

GCSE EXAMINATIONS ACADEMIC YEAR 2023/2024

GUIDANCE FOR
SCHOLARS & PARENTS

Centre Number: 36521

Academy Telephone No: 0114 553 9110

SCHOLARSHIP

RESPONSIBILITY

RESPECT

TENACITY

CURIOSITY

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INTRODUCTION

It is the aim of Astrea Academy Sheffield to make the examination experience as stress-free and successful as possible for all Scholars.

I hope that this booklet will prove informative and helpful for you and your parents. Please read it carefully and show it to your parents 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, these must be followed when conducting examinations; Astrea Academy Sheffield is required to follow them precisely. You should therefore, pay particular attention to the Notice to Candidates that is printed at the back of this booklet.

After reading this information, you may still have questions; you may find answers to these at the back of this booklet. **If there is anything, you do not understand or require any help, PLEASE ASK.**

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

The Examinations Officer – Mrs J Leonard

Y11 AYL: Mr I Jeeves,

Y11 PYL: Mrs S Ahmed

RESULTS DAY

Thursday 22nd August – Results will not be given to a third party without prior consultation

Remember – we are here to help.

GOOD LUCK

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BEFORE THE EXAMINATIONS

EXAMINATION BOARDS

The Academy uses the following Examination Boards: AQA, Edexcel, OCR and WJEC

CANDIDATE NAME:

- * Scholars are entered under the name format of First Name + One middle + (Legal) Surname, e.g. Adam John Smith.

CANDIDATE NUMBER/EXAM 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. Your candidate number is on your timetable. Please learn it.

UCI:

- * In addition to a candidate number, each candidate must have a Unique Candidate Identifier entry. Your UCI is used for administration purposes and it is not necessary for you to remember it.

TIMETABLES

- * You will receive an individual timetable showing your own specific examinations with details of date, time, and duration of exam, venue and seat number. Check it carefully. **KEEP IT SAFE** If you think something is wrong see Mrs Leonard in the Examination Office immediately. If you have a clash where two subjects are timetable at the same time and are less than 3 hours, these will be sat consecutively. You will be informed individually should the 3 hours be exceeded.

CONTACT NUMBERS

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

- * Make sure you have all the correct equipment before your examinations. Check the regulations in the Notice to Scholars and the information on the following pages. **YOU ARE RESPONSIBLE FOR PROVIDING YOU OWN EQUIPMENT**

EQUIPMENT

DURING THE EXAMINATIONS

EXAMINATION REGULATIONS

- ★ A copy of the “Notice to Candidates”, which is issued jointly by all the Examining Boards, is printed at the back of this booklet. All scholars must read this 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 Bodies.

ATTENDANCE AT EXAMINATIONS

- ★ Scholars are responsible for checking their own timetable and arriving at Academy on the correct day and time, in Academy uniform and fully equipped. Scholars must arrive in sufficient time to allow exams to commence promptly at 9.00am for morning sessions and 1.00pm for afternoon sessions.
- ★ Scholars must wait quietly outside the exam room until you told to enter by the examination invigilators.
- ★ Scholars who arrive late for an examination may still be admitted into the exam venue. Scholars must be aware the academy must report any late attendees to the Awarding Bodies. Please arrive on time.

WHAT TO WEAR

- ★ Scholars must wear academy uniform for all examinations. No hats or outwear will be permitted.

WHAT TO BRING

- ★ You are responsible for bringing your own pen, pencil, ruler, crayons etc.
- ★ Pens should be black. No correction pens or fluid are allowed.
- ★ All items of equipment, pens, pencils, mathematical instruments, etc. should be visible to the invigilators at all times. You must use either a transparent pencil case or clear plastic bag.

- ✧✧ The academy does have calculators for the use in exams, however is scholars prefer to use their own please ensure calculators conform to the examination regulations. If in doubt, check with your teacher. Remove any covers or instructions and make sure batteries are new.
- ✧✧ JCQ Examination Regulations are strict about items that are taken into the examination room (see FAQs at the end of this booklet). Penalties apply if rules are broken and the Awarding Bodies may disqualify you from your exam. Please follow the rules.
- ✧✧ **Mobile telephones, Electronic Devices or any other unauthorised material 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 turned off), it will be taken from you and a report made to the appropriate Awarding Body. There will be no exceptions made for anyone breaking JCQ Regulations. Please make sure you leave everything in the Exams Bag Room.
- ✧✧ No food or drink (except water) is allowed in the examination room. Water Bottles MUST be clear with the labels removed.
- ✧✧ Please do not write on examination desks. This is regarded as vandalism and you will be asked to pay for any damage.
- ✧✧ Do not draw graffiti or write offensive comments on examination papers – if you do the Awarding Body may refuse to accept your paper.
- ✧✧ 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.

- ✧✧ Scholars are not allowed to leave an examination room early. If you have finished the paper use any time remaining to check over your answers and you have completed your details correctly.

- ✧✧ 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 to fasten them together in the correct order.

- ✧✧ 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.

- ✧✧ Remain seated in silence until told to leave the examination room. Please leave the room in silence and show consideration for other scholars who may still be working.

- ✧✧ If the fire alarm sounds during an examination, invigilators will tell you what to do. Do not panic. If you have to evacuate, leave in silence and in the order in which you are sitting. Invigilation staff will escort you to a designated assembly point. Leave everything on your desk. You must not attempt to communicate with anyone else during the evacuation. Remember you are still under examination regulations. When you return to the exam room do not start writing until the invigilator tells you to do so. You will not be disadvantaged by the disruption. A report will be sent to the awarding body detailing the incident.

INVIGILATORS

- * The Academy employs external invigilators to conduct the examinations. Scholars 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, inform scholars 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 have trouble during the examination period (e.g. illness, injury, personal problems) please inform Mrs Leonard, Examinations Officer at the earliest possible point so we can help or advise you.
- * Only in “exceptional circumstances”, will Awarding Bodies apply special consideration for absence from any part of an examination. SEE FAQ. It is essential that medical or other appropriate evidence be passed to Mrs Leonard within five days of your exam. This will be sent to the Awarding Body for 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 40% of the examination (including coursework) must be completed.
- * Please note that misreading the timetable, will not be accepted as a satisfactory explanation of absence.

AFTER THE EXAMINATIONS

NOTIFICATION OF RESULTS

Thursday 22nd
August 2023 Further
information to follow

★ Results will be available for collection on:

- ★ If you wish any other person (including family members to collect your results on your behalf, you must give your written authorisation to Mrs Leonard before results day. We will require photographic ID from the person collecting your results.
- ★ Scholars who do not collect their results on 22nd August will receive notification through the normal post after the 22nd August.
- ★ Results will not be given out by telephone under any circumstances.
- ★ Pass Grades at GCSE are from 9 -1
- ★ Pass Grades for BTECs are Level 2 or Level 1 Distinction* - Pass

POST RESULTS

- ★ If you need post-results advice, Careers Service staff and Astrea Academy Sheffield teaching staff will be available on Results Day. We will also ask you to complete details of your destination after Astrea Academy Sheffield (i.e. further education, employment).
- ★ Astrea Academy Sheffield does not enter former pupils for re-sits Maths or English Language in November. If you need to re-sit an examination, you should speak to a member of senior member of staff on Results Day.

PRESENTATION OF CERTIFICATES

- ✧✧ A Presentation Evening will take place later in the year, when it is hoped, you will be able to attend to receive your certificates. Invitations to students and their parents will be sent out with full details, nearer the time.
- ✧✧ Scholars who are unable to attend, will be able to collect their certificates from the Academy office after Presentation Evening.
- ✧✧ Certificates will not be given to anyone other than the candidate. If you require a third party to collect on your behalf, written authorisation is required by the scholar.ID will be required upon collection.
- ✧✧ Astrea Academy Sheffield is only obliged to keep certificates for a period of 12 months after issue. If scholars do not collect their certificates within this time, which is the end of October of the following year (or if they lose their certificates), they can only be replaced by direct application to the appropriate examination boards. This will require proof of identity (such as a birth certificate) and a substantial fee. Therefore you are urged to collect your certificates on Presentation Evening or as soon as possible thereafter and keep them in a safe place.

FREQUENTLY ASKED QUESTIONS

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

- ★ The Academy will re-schedule papers internally (on the same day) where there is a clash of subjects. Scholars will normally sit one paper then have a break during which they will be supervised and must not have any communication with other scholars. They will then sit the second subject paper. Correct times should be on your individual candidate timetable. It may be necessary for you to bring a packed lunch if you have exams in the morning and afternoon as you will have to remain in isolation until both examinations are completed. If in doubt consult the Examinations Officer.

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 desk cards and seating plans, which are displayed in the exam rooms, and on attendance registers. Invigilators will be able to help you find your number.

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

- ★ The Centre Number is 36521. This will be displayed in the examination rooms.

Q. What do I do if I have an accident or am ill before the exam?

- ★ Inform the Examinations Officer at Academy 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 Word Processor to complete 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 provided by the Awarding Bodies. 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. 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.
- ★ Provided you are not more than 1 hour late, it may still be possible for you to sit the examination. You should get to Academy as quickly as possible and report to Reception. A member of 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. You will be granted the time stated on the exam paper.

You should also be aware that if you start the exam more than 30 minutes after the published starting time, the Academy must inform the exam board. It is possible; the examination board may decide not to accept your work. Please ensure that you allow enough time to get to Academy so that if you are delayed (e.g. through transport problems) you will still arrive on time.

Q. 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. What equipment should I bring for my exams

- Bring at least 2 pens (black ink only. No Gel Pens).
- For some exams you will need a calculator (Maths/Science), a 30cm ruler (marked with cm and mm), pencil sharpener and rubber, compasses, protractor, coloured pencil crayons (not gel pens), set texts (e.g. for English Literature).
- You are responsible for providing your own equipment for examinations. You must not attempt to borrow equipment from another candidate during the examination. The Academy will supply equipment if this should the need arise.

Q. Items 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 could be disqualified from the paper or the subject concerned.
- ✳✳ Personal belonging are to be left in the Bag Room. Do not bring any valuables into the academy when you have an exam.
- ✳✳ No food or drink (except water) in the exam room.
- ✳✳ Mobile Telephones are any other electronic device, Wrist Watch, I-Watch.

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, headphones) is regarded as cheating and is subject to severe penalty from the awarding bodies:

An example of the 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.

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

- ✳✳ The length of the examination is shown in minutes on your individual timetable under the heading 'duration'. The exam and time will be visible in each exam room. Invigilators will tell you when to start and finish the exam. They will write the start/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 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 Academy's policy to allow scholars to leave the exam room early, as this is disruptive to other scholars. Scholars will remain in the room for the full duration of the exam.

Q. What do I do if the fire alarm sounds?

- ✳✳ 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 scholars during the evacuation.

Q. Can I go to the toilet during the exam?

- ★ Yes if you have a toilet pass. The invigilator will use his/her discretion for all other requests. Please note you will be under supervision at all times.

Q. I don't agree with my final grade? (Appeals against External Assessment marks)

- ★ Where a candidate is unhappy with the mark awarded for a particular exam unit (eg written exam, coursework, practical assessment, etc, a clerical check or re-mark may be requested via the Exams Office. The candidate will be required to acknowledge that his/her grade may be confirmed, raised or lowered .

The decision as to whether to support such an enquiry will be made by the Academy on the basis of several factors, including knowledge of the exam system and professional judgment.