers before the candidates leave the room. Absolute silence must be maintained during this time. Candidates must leave the room in silence and show consideration for those candidates who may still be working.

Candidates must remember they are still under examination conditions until they have left the examination room and the immediate vicinity.

Question papers, answer booklets and additional paper must **NOT** be taken from the exam room.

### **Malpractice**

This is a global term covering any breach in exam regulations or any behaviour issues that impact on any individual or integrity of the examinations. The Centre has a responsibility for reporting any potential malpractice that is then investigated. There are 9 possible penalties ranging from 'warning' through to a 'Candidate Debarred'

Full details can be found at

<http://www.jcq.org.uk/exams-office/malpractice/jcq-suspected-malpractice-policies-and-procedure-2022-2023>

### Emergency Contact numbers

It is essential that you contact a member of the exams team immediately if you have any difficulty on the day of your examination. Equally, if you or your parents need help or advice at any time, please contact the exams team for advice.

GCSE	The Exams Office	01622 250 050 ext 2025 <a href="mailto:exams@snowfieldscademy.org.uk">exams@snowfieldscademy.org.uk</a>
NEA (non exam assessment)	Teacher	01622 250 050 <a href="mailto:info@snowfieldsacademy.org.uk">info@snowfieldsacademy.org.uk</a>

### Evacuation during and examination

Candidates will be asked to stop writing when an evacuation alarm sounds.

Exam officers will liaise regarding evacuation. Candidates, supervised by invigilators, will be instructed to leave in silence and make their way to the specified examination assembly point where they will remain under exam conditions.

Candidates must leave everything on their desks and must not attempt to communicate with anyone else during the evacuation.

Lead invigilator is to take a roll call using the exam register.

When they return to the exam room candidates must not start writing until the invigilator tells them to.

All candidates will be allowed the full working time for the examination and report will be sent to the awarding body detailing the incident.

If it is impossible to maintain exam conditions the Examination officer will be required to appraise the Awarding Bodies of this incident and examination would cease. (Due regard must be given to timings and wider exam security) when the exam officer reports the situation.

\* \* \*

## **After the Examinations**

### **Special consideration**

If during the course of the examination process, illness, injury, bereavement etc occurs, the Examination office will make an application for 'Special Consideration'.

### **Notification of Results**

Provisional results from the main summer exams will be available for collection by candidates only on the day notified by the awarding body. ( The academy will notify candidates of the exact day and time) Pupils who are unable to collect must make alternative arrangements with their Examinations Officer.

**Results will not be given to 'friends' under any circumstances.**

### **Post result Services**

In the event that a candidate is not happy with their result they must speak with their teacher.

The awarding bodies offer Post results service which is split into different categories;-

Review of Results (ROR) Service

Access to scripts

### **When a Review of Results is instigated, grades may increase, remain unchanged or go down.\***

\*please refer to JCQ website for more information: <https://www.jcq.org.uk/exams-office/appeals/>

Below is a brief outline of the services available. Further details and fees payable will be made available by the Exams Officer to accompany the publications of Results.

### **Types of service:**

#### **Service 1 (Clerical re-check)**

This is a re-check of all clerical procedures leading to the issue of a result. The outcome of the re-check will be reported along with a statement of the total mark for each unit, or component included in the enquiry, Service 1 enquiries will involve the following checks;

- a. That all parts of the script have been marked
- b. The totalling of marks
- c. The recording of marks
- d. The application of any adjustments

- e. The application of grade thresholds
- f. The application of any special consideration, where applicable
- g. If requested, a photocopy of the re-checked script(s) for those units/components included in access scripts

### **Service 2 (Post-results review of marking)**

This is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. The service is available for externally assessed components of modular, unitised or linear specification. The service will include;

- a. The clerical re-check detailed in Service 1
- b. A review of marking as described above
- c. If requested, a photocopy of the reviewed script

### **Priority Service 2 (Post-results review of marking)**

This service is as Service 2, but is only available if the following criteria are met:

- a. The enquiry is about a Level 3 examination
- b. A candidate's place in further/higher education is dependent upon the outcome.

### **Service 3 (Post-results review of moderation)**

This is a process in which the original moderation is reviewed to ensure that the required assessments criteria have been fairly, reliably and consistently applied. Please note that if the centre's coursework marks have been accepted without change by an awarding body, This service will not be available.

### **Application for appeal (Form included)**

The head of centre can appeal against the outcome of clerical re-check, a review of marking or review of moderation. Please note that candidates/ parents/carers are **not** entitled to appeal to the awarding body. Representations **must** be made to the head of centre where the candidate was entered or registered. The head of centre's decision as to whether to proceed with an appeal is subject to the centre's internal appeals arrangements.

### **Access to Scripts**

Candidates will be able to request their own scripts for general interest or to inform future learning. Original scripts will be returned.

Level 3 candidates will be able to request access to a copy of their script prior to deciding whether to lodge a Review of Results. Photocopies of their script will be returned. This option is not available to Level 1 & 2 candidates.

Centres can apply for scripts to support staff in teaching or (for Level 3 examinations only) photocopied scripts to help decide whether to lodge a review of results. In all cases where the academy intends to use candidates' written scripts as examples to other candidates, prior written permission must be obtained from the candidates concerned.

### **Guidelines to candidates Regarding Review of Results**

Candidates requesting review of marking or access to scripts will be charged.

Fees vary between Awarding Bodies (Edexcel provides this service free of charge for most of their examination subjects).

Fees for these services differ for each awarding Body. Please contact the Exams Office for the latest charge. A charge may be added to the exam board charges order to cover the cost of administration.

A help sheet to assist in making a decision about a review of marking requests is shown below but we strongly advise talking to your teacher in the first instance.

Application for Post results services must be made via the appropriate form available from the Exams Office, example shown in Forms section below. A sheet providing deadline dates for review of results services is provided by the exams office.

### **Candidate Consent**

Before any application for Review of Result or Access to Scripts services can be made, a signed Candidate Consent form has to be provided by the Candidate which is downloadable from the exam policy on the academy website.

### **Certificates**

Once the Review of marking period has passed, the Awarding bodies send certificates confirming the candidates results.

Certificates are collated by the Examination Team in preparation for distribution. Internal candidates will be notified by staff when they may collect their certificates.

Certificates are very valuable documents. Some Awarding Bodies will only issue replacements in very exceptional circumstances (loss does not count). Instead, they may only supply a 'statement of results'. Awarding Bodies that do replace certificates charge. Costs vary between Awarding Bodies. Prices are subject to annual increase, and are currently in the region of £43 per certificate. Candidates will be required to sign for their certificates on collection, due to their value. It is recommended that certificates are treated like other valuable documentation.

Candidates must collect certificates in person. Alternatively, candidates may notify us in writing of a person who they authorise to collect and sign for their certificates on their behalf. Proof of identity for the nominated person will be required.

The Exam Office will safely store any certificates for at least the minimum period of one year currently specified by JCQ. (The academy currently stores certificates for longer, 5 years plus, but reserves the right to review this at any time). Once the storage period has passed the Academy arranges for secure disposal in line with the exam regulations. Replacement certificates/statement of results can be obtained directly from Exam Boards on payment of the appropriate fee.

### **Resit Requests**

See Awarding Body website for further information.

### **Review of Marking**

The decision to submit a request for a marking review must only be taken after careful consideration as grades can go down as well as up, or remain un-changed.

\* \* \*

## **Terminologies**

***Grade boundaries*** - The exam boards publish Grade boundary tables for each exam series. It is important that you consider how close to a 'Grade boundary' you are. Exam officer can provide you with the 'Grade boundary table' but you can also find them on-line by putting the Exam board, subject and words 'grade boundary' into your search.

***UMS Marks***- Papers are marked in 'raw marks', to ensure that examinations are comparable from year to year the marks are adjusted to **Uniform Mark Scheme** points (UMS Points).