



Exam Handbook for students 2019/2020



***A guide to Examinations, Non-Exam
Assessments & Coursework***

Contents

Introduction	3
Assessment Team	3
Access Arrangements Testing Team	3
Examination dates	3
Examination timetables	4
Examination start times	4
What happens on Exam days?	5
What time is your exam?	5
Lining up for your exam	5
Entering the exam room	5
At the start and during your exam	5
At the end of the exam	6
Non-attendance/Disadvantaged during an exam	6
What you are allowed to take into an exam	7
What you are NOT allowed to take into an exam	7
Emergency evacuation	8
Non-exam assessments/Coursework/Internal Assessments	8
Malpractice	9
Results	9
Post Results Services.....	9
Certificates	10

Introduction

This booklet has been produced to give you guidance on the rules and regulations that you, as a student, are expected to follow.

Limehurst Academy conducts examinations and assessments in accordance with the regulations set out by the Joint Council for Qualifications (JCQ) and the Awarding Bodies.

Failure to read this booklet will not be accepted as an excuse for breaking exam rules, not attending exams or failing to comply with any rules and regulations set down by Limehurst Academy, the JCQ or the Awarding Body.

Assessment Team

The Assessment team manage and organise your exams at Limehurst. If you have any queries about your exams, we can be found in the Assessment Office opposite Room 3.

The team are:

Miss Narsing (Exams Officer)

Mrs Reed

Miss Simons

Access Arrangements Testing Team

Miss Reynolds in the SEN department tests any students that have been identified as requiring access arrangements during any exams.

Mrs Chauhan in the EAL department identifies any students that need any bi-lingual dictionaries during exams.

Evidence is required and applications made to the Awarding Body. If you are entitled to any access arrangements, you will receive a letter detailing what arrangements have been made for you.

Examination Dates

In Year 11, your written exams will take place as follows:

December mock exams 2nd – 6th December 2019

March mock exams in English & Maths 2nd – 6th March 2020

GCSE Summer written exams 11th May – 26th June 2020*

The JCQ and Awarding Bodies have set **Wednesday 24th June as a contingency day. You must be available up until this day, even if your exams finish earlier.*

Please note you will also have other exams, practical's or speaking tests depending on what subjects you do, i.e. Art, Computing, Design, Drama, Food, ICT, MFL, Music, PE & Textiles. Your teachers will give you more information on these.

Exam Timetables

You will receive an exam timetable before your exams in December, March & the Summer. Your timetable will include the following:

- The subjects you are entered for
- The date of your exam
- The time of your exam
- Your candidate number – you will need this number to use for all your exams
- The room of where your exam will be
- Your seat number

Check your timetable carefully and make sure:

- All the subjects that you are meant to be taking appear on the list
- That you are entered for the correct tier
- That your personal details are correct. This is what will appear on your certificates. Please note ONLY legal names will be printed on your certificate.

If you have changes or are unsure about anything on your Exams Timetable, please can you come and see the Assessment team (opposite Room 3).

If for any reason you have two or more exams timetabled for the same time, then the Exams Officer will arrange for you to sit your exams one after the other. The times will be reflected on your exam timetable. Once you have finished the first exam you must remain in your seat and not communicate with anyone other than an invigilator.

Exam Start times

You must attend school as normal during exams, which means arriving by **8:40am** every day.

For morning exams, you must first go to registration then go and line up outside your exam room by 9:00am.

For afternoon exams, you will go for an early lunch at 1pm and then must line up outside your exam room by 1:45pm.

If you are late for an exam, you will need to see a member of the Senior Leadership Team. SLT and the Exams Officer will decide what action needs to be taken. A student will be considered very late an hour after the official start time of the exam. Where a student is very late, the Awarding Body will be notified. Please note it is at the discretion of the Awarding Body whether they choose to accept your work or not.

Most afternoon exams will finish after the normal school day. Make sure you make other arrangements if you would normally pick up a sibling from school.

What happens on Exam day/s?

1. What time is your exam?

- Morning exam go to registration and then go and line-up outside your exam room.
- Afternoon exam go for an early lunch at 1pm and then go line-up outside your exam room at 1:45pm

2. Line up for your exam

- Sports Hall - Line up by row and seat number on the ball court outside of the sports hall. If it is raining you will be advised where to go on the day.
- Access Arrangement rooms - go straight to the room that is on your exam timetable and report to the invigilator.

3. Entering the Exam Room

- Once you enter the exam room, you will be under Exam Conditions. This means that you must not communicate in any way with any of the other students.
- You must follow instructions given by staff.
- Leave your bags, coats etc to the designated area.
- Hand in any mobile phones, watches and any other electronic devices. You will get your devices back when the exam has finished. Ensure all your devices are switched off and you know your seat number so that we can speed up the process.
- Go to your seat, with the equipment that you need for your exam and wait for instructions from the invigilator.

4. At the start and during your Exam

- Listen to and follow instructions from invigilators.
- Check that you have the right paper in front of you.
- When the invigilator instructs you to, complete all the details on the front of your answer booklet. If you use any spare paper during the exam, make sure these details are on eachsheet.
- Read the instructions set out on the cover of your question paper. This will give you vital information as to which sections to be completed and materials you can use.
- Wait for instruction from the invigilator as to when you can start your exam.
- Write your answers in within the designated sections of the answer booklet.
- All rough work must be done on the question paper or answer booklet but make sure you put a single line through if it is rough work or if you have changed your answer.
- Toilet breaks are generally NOT permitted unless there are extenuating circumstances. If you do need to go you are not allowed to go in the first & last 15 minutes of an exam and if you do go, you will not get any extra-time unless there are extenuating circumstances.

Please raise your hand up high to attract the attention of an invigilator if:

- You are unsure of anything
- Have a query about the question paper
- Need more writing paper
- Feel unwell
- Need a bottle of water

5. At the end of the exam

- At the end, the invigilator will inform you that you have 5 minutes remaining.
- When your time is up, the invigilator will tell you to stop writing. At this point, put your pens down and await instruction from the Invigilator. Please remember that you are still under Exam Conditions and **must not** communicate with any other student.
- If you have used any loose additional answer paper, please ensure that you have your name and candidate number on all extra sheets. You must then place them in the order you answered the questions and insert them inside the answer booklet.
- You are not allowed to take any question papers, additional paper or rough work out of the room. The invigilators will collect all of this.
- Once all the papers are collected, you will be dismissed a row at a time.
- Collect your belongings and please ensure you leave quietly – **YOU MUST NOT TALK TO ANYONE UNTIL YOU HAVE LEFT THE SPORTS HALL.**

Remember, once you enter the exam room you are not allowed to communicate with any other student!

If you are caught doing so, it will be treated as breaking exam regulations and you may be disqualified.

Non-attendance/Disadvantaged during an exam

If you are unable to attend an exam because of severe illness, suffer bereavement or other trauma, or are disturbed during an exam, then it is your responsibility to alert the centre's main office to that effect. Staff in the main office will then alert the Exams Officer.

If you do not attend an exam you will be billed for that exam unless you can provide evidence.

If a claim for special consideration is to be made, appropriate evidence will need to be provided within three days of the exam.

What you are allowed to take into an exam

You need to make sure you bring ALL the relevant items for each exam in a **clear pencil case** or **clear plastic wallet**. These are the basic requirements; your subject teachers will advise you on anything else you need to bring.

- Black pens (Bring at least 2)
- Pencils
- Sharpener (Barrel sharpeners not allowed unless see through)
- Eraser
- Ruler
- Highlighters (NOT to be used in answers)
- Maths set (No tin/plastic cases)
- Calculator (No lids are allowed and must follow guidance below)



Remember you only have a small desk, don't bring equipment that is not necessary!

Calculators must be:

- of a size suitable for use on the desk;
- either battery or solar powered;
- free of lids, cases and covers that have printed instructions or formulas

The candidate is responsible for the following:

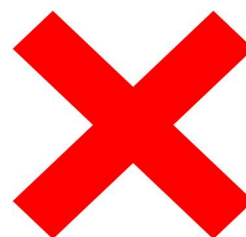
- the calculator's power supply;
- the calculator's working condition;
- clearing anything stored in the calculator.

Calculators must not be:

- language translators;
- symbolic algebra manipulation;
- symbolic differentiation or integration;
- in communication with other machines or the internet;
- be borrowed from another candidate during an examination for any reason;
- have retrievable information stored in them, this includes databanks, dictionaries or mathematical formulas and text.

What you are NOT allowed to take into an exam

- Bags, folders etc. Including any paper/notes/revision books
- Any electronic devices such as iPods, MP3 players, Mobile phones etc.
- Any wrist watches
- Outside coats, hats, gloves, scrunchies around wrists etc.
- Correcting pens, fluids or tape
- Erasable pens or gel pens
- Calculator lids
- Tin cases
- Glasses case



Mobile phones and any other electronic devices (smart watches, fitness watches etc) must be handed in at reception at the start of the day. If you do not do this, you will be given an opportunity to hand them in when you enter the sports hall – if you are doing this, ensure your device is switched off and know your seat number so that we can speed up the process.

Your personal belongings remain your own responsibility and Limehurst Academy accepts no liability for their loss or damage.

Emergency evacuation

If the fire alarm sounds during an exam, please listen carefully to your invigilator and do not panic. Please make sure that you follow these steps:

- Maintain complete SILENCE at all times, you will still be under exam conditions so must not communicate with any other students in any way.
- Close your paper and you will have to leave the room in the order that you are sitting. Do not take anything with you. All papers, pens etc. must be left on your desk.
- You will not assemble like in normal circumstances but will be led to the Ball Court and stay in your exam seating order.
- When you return to the Exam Room, please await further instructions from the invigilator.

Non-Exam Assessments/Coursework/Internal Assessments

Some subjects require you to complete work during your course. This is known as non-exam assessment, coursework, internal assessment or speaking assessment.

Your teachers will give guidance as to what the requirements are for each subject and when these will take place. Generally, the following guidelines must be followed in addition to what your teacher tells you:

- Work may be handwritten in black ink or word processed. Printouts, charts and videos can be included where appropriate.
- Any wording/quotes used must be properly referenced, even if it is paraphrased. References from printed material must show the author, year of publication and page number. Material taken from the internet must show the web page address and the date it was referenced.
- You must sign a Candidate Record Form to confirm that you have done the work independently.
- Once complete, any written work should be presented on appropriately sized paper in a plain cover or folder, together with the Candidate Record Form. The cover must show your full name, candidate number, the centre number (25099), the specification title and the unit title/code. If the work is word processed, your full name must appear on each page as a header or footer.
- Do not share any information via social media; this can constitute malpractice and you may be disqualified.

In most cases the work is marked by the teacher and then sent to the Awarding Body for moderation. Teachers will tell you the mark that they have given you for the assessment. If you believe that your work was not marked fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents you may make use of our **Internal Appeals Procedure** (available on the Examinations section of the website or come and see Miss Narsing in the Assessment Office). This must be done before the deadline for when marks are submitted to the Exams Officer to submit to the Awarding Body.

Once marks are submitted, the Awarding body can lower/increase marks when the moderation process is done. For some subjects, the work is marked externally by the Awarding Body.

Malpractice

It is considered malpractice if you do not adhere to the rules and regulations set by the Awarding Bodies, the JCQ and Limehurst Academy and will be dealt with accordingly. This includes all forms of assessment.

A full investigation will take place and the Awarding Body will be notified.

Penalties can range from a warning, to loss of marks for a unit, disqualification from a qualification and in extreme cases you can be barred from taking **any** exams for a set period of time.

Results

Results will be released on **Thursday 20th August 2020** from the school.

Results will only be given to students. If you can't collect your results, your options are:

- If you wish for someone else to collect your results on your behalf, then you must write and sign a letter giving details of your name and the name of person collecting your results and hand this to the Exams Officer.
- Provide a pre-paid stamped addressed envelope.

Results will NOT be given out by telephone or sent by email.

Post Results Services

If you have concerns about your results after they have been published then speak to your subject teacher, Head of Department or the Exams Officer. They will be able to explain to you what (if anything) can be done regarding your query. All queries should be raised immediately as there are tight deadlines to be met if any action needs to be taken. The final decision on whether to process a Post Results Service lies with the Senior Leadership Team.

Please note we will need your permission and require you to complete a form as your marks can either go up or down. There will also be a cost involved that you would have to pay.

In some cases, teachers would like to use your script to help with teaching and learning. In all cases your name and candidate number will be removed from the script before it is used. We require your permission in order to do this and if you would rather we do not, then please do not sign the form. Please note that if an original script is requested, a request for a Post Results Service cannot be processed once we have received the script.

Certificates

Certificates will be available from December of the year that you sit your final exams.

You can:

- Collect in person from reception.
- Bring a stamped addressed envelope. The envelope must be A4 size and hard backed. The postage should cover recorded delivery. If any certificates are lost in the post, you may be charged to gain a replacement.
- Ask someone else to collect on your behalf. You will have to give written permission to that person detailing your name and their name. They will need to bring suitable identification.

Certificates will be kept on file for 1 year. After this point they will be destroyed.

If you lose your certificate or have not collected within the year you will need to contact the Awarding Body for a replacement 'Certifying Statement of Results'. Please note that you will be charged for this.

