



**WITHAM**  
A PRIORY ACADEMY

**Examinations Information**  
**Centre number 26120**



## Introduction

The Priory Witham Academy understands that examinations can be a stressful time for students and parents/carers, so it is important that everyone involved is as well informed as possible. Well-informed students will understand that the rules and regulations are designed to ensure fairness and minimise disturbance. It is in the interests of everyone that the examinations run smoothly and are conducted in a way that will cause as little stress as possible to help the students achieve their best.

This booklet is intended to inform you about examination rules and procedures. It will answer some of the most frequently asked questions so please read it carefully. If there is anything you do not understand or you have questions that have not been answered please ask.

## Awarding Bodies

JCQ (Joint Council of Qualifications) work on behalf of the Awarding bodies (or examination boards) to set down the regulations which must be followed by students and The Priory Witham Academy during the examination process. The academy must report any breach of regulations to the Awarding body, therefore each student should read these notices carefully and note that to break any of the examination rules or regulations could lead to disqualification.

- JCQ Information for Candidates
- JCQ Warning to Candidates
- JCQ No Mobile Phone poster

They can be found at the back of this booklet. They are also on the student intranet page and academy website.

The following topics may also be useful and can be viewed on the JCQ website,

- JCQ Suspected Malpractice in Examinations and Assessments
- JCQ Appeals Booklet
- JCQ Information for Candidates – social media

If you or your parents/carers have any queries or need help or advice at any time before, during or after any examination please contact the examination office:

Examination Officer, The Priory Witham Academy – Mrs A Fisher (01522 882900)  
Federation Examinations Manager – Mrs C Ruston (LSST 01522 889977)

## Timetables

The formal GCSE/GCE examinations take place during May and June 2018. The academy timetable will be published on year base examinations noticeboards, the student Sharepoint area and the academy website from mid-November.

**The summer examination timetable is set nationally by JCQ and the dates and times CANNOT BE CHANGED by the academy.**

Individualised timetables will be issued at the beginning of March and you will be asked to sign to confirm you have received it.

When you receive your timetable you should:-

- Check that your full name and date of birth are correct. This is how it will appear on your certificates. Your certificates are legal documents therefore it must display your legal NOT preferred name.
- Check you have been entered for all the examinations/tiers you expected to be.
- Learn your timetable, including your examination room and seat number.
- Learn your 4 digit examination number and school centre no (26120).

If you think something is wrong see the examinations officer straight away.

### **EXAMINATION CLASH**

Some candidates may have a clash where 2 subjects are timetabled at the same time. The academy will make special arrangements for these candidates and you will be advised accordingly. Often one examination will immediately be followed by the other with a supervised break in between. In all cases of an examination clash, very strict supervision arrangements will be put in place which will involve a member of staff supervising the candidate in a suitable location. Candidates will not be allowed contact with other people, the internet or their mobile phones during this time and until all examinations have been completed.

## THE EXAMINATION ROOM

Regulations are very strict about items that **may/may not** be taken into the examination and the academy is legally required to report any cases of malpractice to the Awarding body.

The academy will provide you with all the equipment you need for each examination, but if you wish to bring your own equipment it must be in a clear transparent pencil case or clear plastic bag. It must be visible to invigilators at all times.

## ITEMS THAT MAY NOT BE TAKEN IN THE EXAMINATION ROOM

- Only material that is listed on question paper is permitted in the examination room. A student found to have material on them that is not allowed would normally be disqualified from the paper but maybe disqualified from the subject, so make sure your pockets are empty!
- Bags and coats are not permitted in the main examination hall. They are to be left in the foyer. You should take precautions to ensure any valuable property has been left securely at home or with your pastoral team.
- NO watches (regardless of digital or analogue) are allowed to be worn.

### **WATCHES**

JCQ updated their regulations for 2017/2018 to specify that no candidate may wear a wrist watch during an examination. This is because it is almost impossible to tell the difference between a Smart watch, a watch with a data storage facility or a standard digital watch. This ruling extends to include traditional wind up/battery powered analogue wrist watches. An analogue clock will be displayed as usual in each examination room. Please see the examinations officer if this raises any concerns.

- Unless there is a medical reason which has already been discussed with the examination officer in advance, no food or drink (other than water) are permitted.
- Any web-enabled devices, including mobile telephones, iPod, iPads and smart watches should not be brought into the examination room. Your Year Director will put a procedure in place for you to surrender your devices during registration. If you forget to hand your item in, you will be given an opportunity hand it to an invigilator before the examination begins.

Being in possession of a mobile 'phone or smart watch (or any other electronic communication device, e.g. ipod, headphones) is regarded as malpractice and is subject to severe penalty from the awarding bodies, even if it is turned off:

**The minimum penalties are as follows:**

Device found on you and turned **ON** - **disqualification for the entire subject award.**

Device found on you and turned **OFF** – **disqualification from the specific paper** you are sitting at the time.

Phone rings during the examination **wherever it is in the room** the examination board must be informed and you may be disqualified from all papers for the subject (including any already taken).

- You should not you write on your hands before or during the examination itself. Anyone seen with writing on their hands will be asked to remove it immediately.

**ITEMS THAT MAY BE TAKEN INTO THE EXAMINATION ROOM**

- Water is allowed, although it must be in a clear bottle with a sports-style top, and the label must be removed.

If you wish to bring in your own equipment:

- Pens should be black ballpoint. Gel pens and correction pens are **NOT** allowed.
- Highlighter pens can be used on the questions but must not be used in the answer section.
- For Mathematics and Science examinations, students should make sure their calculators conform to the examination regulations. If in doubt, check with your teacher. Remove any covers or instructions and make sure batteries are new. The calculator must be cleared before entering the examination room.

**ON THE DAY OF THE EXAMINATION**

You are responsible for knowing when your examinations are and you are expected to arrive in school and register as normal at 8.45am, where your Year Director will advise you of any notices, such as room changes.

- Morning exams start at 9am

For an afternoon exam you should go to the year base at the end of lunch to be registered before being directed to your next examination.

- Afternoon exams start at 1pm.

Full uniform or appropriate sixth form dress should be in accordance with the academy's expectations and must be worn by all students attending the examinations.

**Please wait quietly outside your examination room until you are invited to enter by the examination invigilators.**

## INVIGILATORS

- The academy employs external invigilators to conduct the 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 ensure the security of the examination and check on the welfare of the candidates. 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 you or explain the questions.
- Pupils who are disruptive or behave in an unacceptable manner will be removed from the examination room by invigilators and members of the Senior Leadership Team.

## EXAMINATION CONDITIONS

- As soon as you enter the examination room you are under examination conditions and you must not attempt to communicate with or distract other candidates.
- Any student who has not handed in their mobile phone, any other web-enabled device or watch must do so as soon as they are asked to do so by an Invigilator.

Please make sure your device (including any alarms) is turned off. 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 Awarding Body. No exceptions can be made.

- You **MUST NOT** write on the examination desk. This is regarded as vandalism and you will be asked to clean off any damage.
- Do not draw graffiti or write offensive comments on examination papers – if you do the awarding body may refuse to accept your paper.
- Listen carefully to instructions and notices read out by the invigilators – there may be amendments to the examination paper that you need to know about.
- Students **MUST** accurately complete the information on the front of the examination paper, **especially their candidate number**. Failure to do so may result in the delay or loss of your result.
- Check you have the correct question paper – check the subject, paper and tier of entry. Be prepared to raise your hand if you are worried something isn't right.
- Read all instructions carefully and number your answers clearly.
- The length of an examination cannot be altered and you are required to stay under full examination conditions for the duration of the examination. If you finish the paper early use any time remaining to check over your answers and ensure that you have completed your details correctly.

## WHEN THE EXAMINATION HAS FINISHED

- You must continue to remain silent and not attempt to communicate with anyone until you have left the examination room as you can still risk malpractice.
- Invigilators will collect your examination papers before you leave the room.
- 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.
- All rough work must be handed in and submitted to the board (remember to cross the rough work through).
- Question papers, answer booklets and additional paper must NOT be taken from the examination room.
- Remain seated in silence until you are told to leave the examination room.
- Please leave the room in silence and show consideration for other candidates who may still be working.

## ABSENCE FROM EXAMINATIONS

- If you experience difficulties during the examination (e.g. illness, injury, and personal problems) please inform the academy at the earliest possible point so we can help or advise you.
- Only in exceptional circumstances are candidates awarded special consideration for absence from any part of an examination. There are strict guidelines that specify the circumstances under which the academy may 'apply' for absent candidate status. 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. In all cases the final decision of whether to apply for special consideration will be made by the examinations manager, who will assess the nature of the absence and evidence supplied against the criteria specified by JCQ. Please note it is down to the examination board to decide if the application is approved. Further information can be found on the JCQ website (A Guide to the Special Consideration process).
- For the award of a grade with Absent Candidate status, the candidate must have completed a certain percentage of examinable and/or coursework/controlled assessment.
- Should a candidate fail to attend an examination without good reason the academy will have no option but to mark you as absent from that examination.

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

## NOTIFICATION OF RESULTS

- **Year 13 results will be available for collection on: GCE results day on Thursday 16 August 2018.** Collection details to be confirmed.
- **Year 11 results will be available for collection on: GCSE results day on Thursday 23rd August 2018.** Collection details to be confirmed.
- 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, preferably before the end of the summer term on 20<sup>th</sup> July 2018. The nominated person will

need to provide identification such as a passport or driving licence before the results can be released.

- No results will be given out by telephone or emails.

## **POST RESULTS**

- If you need post-results advice regarding examination re-marks or appeals, the examinations officer, members of the Senior Leadership team and teaching staff will be available on Results Day.
- If you are joining the Sixth Form or require any advice regarding further education then please see the Sixth Form team.
- The Sixth Form team will be available to offer support and guidance and students in Year 13 are strongly recommended to collect their results in person so any queries can be dealt with promptly.

## **CERTIFICATE COLLECTION**

Certificates will be available for collection from mid-November.

- For those students in 6<sup>th</sup> form you will be notified by your Form Tutor when to collect them.
- For those students no longer in school, a letter will be posted to your home address advising you that the certificates are ready for collection from main reception, It is important that you arrange to collect your certificates as they are legal documents and you will require them in order to apply for college and jobs.

**Examination Boards can provide replacements, but at a cost of £30 to £40 per certificate. The academy therefore strongly recommends that you make every effort to collect your certificates as soon as they are available and keep them safe. Once collected the academy is unable to request/pay for replacement certificates on your behalf.**



## FREQUENTLY ASKED QUESTIONS

### Q. What do I do if I forget my Candidate Number?

- Candidate Numbers are printed on your individual timetable and on attendance registers. Invigilators will be able to help you find your number.

### Q. What do I do if I forget the school Centre Number?

- The Centre Number is 26120. It will be clearly displayed in the examination rooms.

### 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 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 or in the production of coursework is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness, accident or injury, bereavement, domestic crisis. The Examinations Officer must be informed immediately, so that the necessary paperwork can be completed (within 7 days of the last examination session for each subject) and the candidate will be required to provide evidence to support such an application.

### Q. What do I do if I feel ill during the examination?

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

### Q. If I'm late can I still sit the examination?

- Provided you are not more than 1 hour late, it may still be possible for you to sit the examination. You should get to academy as quickly as possible and report to Reception. A member of staff will escort you to the examination room. You must not enter an examination room without permission after an examination has begun. It may not be possible to allow you any extra time if you start the examination late.

You should also be aware that if you start the examination more than 1 hour after the published starting time, the academy must inform the awarding body and it is possible that the awarding body may decide not to accept your work. Please ensure that you allow enough time to get to the academy so that if you are delayed (e.g. through transport problems) you will still arrive on time.

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

- No. Timetables are regulated by the examination boards and you must attend on the given date and time.

### Q. What is meant by the term Malpractice?

- Malpractice is when a candidate fails to comply with the JCQ regulations.

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

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

**Q. Can I leave the examination early?**

- It is a requirement of the examination boards that you must stay in the examination room for at least one hour after the published start time of the examination (or for the duration of the examination if it is less than one hour). It is not the academy's policy to allow candidates to leave the examination room early, as this is disruptive to other candidates. A candidate may not leave the examination room without the permission of the invigilators.

**Q. What do I do if the fire alarm goes?**

- If the **fire alarm** sounds during an examination the examination invigilators will tell you what to do. Don't 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. 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 examination 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.

**Q. Can I go to the toilet during the examination?**

- If it is absolutely necessary. You will be escorted by an invigilator and will not be allowed any extra time. A record will be made of the student leaving the examination room.

**Q. If I have more than one examination on a day can I get lunch at school?**

- Students who have examinations in both morning and afternoon sessions may obtain lunch from the restaurant in the usual way or bring a packed lunch.

**Q. I am entitled to extra time – how will this affect the way I take my examinations?**

- Some students receive an allowance of 25% extra time. Students with extra time can still sit in the main examinations hall and invigilators will be aware of who has additional time.

**Q. What do I do if I don't get the grades I need for Sixth Form or college?**

- Staff will be available to advise you on results day. If you feel strongly that it is necessary to make an enquiry about your result you should first consult the Head of Subject or teacher to obtain their advice as to the advisability of requesting a re-mark. You should be aware that your mark could go down as well as up or even stay the same. Re-mark requests must be submitted to the Examinations Officer by 12 noon on the 20<sup>th</sup> September. Examination boards will not accept any requests after this date. You must complete a candidate consent form and return it with a cheque to cover the cost, payable to The Priory Federation of Academies.