



Bluecoat Wollaton
believe in yourself, in others, in God

EXAM INFORMATION FOR STUDENTS 2020-2021

INTRODUCTION

It is the aim of Bluecoat Wollaton 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 /carers. Please read it carefully and show it to your parents / carers 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 Bluecoat Wollaton Academy is required to follow them precisely. You should therefore, pay particular attention to the Notice to Candidates and Mobile Phone warning that are printed on the following two pages.

Some of the questions you may have 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.

Remember – we are here to help.



BEFORE THE EXAMINATIONS

CANDIDATE DETAILS:

- Candidate details can be found on your exam timetable. Please check that all personal details, particularly your date of birth and the spelling of your names are correct, as these will appear on your exam certificates and it can take time to get things altered.

CANDIDATE NAME:

- **You must use your legal name on all exam papers**, even if you are known by another name. Candidates are entered under the name format of First Name + One middle initial + (Legal) Surname, e.g. Adam J. 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 and also the identity card on your desk. **PLEASE LEARN IT.**

TIMETABLES

- Please check your exam timetable carefully. If you think something is wrong with your timetable, please see the Exams Office immediately. Some candidates may have a clash where two subjects are timetabled at the same time. The school will make special timetable arrangements for these candidates. Please check the subjects you have been entered for and the levels of entry, where applicable.
- The school website will be updated with the exam dates, but please do check your own personal timetable in the first instance.
- We recommend taking a photo on your mobile phone of your timetable in case you lose it, but should you need another copy please let a member of staff know.

CONTACT NUMBERS

- Please check that the Academy has 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 pages.

DURING THE EXAMINATIONS



ATTENDANCE AT EXAMINATIONS

- Candidates are responsible for checking their own timetable and arriving at school on the correct day and time, properly dressed and equipped.
- Please check the exam seating plan as to where you should sit. You must sit in the seat as designated by the plan.
- Candidates who arrive late for an examination may still be admitted but will not receive any additional time.
- Pens should be black ballpoint. No correction pens are allowed.
- Do not attempt to communicate with or distract other candidates.
- Mobile telephones, iPods, Smartwatches/wrist watches, MP3/4 Players, No Potential Technological/WEB Enabled Sources of information or any other type of electronic device **must not** be brought into the examination room. Please hand these in for safe keeping.
- No food is allowed in the examination rooms. You may bring a drink, but any labels must be removed from bottles.
- Any pencil cases taken into the exam must be see-through.
- If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
- 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 are not allowed to fill in your name and candidate details until told to do so by the invigilator
- You must not write any notes or reminders on the front of the paper until after you have started the examination.
- At the end of the examination all work must be handed in – remember to cross out any rough work.
- Please leave the room in silence and show consideration for other candidates who may have extra time allowed and may still be working.
- You may use a calculator unless you are told otherwise.
- 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.

For on-screen tests the same rules apply as above, but in addition you **must not** have access to;

- The internet, email, data or portable storage media such as floppy disks, CDs and memory sticks;
- Pre-prepared templates

INVIGILATORS

- The school 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.
- 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 Management Team.

ABSENCE FROM EXAMINATIONS

- If you experience difficulties during the examination period (e.g. illness, injury, or personal problems) please inform school 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 prior 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 35% of the examination (including coursework) must be completed.
- Parents and candidates are reminded that the Academy will require payment of entry fees (usually £38.00 per subject) should a candidate fail to attend an examination without good reason and without informing the Academy.
- Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.



AFTER THE EXAMINATIONS

NOTIFICATION OF RESULTS

This year the GCSE results will be published on **Friday 27th August 2021**. Awarding Bodies No Longer Provide Paper-Based Provisional Results, but the Academy will produce a single consolidated statement of provisional results for each candidate and this will be available for collection from the Academy, usually in the Main Hall.

- 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.
- Candidates who do not collect their results will receive notification through the normal post.
- No results will be given out by telephone under any circumstances.

EXAMINATION CERTIFICATES

- GCSE Summer Examination certificates are usually available in school around November. You will receive a letter when they are ready for collection. If you are unable to collect them in person and would like someone else to collect them for you, written permission will be required. If you would like your certificates posting home to you, please ensure that we have your correct address. The certificates will be sent by signed for mail, which will require a signature on delivery.
- Bluecoat Wollaton Academy is only obliged to keep certificates for a period of one year after issue. Any certificates that are not collected within this time may be destroyed. Examination Boards will not provide a replacement for lost or uncollected certificates, however, they will provide a statement as confirmation of your results which you will need to pay for.

You would be surprised by the number of students' who do not collect their certificates, then in the future, when they are needed for a job interview or they decide to return to further education, contact the Academy to see if we still have them!

Therefore please collect your certificate(s) as soon as they are available and please keep them in a safe place.





FREQUENTLY ASKED QUESTIONS

Q. What do I do if I think I have the wrong paper?

Invigilators will ask you to check you have the correct paper 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 your exam timetable, so please memorise it as it will be required on all of your exam papers. However, an identification card with your details, including your candidate number will be set out on your desk.

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

The Centre Number is **28281**. It will be clearly displayed in the examination rooms.

Q. What do I do if I have an accident or I 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 that 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 Academy 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 or in the production of coursework is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness, accident or injury, bereavement, domestic crisis. The Examination 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. 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?

Normal school regulations apply to uniform, hair, jewellery, make-up, etc.

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 coats must be left at the back of the room. Do not bring any valuables into school with you when you attend for an examination.

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. Smart Watches etc.) is regarded as cheating and may result in disqualification from the exam:

If there is an emergency that requires that you bring a mobile telephone to school, you must switch it off and hand it as detailed above **before** entering the examination room. You are responsible for collecting your valuables at the end of the examination.

Q. Can I leave the exam early?

It is a requirement of the exam boards that you must stay in the examination room for at least one hour after the published start time of the exam (or for the duration of the exam if it is less than one hour). It is not the school'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. Can I go to the toilet during the exam?

It is advisable that you go to the toilet before the examination starts. If it is absolutely necessary then you will be escorted by an invigilator and will not be allowed any extra time.

Q. Why do I need to check my personal details on the Exam timetable?

The details on your exam timetable are the same details that 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 or for college/university at some time in the future.

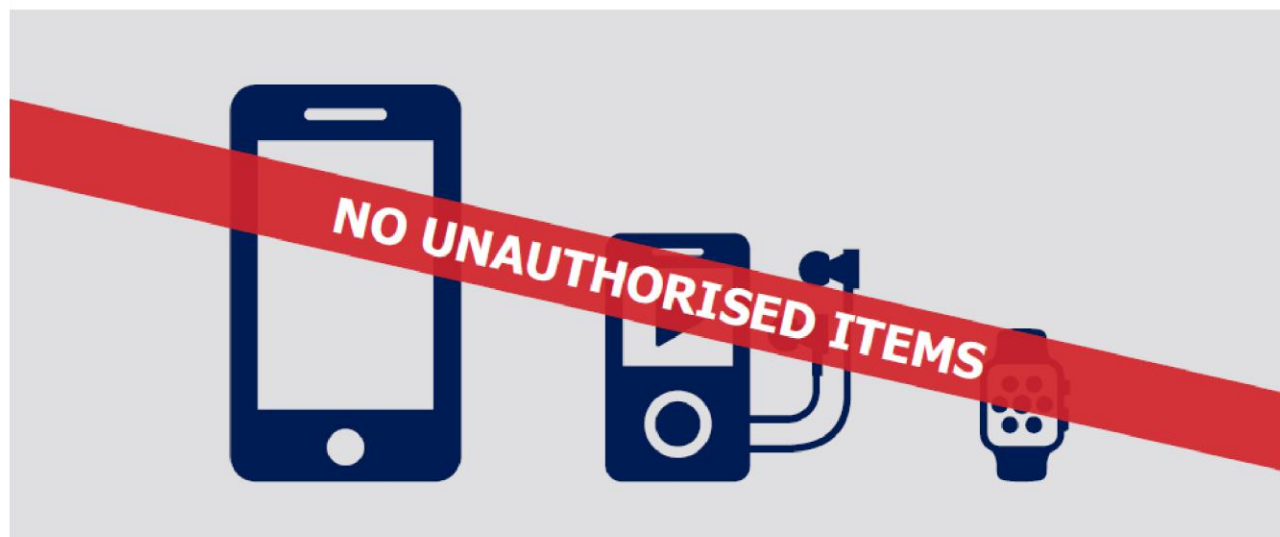
Q. I am entitled to extra time – how will this affect the way I take my exams?

There are some students that are entitled to extra time and a reader or other Access Arrangements. These students will have been notified prior to any exams. Students who are entitled to extra time receive an allowance of 25% extra time. These candidates will be seated together or in a separate room. (You will be informed prior to the exam which room you will be in). The invigilators will include the additional time when they display the finishing time of your exam on the board.

AQA City & Guilds CCEA OCR Pearson WJEC

NO MOBILE PHONES SMARTWATCHES MP3/4 PLAYERS

NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION



Possession of unauthorised items, such as a mobile phone, is a serious offence and could result in

DISQUALIFICATION

from your examination and your overall qualification.

This poster must be displayed in a prominent place outside each examination room.

Information for candidates Using social media and examinations/assessments



Image by Patricia Jones

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 (if available). 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.



Image by Ben Wright

You should be aware that the following 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 (even if not requested) 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.

Please take the time to familiarise yourself with the JCQ rules:

<http://www.jcq.org.uk/exams-offi> nformation-for-candidates-documents



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Warning to Candidates

1. You **must** be on time for all your examinations.
2. **Possession of a mobile phone** or other unauthorised material **is not allowed** - even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.
3. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
4. You **must** follow the instructions of the invigilator.
5. You **must not** sit an examination in the name of another candidate.
6. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
7. If you are confused about anything, only speak to an invigilator.

The *Warning to Candidates* must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.

**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 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.

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, encyclopedias, 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, p29).

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 do not 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. Don't leave it lying around where your classmates can find it or share it with anyone, including posting it on social media. 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 online 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 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 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