



Long Field Academy

Student and Parent/Carer Guide to Exams

**(A reference guide for pupils taking
GCSE exams and their parents/carers)**

**IT IS ESSENTIAL THAT YOU READ THIS DOCUMENT IN
CONJUNCTION WITH THE**
**`Examination and Assessment Malpractice Guidance for
Students Booklet`**

This guide has been produced for any pupils and their parents/carers to provide them with the information they need to take examinations at this Centre. It contains Centre and Academy procedures as well as Joint Board National Regulations. Please read it carefully, and make sure you understand all that it contains.

A reference guide for pupils taking exams and their parents/carers.

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Mock/Trial/Internal Formal Assessments

All of the above are carried out under exactly the same conditions as the real thing for two reasons:

1. As a practice for the real thing, so that pupils understand what is expected of them.
2. On the very rare occasion that an unforeseen event prevents a pupil doing the real exam, the Mock paper result can sometimes be used for a final grade to be awarded – provided it has been sat under the right conditions.

Entering exams

Entries for GCSE exams are made in:

Mid-February for May/June GCSEs

Entries for BTEC exams are made in October (for January exams) and February (for May/June exams)

Entries made after the official dates are subject to penalty charges. There are also penalties for late amendments, such as changing tier or withdrawal from an exam. Students and Parent/Carers are asked to check the personal details and subject/tiers which will appear on the Candidate Statement of Entry and Personal Exam Timetable. Replacements certificates cost in the region of £35.00, therefore it is very important that you check all your details.

Controlled Assessments

Some subjects now have a controlled assessment/non-exam assessment element which can be up to 60% of their final grade. They vary by subject but can involve up to 20 lessons of work each. These take place during years 10 and 11 and it is therefore very important that pupils do not miss term time during these two very important years.

Before written exams

Personal details. Please check that all your personal details are correct as before. This information will appear on your certificates.

Personal timetable. Your final timetable will show all your timetabled external examinations. The date and time of each exam are shown. Please check your personal timetable carefully. If there are any errors (e.g. name, date of birth, gender, examination entry), please notify the Examinations Office immediately. Dates are given on the timetable(s) issued to you. Check carefully to see if the examination is in the morning or the afternoon – extra time will not be permitted if you misread your timetable. It is a good idea to make a copy of your timetable to keep at home in a visible place. **You, and you alone, are responsible for checking your examination timetable and ensuring you are on time.**

Clashes (more than one exam scheduled at the same time). Your timetable will have been carefully checked to ensure that any clashes have been rearranged where appropriate and these new arrangements will be shown on your timetable and on the Exams noticeboard near the canteen. If you find that despite the checking process you still have a clash, you should contact the Examinations Office immediately.

Equipment. One old, black biro is not enough, bring at least one or two spares! You must provide all your own equipment including calculators; borrowing from other candidates is **not** allowed. You should use **black ball point pen for all papers** since this reproduces well; remember that some awarding bodies scan scripts so that they can be marked online. For diagrams, use an **HB pencil**

and a **ruler**. Only a see-through pencil case is allowed. Your own calculator is essential - you must be able to operate it properly as no borrowing is allowed. Where possible bags, coats and any electronic equipment such as mobile phones, MP3 or ipods should be put into your lockers. Gel pens, highlighter pens, correcting fluids and correcting pens **may not be** used in any answer booklets. You may not take blotting paper into an examination, and it will not be provided in any examination room. All rough work must be done in the answer booklet provided and then crossed out.

Examination Regulations:

It is your responsibility to familiarise yourself with the awarding bodies' regulations and copies of these are available on the Academy Website . A copy of the "Warning to Candidates" and "Mobile Phone" notices will also be displayed outside all examination rooms. .

Make sure you have read and understood the regulations (See **Appendices and Malpractice Guidance Booklet for Students**).

Special Needs and access arrangements.

Some pupils may be entitled to dictionaries, readers, prompts, scribes, extra time, etc. These pupils will be identified by the SENCO before the examination period, as the Examination Boards need notice.

On the day of the exam

UNIFORM MUST BE WORN FOR ALL EXAMINATIONS and every time you are in school - however long for.

Arrive in good time; be at least **15 minutes** early. You may not enter the room, however, until you are asked to do so.

Morning exams usually start at **9.00 am** and afternoon exams at **1.30 pm** where possible unless indicated otherwise on timetables. (Lunchtimes may be brought forward in time, if and when required students will be advised accordingly).

Sometimes to ensure suitable end times for those students that need to catch the school buses, it is necessary to alter the start times. Ensure you check your timetable. These will inform you where and what time you need to be at the venue. You will be allocated a seat number. Sometimes there may be a late change to seating plans for various reasons, so lists are displayed inside and outside the venue, so please make sure that you check these on the day. Invigilators are there to help you find your seat, so please don't worry.

Should your arrival on the day be delayed, there is no reason to panic, let the Examinations Officer know immediately. You must get to the Academy as soon as possible and ensure you do not communicate with any other candidate in any form. Report to Main Academy reception. Although you may sit the exam if late, you must be warned that the Board may not accept all of your paper and you will receive marks only as they deem appropriate. Although every effort will be made to give you the opportunity to sit the exam this may not always be possible.

The exam starts from the moment you enter the room, so you should not talk with any other pupil once you walk through the doors. During the exam you should sit and face the front the whole time; do not look around, or talk with friends.

The Academy accepts no liability for items of value (e.g. money, credit cards, and mobile telephones) which are left in bags. Please do not bring valuables with you when you are sitting examinations

If a mobile telephone or other electronic communication device is found in your possession in an examination – even if it is turned off – it will be taken from you and a report made to the appropriate awarding body. The awarding bodies now operate a no-tolerance policy on all candidates discovered to be in infringement of the regulations and have advised the Academy that pupils discovered to have a communications device with them during an examination face disqualification from the subject concerned. Please do not risk disqualification.

Prohibited Material: The following items must not be brought into any examination room:

Books. (unless set texts for specific examinations – please note, post-its and excessive annotations are not permitted in open book exams), notes, letters, diaries or other printed material.

Calculator cases or instruction books.

Mobile phone, smartwatches, pagers, or other communications device.

Pencil cases (unless transparent, use a plastic bag as a substitute).

Personal stereos/iPlayer's/MP3s of any description.

Don't waste your time when you think you have finished. Check over your paper carefully and also do make sure you have filled in the front properly. Some papers, especially those with lined booklets to write in, ask you to write in the numbers of the questions you have answered so you need to make sure you do this. You will not be allowed to leave the room until the full exam time is completed.

In some papers, such as Mathematics, any jottings or calculations are well worth doing in the answer space – even if your answer is wrong, you might have written something which could give you a mark. Write down facts which will give you marks and look at the number of marks for the question. However, many papers are now marked on-line, so write within the area covered by the thick black lines found in the corners, and do not write in the margin.

Be aware sometimes that unforeseen problems do occur, and exams run over the expected finishing time. If you are being collected from the Academy, please make sure that there is a time interval between the expected finishing time and your collection time, so that you do not have to panic that someone is waiting. School buses will be held on these occasions.

End of the Examination: You may not take any examination materials (additional paper, answer booklets, question papers etc.) from any examination room. The signal to put pens down is still not the time to talk; papers must be collected up and checked, so the exam actually finishes when you have left the room. Some students have extra time; you must not disturb them.

WHAT TO DO IF YOU ARE ILL IN THE EXAMINATION SESSION

If you are taken ill during an examination you should put your hand up and tell an invigilator. If you are ill before an examination and therefore unable to sit the paper please telephone the Academy and speak to the Exams Officer.

Absence from Examinations: You must attend all examinations to which you are allocated on your personal timetable. Misreading the timetable will not be accepted as a satisfactory explanation for absence. You will be invoiced if you fail to attend an examination that has been paid for by the Academy unless on medical grounds.

If you are absent from an examination due to illness, parents please notify the Academy as early as possible by telephone on **01664 561234** and **state your child is in an exam**; this number has an answer phone for out-of-hours messages. A self-certification form will be required for any exam where there is no further opportunity for it to be sat.

Special Consideration: The awarding bodies will not apply special consideration for anything other than serious reasons – bereavement, illness, injury, domestic crisis etc. Special consideration can only be applied for if a significant event has affected your performance on the day of the examination and you can provide appropriate evidence and that paper is not available again before the final grade is awarded, usually the summer season of Year 11. Please see the Examinations Officer immediately if you feel that you may have been affected by a circumstance beyond your control.

Cheating: Candidates caught cheating in examinations – including being in possession of or using a mobile telephone, pagers, mp3 players, iPods, unauthorised aids or notes but also copying from or communicating with other candidates – will be reported to the awarding bodies. Even if the items are in your pocket and you have no intention of using them, you will still be reported to the awarding body concerned. Penalties include disqualification from all examinations for up to five years. See the booklet 'Examination and Assessment Malpractice Guidance for Students'.

What to do if there is an emergency during your exam

- Listen to the instructions the Invigilators give you carefully
- Leave the exam room calmly and stay with the Invigilators at all times
- Do not talk to other students, either from the exam or from outside – remember that you are still under **exam conditions** and have to **follow the exam regulations**
- You will be taken out of your exam venue and escorted to an area separate from the rest of the Academy where you will wait until the emergency is over. **DO NOT TALK**
- **You will not lose any time from your exam.** When it is possible to return to your exam room, any time lost will be added onto the end of your exam time
- If you break any of the **exam regulations** during the evacuation procedure, this will be dealt with in exactly the same way as if it had happened in the exam room

What to do if there is an emergency before the start of an exam

- In the unlikely event of the Academy being completely closed to pupils - as with the snow alert this will be reported on the local radio, Academy website and telephone answering service - the Exams Officer will advise you on the appropriate course of action.
- In most circumstances the exam will proceed as planned.

After the exam and getting your results

The Academy will issue you with a 'provisional result statement' on Results Day and this can be used as temporary proof of your achievement. These should NOT be confused with the final Certificate(s), which will be issued at a later point by the Exam Boards (see below).

Certificates

These usually arrive in the Academy from mid-October onwards and are available for collection mid November. Please ensure that if you have moved house during the Academy year, or will do so after you leave, the Academy office is informed so that your record can be updated to enable you to receive information regarding the collection/presentation of these certificates. As they are important, life-long documents, they should be stored carefully. The Academy officially only needs to keep these for a year after they are issued. After this time, if not collected, they can be destroyed depending on storage availability. Boards cannot issue replacement certificates, only statements confirming your achievements, and these cost from £35.00 upwards. A letter will be sent to you in September regarding the collection of your certificates and any coursework you may want to collect.

Enquiries about results

There are systems in place for appealing against exam results. Following the publication of results, teachers look at the marks and may decide that the marks are very close to an upper grade. In this case they may put in an appeal for a check or remark for you. If any cost is involved the Academy will pay (if the grade is raised there is no cost). If you decide you want to appeal independently then any cost is down to you. There is only a limited time so this has to be done quickly – although the Boards may take some time to produce a result! However, whoever puts in an appeal **must** have the students signed permission as grades may go down as well as up.

If you are unsure about any matter relating to anything to do with examinations, then please contact Ms Harris, Examinations Officer or email exams@longfield.leics.sch.uk

If you need specific subject advice, please contact the relevant Curriculum Director.

Internal Appeals Procedure

The Academy is committed to ensuring that whenever their staff assess pupils' work for external qualification, this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments should be conducted by staff that has appropriate knowledge, understanding and skills. Pupils' work should be produced and authenticated according to the requirements of the Examination board. Where a set of work is divided between staff, consistency should be assured by internal moderation and standardisation. If pupils believe that this may not have happened in relation to his/her work, he/she may make use of this appeals procedure. **Note that appeals may only be made against the process that led to the assessment and not against the actual mark or grade.**

For further information please see the information on the Academy website.