



Robert Barclay Academy

EXAMINATIONS

**GUIDANCE FOR
STUDENTS & PARENTS**

Updated: January 2018

Centre Number: 17245

CONTENTS

	Page
Introduction	3
Before the Examinations:	4
Statements of Entry	
Examination Boards	
Candidate Name	
Candidate Number	
Unique Candidate Identifier	
Timetables	
Contact Numbers	
Equipment	
During the Examinations:	5-7
Examination Regulations	
Attendance at Examinations	
Invigilators	
Absence from Examinations	
After the Examinations:	8
Notification of Results	
Post Results	
Collection of Certificates	
Frequently Asked Questions	9-11
Appendix A: Reviews of marking – Centre assessed marks	12

INTRODUCTION

It is the aim of Robert Barclay 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 to follow in the event of any problems occurring.

The awarding bodies (or examination boards) set down strict criteria which must be followed for the conduct of examinations and we are required to follow them precisely. Some of the questions you may have are answered at the back of this booklet. **If there is anything you do not understand or any question that has not been addressed, PLEASE ASK.**

If you or your parents have any queries or need help or advice at any time before, during or after the examinations please contact:

The Examinations Officer – **Ms Janet Broadhurst**

The exams office number is: **01992 410800 x 1636**

Remember – we are here to help.

GOOD LUCK!

BEFORE THE EXAMINATIONS

STATEMENTS OF ENTRY:

All Candidates receive a statement of entry from school indicating the subjects they are being entered for and the levels of entry, where applicable. Please check that these are correct. Some subjects only have one tier of entry, some have Foundation or Higher tiers.

You must check everything on your statements of entry very carefully. Particularly check that all personal details (date of birth, spelling of names) are accurate as these will appear on certificates and it may be difficult to change them once certificates are awarded.

EXAMINATION BOARDS

The School uses the following Examination Boards: AQA, Edexcel, OCR and WJEC.

CANDIDATE NAME:

Candidates are entered under the name format of First Name + One middle initial + (Legal) Surname, e.g. Adam J. Smith.

CANDIDATE NUMBER:

Each candidate has a four-digit candidate number. This is the number you will enter on examination papers. It will appear next to your name on seating plans, examination registers and on your desk card. **Please learn it.**

UCI:

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 (17245) 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.

ULN:

The Unique Learner Number (ULN) is a 10-digit reference number which is used alongside and to access the Personal Learning Record of anyone over the age of 13 involved in UK education or training. Learners will retain the same number for accessing their Personal Learning Record throughout their lives, whatever their level of learning and wherever they choose to participate in education, training and learning. The ULN can also help learners throughout their lifelong learning, particularly when accessing careers advice. The ULN has been used in schools and further education since 2008 and is now being adopted in higher education. You do not need to learn this number, but you should keep a record of it – it will appear on your entries and results slips.

TIMETABLES

You will receive an individual timetable showing your own specific examinations with details of date, time, and duration of exam. Check it carefully. If you think something is wrong please come to the exams office immediately.

If you have a clash where two subjects are timetabled at the same time the exams office will make special timetable arrangements for you. You must check your individual timetable and see the exams office if you are unsure what to do. If you think there is a clash on your timetable that has not been resolved, please come to the exams office immediately.

CONTACT NUMBERS

Please ensure that school has at least one up-to-date contact number for you.

EQUIPMENT

Make sure you have all the correct equipment before your examinations. Check the regulations in the Notice to Candidates and the information on the following pages.

DURING THE EXAMINATIONS

EXAMINATION REGULATIONS

A copy of the "Notice to Candidates", which is issued jointly by all the Examining Boards, is on the school website. 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.

ATTENDANCE AT EXAMINATIONS

Candidates are responsible for checking their own timetable and arriving at school on the correct day and time, properly dressed and equipped. Candidates must arrive at least 15 minutes prior to the start time of their examination. Please wait quietly outside your exam room until you are invited to enter by the examination invigilators.

Seating plans for all exams are displayed in the refectory and outside the exam room. Please check where you are sitting before you go into the exam.

Candidates who arrive late for an examination may still be admitted but may not receive any additional time. If special consideration applies, then you must speak to the Examinations Officer (see ABSENCE FROM EXAMINATIONS).

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

All items of equipment, pens, pencils, mathematical instruments, etc. should be visible to the invigilators at all times. You must either use a transparent pencil case or clear plastic bag.

Pens should be **black** ink or ballpoint. Ink erasers or correction pens are not allowed.

For Mathematics and Science exams, students must make sure their calculators conform to the examination regulations. If in doubt, check with your teacher. Remove any covers or instructions and make sure batteries are new.

Please make sure that any watch alarms are turned off. Watches must be put into the exam bag, or on your desk.

Do not attempt to communicate with or distract other candidates.

Examination regulations are very strict regarding items that may be taken into the examination room (see FAQs at the end of this booklet). If you break these rules you will be disqualified from the examination.

Mobile telephones and Smart Watches (iWatches etc) MUST BE SWITCHED OFF AND HANDED IN BEFORE THE START OF THE EXAM OR LEFT IN YOUR BAG AT THE FRONT OF THE EXAM ROOM. Please note that if your mobile phone has an alarm set, this may activate even if the phone is switched off. If a mobile phone (or any other type of electronic communication or storage device) is found in your possession during an examination (even if it is turned off) it will be taken from you and a report made to the appropriate exam board. No exceptions can be made.

No food is allowed in the examination rooms except by prior arrangement and only water in a clear plastic bottle may be brought in to drink.

Please do not write on examination desks. This is regarded as vandalism and you will be asked to pay for any damage.

Do not draw graffiti or write offensive comments on examination papers – if you do the examination board will refuse to accept your paper.

Listen carefully to instructions and notices read out by the invigilators – there may be amendments to the exam paper that you need to know about

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

Read all instructions carefully and number your answers clearly.

Candidates must stay in the examination room for at least one hour after the published start time of the exam (or for the duration of the exam if it is less than one hour). 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 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 (where exam boards allow the use of tags). All extra sheets must be placed inside the answer book.

Invigilators will collect your exam 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 exam room.

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. Don't panic. If you have to evacuate the room you will be asked to 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 exam room do not start writing until the invigilator tells you to. You will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident.

INVIGILATORS

The school employs external invigilators to conduct the examinations. Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.

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 invigilators and members of the Senior Leadership Team.

ABSENCE FROM EXAMINATIONS

If you experience difficulties during the examination period (e.g. illness, injury, personal problems) please inform school at the earliest possible point so we can help or advise you.

Only in 'exceptional circumstances' are candidates allowed special consideration for absence from any part of an examination. It is essential that medical or other appropriate evidence is obtained on the day by the candidate/parent and given to the Examinations Officer without delay in all cases where an application is to be made for special consideration.

For the award of a grade by special consideration, where a student misses part of an examination through illness or personal misfortune, a minimum of 25% of the assessment (including coursework) must be completed.

Parents and candidates are reminded that the school will require payment of entry fees should a candidate fail to attend an examination without good reason and without informing the school. Failure to pay may result in your examination results being withheld.

Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

AFTER THE EXAMINATIONS

NOTIFICATION OF RESULTS

Results will be available for collection on results day in August for the main summer exams. The exact date will be published in the summer term.

If you wish any other person (including family members) to collect your results on your behalf, you **must** give your written authorisation to school before results day.

Candidates who wish to have their results posted home must provide the school with a SAE in advance.

Candidates cannot have their results emailed to them.

Results are not given out over the telephone.

POST RESULTS

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

COLLECTION OF CERTIFICATES

Students will be able to collect their certificates at Awards Evening in late December, or from the exams office in January of each year. Certificates will not be given to anyone other than the candidate without the candidate's written authorisation and they will not be posted to any candidates as they have to be signed for.

The school is only obliged to keep certificates for a period of one year after issue. If candidates do not collect their certificates within this time (or if they lose their certificates) they can only be replaced by direct application to the appropriate examination boards. This will require proof of identity (such as a birth certificate) and a substantial fee per examination board. You are therefore urged to collect your certificates as soon as possible and to keep them safely throughout your lifetime.

FREQUENTLY ASKED QUESTIONS

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

The school will re-schedule papers internally (on the same day) where there is a clash of subjects. Candidates will normally sit one paper then have a break during which they will be supervised and must not have any communication with other candidates. They will then sit the second subject paper. Correct times should be on your individual candidate timetable. It may be necessary for you to bring a packed lunch if you have exams in the morning and afternoon as you will have to remain in isolation until both examinations are completed. If in doubt consult the Examinations Officer.

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

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

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

Candidate Numbers are printed on seating plans which are displayed outside the exam rooms, on attendance registers and on your personalised desk card.

Q. What do I do if I forget the school Centre Number?

The Centre Number is **17245**. It will be clearly displayed in the examination rooms and on your desk card.

Q. What do I do if I have an accident or am ill before the exam?

Inform school at the earliest possible point so we can help or advise you. 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 the school to make an appeal for Special Consideration on your behalf (see below).

Q. What is an Appeal for 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 addition of marks considered inappropriate) to 5% (reserved for very 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, domestic crisis. The Examination Officer must be informed immediately, so that the necessary paperwork can be completed (within 7 days of the last exam session for each subject) and the candidate will be required to provide evidence to support such an application.

Q. 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 and you feel this may have affected your performance.

Q. If I'm late can I still sit the examination?

Provided you are not more than 1 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 exam room. 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 start the exam more than 60 minutes after the published starting time, the school must inform the exam board and it is likely that the Board will not 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.

Q. If I miss the examination 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.

Q. Do I have to wear school uniform?

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

Q. What equipment should I bring for my exams?

For most exams you should bring at least 2 pens (black ink only).

For Science, Maths, and Geography where you need to draw diagrams or graphs you need 2 pencils.

For Design and Technology subjects and for Media Studies you may need a variety of coloured pencils.

For some exams you will need a calculator (Maths/Science), a 30cm ruler (marked with cm and mm), pencil sharpener and eraser, compasses, protractor, coloured pencils (not gel pens).

You are responsible for providing your own equipment for examinations. You must not attempt to borrow equipment from another candidate during the examination.

Q. What items are not allowed into the examination room?

Only material that is listed on question papers (e.g. an anthology) 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 examinations board. In such circumstances, a student would normally be disqualified from the paper or the subject concerned.

Bags and coats and any other items not permitted under examination regulations must be left in the care of the invigilators at the front/back of the room. Do not bring any valuables into school with you when you attend for an examination.

No food is allowed in the exam room except by prior arrangement.

Q. Why can't I bring my mobile telephone into the exam room?

Being in possession of a mobile 'phone (or any other electronic communication device, e.g. ipod, headphones) is regarded as cheating and is subject to severe penalty from the awarding bodies:

The minimum penalties are as follows:

Device found on you and turned **ON - disqualification for the entire subject award.**

Device found on you and turned **OFF – disqualification from the specific paper** you are sitting at the time.

Phone rings during the exam **wherever it is in the room** the exam board must be informed and you may be **disqualified from all papers for the subject (including any already taken).**

Q. How do I know how long the exam is?

The length of the examination is shown in minutes on your individual timetable under the heading 'duration' and is on your question paper. Invigilators will tell you when to start and finish the exam. They will write the finish time of the exam on a flip chart or board at the front of the exam room. There will be a clock in all examination rooms.

Q. Can I leave the exam early?

It is a requirement of the exam boards that you must stay in the examination room for at least one hour after the published start time of the exam (or for the duration of the exam if it is less than one hour). It is not the school's policy to allow candidates to leave the exam room early, as this is disruptive to other candidates. A candidate may not leave the examination room without the permission of the invigilators.

Q. 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.

Q. Can I go to the toilet during the exam?

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

Q. If I have more than one exam on a day can I get lunch at school?

Pupils who have examinations in both morning and afternoon sessions may obtain lunch for the dining hall in the usual way or bring a packed lunch.

Q. Why do I need to check the details on the Statement of Entry?

The details on your Statement of Entry 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 for college/university at some time 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.

Q. I am entitled to extra time – how will this affect the way I take my exams?

Some students receive an allowance of up to 25% extra time. Where possible such candidates will be seated together to minimize disturbance from other candidates who finish earlier. The invigilators will include the additional time when they display the finishing time of your exam on the board.

Q. I am entitled to Access Arrangements – how will this affect the way I take my exams?

For access arrangements such as the use of a reader, scribe or use of a PC, you will normally take your exam in a smaller room although you will not generally take your exam completely on your own unless you are the only one taking an exam at that time. A trained member of staff or invigilator will be assigned to a group of students to read as required. Having the use of a reader does not normally mean you will have one person reading just to you.

Q. What do I do if I have two exams timetabled at the same time?

The exams office will resolve any clash of exams by giving you special timetable arrangements. It may mean moving one of your exams to the morning or afternoon of that day. If this is the case, you will be kept under supervision between your morning and afternoon exams and will need to bring in a packed lunch. You will not be able to use mobile phones or the internet during this time.

**Appendix A: Reviews of marking – centre assessed marks
(GCSE controlled assessments, GCE coursework,
GCE and GCSE non-examination assessments)**

Robert Barclay Academy is committed to ensuring that whenever its staff mark candidates' work this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill and who have been trained in this activity. Robert Barclay Academy is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

1. Robert Barclay Academy will ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body.
2. Robert Barclay Academy will inform candidates that they may request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment.
3. Robert Barclay Academy will, having received a request for copies of materials, promptly make them available to the candidate.
4. Robert Barclay Academy will provide candidates with sufficient time [5 school days] in order to allow them to review copies of materials and reach a decision.
5. Requests for reviews of marking **must** be made in writing using the Centre Assessed Mark Review Request form available from the Exams Office. Please be aware that marks could go down as a result of a review. There is a non-refundable fee of £25 for a review.
6. Robert Barclay Academy will allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline.
7. Robert Barclay Academy will ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review.
8. Robert Barclay Academy will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. The candidate will be informed in writing of the outcome of the review of the centre's marking.
10. The outcome of the review of the centre's marking will be made known to the head of centre and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the review of the centre's marking bring any irregularity in procedures to light, the awarding body will be informed immediately.

After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation process may lead to mark changes. This process is outside the control of Robert Barclay Academy and is not covered by this procedure.