



Examination Information

It is the intention of the Langley Academy to make the examination process as stress-free and successful as possible for our students and we aim to create the best environment for students to achieve their full potential during their examinations.

Hopefully this booklet will prove informative and helpful for you and your parents. Please read it carefully and show it to your parents so they are also aware of the examination regulations and the procedures to follow and also what is expected of you during examinations.

External examinations are governed by awarding bodies and they set down strict criteria which must be followed for the conduct of examinations and controlled assessments and the Langley Academy is required to follow them precisely, you should therefore pay particular attention to the 'Information for Candidates' printed on the following 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.

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

Jo Howard – Examinations Officer Jo.Howard@langleyacademy.org or 01753 214447

Remember – we are here to help.

Good luck!

Externally Assessed Examinations - Before the Examination

Statement of Entry

- All students will have received a statement of entry in February 2018 indicating the subjects they are being entered for and the level of entry where applicable.
 - Please check that all personal details are accurate as these will appear on certificates and it may be difficult to change them once certificates are awarded.
 - Students' personal details have already been submitted to the awarding bodies. It is imperative that any inconsistencies with spellings of names, for example, must be raised with the academy as soon as possible.
 - Please also check the entries are correct. Some subjects do not have a tier of entry; others have foundation or higher tier of entry.

Timetables

- A copy of the academy's Examination Timetable will be posted on the academy website. Along with other important examination documents.
- Students will receive an individual timetable showing their own specific examination with details of date, time and duration of the examinations. Check timetables immediately, if students think something is wrong they must speak to their Subject Teacher or Head of Faculty immediately.
- Some students may have an examination clash where two or more subjects are timetabled at the same time. The academy will make special arrangements for this student only. Students must check their individual timetable and speak to the Exams Officer immediately if students are unsure what to do or if students think there is a clash on their timetable that has not been resolved.

Awarding Bodies

- The academy uses the following awarding bodies AQA, CIE, Edexcel, OCR and WJEC. Please be aware of different course requirements for each awarding and ensure you are using the relevant support materials.

Candidate Name

- Students are entered under the name format of (Legal) Surname, (Legal) Forename e.g. Smith Adam as recorded on the academy management information systems (MIS).

Candidate Number

- Each candidate has a four digit candidate number this is the number that awarding bodies refer to you. Students must use this number for all examinations and controlled assessments/coursework/NEA's. The number will appear next to their name on seating plans and is also shown on their individual Statement of Entry.

Unique Candidate Identifier (UCI)

- In addition to a candidate number, each candidate must have a Unique Candidate Identifier (UCI) 12 numbers and 1 letter which is shown at the top right hand side of students Statement of Entry. This number will usually begin with the Centre Number 51413 unless the student is a transferred candidate from another school that have already issued an UCI number. The UCI number is used for administration purposes and it is not necessary for students to remember it.

Contact Numbers

- Please check that the academy has at least one up to date contact number for students.

Equipment

- Make sure students have all the correct equipment before their examination, check the regulations in the “Information to Candidates Notice” and the information on the following pages.

During the Examination

Examination Regulations

- A copy of the “Information to Students Notice” which is issued jointly by the awarding bodies is printed in this booklet. All students 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 relevant Awarding Body.

Attendance at Examination

- Students are responsible for checking their own examination timetable and arrive at school on the correct day and time properly dressed in full academy uniform and equipped ready to start the examination. Students must arrive at least 30 minutes prior to the start of their examination. Students are required to assemble in the restaurant before the start of each examination. For morning examinations students must assemble at 8.20am and for afternoon examination 12.30pm. Students will be called and directed to the examination room, invigilators will be both outside and inside the examination room where they will collect all mobile phones, electrical equipment and iWatches and invite students to enter the examination room.
- Any personal belongings must be placed in the student’s school bag and all coats and bags must be placed at the back of the exam room before the student takes their place at their allocated desk. Only relevant examination materials may be taken into the examination room.
- Students who arrive late for an examination may still be admitted up to 30 minutes after the published start time; however they will not receive any additional time. If special consideration applies students must speak to the Examinations Officer (see Absence from Examination).
- Full academy uniform must be worn by all students attending examination.
- All items of equipment, pens, pencils, mathematical instruments etc. should be visible to invigilators at all times. Students must either use a transparent pencil case or a clear plastic bag.
- Pens should be black ink or ballpoint. No tipex or correction fluid pens are allowed.
- For Maths and Science Examination students should make sure their calculators conform to the examination regulations. If in doubt, check with their teacher. Remove any covers or instructions and make sure the batteries are new.
- Do not attempt to communicate or distract other students.

- Examination regulations are very strict regarding items that may be taken into the examination room (see FAQ at the end of this booklet) If a student break these rules the student will be disqualified from the examination.
- Mobile phones must not be brought into the examination room. If a mobile phone or any other electrical communication or storage device is found in a student's possession during an examination (even if turned off) it will be taken from the student and a report made to the appropriate awarding body. Possession of a mobile phone could result in disqualification from the examination. **No exceptions can be made.** For those students who do have mobile phones or any other electrical equipment these must be handed to an invigilator before the start of the examination. They will place it in a secure bag and issue students with a card that states a bag number. Students will be able to collect their phone and electrical equipment by handing the bag number card to the invigilators at the end of the examination.
- Smart Watches must be removed and handed to the invigilator along with mobile phones. If students have a normal watch, they are required to remove it and place it on their desk in full view of the invigilator. All exam room will have a clock on the wall so students are aware of the time.
- Food is not permitted in the examination room. Students may bring a bottle of water in to the examination room however it must be in a clear container with no writing on it and all labels must be removed.
- Students must not write on the examination desks. This is regarded as vandalism and students will be asked to pay for any damage.
- Students are not permitted to draw graffiti or write offensive comments on examination papers – if students do, the awarding bodies may refuse to accept the examination paper and students may risk disqualification.
- Students must listen carefully to instructions and notices read out by the invigilators – there may be amendments to the examination paper that students may need to know about.
- Students must check they have the correct question paper. Students are requested to check the subject and the tier of entry.
- Students need to read all instructions carefully and number answers clearly.
- Students must stay in the examination at least one hour after the published start time of the examination (or for the duration of the examination if it is less than one hour). Students will not be allowed to leave an examination room early. If students have finished their examination paper any time remaining should be used to check over answers and that all details are completed correctly.
- At the end of the examination an invigilator will collect all students' examination papers. Remember students must cross out any rough work they do not want marked. If students have used more than one answer book or additional answer sheets they must insert these into the paper in the correct order.
- Invigilators will collect students' examination papers before they leave the room. Absolute silence must be maintained during this time. Remember students are still under examination

conditions until they have left the room. On leaving the examination room students must do so in silence and show consideration for those students who may still be working.

- Question papers, answer booklets and additional paper must not be taken from the examination room.
- If the **fire alarm** sounds during an examination the invigilators will tell students what to do. Do not panic. If students have to evacuate the room they will be asked to leave in silence and in the order in which they are sitting. Students will be escorted to a designated assembly point. Students must leave everything on the desk. Students must not attempt to communicate with anyone else during the evacuation. When students return to the examination room they must not start writing until the invigilator instructs them to. Students will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident.

Practical Exams

- Some subjects require a practical examination to be taken instead of or along with the written examination. If a practical examination is necessary the subject teacher or Head of Faculty will have already discussed this with students and will be arranging the date and time of the practical examination and students will be informed separately.

Invigilators

- The academy employs external invigilators to conduct the examination. 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 examinations. Invigilators ensure that all rules and regulations are maintained in accordance with JCQ's regulations. Invigilators will distribute and collect the examination papers, tell students when to start and finish the examination, hand out extra writing paper if required and deal with any problems that may occur. Please note that invigilators cannot discuss the examination paper with students or explain the questions.
- A member of the Senior Leadership Team will normally be present at the start of an examination only.
- Students who are disruptive or behave in an unacceptable manner will be removed from the examination room by invigilators and members of the Senior Leadership Team.

Absence from Examinations

- If a student experiences difficulties during the examination period e.g. illness, injury, personal problems please inform the academy at the earliest possible point so we can help or advise students.
- Only in 'exceptional circumstances' are students allowed special consideration for absence from any part of an examination. It is essential that medical or other appropriate evidence is obtained on the day by the student or parent and given to the Examination Officer without delay in all cases where an application for special consideration is to be made.

- 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 25% of the examination (including coursework) must be completed.
- Parents and students are reminded that the academy will require payment of entry fees (£50 per subject) should a candidate fail to attend an examination without good reason and without informing the academy.
- Please note that misreading the examination timetable will not be accepted as a satisfactory explanation of absence.

After the Examination – Valid Academic Year 2017-2018

Results will be available for collection

- **Examinations taken in Summer 2018**
 GCE Results **Yr13** – Thursday 16 August 2018 at 7.00am
 GCE Results **Yr12** – Thursday 16 August 2018 at 10.30am (this does not include GCSE results which will be available on GCSE Results Day)
 GCSE Results **Yr11** – Thursday 23 August 2018 at 10.30am
 GCSE Results **Yr7 – Yr10** – Results will not be available for collection in the academy. Results will be posted home on Thursday 23 August 2018.
 EAR Deadlines – Friday 14 September 2018 at 9.00am
- If students wish any other person including family members to collect their results on their behalf students must give written authorisation to the Exams Officer **before** results day.
- Students who do not collect their results on results day will have their statement of results posted to their home address the following day.
- No results will be given over the telephone under any circumstances.
- Pass Grades at GCSE's are from 1-9 for all subjects except Business, Media and Product Design which currently remain A*-G. The new 1-9 Grading System was brought into effect in the last academic year. An information sheet giving details of the new grades is enclosed within this booklet. For 1-9 subjects a 4 and above is classed as a pass and for A* to G subjects a grade C and above is classed as a pass.
- Pass Grades at A Level A* to E

Post results

- If students need any advice regarding their results, Heads of Faculty will be available on Results Days.

Collecting Exam Certificates

- Students will receive a letter around December 2018 inviting them into the Academy to collect their exam certificates. If students are unable to collect and wish someone to collect on their behalf they must contact the Exams Officer **prior** to asking that person to attend as the Exams Officer is unable to hand certificates over without this confirmation.

- The Langley academy is only obliged to keep certificates for a period of one year after issue. If students do not collect their certificates within this time or if they lose their certificates these can only be replaced by direct application to the awarding body. This will require proof of identity such as a birth certificate and a substantial fee per awarding body. Please contact the relevant awarding body in this instance. Students are therefore urged to collect their certificates as soon as possible thereafter and keep them safe.

Frequently Asked Questions

Why do I need to check my Statement of Entry and Examination Timetable?

- The details on students' statement of entry will be used when certificates are printed. If the students name or date of birth do not match their birth certificate it could cause problems if students are asked to show their certificates to a potential employer, college or university at some time in the future. Students should also check the subject and the tier of entry they have been entered for and that there are no subject details missing. The tier of entry is decided by the Head of Faculty. If there are any discrepancies please raise these immediately.

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

- The academy will reschedule papers internally on the same day if there is a clash of examination time. Students will normally sit one examination paper and then have a supervised break of no longer than 20 minutes where they will not have any communication with other students or people outside the academy. They will then sit the second subject paper. Correct times will show on students' individual examination timetable.

What should I do if I think I have the wrong question paper?

- Invigilators will ask to check before the examination starts. If students think something is wrong put their hand up and tell the invigilator immediately.

What should I do if I forget my candidate number?

- Candidate numbers are printed on the seating plans which are displayed outside and inside the examination room, they are also on individual examination timetable and their identity cards on their examination desk. Invigilators will be able to help students find students number too.

What should I do if I forget the centre number?

- The centre number is 51413. This is clearly displayed in the examination room.

What do I do if I am ill or injured before the examination?

- Inform the academy at the earliest possible point so we can help or advise students. In the case of an injury where students are unable to write it may be possible to provide a scribe to write the answers for them. However we will need as much prior notice as possible. Students may need to obtain medical evidence from a GP or hospital if they wish the academy to make an application for special consideration on their behalf (see below).

What is an Application for Special Consideration?

- Special consideration is an adjustment to the marks or grades of a candidate who is eligible for consideration. The allowance for consideration is from 0%, where consideration has been given but addition or adjustment to 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. Candidates will only be eligible for special consideration if they have been fully prepared and covered the whole course but performance in the examination is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness, accident, injury, bereavement and domestic crisis. The Examination Officer must be informed immediately, so that the necessary paperwork can be completed within seven days of last examination session for each subject. The student will be required to provide evidence to support such an application.

What do I do if I feel ill during the examination?

- The student should put their hand up and an invigilator will assist them. Students should inform an invigilator if they feel ill before or during an examination and feel this may have affected their performance.

If I miss an examination can I take it another day?

- No. Examination Timetables are regulated and set by the awarding bodies and students must attend on the given date and time.

What equipment should I bring for my examinations?

- At least two black ink pens
- For science modules two HB pencils
- For certain examinations students will need subject specific equipment e.g. Maths, a calculator, ruler, protractor and compasses.
- Students are responsible for providing their own equipment for examination. Students must not attempt to borrow equipment from another student during the examination.

What items are not permitted in 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 awarding bodies. In such circumstances, a student would normally be disqualified from the paper or the subject concerned.
- No food is allowed in the examination room.

Why can't I bring my mobile phone to examination?

- Being in possession of a mobile phone or any other electronic communication device e.g. iWatch, iPods is **regarded as cheating** and is subject to **severe penalty** from the awarding bodies. If students do bring a mobile phone to an examination students must hand to an invigilator before the start of the examination. They will place it in a secure bag and issue students with a card that states a bag number. Students will be able to collect their device by handing the bag number card to the invigilators at the end of the examination.

How do I know how long the examination is?

- The length of the examination is shown in minutes on the individual examination timetable under the heading 'duration'. Invigilators will tell students when to start and finish the examination. The start and finish time will also be displayed on white boards at the front of the examination room. There is always a clock in every examination room.

If students are not sure of anything – ask