



EXTERNAL EXAMINATIONS 2021/2022

CENTRE NUMBER: 20238
GUIDANCE FOR STUDENTS & PARENTS

Results Day: Thursday 25th August 2022

**YOU ARE REQUIRED TO READ THIS
DOCUMENT CAREFULLY AND RETAIN IT FOR
FUTURE REFERENCE.**

TABLE OF CONTENTS

1.0. INTRODUCTION	2
1.1. Covid-19	2
2.0. PREPARING FOR THE EXAMINATIONS	2
2.1 Examination Timetables	2
2.2. Important Numbers.....	3
2.3. Special Arrangements.....	3
2.4. Special Consideration	3
2.5. Preparing Your Equipment	3
3.0. ON THE DAY OF THE EXAMINATION	4
4.0. DURING THE EXAMINATION	4
4.1 Examination Regulations	4
4.2. Invigilators	6
4.3. Absence From Examinations	6
5.0. AFTER THE EXAMINATIONS	6
5.1. Notification of Results	6
5.2. Post Results & Reviews of Marking	7
5.3. Examination Certificates.....	7
6.0. FREQUENTLY ASKED QUESTIONS	7

1.0. INTRODUCTION

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

Hopefully, this booklet will prove informative and helpful for you and your parents. Please read it carefully and show it to your parents so that they are also aware of the examination regulations and the procedures which must be followed in the event of any problems occurring.

The awarding bodies (Examination Boards) set down strict criteria which must be followed for the conduct of examinations and City Academy, along with all schools in the country, is required to follow them precisely. You should therefore pay particular attention to the **JCQ 'Information to candidates'** documents that are enclosed with this booklet.

Some of your questions may be answered at the back of this booklet. **If there is anything you do not understand or any questions that have not been addressed, PLEASE ASK!**

If you or your parents/carers have any queries or need help or advice at any time before, during or after the exams please contact your Form Tutor, Head of Year or the Exams Officer (Miss Khatun).

1.1. COVID-19

The information in this booklet is based on the guidance for examinations under current 'normal' circumstances. As the current health situation develops, there may be an impact on the way examinations are conducted, or indeed how GCSEs are evaluated. At JQA we will always adhere to government and exam board guidance and are committed to ensuring exams can take place safely. We will keep you informed of any changes, and their impact.

2.0. PREPARING FOR THE EXAMINATIONS

2.1. EXAMINATION TIMETABLES

You have been issued with a form to fill in. You need to check that the name on this form matches your name on your birth certificate or passport. This is very important. Your certificates will be issued according to the name we have in the system and if you need to change it later then it can be very expensive.

Please also check that your contact information is correct. If you have moved house recently or changed any phone numbers, please ask reception to update your information.

In the Spring term you will be issued with your exam entry information. When you receive this, you will need to check carefully which exams you have been entered for and for any you think are missing. You should also check whether you have two examinations scheduled at the same time. This does happen and school will issue you with instructions as to how this will be organised on the day.

All students must remain available up to the end of the Summer Term, should an awarding body need to invoke its contingency plan in the event of national or local disruption to examinations.

FINAL timetables will be issued in the Summer Term. Please keep this safe and study it carefully. It will tell you the dates of your examinations and which papers you are sitting at that time. The final timetable will also show a seat number allocated to you. You will need to know this on the day of the examination.

2.2. IMPORTANT NUMBERS

Each Centre authorised to conduct examinations is issued with a 5-digit centre number. The number for City Academy is **20238**. This is displayed on the front of this booklet.

Each candidate has a four-digit candidate number. This is the number you will enter on examination papers. **Please remember it.**

In addition to a candidate number, each candidate must have a Unique Candidate Identifier (12 numbers and 1 letter) which is shown on the top of statements of entry. This number will usually begin with the Centre Number (20238) unless you have transferred from another school that had already issued your UCI. Your UCI is used for administration purposes, and it is **not necessary** for you to remember it.

2.3. SPECIAL ARRANGEMENTS

Special arrangements, including extra time, may be approved for candidates with:

- Physical difficulties
- Language difficulties
- Specific learning difficulties

Applications for special arrangements are made by the SEN department each year and may result in a candidate being awarded extra time to take their examinations, or they may be provided with a reader or a scribe if that is their normal way of working in school. Enlarged papers are also ordered for students with visual impairment.

2.4. SPECIAL CONSIDERATION

In certain circumstances applications can be made to the awarding bodies to make special consideration for certain candidates in extenuating circumstances. The application is made to the board, and they decide on the outcome. All applications require supporting evidence.

2.5. PREPARING YOUR EQUIPMENT

You will be provided with a pen, pencil, ruler, and rubber for all exams. For Maths and Science exams you will also be provided with a protractor, a pair of compasses, and a calculator. This equipment will be in a clear plastic pencil case.

No other material should be brought into the examination room. **No phones, watches, notes, bags, etc. – all of these things must be left in the bag room.**

JCQ video on mobile phones in exams:

<https://www.jcq.org.uk/exams-office/malpractice/jcq-video-no-mobiles-in-exams>

You might also want to use a water bottle during the examinations. This must be a clear plastic bottle. It does not have to be a sports bottle, it can be a bought water bottle, but it must have no labels or markings on it, and it would be sensible to use one that has a non-spill cap.

3.0. ON THE DAY OF THE EXAMINATION

- The normal starting time for morning examinations will be 9:00 am
- The normal starting time for afternoon examinations will be 1:15 pm.

In certain circumstances there might be changes to these times. You will be notified if this is the case.

You need to arrive at the exam room at least 15 minutes before the published start of the examination.

All examinations for most students will take place in the academy. Your exam timetable will tell you which room to go to.

Full school uniform will need to be worn for every examination.

Students will enter the examination room gradually and in silence. The allocated seat will be printed on the timetable and there will be seating plans displayed as well.

If you miss your exam through lateness or illness it **CANNOT** be taken at another time. The time of the exam is the only time that exam will be run during the summer series of examinations. If you miss your exam your next opportunity will likely be in 2023, through an entry made by your college.

Before the start of the examination, you will have time to complete the details on the answer paper. This is usually your name, centre number and candidate number. Some papers also require your signature. There will also be time for you to read the instructions. Please do this **CAREFULLY**. Some papers require certain answers from certain sections of the paper. You will not get marks for any extra questions you answer – you will just be wasting your time if you answer questions that are not required.

Check that you have the correct paper – check subject, paper, and *tier* of entry

4.0. DURING THE EXAMINATION

4.1. EXAMINATION REGULATIONS

A copy of the JCQ 'Information to candidates' documents, which are issued jointly by all the Examining Board can be found enclosed. All candidates must read these 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.

Some of the points to note are:

- The examination room must remain in silence for the duration of the examination. This includes the time prior to the start of the examination, and the time after the examination has been declared finished.

- Candidates must place their equipment on their desk at the start of the examination. Equipment cannot be retrieved from pockets, bags, coats etc. once the examination has begun. Equipment **CANNOT** be borrowed from another candidate.
- Do not talk to or try to communicate with, or disturb other candidates once the exam has started
- Please do not write on examination desks or the individual identity cards which are placed on the desks.
- You must not write inappropriate, obscene, or offensive material.
- 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.
- You will not be allowed to leave an examination room early. If you have finished the paper use any time remaining to check over your answers and to check that you have completed your details correctly.
- At the end of the examination all work must be handed in – remember to cross out any rough work. 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 if you have not been given one.
- Invigilators will collect your examination 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 examination room.
- On the advice of the JCQ, no prompts will be given regarding the time or how much time is left of the exam. Invigilators may give a warning when there are five minutes remaining, but candidates should not count on this. This means that the candidate needs to be responsible for knowing the time and how much time is remaining. The start and finish times of the examination will be displayed.
- Remain seated in silence until told to leave the examination room. Please leave the room in silence and show consideration for other candidates who may still be working.
- If the **FIRE ALARM** sounds during an examination the examination invigilators will tell you what to do. If you have to 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.
- Do not become involved in any unfair or dishonest practice during the exam

- If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects

4.2. INVIGILATORS

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

Teachers or members of the Senior Leadership Team may be present at the start of an examination only.

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.

You must not ask for, and will not be given, any explanation of 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. Admittance back into the examination room may not be allowed.

4.3. ABSENCE FROM EXAMINATIONS

If you are ill, you need to try and attend your examination anyway.

Examinations cannot be sat on a different day. If you are so ill that you cannot attend then we will apply for special consideration but please be aware that very few applications are accepted, and even if they are accepted, they are unlikely to affect an overall grade.

You must also obtain a note from your doctor detailing the reason for non-attendance and give this to the Examinations Officer within 3 days of the examination. This will then sometimes result in an adjustment to the mark and grade. However, the maximum allowance given will be 5% of the total raw marks available in the component concerned.

It is therefore in your best interests to sit the examination, even if you feel unwell during it. This will enable you to gain the marks that you can.

If you do not attend an examination for any reason, it is possible that you will be charged for that examination.

5.0. AFTER THE EXAMINATIONS

5.1. NOTIFICATION OF RESULTS

Provisional statements of results will be available for collection on:

THURSDAY 25 AUGUST 2022

If you wish any other person (including family members) to collect your results on your behalf, you must give written authorisation to school **before** the end of the summer term. These are YOUR qualifications and YOUR results; we are not allowed to issue them to anyone else without your permission.

No results will be given out by telephone or email under any circumstances.

On results day you may also be asked to complete a form telling us about your college/employment plans.

5.2. POST RESULTS & REVIEWS OF MARKING

If you need post-results advice, teaching staff will be available on results day.

Colleges will need the printout of your results.

If you think that you might require a review, this is called an 'Enquiry about Results' (EAR). The process for this is outlined in the Examinations Policy but essentially, we will contact those students for whom we are prepared to submit an EAR. If this is the case, you will need to sign a form to give your permission, and to confirm that you understand your mark/grade may go down as well as up as a result of the request. If your subject teachers are not prepared to support an EAR request, then you will need to appeal. More information about this will be given out on results day.

5.3. EXAMINATION CERTIFICATES

Certificates will arrive in school during the autumn term. You will receive a letter informing you of the method of collecting your certificates. This is another reason why you need to make sure your contact details are current.

PLEASE, PLEASE come and collect your certificates. The academy is only obliged to keep them for a short period after you have left school, and you will find that you need them throughout your adult life. If you need to apply to the boards for proof of your examination results, the cost and inconvenience can be substantial

6.0. FREQUENTLY ASKED QUESTIONS

Q1. Why do I need to check the details on my Examination Timetable?

The details on your timetable will be used when certificates are printed. If the name or date of birth on your certificates does not match your birth certificate it could cause you problems if you are asked to show your certificates to a potential employer or for college/university in the future. You should also check that the subjects and tiers of entry you are entered for are correct and that no subjects are missing.

Q2. My name has been mis-spelt on my timetable. What can I do?

We can rectify this problem very quickly. Please bring your passport to the Exams Officer who will amend the records. This will ensure that your certificate is correct. However, this needs to be done **BEFORE** the examinations start.

Q3. What do I do if there's a clash on my timetable?

City Academy will re-schedule papers internally (on the same day) when there is a clash of subjects. Candidates will normally sit one subject paper followed by the second paper. If in doubt consult the Exams Officer.

Q4. What do I do if I think I have the wrong paper?

Invigilators will ask you to check before the examination starts. If you think something is wrong put your hand up and inform the invigilator immediately.

Q5. What do I do if I forget my Candidate Number?

Candidate Numbers will appear on your desk labels. Invigilators will also be able to help you find your number.

Q6. What do I do if I forget the City Academy Centre Number?

The Centre Number is 20238. It will be clearly displayed in the examination room.

Q7. What do I do if I have an accident, or I am ill before the Examination?

Inform the school at the earliest possible point so we can help or advise you (School Reception: 0121 7297160)

In the case of an accident that 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. You may need to obtain medical evidence (from your GP or hospital) if you wish us to make an appeal for Special Consideration on your behalf.

Q8. What is 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 mark allowance not appropriate) up to a maximum 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, or a crisis/incident. The Examinations Officer must be informed immediately, so that the necessary paperwork can be completed (within 3 days of the examination) and the candidate will be required to provide evidence to support such an application.

Q9. 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.

Q10. If I'm late, can I still sit the Examination?

Provided you are not more than half an hour late, it may still be possible for you to sit the examination. You should get to school as quickly as possible and report to Reception. A member of staff will escort you to the Exams Officer. 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 are very late to the examination, City Academy must inform the Examination Board and it is possible that the Board may decide not to accept your work. Please ensure that you allow enough time to get to school so that if you are delayed (e.g. through transport problems) you will still arrive on time.

Q11. 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.

Q12. Do I have to wear school uniform?

Yes. Normal school regulations apply to uniform, hair, jewellery, make-up, etc. (any candidate not wearing correct school uniform on the day of the examination may be turned away and a fee will be invoiced to the parent(s)/carer(s).

Q13. What equipment should I bring for my Examinations?

- You will require a black pen, a pencil, a ruler, and a rubber for all examinations. Extra equipment is required for some Maths and Science exams.
- Should you wish to, you may bring equipment of your own – extra black pens might be a good idea.
- If you do bring equipment of your own, it can only be that required for the examination and listed on the question paper, and if you want to put it in a pencil case then this must be transparent.
- You must not attempt to borrow any equipment from another candidate during the examination

Q14. What items are not allowed into the Examination room?

- Only authorised material is permitted in the examination room and students who are found to have any material with them that is not allowed will be reported to the appropriate Examination Board. In such circumstances, a student would normally be disqualified from the paper, or the subject concerned. **If in doubt, ask!**
- Bags, coats, and any other items are not permitted under Examination regulations and must be left outside the examination room. Do not bring any valuables into school when you attend an examination.
- No food or drink is allowed in the examination room. However, if necessary, water bottles are allowed, and these should be clear bottles with a spill-proof cap. There should be no label on the bottle.

Q15. Why can't I bring my mobile phone into the Examination room?

Being in possession of a mobile phone (or any other electronic communication device, e.g. iPod, MP3/4 Players, headphones, smartwatch) is regarded as cheating and is subject to severe penalty from the awarding bodies.

Q16. 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 start and finish time of the examination on a flip chart or board at the front of the examination room. There will be a clock in the Examination room.

Q17. 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 City Academy 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.

Q18. What do I do if the fire alarm goes?

The Examination 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.

Q19. Can I go to the toilet during the Examination?

Toilet visits are discouraged by the board as this disrupts other candidates and takes you away from your examination for at least five minutes. It also removes a member of staff from the room as you need to be accompanied at all times. Visits to the toilet will only be permitted if the candidate has a toilet pass or a medical letter.

Q20. What do I do if I don't get the grades I need?

Your best option is to talk to college and further education providers to determine the most appropriate course for the grades you have achieved.

Faculties will be submitting an "Enquiry About Results" for those candidates where marks are close to the grade boundary, and they will write to the candidate to inform them of this. If you do not receive a letter by a certain date, then your marks are not being enquired about. If you disagree with this decision, you will be able to make an appeal to the Principal, who will consider your request. If the decision is still not to make the request on your behalf, you may be given the opportunity for school to make the request at your own cost.

Review of Marking requests cost up to around £50 per paper. Grades rarely change following review requests and these need to be considered carefully.

Q21. Are Controlled Assessments under the same regulations as written examinations?

Controlled assessments, coursework, and other non-examination assessments are a formal part of the examination process. They have their own regulations and information to candidates regarding their conduct are issued with this booklet.