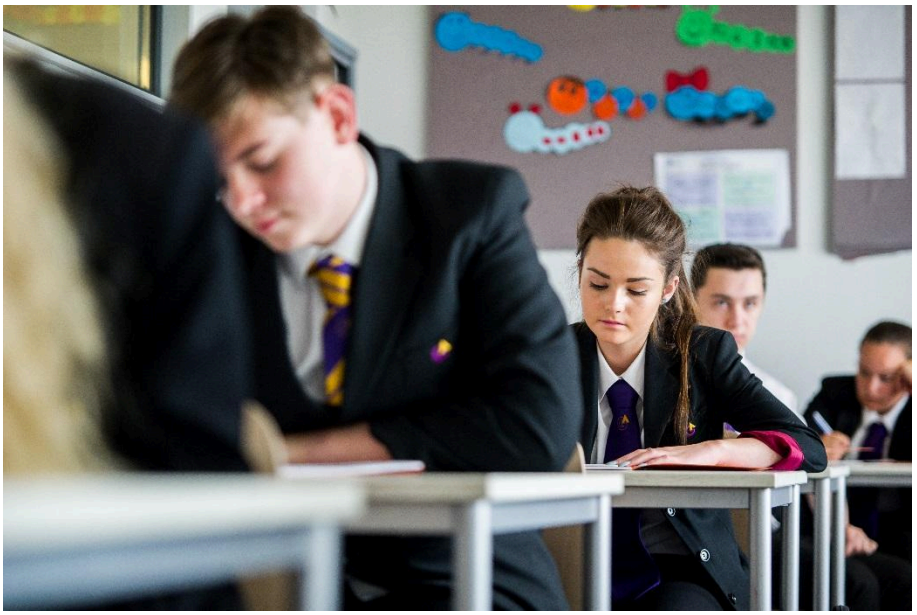
GRACE ACADEMY
SOLIHULL

Examinations A - Z

A guide to everything you need to know about the examination process



A



Absence from Examinations:
You must attend all examinations to which you are allocated on your personal timetable.
Misreading your timetable will NOT be accepted as a satisfactory explanation for your absence.

If you are absent from an exam due to illness, please call the Academy on **0121 329 4600** as early as possible.

Access Arrangements:
All arrangements with regards to extra time, rest breaks, separate rooms, the use of a laptop should have been put in place prior to the start of the exams.

Awarding Bodies:
These are the organisations that provide qualifications for schools and colleges.
Awarding bodies used by the Academy are; AQA, EDEXCEL, OCR & WJEC**.**



B

Bags, Notes:
Bags and notes **cannot** be with you in the examination room, they **MUST be left at the back or at the front of the exam room,** or notes can be handed to an invigilator before entering the hall**.**

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

C



Calculators:
Calculators may be used in some examinations. In all cases, calculators are prohibited if they offer any of the following facilities:
language translators; symbolic algebra manipulation; symbolic differentiation or integration; remote communication with other machines or the World Wide Web; data banks; dictionaries; mathematical formulae or text.

Calculators must not be larger than the usual hand-held size. Calculators must not have noisy keys which would disturb other candidates or have a permanent memory.
No printed instructions or cases are permitted. If you cannot remove the case from your calculator you must ensure that all instructions are securely covered. **WE WILL PROVIDE CALCULATORS**

Candidate Number:

Your desk number will be displayed on a label on your desk in the examination room and also on the seating plan. You will need to know your **candidate number as this is required to be written on all of your exam papers.** If you do not know this, all candidate numbers will be displayed on your exam timetable as well as next to your name on all seating plans.

Centre Number:



All exam papers will request the schools Centre Number to be written, this is **20720**.
This will be displayed in all exam rooms.

Certificates:

Certificates are only issued if you achieve grades A-G/9-1 at GCSE level.
Certificates arrive in school around November.

Your certificate will be kept at the School for you to collect & sign for.
You **MUST** keep your Certificates safe as they **cost between £50-£80 to replace** and we do not hold any record of these once collected.

Please Note – The Academy may destroy any unclaimed Certificates after 12 months from the issue date.

Cheating:

Candidates caught cheating in examinations – including being in possession of or using a mobile-phones, pagers, MP3 players, iPods, Watches of any kind, Airpods, unauthorised aids or notes (even if they are in your pocket and you do not intend to use) but also copying from or communicating with other candidates – **will be reported to the awarding bodies**

PENALTIES INCLUDE: Exclusion from the Academy and disqualification from all examinations for up to 5 years. See the JCQ "Notice to Candidates".

Clashes:

If you have 2 or more examinations that show the same date and time on your timetable then please report to **Ms Wan the Exams Officer immediately**.

Conduct in the Examination Room:

You must be silent in the examination room, including the times when you come in and go out. Once you have entered an examination room, you are not allowed to leave unescorted until the end of the examination and only then when you are given permission to do so.

You will not be allowed to leave an exam early even if you have finished as this disturbs other candidates in the room



Should you require any assistance, please raise your hand clearly and wait for an invigilator to come to you.
Please do not write on your examination desk (as you may be charged for any damage)

Coursework:

All coursework will be carried out during the academic year. All deadlines are issued by departments and if you have any problems with regards to these you must speak to the relevant department staff.
The awarding bodies will return most coursework during October. Students wishing to reclaim coursework should apply to their teachers as soon as possible after this date.

D



Daily details of exams:
Time tables will be displayed on the screens and notice boards around school. They will list all the exams taking place in a particular session, the venue of each exam

Dictionaries:
You may not use a dictionary unless dictionaries are specifically permitted by the subject specification or special arrangements have been approved by the awarding bodies.
If you think you might be entitled to the use of a dictionary please see Ms Wan in the Learn Centre

E



End of Examinations:
The invigilators will collect your exam papers before you leave the examination room. Absolute silence must be maintained during this time and until you are outside the exam room – remember that other examinations may be continuing as you leave.

You **MUST NOT** take any examination materials (additional paper, answer booklets, question papers etc.) from any examination room.

Exam Dates:
The examination dates are set by the awarding bodies and NOT by the Academy which means:
THESE DATES CANNOT BE CHANGED

Examination Regulations:
It is your responsibility to familiarise yourself with the awarding bodies " Notice to Candidates" regulations, a copy of which is given to you with your timetable. These regulations will also be displayed outside all examination rooms.

F



Food and Drink:
Food is not allowed into an examination room unless special permission has been given.

You are only allowed to take a drink of water into the examination room which must be in a clear plastic bottle and **all labels must be removed**. Please ensure you have enough water to last you the whole exam, as you will not be allowed to leave the exam to refill and invigilators cannot do this for you.

G

Grade Boundaries: Grade boundaries indicate the minimum marks needed to achieve a certain grade and they can and do differ across exam series.

H

Home Revision: Will help you get better exam results.

I

Invigilator: An invigilator is someone who watches over candidates in an examination to ensure that JCQ Rules and Regulations are met. You must follow all instructions and orders given to you by an invigilator.

J

Jeopardies: Do not run the risk of not getting the grades you require for future employment.

K

KEEP CALM THROUGHOUT THE EXAM PERIOD

L



Late Arrivals:
Any candidate arriving after 10:00am or 2:30pm may be allowed into the examination room; however you should be warned that if you do enter and sit the exam then the awarding bodies may not accept your exam script.

Location of Examinations:
Seating plans will be displayed on the day of each examination.
Please allow enough time to find the correct room. Once you are invited to enter the room, make sure that you sit down at your own desk (this is indicated on the seating plan) and not somebody else's.

M



Malpractice: Malpractice is any default or practice which is a breach of the **JCQ regulations** or which compromises, attempts to compromise or may compromise the process of assessment, the integrity of any qualification or the validity of an examination result or certificate.

This malpractice can occur in the course of any exam or assessment, including the preparation and authentication of any coursework, the presentation of any practical work, the compilation of portfolios of assessment evidence and the writing of any exam paper.

Mobile Telephones and Electronic Devices:

Mobile phones, other electronic means of communication or electronic devices are not allowed into examination. The Academy and awarding bodies regulations forbid you to bring in any of these devices into any examination room, so you are strongly advised not to bring such devices with you on examination days. If you do bring in such devices they should be placed in your bag, envelopes will be provided if you want to hand your device in to the invigilator, place your device inside and write your name and seat number on the front then hand in to an invigilator.

Mobile telephones or electronic devices must be switched off if they are found in your possession in an examination room– **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 students discovered to have a communications device with them during an examination face disqualification from the subject concerned.

N

NO:
- Mobile phones, devices etc
- Talking
- Cheating

O

Office Hours:

The Exams Office is open Monday – Friday from 8.00 am until 4.00 pm. Ms Wan will be happy to help with any queries that you have during this time.

P

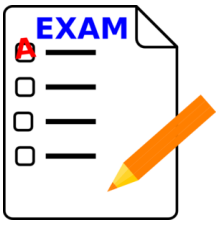
Prohibited Material: The following items **MUST NOT** be brought to the exam desk in the examination room they are to be left at the back of the room
Bags, books, calculator cases, instruction books, mobile phones, iphones, watches of any kind, other communication devices, personal stereos of any description

Q

Quarantine: Quarantine is used when you have a clash on your timetable and you have to be supervised throughout the day until you have completed your exams to prevent you from coming into contact with other students who have already taken the exam.

If you are required to go into quarantine over a lunch period, you must bring a packed lunch and a drink with you on that day as you will not be allowed to use the canteen.
Mobile phones, pagers & electronic communication devices are not allowed in any quarantine room.

YOU WILL BE NOTIFIED ON YOUR CLASH LETTER OF YOUR QUARANTINE ARRANGEMENTS.
You will be supervised immediately after your examination until the end of your quarantine period. In quarantine you may revise for your next examination or talk **quietly** with fellow candidates. Please be respectful of invigilators and ensure that classroom furniture and/or equipment and books are left as they were found – neat, clean and tidy. You must take your litter with you or place it in the bins provided.



R

Remarks: The awarding bodies offer the option of having a script remark, at a fee, if a candidate is unhappy with their mark for a certain examination, please speak with your teacher, they (with the candidates consent) can view the exam script. If the teacher is unhappy with the marks. There is a choice of remarks; these are:
Clerical check - A **clerical check** is simply when the relevant awarding body checks that the number of marks given has been added up correctly.
Full remark - Whereas with a **full remark** the awarding body sends your examination paper to a different examiner, this time a senior examiner, and asks them to remark it using the same mark scheme.

If you're not satisfied with the grade you have achieved the first thing you need to do is speak to your teacher, they will then discuss the following:

ARE YOU CLOSE TO THE GRADE BOUNDARY?
Remarks usually only alter a grade by a few UMS marks, if any at all. If you are therefore very close to a higher grade boundary a remark may be worth considering but if you require a substantial amount of marks to achieve a higher grade then the likelihood is that your mark will not change.

YOUR GRADE CAN GO UP AS WELL AS DOWN
Remark means your entire paper remarked therefore your grade can easily go down as well as up.
If your grade does get lowered you cannot refuse it and ask for the original higher grade to stand.
You must be aware that this is the chance you take when asking for a remark. Because of this candidates often apply for a photocopy of their paper before applying for a remark.

Results:

The academy will inform students of results day processes. The candidate themselves is advised to pick up their results, however if you are unable to then we allow family members to come and collect on your behalf. If this is the case please write a letter to the Exams Officer - Ms Wan, explain the reasoning and stating your full name and the person who will be collecting - Family members can collect your

results as long as they are over 18. The family member will be required to bring a form of identification (Such as a Driving License).

If you/family members are unable to collect we are able to post these home for you. Additionally you can ask the Head of Year to phone you informing you of your results.

S

Script:

Candidates are able to request access to their examination scripts from the awarding bodies for general interest or to help with future learning. There are two types of access to script services available to candidates; these are:

- Original scripts
- Photocopied scripts

Many candidates often wish to see their examination script in order to decide whether or not to have the paper remarked. If this is the case then **you must request a photocopy of the script.**
If you would like a copy of your script, please liaise with your Teacher

Seating Plans:

Seating plans are produced and displayed in the corridors leading to an exam room, as well as provided to students during pre-exam revision sessions. The invigilators in the room will also have a copy of the seating plans so if you are struggling to locate your, please speak with an invigilator.

Ensure you familiarise yourself with where you will be seated on the day of the exam.

Special Consideration:

The awarding bodies will not apply special consideration for anything other than serious reasons. Special consideration can only be applied if a significant event has affected your performance on the day of the examination and you can provide appropriate evidence. Please see Ms Wan immediately if you feel that you may have been affected by a circumstance beyond your control.

Stationery:

All students will have stationary provided this includes a clear pencil case, black pens, pencils, rulers.

We will also provide any additional specific stationary such as calculators, tracing paper, compasses etc

Please note that the **JCQ regulations** state that a **BLACK PEN MUST** be used in all examinations.

For diagrams, use an **HB pencil** and a **ruler**.

Gel pens, highlighters, correcting fluids and correcting pens may **not** be used in any answer booklets.

T



Times: Unless otherwise stated, all examinations at the Academy commence at **9.00am & 1.30pm.**

You must be ready to enter the exam room at least 15 minutes before the published start time

If you are late for any exam, please inform reception that you are late to an examination, and head straight to your exam room, speak with an invigilator explaining why you are late, if you don't get an opportunity to do this, after the examination please find an invigilator or the exam officer and explain then the reason why you were late.

Timetables:

You will be given your own personal timetable. Please check your personal timetable carefully and if you notice any clashes (2 or more exams listed on the same date & time), you will also have an additional letter with your timetable.
Check carefully to see if the examination is in the morning or the afternoon

You and you alone, are responsible for checking your examination timetable.
If you have any queries then please contact MS WAN IMMEDIATELY.

U

Uniform: Full uniform must be worn to all exams with no exceptions



UCI Number:

A UCI (unique candidate identifier) number is a number which every candidate is given and is used to link all entries and results for a candidate across an exam series and between different exam boards.

V



Valuables: Under no circumstances should candidates leave money or valuables (including calculators, keys, credit cards, cash or mobile phones) in any bag.
IF YOU DO SO, IT IS AT YOUR OWN RISK.

W



Warning - All the awarding bodies make it clear that:
Their official examination sessions must be run under strictly fair conditions, with no form of deception. This rule severely excludes any form of communication between students during an examination, as well as any other practice that could be seen as an attempt to deceive.
Anyone attempting unfair practices can expect **cancellation of examination entries and possible exclusion from GCSE examinations for a period of up to 5 years.**

Word of Advice:
Remember to have something to eat and drink before taking your examinations, especially on hot days. A banana eaten half an hour before the start of an exam can boost your concentration levels.

Wrist Watches
If you wear a wrist watch this should either be placed in your bag at the back of the room. If you do not put it in your bag it **MUST** be taken off your wrist and given to the invigilator before the start of the exam.

X

X – FACTOR:

Have you got the x-factor to get through to the final of your exams?

eXcel yourself **eXtra revision**

Y

Your Focus & Revision with get you Your Results



Z

Zero Tolerance at Grace Academy on Poor Behaviour at all times

If you have any questions or queries about examinations please see Ms Wan or email her on swan@graceacademy.org.uk