

EXAMS HANDBOOK

External Exams 2023 - 2024

'Be Prepared'



We hope you will be successful in all your forthcoming examinations.

Careful preparation and revision are the key to success, the following information is designed to help you avoid any problems and achieve your best on exam days.

PLEASE REMEMBER

Failure to comply with exam rules and regulations will result in disqualification from an exam and possibly all exams.

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GENERAL INFORMATION



All morning exams normally start at 9:00am and afternoon exams at 1:30pm. Different starting times due to clashes will be shown on your timetable.

- If you have a **CLASH** where two or more exams are scheduled for the same time and total no longer than three hours, the Exams Office will arrange for you to take one after another in the same room with a short supervised break in between. If they exceed three hours in total special arrangements will be made for you to have a longer supervised break usually in a different room.
- Make sure that you are clear about the instructions you receive, if in doubt check with the Exams Office.
- You should **ARRIVE AT THE EXAM ROOM IN PLENTY OF TIME** – at least 15 minutes before the exam is due to start.
- Students can access their individual exam timetable on My Aquinas. These timetables will show the room and seat number for each of your exams.
- Daily Seating Lists will be displayed on noticeboards opposite the Exams Office and outside any rooms that are being used.

Please check your timetable and the Daily Seating list carefully for your room. **Do not assume** that all your exams will be in the Sports Hall.



You should note that Wednesday 26th June has been designated as a 'Contingency Day' by the Joint Council for Qualifications (JCQ). For the June 2024 exam series two additional half-day contingency sessions have also been introduced, these are the afternoons of Thursday 6th June and Thursday 13th June. ALL students will need to be available on these afternoons and up to and including the 26th June in case an exam is rescheduled due to sustained national or local disruption during the summer exam period.

ATTENDANCE

Lateness

Don't Panic! Report to one of the Invigilators in the exam room, they are there to help.

If you are more than 60 minutes late or arrive after the exam has finished the exam board may not accept your paper unless your lateness was due to exceptional circumstances. Getting up late or forgetting/misreading your timetable are not acceptable excuses.

If you MISS AN EXAM you will be charged for it unless there are exceptional circumstances to explain your absence.

Illness

If you are ill telephone Student Information for guidance as soon as possible on 483 3237.

You will be required to forward medical evidence or complete a self certification form, countersigned by a parent or guardian, if you are unable to attend an exam due to illness.

Inform the Exams Office **IMMEDIATELY** of any health problems as special arrangements may need to be made to help you sit the exam eg in the case of a broken hand or arm you may need someone to write down your answers.

It is your responsibility to notify College if you are ill, suffer a bereavement or other trauma, or be disadvantaged or disturbed during an exam.

Requests for Special Consideration in these circumstances must be made to the Exams Office within three days of the exam and supported with appropriate evidence eg a letter from your Doctor.

ESSENTIALS



It is your responsibility to arrive with the correct equipment.

College are not obliged to provide any equipment for use in an exam, without it you may be disadvantaged and may not be able to answer some of the questions. It is your responsibility to arrive with the correct equipment.

Check well in advance of the exam and before you come to College each day exactly what equipment you need. Pencil Cases are not allowed unless they are see-through (clear plastic bags could be used).

Ensure that you have at least 2 good pens which must be **BLACK** and any other mathematical or specialist equipment you are likely to need (see subject tutors for specific information).



It is your responsibility to produce legible handwriting.

Tippex or any other form of correction fluid or pens are not allowed. Highlighter Pens are allowed but must not be used to highlight answers only questions.

Food or Sweets are not allowed in exam rooms. Drinking Water/Juice is allowed but must be in a clear plastic container, with the label removed and preferably with a sports cap – no other type of beverage will be allowed.



Quiet, courteous behaviour and **SILENCE is expected at all times in any exam room.**

CONDUCT

Dress Code

Hats, scarves or any type of head coverings are not allowed in an exam room unless previously approved for example religious or health reasons.

Please be aware that in some of the larger venues (Sports Hall) the room temperature is not easily regulated and you should wear clothing appropriate to the weather conditions on the day of your exam.

You will be refused entry to an Exam room unless you can show PHOTOGRAPHIC proof of your identity (eg your Student Card).

If you forget your Student ID you should go to the designated points immediately to have your identification verified. For exams in the Sports Hall, go to the Sports Hall Reception. For exams in the main building go to Student Information.

Memorise your **FOUR DIGIT EXAM NUMBER** which is printed on the top of your Exam Timetable, on your Student ID card and also shown on the daily seating lists. You will need to record this on ALL your exam papers.

You should not enter an exam room without the Invigilator's permission.

Once in the room locate your seat, sit down and await instructions. Do not turn around or speak to any other student. If you cannot find your seat ask an Invigilator.

You MUST NOT open the question paper until you are told to by an Invigilator

If you have a problem or need assistance during the exam eg if you drop something, put your hand up and an Invigilator will respond as soon as possible.



Wristwatches, AirPods, earphones or earbuds are **NOT ALLOWED** in the exam room, they should be left with your mobile phone in the area set aside for personal belongings. Failure to do so could potentially be malpractice and you could be disqualified by the exam board.

DO NOT DISTURB OTHER STUDENTS

If you are late it is important to observe the above to show consideration to those who are already working on their exam paper.

You may not leave an exam room until dismissed by an Invigilator. Students will remain in the room for the full length of their exam.

Do not make any unnecessary or inappropriate comments or draw/doodle on your exam paper as it may not be accepted by the exam board and could lead to disqualification.

When you are dismissed at the end of the exam you should;

1

Make sure all your answer booklets and any additional answer sheets have been filled in correctly and signed if applicable.

2

Place any additional answer sheets inside the answer booklet.

3

Remain seated and await instructions from an Invigilator if you have an exam clash.

Take your own equipment or leave any borrowed equipment on your desk.

Leave the room as quietly as possible – Remember there may be other students sitting a longer exam in the same room or in a nearby room(s).



MOBILE PHONES



MOBILE PHONES, watches, AirPods, earphones/earbuds or potential technological /web enabled sources of information are

NOT ALLOWED

in an exam. These should be switched off and left in your bag in the area set aside for personal belongings.

If you only bring in your phone and no bag or coat, switch it off and hand it in to the Invigilator at the start of the exam.

If a mobile phone or any of these devices are found in your possession even if it is switched off your exam paper and other exams you have taken may be disqualified.

Your personal belongings remain your own responsibility, College accept no liability for any loss or damage.

KEY DATES

2023 - 2024

November 7th - 13th

- GCSE Resits: English & Maths

January 8th - 26th

- BTEC/Applied Business/CTEC external unit exams

January 11th

- November 2023 GCSE results are released

February 29th

- Applied Business January results are released

March 21st

- BTEC January unit results are released

May 6th

- Summer GCE and GCSE exams begin

May 10th

- Upper Sixth Finish

June 30th

- Summer GCE and GCSE exams finish

August 15th

- Summer A Level, Extended Project & Level 3 Applied General Business exam results are released

August 22nd

- Summer GCSE exam results are released.
- Deadline for ordering Priority Reviews of marking for Summer A Levels exams and priority copies of scripts to support Reviews or Marking decisions

December

- Certificate Evening Presentation TBC

UCAS POINTS

Details of UCAS points can be found on the UCAS website;



RESULTS

Results will be available for you to view on My Aquinas from 08:00am on the relevant Results Day;

Thursday 11th January

- GCSE November re-sits

Thursday 29th February

- Applied Business January unit re-sits

Thursday 13th March

- CTEC Sport January unit re-sits

Thursday 21st March

- BTEC January unit re-sits

Thursday 15th August

- A Level exams/Extended Project/
BTEC/L3 Applied General Business

Thursday 22nd August

- GCSE exams

Results will not be given out over the phone or by email. They will also not be given to any third party (including your parent/carer) unless you have given your prior written permission.

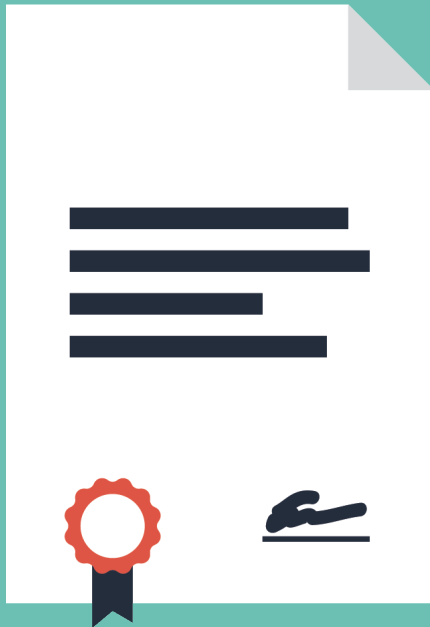
POST RESULTS

Following the publication of results the exam boards offer a number of services if you have any queries.

These should only be requested following consultation with a Head of Department or your Subject Teacher.

Further details about these services including fees, deadlines etc will be published on My Aquinas with your results.

Should you decide to proceed you will need to complete an application form (available from Exams@aquinas.ac.uk) and return with the correct fee within the specified deadline. Requests received outside a deadline or without payment cannot be processed.



CERTIFICATE EVENING

Upper sixth Students

An invitation to a Certificate Presentation Evening (date to be confirmed) will be sent out to you late November/early December. The venue for the ceremony will be confirmed on the invitation.

If you are unable to attend your Certificates will be available for you to collect from Student Information between 8.30am and 4.00pm after the Christmas Holidays.

Lower 6th Students

Your Certificates will be available for you to collect from Student Information between 8.30am and 4.00pm after the Christmas Holidays.



Certificates are legal documents and should be kept in a safe place. It is extremely important that these are collected as Universities and potential employers will want to see them.

IMPORTANT NOTICES

The following notices can be found under the Exams tab | Exams Information on My Aquinas. It is important you read these.

JCQ Information for Candidates – Written Examinations

JCQ Information for Candidates – On-Screen Tests

JCQ Information for Candidates – Social Media

JCQ Warning to Candidates

JCQ Warning Notice – Mobile Phones

JCQ Information for Candidates – Privacy Notice

FIRE: EVACUATION & EMERGENCY PROCEDURE

The Fire/Evacuation alarm is a continuous high pitched tone. On hearing the alarm the Invigilators will;

- Stop the exam and make a note of the time so that suitable additional time can be added when the exam resumes.
- Advise you to leave all question papers and scripts in the exam room and evacuate the building in silence.
- Evacuation routes are displayed on the rear of all classroom doors.
- You must leave your coats, bags and all exam materials in the room.
- Take a register at the assembly point, keep you separate from other students and maintain silence.
- If it is safe to do so you will be instructed to return to the exam room, the exam will be re-started and the time added to the original finishing time of the exam.
- A Special Consideration request form will be completed and submitted to the Exam Board on your behalf to ensure that you are not disadvantaged by the incident.

DO NOT discuss the exam with anyone or attempt to contact any other student – If you do you could be disqualified from the exam!

