

Exam Information for Students and Parents/ Carers 2021-2022



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INTRODUCTION

Public examinations can be a stressful time for students and parents/ carers and it is important that all those involved are as well informed as possible. Well informed students will realise that the rules and regulations are designed to ensure fairness and minimise disturbance, and it is in the interest of all that the exams run smoothly.

Budmouth Academy will make every effort to ensure that candidates receive the best possible preparation for their examinations, that the administrative arrangements run smoothly, and that the examinations are conducted in a way that will cause the minimum of stress as possible, and help students to achieve their best.

This booklet is intended to inform you about examination procedures and to answer some of the most frequently asked questions, to help guide and support students through the examination process.

The Awarding Bodies (or Examination Boards) set down strict criteria which must be followed for the conduct of examinations and Budmouth Academy is required to follow them precisely. You should, therefore, pay particular attention to the Information for Candidates that is printed on the following 8 pages.

If you have any other questions, need help or advice at any time, please do not hesitate to contact Mrs Julia Baker – Exams Officer by telephone on 01305 830523 or e-mail jbaker@budmouth-aspirations.org

AQA City & Guilds CCEA OCR PEARSON WJEC
Information for candidates
For written examinations – effective from 1 September 2019

A Regulations – Make sure you understand the rules

- 11 Be on time for all your exams. If you are late, your work might not be accepted.
- 2 Do not become involved in any unfair or dishonest practice during the exam.
- 3 If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
- 4 You must not take into the exam room: (a) notes; (b) an iPod, a mobile phone, a MP3/4 player or similar device, or a wrist watch of any description. Any pencil cases taken into the exam room must be see-through. Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
- 5 If you have a watch, the invigilator will ask you to hand it to them.
- 6 Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
- 7 Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
- 8 You must not write inappropriate, obscene or offensive material.
- 9 If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
- 10 Do not borrow anything from another candidate during the exam.

B Information – Make sure you attend your exams and bring what you need

1. Know the dates and times of all your exams. Arrive at least 30 minutes before the start of each exam.
2. If you arrive late for an exam, report to the invigilator running the exam.
3. If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
4. Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
5. **You must write clearly in black ink.** Coloured pencils or inks may only be used for diagrams, maps, charts, etc, unless the instructions printed on the front of the question paper state otherwise.

C Calculators, Dictionaries and Computer Spell-checkers

1. You may use a calculator unless you are told otherwise.
2. If you use a calculator:
make sure it works properly; check that the batteries are working properly; clear anything stored in it; remove any parts such as cases, lids or covers which have printed instructions or formulas; do not bring into the exam room any operating instructions or prepared programs.
3. Do not use a dictionary or computer spell checker unless you are told otherwise.

D Instructions during the exam

1. Always listen to the invigilator. Follow their instructions at all times.
2. Tell the invigilator at once:
If you think you have not been given the right question paper or all of the materials listed on the front of the paper; if the question paper is incomplete or badly printed.
3. Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4. **When the invigilator tells you**, fill in all the details required on the front of the question paper and/or the answer booklet **before** you start the exam. Make sure you fill these details in on any additional answer sheets that you use.
5. Remember to write your answers within the designated sections of the answer booklet.
6. Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers. Make sure you add your candidate details to any additional answer sheets that you use.

E Advice and assistance

1. If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2. Put up your hand during the exam if: you have a problem and are in doubt about what you should do; you do not feel well; you need more paper.
3. You must not ask for, and will not be given, any explanation of the questions.

F At the end of the exam

1. If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order. Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.
2. Do not leave the exam room until told to do so by the invigilator.
3. Do not take from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.

This document has been written to help you. Read it carefully and follow the instructions. If there is anything you do not understand, especially which calculator you may use, ask your teacher.

This information must be made available to all candidates in advance of their examination (s) for each series. It may be provided electronically to candidates or in hard copy paper format.

**This notice has been produced on behalf of:
AQA, OCR, Pearson and WJEC
Information for candidates - Non-Examination Assessments**

This document tells you about some things that you must and must not do when you are completing your work. When you submit your work for marking, the awarding body will normally require you to sign an authentication statement confirming that you have read and followed these regulations.

If there is anything that you do not understand, you **must** ask your teacher.

Preparing your work—good practice

If you receive help and guidance from someone other than your teacher, you **must** tell your teacher who will then record the nature of the assistance given to you.

If you worked as part of a group on an assignment, for example undertaking field research, you must each write up your own account of the assignment. Even if the data you have is the same, you **must** describe in your own words how that data was obtained and **you must independently draw your own conclusions from the data**. You must meet the deadlines that your teacher gives you. Remember - your teachers are there to guide you. Although they cannot give you direct assistance, they can help you to sort out any problems before it is too late.

Take care of your work and keep it safe. Do not leave it lying around where your classmates can find it. You must always keep your work secure and confidential whilst you are preparing it; do not share it with your classmates. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you do not need. Do not be tempted to use pre-prepared on-line solutions — this is cheating. Electronic tools used by awarding bodies can detect this sort of copying. You must not write inappropriate, offensive or obscene material.

Research and using references

In some subjects you will have an opportunity to do some independent research into a topic. The research you do may involve looking for information in published sources such as textbooks, encyclopaedias, journals, TV, radio and on the internet.

Using information from published sources (including the internet) as the basis for your assignment is a good way to demonstrate your knowledge and understanding of a subject. You must take care how you use this material though - you cannot copy it and claim it as your own work.

The regulations state that: the work which you submit for assessment must be your own; you must not copy from someone else or allow another candidate to copy from you.

When producing a piece of work, if you use the same wording as a published source you must place quotation marks around the passage and state where it came from. This is called “referencing”. You must make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: Morrison, 2000, pg.29.

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: <http://www.geocases2.co.uk/rural1.htm> downloaded 5 February 2020. You may be required to include a bibliography at the end of your piece of written work. Your teacher will tell you whether a bibliography is necessary. Where required, your bibliography must list the full details of publications you have used in your research, even where these are not directly referred to, for example: Curran, J. Mass Media and Society (Hodder Arnold, 2005).

If you copy the words or ideas of others and do not show your sources in references and a bibliography, this will be considered as cheating.

Plagiarism

Plagiarism involves taking someone else’s words, thoughts or ideas and trying to pass them off as your own. **It is a form of cheating which is taken very seriously.** Do not think you will not be caught; there are many ways to detect plagiarism.

- Markers can spot changes in the style of writing and use of language.
- Markers are highly experienced subject specialists who are very familiar with work on the topic concerned — they may have read or seen the source you are using, or even marked the work you have copied from!
- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

Penalties for breaking the regulations

If your work is submitted and it is discovered that you have broken the regulations, one of the following penalties will be applied:

- the piece of work will be awarded zero marks;
- you will be disqualified from that component for the examination series in question;
- you will be disqualified from the whole subject for that examination series;
- you will be disqualified from all subjects and barred from entering again for a period of time. The awarding body will decide which penalty is appropriate.

REMEMBER—IT’S YOUR QUALIFICATION SO IT NEEDS TO BE YOUR OWN WORK

**This notice has been produced on behalf of:
AQA, City & Guilds, CCEA, OCR, Pearson and WJEC
Information for candidates
GCE, ELC and Project qualifications, coursework assessments**

This document tells you about some things that you must, and must not do when you are completing coursework. When you submit any coursework for marking, you will be asked to sign an authentication statement confirming that you have read and followed these regulations.

If there is anything that you do not understand, you **must** ask your teacher or lecturer.

Coursework provides you with an opportunity to do some independent research into a topic. The research you do will involve looking for information in published sources such as textbooks, encyclopaedias, journals, TV, radio, and on the internet. Using information from published sources (including the internet) as the basis for your coursework is a good way to demonstrate your knowledge and understanding of a subject. You must take care how you use this material though - you cannot copy it and claim it as your own work.

The regulations state that:

**"the work which you submit for assessment must be your own",
"you must not copy from someone else or allow another candidate to copy from you".**

If you use the same wording as a published source, you must place quotation marks around the passage and state where it came from. This is called "referencing". You must make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: (Morrison, 2000, pg.29).

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: (<http://www.bbc.co.uk/schools/16/sosteacher/history/49766.shtml>), downloaded 5 February 2021. You may be required to produce a bibliography at the end of your work. This **must** list the full details of publications you have used in your research, even where these are not directly referred to, for example: Curran, J, Mass Media and Society (Hodder Arnold, 2005).

If you copy the words or ideas of others and don't show your sources in references and a bibliography, this will be considered as cheating.

Preparing your coursework – good practice

If you receive help and guidance from someone other than your teacher, you **must** tell your teacher who will then record the nature of the assistance given to you. Your parent/carer may provide you with access to resource materials and discuss your coursework with you. However, they must not give you direct advice on what should or should not be included. If you worked as part of a group on an assignment, you must each write up your own account of the assignment. Even if the data you have is the same, the description of how that data was obtained and the conclusions you draw from it should be in your own words. You must meet the deadlines that your teacher gives you. Remember - your teachers are there to guide you. Although they cannot give you direct assistance, they can help you to sort out any problems before it is too late. Take care of your work and keep it safe. Do not leave it lying around where your classmates can find it. You must always keep your coursework secure and confidential whilst you are preparing it; do not share it with your classmates. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you do not need. Don't be tempted to use pre-prepared on-line solutions — this is cheating. Electronic tools used by awarding bodies can detect this sort of copying. You must not write inappropriate, offensive or obscene material.

Plagiarism

Plagiarism involves taking someone else's words, thoughts or ideas and trying to pass them off as your own. **It is a form of cheating which is taken very seriously.**

Don't think you won't be caught; there are many ways to detect plagiarism.

- Markers can spot changes in the style of writing and use of language.
- Markers are highly experienced subject specialists who are very familiar with work on the topic concerned — they may have read the source you are using (or even marked the essay you have copied from!).
- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

Penalties for breaking the regulations

If your work is submitted and it is discovered that you have broken the regulations, one of the following penalties will be applied:

- the piece of work will be awarded zero marks;
- you will be disqualified from that unit for that examination series
- you will be disqualified from the whole subject for that examination series
- you will be disqualified from all subjects and barred from entering again for a period of time. The awarding body will decide which penalty is appropriate.

REMEMBER – IT'S YOUR QUALIFICATION SO IT NEEDS TO BE YOUR OWN WORK

**Produced on behalf of: AQA, City & Guilds, CCEA, NCFE, OCR,
Pearson and WJEC**
Information for Candidates
Information About You and How We Use It

You have entered general or vocational qualifications such as GCSE, A-Level, functional skills qualifications etc with one or more of the awarding bodies listed above. In order to be able to provide examinations and assessments, the awarding body needs to collect and use information about you. This notice provides you with a high level summary of the information the awarding body is required by law to give you about what happens to that information. For more detail see each awarding body's full Privacy Notice:

AQA	https://www.aqa.org.uk/about-us/privacy-notice
CCEA	http://ccea.org.uk/legal/privacy_policy
City & Guilds	https://www.cityandguilds.com/help/help-for-learners/learner-policy
NCFE	https://www.ncfe.org.uk/legal-information
OCR	https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/
Pearson	https://www.pearson.com/corporate/privacy-notice.html
WJEC	https://www.wjec.co.uk/about-us/data-protection/WJEC%20Privacy%20Notice.pdf

Who we are and how to contact us

Each awarding body is a separate organisation. Your school or examination centre will be able to confirm to you which awarding body is delivering each qualification you are undertaking and you will receive a statement confirming what qualifications you have been entered for and which awarding body. You will find links to each awarding body's website and information on how to contact them here: www.jcq.org.uk/contact-us/contact-details-for-jcq-and-members.

Information about you and from where it is obtained

Each awarding body whose qualifications you enter will need to use a variety of Information about you. This includes obvious identification details such as your name, address, date of birth and your school or examination centre. It also includes information about your gender, race and health, where appropriate. This information is provided by you or your parents/guardians and/or by your school or examination centre. Each awarding body will create certain information about you such as a candidate number, examination results and certificates. You will find further information about this in the awarding bodies' full Privacy Notice (see links above) or by contacting the awarding body (see above).

What happens to the information about you

The awarding bodies use the information about you to deliver the examinations and assessments which you have entered. This includes making a variety of arrangements for you to sit the examinations or assessments, marking, providing you and your school or centre with results and certificates. The awarding bodies also use some of the information about you for equality monitoring and other statistical analysis.

The awarding bodies may share information about your results with official bodies such as the Department for Education and the examinations regulators (eg Ofqual in England) and also relevant local authorities and the Universities and Colleges Admissions Service (UCAS). An awarding body may also use information about you to investigate cheating and other examination malpractice and will share information about malpractice with other awarding bodies. The awarding bodies take the security of the information about you that they hold seriously. You will find further, technical information about what the awarding bodies do with information about you, why and the legal basis in the awarding bodies' full Privacy Notice, which can be accessed via the links above or by contacting the awarding body (see above).

Your rights

The law gives you a number of rights in relation to the information about you that the awarding bodies holds. Those rights are:

Access – you are entitled to ask each awarding body about the information it holds about you.

Rectification – you are entitled to ask each awarding body to correct any errors in the information that it holds about you.

Erasure – in certain circumstances you are entitled to ask each awarding body to erase the information about you that it holds.

Object to or restrict processing – in certain circumstances you are entitled to ask each awarding body to stop using information about you in certain ways.

Complain – you are entitled to complain to the Information Commissioner (the body regulating the use of personal information) about what each awarding body does with information about you.

You will find further information about your rights in relation to information about you in the awarding bodies' full Privacy Notice, which can be accessed via the links or by contacting the awarding body.

How long the information about you is held

Each awarding body retains information about you only for as long as it is needed. Some of the information is needed only during the period in which you are undertaking the examination or assessment and is securely destroyed a short while afterwards. Other information about you, such as your name, gender, address, qualification and subjects entered and the results, are held indefinitely and for at least 40 years. Each awarding body has its own retention policy that sets out what information it retains, how it is retained and for how long. You can find out more about retention policies by contacting each awarding body.

How to find out more about the information about you that the awarding bodies use

To find out more about the information about you that the awarding bodies collect and use, including what happens to that information why, you can review the awarding bodies' full Privacy Notice, which can be accessed via the links or contact the awarding body. You will find links to each awarding body's website and information on how to contact them here: www.jcq.org.uk/contact-us/contact-details-for-jcq-and-members.

Please note

It is important to note that this notice concerns only how the awarding bodies use information about you (called your "personal data"). Complaints about how an awarding body handles your personal data can be made to the Information Commissioner (www.ico.org.uk). Information about the examinations and assessment themselves, including the rules about assessments, can be found on the JCQ Exams Office pages (www.jcq.org.uk/exams-office). The awarding bodies are regulated by Ofqual (<https://www.gov.uk/government/organisations/ofqual>) in England; Qualifications Wales (www.qualificationswales.org) in Wales, and the Council for the Curriculum, Examinations and Assessment (<http://ccea.org.uk/regulation>) in Northern Ireland.

Information for Candidates—Using social media and Examinations/assessments

This document has been written to help you stay within Examination regulations.

Please read it carefully.

We all like to share our experiences when taking examinations. However, it is important to consider what you say and to think about what information is being shared.

Sharing ideas with others online could be helpful when you're studying or revising.

However, there are limits to the amount of information you can share and you need to be careful not to break the rules. We'd like to ask you to act responsibly when discussing online. If you're in doubt about what you can and can't discuss online regarding your exams, it's always best to check with your teacher.

If you receive what is or what looks to be assessment related information through social media, or any other means, you must tell your teacher or another member of staff. You must show them what you have received. They will then report the matter to the awarding body and it will be investigated.

Where candidates breach the rules for examinations, controlled assessments, coursework or non-examination assessments, awarding bodies have an obligation to investigate and may apply penalties.

You should be aware that the following might constitute malpractice:

- ◆ Copying or allowing work to be copied - i.e. posting written work on social networking sites prior to an examination/assessment;
- ◆ Collusion: working collaboratively with other candidates beyond what is permitted;
- ◆ Allowing others to help produce your work or helping others with theirs;
- ◆ Being in possession of confidential assessment related information in advance of the examination;
- ◆ Exchanging, obtaining, receiving or passing on assessment related information by any means of communication (even if just attempting to);
- ◆ Failing to report to your centre assessment related information being shared online; or
- ◆ Passing on rumours of exam content.

Penalties that awarding bodies apply include:

- ◆ A written warning;
- ◆ The loss of marks for a section, component or unit;
- ◆ Disqualification from a unit, all units or qualifications; or
- ◆ A ban from taking assessments or exams for a set period of time.

BEFORE THE EXAMINATION

CONTACT NUMBERS:

Please check that the Academy has at least one up-to-date contact number for you, it would also be useful to have your own mobile number; this is important as we may need to contact you.

CANDIDATE'S TIMETABLE OF ENTRIES:

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, go to the Examinations Office, Room C006, immediately.

A few candidates have a clash where two or more subjects are timetabled at the same time. The Academy will make special timetable arrangements for these candidates only. If you think there is a clash on your timetable that has not been resolved, please see Mrs Baker Exams Officer immediately.

You must check everything on your examination timetable 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 College uses the following Examination Boards: AQA, OCR, Pearson and WJEC.

CANDIDATE NAME:

Candidates are entered under the name format of First Name + (Legal not preferred name) 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. You will find the number on your examination timetable. It will also appear on your photo card on your exam desk.

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 (55385) unless you have transferred from another College that had already issued your UCI. Your UCI is used for administration purposes and it is not necessary for you to remember it.

EQUIPMENT:

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

DURING THE EXAMINATIONS

EXAMINATION REGULATIONS

A copy of the "Information for Candidates" is on page 2 and 3, This is issued jointly by all the Examining Boards for all candidates to read very carefully and note that to break any of the examination rules or regulations could lead to disqualification from all subjects. The Academy must report any breach of regulations to the Awarding Body.

ATTENDANCE AT 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 **MUST** be **black ink** or ballpoint. No erasers or correction pens are allowed.

For Mathematics and Science exams, 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.

Candidates are responsible for checking their own timetable and arriving at College on the correct day and time and properly equipped. Candidates must arrive to Clare Hall 30 minutes prior to the start time of their examination.

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 Senior Exams Officer (see ABSENCE FROM EXAMINATIONS).

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 BROUGHT INTO THE EXAMINATION ROOM.**

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. **Please make sure you read Section A point 4 carefully on page 2 regarding this.**

ATTENDANCE AT EXAMINATIONS

No food (including sweets) is allowed in the examination rooms, **water only** in clear plastic bottles (no labels) is allowed, but must be kept on the floor by you.

Please do not write on examination desks. This is regarded as vandalism and you will be asked to pay for any damage. The examination desks are checked regularly but please report any writing on desks to an Invigilator at the start of the exam.

Do not draw graffiti or write offensive comments on examination papers, if you do the examination board may refuse to accept your paper, and it maybe returned unmarked. **Please do not write on your hands/arms as this could be classed as cheating.**

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.

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 check you have completed your details correctly. You must then remain seated, facing the front, in silence until the exam ends.

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 from an invigilator to fasten them together in the correct order.

ATTENDANCE AT EXAMINATIONS

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. Remain silent moving through corridors as other exams may be continuing.

If the **fire alarm** sounds during an examination the 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 the 3G pitches. **Do not go to your usual assembly point.** Please ensure that your answer booklet is closed. Leave everything on your desk. You must not attempt to communicate with anyone else during the evacuation. If you do, your exam and qualification could be disqualified. 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.

The Awarding Bodies have designated **Wednesday 29h June 2022** as a 'contingency day' for examinations. This is consistent with the qualification regulators' document Exam system contingency plan: *England, Wales and Northern Ireland* – <https://www.gov.uk/government/publications/exam-system-contingency-plan-england-wales-and-northern-ireland>

The designation of a 'contingency day' within the common examination timetable is in the event of national or local disruption to examinations. It is part of the awarding bodies' standard contingency planning for examinations.

Centres must therefore remind candidates that they must remain available until Wednesday 29th June 2022 should an awarding body need to invoke its contingency plan.

INVIGILATORS

The Academy 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.

Subject specialist teachers will normally be present before the start of an examination only, escorting you to the room.

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.

Students who are disruptive or behave in an unacceptable manner will be removed from the examination room by invigilators, Senior Exams Officer or 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 Mrs Julia Baker Exams Officer at the earliest possible point so she can help or advise you.

Parents and candidates are reminded that Budmouih will require payment of entry fees (which vary according to which Board, Level and Subject) should a candidate fail to attend an examination without good reason and without informing the Academy. 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:

GCE Results:

Thursday 18th August 2022 from 9 am to 2.30 pm in The Hub.

GCSE Results:

Thursday 25th August 2022 from 9 am to 2.30 pm in The Hub.

Results may be collected on behalf of a student by a third party, provided they have completed the appropriate form (available from the Exams Office), photographic ID of the person collecting the results will be required.

Candidates who do not collect their GCE results on 18th or GCSE results on 25th August by 2.30 pm will receive notification through the post. It is important to ensure that the College has an up to date address.

No results will be given out by telephone under any circumstances.

POST RESULTS

If you need post-results advice on getting papers re-marked or asking for scripts to be returned teaching/exams office staff will be available on Results Day in the Hub and also **Friday 19th and 26th August from 9.00 am to 12.00 noon** in the Exams Office, Admin Corridor in Clare Hall, Room C006.

CERTIFICATES

The Examination Boards issue certificates a long time after the examinations have taken place. We aim to distribute certificates at the beginning of December. If appropriate, Year 12 students are asked to collect their Certificates from Mrs Cockings in the Sixth Form Office. Certificates for those students who have left Budmouth are posted home using recorded delivery.

It is important to ensure that the College has an up to date address.

FREQUENTLY ASKED QUESTIONS

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

The Academy 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. If in doubt consult the Examinations Office.

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 the examination cards situated on your exam desk.

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

The Centre Number is **55385**. It will be clearly displayed in the examination rooms.

Q. What do I do if I am ill before the exam?

Inform Budmouth at the earliest possible point so we can help or advise you.

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 Budmouth as quickly as possible and report to the Main Office. A member of the Examinations Office 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.

Please ensure that you allow enough time to get to Budmouth so that if you are delayed (e.g. through transport problems) you will still arrive on time.

FREQUENTLY ASKED QUESTIONS

Q. If I miss the examination can I take it on another day?

No. Timetables are regulated by the Examination Boards and you must attend on the given date and time.

Q. What equipment should I bring for my exams?

For most exams you should bring at least 2 pens (black ink only). For some exams you will need a calculator, a 30cm ruler (marked with cm and mm), pencil sharpener and rubber, compasses, protractor, coloured pencil crayons (not gel pens) and set texts. You are responsible for providing your own equipment for examinations. You must not attempt to borrow equipment from another candidate during the exam.

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

Only material that is listed on question papers 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 any other items not permitted under examination regulations must be left in the designated areas. Do not bring any valuables into College 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, MP3/4 player, a wrist watch which has a data storage device, headphones see "Information for Candidates – For written examinations on page 2) is regarded as cheating and is subject to severe penalty from the Examination Boards:

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 will be **disqualified from all papers for the subject (including any already taken)**.

FREQUENTLY ASKED QUESTIONS

If there is an emergency that requires that you bring a mobile telephone to the Academy on your examination day, you must switch it off and put in your bag before entering the examination room. Your bag will then be placed in a lockable cupboard, you must not take your bag into the examination room.

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

The length of the examination is shown in minutes on your individual exam 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 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 not the Academy'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?

You are not permitted to go to the toilet for examinations that are less than 2 hours, after that time you will be escorted to the toilet by an invigilator and will not be allowed any extra time. If for medical reasons you may need to go to the toilet during examinations that are less than 2 hours, please bring in a note from a parent/carer and give to Mrs Baker, Exams Officer or an invigilator prior to the start of the examination.

Q. If I have more than one exam on a day (which is not a clash exam), can I get lunch at the Academy?

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

FREQUENTLY ASKED QUESTIONS

Q. Why do I need to check the details on my Candidates Examination Timetable?

The details on your Candidate Examination Timetable 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 when you are asked to show your certificates to a potential employer or 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. What do I do if I don't get the grades I need for University/Work?

Teaching staff/Exams office staff will be available on results days and also the following Friday in the morning to advise you. If you feel strongly that it is necessary to have a review of results, you should first consult the Subject Leader to obtain their advice as to the appropriateness of requesting a review of results. You should be aware that your mark could go down as well as up or even stay the same. Review of results requests must be submitted to the Exams office by the awarding body deadline (Tbc). You must complete a candidate consent form and return it with a cheque/cash to cover the cost of the review of results. The cost of the review of results varies according to the Exam Boards, details of costs can be requested from the Exams Office.

If you would like an Access to script, you must complete a candidate consent form and return it with a cheque/cash (depending on whether the Awarding Body charge) to cover this cost to the Exams Office by 26th September.

If your place is dependent upon a result in further/higher education you can request a Priority Service 2, the deadline date for this service is awaiting confirmation.

Q. What do I do if I do not agree with my centre assessed mark?

If after discussion with your teacher you are still not happy with the mark, please refer to The Internal Appeals Procedures Policy, which is available on our website.

N.B. Please note the students' timetable is correct at the time of printing, if individual changes/additions have been made, students should ask for an updated copy from the Exams Officer in Room C006, Administration Corridor, Clare Hall .

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