



**NOTTINGHAM
GIRLS' ACADEMY**

**Essential Exam Information
2017-2018**

for students and parents/carers

Your school examinations provide an assessment of your knowledge, skills and understanding of the range of subjects you are studying. These examinations are set at various 'key stages' of your progression through school, with some of the most important being taken at the end of year 11.

If you are to do your best in any examination, you will need to work hard and develop effective revision techniques. You will also want to be confident in your understanding of the rules and regulations that apply in the formal examination process. These rules exist to protect you, to ensure fairness and to guard against any form of cheating or disruption.

Please read the following information carefully and remember if you break the rules you risk being disqualified from your examinations.

Examination Entries

The academy will have entered you for a series of examinations appropriate to the subjects you have been studying. You will be given a statement of entry. This statement of entry will confirm your personal details and details of the examinations for which you are entered and therefore when you are expected to attend.

You should check these statements to be sure that the personal details are accurate, as mistakes not spotted and reported at this stage could mean your examination certificates are printed incorrectly.

Examinations Clashes

These are where two or more examinations are set for the same time and date. The examination dates are set by the examination boards and unfortunately from time to time there are clashes for students. If you have a clash, arrangements will be made for you to take one examination after the other with a short break between each examination. If the total time for the two examinations exceeds three hours in a session, then the examinations can be split between a morning and an afternoon session on the same day. In these circumstances, you would have to be isolated between sessions. If you have a clash, you will receive a Candidate Clash Form with your exam timetable which you will need to complete and return to the Examinations Officer. If you have not been advised how it will be resolved, please bring it to the attention of the Examinations Officer as soon as possible.

Absence from Examinations

You must attend all the examinations for which you are entered unless prevented by severe illness or some other extraordinary circumstance. Failure to attend an examination without an acceptable reason will result in you being charged the entry fee for the examination missed. If you are going to be absent you must telephone the Academy and speak to the Examinations Officer or Head of Year as early as possible on the morning of the examination.

Examination Start Times and Seating Arrangements

All examination sessions will commence at 9.00am or 1.20pm unless you are advised otherwise (this may happen in the event of a clash). The majority of examinations will take place in the gymnasium, but you will be advised if there is any change. You must be waiting quietly, ready to enter the examination room at least ten minutes before the examination is due to commence. Please be aware that on some occasions due to the length of an examination, examinations in the afternoon will finish later than 3.00pm. We do not allow students to leave before the examinations finishing time so please check your timetable and make a note of these exams if you are being collected from school.

If you know you are going to be late and miss the start of an examination, you must telephone the Academy. You can be refused entry to an examination if you are extremely late or risk your examination paper not being marked by the awarding body.

A seating plan for each examination is displayed in the dining room on the day the examination will take place. This information is given on your exam timetable but it is important that you check the seating plan to ensure there have been no changes. Candidates are seated by subject and in candidate number order. Please be sure you know where you are seated, as invigilators do not have time to check this information. If your name and candidate number does not appear on the seating plan for any particular examination, please alert the Examinations Officer before going into the examination room.

Your Belongings

You will not be allowed to take any items or belongings into the examination room if they are not specifically required for the examination. Coat, bags, scarves etc. should be left in the allocated room (this is often the dining room) before the examination. Do not bring valuables into school during examinations. If you turn up with items that are not permitted, these have to be left in your bag or coat which will be locked in the allocated room for belongings. The Academy cannot be held responsible if anything is lost or damaged in these circumstances.

Mobile phones and Electronic Devices

Electronic devices, this includes mobile phones, music players (such as iPods, MP3 players), pagers and electronic organisers. These and any other type of electronic communication or storage device are strictly forbidden in the examination room. You are strongly advised not to bring any such device to school with you when you have an examination, but if you do, it must be switched off and left in the room that is allocated to store your belongings.

If you are found to be in possession of a mobile phone (or other electronic communication device) in the examination room, **even if it is turned off**, it will be taken from you and a report will be sent to the appropriate awarding body. The penalties are severe. If the device is turned on, you will be disqualified from the subject and no award will be made. If the device is turned off, then you may only be disqualified from the component or unit you were sitting and no grade will be given.



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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**NO iPods, MOBILE PHONES
MP3/4 PLAYERS
SMARTWATCHES**

**NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION**

Possession of unauthorised items, such as a mobile
phone, is a serious offence and could result in
DISQUALIFICATION
from your examination and your overall
qualification.

This poster must be displayed in a prominent place outside each examination room.

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Watches

Due to the development of smart watches, watches will not be permitted in the exam room. You will need to ensure that your watch has been removed before you enter the exam room. A reminder will be given at the start of each exam to ensure they have been removed.

Calculators

For question papers where the use of a calculator is permitted, the Examinations Officer will be able to provide a basic calculator for these assessments. If a scientific calculator is required, you are responsible for bringing in your own calculator that meets the awarding bodies' regulations or borrowing a calculator from the maths or science department. If you borrow a calculator, please ensure this is returned to the correct department as soon as possible after the examination.

Equipment

In your examinations you will be required to complete your answers in **black pen**. It is recommended that you bring 2 black pens to each exam. Other equipment that you may require for your examinations is as follows:

- HB pencil
- Ruler
- Eraser
- Pencil sharpener
- Mathematical Compass
- Protractor
- Coloured pencils/crayons
- Calculator (see previous note)

This equipment will be provided for you for each examination that they may be required. If you are using your own equipment it must be brought in the examination room in a transparent pencil case or a small clear plastic bag. Ordinary pencil cases are not permitted in the examination room.

You are not allowed to use correction fluid, pens or tape, so do not take these into any examinations. Cross any mistakes through neatly with a single line.

Highlighter pens must not be used in answer booklets. You may highlight parts of the printed questions but not your answers.

Rough work must be written in your answer booklet. Invigilators will not provide additional paper for planning. You must neatly cross through anything you do not wish to be marked.

Conduct in the Examination Room

You must be silent all the time you are in the examination room and this includes when you enter and leave. There must be no talking or any other form of communication between candidates. Any contact made with another candidate can be viewed as malpractice and this will be reported to the awarding bodies which may lead to you being disqualified from the exam. You must sit still and face the front of the room. If you need assistance, raise your hand clearly and wait for the invigilator to attend to you. Once you have entered the examination room, you will have to be escorted by an invigilator if you need to leave the room for any reason (e.g. if you are unwell or have been given permission to go to the toilet).

Please do not write on the examination desks or deface them in any way. Please do not damage the equipment that has been provided for you. You may end up paying for the vandalism.

You will not be allowed to leave the examination early, even if you have finished your answers. It is recommended you use any time that is left to check your answers. You will be told by the invigilator when you can leave.

Remember, as you leave, to remain silent at all times. You may have finished but there could be other candidates still working.

Invigilators

Invigilators are in the examination room to ensure that the examinations run smoothly and to the awarding bodies requirements. They are in examination room to supervise and prevent malpractice. Invigilators are able provide the equipment that is required for each examination.

Invigilators are not there to advise or give comment about the examination questions. They are not able to read questions to you (unless this arrangement has been permitted for you) or explain the meaning of words. Invigilators can only refer to front of the exam paper which is read to everyone at the beginning of the examination.

Drinks and Sweets

You are allowed to take a drink of water into the examination room provided it is contained in a clear plastic bottle with all labels removed. No other type of drink or container is allowed. Food is not allowed in the examination room and this includes sweets and mints unless there is medial requirement.

Malpractice

This term is used by the awarding bodies to cover a wide range of offences against the rules and regulations governing the conduct of examinations. You would probably recognise many of these offences as some form of cheating or disruptive behaviour, but they extend much further. For example, copying someone else's coursework is an offence that could lead to disqualification from the whole qualification.

Defacing an examination script or writing offensive remarks on your script are other examples of actions that can lead to severe penalties. A copy of the awarding bodies' 'Notice to Candidates' is displayed on the school website. This document serves as a reminder of the various rules and regulations referred to in these instructions.

Fire Alarm and Emergency Evacuations

Should the fire alarm sound you must stop writing immediately, close your exam paper and remain in silence. You will be given instructions by the invigilator and asked to leave the examination room in silence and in an orderly manner. You must not take any papers or equipment with you. You will be directed to an assembly point which will be the main yard. You should line up in the same order which you had been seated in the room. You must not talk or in any way communicate with other candidates or students. If you do talk it will be reported to the awarding body and this could lead to disqualification from the examination. Once it is safe to return to the examination you will be escorted back into the room. You must not open your paper and start writing until the invigilator tells you to do so. You will be allowed the full time of the examination.

Special Consideration

If there are circumstances that may have affected your performance on the day of an examination, the Academy can apply to the relevant awarding body for special consideration. The awarding bodies will only consider exceptional circumstances, such as family bereavement, an injury or severe illness. If, after an examination, you believe you have a good reason for seeking special consideration, you must inform the Examinations Officer within four days of the examination. You may be required to submit medical evidence if appropriate. Any allowance given in special consideration is at the sole discretion of the awarding body.

In the event of there being a major disruption, such as the fire alarm, the awarding body is always advised.

Results Day

GCE and GCSE results are published on the following days:

GCE: Thursday 16th August 2018

GCSE: Thursday 23rd August 2018

You can collect your personal examination results in the dining room on the relevant day. You will be informed of the time the results are available closer to the dates. Your statement of results will be in a sealed envelope with your name on it.

Various teachers and the Senior Leadership Team will be available to support you should you have any problems or queries.

If you know you are unable to collect your results, perhaps because of holiday, you can arrange to have them posted to you. A stamp self-addressed envelope must be left with the Examinations Officer for this purpose. If you wish someone else to collect your results on your behalf, you must inform the Examinations Officer and the person must provide photographic identification when collecting the results.

Enquiries about Results

The academy has a policy that covers the event that an enquiry about a result is requested. Please see the final page of this information.

Certificates

After the results are released there is an opportunity for your results to be queried if you are unhappy with a result. Before an application is sent it will need to be discussed with the Examinations Officer and teacher.

After this process has been completed, certificates are printed and distributed by awarding bodies to the examination centre and these arrive at the end of October. The Academy will arrange an evening when these can be collected and this will be confirmed to you.

If a certificate is required earlier than this date, for example, some overseas schools require a copy of the certificate earlier, you will need to contact the Examinations Officer as soon as possible to arrange this as the awarding bodies have strict deadlines for this process.



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Enquiries about Results Policy

Decision made by the Centre

After the publication of results the following services are offered by the awarding bodies and can only be applied for by the centre.

- Service 1 (Clerical re-check)
- Service 2 (Post-results review of marking)
- Priority Service 2 (Post-results review of marking) – this service is used if a University place is dependent on the result.
- Service 3 (Moderation review – this can only be requested by the Academy as all candidates work for a unit will be reviewed).
- Access to Scripts

Staff at Nottingham Girls' Academy may decide that they think one of these services is appropriate for a candidate. In this case the Academy will pay for the enquiry. However the Examinations Officer or Head of Department **MUST** obtain the written consent of the candidate on the appropriate form before proceeding.

A candidate may also wish to apply for one of these services. The candidate should first approach their subject teacher or the Head of Department to see if they think that this is appropriate and should seriously consider the advice given. The candidate will be required to pay for the service.

If the candidate is insistent that one of the services should be asked for and is unwilling to pay the required fee, she can adopt the appeals procedure. This process is available from the exams office. This will normally only be required when all other mechanisms within the Academy have failed to resolve the matter. It will be the final stage in the normal process of considering and resolving disputes. It is expected that it will be used only in exceptional circumstances.

Candidates must understand that in requesting a 'Post-results review of marking' through the external examination board, their marks can go down as well as up. The remarked paper then forms part of the final grade. Therefore the Examinations Officer or Head of Department **MUST obtain the written consent of the candidate on the appropriate form before proceeding.**