

SHARNBROOK ACADEMY

EXAM CENTRE NUMBER: 15163

HEAD OF CENTRE: Mrs Raku (Principal)

EXAMS

A Quick Guide For Students and Parents

This booklet is designed to help you through your examination and outlines what is expected of candidates.

If you have any questions or concerns, please contact:

Mrs Whitelock Exams Officer

Email: swhitelock@sharnbrook.academy

Telephone: 01234 672334 or in person.

The Exams Office is at the end of the language's corridor next to L7.

GOOD LUCK WITH YOUR EXAMS

Before the Exams

Entries

Before you sit your exams your teachers will tell the exams office staff which exams to enter you for and entries will be submitted to the Awarding Bodies (ABs) by their deadlines. You will receive a Statement of Entry showing which exams you have been entered for and whether an exam is in the morning or afternoon. It is your responsibility to check your Statement of Entry carefully. If you have any questions or concerns about your exam entries or if any of your personal information is wrong you must speak to your subject teacher and the Exams Office immediately.

Clashes

On your Statement of Entry some exams may be scheduled to take place at the same time. Don't worry; clashes will be resolved by the Exams Officer. Just make sure you check your individual timetable when you receive it. Usually, for different subject clashes and depending on the length of the exams, you will sit one exam in the morning and the other in the afternoon with a supervised break in between. On these occasions you are advised to bring a packed lunch. For same subject exam clashes, you will usually sit one after the other, sometimes with a supervised break in between, depending on the length of the exams.

Timetables

Closer to the exam season you will receive your individual timetable. This confirms your personal details and exam entries, including any amendments made since the original entries. An amendment is a change to your entry such as a change of tier between higher and foundation. The provisional timetable will show your name as it will appear on your certificates. N.B. Please check this carefully.

Your individual timetable will tell you:

- The details of each exam including the paper code and how long the exam lasts
- The date of the exam
- The time the exam will start
- The room in which your exam will take place
- Your seat number – for security reasons you must sit in the seat allocated to you

Candidate Number

You have been given a 4-digit exam candidate number which will be on your Statement of Entry and individual timetable. try to remember it. This number is unique to you throughout your time at Sharnbrook Academy and is used by the ABs to identify you for all your exams. You will normally be seated in candidate number order and you will need to write your number on all your exam scripts.

Centre Number

This is a unique number which identifies the school to the ABs. Sharnbrook Academy's centre number is **15163**. This number is displayed in all exam rooms and, for most exams, students will need to write this number also on their exam scripts.

JCQ Information for Candidates Documents

You must read the JCQ documents that can be found in the student area of our website.

These documents include the rules you must follow whilst doing written exams, coursework/controlled assessments, on-line assessments, the review of marking process for centre assessed marks (GCSE controlled assessments, GCE coursework, and all non-examined assessments). Warning notices and 'no mobile phone' posters are also displayed outside exam rooms. Copies of these can also be found on the website.

Equipment

Check that you have all the equipment you will need for your exams. Always bring at least 2 black pens (black ink or biro but not black gel pen) and a pencil. Check with your teachers if you will need other equipment such as calculators. School cannot guarantee to supply replacement equipment and you must never try to borrow equipment from other candidates during an exam.

On Exam Day

Make sure you are outside your exam room at least 15 minutes before the scheduled start time shown on your timetable.

Bring all your equipment in a transparent pencil case or clear plastic bag.

If you bring a drink of water, make sure it is in a clear plastic bottle with any labels removed. Fizzy drinks, squashes and fruit juices are not permitted.

We advise that you do not bring 'phones, iPods, MP3 or 4 players or headphones into school on a day when you have an exam. If you forget, make sure they are switched off and handed in to an invigilator before the exam starts. ABs deal very severely with candidates who ignore regulations. Misconduct may lead to loss of all marks and ultimately the AB could decide not to award you a grade.

NB Smartwatches and normal analogue wristwatches are not allowed in an exam room – they should be handed in with phones and other unauthorised materials.

Make sure you sit in the correct seat.

If you are too ill to attend an exam the school must be informed before 8:45am on the day. If you fail to attend without a valid reason you may be charged for your exam entry.

If you are delayed try to contact school. Students who arrive very late may still be allowed to sit the exam but a report must be sent to the AB and they could refuse to accept your script.

During the Exam

Invigilators

The school employs external invigilators to conduct examinations. You must behave in a respectful manner towards invigilators and follow their instructions at all times. Their main role is to ensure that the AB procedures are followed and if they suspect that you are breaking any of the regulations they must inform the Exams Officer. Invigilators cannot read any words printed on the question papers for you, other than the instructions on the front cover. They cannot offer advice on which questions to answer or explain questions to you.

If you need assistance, e.g. you need more paper or you feel ill, raise your hand and wait for an invigilator to come to you. Never try to communicate with other candidates in the exam room.

- Check that you have the correct paper, especially if there are higher and foundation tiers
- Read the instructions carefully before you start to answer the questions
- Do not use eraser pens, brightly coloured pens or highlighters within your answers

- Make sure you put your candidate number and your legal name on all the answer sheets you use

Leaving the exam room

Under normal circumstances you will not be permitted to leave the exam room until the end of the exam when the senior invigilator dismisses you. If you finish early, use the time to check your answers. Remember you are still under exam conditions until you have left the room.

After the Exam

Results

Dates for the publication of provisional results can be found on the school website.

Results will only be issued to the student to whom they belong. If you are unable to collect your own results a relative or friend may collect them on your behalf but only if they bring to school a letter signed by you giving them permission to collect your results. Alternatively, if you provide a SAE your results can be posted to you

You should keep your provisional statement of results slips until you have received your certificates.

Enquiries about Results (EaRs)

If you have any concerns about your results or want to see a copy of your marked script there are various options available BUT **deadlines are tight so you must act quickly once you have your results**. Priority reviews of marking requests for A level subjects MUST be submitted no later than seven days after results day. EaRs can only be submitted by the school. Fees and further information are available from the Exams Office.

Certificates

Certificates are available for collection usually from mid-November. If you are unable to collect them in person they can be collected by a relative or friend. You should contact the exams office and give details of who is collecting your certificates and when they will be collected. Alternatively, if you provide an A4 reinforced SAE they can be posted to you.

Exam Glossary

ABs : Awarding Bodies i.e. exam boards

UCI & ULN: Unique Candidate Identifier and Unique Learner Number. These are numbers used by the ABs to identify individual learners and store information on all their entries and results.

Special Consideration: This can only be applied for AFTER an exam. Sometimes adverse circumstances just before or during exams can affect your performance. ABs do make allowances in certain situations, such as illness or bereavement, providing the school has appropriate supporting evidence. Please speak to the Exams Officer as soon as possible if you think this applies to you.

Access Arrangements: some candidates qualify for slightly different exam arrangements e.g. extra time, reader, modified papers. Applications for access arrangements must be made by the school well in advance of the exam series and require appropriate evidence of need. Temporary arrangements can also

be made in emergency situations e.g. a hand injury that prevents you from writing where you may need a scribe to record your answers.

EaRs : Enquiries about Results.

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