



**Centre Name:
Dixons Kings Academy**

EXAMINATIONS 2018-19

**GUIDANCE FOR
STUDENTS & PARENTS**

Centre Number: 37100

School Telephone No: 01274 449706

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INTRODUCTION

It is the aim of Dixons Kings 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 every school is required to follow them precisely. You should therefore, pay particular attention to the Notice to Candidates that is printed at the end of this booklet.

Some of the questions you may want to ask 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 – **Mrs H Gill** who can be found in the CDC

Email: **exams@dixonska.com**

The school telephone number is: **01274 449706 ext 2104**

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.
- Candidates may also receive statements of entry from the Exam Boards. 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 will be difficult to change them once certificates are awarded.

EXAMINATION BOARDS:

- Dixons Kings Academy uses the following Examination Boards: AQA, Edexcel, OCR, CIE, TLM and LIBF

CANDIDATE NAME:

- Candidates are entered under the name format of First Name +(Legal) Surname e.g. Adam 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 and examination registers. **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 (37100) unless you have transferred from another school that had already issued your UCI. Your UCI is used for administration purposes and helps the examination boards track you as an individual through all the exam seasons.

TIMETABLES:

- A copy of the Academy's exam timetable will be posted on the Academy website and on the exam notice board. You will also receive an individual timetable showing your own specific examinations with details of date, time, and duration of exam, venue and seat number. Check it carefully. If you think something is wrong see Mrs Gill immediately.
- A few candidates may have a clash where two subjects are timetabled at the same time. The Academy will make special timetable arrangements for these candidates only. You must check your individual timetable and see the exams staff if you are unsure what to do. If you think there is a clash on your timetable that has not been resolved, please see Mrs Gill immediately.
- Students who require access arrangements such as a scribe will be accommodated in a separate room. Please check your timetable carefully and arrive at the room on time.

CONTACT NUMBERS

- Please check that we have 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 page

DURING THE EXAMINATIONS

EXAMINATION REGULATIONS

- A copy of the following notices which are issued jointly by all the Examining Boards, can be found at the back of this booklet:

Information for Candidates – Written examinations

Information for Candidates – Non examination assessments

Information for Candidates – On screen tests

Information for Candidates – Privacy notice

Information for Candidates – Social media

Warning to Candidates

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.

ATTENDANCE AT EXAMINATIONS

- Candidates are responsible for checking their own timetable and arriving at the Academy on the correct day and time, properly dressed and equipped. Candidates must arrive at 8.00am for morning exams and 1.30pm for afternoon exams. You should go straight to the lecture theatre for the pre-exam briefing. After this wait quietly outside the room you have been allocated ready to be admitted.
- Candidates who arrive a few minutes late for an examination may still be admitted but will not receive any additional time. If special consideration applies then you must speak to the Examinations Officers (see **ABSENCE FROM EXAMINATIONS**).
- Normal Academy uniform must be worn by all students attending 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, gel pens or correction pens are allowed.
- For exams where calculators are permitted, students should 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.
- 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 MUST NOT BE KEPT IN THE EXAMINATION ROOM.** All phones will be collected at the start of each exam and removed from the room for the duration of the exam. 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. Bottled water may be brought into the exam room providing it is in a transparent container with all labels removed.
- 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 may 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. You will be reminded by the invigilator but the responsibility is yours.
- Read all instructions carefully and number your answers clearly.
- Candidates must stay in the examination room for the duration of the exam. 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 make sure your name and candidate number are written on each one and tuck them inside your main answer booklet.
- 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

- 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, or personal problems) please inform the Exams Officer 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 Examination 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 total assessment must be completed.
- Parents and candidates are reminded that the school will require payment of entry fees (approximately £36.00 per GCSE subject), should a candidate fail to attend an examination without good reason and without informing the school.
- Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

AFTER THE EXAMINATIONS

BOOK RETURN DAY

You should arrange to return all your text books at the latest on the final day of your examinations or earlier if you wish.

NOTIFICATION OF RESULTS

- Results will be available for collection on:

Summer exams:
GCSE Results: Thursday 22nd August 2019
from 9.00 a.m. to 12.00 noon

- 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 and they will need to bring photographic ID with them.
- If you wish to receive your results via email please see Mrs Gill for the necessary form.
- Results not collected will be posted home first class to the student's home address.

POST RESULTS

- If you need post-results advice, teaching staff will be available on Results Day.
- If you wish to apply for a Review of Results then you must see your subject teacher first.

PRESENTATION OF CERTIFICATES

- You will be notified when your certificates are ready for collection
- Any 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 from school and to keep them safely.

FREQUENTLY ASKED QUESTIONS

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

- The Exams Officer will re-schedule papers internally (on the same day) where there is a clash of subjects. Candidates will normally sit one paper after the other and the students will not be able to have any communication with other students. 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 Exams 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 inform the invigilator immediately.

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

- Candidate Numbers are printed on seating plans, on the card on your exam desk and on attendance registers. Invigilators will be able to help you find your number. Alternatively, you can check with the Exams Officer before going into the exam room.

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

- The Centre Number is **37100**. It will be clearly displayed in the examination rooms.

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 which 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 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 is affected by adverse circumstances beyond

their control. Examples of such circumstances may be illness, accident or injury, bereavement or domestic crisis. The Examinations 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?

- It may still be possible for you to sit the examination, depending on what time you arrive and the length of 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.

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 Academy 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), 2 pencils, an eraser and a ruler.
- For some exams you will need a calculator (Maths/Science/Business Studies/Geography), a 30cm ruler (marked with cm and mm), pencil sharpener and rubber, compasses, protractor and coloured pencil crayons (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 are not permitted into the examination. Do not bring any valuables into school with you when you attend for an examination.
- No food is allowed in the exam room.
- Mobile telephones must not be brought into the exam room even if they are turned off.

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, smart watch) 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**

Device found on you and turned **OFF** – **disqualification**

Phone rings during the exam **wherever it is in the room** the exam board must be informed and you will be **disqualified from all papers for the subject (and this could also include any already taken)**

- Candidates are advised to leave mobile phones in their lockers. Any mobile phones brought to the exams room will be collected before the examination and stored securely.

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'. Invigilators will tell you when to start and finish the exam. They will write the finish

time of the exam on a board at the front of the exam room. There will be a clock in all examination rooms.

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?

- If it is absolutely necessary. You will be escorted by an invigilator and will not be allowed any extra time.

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

- Students who have examinations in both morning and afternoon sessions may obtain lunch from the canteen 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 extra time. The invigilators will include the additional time when they display the finishing time of your exam on the board.

Q. What do I do if I don't get the grades I need for college or Sixth Form?

- Teaching staff will be available to advise you on results day. If you feel strongly that it is necessary to make an enquiry about your result you should first consult the Head of Subject to obtain their advice as to the advisability of requesting a review of marking. You should be aware that your mark could go down as well as up or even stay the same. Review of marking requests must then be submitted to the Examinations Officer. You must complete a consent form and return it with the fee if applicable.

Q. Who do I see for advice about Sixth Form or college?

- Your first contact should be Mrs Stone, the Careers Advisor but if she is not available then see Head of Year 11