

Dartton Academy Student Handbook Examinations 2023-2024



Joint Council for
Qualifications



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Important Examination Information

Centre Number: 36146

This handbook will help you understand how examinations are held at Darton Academy and the rules and regulations you need to adhere to during the exam periods.

Please read this document carefully and retain it for future reference.

If you have any questions or are unclear of the process, please speak to the Examinations Officer, Miss Anderson.

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JCQ Important Information

Information for candidates – Written Exams [IFC-Written Examinations_Sep2023_FINAL.pdf \(jqc.org.uk\)](#)
Information for candidates – NE Assessments [IFC-NE Assessments_2023_FINAL.pdf \(jqc.org.uk\)](#)
Information for candidates – Coursework [IFC-Coursework Assessments_2023_FINAL.pdf \(jqc.org.uk\)](#)
Information for candidates – Onscreen [IFC-On-Screen Examinations_2023_FINAL.pdf \(jqc.org.uk\)](#)
Warning to candidates 2023-24 [Warning-to-Candidates-2022_23.pdf \(jqc.org.uk\)](#)
Mobile phone/watch poster [2022 Unauthorised-Items-poster live text_September22 \(jqc.org.uk\)](#)
Unauthorised items in exam room [2022 Unauthorised-Items-poster live text_September22 \(jqc.org.uk\)](#)

Introduction

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

This booklet will prove informative and helpful for you and your parents. Please read it carefully and share with your parents/carers. Many questions you may have will be covered in this booklet. Please keep this along with your spare timetable in a safe, prominent position at home. This will enable all the family to refer to it, should it be needed.

The Awarding Bodies set down strict criteria that must be followed for the conduct of examinations and Darton Academy is required to follow them precisely. You should therefore, read all the **JCQ INFORMATION DOCUMENTS**. The JCQ governs how Awarding Bodies and schools run the examination process and their website (www.jcq.org.uk) has lots of useful information.

Help & advice

If you are unsure or don't understand anything that has been taught, you must make sure you ask your teacher to go over it again with you. You should be confident when you enter the exam room, knowing that you have a depth of knowledge to complete your exams successfully.

Make sure you put all your efforts in and treat all your mocks as though they are real exams.

You may have to re-sit English & Maths at college if you don't get the required grade.

Follow the rules within this booklet and the 'Information for candidates' sheet on the back of your exam timetable. Always work hard, memorise subject key facts, revise smartly and you WILL achieve amazing results you can be proud of!

Remember we are here to help. If you are unsure of anything - ask.

GOOD LUCK!

Before the examinations

Non-examination assessments and coursework assessments

Some of your subjects require you to complete assessments in school, under varying levels of security and supervision. You will follow the rules & regulations for non-examination assessments (please see candidate information – non-examination assessments at the back of this booklet). You will also be asked to sign a declaration to confirm that the work is your own. Please also check the social media document at the back of this booklet which clearly states the rules regarding sharing information online.

When you have completed your internal assessment/s, your teacher will give you the mark/s. If you are not happy with the **process** by which the marks have been awarded (not the actual mark itself), there is an appeals procedure you can follow. Speak to the vice principal or the exams officer immediately. Further information will be provided upon request.

Statement of entry and individual timetable

You will receive a 'Statement of Entry' as soon as entries are made to the board. This document lists all the examinations that have been entered for you in an exam series.

It is your proof that you have been entered for examinations. If you think there is an error, please speak to the exams officer or your teacher immediately so we can put this right.

Please scrutinise your statement of entry and your timetable. Remember it is your responsibility to make sure all the information is accurate on both. Make sure you check all the following details:

- The subject and the tier of entry – for example higher or foundation if applicable.
- Check the date, time, room & seat no **for every session** in advance to eliminate lateness and anxiety.
- Your personal details (date of birth, correct spelling of your name).

I must inform you that your certificates are printed as they appear on your timetable. We must submit your legal name. We are not allowed to submit preferred names or nicknames. There could be a charge to change this information and receive a new certificate once they are awarded. Please inform the exams officer immediately of any incorrect details.

Your 'timetable' has the same information but includes the exam room and your seat number. You will receive this nearer to the exam period.

Remember to photocopy your exam timetable as soon as you receive it, a few times if necessary.

Always have a spare copy just in case you misplace it. Exams season is a very busy period for the exams officer, so unfortunately ad-hoc reprints will not be actioned. As a last resort, speak to your pastoral leader.

Make sure you know the dates and times of your examinations. Religiously check your timetable prior to the exam starting. You should not be entering the exam room unaware of your seat number. **Remember seat numbers change for every exam, regardless of if it is the same subject.**

Candidate number

You will be allocated a four-digit candidate number. You will write this number on all your examination papers & any internal units throughout the course. BTEC and NCFE have their own specific candidate no's, you will be given these when required.

UCI/ULN number

All candidates must have a Unique Candidate Identifier (UCI) and a Unique Learner Number (ULN) that is shown on the top of a statement of entry. Your UCI/ULN is used for administration purposes, and it is not necessary for you to remember it for exams. However, if you go to sixth form or college, they will ask for your UCI number for examination entries. Try to keep this in a safe place for such times.

Attendance at examinations

Full School Uniform must be worn by all students attending school for examinations.

Please wait quietly outside the examination room until you are invited to enter by the examination invigilators or senior members.

Lateness to examinations

Awarding bodies have strict rules with lateness to exams. There is a very short window of opportunity allowed to sit an exam if you are late. Candidates who do arrive late for an examination may still be allowed to enter the examination room and sit the examination. This is entirely at the discretion of the Centre. The full time for the examination would be allowed if there are Invigilators available. Remember it is the Awarding Bodies decision to accept your paper and I must inform you that they may not accept your script.

If you know that you are going to be late contact the school immediately and inform reception why you are going to be late, how long you will be and confirm that you will have no contact with anyone other than your parent/carer. Do not access the internet or use your mobile phone at any time during this period.

Please note that these excuses will not be accepted as a satisfactory explanation of lateness or absence:

- misreading the timetable
- going to bed late the night before (unless due to exceptional circumstances)
- forgetting the day and time of an exam

These are just some examples, but it is not an exhaustive list, and each case will be considered individually.

If you miss a public examination, **you cannot take that paper at another time.**

Unless notified otherwise:

- Morning examinations start at **9.00am** (Breakfast available from 8.00am)
- Afternoon examinations start at **1.00pm** (Early lunch will be arranged)

It is your responsibility to turn up on the correct day and time for the examination. Ask your parents/carers if you can stick a copy of your timetable on the wall in a prominent position where you live. Everyone in your household will be aware of the days and times and this will eliminate the chance of you being late or indeed missing any of your examinations.

If you do not attend an examination without a valid reason, you could be charged for it.

MAKE SURE YOU ARE IN SCHOOL FOR ALL OF YOUR EXAMS!

Although we encourage all students to arrive in plenty of time for all examinations, so that there is not a last-minute panic, it is important that we have up-to-date contact telephone numbers for both you and your parents, or anybody else who might be able to help in an emergency. Please inform us of any changes via email: info@dartonacademy.org.uk.

During the examinations

Examination Regulations

A copy of the JCQ 'INFORMATION FOR CANDIDATES,' which is issued jointly by all the Awarding Bodies, is attached. 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. As soon as you enter the examination room there must be complete silence; you must not speak, distract, or communicate with other candidates in any way. You must always face the front.

What you must/must not do

Do not draw graffiti or write offensive comments on examination papers – if you do, the awarding body may refuse to accept your paper.

Do not write on examination desks or equipment. This is regarded as vandalism, and you will be asked to pay for any damage. **REMEMBER WE HAVE A PLAN; WE KNOW WHERE YOU WERE SITTING.**

Please listen carefully to instructions and notices read out by the invigilators – there may be amendments to the paper that you need to know about. Inform the invigilator immediately if you think you have the wrong paper or you see an error on the paper.

Check you have the correct question paper – check the subject, paper, and tier of entry.

Read all instructions carefully and number your answers clearly.

Remember you **MUST** put your legal forename (first name), legal surname (last name) and signature on every exam paper, coursework or any additional sheets used.

You will not be allowed to leave an examination room early. If you have finished the paper, use any time remaining to check your answers and that you have completed your details correctly.

Remember to put 1 line through any rough work which you do **not** want marking. If you have used more than one answer book or loose sheets remember you **MUST** put your name, candidate no etc on or they could get misplaced. Remember to insert additional sheets/booklets into your original answer booklet. Invigilators will collect your completed papers before you leave the room.

ABSOLUTE SILENCE must be maintained during this time. Remember you are still under examination conditions until you have left the room.

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

Remain seated in silence until told to leave the examination room. Please leave the room in silence as directed by the exams officer or invigilator and show consideration for other candidates who may still be working.

Equipment

Equipment is provided on every desk. However, if you would prefer to use your own, you may do so, but all items of equipment, pens, pencils, mathematical instruments, etc. should be always visible to the invigilators. You must use either a transparent pencil case or clear plastic bag.

Pens should be BLACK BALLPOINT ONLY (not gel etc), your paper is scanned and may not be marked if you use anything else. Correction pens/fluids are NOT allowed. Highlighters **MUST NOT** be used in your answers but may be used on question/resources sheets.

If any of the equipment on your desk isn't working properly, put your hand up, wait for an invigilator to assist you. DO NOT attempt to borrow from another candidate during the exam. This may result in disqualification from the exam.

For mathematics and science examinations, you should make sure that your calculator conforms to the examination regulations. If in doubt, check with your teacher well in advance of the examination date. Remove any covers (which **MUST NOT** be brought into the examination room) and make sure batteries are new. Calculators with a memory function should be cleared before entering the examination room. To do this follow these instructions:

Press **SHIFT**, then **9**, then **3**, then **=**

Examination regulations are extremely strict regarding items that may be taken into the examination room. Please check the unauthorised items at the back of this booklet. Mobile phones, mp3/4 players, iPod, all watches, communication devices are **not permitted** in the exam room. You must switch all devices off and place them in your bag/locker or designated area. **They must not be kept on your person even if they are turned off.** If you accidentally take an unauthorised item into the exam room, **immediately** put your hand up and the invigilator will keep it safe until after the exam. **BE HONEST – it really is not worth taking the risk.**

Other items which are not allowed in the exam room are:

- Revision material, school planner, anything with writing on and blank pieces of paper.
- Coloured pencil cases. Clear pencil cases only.
- Bags, coats, hats, gloves, scarves
- Food, cans, coloured bottles. However, a water bottle is allowed if necessary. This **MUST** be a clear bottle without a label on it. You can use your Darton Academy water bottle, but it must not have any writing on except your name. If it does, you will not be allowed to take it in the exam room. Clear water only.

Check all your pockets before entering the exam room. Remove anything which is unauthorised.

If you are found with any unauthorised items once the examination has started, the awarding body will be informed, and you could face disqualification from this and potential future examinations.

Invigilators

Invigilators conduct the examinations. Students are expected to behave in a respectful manner towards all invigilators and always follow their instructions.

Invigilators are in the examination rooms 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 you 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 Senior Leadership Team.

Fire alarm during examinations

If the FIRE ALARM sounds during an examination, close your paper, and wait for instructions from the invigilator and the exams officer. If you must evacuate the room, you MUST 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 do so. You will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident.

Absence from examinations

What to do if you are ill on the day of an examination

There is no substitute for completing the examination papers, but if you are too ill to attend school on the day of an examination, you must contact school as early as possible on the morning of the examination to discuss the best course of action.

You must also provide proof that you are not fit to sit the examination, but you will be given full information when you contact school. If you are feeling unwell, but still able to travel, you must come into the Academy, and we can assess the situation then. In most cases, it is better to take the examination if you can.

Special Consideration

If you are ill and subject to very strict criteria, it may be possible to apply for special consideration for the examination affected, but this is not guaranteed. Awarding Bodies decide on the validity of each application. To support the application for Special Consideration, you will be required to satisfy their requirements of providing evidence of being unfit for an examination and you will need to provide a doctor's note. In any event, always contact the exams officer.

Special Arrangements/ Medical

Special arrangements may have been approved for candidates with:

- Physical difficulties
- Language difficulties
- Specific learning difficulties

Any eligible student will have had access to these arrangements during their time in school. We can only apply access arrangements which have been approved by the board. It must be the candidate's normal way of working and not all students have the same access arrangements.

If you have a medical condition, we will have discussed a plan with you, together with agreeing how we will manage any medication you may need. Any questions or problems, please always speak to the exams officer or SENCo team as soon as possible.

Examination Clashes

A few candidates may have a clash where two subjects are timetabled at the same time. The school will make special timetable arrangements for these candidates only. There are strict rules which apply in these circumstances, and you will be informed of the procedure if a clash occurs.

After examinations

Results

On results day you will receive a 'Statement of Results'. **THIS IS NOT YOUR FINAL CERTIFICATE.** The statement lists ALL the examinations you have taken and any components within the qualification. A capital letter indicates an OVERALL grade, whereas a lowercase letter indicates a COMPONENT within the qualification. The points are the value given to the OVERALL grade for data analysis. Your statement of result can only be collected by you. If you are unable to collect them and you wish to nominate a relative or close friend, then you will have to complete the permission slip at the back of this booklet. Your nominated person will need to bring this with them when collecting, along with photographic ID of themselves to prove who they are.

Post-Results

After results day Curriculum Team Leaders may request a review of marking for certain individuals whose paper/s were very close to the next grade. You will be contacted, and a candidate consent form will need to be completed before a submission can be sent. It is your decision whether you would like this submitted. Please be mindful that grades can go down as well as up or even remain the same. There is a substantial cost to sending re-marks, so as a school we will only send off the ones which are highly likely to have a successful outcome. If a student has not been identified for an appeal by the school, but still wants to pursue an appeal of their grade/s then the cost will be incurred by the parent/carer and is per unit. Awarding body costs are liable to change yearly, please contact the exams officer for more details.

Certificates

Examination certificates will be available to collect usually in November. The date will be communicated to you via a school letter, when confirmed.

Certificates can only be collected by you. If you are unable to collect your certificates in November, then you may nominate a family member or close friend to collect them on your behalf. Make sure you complete the permission slip at the back of this booklet. Your nominated person will need to bring this with them when collecting, along with photographic ID of themselves to prove who they are.

We strongly advise you to collect your certificates at the specified time, as after this period certificates will be archived and not readily available for collection in person at reception. In the unlikely event that certificates haven't been collected, students may contact the school admin team via email to arrange a suitable date and time to collect.

Unfortunately, we are not allowed to send certificates in the post. The awarding bodies advise us to keep certificates for **one year only**, after which we are allowed to dispose of them through our confidential waste service. Therefore, I reiterate it is imperative that you collect your certificates when instructed. I want to also make you aware that requesting replacement certificates from the board is not quite a straightforward process. They will insist on proof of identity and there will be a fee, which could be as much as £50 for each certificate.

Summer 2024 contingency days

The awarding bodies have collectively agreed a contingency day for several years now which is always scheduled at the end of the GCSE, GCE AS and A-level exam timetables.

The contingency day is in the event of national or significant local disruption to exams in the United Kingdom, being part of the awarding bodies' standard contingency planning for exams.

Following the Covid-19 pandemic, further resilience was needed within the exam timetables. A single contingency day was not felt to be sufficient if a national event or incident had a significant effect on the exam timetable. For example, summer exams could be affected by extremely high temperatures.

For the June 2024 exams, the awarding bodies have therefore introduced two additional half-day contingency sessions. These are in the afternoons on **Thursday 6 June 2024** and **Thursday 13 June 2024**. The standard contingency day remains at the end of the timetable being scheduled on **Wednesday 26 June 2024**.

Schools and colleges should ensure candidates and parents are aware of the contingency arrangements on these three days. They should consider the contingency day of Wednesday 26 June 2024 when making their plans for the summer. **Candidates must remain available until Wednesday 26 June 2024 should examinations need to be rescheduled.**