

EXAMINATIONS BOOKLET 2024

**INFORMATION AND INSTRUCTIONS
FOR CANDIDATES**

Exam Board Contingency Days – 6th, 13th & 26th June 2024

**Students must be available from the date of their last exam until 26th
June 2024.**

**Please note that this booklet contains important information regarding
your examinations during the year. Please read this carefully and keep it in
a safe place so that you can refer to it later.**



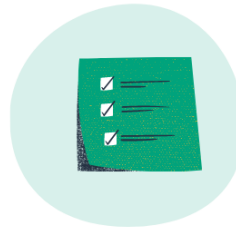
6 Study Tips to Help You Master the Content and Ace the Test!

Create a Workspace



Create a study environment that meets your needs to serve you throughout the school year. Many students find that a quiet space with few distractions works best for them, but others prefer to listen to music, study outside, or work in coffee shops.

Take it One Step at a Time



Big assignments, projects, and tests can feel daunting, but they don't have to be! Breaking big projects down into smaller tasks can provide you with a clear path toward reaching your goals.

Skip the Cramming



Start studying early, and space out your studying over a few days. On exam days, you'll already be prepared, so you can skip that last minute cram sesh and spend your time going for a nice walk, eating a healthy meal, or listening to your favorite music.

Review Your Notes Nightly



Reading over your notes as soon as you get home from school can help ensure that you understand what you've learned. It's far better to realize you need help the day that you learn new material, rather than weeks later before an exam or project.

Fuel Your Body, Fuel Your Brain



Eating regularly and healthfully can help you feel focused when it's time to hit the books. Don't forget to wash your meal down with a glass of water! Avoiding dehydration can help you feel more energized and focused.

Ask for Help When You Need it



Don't be afraid to ask questions and reach out for help when you need it. Whether it's your teacher, your guardian, or your friend, seeking out guidance when you need it can help you stay on top of studying throughout the year.

Welcome to the Tudor Grange Exams Booklet which outlines the policies and procedures in place to ensure the smooth running of both our internal (mock) and external (public) GCE/GCSE exams and non-examined assessments (NEA's) to ensure that candidates are aware of the required JCQ (Joint Council for Qualifications) instructions and information for candidates. It is designed to answer many of the frequently asked questions we receive.

Result Days 2024

GCE (A Level)	Thursday 15 th August 2024
GCSE	Thursday 22 nd August 2024
November re-sits	Thursday 11 th January 2024
January BTEC	Thursday 21 st March 2024

Senior members of staff will be available on these dates to provide guidance to students on their results and to assist Year 13 with UCAS (Universities and Colleges Admissions Service) decisions.

Results will be given out in school. The Exam Board Awarding Bodies do not permit results to be given out over the phone for security reasons.

Certificates

Certificates for the summer results will be available from school from the first week in December. If you are in school at that time you will receive them in the 6th Form Centre. Students that have left the Academy will have to make their own arrangements to collect them from reception. Certificates must be signed for and **cannot** be posted. If you wish for someone to collect them on your behalf, you must send a letter or email giving permission. The person collecting the certificates must produce ID.

Certificates for the November 2023 GCSE Maths & English exams will be available by the end of March 2024 and will be available from the Exam's Officer.

Any unclaimed certificates will be kept for 5 years after which they will be securely destroyed. Some awarding bodies do not offer a replacement certificate service and in such circumstances the awarding body will issue a Certifying Statement of Results which will provide an accurate and complete record of results for all qualifications covered by the original certificate.

Exams in very bad weather

In the case of severe weather conditions, we will endeavour to run exams, even when the school is forced to close to students. Parents have the following options in terms of finding out about school closures

- Check the school website
- Listen to the local radio station (radio stations have been asked to monitor the local authority website to announce closures as they occur)

IMPORTANT INFORMATION

Examinations Officer

The Examinations Officer is Mrs. Green and is based in the Finance Office which can be found by Student Services.

Statement of Entries

Your tutor will give you your **Statement of Entry** sheet which will show all your details, exam entries, dates and times. **YOU MUST** check these statements to ensure that all the information is correct, as the spelling of your name and your date of birth will be printed on any certificates issued. Your legal name will be shown on all certificates. Any incorrect details or errors in the subjects for which you have been entered should be reported to Mrs. Green as soon as possible.

Exam Timetable

You will receive a timetable for all your internal (mock) and external (public) exams. This timetable must be followed for starting times, **NOT** your statement of entry. This is because the timetable is correct for the Academy, and the start times may be different to the general time on the statement of entry. Check this carefully. Changes to the timetable are unlikely, but circumstances may alter starting times or result in room changes. Alterations will be published on the notice boards around the dining hall/View Cafe. Remember the exam sessions are generally as follows but may vary to accommodate exam clashes.

Internal (Mock) Exams

Morning start at 9am
Afternoon start at 1pm

External (Public) Exams

Morning start at 9am
Afternoon start at 1pm

Make sure you know which exam room you are in and ensure you arrive at least 15 minutes before the start of each examination.

Seating plans for all rooms will be displayed in the dining room/View Cafe.

Exam Clashes

Should you have any exam clashes you must report to Mrs. Green immediately who will resolve this for you. This may mean that you have to sit one exam and then another immediately, but all this will be explained and discussed with you.

Candidate & Centre Number

Learn your candidate four-digit number. However, it will be on your candidate card on your exam desk. Note that if you have joined the school since year 9 or in year 12 you will have a new candidate number given to you, which is different to your previous school. Our Centre number is **24480** which is always displayed in the exam room and on your candidate Label. The Joint Council for Qualifications (JCQ) requires students to have been given certain information during their courses and prior to taking external examinations. These documents can be found on the school website, students are expected to familiarise themselves with them.

If there is anything you do not understand please ask Mrs Green or your College Leader

On the day of your exams please bring with you

- ✓ Black Pens, pencils, rulers and rubbers
- ✓ Calculator (no lid or formulas on the case), memory must be cleared
- ✓ Protractor and compasses for Maths and Science
- ✓ Coloured pencils - technology exams only
- ✓ Only clear pencils cases will be allowed in the exam room

It is your responsibility to have the correct equipment on the day

- Normal school regulations apply to uniform, hair, jewellery, make-up etc.
- Be in the dining room/View Cafe 15 minutes before your exam is due to start.
- Remember to go to the toilet before the exam. Once the exam has started, toilet trips distract you and other candidates. For exams of less than one hour there will be no toilet breaks and in exams lasting over one hour there will be no toilet breaks in the final 30 minutes of an exam.
- Listen carefully to the instructions and notices read by the invigilator making sure you have the correct paper and tier (foundation or higher tier) before you start. If you think something is wrong put your hand up and tell the invigilator immediately when they come to you. **Do not start writing on your exam paper until told to do so.**
- If you feel ill during the exam, tell an invigilator straight away. (Put up your hand and they will come to you).
- If you are late, don't panic, call Reception to let them know. **They will tell you what to do. You must switch off your phone and hand it in to Reception.** You will be allowed to sit the exam but:
 - You might not be given the full time.
 - For external public exams the exam board might not accept your script.
 - You should get to school as quickly as possible and report to Reception.
 - You must see the Exams Officer immediately after the exam to explain why you were late. A formal submission may need to be made to the exam board by the Exams Officer.
- In the unlikely event that you are seriously ill and cannot attend, get someone to call the school on 01905 454627 and speak to the Exams Officer to let them know. If you miss a public exam you must speak to the Exams Officer on your return to school. No alternative arrangements can be made for you to re-sit this exam. If you are ill and are still able to sit an exam we may consider an application to the board for special consideration. You must contact the Exams Officer immediately if you feel that you have a case, a doctor's note may be required to support this.
- If you **miss an exam**, you will not get a result for that subject. If you are absent without a good reason you will be charged the entry fee for the examination.
- If the fire alarm sounds during an exam the invigilator will tell you what to do. You must stop writing and put down your pen. You must not talk to anyone. You will be given extra time at the end of the exam to compensate for the time lost.

Examination Rules (set by Exam Boards)



MOBILE PHONES, Watches, Web enabled-technology such as smart watches

FOOD/DRINK (except water in a clear plastic bottle),

BAGS, COATS ARE **NOT** ALLOWED IN THE EXAM ROOM

Whilst you are in the exam room:

- Mobile phones/Watches/Smart Watches may not be brought into the exam hall. You should leave these at home. School policy states that personal possessions are brought to school at your own risk. If mobile phones are left in the trays on the way in to the exam room it is at your own risk and the school takes no responsibility in the event of theft.
- You may bring a bottle of water into the exam room to drink providing that it is in a clear, plastic bottle with **no labels** and that it has a sports cap not a screw top.
- You must empty your pockets of all notes, books, MP3/4 players, iPods, and mobile phones before you enter the exam room. This also now includes smart watches which have a data storage device.
- No bags or coats are allowed alongside your desk; they must be left outside the examination room.
- You must use black ink on your exam papers. Do NOT use erasable Frixxon pens.
- The use of a highlighter pen is not allowed in your answers. However, you may use one to mark your question paper, eg to highlight key words.
- You must not communicate in any way with another candidate.
- You may not borrow any equipment from another candidate.
- You must not write on the desk surfaces.
- You will not be allowed to leave the exam room until the end of each examination session.

The penalties for having a mobile phone on you whilst in the exam room, whether turned off or not, are severe and will result in **disqualification from the paper or the entire subject award**.

Any malpractice/improper behaviour will be reported to the exam board and may result in disqualification, not just from that exam but from the whole series you are taking e.g. all of your GCSEs or A Levels.

Appeals against internal assessment decisions (centre assessed marks)

Certain components of GCSE and GCE (legacy GCE coursework, GCE and GCSE non-examination assessments) and other qualifications that contribute to the final grade of the qualification are internally assessed (marked) by the centre. The marks awarded (the internal assessment decisions) are then submitted by the deadline set by the awarding body for external moderation.

Candidates work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Tudor Grange is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where several subject teachers are involved in marking candidates work, internal moderation and standardisation will ensure consistency of marking.

Within 5 days of being informed of their centre assessed marks, if a candidate believes that the above procedures were not followed in relation to the marking of his/her work, or that the assessor has not properly applied the mark scheme to his/her marking, then he/she may make use of the appeals procedure to consider whether to request a review of the centre's marking. Copies of the Appeals against Assessment procedure is available from the Exams Officer.

Students will be informed of their centre assessed marks by their teacher. Students may request a review of the centre's marking before marks are submitted to the awarding body. They may request copies of materials (for example, a copy of their marked work, the relevant specification, the mark scheme and any other associated subject-specific documents) to assist them in considering whether to request a review of the centre's marking of the assessment.

Reviews of Results

Following the issue of results, Awarding Bodies make post-results services available. If the centre or a candidate (or his/her parent/carer) has a concern and believes a result may not be accurate, a review of results may be requested.

Reviews of Results (RoRs) offers three services.

➤ **Service 1 – clerical re-check**

A clerical re-check is carried out by the exam board. They will check that all parts of your script have been marked, the totalling of the marks and recording of the marks.

➤ **Service 2 – review of marking**

A post-results review of the original marking to ensure that the agreed marks scheme has been applied correctly. This service includes the clerical checks as described above.

Reviewers will not re-mark the script. ***Please be aware that marks and subject grades may go down as well as up. They may also stay unchanged.***

➤ **Service 3 – review of moderation** (this service is not available to an individual candidate)

Access to Scripts

- **PHOTOCOPIED Scripts to support reviews of marking** For A Level only. If you want a copy of your script you may request one. You may also request a review of marking after you have seen a copy of your script. This will not show examiner's marks.

Full details of these services, internal deadlines for requesting a service and fees charged are provided by the exams officer and will be available on results days.



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TOP REVISION TIPS

Don't let the stress of revision overwhelm you. Stay in control with these top tips.

