



**Centre Name: NORTHAMPTON ACADEMY**

**EXAMINATIONS 2011-2012**

**GUIDANCE FOR STUDENTS AND PARENTS**

**CENTRE NUMBER 27226**

**SCHOOL TELEPHONE NUMBER 402811**

# INTRODUCTION

It is the aim of Northampton 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. 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 which must be followed for the conduct of examinations and Northampton Academy is required to follow them precisely. You should, therefore, pay particular attention to the Notice to Candidates that is printed on the following page.

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.**

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 Going

School Telephone Number: 01604 402811

Exams Office Direct Line: 01604 774441 (Exam queries only)

Remember – we are here to help.

## GOOD LUCK!

# BEFORE THE EXAMINATIONS

## STATEMENTS OF ENTRY

- All Candidates will have received a Statement of Entry from school in January, indicating the subjects they are being entered for and the levels of entry, where applicable. Parents were requested to check that they agreed with the entries and return a reply slip. Some subjects only have one tier of entry, some have Foundation or Higher Tiers.
- Candidates will also receive Statements of Entry from the Exam Boards, usually just after the Easter school holiday. You must check everything on your Statements of Entry very carefully. Particularly check that all personal details (date of birth, spelling of names) are accurate as these will appear on certificates and it may be difficult to change them once certificates are awarded.

## EXAMINATION BOARDS

Northampton Academy uses the following Examination Boards:

AQA, Edexcel, OCR, WJEC and NICCEA

## CANDIDATE 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 on your Statements of Entry and room timetables. Your exam number will be on the desk in the exam room where you are to sit.

## UCI

- In addition to a candidate number, each candidate must have a Unique Candidate Identifier (12 numbers and 1 letter). This is shown on the top of the Statements of Entry. This number will usually begin with the Centre number (27226) unless you have transferred from another school that had already issued your UCI. 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 the date, time, duration of the exam, venue, row and seat number. Check it carefully. If you think something is wrong see Mrs Going **IMMEDIATELY**. Don't leave it until just before the exam when it may be too late to do anything for you.
- Some candidates may have an exam clash. This is where there are two exams timetabled on the same day and at the same time. The Exams Office will make special timetable arrangements for these candidates only. You must check your individual timetable and see Mrs Going if you are unsure what to do. If you think there is a clash on your timetable that has not been resolved, please see Mrs Going **IMMEDIATELY**.

## CONTACT NUMBERS

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

## EQUIPMENT

- Make sure you have all the correct equipment before your examinations start.

You need to provide for yourself:

- ✓ Pens (black ink or black ball point pen only)
  - ✓ Pencils
  - ✓ Rubber
  - ✓ Ruler
  - ✓ Protractor (Maths and Science exams)
  - ✓ Calculator (especially for some Maths and ALL Science exams).
- Copies of all the JCQ Notices and Warnings regarding exam regulations are at the rear of this booklet.

# DURING THE EXAMINATIONS

## EXAMINATION REGULATIONS

- A copy of the “Warning to Candidates”, which is issued jointly by all the Examining Boards, is printed at the rear of this booklet. All candidates must read this carefully and note that to break any of these examination rules or regulations could lead to disqualification from all subject. The school **must** report any breach of the regulations to the Awarding Body.

## FIRE EVACUATION PROCEDURES

### *If the Fire Alarm sounds during the exam*

- The exam will be stopped immediately. You must stop writing, close your exam papers and remain seated in silence. The invigilator in charge will make a note of the time the exam stopped.
- A member of staff from the Exam Office will notify the invigilators if we have to evacuate the exam hall.
- If you do not have to be evacuated, the exam will be restarted once the alarm is silenced and the time added onto the end.
- If evacuation is necessary, you must leave all equipment on your desk and you must not collect your belongings.
- The invigilators responsible for each row will lead you to the hard standing at the rear of the sports hall. You must remain in the order that you are seated in and must remain silent. A register will be taken outside. You must not go to your normal assembly point.
- Exam regulations are still in place whilst you are outside and you must not breach any regulations or you will be reported to the exam board.
- You will be told when to return to the exam hall and the exam will be restarted.
- If there is an emergency within the region of the Exam Hall the invigilator in charge will immediately evacuate the exam room.

If you are in another room that is being used for an exam the invigilators will follow the same procedures as above and if necessary evacuate you by the nearest safest route to the hard standing at the rear of the sports hall. All Exam Regulations apply whilst the evacuation is underway.

## ATTENDANCE AT EXAMINATIONS

- Candidates are responsible for checking their own timetable and arriving at school on the correct day and time, in full school uniform and equipped. Candidates must arrive 15 minutes before the start time of their examination, and must wait quietly outside the exam room or the allocated door to the exam room until invited to enter by the Examination Invigilators.
- Candidates who arrive late for an examination may still be admitted and will be allowed the full time allowance. If the exam has finished then the candidate will not be allowed to take it. If Special Consideration applies then you must speak to the Examinations Officer (see ABSENCE FROM EXAMINATIONS).
- Full School Uniform must be worn by all students attending school for examinations. This includes students who may not have been attending school for various reasons.
- All items of equipment, pens, pencils, mathematical instruments, etc, should be visible to the invigilators at all times. You must use a **TRANSPARENT** pencil case or clear plastic bag.
- Pens should be black ink or ballpoint. No Tippex, correction pens or gel pens are allowed.
- For Mathematics and Science exams, students should make sure their calculators conform to the examination regulations. If in doubt, check with your teacher. Remove any covers or instructions and make sure the batteries are new.
- Please make sure that any watch alarms are turned off.
- Do not attempt to communicate with or distract other candidates.
- Examination regulations are very strict regarding items that may be taken into the examination room. (See Frequently Asked Questions at the end of the booklet, Page 11). If you break these rules you will be disqualified from the examination.
- **MOBILE TELEPHONES MUST NOT BE BROUGHT INTO THE EXAMINATION ROOM.** If a mobile phone, or any other type of electronic communication or storage device, like MP3/MP4 Players, iPods and digital cameras are found in your possession during an examination (even if it is turned off), it will be taken from you and a report made to the appropriate exam board. No exceptions can be made. The item will only be returned to a parent.
- Food and drink is not allowed in the examination rooms. However, during the May/June exams candidates may have a small bottle of water, with a sports cap and **label removed**, on the floor at the side of their desk. Only water is allowed and all other drinks will be confiscated. If the label is left on the bottle will be removed to the front of the room.

- Please do not write on the 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 your examination papers – if you do the examination board may refuse to accept your paper. A lot of exam papers are now scanned by computers, so any graffiti or comments may stop your answers from being scanned properly.
- 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.
- 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**.
- Question papers, answer booklets and additional paper must **NOT** be taken from the exam room.
- Remain seated in silence until told to leave the examination room. Please leave the room in silence and show consideration for other candidates who may still be working.
- 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. Do not go to the place you usually go to. Close your exam paper and 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.

## 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.
- Subject specialist teachers may be present at the start of the examination only.
- Invigilators are in the examination rooms to supervise the conduct of the examination. They will distribute and collect the examination papers, give out

instructions relating to the exam, 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.
- Candidates who are disruptive or behave in an unacceptable manner will be removed from the examination room by invigilators, the Exam Officer or members of the Senior Management Team.

## **ABSENCE FROM EXAMINATIONS**

- If you experience difficulties during the examination period (e.g. illness, injury, personal problems), please inform the Exam Office at the earliest point so we can help or advise you.
- Only in 'exceptional circumstances' are candidates allowed special consideration for absence from any part of the examination. It is essential that medical or other appropriate evidence is obtained on the day by the candidate/parent and given to the Examination Office without delay in all cases where an application is to be made for special consideration. A self-certification form (JCQ/ME Form 14) can be obtained from the Examinations Officer which can be countersigned by your doctor or nurse. If medical evidence is not received within 3 days of the exam we cannot take any action for you.
- 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 50% of the examination (including coursework) must be completed.
- Parents and candidates are reminded that the school will require payment of entry fees (usually £29.00 per subject) should a candidate fail to attend an examination without good reason and without informing the school. Failure to pay may result in your examination results being delayed.

<p><b>Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.</b></p>
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# AFTER THE EXAMINATIONS

## NOTIFICATION OF RESULTS

- **A Level Results** will be available for collection on Thursday 16<sup>th</sup> August 2012 from 8.30 am (Year 13 ONLY) at 10.00 am for Year 12.
- **GCSE Results** will be available for collection on Thursday, 23<sup>rd</sup> August 2012 from 10.00 am. (Year 11 ONLY)
- If you wish any other person (including family members) to collect your results on your behalf, you must give them a letter to bring in on the day and they must bring some form of identification with them.
- Results will only be posted if candidates bring a stamped, self-addressed envelope into school before the end of term. Results will be posted on Results day and not before.
- No results will be given out by telephone under any circumstances.
- Pass Grades at A Level are from A - E
- Pass Grades at GCSE are from A\*-G

## POST RESULTS

- If you need post-results advice, Connexions Service Staff and teaching staff will be available on Results Day. Connexions will also ask you to complete details of your destination after Northampton Academy. (i.e. Further Education, Employment).

## EXAM CERTIFICATES

- Examination Certificates will be available for collection from Monday, 5<sup>th</sup> November, 2012. Exam certificates will not be posted.
- Certificates will only be given to the person named on them unless written permission is received from the candidate.
- Northampton Academy is only obliged to keep certificates for a period of one year after issue. If candidates do not collect their certificates within this time (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 per examination board.

## POST RESULT SERVICES 2011 - 2012

The following options are available should you think that you have received an unfair grade in your Exam Results.

Service Type		Deadline to Exam Office	Edexcel Cost Per Unit	AQA Cost Per Unit	OCR Cost Per Unit
Service 1	Clerical check of marks (GCE/GCSE)	Monday, 13 <sup>th</sup> September	£10.30	£6.75 GCSE £13.50 GCE	GCSE £13.10 with photocopy £37.70 GCE £13.10 with photocopy £25.50 per unit
Priority Service 2	Remark (GCE only)	Tuesday, 24th August	£41.20	£50.75	£45.90 with photocopy £58.70
Service 2	Remark (GCE/GCSE)	Monday, 13 <sup>th</sup> September	£23.20 GCSE £36.00 GCE	£33.25 GCSE £44.00 GCE	GCSE £64.80 with photocopy £86.60 GCE £37.10 with photocopy £49.60

You must be aware that any appeal may result in grades being LOWERED as well as being increased, or staying the same.

The fee for the enquiry is payable by the candidate before the deadline given above, if the enquiry is made against the Subject Teacher or Family Leaders advice.

Please note that NO enquiry about results can be made without the Candidate Consent form being completed in full. Candidate consent forms are available from the Exams Office.

# FREQUENTLY ASKED QUESTIONS

**Q What do I do if there's a clash on my timetable?**

The school will re-schedule papers internally (on the same day) where there is a clash of subjects. Candidates will normally sit one paper then have a break during which they will be supervised and must not have any communication with other candidates. 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 seating plans, which are held by the invigilators 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 school Centre Number?**

The Centre Number is 27226 and will be clearly displayed in the examination room.

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

Inform the 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 will also need to obtain medical evidence (from your GP or hospital) if you wish the school 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 circumstance 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 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.

**Q If I am late can I still sit the examination?**

Provided you are not more than 1 hour late, it may still be possible for you to sit the examination. You should get to school 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 should also be aware that if you start the exam more than 30 minutes after the published starting time, the school must inform the exam board and it is possible that the Board may not accept your work. Please ensure that you allow enough time to get to school so that if you are delayed (eg through transport problems) you will still arrive on time.

**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?**

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

**Q What equipment should I bring for my exams?**

For most exams you should bring at least 2 pens (black only)

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 (eg 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.

**Q What items are not allowed into the examination room?**

Only materials that are listed on question papers (eg an anthology) 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 and any other items not permitted under examination regulations must be left in the care of the invigilators at the front/back of the room. Do not bring any valuables into school with you when you attend for an examination.

No food or drink is allowed in the exam room, except for May/June exams – see earlier note on page 6.

Mobile telephones must not be brought into the exam room even if they are turned off.

**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:

The minimum 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.

Phone rings during the exam **wherever it is in the room** the exam board must be informed and you will be **disqualified from all papers for the subject (including any already taken)**.

If there is an emergency that requires that you bring a mobile telephone to school, you must switch it off and leave it in a named envelope in the school office before entering the examination room. You are responsible for collecting it at the end of the examination.

**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'. Invigilators will tell you when to start and finish the exam. They will write the finish time of the exam on a flip chart or board at the front of the exam room. There will be clocks in all examination rooms.

**Q Can I leave the exam early?**

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. Students must leave the Academy site in a quiet orderly fashion at the end of their exam.

**Q What do I do if the fire alarm goes?**

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 candidate during the evacuation.

**Q May I go to the toilet during the exam?**

Only if it is absolutely necessary. You will be escorted by an invigilator and will not be allowed any extra time. Only one candidate can go to the toilet at any time.

**Q If I have more than one exam on a day can I get lunch at school?**

Students who have examinations in both morning and afternoon sessions may obtain lunch from the dining hall in the usual way by joining the queue of the year groups that are lining up at that time. If you remain on the Academy site between exams you must find somewhere quiet to sit and revise for your next exam. Under no circumstances should you interfere with other lessons or misbehave in any way.

**Q Why do I need to check the details on the Statement of Entry?**

The details on your Statement of Entry 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. You should also check that the subjects and tiers of entry you are entered for are correct and that no subjects are missing.

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

Some students receive an allowance of 25% extra time. Where possible such candidates will be seated together to minimize disturbance from other candidates who finish earlier. The invigilators will include the additional time when they display the finishing time of your exam on board.

**Q What do I do if I don't get the grades I need for college?**

Connexions and teaching staff will be available to advise you on results day. If you feel strongly that it is necessary to make an enquiry about your result you should first consult the Head of Subject to obtain their advice as to the advisability of requesting a remark. You should be aware that your mark could go down as well as up or even stay the same. Re-mark requests must be submitted to the Examinations Officer before Friday, 9<sup>th</sup> September. You must complete a Candidate consent form and return it with a cheque to cover the cost (nb: the cost of a clerical re-mark for September 2011 is approx £40.00).

If you have any further questions not covered here, please see Mrs Going.