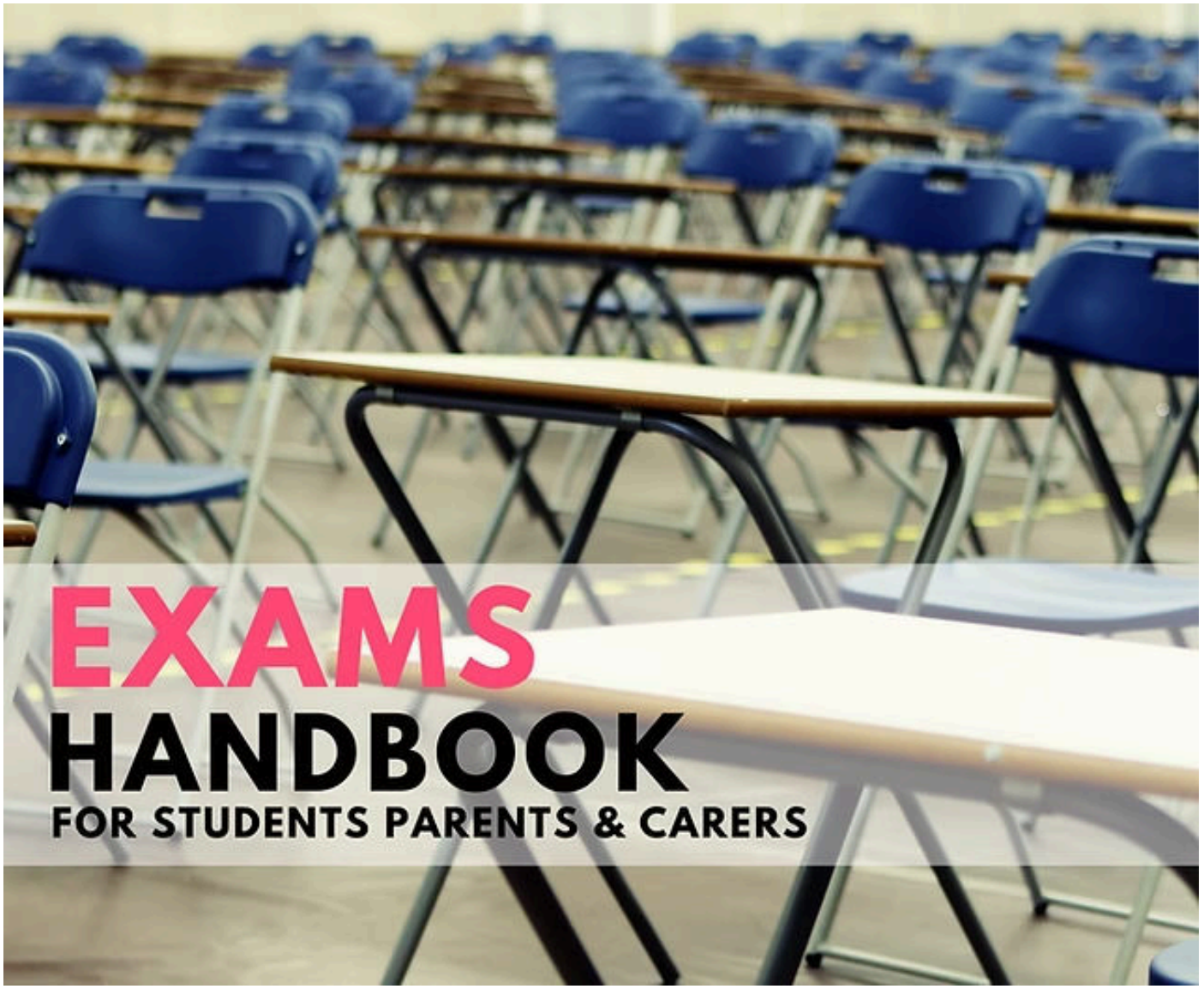
BUDMOUTH ACADEMY

WEYMOUTH

an Aspirations Academy



CONTENTS

INTRODUCTION	2
AIM OF THIS HANDBOOK	2
EXAMINATION BOARDS, ORGANISATIONS AND REGULATIONS	3
SCHOOL SPECIFICATION INFORMATION	4
WHAT ARE ACCESS ARRANGEMENTS?	5
COURSEWORK INTERNAL APPEALS PROCEDURE	6
DURING THE EXAMINATIONS	6
AFTER THE EXAMINATIONS	9
COLLECTION OF CERTIFICATES	10
EXAMINATIONS CHECKLIST	11

INTRODUCTION

It is the aim of Budmouth Academy to make the exam experience as stress free and successful as possible for all students. Budmouth Academy is committed to ensuring that students are fully briefed on the exam and assessment process in place here and are made aware of the required JCQ awarding body instructions and information for candidates.

AIM OF THIS HANDBOOK

Hopefully, this booklet will prove informative and helpful for you and your parents/carers. Please read it carefully and show it to your parents/carers so that they are also aware of the exam regulations and procedures to follow in the event of any problems occurring. Please put it somewhere safe so it can be referred to during the course of the year. The awarding bodies (or exam boards) set down strict criteria which must be followed for the conduct of examinations and Budmouth is required to follow them precisely. You should therefore, read and pay particular attention to the 'Information for Candidates' and other notices that are available on the website.

If there is anything you do not understand or any questions that have not been addressed, PLEASE ASK!

If you or your parents/carers have any queries or need help or advice at any time before during or after an exam, please contact:

The Exams Officer – Mrs Jane Whitehead (Room S04)

Telephone: 01305 830500

E-mail: jwhitehead@budmouth-aspirations.org

Exam Policies are also available to view on our website.

EXAMINATION BOARDS, ORGANISATIONS AND REGULATIONS

Budmouth Academy uses the following Examination Boards (awarding bodies):

AQA
Pearson Edexcel
WJEC
OCR

Their websites contain a wealth of information. Any questions about the qualifications must be directed to the school. The Exam Board will not deal with parents or candidates.

Qualifications, examinations and assessments in England are regulated by ofqual - www.gov.uk/government/organisations/ofqual

The Joint Council for Qualifications (JCQ) is a membership organisation comprising the eight largest providers of qualifications in the UK. The JCQ provides a single voice for its members on issues of examination administration and regulations.

JCQ regulations state that “awarding bodies will only communicate with centres regarding examination administration. Awarding bodies will not communicate with candidates or their parents/carers/guardians except in exceptional circumstances and at their discretion”

Regulations

Ensure that you have read and that you understand the following JCQ documents which is available on the Academy website under Exam Information:

- Privacy Notice
- On-screen examinations
- Written exams
- Using Social Media
- Coursework Assessments
- Non-examination assessments
- Unauthorised Items Poster
- Internal Appeals Procedure (under Exam Policy 2025-2026)
- Warning to Candidates

It is essential that you read these early on in the year as it contains essential information for coursework and non-examined assessments, which you work on during the year in lessons. It is recommended that you re-read the information about Written Examinations, Warning to Candidate Poster, Unauthorised Item Poster before you sit any exams. We run the internal mock examinations using the JCQ regulations, this is to help you prepare and know what to expect in the official external exams.

The exam boards will be informed about any breaches of the rules. The exam board will apply sanctions to the candidate/s this could be a loss of marks for the exam or even disqualification from the subject. Repeated breaches of the rules could result in being disqualified from all subjects for the exam board.

SCHOOL SPECIFICATION INFORMATION

Candidate Name

The JCQ states that an examination centre should "enter candidates under names that can be verified against suitable identification such as a birth certificate or passport. You must therefore inform the Examinations Office as soon as possible if your legal name is different to the name you use in school.

Candidate Number

You have been allocated a four digit Candidate Number. This will have been allocated to you at the beginning of Year 10 and will not change throughout your time at School. This number has to be written on every examination paper you take so please remember it!

Centre Number

The Centre number for the School is 55385 which you will also be required to put on every examination paper.

Timetables

Nearer the main exam series (January and Summer) you will receive an individual examinations timetable which will show your own personal examinations. If you think something is wrong you MUST inform Mrs Whitehead, Exam's Officer immediately. Check each examination date carefully so that you know if the examination is in the morning or the afternoon.

If you have a clash where two subjects are timetabled at the same time. We will make a special timetable arrangement for you to sit the exams one after the other. All breaks etc. during this time will be supervised. You will be advised of all the details so please feel reassured. If you think you have a clash on your timetable, and it is not resolved, please see Mrs Whitehead immediately. Dates for exams are rigidly fixed by the exam boards but are subject to change until closer to the time of the exam session. A final timetable will be posted on the website as soon as available. It is good practice to make copies of your timetable and display it around your home so that your family also become familiar with when your exams are taking place.

Equipment

It is the candidates responsibility to provide their own equipment for the exams. If something breaks or runs out during an examination the invigilators will try to replace it, but you should bring spares with you wherever possible.

Standard Equipment
Black Pen/s
Pencil
Ruler
Highlighter
Eraser
A pair of compasses
Protractor
If using a pencil case, this must be clear/see through.

Calculators

Budmouth Academy does not provide students with calculators during exams. YOU MUST BRING YOUR OWN.

Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the exam board regulations outlined below: -

Calculators must be:

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

Calculators must not be designed or adapted to offer any of these facilities: -

- language translators;
- symbolic algebra manipulation;
- symbolic differentiation or integration;
- communication with other machines or the internet;
- have retrievable information stored in them such as dictionaries, mathematical formulas and text

WHAT ARE ACCESS ARRANGEMENTS?

Access arrangements are reasonable adjustments designed to give equal opportunities to all students to demonstrate their skills, knowledge, or understanding in exams. The most common types of arrangements are extra time, a smaller room, laptop or a computer reader. Individual arrangements are assessed on evidence of need and normal way of working in school; these are finalised by 31 January in the year of the examinations and late requests cannot be accepted unless of a practical medical nature in the run-up to the exam (for instance, a broken arm). If you are unsure if your child has an access arrangement in place, you can check with Mrs Harrell in Learning Support: fharrell@budmouth-aspirations.org.

COURSEWORK INTERNAL APPEALS PROCEDURE

Some qualifications contain components/units of non-examination assessment, controlled assessment and/or coursework which are internally assessed (marked) by your teachers and internally reviewed/standardised. The marks awarded which contribute to the final grade of the qualification are then submitted by the deadline set by the awarding body for external moderation. Before the exam board deadline, you will be informed of your mark. At this stage you may question your teacher of how this judgement has been reached. If you wish to appeal your mark you must submit to your teacher within 24 hours of receiving your mark the reason for your appeal. This will then be taken to the Head of Department for review. Once the review has happened, you will be informed by your teacher of the outcome. If you are unsure of what subject contains internally assessed components, please speak to your teachers.

DURING THE EXAMINATIONS

This information applies for ALL exam rooms.

You are responsible for checking your own timetable and arriving at the Academy in plenty of time, wearing school uniform and having the correct equipment. The start time on the timetables indicates the time the exam starts, not the time you arrive at the exam hall/room. I am sure you appreciate that it takes time to seat all the students, give out the papers and read out the instructions. Therefore, please ensure you are punctual for all your exams.

If you know that you are going to be late e.g. car breaks down, please telephone the Academy to let us know as soon as possible so that we can advise you as to what you should do.

If an examination is on your timetable, you must attend. Misreading the timetable will not be accepted as a valid explanation of absence. The school pays the Examination Boards for you to sit examinations, therefore parent(s)/carer(s) will be charged if you fail to attend an examination without a valid reason.

If you experience difficulties during the examination period (e.g. Illness, personal problems) please inform the school as soon as possible so that we can help or advise you.

If you are absent at the beginning of an examination you will be contacted by the Academy once the exam has started. You will receive the full exam time should you arrive late for any of your exams. However, the Exam Officer will have to notify the exam board of any student who arrives more than **30 minutes late** for an exam. The exam board will then decide if your exam paper will be accepted.

Contact Number

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

Start of Examinations

You may take a clear bottle of water into the examination room, but labels must be removed. No food (including chewing gum) is allowed in the examination room. Make sure you eat a good breakfast before coming to school; it is important to fuel your body and mind for optimal performance. Please click on the link below to read Impact Food Group's *Fuelling for Exam Success'.*
https://impactfood.co.uk/wp-content/uploads/2025/03/IFG-Exam-Nutrition-Guide_Jan25.pdf

Toilet Breaks

Please be advised that you will not be permitted to leave the exam room for toilet breaks during the first 30 minutes or the last 30 minutes of the exam. This also applies to all exams that are 1 hour and 15 minutes or less, as it can be disruptive to other students. However, if you have a known condition that the school has been informed of, exceptions can be made. Should it be absolutely necessary to leave the room during these times, you will be escorted by an invigilator.

Conduct in the Examination Room

- You must be silent at all times, from the moment you enter the room until you are back outside after the examination. If you have a problem, put your hand up clearly and wait for an invigilator to attend to you. If you need to leave to visit the toilet or the medical room you must put your hand up and wait to be escorted by an invigilator.

- Do not attempt to communicate with or distract other candidates. Face the front and do not turn around.

- Do not bend down to pick up the item(s) you have dropped, put up your hand and an invigilator will pick the item(s) up for you.

- No electronic devices are allowed in the examination room (refer to the JCQ notices for information on what is banned). If you are found to have any unauthorised material in your possession during an examination, it will be taken from you and a report sent to the appropriate Examination Board

- Listen carefully to instructions and notices and follow them – there may be amendments to the examination paper that you need to know about.

- Do not touch or write anything on the exam paper until you are instructed to do so.

- Check that you have the correct examination paper –check the subject, paper and tier of entry. If you think you have the wrong paper, please inform the invigilators immediately.

- Read all instructions carefully.

- You must stay in the examination room for the duration of the examination. You will not be allowed to leave the examination room early. If you have finished, use the remaining time to check over your answers.

- At the end of the examination all work must be handed in – remember to cross through anything that you do not want to be marked. If you have used extra examination stationery, make sure that you have filled in all required details and attach it to the examination paper. Question papers, answer booklets and additional paper must not be taken from the exam room.

- All papers will be collected before you leave the examination room. You must not put your hands in your pockets until you are outside the examination room, so all of your own equipment etc should be carried in your hand until you are outside.

- Remain seated in silence until you are dismissed. Examination conditions apply until you are outside the examination room. Once outside the examination room please show consideration for other candidates who may still be working and move away from the examination room quietly.

<u>Evacuation</u>

- If the fire alarm sounds during an examination, stop writing and place your pens down and await further instructions.

- The exam time will be paused from this point. The invigilators will tell you what to do. If you have to leave the examination room you will be asked to leave in silence and in the order in which you are sitting.

- You will be escorted to the assembly point.

- You must leave everything on your desk.

- You must not communicate with anyone whilst you are out of the examination room as you will still be under examination conditions. (any breaches of these conditions will have to be reported to the Examination Board and you may be disqualified from the examination).

- When you return to the examination room do not start working until an invigilator tells you to do so. The time will be restarted at this point.

- You will be given the full amount of time allowed for the examination. You will not be disadvantaged in any way. We will only evacuate if it is essential for the safety of those in the room.

Invigilators

- Invigilators are in the examination rooms to supervise the conduct of the examination. They will tell you when to start and finish the examination, distribute and collect examination papers, hand out extra writing paper if required and deal with any problems during the examination, for example if you feel unwell. They are there to ensure that the rules are followed. Please treat them with respect and follow what they ask and tell you to do.

- Invigilators cannot discuss the examination paper with you or explain the questions.

Malpractice

You must not write inappropriate, obscene or offensive material in the exam paper. You must also not include any personal information in your answers. Please refrain from drawing in your papers. If anything is found in your paper by the markers this will be flagged up to the exam board and sanctions will be applied by the exam board. This could mean that your grade may be affected.,

AFTER THE EXAMINATIONS

Notification of Results

Results for the Summer examinations will be available for collection on:

Thursday 19th August 2027 between 9:00 and 10.30am.

If you wish for someone else to collect your results (e.g. parent, sibling, grandparent) we ask that the person collecting has with them photo identification and a letter signed by you as the candidate, giving permission for them to collect the results on your behalf.

If you are planning on being away on results day, results can be emailed to you. Please email this request along with the email address to be sent to, to the Exams Officer by Friday 9th July. No results can be given out by telephone

Results that are not collected by 10:30am on results day will be emailed to you. It is essential that we have the correct email address for you. We cannot email results to parents without your permission.

Post Results

If you need post-results advice, please speak to the appropriate subject staff or Mrs Whitehead, the Exam's Officer. Written permission from the candidate must be given before the school can request an 'Enquiry About Results'. Enquiry About Results could be either Access to Script or a Review of Marking

Subject staff routinely check results and will request access to a candidate's script to help them to consider it is appropriate to request for a review marking to the Examination Board.

If a Review of Marking is submitted the result can go down as well as up. The mark/grade from the review is the one awarded to the candidate, even if the result goes down.

It is possible for candidates to request a review of marking, however in this instance we ask the parent(s)/carer(s) to meet the cost, this will need to be paid to the school before the request is submitted to the exam board. If the review has a positive change in the Grade the fee is refunded by the school.

The Exam Boards deadline for 'Enquiries About Results' for the Summer exams is 24th September 2027. All post results service requests must be made through School.

COLLECTION OF CERTIFICATES

You will receive a letter inviting you to collect your certificates in Autumn 2027. It is essential that you collect your certificates as you will need to present them at many different times during your life, so it is essential that you don't lose them. If you wish for someone else to collect your certificates (e.g. parent, sibling, grandparent) we ask that the person collecting has with them photo identification and a letter signed by you as the candidate, giving permission for them to collect the certificates on your behalf.

Certificates not collected will be held in secure storage until such time as you can collect them. If after 1 year (from issue date) you still have not collected your certificates, the school has the right to destroy them. A record of destroyed certificates will be kept by the school for 4 years.

Look after your certificates when you receive them, the only way to replace them is through the Examination Boards and they charge approximately £50 per certificate.

EXAMINATIONS CHECKLIST



Aim to arrive at school in plenty of time for your examination, you should register with your tutor before your exam.



Make sure you eat a good breakfast/lunch before the exam as it will help you concentrate.



When taking your examinations, your bags and coats will be placed in a secure room.



Mobile phones, watches and smart glasses are not allowed in the exam room. They must be left in your bag in the secure room. If you are found with any of these items in the examination room the exam board will be informed and you will be penalised by the examination board.



Once you enter the examination room there is to be no talking or communication between pupils. If you have any questions, you should raise your hand once seated and an invigilator will come to you.



You may take a clear bottle of water into the examination room, but labels must be removed. No food (including chewing gum) is allowed in the examination room (if you have a special requirement, please see the Exam's Officer before the start of the examination period).



Pupils will not be allowed to leave the examination room before the scheduled finish time of the examination. You will be advised when you can leave. Please be patient whilst examination material is being collected, and refrain from any form of communication until you are outside the examination room.



If you need to go to the toilet during an examination, you must put your hand up and you will be escorted to the toilet when it is available either by an invigilator or a member of staff. Please don't wait until you are desperate as there may be a wait until it's your turn.



Check that you have been given the correct examination paper, as there can be several examinations taking place at the same time. If you think you have the wrong paper, put your hand up and speak to an invigilator. We cannot give you extra time if you realise part way through a paper that you are doing the wrong subject or the wrong tier



If you feel ill during an examination, please bring this to the attention of an Invigilator as soon as you can, even if you want to continue with the exam.