



Examinations

2023 - 2024

Information for Candidates and
frequently asked questions

Frequently asked questions

How do I know what exams I will be sitting?

These will be displayed on your individual exam timetable which will be given to you well in advance to enable you to prepare effectively. A master timetable will also be displayed on the exam notice boards which will contain all exams taking place.

Where is my exam and where am I sitting?

Exam rooms and seat numbers are clearly shown on individual exam timetables and on seating plans which are displayed outside the exam rooms. If you have trouble finding your seat, please ask an invigilator to help as you must be sitting in the correct seat. You must be waiting quietly outside the exam room 10 minutes before the start.

What equipment should I bring for my exams?

You will be provided with a pencil case on your desk for each exam. The pencil case will contain 2 x black pens, 2 x pencils, a ruler, a protractor, a rubber, a pencil sharpener and a highlighter. You **must** write in black ink. **Most exam papers are now scanned before being marked and only black ink is recognised by the machines.** If you need a compass, tracing paper, protractor or any other equipment for your exams, this will be provided for you.

You must not attempt to borrow equipment from another candidate during the exam.

What items can I take into the exam room?

You do not need to take anything into the exam room with you. Students who are found to have any material with them that is not allowed will be reported to the appropriate exam board. In these circumstances, a student would normally be disqualified from the paper or the subject concerned.

Bags, coats and any other items not permitted under exam regulations must be left either in students' lockers or in the exam storage cupboards outside the hall. Do not bring any valuables into school with you when you attend an exam.

No food or drink except bottled water is allowed in the exam room. All bottles must have labels removed and must be placed on the floor during the exam.

Mobile phones need switching off and placing in the clear pouch on your table to be collected by an invigilator. Headphones (air pods/earbuds of any kind), fit bits, smartwatches and watches **must not** be brought into the exam room under any circumstances.

Why can't I bring my mobile phone into the exam room?

Being in possession of a mobile phone (or any other electronic communication device, e.g. iPod, fit bit, smart watch, mp3 player, games console, headphones) is regarded as cheating and is subject to severe penalty from the exam boards. If you are found to have a phone in your possession (even if it is turned off), the exam board will be informed. This will lead to your disqualification from that subject and possibly others.

What do I do if I am going to be late for an exam?

Please phone the academy immediately informing reception of the details. Get to the academy as quickly as possible and you will be escorted to the exam room. You must not enter an exam room without permission after an exam has started. The Examinations Officer will then decide whether you can still sit the exam.

What do I do if I am ill and cannot attend an exam?

If you are seriously ill and cannot attend an exam, please phone the academy immediately informing reception of the details. The Examinations Officer will then contact you to request further information. Medical evidence must always be provided should any student miss an exam due to illness.

What do I do if I have an accident before the exam?

Inform the academy at the earliest possible opportunity so we can help or advise you. In the case of an accident which means you are unable to write, it may be possible to provide you with a scribe to write your answers but we will need as much prior notice as possible.

What if I have a medical appointment on the same day as an exam?

All medical appointments must be made outside exam periods. Any student who is absent from an exam due to this will be billed for the entry fee and may receive 0 for that exam.

What happens if I do not turn up for an exam?

This will be treated as unauthorised absence and you will be required to pay the entry fee for that particular exam. This ranges from £15 for a module up to £60. This charge will also apply to students who fail to produce medical evidence when requested.

If I miss the exam, can I take it on another day?

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

Do I have to wear school uniform?

Yes. Normal school regulations apply to uniform, hair, jewellery, make-up, etc.

What is my candidate number?

Candidate numbers are printed on individual exam timetables and seating plans which are displayed outside the exam rooms. You will be required to fill in this number on your exam paper. If you forget this number, do not worry; candidate numbers are also on your name card which is displayed on your exam desk.

What is the school centre number?

The centre number is **36469**. It will be clearly displayed in the exam room and you will be required to fill in this number on your exam paper.

What do I do if I think I have the wrong paper?

Invigilators will ask you to check your paper 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 feel 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 if you feel this may impact upon your performance.

What happens if I talk to a friend during the exam?

Do not attempt to communicate with or distract other candidates. If you do, all your exams, even those already taken, could be disqualified. You must be absolutely silent at all times when in the exam room unless you need to talk to an invigilator.

How do I know how long the exam is?

The length of the exam is shown on your individual exam timetable under the heading 'Duration'. Invigilators will tell you when to start and finish the exam. The start and finish time will also be written on the board at the front of the exam room. There will be a clock in all exam rooms.

Can I leave the exam early?

You will not be allowed to leave the exam room early as this will disturb other candidates who may still be working. If you have finished your exam and have checked your answers thoroughly, you must stay seated in silence until the end of the exam. Do not distract any other candidates. If you do, all your exams, even those already taken, could be disqualified.

What do I do if the fire alarm sounds?

The exam invigilators will tell you what to do. If you have to evacuate the room leave everything on your desk and leave the room in silence. You must not attempt to communicate with any other candidates during the evacuation as you are still under exam conditions.

Can I go to the toilet during the exam?

Only if it is absolutely necessary. You will be escorted by an invigilator, and you will not be allowed any extra time.

When will I get my results?

Exam results day will be notified to students and displayed on the website and in school. Results will be available for collection between 9:00am and 12:00pm from the Main Hall.

What if I want to know more about my exams?

If you are ever unsure or have questions regarding your exams please contact the Examinations Office or ask your teacher for subject specific questions.

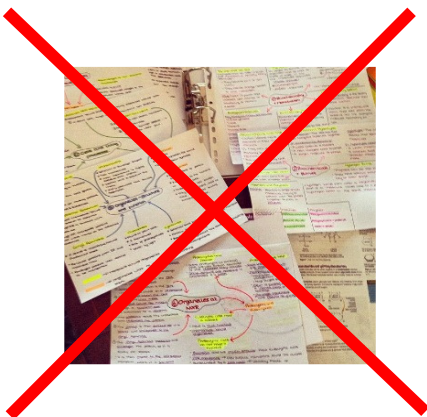
REMEMBER...

EMPTY YOUR POCKETS BEFORE ENTERING EXAMS

ANY UNAUTHORISED MATERIAL LEFT IN YOUR POCKETS:

REVISION NOTES, MOBILE PHONES, WATCHES, PAPER, WATER BOTTLES etc.

COULD LEAD TO DISQUALIFICATION FROM THE EXAM



**NO MOBILE PHONES
NO WATCHES**

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.



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 Wight

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>








On your exam day

This checklist will help you to be as prepared as possible for your exams, so that on the day itself you can focus on doing your best.

Before sitting your exams, ensure you know:

- the date, time and location of your exams – you might find it helpful to write this information in a calendar or planner
- who to contact at school or college in case there's an emergency that makes you late or unable to sit your exam


What you will need:

- a clear pencil case 
- at least two black ink pens – blue pens are not acceptable 
- an approved calculator for relevant exams 
- appropriate apparatus such as a ruler or protractor for relevant exams 
- a clear water bottle if you wish to take one in – it must not have a label 

Contingency sessions:

- There are contingency sessions within the Summer 2024 exam timetable – the afternoon of 6 June and 13 June 2024 and the morning and afternoon of 26 June 2024. Make sure you are available on all three dates even if you do not have an exam.

What you cannot take into exams:

- any type of phone 
- revision notes
- any type of watch (this includes analogue, digital and smart watches)

Other important information:

- Listen carefully to the invigilator's instructions which will be specific to your exam. If you are unsure of anything, please raise your hand and wait for the invigilator.
- Fill in your details on the front of your answer booklet.
- If you need additional answer sheets, raise your hand and wait for an invigilator who will provide you with one. Remember to add your details to this booklet too.
- If you need to use the toilet or feel unwell, raise your hand and wait for an invigilator who will escort you from the exam room.
- Make sure you stay silent – talking to a fellow candidate could result in disqualification from all your exams.

If you have any questions about your exams, please ask your teacher or exams officer.



coping with exam pressure

a guide for students

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"stress is not necessarily a bad thing"

people react to stress in different ways...

Stress can be a great motivator for some students, giving them the 'get up and go' that they need to succeed

Other students are **indifferent to stress**; they can float along without getting affected by stress in a good or bad way

Stress can be a bad thing for some students, when exam pressures become overwhelming

The **key things to remember** are that:

- stress is nothing to be scared of
- anxiety is not inevitable
- you can learn how to cope more effectively

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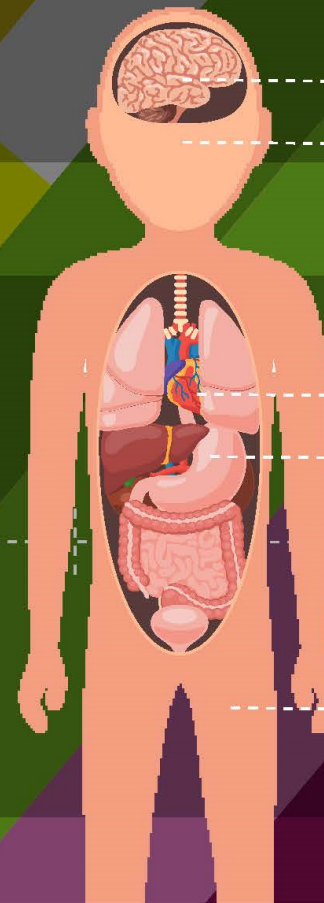
the signs of **high exam anxiety**

Cognitive signs (thoughts)

- going blank in an exam
- difficulty concentrating
- negative thoughts about past performance or consequences of failure

Affective signs (emotions)

- feeling excessive tension
- feeling panic
- feeling overwhelmed
- feeling not in control



Physical signs

- dizzy or faint
- sweating
- fast heartbeat
- tight churning stomach
- jelly or wobbly legs

The **key things to remember** are that:

- most people experience some of these signs during an exam
- high exam anxiety is when you experience them most of the time
- you can learn to control your physical reactions to anxiety

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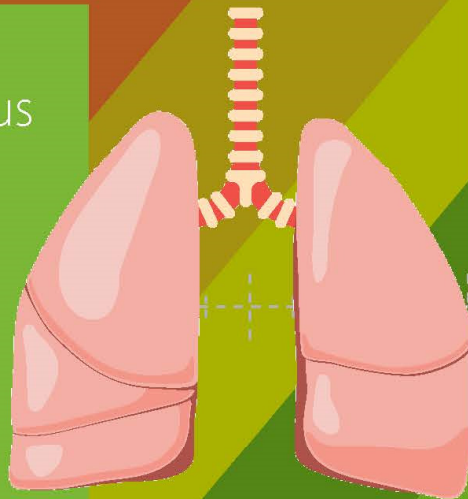
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how to control physical reactions to anxiety

Deep breathing

When you become anxious your breathing becomes shallow and fast.

Breathing slowly and deeply will help you calm down and feel in control.



How do I do it?

- sit comfortably with a straight back
- place your left hand on your chest, and right hand below it, on your diaphragm
- inhale deeply through your nose for 5 seconds
- hold your breath for 2 seconds
- exhale slowly through your mouth
- feel the expansion in your diaphragm
- repeat for 1 or 2 minutes until you feel calm

The **key things to remember** are that:

- you can learn to control anxiety with deep breathing
- many people find it easier to learn with an instructor
- yoga or mindfulness classes can also be helpful

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how to feel **more confident about exams**

What are negative beliefs?

Many people with high exam anxiety can't stop worrying about failing or the consequences of failing.

For instance, 'If I fail my GCSEs my whole life will be a failure.'

These types of beliefs focus on what you can't do rather than what you can.

Replacing negative beliefs with positive beliefs

Find a positive, realistic belief that can replace the negative belief.

For instance, if your negative belief is 'I am rubbish at maths' a positive, realistic alternative could be: 'Even if I will never be the best at maths, I will do better if I have a revision plan and stick to it.'

The **key things to remember** are that:

- if you suffer from anxiety, replacing negative beliefs can help
- some people find it helpful to keep a record of their beliefs
- you can become a more confident person with a 'can do' attitude

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Year 11 Trial Exams 13th - 17th November

Start Time	Monday	Tuesday	Wednesday	Thursday	Friday
	13th November	14th November	15th November	16th November	17th November
8.35 – 8.50 Hall 2	AM Exam Briefing	AM Exam Briefing	AM Exam Briefing	AM Exam Briefing	AM Exam Briefing
9:00am	Biology/Combined Science 1hr 45 mins/1hr 15min	English Literature 2hr	Chemistry/Combined Science 1hr 45min/1hr 15mins	RE 1hr 50 min	English Language 2hr
1:00pm Gym 1	PM Exam Briefing	PM Exam Briefing	PM Exam Briefing	PM Exam Briefing	PM Exam Briefing
1:10pm	Maths Paper 1 (calculator) 1hr 30mins	French (listening & reading) 1hr 45min	Geography/History 1hr 30 GG/55mins Hist	Maths Paper 2 (non Calculator) 1hr 30min	Physics 1hr 45min

Year 11 Trial Exams 20th - 24th November

Start Time	Monday				
	20th November				
8.35 – 8.50 Hall 2	AM Exam Briefing				
9:00am	Spanish (listening & reading) 1hr 45min				
1:00pm Gym 1	PM Exam Briefing				
1:10pm	Maths Paper 3 (calculator) 1hr 30min				

