

EXAMS – Guidance and Information

It is the aim of Huxlow 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/guardian, 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 (examinations boards) set down strict criteria which must be followed for the conduct of examinations and Huxlow Academy is required to follow them precisely, you should therefore pay particular attention to the “Warning to Candidates” and “Mobile Phone” posters on the Exams Notice Board and outside the exam rooms.

If you or your parents/guardian have any queries or need help or advice at any time before, during or after the examinations please contact me.

GOOD LUCK

**Mrs L Gidney
Examinations Manager
Huxlow Academy
01933 650496**

EXAMINATION INSTRUCTIONS FOR STUDENTS

Make sure that you know exactly when your exams are especially whether they are morning or afternoon. All dates and times can be found on your Statement of Entry.

You need to make sure that you bring in **ALL** relevant items for each exam. Please make sure you also bring a **BLACK PEN**. All equipment i.e. pens, pencils, rubber, ruler and sharpener must be in a **clear** pencil case or plastic bag. **YOU ARE NOT ALLOWED TO USE CORRECTING PENS, FLUID OR TAPE, ERASABLE PENS, HIGHLIGHTERS OR GEL PENS IN ANY ANSWERS.**



You may bring a drink of water into the exam in a clear plastic bottle with the label removed. If you do bring a drink into the exam room it is advisable to put it on the floor next to your desk to avoid accidental spillages.

Please ensure you allow enough time to get to school so if you are delayed for any reason e.g. traffic, you will still arrive in good time.

TIMINGS

Be ready for each exam at the following times.

Morning exams: 9:00am

Afternoon exams: 1:15pm

Late arrivals should report to the exam room or Mrs Gidney as soon as possible where the an Exam Invigilator will allow entry to the exam at his/her descretion. If you arrive after 10am for morning exams or after 2.30pm for afternoon exams, Mrs Gidney will decide whether you will be able to sit the exam and the Exam Boards will have to be notified.



If you miss an exam you will **NOT** be able to do it again. If you are ill and cannot take the exam, you **MUST** telephone the college immediately and leave a message for Mrs Gidney on telephone number **01933 650496**, as soon as possible. You **MUST** provide a sick note from your doctor.

If you do not have a genuine reason for missing an exam you may be charged for that exam (approximately £45 for a GCSE and £100 for an A'Level). Failure to pay may result in your results being withheld.



UNDER NO CIRCUMSTANCES are bags or coats allowed into the exam room.

Wait quietly outside your exam room. Your seat number for each exam will be given to you at the start of the exam season and a seating plan will be displayed on the Exams Noticeboard (outside the Gym) and outside the big exam rooms a few days in



advance of each exam. It is a good idea to double check the seating plan on the morning of the exam in case there have been any last minute changes.

You will be directed to enter the exam room a row at a time. Once inside the room, Exam Board rules state that you **MUST** be silent (copies attached). If there is any communication between any students it will be assumed that you are cheating and will be treated accordingly. You must not talk until you **leave** the exam room.

MOBILE PHONES / ELECTRONIC DEVICES



We cannot stress enough how important it is that you do **NOT BRING MOBILE PHONES OR ANY ELECTRONIC DEVICES** in to the exam room. Anyone caught with a mobile phone, whether it is turned off or not, will be severely reprimanded by the appropriate Exam Board. You may be disqualified from that exam and possibly all other exams.

Mobile phones, headphones, MP3/4 players, smartwatches and any other electronic equipment should be **TURNED OFF** and either handed in to the Exam Team prior to entering the exam or stored in your bag.



We ask that **ALL** watches are removed and placed on the exam desk. This way the invigilators can check they do not have any data storage capability without interrupting your exam. There will always be a visible clock in each exam room.

You are not allowed to leave the exam room before the end of the time allocated, even if you have finished your exam, **so please do not ask!** If you need to visit the toilet or have any other urgent request please put your hand up and an invigilator will attend you.

IN THE EXAM ROOM

You must enter the room and remain in silence throughout the whole exam. You must not make any attempt to communicate with any other candidates in anyway; this includes catching the eye of other candidates. Candidates caught attempting to communicate with other candidates will be disqualified from that exam and possibly all other exams.

Do not open or turn over the Question Paper until told to do so by the invigilator.

YOU MUST NOT LEAVE YOUR DESK DURING THE EXAMINATION.

If you need any additional writing paper for your answer, or have a question or problem, such as feeling ill, raise your hand to attract the invigilator's attention. In the case of illness an invigilator will take you outside the exam room (and stay with you) until you feel well enough to re-enter the exam or medical attention is sought.

AT THE END OF THE EXAM

You will be given a warning that you have **five** minutes of writing time left. At the end of the exam, an invigilator will say 'stop writing' or 'put your pens down'.

You must stop immediately as your time is up. Stay in your seat while all the scripts are being collected in. Hand your script to the invigilator – remember to check that your name and exam number are clearly written on your script. The exam paper must be signed by you if requested.

As you are dismissed, leave the examination room in silence. Remove yourself away from the examination area before you begin talking. **REMEMBER** – *other students may remain in the exam room answering longer exam papers – they will not want to be disturbed in any way.*

EXAMS WHICH FINISH LATER THAN THE SCHOOL DAY

When this happens it is your responsibility to make your own arrangements to get home.



INSTRUCTIONS FOR A FIRE DRILL DURING THE EXAMS

We hope that we do not have a fire alarm during the exam period, however if one does go off, these instructions must be followed in **COMPLETE SILENCE**:

1. Should the fire alarm go off, firstly do not panic. Do not attempt to finish the sentence you are writing.
2. You will be asked to leave the room in silence and in the order that you are sitting. Leave all equipment in the exam room.
3. When you leave the room you **MUST** be at least one metre away from the students in front and behind you.
4. You will be taken to the tennis courts. Do **NOT** walk to where you would usually go, you will be told where to stand. You will have to be kept separate from the rest of the college.
5. When you return to your exam room, do not start writing until the invigilator tells you to do so.

LISTEN CAREFULLY TO INSTRUCTIONS AND DO NOT PANIC

IMPORTANT DATES

A Level/AS Results Day	Thursday 17 th August 2023 - Hall
GCSE/GNVQ Results Day	Thursday 24 th August 2023 - Hall

*If you wish to query any marks you receive for any of your exams you must first complete the consent form attached (Post-Results Consent Form). Please bring this to the Examinations Office. A charge will be made for remarks requested by students/parents/carers and have not been advised by a teacher. Please check prices with the Exams Manager.

If you request an Original Script you can **NOT then request a re-mark. You can request a re-mark if you request a photocopied script

If you would like to make an enquiry about your result (a re-mark), there are 3 possible outcomes:

- Your original mark will be confirmed as correct and there will be no change to your grade
- Your original mark may be raised and this may or may not result in a change of grade
- Your original mark may be lowered and this may or may not result in a change of grade.

Please be aware that when requesting a re-mark of an exam paper your mark could go down as well as up or even stay the same.

In order to proceed with the enquiry you should first talk to your subject teacher if possible. You then need to complete a consent form. Forms can be collected from the Exams Office or downloaded from the school website by going to the Appeals Policy and Procedure document. Please give the completed form to the Examinations Manager as soon as possible. This tells the Exam Office Staff that you have understood what the outcomes could be and that you are happy to proceed.

Certificates

Certificates arrive in school in early November and will be ready to collect from school from late December. Please keep an eye on the school website and social media for information about when and how to collect your certificates.

